

Executive Council

Annual Report **2018–2019**

Note to Readers:

Copies of the Annual Report are available on the Alberta Open Government Portal website www.alberta.ca

Executive Council

Communications

9820 107 Street NW
Edmonton Federal Building, 7 FL
Edmonton, AB T5K 1E7

Phone: 780-643-6684

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Preface

The Public Accounts of Alberta are prepared in accordance with the *Financial Administration Act* and the *Fiscal Planning and Transparency Act*. The Public Accounts consist of the annual report of the Government of Alberta and the annual reports of each of the 21 ministries.

The annual report of the Government of Alberta contains the consolidated financial statements of the province and the *Measuring Up* report, which compares actual performance results to desired results set out in the government's strategic plan.

This annual report of the Ministry of Executive Council contains the financial information of the ministry and a comparison of actual performance results to desired results set out in the ministry business plan.

This ministry annual report also includes other financial information as required by the *Financial Administration Act* and *Fiscal Planning and Transparency Act*, as separate reports, to the extent that the ministry has anything to report.

In December 2018, government announced changes to the 2018-19 ministry annual reports. Ministry and department audited financial statements previously included in the annual report of the Ministry of Executive Council have been replaced with the financial information of the ministry on pages 17-21.

Key information previously contained in the annual reports of each of the 21 ministries is now included in the audited consolidated financial statements of the province.

Message from the Premier



As Premier, I am pleased to present Executive Council's annual report for the 2018-19 fiscal year.

Executive Council is responsible for strategically coordinating policy development across the government and supporting our common sense plan to get Alberta back to work, make life better for Albertans, and to stand up for our province.

On April 16, 2019, Albertans voted for positive change and their new government was sworn in on April 30, 2019. Our strong team hit the ground running and Albertans are already seeing the changes they voted for. New legislation has been introduced to demonstrate that Alberta is open for business, to make our province the most tax-competitive in Canada while attracting job-creating investment, and to cut the red tape that has burdened our economy for too long.

In the coming year, our government will work relentlessly to create new jobs, grow our economy, get our resources to new markets, and secure prosperity for Albertans for generations to come. Executive Council will play a crucial role in coordinating the implementation of the agenda that Alberta's new government received overwhelming support for in April. Executive Council will offer advice and guidance on legislative issues to Cabinet and Cabinet Committees, collaborate with other ministries to achieve the government's objectives, and advance Alberta's priorities across Canada and the world.

I look forward to continuing to work with the dedicated public servants at Executive Council to build a strong, free and prosperous Alberta.

[Original signed by]

Jason Kenney
Premier

Management's Responsibility for Reporting

The executives of the ministry have the primary responsibility and accountability for the respective entities. Collectively, the executives ensure the ministry complies with all relevant legislation, regulations and policies.

Ministry business plans, annual reports, performance results and the supporting management information are integral to the government's fiscal and strategic plan, annual report, quarterly reports and other financial and performance reporting.

Responsibility for the integrity and objectivity of the accompanying ministry financial information and performance results for the ministry rests with the Premier, President of Executive Council. Under the direction of the Premier, I oversee the preparation of the ministry's annual report, including the financial information and performance results. The financial information and performance results, of necessity, include amounts that are based on estimates and judgments. The financial information is prepared using the government's stated accounting policies, which are based on Canadian public sector accounting standards. The performance measures are prepared in accordance with the following criteria:

Reliability – information used in applying performance measure methodologies agrees with the underlying source data for the current and prior years' results.

Understandability – the performance measure methodologies and results are presented clearly.

Comparability – the methodologies for performance measure preparation are applied consistently for the current and prior years' results.

Completeness – outcomes, performance measures and related targets match those included in the ministry's Budget 2018.

As Deputy Minister, in addition to program responsibilities, I am responsible for the ministry's financial administration and reporting functions. The ministry maintains systems of financial management and internal control which give consideration to costs, benefits, and risks that are designed to

- provide reasonable assurance that transactions are properly authorized, executed in accordance with prescribed legislation and regulations, and properly recorded so as to maintain accountability of public money
- provide information to manage and report on performance
- safeguard the assets and properties of the province under ministry administration
- provide Executive Council, the President of Treasury Board and Minister of Finance, and the Premier, President of Executive Council the information needed to fulfill their responsibilities
- facilitate preparation of ministry business plans and annual reports required under the *Fiscal Planning and Transparency Act*.

In fulfilling my responsibilities for the ministry, I have relied, as necessary, on the executives within the ministry.

[Original signed by]

Deputy Minister Ray Gilmour
Deputy Minister of Executive Council
June 5, 2019

Results Analysis

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Ministry Overview

In 2018-19, Executive Council supported the implementation and execution of government policy and strived to achieve two outcomes:

- **Outcome One:** Government's agenda is effectively implemented in coordination with ministries
- **Outcome Two:** Alberta's priorities are advanced across Canada

Organizational Structure

Office of the Premier

The Office of the Premier provides both strategic and functional support for the Premier. It includes advisors and planners, specialists in issues management and scheduling, media relations, stakeholder outreach, and legislative liaison staff. The Office is led by the Chief of Staff who, attentive to the Government caucus, is a crucial link in applying the principle of responsible government to the Ministry of Executive Council.

Deputy Minister's Office

The Deputy Minister, as Clerk of Executive Council, oversees the Ministry. The Deputy Minister's Office provides procedural and organizational advice to the Office of the Premier, and delivers policy and priority direction from the Office of the Premier. The Deputy Minister also serves as Secretary to Cabinet and is the head of the Alberta Public Service.

Office of the Lieutenant Governor

The Ministry of Executive Council provides administrative and functional support to the Office of the Lieutenant Governor to enable the Vice Regal to focus on duties to represent the Sovereign and ensure the smooth functioning of our parliamentary system.

Cabinet Coordination and Corporate Services

The Cabinet Coordination and Corporate Services division is responsible for the day-to-day operations of Executive Council. The division consists of the following major entities:

- Cabinet Coordination Office (CCO) is responsible for the organizational and administrative support to Cabinet. CCO provides strategic agenda-setting and development, facilitates information flow to decision makers, records minutes and communicates meeting outcomes.
- Operations and Machinery of Government (OMG) works with all ministries to monitor and track the progress of programs, projects, and issues across government; and produces situation reports to support the Deputy Minister's Office and Premier's Office. OMG also provides a corporate planning and support role for Executive Council, as well as research and project support as required.
- Protocol Office supports state, official, working, and private visits to Alberta. By serving as the point of introduction for diplomats and other key visitors, the Alberta Protocol Office enhances Alberta's profile on the global stage. Internally, the Protocol Office leads domestic ceremonies, such as the swearing-in of Cabinet, and manages Government House and the Federal Building. Protocol provides secretariat support to the Alberta Order of Excellence – the highest honour the province can bestow on a citizen.

- Corporate Services supports the day-to-day operations of the ministry. This area oversees human resources support in the areas of recruitment, training and employee relations; finance and administration services including financial planning, financial reporting and business planning; management of the Freedom of Information and Protection of Privacy accountabilities for the ministry; records management; and information and technology support and services.

Policy Coordination Office

The Policy Coordination Office (PCO) works in partnership with CCO to support delivery of the government's policy and legislative agenda. Working with the Premier's Office, PCO assists in the coordination of the government's annual legislative and other Throne Speech priorities. PCO works in partnership with all ministries to develop policy options that align with the government's agenda and coordinates the system to review and approve government regulations. Overall, PCO plays an essential quality assurance function for ministries to ensure that high-quality decision documents are provided to Cabinet and its Committees. PCO also provides secretariat support to Cabinet Committees, such as setting and creating agendas, briefing the Committee chair, and recording minutes.

Intergovernmental Relations

Intergovernmental Relations (IGR) coordinates Alberta's leadership and participation within the Canadian federation, in pursuit of a federal system that best serves the needs of Albertans and Canadians.

IGR is responsible for supporting the Premier's intergovernmental agenda, missions and meetings. This means advancing Alberta's interests at intergovernmental forums, including the Council of the Federation, First Ministers' Meetings, the Western Premiers' Conference, and bilateral meetings with the Prime Minister and other premiers.

IGR works with Alberta government ministries to ensure a coordinated and consistent approach to intergovernmental relations. IGR also reviews and approves all of Alberta's intergovernmental agreements to ensure they are consistent with Alberta's goals and objectives.

Key Factors Influencing Performance

Executive Council continues to develop and maintain of strong working relationships with ministry partners, and collaborate with partner governments and stakeholders to achieve mutually beneficial outcomes for Albertans and Canadians.

The ministry uses a government-wide tracking system to track, monitor, and assess items destined for Cabinet decision-making processes. This same system is used to track operational items and assess risk to government and stakeholders. This enables Executive Council to more effectively monitor ongoing and emerging issues.

Discussion and Analysis of Results

Outcome One

Government's agenda is effectively implemented in coordination with ministries

Executive Council plays a crucial role in defining and communicating the government's agenda to ministries to ensure implementation occurs effectively. Key activities and initiatives related to this outcome include the following.

The Policy Coordination Office provided advice and support to ministries to ensure alignment of policy and legislative proposals and in the implementation of public policies, programs and services. Activities in 2018-19 included the following:

- Provided secretariat services to 90 meetings on behalf of five Cabinet Committees. This included coordination of agendas and decisions documents, briefing Committee chairs, and working with the Cabinet Coordination Office in the production of meeting records.
 - In February 2019, Cabinet established the Spring Legislation and Policy Committee in place of the Social Policy and Economic Development Policy Committees. The Legislative Review Committee continued. Work from both Committees routed into Cabinet.
- Supported the development of 30 pieces of legislation between spring and fall sessions in 2018, and the spring 2019 session.
- Attracted an average of 754 new, and 492 returning, monthly visitors to the Policy InSite website. This is a Government of Alberta tool that provides support to policy professionals to understand and work effectively within the Cabinet policy development and approval process.
- Provided advice and support to Ministries throughout the policy development process.

The Cabinet Coordination Office (CCO) supported government by facilitating timely and effective decision-making at Cabinet. CCO also provided advice on Cabinet agenda-setting and the efficient operation of Cabinet and Cabinet Committees. Key outcomes for 2018-19 include:

- Coordinated and supported 35 Cabinet meetings and two Cabinet retreats. These services included briefing the Premier, logistics, developing agendas and decision documents, producing official meeting records preparation, and 696 appointments to public agencies, boards, commissions and the courts.
- Provided administrative support to 66 meetings of Cabinet Committees.
- Refined scheduling, agenda development, document control and other administrative processes to improve the operation and efficiency of Cabinet meetings.

The Operations and Machinery of Government branch continued its work to enhance the flow of information and issues management between Executive Council and ministries. The branch also supported corporate planning.

Outcome One Performance Measures

Performance Measure	2016-17 Result	2017-18 Result	Current Result	2018-19 Target
1.a Satisfaction of ministries with the services they receive from Executive Council ¹	82%	79%	77%	85%
1.b Average monthly unique visits by policy professionals to government's internal policy development and coordination resource website ²	1,238 visits Oct 2016- Mar 2017	1,030 visits	754 visits	833 visits
1.c Satisfaction of ministries that advice and support from Executive Council assists them in advancing the policy and operational mandates of the government ¹	Not Available ³	82%	76%	85%

Note 1: Measures 1.a and 1.c have been adjusted from previous annual reports to align with the fiscal year in which the data was collected as opposed to the calendar year it reflects.

Note 2: Measure 1.b has been adjusted from the 2018-21 Business Plan in order to better represent the unique visits to the site. It is now presented as an average monthly figure instead of an annual total.

Note 3: Data to support Measure 1.c was not collected until 2017-18.

Outcome Two

Alberta's priorities are advanced across Canada

Intergovernmental Relations (IGR), as part of Executive Council, leads the coordination and advancement of Alberta's priorities as they relate to other governments across Canada. IGR works with other ministries across the Government of Alberta to develop collaborative approaches and expand multilateral and bilateral partnerships.

The Premier participates in intergovernmental forums, such as the Council of the Federation, First Ministers' Meetings and the Western Premiers' Conference. As these meetings provide key opportunities to advance Alberta's intergovernmental interests, IGR provided the Premier with strategic analysis, policy advice and logistical support. Key meetings supported by IGR included:

Council of the Federation

The Council of the Federation is comprised of all 13 provincial and territorial governments in Canada. Its objectives are to promote interprovincial-territorial cooperation, foster meaningful relationships between governments, and demonstrate leadership on issues important to all Canadians. The 2018 Summer Meeting was held on July 20, 2018 in Saint Andrews, New Brunswick. Premiers had productive discussions about enhancing trade partnerships, improving access to global markets, and ways to improve health care for Canadians.

- Prior to the Council of the Federation meeting, premiers met with National Indigenous Organization (NIO) Leaders from the Congress of Aboriginal Peoples, and the Native Women's Association of Canada. During the meeting, premiers and NIO leaders discussed economic partnerships and Indigenous Children in Care.

First Ministers' Meeting

On December 7, 2018, the Prime Minister and premiers met in Montreal, Quebec. They discussed ways that they could collaborate to strengthen the economy by diversifying Canada's international trade, enhancing market access, strengthening trade between provinces and territories, reducing red-tape and creating opportunities for small and medium-sized businesses. The Premier highlighted the need to address the challenges facing Alberta's energy sector. First Ministers also discussed the impact of the Canada-United States-Mexico Agreement and the Canada Free Trade Agreement.

Multilateral and Bilateral Meetings

In 2018-19, IGR supported the Premier, Ministers and Deputy Ministers at 110 multilateral and bilateral meetings and conferences. These meetings facilitated Alberta's progress on a range of issues, including energy infrastructure, climate change, health care, Indigenous issues, internal trade and economic growth.

Intergovernmental Agreements

Under Section 11 of the *Government Organization Act*, the Minister of Executive Council is responsible for approving all of Alberta's intergovernmental agreements. In 2018-19, IGR reviewed 242 agreements between the Government of Alberta and other governments that proceeded to signature.

Support to ministries is a key performance measure for Executive Council, and the results of the most recent client survey are reported in the table below. The support and collaboration provided through the activities noted above have contributed to achieving the ministry's outcome.

Outcome Two Performance Measure

Performance Measure	2016-17 Result	2017-18 Result	Current Result	2018-19 Target
2.a Satisfaction of ministries with the services they receive from Executive Council to advance Alberta's interests within Canada ¹	88%	88%	88%	90%

Note 1: Measure 2.a has been adjusted from previous annual reports to align with the fiscal year in which the data was collected as opposed to the calendar year it reflects.

Outcome Two Performance Indicators

Performance Measure	2014-15 Result	2015-16 Result	2016-17 Result	2017-18 Result	Current Result
2.a Number of intergovernmental agreements signed	201	282	238	330	242
2.b Number of intergovernmental meetings (multilateral and bilateral) supported	163	176	187	183	110

Alberta Protocol Office

The Alberta Protocol Office has a key role in supporting political and economic relations by welcoming and supporting international dignitaries coming to Alberta. Highlights from 2018-19 include:

- Official visits to Alberta were made by eight Heads of Mission, which included visits by Ambassadors, High Commissioners and Consul Generals. Several meetings were organized for Heads of Mission and others to meet with the Premier and Ministers.
- The Alberta Protocol Office supported the visit of Her Excellency, The Right Honourable Julie Payette, CC, CMM, COM, CQ, CD, Governor General of Canada in May 2018.
- The Princess Royal (Princess Anne) made a visit to Edmonton in her position as President of the Royal Agriculture Society, as part of the 28th Commonwealth Agriculture Conference in November 2018. While it was not an official visit, the Alberta Protocol Office had a role in organizing a reception for VIP guests.
- In addition to the official visits, Alberta also hosted 53 Consul Generals, Consuls and other Consular Agents in May 2018 at Government House in Edmonton, as part of the annual Consular Corps and Other Representatives Briefing (the Briefing). These consular officials reside both in Alberta and other locations throughout Canada (Vancouver, Toronto and Montreal). The Briefing, hosted and chaired by the Minister of Economic Development and Trade, is an opportunity for the province to inform the international community about the agenda and priorities of the government.

Performance Measure and Indicator Methodology

Performance Measure 1.a: Satisfaction of ministries with the services they receive from Executive Council

Source: Executive Council Client Survey – Last administered from November 27 to December 17, 2018

This measure shows the satisfaction level of GoA staff who receive services from the Policy Coordination Office (PCO) and/or the Cabinet Coordination Office (CCO) in Executive Council. It does not include the satisfaction of GoA staff who receive services from Intergovernmental Relations (IGR) in Executive Council (covered in Performance Measure 2.a). Questions are administered as part of an internal survey distributed to clients of Executive Council across government departments once a year. Based on a 5-point Likert scale, this measure combines the “satisfied” and “very satisfied” results of the questions for a total satisfaction score. Information gathered from ministries about the level of satisfaction with services helps to identify current strengths and areas where services can be improved.

Performance Measure 1.b: Average monthly unique visits by policy professionals to government’s internal policy development and coordination resource website

Source: Internal website

This measure shows the average number of monthly unique visits by GoA staff to the website for a given year. This measure is calculated by adding the monthly unique visits to the site for the period of April to March and dividing by the number of months in the reporting period. Increasing the number of GoA staff who are aware and accessing the content on the website will support the wider GoA to implement the government policy agenda.

Performance Measure 1.c: Satisfaction of ministries that the advice and support received from Executive Council assists them in advancing the policy and operational mandates of the government

Source: Executive Council Client Survey – Last administered from November 27 to December 17, 2018

This measure shows the satisfaction level of GoA staff who receive services from PCO and/or CCO in Executive Council specific to support in advancing the policy and operational mandates of the government. It does not include the satisfaction of GoA staff who receive services from IGR in Executive Council. Questions are administered as part of an internal survey distributed to clients of Executive Council across government departments once a year. Based on a 5-point Likert scale, this measure combines the “satisfied” and “very satisfied” results of the questions for a total satisfaction score.

Performance Measure 2.a: Satisfaction of ministries with the services they receive from Executive Council to advance Alberta's interests within Canada

Source: Executive Council Client Survey – Last administered from November 27 to December 17, 2018

This measure shows the satisfaction level of GoA staff who receive services from Intergovernmental Relations in Executive Council. It does not include the satisfaction of GoA staff who receive services from the Policy Coordination Office or the Cabinet Coordination Office in Executive Council. Questions are administered as part of an internal survey distributed to clients of Executive Council across government departments once a year. Based on a 5-point Likert scale, this measure combines the “satisfied” and “very satisfied” results of the questions for a total satisfaction score.

Performance Indicator 2.a: Number of intergovernmental agreements signed

Source: Internal database

Performance Indicator 2.b: Number of intergovernmental meetings (multilateral and bilateral) supported

Source: Internal database

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Ministry Financial Highlights

Statement of Revenues and Expenses (unaudited)

	2019		2018	Change from	
	Budget	Actual	Actual	Budget	2018
	<i>(in thousands)</i>				
Revenues					
Premiums, fees and licenses	\$ -	\$ -	\$ 1	\$ -	\$ (1)
Other revenues	8	7	16	(1)	(9)
Ministry total	8	7	17	(1)	(10)
Inter-ministry consolidation adjustments	-	-	-	-	-
Adjusted ministry total	8	7	17	(1)	(10)
Expenses - directly incurred					
Programs					
Office of the Premier / Executive Council	13,390	13,510	12,870	120	640
Intergovernmental Relations	4,064	3,268	3,450	(796)	(182)
Ministry total	17,454	16,778	16,320	(676)	458
Inter-ministry consolidation adjustments	-	-	-	-	-
Adjusted ministry total	17,454	16,778	16,320	(676)	458
Annual surplus (deficit)	\$ (17,446)	\$ (16,771)	\$ (16,303)	\$ 675	\$ (468)

Revenue and Expense Highlights

Revenues

- Revenues for Executive Council are generated primarily through events hosted at Government House.
- Revenues have decreased from prior year due to a one-time refund of expenditure received in 2017-18.

Expenses

(in thousands)

2018-19	2018-19
Actual	Budget
\$16,778	\$17,454

Expenses for the ministry were \$676 (four per cent) below budget.

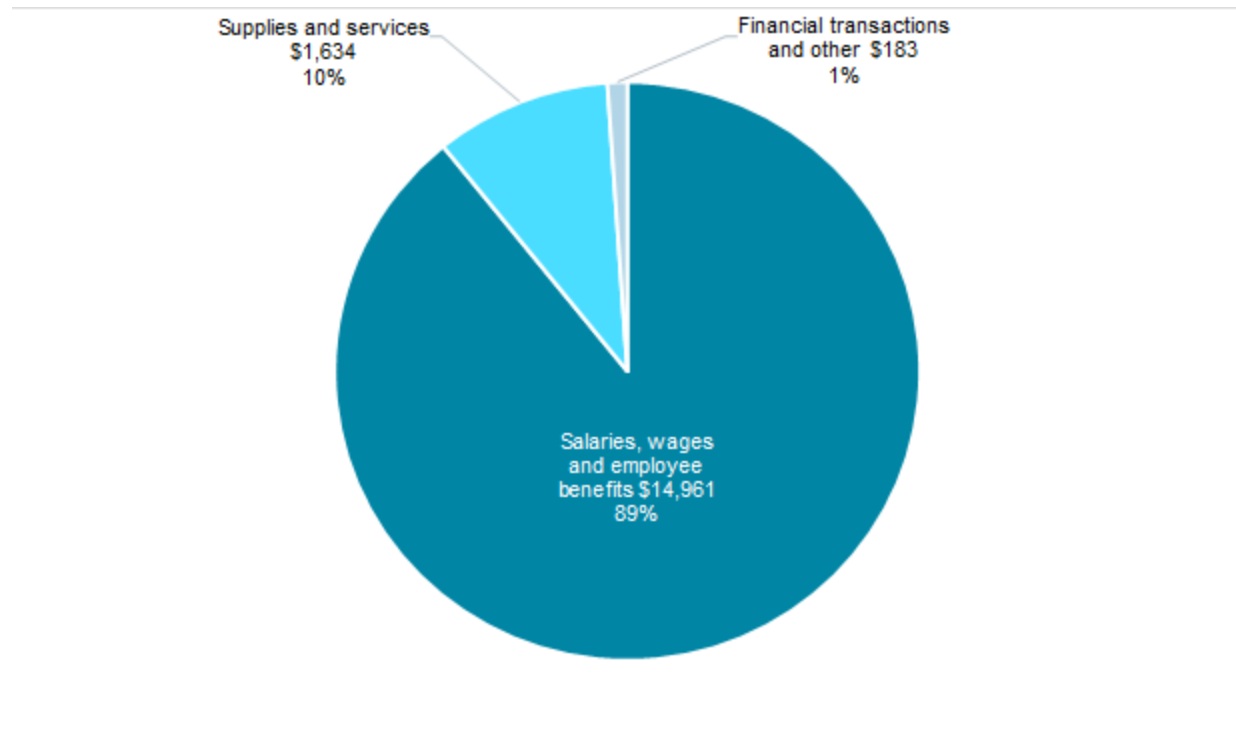
2018-19	2017-18
Actual	Actual
\$16,778	\$16,320

Expenses for the ministry were \$458 (three per cent) higher than in 2017-18.

Expenses – Directly Incurred Detailed by Object (unaudited)

(in thousands)

The following information presents the expenses of the ministry that were directly incurred by object. The total expenses in 2018-19 for Executive Council were \$16,778. This represents a decrease from budget of \$676 (4 per cent).



Salaries, Wages and Employee Benefits

(\$14,961 or 89 per cent of total expenses)

- Salaries, wages and employee benefits were lower than budget by \$443 (3 per cent). The decrease was predominantly due to savings from deferred staffing.

Supplies and Services

(\$1,634 or 10 per cent of total expenses)

- Supplies and Services were lower than budget by \$336 (17 per cent). The decrease was due to lower than anticipated spending for travel and contract services.

Financial Transactions and Other

(\$183 or 1 per cent of total expenses)

- Financial transactions were over budget by \$103 (129 per cent). The increase is due to valuation adjustments for employee vacation liability. Employee vacation liability is a non-cash expense that is not included in budget.

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Lapse/Encumbrance (unaudited)

(in thousands)

	Voted Estimate ⁽¹⁾	Supplementary Supply	Adjustments	Adjusted Voted Estimate	Voted Actuals ⁽³⁾	Unexpended (Over Expended)
Program - Operating Expense						
Office of the Premier/Executive Council						
1.1 Office of the Premier / Executive Council	\$ 12,201	\$ -	\$ -	\$ 12,201	\$ 12,755	\$ (554)
1.2 Office of the Lieutenant Governor	624	-	-	624	532	92
1.3 Corporate Services ⁽²⁾	565	-	-	565	121	444
	<u>13,390</u>	<u>-</u>	<u>-</u>	<u>13,390</u>	<u>13,408</u>	<u>(18)</u>
Intergovernmental Relations						
2.1 Intergovernmental Relations	4,064	-	-	4,064	3,268	796
	<u>4,064</u>	<u>-</u>	<u>-</u>	<u>4,064</u>	<u>3,268</u>	<u>796</u>
Total	<u>\$ 17,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,454</u>	<u>\$ 16,676</u>	<u>\$ 778</u>
Lapse/(Encumbrance)						<u>\$ 778</u>

(1) As per "Expense Vote by Program" page 150 of 2018-19 Government Estimates.

(2) Per Order in Council No. 297/2018, the Voted Estimate has been restated to reflect the transfer of FOIP/IMT and EIE to Service Alberta.

(3) Actuals exclude non-voted amounts such as amortization and valuation adjustments.

Payments Based on Agreements (unaudited)

(in thousands)

The ministry has entered into agreements to coordinate services that are proportionately funded by all ministries of the Government of Alberta. The ministry pays service providers for services rendered under the agreements and apportions the expenses to the ministries. Costs based under these agreements are incurred by the ministry authority of Section 25 of the *Financial Administration Act*.

The agreements cover the Canadian Intergovernmental Conference Secretariat costs.

Amounts paid and payable based on agreements are as follows:

	2019	2018
Canadian Intergovernmental Conference Secretariat	\$ 270	\$ 239

Annual Report Extracts and Other Statutory Reports

Section 32 of the *Public Disclosure Act* requires ministries to report annually on the following parts of the Act:

- (a) The number of disclosures received by the designated officer of the Public Interest Disclosure Office, the number of disclosures acted on and the number of disclosures not acted on by the designated officer;
- (b) The number of investigations commenced by the designated officer as a result of disclosures;
- (c) In the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing and any recommendations made or corrective measures taken in relation to the wrongdoing or the reasons why no corrective measure was taken.

Between April 1, 2018 and March 31, 2019, there were no disclosures of wrongdoing filed with the Public Interest Disclosure Office for the Ministry.