# How to use this template

* Keep current paragraph styles.
* Apply the predetermined styles in the gallery to any additional heading, paragraph and table:
	+ Headings should keep bold formatting and never be italicised or underlined.
	+ Headings should not exceed 6 levels.
* Avoid underlining, except for hyperlinks.
* Embed all hyperlinks:
	+ Linked text should be descriptive and mention what the hyperlinks leads to. For example, if a hyperlink leads to a calendar, the word calendar should be in the linked text.
	+ Repeated hyperlinks within the same text should use the same linked text.
	+ Avoid using the same linked text for different hyperlinks.
	+ Hyperlinks that lead to a PDF should mention “(PDF)” after the linked text. However, hyperlinks to PDF documents should only be used if an HTML version is not available.

## Tables

* Avoid two-column tables without a header row, consider putting the content in a paragraph or a list instead.
* All tables should have a descriptive title, also known as a “table caption”.
* Use simple tables with one top header row and one left column. If your content requires an additional header row, it’s better to create multiple tables than try to fit content into one table. For example, the Cost/Benefit Analysis tables should be separated into multiple tables.
* Header rows and columns should be bold.
* Table titles and tables shouldn’t have footnotes:
	+ Use table notes below tables instead.
	+ Apply the Table Notes style in the style gallery.
* Avoid empty cells in tables.
* Use text instead of symbols in tables, i.e. Use “Yes” and “No” instead of checkmarks and “x”. Use N/A instead of a dash (—).

|  |
| --- |
| REGULATORY IMPACT ANALYSIS STATEMENTRÉSUMÉ DE L'ÉTUDE D'IMPACT DE LA RÉGLEMENTATION(*This statement is not part of the Regulations.*)(*Le présent résumé ne fait pas partie du Règlement.*) |
| **Department or agency**(Insert name of department or agency)  | **Ministère ou organisme**(Insérez le nom du ministère ou de l’organisme ici) |
| **Title of proposal**Give the title or the proposed title (this should match the Blue Stamped Regulations). | **Titre du projet**Indiquez le titre ou le titre proposé (il doit correspondre au titre du règlement estampillé). |
| **Statutory authority**Give the statute under which the proposed regulations are being made.  | **Fondement législatif**Indiquez la loi en vertu de laquelle le ministère ou l’organisme prend le projet de règlement. |
| **Submitted for consideration for**Prepublication OR  | **Soumis en vue de**Publication préalable OU |
| Final approval followingprepublication on dd/mm/yy OR | Approbation finale à la suited’une publication préalable le (jj/mm/aa) OU |
| Exemption from prepublicationand final approval OR | Exemption de publication préalableet approbation finale OU |
| Exemption from a second prepublication and final approval. | Exemption d’une deuxième publication préalable et approbation finale. |
| *Provide a detailed justificationfor the proposed exemption here.* | *Indiquez ici, de manière détaillée, la justification de l’exemption proposée.* |
| Signature(Minister’s title) / (Titre du ou de la ministre) |
|  |

# [Legal Title of Regulatory Proposal]

## REGULATORY IMPACT ANALYSIS STATEMENT

(*This statement is not part of the Regulations.*)

### Executive summary(if applicable)

An executive summary should be included for significant cost proposals and for longer Regulatory Impact Analysis Statements (RIAS). Consult with your Treasury Board of Canada Secretariat (TBS) Regulatory Affairs Sector analyst.

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| --- |
| **Issues**: Briefly describe the issue or problem that the proposal would address and why government intervention is needed.**Description**: Briefly describe the proposal in plain language.**Rationale**: Summarize information from the background, regulatory development and regulatory analysis sections, including a cost-benefit analysis (CBA), to justify the proposal, linking the analysis to the policy objectives. |

### Issues

Clearly specify the issues or problems that have prompted government action, including a description of any risk assessment. Demonstrate why government intervention is needed, including the potential or likely consequences of not regulating.

### Background(if applicable)

Provide relevant background information, including context, description of the legislative regime, relevant action in other jurisdictions, policy/program design, and other factors as appropriate.

### Objective

Clearly describe the intent of the proposed regulatory action. State the objective of the proposal in concrete terms and its broader policy context.

An objective statement may not be applicable for some housekeeping proposals (e.g., for miscellaneous amendment regulations), where the objective is clearly evident in the issue statement.

### Description

Provide a description of the proposal. Summarize the regulatory text in non-legal, plain language that can be easily understood.

### Regulatory development

#### Consultation

Describe the consultation process by identifying impacted stakeholders, the main views of consulted parties, and how these views were taken into account, including views expressed during consultations.

Describe consultation activities undertaken regarding the CBA and/or other analytical lenses.

Indicate date of pre-publication in *Canada Gazette,* Part I. Indicate how many submissions were received and from whom. A summary of the comments received should be provided, along with how the department or agency has responded. Indicate where changes have been made in response to comments, including any revisions to the CBA that may have resulted. If no comments were received or no changes were made to the regulation, this should also be stated.

Where regulations were not pre-published, explain why.

#### Modern treaty obligations and Indigenous engagement and consultation

If Indigenous peoples may be impacted by the proposal, describe how the proposal responds to their needs and interests and the government’s obligations in relation to rights protected by section 35 of the *Constitution Act, 1982*, modern treaties and international human rights obligations.

#### Instrument choice

Briefly describe the range of regulatory and non-regulatory options considered, including the baseline scenario (no action) and any other feasible regulatory and non-regulatory actions (e.g., actions taken in other jurisdictions, actions recommended by stakeholders, provisions incorporated by reference) and the key differences between the options. Explain why the proposed approach was chosen as the instrument to address the issue. Explain how the principles of outcome-based or performance-based regulation were considered or applied.

### Regulatory analysis

Please consult with your TBS analyst to determine the format of this section.

There may be cases where additional subheadings will provide clarity for readers. In all cases, the subheadings below must be included.

#### Benefits and costs

Include all analysis related to the incremental impacts of the proposal, including a summary of the full CBA (and a link to the full report, or information on where it can be accessed), and any qualitative analysis as set out in the policy on CBA. Include a brief description of methodology, data sources and key assumptions used for the quantitative analysis of cost and benefits.

##### Cost-benefit statement (mandatory for significant-cost-impact proposals)

Number of years: # (*also state years, e.g.,* 2020 to 2029)

Base year for costing: 20##

Present value base year: 20##

Discount rate: #%

Monetized costs

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impacted stakeholder**  | **Description of cost** | **Base year** | **Other relevant years** | **Final year** | **Total (present value)** | **Annualized value** |
| **Government**  | e.g., Administration | $ | $ | $ | $ | $ |
| **Industry**  | e.g., Phase out of existing stock | $ | $ | $ | $ | $ |
| **Industry** | e.g., New equipment | $ | $ | $ | $ | $ |
| **Canadians** | e.g., Higher price for product | $ | $ | $ | $ | $ |
| **All stakeholders** | **Total costs** | **$** | **$** | **$** | **$** | **$** |

Monetized benefits

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Impacted stakeholder**  | **Description of benefit** | **Base year** | **Other relevant years** | **Final year** | **Total (present value)** | **Annualized value** |
| **Government**  | e.g., Reduced health care costs | $ | $ | $ | $ | $ |
| **Industry**  | e.g., Efficiency | $ | $ | $ | $ | $ |
| **Canadians** | e.g., Air quality | $ | $ | $ | $ | $ |
| **All stakeholders** | **Total benefits** | **$** | **$** | **$** | **$** | **$** |

Summary of monetized costs and benefits

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Impacts** | **Base year** | **Other relevant years** | **Final year** | **Total (present value)** | **Annualized value** |
| **Total costs** | $ | $ | $ | $ | $ |
| **Total benefits** | $ | $ | $ | $ | $ |
| **NET IMPACT** | **$** | **$** | **$** | **$** | **$** |

###### Quantified (non-$) and qualitative impacts (if required)

Positive impacts *(if required)*

* Positive impact and impacted stakeholder (e.g., 145 fewer fatalities annually in Canada)
* Positive impact and impacted stakeholder

Negative impacts *(if required)*

* Negative impact and impacted stakeholder (e.g., 5 businesses to lose accreditation annually)
* Negative impact and impacted stakeholder

#### Small business lens

Describe the outcome of the application of the small business lens as set out in the *Policy on Limiting Regulatory Burden on Business*.

If costs to small business are available, include the following table:

##### Small business lens summary

Number of small businesses impacted: #

Number of years: # (*also state years, e.g.,* 2020 to 2029)

Base year for costing: 20##

Present value base year: 20##

Discount rate: #%

Compliance costs

|  |  |  |
| --- | --- | --- |
| **Activity** | **Annualized value** | **Present value** |
| **Use a new row for each activity, or only a global total if described in narrative)** | $ | $ |
| **Total compliance cost** | **$** | **$** |

Administrative costs

|  |  |  |
| --- | --- | --- |
| **Activity** | **Annualized value** | **Present value** |
| **Use a new row for each activity, or only a global total if described in narrative)** | $ | $ |
| **Total administrative cost** | **$** | **$** |

Total compliance and administrative costs

|  |  |  |
| --- | --- | --- |
| **Totals** | **Annualized value** | **Present value** |
| **Total cost (all impacted small businesses)** | $ | $ |
| **Cost per impacted small business** | **$** | **$** |

If no small business impacts are anticipated, provide a brief negative statement.

The *Guide to Limiting Regulatory Burden on Business* includes additional guidance on the application of the small business lens, including costing, negative statements and more.

#### One-for-one rule

Describe any incremental administrative burden costs as set out in the *Red Tape Reduction Act* and *Red Tape Reduction Regulations* and the *Policy on Limiting Regulatory Burden on Business*. If the proposal results in a change in administrative costs, describe the change and how the costs were estimated. Include information on any increases, decreases, and the net impact. If the RIAS is being used for multiple regulatory amendments, provide the estimates for each specific regulation. Costs must be estimated using the Regulatory Cost Calculator.

Indicate whether there is a new regulatory title that introduces administrative costs on business or whether one or more existing regulatory titles are being repealed.

If the proposal has no impact on administrative burden costs, provide a brief negative statement.

The *Guide to Limiting Regulatory Burden on Business* has additional guidance on the application of the rule, including calculation methodology, negative statements and more.

#### Regulatory cooperation and alignment

Specify whether the proposal is related to a work plan or commitment under a formal regulatory cooperation forum (e.g., the Canada-US Regulatory Cooperation Council, the Canadian Free Trade Agreement Regulatory Reconciliation and Cooperation Table, the Canada-European Union (EU) Comprehensive Economic and Trade Agreement Regulatory Cooperation Forum).

Describe:

* the steps that were taken to cooperate, coordinate or align with other regulatory jurisdictions (domestic, international) and how this cooperation impacted the proposal
* how the proposed regulation minimizes regulatory differences with key trading partners (e.g., the US) and/or with provinces and territories, including through regulatory alignment, mutual recognition, and the development of compatible approaches
* how coordination with all orders of government can minimize cumulative and impacts of regulations on Canadians, business and the economy
* any areas that are not aligned with international standards or partners, and indicate why alignment is not possible

#### Strategic environmental assessment

When triggered, describe the findings of the Strategic environmental assessment. Report on potential significant environmental effects of the proposal and mechanisms to mitigate adverse effects. Specify how the regulatory proposal affects or relates to the Federal Sustainable Development Strategy. If a strategic environmental assessment is available, include a link to the document, or indicate how it can be accessed. If the preliminary scan revealed no significant environmental effects include the following text:

In accordance with the*Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals*, a preliminary scan concluded that a strategic environmental assessment is not required.

#### Gender-based analysis plus

Include how the regulatory proposal has been developed to mitigate or address potential differential or adverse outcomes to Canadians based on distributional factors such as gender, age, education, language, geography, culture and income. If there are no gender-based analysis plus (GBA+) impacts, include the following text:

No gender-based analysis plus (GBA+) impacts have been identified for this proposal.

#### Rationale (if needed)

If not already covered in other sections, include a rationale on why the amendments are being made. Subheadings may be helpful to categorize rationale, e.g., stakeholder groups, costs and benefits, section or element of a regulation (e.g., compliance requirements, licensing, enforcement), or a combination of the above.

### Implementation, compliance and enforcement, and service standards

Subheadings are optional; however, all applicable elements should be covered in this section.

#### Implementation

Describe the implementation plan, dates of effect, partner institutions, and how cooperation and coordination will be applied to ensure effective and efficient implementation.

If applicable, indicate whether the performance measurement of the regulation will be incorporated into existing performance frameworks and how they will be reported.

#### Compliance and enforcement (if applicable)

Describe existing or proposed compliance and enforcement strategies, including any activities to promote compliance, consequences for non-compliance (e.g., penalties, warnings), and the planning undertaken to ensure adequate enforcement resource allocation and training, where necessary.

#### Service standards (if applicable)

Identify the service standard associated with the regulatory program (when required).

### Contact

Identify the contact person(s) for public enquiries. For email addresses, use a communal address, where possible, to ensure that the contact point persists over time.