THE FEDERAL LAW-MAKING

POLICY DEVELOPMENT

POLICY SOURCES

Speech from the Throne
Budgets
Obligations Arising from International Agreements
Royal Commissions
Political Platforms
Preliminary Policy
Analysis by Officials
Proposals from Academics/Public Policy Organizations
Proposals from Ministers
Proposals from Stakeholders
Obligations Arising from Federal/Provincial Agreements

Legend:
CR Committee Report
DM Deputy Minister
DOJ Department of Justice
L&HP Legislation & House Planning-PCO
MC Memorandum to Cabinet
MP Member of Parliament
OGDs Other Government Departments
PCO Privy Council Office
RD Record of Decision

IMPORTANT:
As early as possible in the process, a project team should be identified and established to participate in the policy development and legislative processes. Resources, systems, and administrative support should also be identified.

Corresponding Section in Guide

Chapter 2.1 - Getting Started
It is at this point that a decision is made on the Legislative Route to be taken:

1. Normal Legislative Route
2. Committee Study (House of Commons)
3. Committee Study (House of Commons)
4. Committee Study (House of Commons)
5. Senate Consideration (House of Commons)

Chapter 2.2 - Development and Cabinet Approval of Policy
SUPPORT ACTIVITIES

CABINET APPROVAL OF BILL

- Review of bill by PCO:
  - L&HP
  - Operations
  - Machinery of Government
  - Regulatory Affairs

- Approval of Appropriate Officials in sponsoring department
- Review and Sign-Off of bill by sponsoring Minister
- Review of bill by Government House Leader
- Government House Leader seeks delegated authority from cabinet to approve the bill for introduction
- PCO issues MC-bill
- Government House Leader gives Notice of Introduction
- Introduction and First Reading (House of Commons)
- Second Reading Preparation
- Second Reading Preparation

Preparation of Legislative Support Materials
- Clause by clause analysis
- Issue papers
- General Qs & As
- Minister’s and sponsoring Senator’s speeches
- Supporting MP’s and Senator’s speeches

Preparation of Public Communications Materials
- Highlights sheet(s)
- Background
- Minister's press conference remarks
- Material for parliamentarians and media briefings
- Press releases
- Any other communications materials considered necessary

Chapter 2.3 - Preparation and Cabinet Approval of bills
Chapter 2.4 - Parliamentary Process
Implementation Activities:
- Distribution of Notice, Press Releases, etc.
- Preparation and approval of Order(s) in Council to bring Act into force (if applicable)
- Administrative changes
- Training, etc.

Chapter 2.5 - Coming into Force
Chapter 2.6 - Post-enactment Review