

3.7 Instructions and Forms

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

- Arial font should be used
- The titles of the proposals should be in Arial 14-20
- The main part of the proposals and related attachments should be in Arial 11 to 12 as necessary
- 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 and TPB, complete with all supporting documentation, are required 10 working days in advance of the Executive Council or TPB meeting. This ensures sufficient time for analysis, briefings, and preparation time.

To avoid time delays, prepare proposals in the appropriate format, at the necessary level of detail, accompanied by the required documents (briefing note, communications plan, and supporting documents), and approved/signed by the minister.

There may be extenuating circumstances that require the review to be expedited and all participants involved will attempt to accommodate this requirement. Other priorities may be brought forward making an immediate review difficult or impossible. In other circumstances, scheduling may be difficult and the time line may be extended.

Appendices

Appendix 3-A	How Legislation is Prepared and Enacted
Appendix 3-B	Communications Plan
Appendix 3-C	Report and Recommendation to the Executive Council
Appendix 3-D	Memorandum to Executive Council
Appendix 3-E	Transactions and Interactions Guide
Appendix 3-F	Sample of Order in Council
Appendix 3-G	Intergovernmental Agreements Assessment Checklist
Appendix 3-H	How Regulations are Prepared
Appendix 3-I	Regulations Analysis Form
Appendix 3-J	Regulations (Red Tape Reduction) Criteria Checklist
Appendix 3-K	Briefing Note
Appendix 3-L	Intent of the <i>Freedom of Information and Protection of Privacy Act</i>
Appendix 3-M	Ministerial Appointment Form
Appendix 3-N	Form "A"
Appendix 3-O	Standing Committee on Human Resources Guidelines
Appendix 3-P	Transaction Guide
Appendix 3-Q	Treasury and Policy Board Staff Assessment
Appendix 3-R	Template for Corporate Administrative Policy Submissions
Appendix 3-S	Memo to Executive Council - Request for Legislation

Enquiries

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