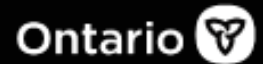


# A message from the **Chief of Staff to the Premier** and the **Secretary of the Cabinet**



August 14, 2023

**MEMORANDUM TO: Chiefs of Staff and Deputy Ministers**

---

As you are aware, Ontario's Auditor General released her [Special Report on Changes to the Greenbelt](#) last week.

To support continuous improvement of processes, the government has agreed in principle with 14 of the report's 15 recommendations and is committed to their rapid implementation. A comprehensive response to the report is a top priority and a working group is being established to support implementation. Further information will be shared soon. During this interim period, we would like to take the opportunity to ensure that you and your teams are reviewing the report and to reinforce the important work that each of you do to support government decision-making.

As we move forward, please continue to use the existing tools and processes that are in place to seek clarity on roles and responsibilities where required and to raise issues or concerns about process or risk. We will continue to work together to ensure issues are resolved.

Cabinet and Cabinet Committee members rely on the ongoing due diligence and analysis by ministries to make informed decisions. Every Cabinet and Cabinet Committee submission, including Treasury Board/Management Board of Cabinet, is expected to provide accurate and complete information and highlight key issues and facts to support effective discussion. As we work to implement the recommendations, please ensure the following:

- All submissions are complete, including options and risks, throughout the approvals/sign off process;
- That appropriate consultation, including with Indigenous leaders, is undertaken and that the process and feedback received is clearly outlined in the submission; and,
- That submission timelines for Cabinet and all Cabinet Committees including Treasury Board are followed to allow for due diligence by officials and appropriate consideration by respective Committee members.

We also ask that during this period, all instances where confidentiality agreements are proposed be flagged for Cabinet Office and/or Treasury Board Secretariat, who will bring these matters to our attention. Please ensure adherence to records retention requirements, including the documentation of materials received by third parties and only use government emails for work related matters.

We would also like to reiterate the importance of ensuring that all public servants adhere to the ethical framework in the [Public Service of Ontario Act, 2006](#), including but not limited to rules regarding conflict of interest and political activity. Every public servant has an ethics executive to whom they should disclose any actual or potential conflicts of interest. For public servants who work in a ministry, their ethics executive is the Deputy Minister. For public servants who work in a Minister's office, their ethics executive is the Integrity Commissioner.

Please let us know if you have any questions or concerns. As always, Cabinet Office and Treasury Board Secretariat are also here to provide advice and support.

Thank you,



Patrick Sackville  
Chief of Staff to the Premier



Michelle E. DiEmanuele  
Secretary of the Cabinet  
Head of the Ontario Public Service