

**ADVICE TO EXECUTIVE COUNCIL**

**Agenda Item #**  
**Date**

**DEPARTMENT:**

**SUBJECT:**

**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 section provides an overall objective view of the minister's proposal and policy implications of the proposal to inform Executive Council's decision.
- 6. It should include analysis of all relevant issues that led you to your assessment (e.g., social, economic, stakeholders, consultations, alternatives, legal implications).

**FINANCIAL IMPLICATIONS:**

- 7. **What is the impact to current year and out years? Is the duration reasonable given context of the request?**
- 8. **Is the request within approved / planned thresholds?**
- 9. **Are there significant uncertainties, conditions, contingencies, and / or risks?**
- 10. **Is the financial request reasonable from a consolidated / corporate perspective?**

**STAFF ASSESSMENT:**

- 11. Give your overall assessment of the request (e.g., likelihood of the proposal achieving the desired results, ease of implementation, fiscal implications, alignment with government commitments, etc.).
- 12. Conclude with your recommendation (e.g., recommended as submitted by the department, recommended with conditions, not recommended, etc.).