[*letterhead of requesting minister*]

[*name, title, address of President of the Treasury Board*]

[*date*]

Dear Colleague:

I am writing to you with respect to the timing of ***[Department or Agency’s]*** Governor in Council submission, [Title]. It aims to ***[Brief description of the item].***

I would like to make an extraordinary request that the Governor in Council consider the proposal on an urgent basis and exempt it from the requirement to provide signed copies of the submission by the established meeting deadlines.

***[Explanation of 1) why the proposal was not submitted on time; 2) when the proposal needs to be completed and why; and 3) the impact/consequences should the proposal not be completed by a specific date]***

I recognize the unusual nature of this request; however, I am confidentthat urgent consideration of this proposal by the Governor in Council is warranted in this instance*.*

Thank you and your officials for your support in this initiative.

Sincerely,

[requesting minister]

c.c.: XXXX, Associate Secretary to the Treasury Board

XXX, Secretary to the Treasury Board

XXX, Assistant Clerk of the Privy Council

*Notes:*

* Before submitting a Letter of Urgent consideration, please consult with your RAS analyst, who can provide guidance on the drafting of the letter.
* Unless an alternate arrangement has been established in consultation with RAS, in addition to providing the Letter or Urgent Consideration, the sponsoring minister’s office must contact the Office of the President of the Treasury Board to discuss the proposal.
* In a case where multiple Ministers are responsible for a proposal, only the lead recommending Minister is required to sign a letter of urgent consideration.
* Public announcement of the Government’s decision must not be made until after the Governor General has signed the OIC. Signing by the Governor General is subject to her discretion and availability and therefore does not typically happen immediately following a TB meeting.