

Report and Recommendation to the Executive Council



Number: _____
Dept.: _____
Date: _____

- Subject:** Include a short description of the item being raised or the action proposed
- 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:** Indicate the name and title of the Director of Finance or senior financial staff who has reviewed the proposal so he/she can be consulted on the financial implications and funding source.
- Deputy Minister:** Name the deputy minister/deputy head of the department who prepared the document, to ensure that the he/she is aware of and understands all submissions. The deputy minister/deputy head must sign beside his/her signature indicating he/she supports the submission. In the absence of such signature, the Clerk will confirm the submission of the Report and Recommendation with the appropriate official or Minister.

<p>Approvals</p> <hr/> <p>Attorney General Approved as to Form and Authority</p> <hr/> <p>This column, headed "Approvals," is provided to record progress of, and decisions relating to, the Report and Recommendation.</p> <hr/> <p>Registrar of Regulations Approved as to Form</p> <hr/> <p>Date _____</p> <hr/> <p>Clerk of the Executive Council</p> <hr/> <p>Date Rec'd. _____</p> <hr/> <p>Treasury and Policy Board</p> <hr/> <p>Date Rec'd. _____</p> <hr/> <p>Executive Council</p> <hr/> <p>Approved _____</p> <p>Withdrawn _____</p> <p>Referred to _____</p> <p>Date _____</p>	<p>Summary:</p> <p>Provide a brief and concise statement of the subject and proposed action. Define the problem or opportunity. Provide a clear concise summary of the proposal (who, what, when, where, why, and how).</p> <p>Describe the ultimate outcome expected as a result of the action requested in the Report and Recommendation—the results sought.</p> <hr/> <p>Following the Summary, indicate the legal authority for the proposed action, the rationale, and the recommendation for action.</p> <p>First Section: Legal Authority</p> <p>The first section must make reference to, and preferably quote, the legal authority for the proposed action. It may be worded, for example, as follows: (Either in this way)</p> <p>" 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: (The quote the actual sections)",</p> <p>(Or, instead)</p> <p>If the Section is very long, reference can be made to the substance of the Section, for example: "Section ..., provides that the Governor in Council may authorize execution of (paraphrase the section).</p> <p>Second section: Proposal</p> <p>The second section or provision in the report and recommendation should be prefaced with the phrase "The undersigned has the honour to report..." and must state briefly:</p> <ol style="list-style-type: none"> (1) pertinent facts and circumstances which make the Report and Recommendation necessary (2) the action which is requested (3) the likely result of the action of the Governor in Council (what corrective action would result, what beneficial objective would be attained, what deficiency would be corrected)
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For an R&R that has significant policy implications, complete all of the headings that follow:

BACKGROUND

Provide a description of background to current situation. This should be a concise, factual statement of events that have led to the current situation.

CURRENT SITUATION

Describe the current situation. That is, there must be issues related to the current situation that have become the impetus for this request. A description of the current situation in relation to these issues that have led to the need for this Report and Recommendation is necessary. This section may vary in length depending on the complexity of the current situation.

OBJECTIVE

The objective should flow from the stated issue. Describe the ultimate outcome expected as a result of the action requested in the Report and Recommendation—the results sought.

EVALUATION

State the criteria that will be used to evaluate whether or not the desired outcomes are attained. The evaluation criteria should be incorporated into the proposed policy or program such as

- criteria (e.g., effectiveness, efficiency, and administrative feasibility)

State intended outcomes and the time frame.

KEY ISSUE

Identify key issues such as

- timing issues related to meeting certain government, department, or other deadlines
- legislative and/or regulatory changes that may arise from the results of the action
- transitional issues that may result from the outcomes of the action
- changes in legislation or regulation
- restructuring of organizations
- stakeholder expectations

In some instances there may be only one or two key issues and in other instances there may be several issues. It should be noted that 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 corresponding sections that follow where appropriate.

CONSULTATION

Describe any consultations that have occurred, whether or not all necessary consultations have taken place, and if not why not. The stakeholders consulted should be listed, along with their positions and reasoning behind their positions. There should also be a description of how the stakeholders' input will be addressed. The type of consultation should be noted, for example, public meetings (include number and locations), focus groups, invitation to stakeholders, advertisements, etc.

In some situations, consultation may be proposed as a means to determine what action is required. If that is the case, the proposed consultation process should be outlined in detail.

ASSESSMENT OF ALTERNATIVES

Identify different options that have been considered to achieve the same outcome. Show the pros and cons of each option against the pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation). On the basis of this analysis, select the preferred option and provide the rationale. This should be based on the evaluation criteria outlined above. Remember, n/a is not acceptable for this section; there are always alternatives. There should be at least two alternatives, and four will most often be the most that can be dealt with practically in one submission. Do not expect to find a perfect policy alternative. Do not contrast a preferred policy with a set of "dummy" alternatives. Do not have a favourite alternative until you have evaluated all the alternatives in terms of all the objectives. Please ensure that your alternatives are mutually exclusive.

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, including the type of action being requested and the possible outcomes from this action. For instance, the timing of consultations for Education may be dependent on the school calendar. The timing for legislative or regulatory changes may be dependent on the schedule of the House of Assembly or the schedule of Cabinet. Timing of other activities may be dependent on elections schedules, hearings schedules, availability of stakeholders, etc.

BENEFITS/LIABILITIES

Describe the benefits and liabilities of the proposed course of action. The benefits could be drawn from the objective section in that the benefits of the action underscore the objective of the suggested action. The liabilities identify any potentially negative fallout from carrying out the identified action. This section should reflect the evaluation criteria.

IMPLICATIONS

Examine each of the eight areas for possible implications. For example, under Human Resource Implications, state the impact of the proposal on full-time equivalents (FTEs). One or more of these may be irrelevant, in which case "n/a" should be noted. For those that are applicable, two or three sentences around the related implications should be sufficient.

ECONOMIC IMPLICATIONS

RURAL NOVA SCOTIA IMPLICATIONS

SOCIAL IMPLICATIONS

TRADE IMPLICATIONS

LEGAL IMPLICATIONS

ENVIRONMENTAL IMPLICATIONS

HUMAN RESOURCE IMPLICATIONS

INFORMATION TECHNOLOGY IMPLICATIONS

FINANCIAL IMPACT

Because of the importance of this section as it relates to the government's budgeting concerns, this issue has been separated from the other potential implications identified above. This section should identify the financial implications of the action itself and any financial implications that may be incurred from decisions or policy direction derived from the action.

Address the following issues:

- funding allocation - What is the source of funding for the proposal? Is funding coming from an approved budget appropriation? Are new monies required and, if so, are monies be re-allocated from existing appropriations?
- third party funding - Are alternative funding sources being accessed? Is the province entering into contractual commitments with third parties which will impact its own financial management?
- revenue/tax implications - Is the initiative 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? Is the impact on an accrual or cash basis?
- impact on balance sheet - Will the proposal cause the province to be making a long-term financial commitment that results in an increase in assets/liabilities?
- view of investors/creditors - How will credit rating agencies and investors view the proposal? Will the net impact be seen to be positive, negative, or neutral to the current view? Is the proposal likely to have any immediate impact?
- the total cost of the program/policy by fiscal year (s)
- impacts on other expenditures (e.g., a capital expenditure may result in changes in operating costs)

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

GOVERNMENT-WIDE IMPLICATIONS

Indicate consultations, if any, that were undertaken with other departments that may be affected by the action and whether or not they are in agreement with the proposed actions and what their position is. If another department will be affected in a significant way, submit a joint Report and Recommendation.

EFFICIENCY/PRODUCTIVITY

The government is focussing on continuing to offer services in a more efficient manner. This efficiency/productivity may take differing forms including such examples as increased accountability to the Minister, less expensive options for certain programs, replacement of programs with other programs that may be more efficient or productive, etc. These are some examples of areas to identify under this section.

INTERGOVERNMENTAL IMPACT

In some instances, the action may (1) affect the federal or other provincial and territorial governments (not municipal or Aboriginal governments) or (2) require collaborative involvement with other governments, or both.

If the subject of the submission does not affect or involve the relationships, responsibilities, programs, or policies of the federal or other provincial and territorial governments, please say so.

If the subject may have different impacts on different governments, please specify what these may be.

Indicate the outcome of your consultation with the Nova Scotia Department of Intergovernmental Affairs.

Indicate consultations, if any, that were undertaken with other governments that may be affected by the action, whether or not they are in agreement with the proposed actions, and what their position is.

MUNICIPAL IMPLICATIONS

In some instances, the action requires a collaborative involvement with municipalities. This section should identify where collaboration is required or where the outcome of the action may affect municipalities. This section should also indicate what consultations, if any, were undertaken with municipalities that may be affected by the action and whether or not the municipalities are in agreement with the proposed actions and what their positions are.

OTHER ISSUES

Any other issues that may have been considered too minor for the "Key Issues" section and have not been included elsewhere may be included in this section. Consideration may be given to actions that may need to be considered in the future or for other groups, programs, etc.

COMMUNICATION ISSUES AND PLANS

A communications plan should also be attached. Carry forward the communications issues listed on the communications plan. Reference the attached communication plan for more details.

BLUEPRINT COMMITMENT

State how the proposal is related to the Blueprint Commitments. If the proposal relates to a specific commitment, quote the commitment.

If the proposal relates to a specific government priority, quote the reference and the specific priority. Examples of documents to consider are platform documents such as "Blueprint for building a better Nova Scotia," the Speech from the Throne, the government business plan, and the budget speech.

Last Section FORM OF ORDER (must be in all R&Rs)

State the recommendation for action by the Governor in Council.

Express the recommendation as follows:

"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 _____, Revised Statutes of Nova Scotia, 1989, the _____ Act, is pleased to ...

Respectfully submitted,

Minister of _____

Halifax, Nova Scotia
Date