

## ANNEX A – LIST OF RESPONSIBILITIES

### Yukon Lottery Commission

1. Establishes rules and procedures governing the Commission's affairs and decision-making processes
2. Ensures its powers and duties are executed appropriately, in accordance with applicable federal and territorial statutes, such as the *Criminal Code of Canada*
3. Ensures interjurisdictional lottery revenue is managed effectively and in an honest transparent manner
4. Develops policy with respect to: (i) the Commission's internal administration and processes, (ii) the conduct and management of interjurisdictional lotteries, and (iii) revenue and expenses derived from and relating to interjurisdictional lotteries
5. Provides general direction in relation to the execution of its mission, authorities, and decision-making processes to the General Manager in charge of Administrative Support Services performing core services<sup>1</sup>
6. Establishes funding programs designed to support arts, sport and recreation
7. Develops a formula for determining the amount of funding provided to recipients of program funding, including Government departments
8. Develops and implements multi year strategic and annual plans establishing the Commission's priorities, objectives and activities
9. Causes the preparation of an annual audit of the Commission's financial position and an annual report describing the Commission's operations and finances for a particular year
10. Establishes an evaluation framework intended to assess the Commission's performance, programs, agreements, and funding formulae through the identification of appropriate performance measures and baseline data
11. Reviews, considers and approves or rejects agreements (or amendments to agreements) the Minister wishes to conclude for the provision of services in respect of the conduct and management of interjurisdictional lotteries, such as the WCLC agreement
12. Provides advice to the Minister respecting existing or proposed agreements, such as the WCLC agreement, regulations enacted pursuant to the *Public Lotteries Act*, and any other matter the Commission wishes to address with the Minister related to interjurisdictional lotteries
13. Ensures the Minister receives reports and information required to perform her or his duties
14. Communicates the Commission's priorities for arts, sport and recreation to the Minister
15. Oversees public communications within its authority through the Chair and Chief Executive Officer or an alternate, and includes the Commission's obligation under the WCLC agreement to conduct local affinity advertising and promote the benefits of interjurisdictional lotteries

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<sup>1</sup> Administrative Support Services, referenced in the *Public Lotteries Act*, is divided into core services, consisting of the full-time human resources assigned to support the Commission, and Shared Services, consisting of services that are provided to the Commission from time-to-time, such as services related to finance, IT, and human resources.

16. Concludes memoranda-of-understanding with Government departments to target investments in arts, sport and recreation
17. Concludes contracts for matters directly assigned to it through law and agreements (e.g. WCLC agreement), or causes contracts to be brought into effect using Core Services
18. Contributes ongoing informal routine feedback to the General Manager on Administrative Support Services
19. Contributes feedback to the Secretary as part of the development of the General Manager's annual performance objectives and annual performance review conducted by the Secretary
20. Participates in the General Manager hiring process

**Chair & Chief Executive Officer, Yukon Lottery Commission**

1. Supervises and directs the work of the Commission, and presides at sittings of the Commission
2. Seeks input and advice from the Commission, carries out decisions of the Commission, and briefs the Commission on the Chair's activities
3. Represents the Commission along with the Vice-Chair (or another member) in meetings with the Minister, Government officials, such as the Secretary, other governments, First Nations, and the stakeholder community
4. Fosters effective working relationships with the Minister, Secretary, General Manager, and Commission Members
5. Provides feedback to the Secretary with respect to the performance of Administrative Support Services
6. Ensures the Minister is provided with information and advice required to respond to questions from members of the Yukon Legislative Assembly and to fulfil the Government of Yukon's responsibilities
7. Ensures the Minister has reasonable advance notice of the intentions of the Commission on major issues within the Commission's authority
8. Acts as the primary spokesperson and is the first option for responding to the media
9. May refer media enquiries to Administrative Support Services through the General Manager
10. Works with the Minister to promote interjurisdictional lotteries and the benefits of investments in arts, sport, and recreation through the coordination of public announcements, news releases, and public events
11. Provides the Commission's direction to the General Manager

**Minister, Yukon Liquor Corporation**

1. Develops legislative and regulatory initiatives in relation to interjurisdictional lotteries, including amendments to the *Public Lotteries Act* and regulations, on behalf of the Government
2. Accountable to the Yukon Legislative Assembly for the Government's broad direction to the Commission

3. Reports annually to the Yukon Legislative Assembly on the activities of the Commission, and may table the Commission's annual report in the Yukon Legislative Assembly
4. Concludes agreements, subject to the approval of Cabinet and the Commission, with other governments or their agents for the conduct and management of interjurisdictional lotteries
5. May take action in response to advice and recommendations proposed by the Commission
6. Exchanges information with the Commission in relation to Government priorities, interjurisdictional lotteries, and funding for arts, sport and recreation
7. Ensures the Commission has reasonable advance notice of the intentions of the Government on major issues within the Minister's authority
8. Communicates Government priorities with respect to interjurisdictional lotteries, arts, sport and recreation
9. Fulfills her or his legislative obligation to provide a Secretary and Administrative Support Services to assist the Commission
10. Considers requests from the Commission for additional Administrative Support Services, and may enter into agreements for such services
11. Seeks Cabinet approval for the appointment of members to the Commission
12. Appoints a Commission Member to serve as Chair and a second Commission Member to serve as Vice-Chair

#### **Secretary to the Yukon Lottery Commission**

1. Supports and acts under the general direction of the Minister, and is accountable to the Minister for providing support to the Commission for the purpose of advancing the Commission's mandate
2. Is accountable to the Minister for the performance of Administrative Support Services assigned to support the Commission and its mandate
3. Works with the Commission to establish service standards, service expectations and performance measures for Administrative Support Services
4. Ensures Administrative Support Services meet the service standards provided for in the Service Agreement
5. Defines the duties of Administrative Support Services, and oversees and directs the work of Administrative Support Services, including the General Manager, with respect to the implementation of the Commission's goals
6. Advises the General Manager on procedural matters respecting the Government's internal processes
7. Ensures appropriate processes are in place for the review, routing and approval of all packages and material prepared for the Commission by Administrative Support Services
8. Establishes the annual performance objectives and conducts the performance evaluation of the General Manager, giving full consideration to the feedback the Secretary obtains from the Commission
9. Responsible for hiring the General Manager, with the participation of the Commission

**General Manager, Administrative Support Services – Core Services**

1. Oversees the day-to-day administration and operation of the Commission and Administrative Support Services performing a core function
2. Manages agreements with the lottery ticket centre retailers and provides services respecting tickets, training, support and compliance programs
3. Monitors and assesses the performance of Administrative Support Services performing a core function
4. Supports the work of the Commission by developing, implementing and reporting on the Commission's strategic plan, annual plan, O&M budget, and capital budget
5. Prepares policy and other briefing materials and information packages for Commission Members, and participates in Commission meetings as an adviser to the Commission
6. Provides advice, secretariat-related services, such as preparing agenda and meeting minutes, and training (e.g. board orientation training) aimed at assisting the Commission to fulfil its responsibilities
7. Prepares policy in relation to the Commission's finances, governance, administration, and programs
8. Serves as a primary link between the Commission, Chair, Secretary, Administrative Support Services, other government departments (e.g. Justice, Community Services, Tourism & Culture), First Nations, other governments and government agencies, and the stakeholder community
9. Updates the Commission and Chair on the status of the implementation of Commission goals, issues affecting the Commission, and legal/policy requirements governing Commission activities
10. Updates the Secretary on the implementation of Commission goals and operational matters
11. Prepares briefing material, decision documents, and correspondence for the Commission, Minister and Secretary
12. Reviews briefing materials, decision documents, and correspondence prepared by shared services for the Commission, Minister and Secretary
13. Works with the Commission, Executive Council Office, Management Board, Secretary, and shared services regarding the approval of cabinet and management board submissions and public communications
14. Manages the development, delivery and evaluation of programs approved by the Commission
15. Manages agreements, represents the Commission in discussions with other parties to agreements, and ensures the Commission abides by the terms, of agreements concluded pursuant to Section 11 of the *Public Lotteries Act* (such as the WCLC agreement)
16. Serves as the negotiator in relation to negotiation, renewal, and/or amendment of agreements concluded pursuant to Section 11 of the *Public Lotteries Act* (such as the WCLC agreement)
17. Seeks to ensure interjurisdictional lottery revenue is managed effectively and in an honest transparent manner