



October 7, 2014

Honourable Francine Landry
Minister of Post-Secondary Education, Training and Labour
Minister responsible for La Francophonie
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1

Dear Colleague,

On September 22, 2014, the people of New Brunswick entrusted us with the mandate of governing our great province. We worked hard to earn this trust, and we will have to work even harder to keep it. Our platform, *Moving New Brunswick Forward*, has set the foundation for a better future. We have been given four years to shape the future of New Brunswick and we need to approach each day with a strong sense of purpose. Our ultimate goal is to work with New Brunswickers to provide clear and focused leadership on job creation, balancing our finances and making life more affordable for families.

I am pleased to appoint you Minister of Post-Secondary Education Training and Labour and Minister responsible for La Francophonie. I congratulate you and want to remind you of the extraordinary opportunity you have been given to serve your province both as an MLA and in this Ministerial capacity. As you continue your duties as a Minister, the role of representing your constituents must remain a priority.

In your capacity as Minister, you are responsible for ensuring our platform commitments associated with your portfolio are implemented. The commitments for which you are responsible are identified in the attachment to this letter.

In addition to your other responsibilities, you will be the Minister responsible for le Collège communautaire du Nouveau-Brunswick, the New Brunswick Community College and Worksafe NB. You are also responsible for *Le Centre communautaire Sainte-Anne Act*.

The Office of the Premier plays a critical role in moving the government agenda forward, coordinating activities, monitoring performance and managing critical issues. We work as a team and, as such, you are expected to:

- work collaboratively on major policy initiatives and communication issues;
- consult on decisions regarding the staffing of positions and Ministerial appointments;
- be informed on the general and departmental legislative agenda;
- demonstrate enhanced decorum in the Legislative Assembly;
- be responsive to the needs of your caucus colleagues;
- seek approval on all out-of-province travel;
- be fiscally prudent and transparent in your duties; and
- publish expense reports online in a timely and transparent manner.

Members of the Executive Council are reminded of the roles and responsibilities and standards of ethics that they are expected to uphold. These are outlined in greater detail in the Minister's Handbook. As well, members of the Executive Council are to adhere to the conflict of interest provisions. It is not enough to avoid conflicts of interest; you must also be diligent in avoiding the perceptions of such.

As we begin to build our working relationship with the public service, I expect you to be mindful of the professionalism and unwavering commitment of our public servants. We are committed to work particularly hard to rebuild trust and respect between the political arm of government and the professional civil service.

As a Minister responsible for a department of government, you are expected to strive to develop a professional, respectful and trusting relationship with the Deputy Minister of your department. The Minister and the Deputy Minister have interrelated but distinct roles and responsibilities in relation to the organization. A Minister's authority and responsibilities are defined in the various pieces of legislation related to his or her portfolio. Ministers are individually responsible, answerable and accountable to the Legislature for those responsibilities. In addition to these enabling statutes, there are unwritten conventions and precedents governing the ways in which Ministers fulfill their responsibilities and account for their actions in exercising their statutory authority.

The Deputy Minister is the principal source of support for a Minister in fulfilling his or her collective and individual responsibilities. The Deputy Minister is responsible for effectively managing the department, carrying out responsibilities delegated by the Minister as well as obligations conferred by the *Civil Service Act* in relation to staffing and delegation. The greatest benefit will derive to the organization if the Minister and Deputy Minister conduct their work with a high level of consultation and cooperation. While the Deputy Minister has various responsibilities, he or she is ultimately accountable to the Premier, through the Clerk of the Executive Council, for upholding the duly approved policies of government and providing support to the Minister in a way that is consistent with the agenda and direction of government as a whole.

As a Minister of the Crown, your first priority will be to support the Government agenda. You are also expected to work in cooperation with the Government House Leader in order to specifically support the legislative agenda of Government including daily attendance in Question Period and during debates. You have the responsibility to work in a collegial fashion with your Cabinet colleagues in order to move our agenda forward together. In the spirit of Cabinet collegiality, it is important to remember that decisions to commit government to action beyond what is in the platform are made by all, not by individual Ministers. Finally, you are to be supportive of all caucus colleagues and be attentive to their needs from your department.

As I mentioned when I gave you your assignment, I will be assessing the performance of all Ministers in 18 to 24 months' time. We have an incredibly strong caucus and there will be opportunities to refresh our cabinet throughout our mandate.

We have been entrusted with an important and rare duty. I expect that from day one, we will govern fairly and wisely. This commitment to excellence must permeate all that we do. We serve our Province through each action and each decision we take. I am asking you to approach your duties with the greatest diligence, the strongest sense of purpose and the clearest commitment to put the interests of New Brunswickers first in all that we do.

Finally, I want to share some advice that I hope you will find as helpful as I have: work hard, be disciplined and take responsibility for everything you do. I have found that when I follow these three principles, I have always been proud of my actions.

Sincerely,

Hon. Brian Gallant
Premier of New Brunswick

Enclosure: Platform Commitments

cc: Clerk of the Executive Council and Secretary to Cabinet
Deputy Minister of Post-Secondary Education, Training and Labour

Attachment
Platform Commitments
Post-Secondary Education, Training and Labour

Government is committed to the following initiatives in ***Moving New Brunswick Forward***. It is the expectation that the Minister of Post-Secondary Education, Training and Labour take the lead on the following commitments.

*To provide New Brunswickers with **more jobs**, we are committed to:*

- Implementing a comprehensive literacy strategy that involves the public education system, employers, and community agencies. Begin by restoring funding to adult literacy cut by the current government.
- Helping our province's youth develop skills and find jobs through a new Youth Employment Fund to give unemployed 18-29 year-olds training and work experience here in New Brunswick rather than see them go out west.
- Provide a training tax credit to small businesses that pay for continuous learning opportunities for their employees.
- Developing a nine-month accelerated course to close the gaps between workforce skills and the needs of the information-communication technology (ICT) industry. Work in partnership with industry and the New Brunswick Community College to develop the curriculum and require ICT companies to guarantee jobs for all of the seats opened in this program.
- Identifying workforce skills shortages and pairing companies with students in targeted programs through education contracts with the company offsetting tuition costs in exchange for the students going to work for the company.
- Improving the recognition of professional credentials from other provinces and countries to allow us to attract and retain skilled workers.
- Working with the other Atlantic provinces and the federal government to develop an Atlantic Canadian Immigration Strategy that provides more provincial control and targets the common needs of Atlantic provinces in growing our populations and workforces. Ensure the New Brunswick implementation of this strategy respects the linguistic makeup of the province.
- Making post-secondary education more affordable by eliminating parental and spousal contributions and by providing student-loan relief to new parents.
- Providing new financial assistance to those with the greatest financial need to allow them to attend university, college or other post-secondary training programs.
- Encourage under-represented groups to attend college or university through education about education.
- Establishing a distance learning centre of excellence to improve opportunities for education for rural New Brunswickers.
- Stability and predictability in tuition rates by requiring universities to set tuition fees for the length of a degree program...
- Stability and predictability in tuition rates.....Facilitate this by giving universities a four-year funding forecast so they can reliably set tuition rates in advance.

- Working with the federal government to try to get New Brunswick its fair share: Reversing changes to the Employment Insurance program and ensuring the unique nature of seasonal industries in the Atlantic economy is recognized.
- We will work with our publically-funded universities to have them...better align their work with public policy goals such as the commercialization of more research, leading to patents and more made-in-New Brunswick products going to market.



*To ensure New Brunswick is the **best place to raise a family**, we are committed to:*

- Honouring the commitment made by all parties in the first Poverty Reduction Strategy and immediately raise the minimum wage to \$10.30 per hour. Raise the minimum wage further to \$11.00 per hour by 2017 and thereafter annually by the rate of inflation.