

Memorandum
to the Executive Council



Number:

Dept.:

Date:

Title:

Include a one sentence description of the item being raised or the action proposed.

Submitted By:

State the name and portfolio of the Minister concerned.

Prepared By:

Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By:

The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

Deputy Minister:

The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission.

SUMMARY:

Provide a bullet point summary of the proposal including:

- Objective

- Outcome sought

- Financial impact

- Considerations impacting timing of the decision

- Recommendation

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST

Describe the reason for this request (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of the Executive Council? If yes, what was the result of the previous consideration and how is this submission different?

BACKGROUND

In a brief paragraph, provide the 3 most important pieces of background information that have led to the current situation.

KEY ISSUE

Identify key issues and explain how the submission is consistent with the organization’s Business Plan and/or Minister’s Mandate Letter.

In some instances there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. Where appropriate, you may decide to list the issues in this section and indicate that more detail will be included in the sections that follow.

Examples of key issues are: timing considerations, stakeholder/media interest, financial or economic risks to the province, major intergovernmental or industry negotiations, real or perceived threats to the health and safety of citizens, etc.

JURISDICTIONAL REVIEW

Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include, at a minimum, publicly available information that provides a comparison with the Atlantic Provinces and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.

ASSESSMENT OF ALTERNATIVES / RISK ASSESSMENT/MITIGATION

Identify realistic options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation).

A risk is the chance of something happening, negative or positive, that will impact the objectives of the proposal. Provide a high level risk assessment evaluating the risks of each option addressing the following:

- Major risks of each option
- Probability of occurrence (high, medium or low)
- Impact should risk occur (high, medium or low)
- Overall Risk Level
- Recommended mitigation plan (if any). Mitigation could include avoiding the risk, changing the likelihood, change the consequence, sharing the risk.

Sample table format (include a table for each option):

Option:				
Risk	Probability (H/M/L)	Impact (H/M/L)	Risk Level (H/M/L)	Mitigation

N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.

PROPOSED ACTION AND TIMING

Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors, including the type of action being requested and the possible outcomes from this action. For instance, the timing of consultations for Education may be dependent on the school calendar. The timing for legislative or regulatory changes may be dependent on the schedule of the House of Assembly or the schedule of Cabinet.

FINANCIAL IMPACT

1. Does this submission require either of the following approvals under the *Finance Act*?

Section 77 requires a report from the Minister of Finance and Treasury Board before entering into a net debt obligation - See Section 77 R&R template if the request requires this approval.

- ☐ Yes (attached)
- ☐ No

Section 78 requires Treasury and Policy Board approval before undertaking an operating obligation.

- ☐ Yes – Clearly explain why this submission requires a Section 78 approval.
- ☐ No

When completing the sections below, consider the financial implications of the action itself and any financial implications that may be incurred from decisions or policy direction derived from the action. The section must include full description of how the proposal will impact the requesting department.

2. Is this an In-Year Funding request (is there a current year impact which cannot be absorbed in the existing appropriation)?

- ☐ Yes (please contact your Corporate Financial Analyst at Finance and Treasury Board for further clarification)
- ☐ No

3. Briefly describe the financial request by completing the following table: (Table amounts should be annual cumulative \$ requirements. Cumulative refers to the total requirement for each fiscal year in excess of base budget for the current year. Gross expenses - prior to any recoveries or fees - should be used to complete this table.)

Initiative	Fiscal Year	Fiscal Year	Fiscal Year
	\$	\$	\$
	\$	\$	\$
Less amount that will be absorbed in existing appropriation	\$	\$	\$
Total new funding required	\$	\$	\$

4. Is new operating funding required?

- ☐ Yes
- ☐ No

If new operating funding is required, please complete the following table (annual cumulative \$ requirements).

Additional operating funding required	Fiscal Year	Fiscal Year	Fiscal Year
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

5. Is new capital funding required?

- ☐ Yes
- ☐ No

If new capital funding is required, please complete the following table:

Additional capital funding required	Fiscal Year	Fiscal Year	Fiscal Year
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

Identify any additional operating costs (project and ongoing costs) that will result from the capital expenditure by fiscal year.

6. Is there third party funding associated with this request?

- ☐ Yes If so, please describe source and amount: _____
- ☐ No

7. Will this proposal impact a Revenue stream of the Province?

- ☐ Yes If so, describe impact: _____
- ☐ No

8. Are additional FTEs required?

- ☒ Yes. If so, number by fiscal year: _____
- ☐ No

9. Provide any further comments on the financial impact that have not been covered above.

INFORMATION TECHNOLOGY

Is there a technology component to this request?

- ☐ Yes. If yes, detail the consultations that have been conducted with the Department of Internal Services, Information, Communications and Technology Services branch, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.
- ☐ No

GOVERNMENT-WIDE IMPLICATIONS

Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the action and whether or not they are in agreement with the proposed action. If another department will be affected in a significant way, submit a joint Memorandum.

CONSULTATION

Is Aboriginal consultation required (before the request in this submission can be implemented)?

- ☐ Yes. If yes, please explain the outcome.
- ☐ No

Indicate what consultations, if any, were undertaken with:

- ☐ Federal Government
- ☐ Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?

- ☐ Yes
- ☐ No

List all other consultations that have taken place including type of consultation, stakeholders consulted and their positions.

EFFICIENCY/PRODUCTIVITY

Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.

LEGAL IMPLICATIONS

Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES

Assess the direct and indirect impacts of the preferred alternative in the following areas. ***For those that are applicable***, two or three sentences around the related implication are sufficient.

- ☐ Economic
- ☐ Rural Nova Scotia
- ☐ Social Equity
- ☐ Gender
- ☐ Trade

- ☐ Environmental
- ☐ Human Resources
- ☐ Municipal
- ☐ Intergovernmental

RECOMMENDATION

The recommendation should concisely summarize what is being asked of Cabinet for approval and mirror what the department is seeking to be contained in the minute letter.

Respectfully submitted,

Halifax, Nova Scotia

[Original signed by]

Date

Minister of

*Administrative update: **March 1, 2018***