

Agenda Item #: _____
Date: _____

Department State the Department, Agency, Public Service Entity (PSE), etc.

Subject: Give the subject of the submission in a succinct and clear statement, so that Ministers can read this line and have a clear understanding of what the request is.

- Background**
- 1. Begin numbered paragraphs here and continue through the remainder of the document.
 - 2. State the background information that brought about the submission. Be concise—usually a few paragraphs is plenty.
 - 3. Do not include anything that is not factual information.

Proposal

- 4. Describe the problem the proposal is intending to address and state what the department is requesting. This does not have to be verbatim as it is set out in the submission.

Staff Analysis

- 5. This should include all relevant issues that led you to your assessment (e.g., social, economic, stakeholders, consultations, alternatives, legal implications).

- Financial Implications**
- 6. State how this request will affect the financial state of the province and department. Give the details, in dollar amounts, for the current and future years.
 - 7. The financial analyst should either complete this section or approve it. Also, the financial analyst should decide if Department of Finance and Treasury Board advice is necessary.
 - 8. Does this request require additional statutory capital authority? If so, how much?
 - 9. Is this proposal likely to have an impact on creditors or credit rating agencies (positive, negative, neutral)?

- Staff Assessment**
- 10. Give your overall conclusion on the issue(s). Explain if the proposal will:
 - ☐ achieve the desired results or not
 - ☐ be easily implemented
 - ☐ be affordable
 - ☐ complement or conflict with other policies or priorities
- Conclude with your recommendation using one of the following statements:
- ☐ recommended as submitted by the department
 - ☐ recommended with conditions - (and note what these conditions are and how these recommendations should appear in a minute letter or changes which may need to be made prior to implementation of an order in council
 - ☐ not recommended

NOTE: Departments should be made aware of a recommended position which differs from what was put forward by the department.

Signature _____
Cabinet Advisor
Office of Planning and Priorities

Signature _____
Financial Analyst
Department of Finance and Treasury Board
(Assessment of financial risk and implications only)

Notes:

- Don't take sections out—just say N/A.
- Keep it to one page if at all possible.
- Both the Financial and Policy Analyst assigned must review each submission.