



**Corporate Services Division
Communications Branch**

Standing Committee on Estimates

**Foundational Briefing for Minister Sandals
September 18, 2017**

For Internal Use Only

Expenditure Estimates



- Expenditure Estimates provide detail on ministry spending for the upcoming fiscal year
 - Committee members each receive a copy of each ministry's Estimates Briefing Book which provides an overview of the ministry, an annual report and financial tables organized by the ministry vote/item structure
 - Votes are major programs which ministries are responsible for delivering. Each Vote is identified by a unique Vote number within the Estimates – TBS' vote is 034
 - Items are used to distinguish between different functions or services in the ministry and permits appropriating funds to particular services
 - The financial information presented in the Estimates Briefing Book include the 2017-18 estimates, 2016-17 estimates and interim actuals and 2015-16 actuals
 - Corporate Services has compiled a comprehensive variance analysis of the ministry financial information reported in the Estimates Briefing Book
- The Committee presents one report with respect to all of the Estimates and Supplementary Estimates considered pursuant to Standing Orders 60 and 62 no later than the third Thursday in November of each calendar year -
November 16, 2017

Roles and Responsibilities



Communications

- Responsible for the overall leadership and coordination of the ministry's issue management and products to support the Minister before the Standing Committee on Estimates
 - Includes the creation and management of required communications products within TBS and across other Ministries as required
- Prepares and distributes briefing templates, Qs&As to programs and coordinates approvals by program ADMs of materials
- Assembles the briefing binder
- Supports attendees (i.e., DM, Associate DMs, etc. with briefing materials)
- Tracks all Committee follow-up questions and coordinates program responses to the members

Corporate Services Division

- Supports the Minister, DM and Executive Team as required on the ministry's financial, human capital management and services
- Responsible for the preparation of Ministry financial materials including the Printed Estimates and expenditures / allocations
- Prepares notable ministry financial item materials
- Confirms financial references included in program materials in consultation with Communications
- Prepares responses to Committee questions regarding financial items

Preliminary List of Attendees



TBS Officials:

- Helen Angus – Deputy Minister
- Karen Hughes – Office of the Treasury Board
- Cindy Veinot – Provincial Controller
- Reg Pearson – Centre for Public Sector Labour Relations and Compensation
- Marc Rondeau – Centre for Public Sector Labour Relations and Compensation
- Assistant Deputy Minister – Capital Planning
- Mel Fraser – Corporate Services Division
- David Nicholl – I&IT

Logistics:

- TBS Communications to prepare officials in advance (e.g. resources, guidelines)
- Officials can be present in committee room, or on standby in ante room to be called upon

Logistics



- Committee meets Tuesdays & Wednesdays
- TBS will be examined for 7.5 hours over three days:

Date	Duration	Time	Ministry
Sept 26	1 Hr. 15 Mins.	9:00am -10:15am	Treasury Board Secretariat
	2 Hrs. 15 Mins	3:45pm to 6:00pm	Treasury Board Secretariat
Sept 27	2 Hrs. 15 Mins	3:45pm to 6:00pm	Treasury Board Secretariat
Oct 3	1 Hr. 15 Mins	9:00am -10:15am	Treasury Board Secretariat
	2 Hrs. 15 Mins	3:45pm to 6:00pm	Treasury Board Secretariat / Ministry of Energy (1 Hr. 45 Mins.)

- Part 1 – Opening statements:
 - Minister’s opening address – 30 mins (max)
 - Official opposition – 30 mins
 - Third party – 30 mins
 - Minister’s rebuttal address – 30 mins
- Part 2 – Questions and answers:
 - All remaining time apportioned equally among the three parties for questions; rotating 20 min rounds

Logistics (con't)



- Ministries must submit list of officials appearing before the committee who may respond to questions.
- Associate/Assistant Deputy Ministers will be identified as officials to appear and speak to specific program questions
- Minister may respond to questions and/or call upon officials
- Committee typically meets in Amethyst Room, Committee Room 151
- Room is equipped with cameras; meeting is televised within Legislative precinct and streamed online
- Transcript is recorded in Hansard
- Staff must keep track of all unanswered questions for follow up

Membership



- Chair: **Cheri DiNovo** NDP / Parkdale--High Park
- Vice-Chair: **Michael Mantha** NDP / Algoma--Manitoulin
- Members:
 - **Mike Colle**, LIB / Eglinton--Lawrence
 - **Nathalie Des Rosiers**, LIB / Ottawa--Vanier
 - **Michael Harris**, PC / Kitchener--Conestoga
 - **Ann Hoggarth**, LIB / Barrie
 - **Sophie Kiwala**, LIB / Kingston and the Islands
 - **Arthur Potts**, LIB / Beaches--East York
 - **Todd Smith**, PC / Prince Edward--Hastings
- Clerk: Eric Rennie

Communications Approach



Strategy:

- Demonstrate openness and transparency by answering questions related to TBS business lines fully and factually
- Highlight TBS achievements using examples & proof points
- Call on ministry officials where needed to answer questions
- Defer out of scope questions to responsible ministries

Questions:

1. Committee questions

- Minister's response with support from officials as needed

2. Member questions

- Minister's discretion to respond or defer to officials, in part or in full

Scope



- Two hats of TBS: line ministry vs. central agency
- Standing orders provide that the chair must ensure that members “adhere strictly” to vote and item under consideration after initial statements; in practice, members receive a fair degree of latitude. Consultation with Clerk may be helpful.
- Questions must relate to TBS estimates, but chair ultimately decides. If linkage can be made to content of TBS estimates it may be allowed.
- Questions typically relate to high profile issues
- Opening remarks to specify that Minister & officials will answer questions on TBS-owned programs and processes (e.g. mandate letter, estimates briefing book), but will defer on items owned by other ministries.

Issues



- Government advertising (Bulk Media Buy Fund)
 - Fair Hydro Plan, Climate Change Action Plan, ORPP campaigns
- Infrastructure planning, asset sales, Trillium Trust
- Contingency fund
- Bargaining and Compensation
 - BPS executive compensation
 - OPS management compensation
 - Collective bargaining
 - Employee & pensioner benefits
- Fiscal Targets/Accounting
 - Fair Hydro Plan accounting
 - Accounting changes, path to balance, AG & FAO commentary
 - Public Accounts
- Use of consultants

Products



- Briefing binder, containing:
 - Logistics BN
 - Minister's remarks (2 x 30 mins)
 - Member questions (20)
 - Questions and answers
 - House book notes (91)
 - FOIs, OPQs, sessional papers & petitions
 - TBS Estimates briefing book
- TBS Communications will coordinate with programs to receive Associate/Assistant Deputy Minister approval of program level materials