

Creating a Concept Paper

For an idea to be proposed to Cabinet and reach the ear of the Premier and Ministers, the following documents are created for them to review:

1. **Concept Paper**
2. **Cabinet Submission**
3. **Request for Legislation**

The first stage, the **Concept Paper**, is essentially a two-page report that proposes the idea's elements and gives Cabinet a summary of its benefits. It also suggests the impact of the proposed idea on various stakeholder groups and on existing legislation and government programs.

Cabinet will approve a Concept Paper if it falls in line with the current government's main priorities and needs expressed by the public. Once a concept paper is approved, it is sent to the Ministry affected by the proposed idea to draft a **Cabinet Submission**. A Cabinet Submission will thoroughly research the idea in depth for its impacts and may request input from stakeholder groups. The Cabinet Submission then returns to Cabinet for full policy approval. If approved, and the Cabinet Submission recommend legislation, then a **Request for Legislation (RFL)** is ordered, setting in motion the process of drafting the idea into a bill. Ministry officials work jointly with Legislative Counsel to prepare the bill so that it can be approved by Cabinet and sent to the House for the bill-making process.

Concept Paper Student Worksheet

Group Members: _____

What is the problem that your concept addresses?

Briefly outline your concept:

Who would be affected by this concept? (Stakeholders)

Briefly predict the position of each of the stakeholders with this concept:

What are the benefits of this concept?

What are the concerns of this concept?

What are the key elements of this concept?

What are the financial implications?

Who would be paying?

How would this concept impact existing programs, rules, and activities?

How long would it take to implement (prepare, develop and educate others for) this concept?

What steps need to be taken to enforce or implement this concept?
