

Memorandum

To Executive Council
Request for Legislation



NUMBER:

DEPT:

DATE:

Subject: *Request for Legislation - Amendments to * Act or new * Act*

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. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

SUMMARY: Provide a clear concise summary of the proposal

*The Executive Council is being asked to approve amendments to the * Act to *
or
The Executive Council is being asked to approved a new * Act *.*

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST

Describe the reason for this request for legislation (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 Board or Policy and Priorities Committee? If yes, what was the result of the previous consideration and how is this submission different?

BACKGROUND

In a brief paragraph, provide background information why this legislation is being proposed. This should be a concise, factual statement of events that have led to the current situation, including when the last substantive amendments were made to this legislation (if applicable).

KEY ISSUE

Identify key issues such as

- timing related to meeting certain government, department, or other deadlines
- transitional issues that may result from the outcomes of the legislation
- stakeholder expectations

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. You may decide to list the issues in this section and indicate that more detail will be included in the sections that follow where appropriate.

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

Identify different 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). 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. For instance, the timing for the legislative change may be dependent on the schedule for the House of Assembly.

FINANCIAL IMPACT

- What is the source of funding for this proposal? Is funding coming from an approved budget appropriation? Is new funding required and, if so, can funding be re-allocated from existing appropriations?
- Provide a description of any new financial request as a result of this request for legislation and why the department feels it is reasonable.
- Are there FTE impacts or additional FTE requirements as a result of this proposal?
- Does this proposal impact on other expenditures (e.g., a capital expenditure may result in changes in operating costs)
- Revenue/tax implications - Is the proposal impacting a revenue stream of the province?
- Impact on bottom line - Will the proposal cause a material impact on the budget estimates and, as a result, increase the deficit/reduce the surplus?

Review this analysis with Finance CSU staff. Include a statement that says the financial implications have been reviewed by Finance CSU staff.

INFORMATION TECHNOLOGY

Is there a technology component to this request?

Yes

If yes, detail the consultations that have been conducted with the Chief Information Office and/or your IT Corporate Service Unit, 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 proposed legislation and whether or not they are in agreement with the proposal. 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, that 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.

GOVERNMENT COMMITMENT / PRIORITIES

Better Care Sooner

jobsHere

Living within its Means

- Helping Families Make Ends Meet

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 proposed legislation in the following areas. ***For those that are applicable***, two or three sentences around the related implication is sufficient.

- Economic
- Rural Nova Scotia
- Social Equity
- Gender
- Trade
- Environmental
- Human Resources
- Municipal
- Intergovernmental

RECOMMENDATION

The recommendation should concisely summarize what is being asked for approval.

********Drafting instructions must be attached as an Appendix********

Respectfully submitted,

Minister of

Halifax, Nova Scotia
(Date)

Most recent review: **November 3, 2011**