**due diligence and Evidence-based analysis TOOL for Memoranda to Cabinet**

**OVERVIEW**

**Title of proposal**:

**Summary of proposal**:

**Targeted Cabinet committee date**:

**Link to priorities**:  Mandate letter  Budget  Speech from the Throne

**Funding**:  Fully funded  Partially funded  Unfunded  No funding implications

Elaborate on funding as needed:

**Machinery implications**:  Yes  No If yes, please elaborate:

**Supporting materials**:  Discussion paper  Presentation

Other public consultation materials (specify):

**DEMOGRAPHIC IMPACTS**

Which population groups do you anticipate will be most impacted (either positively or negatively) by the policy options you are considering? Use **GBA +** to estimate the effects on diverse groups of women and men, girls and boys. Check any of the below factors taken into account in your analysis.

**Factors Considered** *(Select only those that apply)*

|  |  |
| --- | --- |
| Sex and gender- **Mandatory** | Indigenous status |
| Age (Children, Youth, Middle-Aged, Senior) | Visible minority status |
| Income (Low, Middle, High) | Immigration status and country of birth |
| Employment Status | Region of residence |
| Family Status | Disability status |
| Education | Other : |
| Language |

**Summary of GBA+ Findings**

| **Impacted Group** | **Summary of Expected Impacts (Positive and/or Negative)** |
| --- | --- |
|  |  |
|  |  |

**Evidence Base**

Please list the top three to five sources on which your above analysis is based:

Did you consult your department’s GBA experts?  Yes  No

* If no, please elaborate:

**ECONOMIC IMPACTS**

What are the anticipated economic impacts (positive or negative) of the policy options you are considering? Check any of the below areas of impact taken into account in your analysis.

**Areas Considered** *(Select only those that apply)*

|  |  |
| --- | --- |
| Income distribution (e.g., middle class) | Jobs and employment |
| Productivity, science and innovation | Trade and international competitiveness |
| Economic growth | Federal fiscal framework |
| Markets | Regional economic and fiscal context |
| Sectors, industries and firms | Local economic context |
| Inclusion (e.g., impacts on marginalized groups) | Other: |

**Summary of Economic Findings**

| **Impact Area** | **Summary of Expected Impacts (Positive and/or Negative)** |
| --- | --- |
|  |  |
|  |  |

**Evidence Base**

Please list the top three to five sources on which your above analysis is based:

**INTERGOVERNMENTAL CONSIDERATIONS**

**Regions, Provinces, Territories, and Municipalities**

Does the proposal have implications for regions, provinces, territories, or municipalities?

Yes  No

* If yes, please elaborate:

Are there any partnership opportunities with provinces, territories, or municipalities?

Yes No

* If yes, please elaborate:

**Indigenous Governments and Treaty Bodies**

Does the proposal have implications for nation-to-nation relations, including considerations related to treaties, agreements and other constructive arrangements?  Yes  No

* If yes, please elaborate:

Will the proposal apply to or take effect in one or more modern treaty area(s) or be applicable to modern treaty beneficiaries?  Yes  No

* If yes, have you conducted a full assessment of modern treaty implications?  Yes  No

**Canada-U.S. Relations**

Does the proposal have potential implications for Canada-U.S. relations or obligations?

Yes  No If yes, please elaborate:

**Global Affairs**

Does the proposal have potential implications for Canada’s international relations or obligations?

Yes  No If yes, please elaborate:

**ENVIRONMENTAL AND SCIENTIFIC CONSIDERATIONS**

Does the proposal have any potential environmental effects (positive or negative)?

Yes  No

* If yes, please elaborate, noting scientific research consulted as applicable:

If yes, has a full Strategic Environmental Assessment been prepared?  Yes  No

Does the proposal relate to the goals and targets of the Federal Sustainable Development Strategy?  Yes  No

* If yes, please elaborate:

Is there a significant scientific dimension to the options you are considering?  Yes  No

* If yes, please elaborate and cite the scientific research you have used as evidence:

**OFFICIAL LANGUAGE CONSIDERATIONS**

Are there any potential impacts (positive or negative) on official languages?  Yes  No

If yes, please identify and elaborate:

An impact on the department's capacity to communicate with and offer services to the public in both official languages:

An impact on the vitality and development of English or French minority communities in Canada:

An impact on the full recognition and use of English or French in Canadian society:

Other:

**LEGAL AND CHARTER CONSIDERATIONS**

Does the proposal involve or affect the collection, use, disclosure, or retention of personal information?  Yes  No

* If yes, please elaborate:

Is there a legal duty to consult with Indigenous peoples (includes First Nations, Inuit and Métis) with respect to the proposal?   Yes  No

* If yes, please elaborate:

Have you consulted with your department’s legal services unit about legal implications, including Charter risks, of the proposal?  Yes  No

Will the proposal require the drafting of legislation or other legal instruments?  Yes  No

**LESSONS LEARNED**

Are there any internal or external audits, evaluations, or other findings from departmental or central agency performance measurement relevant to the proposal?  Yes  No

* If yes, please identify the audit/ evaluation/ performance report and summarize relevant findings:

Are there best practices or evidence from other jurisdictions relevant to the proposal?

Yes  No

* If yes, please identify and summarize relevant findings:

**attestations**

Signature of responsible assistant deputy minister (lead department) or equivalent

Date:

List names of lead analyst(s), manager, director, director general:

List other departments consulted in-depth and dates of interdepartmental meetings held on this initiative: