

3.7 General Formatting Instructions and Timelines

General Formatting Rules for All R&Rs, Memoranda, Ministerial Appointment Forms, and Supporting Documents

- All R&Rs, Memoranda, Ministerial Appointment forms and all supporting documentation including communications plans must be on 8½ X14 paper (legal size) and single sided. The exception to this rule include Form “A”s, Standing Committee on Human Resource Guidelines and Regulations which should be on 8½ X11 paper (letter size).
- Arial font should be used
- The titles of the proposals should be in Arial 14
- The main part of the proposals and related attachments should be in Arial 11
- Margins may be adjusted as required
- The overall length of the proposal is dependent on the complexity of the issue/action. The proposal should provide substantive information to clearly describe the issue/action to Executive Council and allow Executive Council to make an informed decision. At the same time, information should be presented concisely.

Timeline

Submissions to Executive Council, complete with all supporting documentation, should be submitted to ECO at least three weeks in advance of when the department requires a decision of the Executive Council or its committees. This ensures sufficient time for analysis, briefings, and preparation time.

There may be extenuating circumstances that require the review to be expedited and all participants involved will attempt to accommodate this requirement.

Enquiries

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