**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: