**Title:**  Describe the item being raised or the action proposed in 12 words or less

**Submitted By:** State the name and portfolio of the Minister concerned

**REQUEST AND RATIONALE**

* Describe the request, including its intent, the outcome sought, relevant context and timing that helps explain the proposal. What are the consequences of inaction? Complex situations may extend length beyond 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, give the result of the previous consideration and explain how this submission is different.

**RECOMMENDATION**

Summarize what the Minister is asking Cabinet to approve. Be concise.



**LEGAL AUTHORITY** (must be completed by the Department of Justice solicitor advising on the submission)

Set out the legal authority for the proposed action. It may be worded, as follows:

“The undersigned has the honour to refer to Section \_\_\_\_\_ of Chapter \_\_\_\_ of the Revised Statutes of Nova Scotia, 1989, the \_\_\_\_\_\_ Act, which provides as follows: (Quote the actual sections).” Or paraphrase authority when sections to be quoted are long: “Section ... provides that the Governor in Council may authorize execution of (paraphrase the section).” 

**ALIGNMENT WITH GOVERNMENT PRIORITIES AND MINISTERIAL MANDATE**

* Describe how this proposal advances government priorities and/or addresses ministerial mandates. Where applicable, reference mandate timelines (e.g., specific critical pathway steps), original platform commitments, and quantitative measures/key performance indicators (KPIs) tracked by the Office of Priorities and Planning. Confirm the proposed course of action is consistent with timelines and budgets. If the proposed course of action deviates from any previous commitments or confirmed direction, please explain why a modified course of action is being recommended.
* If the request is not in service of government priorities, explain why it is being brought forward for Executive Council approval (e.g., urgent operational priority).

**DESIGN, DELIVERY, AND IMPLEMENTATION**

Explain why the recommended approach is best suited to achieve the expected results using the suggested considerations below.

* Program/policy design: discuss how the program/policy design and delivery model are best suited to achieving expected results and any associated risks. If there is a procured service or solution proposed, confirm that you have consulted with the Procurement Branch to discuss requirements and agree on timelines.
* Innovation: describe the extent to which the program/policy design and delivery model support the improvement or modernization of service delivery and operating practices, either through the use of existing techniques or new approaches.
* Governance structures: discuss leadership, policies, relationships, control mechanisms, and accountability measures.
* Scalability: Identify any options to alter scope and/or timing changes.

**CONSULTATIONS**

* **External consultations and engagement**: Describe consultation and engagement activities undertaken, engaged/interested parties involved and their positions on the proposal, and when the consultations took place. If future consultations are planned, briefly describe them. Any proposals with impacts to public facing policy, services and programs require at minimum some level of public awareness, particularly with affected groups. New or modernized programs and services should include user research and/or usability testing. If there was no consultation or engagement relating to this request, explain why.
* **Aboriginal**: Is there a Duty to Consult before the request in this submission can be implemented? If yes, explain the outcome; if not, describe any other Aboriginal consultation undertaken. Include input from the Office of L’Nu Affairs where applicable.
* **Other governments**: Were other provincial governments, municipal governments, and/or the federal government consulted? If so, has the Department of Intergovernmental Affairs and/or the Department Municipal Affairs and Housing been consulted?

**POLICY LENSES**

Assess the direct and indirect impacts of the recommended approach in the following areas:  **economy, environment, gender, human resources, intergovernmental relations, municipalities, rural, social equity, and trade.** Explain the related implications for each applicable area in two or three sentences.Departments are strongly encouraged to consult with subject matter experts where there are impacts or considerations that should be identified (e.g., departments or offices that have mandates to ensure that impacts to specific groups are adequately considered in government policy).

**JURISDICTIONAL REVIEW**

Describe how other jurisdictions have dealt with a similar issue. What were the outcomes of the approaches implemented in other jurisdictions and how does it compare to the approach being recommended through this submission? At minimum, include publicly available information that provides a comparison with other Atlantic provinces. If available, include the other Canadian provinces, the federal government, and other countries.

**GOVERNMENT-WIDE IMPLICATIONS**

Indicate what discussions or collaboration, if any, took place with other departments or government agencies that may be affected by the action. Include whether they agree with the proposed action. If another department will be affected in a significant way, a joint Memorandum to Executive Council should be submitted.

**DIGITAL AND TECHNOLOGY**

Indicate whether there is a digital and technology component to this request. If yes, detail the engagement and consultations conducted with Cybersecurity and Digital Solutions (CSDS); indicate whether CSDS supports this request (if no, why not); and confirm that all financial implications related to digital and technology (including design, delivery, user research and testing, procurement, and continuous improvement) have been detailed in the financial impact section and assessment appendix**.**

**EVALUATION AND PERFORMANCE MEASUREMENT**

Briefly describe how the proposed decision or course of action will be evaluated. This should include expected outcomes, performance indicators, targets, results tracking and monitoring (including any relevant measurements being reported to the Office of Priorities and Planning). All proposals with impacts to programs, services and interventions are strongly encouraged to complete the Evaluation and Performance Measurement Appendix. Consult with your Cabinet Advisor to discuss.

**LEGAL ADVICE (Solicitor-Client Privileged Communication; this section must be completed by the Department of Justice solicitor advising on the submission)**

Identify legal implications that may arise as a result of the implementation of the recommended approach.

**FINANCIAL IMPACT**

This section must be completed in consultation with your director of finance or senior financial staff. If there are financial implications, the Financial Impact Analysis Appendix must be completed and attached to the submission. Please ensure that all federal funding sources have been reviewed and considered. If federal funding will be utilized, please identify this in the Financial Impact Analysis Appendix. If there are no financial implications, state that here and do not attach a Financial Impact Analysis Appendix.



**OTHER OPTIONS**

Identify realistic options that have been considered to reasonably address the situation or problem (maximum three). N/A is not acceptable for this section. Provide a brief assessment of each option against the recommendation using the following criteria.

* Engagement Reaction: How will engaged/interested parties react to the alternative approach?
* Effectiveness: How likely is the alternative to be an effective response to the situation?
* Fairness/Equity: Will some individuals or groups be treated or impacted differently?
* Financial impact: What is the cost associated with the alternative?
* Feasibility: Comment on the feasibility and ease of implementation for the alternative.
* Risks: Identify any material risks associated with the alternative.



**RECOMMENDATION**

Summarize what is being asked of Cabinet for approval. Be concise.

**FORM OF ORDER** (must becompleted by the Department of Justice solicitor advising on the submission in the format below)

“The undersigned has the honour to recommend that the Governor in Council make an Order in the following form or to like effect:

The Governor in Council on the report and recommendation of the Minister of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_, 20\_\_, and pursuant to Section \_\_\_\_\_ of Chapter \_\_\_ of the Revised Statutes of Nova Scotia, 1989, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Act [or Section \_\_\_\_\_ of Chapter \_\_\_ of the Acts of , the Act], is pleased to...

[Original signed by]

Minister of Date

 Halifax, Nova Scotia

|  |  |  |
| --- | --- | --- |
| **Legal Review** | **Registrar of Regulations Review** | **Financial Review** |
| **Attorney General**Approved as to Form and Authority\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Order Being Requested is a Regulation Under the *Regulations Act*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Approved as to Form (for a Regulation Under the *Regulations Act)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPENDICES:**

(List all appendices for the submission; required appendices to be determined on an individual basis via consultation between Executive Council Office and Finance and Treasury Board Staff)