

# RECOMMENDATION FOR AN OC

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## INTRODUCTION

This section of the policy manual explains how to prepare a Recommendation for an Order in Council (ROC). It discusses:

- the purpose of an ROC; and
- how to prepare the ROC package.

## PURPOSE

An [Order in Council](#) (OC) records an act of Cabinet. Among other things, it can be used to appoint, reappoint, amend or rescind an appointment of individuals to government positions. In the Board's case, OCs relate to Board-member appointments. Board members are appointed for a set time period, not exceeding three years. Should a member's term expire or they resign their post, Cabinet updates the Order in Council to reflect these changes.

If the Chair wishes changes to the Board's membership, the Chair asks for an "OC package". This package comprises the ROC memos, a Board-member chart (see below) and resumes. The package gets sent to the Minister for review and approval. If approved, the Minister then brings the ROC package to the next Cabinet meeting. If Cabinet approves, the official Order in Council is revised and forwarded to the Board. This OC makes any changes in Board membership official and therefore allows new members to begin (or current members to continue) to sit at Board hearings.

## HOW TO PREPARE

Upon the recommendation of the Chair that an existing OC needs updating, assemble the following four documents:

- the Recommendation for an order in Council;
- a memo from the Chair to the Minister;
- a memo from the Minister to the Premier and Executive Council;
- a copy of the latest Board-member chart; and
- resume(s) of the individual(s) in question.

### ***Recommendation for an Order in Council***

Type up the ROC. Note that when referring to any member already mentioned in prior OCs, names must appear consistently. Check both the spelling and the use of initials.

### ***Memo to the Premier and Executive Council***

The Board prepares a memo on the Minister's behalf to the Premier and Executive Council. This memo contains a brief statement of the Board's recommendations. Store all memos about the Board-member appointments on the BRD-APNT drawer. Print this memo on Department memo letterhead, not the Board's memo masthead. See the sample for the Minister's closing salutation.

### ***Board-Member Chart***

The Minister and Cabinet also want a chart showing all prior members and any proposed changes. Include this in the package. An asterisk (\*) signifies reappointments and a number sign (#) the recommendation for a new member. To make changes to the chart, recall the latest version of the chart. Resave it under a new name and then make changes. Update the chart as instructed by the Chair. Be sure to change the date at the top to the current date.

Place a copy of the updated Chart in the Chair's files (195-5-2) on the "Chart" fileback and give a copy to the Chair for the Chair's personal records.

### ***Resumes***

Include a copy of the mentioned members' resumes in the package. You can locate prior members' resumes in the green binder located on the shelf by the Chair's Assistant's desk. This binder "Labour Relations Board Members" contains members' resumes, oaths of office and prior Orders in Council.

Have the Chair review the package and sign where needed. Make a full copy for the Chair's files before sending it to the Minister.

Once the Minister has approved, the ROC is forwarded to the Minister's Office. An original and 10 copies of the ROC (and appendixes) must be submitted by noon on Thursday to be reviewed by Cabinet on Tuesday.