

Agenda Item # \_\_\_\_\_

Date: \_\_\_\_\_

*Give the date this will be on the Cabinet or Cabinet Committee agenda***Department** State the Department, Agency, Public Service Entity (PSE), etc.**Subject:** Give the subject of the submission in a succinct manner, but so that Ministers can glean the topic. Often, the topic on the submission is appropriate.**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 you wouldn't want to be FOIPOPed—such things are not background in most cases, so be sure to consider if it really is background.

**Proposal**

4. Describe the problem the proposal is intending to address and state what the department is requesting. This does not have to be as it is set out in the submission. It may not be clear in the submission. State it so ministers can understand. It is not necessary to cite sections of acts if that is cumbersome—understanding is the key.

**Government Agenda**

5. State how this submission relates to the corporate agenda or government priorities, or both. Consider the Blueprint, Speech from the Throne, Corporate and departmental business plans.

**Financial Considerations**

6. State how this request will affect the financial state of the province and department. Give the details, in dollar amounts, for the current and future years.
7. The financial analyst should either complete this section or approve it. Also, the financial analyst should decide if Department of Finance advice is necessary.

**Analysis**

8. This section was formerly titled "Other Considerations." It should include all relevant issues not covered above that led you to your assessment (e.g., social, economic, stakeholders, consultations, alternatives, legal implications).

**Assessment**

9. Give your overall conclusion on the issue(s).  
Explain if the proposal will
  - achieve the desired results or not
  - be easily implemented
  - be affordable
  - complement or conflict with other policies or priorities

Conclude with your recommendation

- recommended as submitted
- recommended with conditions
- not recommended

This should lead to your final statement of whether the item is recommended. If you do not specifically state "recommended," give the reasons why, the changes you suggest, or the conditions you suggest for approval.

**Sign your name here**

Type your name here

**Notes:**

- Don't take sections out—just say N/A.
- Keep it to one page if at all possible.
- Both the Financial and Policy Analyst assigned must review each submission.