



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

Ministerial Profile Updates


Fall 2021

Swearing-in day - centralized process

All Ministerial profiles will be updated on swearing-in day.

As requested by TBS and PCO, Principal publisher will:

- Update all ministerial profiles in a centralized location
- Use the updated template, but only include bios and photos
- Source pre-approved bio copy from pm.gc.ca
- Reuse existing photos where possible; source new photos from PCO



Government
of Canada

Gouvernement
du Canada

Franglais

Search Canada.ca

Q

MENU ▾

[Canada.ca](#) > [Ministers and Parliamentary Secretaries](#)

The Honourable [Minister name], MP



265 × 352

Minister of [\[Portfolio name one\]](#) and [\[Portfolio name two\]](#)Represents the riding of [\[Riding name\]](#)

- [Ministerial mandate letter](#)
- [Ministerial briefing book](#)
- [Ministerial appointments](#)

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Tempore amet ducimus nihil, voluptate quibusdam? Excepturi in aspernatur rem ipsam aperiam voluptates fugit officiis culpa, ratione, et maxime impedit.

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Similique ex commodi autem laudantium aliquam id, voluptate possimus quod illo velit vero, at dolorum sequi ipsam culpa fugit, molestias quaerat vitae.

Contact information

House of Commons
Ottawa, Ontario K1A 0A6
Telephone: 123-456-7890
Fax: 123-456-7890
Email: [\[first.last@canada.ca\]](#) ✉

Features [optional]

[\[Feature hyperlink text\]](#)


360 × 203

[\[Feature hyperlink text\]](#)


360 × 203

[\[Feature hyperlink text\]](#)


360 × 203

Full Ministerial profile template:
<https://design.canada.ca/mandatory-templates/ministerial-profile-pages.html>

**Government of Canada**
Gouvernement du Canada

Search Canada.ca

MENU ▾

[Canada.ca](#) > [Ministers and Parliamentary Secretaries](#)

The Honourable [Minister name], MP



265 × 352

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Tempore amet ducimus nihil, voluptate quibusdam? Excepturi in aspernatur rem ipsam aperiam voluptates fugit officiis culpa, ratione, et maxime impedit.

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Similique ex commodi autem laudantium aliquam id, voluptate possimus quod illo velit vero, at dolorum sequi ipsam culpa fugit, molestias quaerat vitae.

[Report a problem on this page](#)

[Share this page](#)

Date modified: 2021-09-27

[Contact us](#)
[Departments and agencies](#)
[Public service and military](#)

[News](#)
[Treaties, laws and regulations](#)
[Government-wide reporting](#)

[Prime Minister](#)
[How government works](#)
[Open government](#)

[Social media](#) • [Mobile applications](#) • [About Canada.ca](#) • [Terms and conditions](#) • [Privacy](#)



On swearing-in day,
Ministerial profiles will look
like this

Swearing-in day - what institutions need to do

Do's

- Wait for PP to notify institutions when new Ministerial profiles are live
- Update links from your institutional landing page (ILP) and any other pages to point to new Ministerial profile in AEM

Don'ts

- Duplicate centralized Ministerial profiles under your own ILPs
- Ask for new links prior to swearing-in day

After swearing-in day - other mandatory elements

Principal publisher will add the following as they become available:

- Riding links from www.parl.gc.ca
- Mandate letter links from pm.gc.ca

Institutions to provide PP with the following as applicable:

- Ministerial contact information
- Briefing books or transition binder links
- Ministerial appointment calendar links
- Use the PP request form for these: <http://requestform.portal.gc.ca/tickets.html>

After Swearing-in day - other updates and optional elements

If further updates are required, use PP request form for:

- Any updates to links, photos or contact info
- Any optional additions below the mandatory parts of the template

What about parliamentary secretaries?

We will follow the same process whenever they are announced!

- PP will create basic profiles with bios, photos, links to Ministers
- Institutions to provide contact info and other optional elements as needed, using PP request form

Do

- Link to centralized profiles from your ILPs

Don't

- Duplicate this content under your ILPs

Questions?