



▶ WHAT WE COUNT

General Requirements are actions or steps that must be taken, or pieces of information that must be provided, to access services, carry out business or pursue legislated privileges. The words "must" or "shall" are strong indicators of a requirement.

STATUTE, REGULATION, POLICY OR FORM PROVISION	THE COUNT
A person who holds a permit under this Act must produce it on demand	Count = 1, must produce
The society [for the prevention of cruelty to animals] must notify the registrar when a branch ceases to exist.	Count = 1, must notify
A person must not move beekeeping equipment used in an apiary to a different place without a permit from an inspector.	Count = 1, must have permit to move equipment
I declare the information on this form is correct. X _____.	Count = 1, signature validates form

Multiple Requirements may be listed within a single provision. Each piece of information or action is counted as one requirement.

STATUTE, REGULATION, POLICY OR FORM PROVISION	THE COUNT
a) The notice [of intended sale] must state the b) name of the guest, boarder or lodger, c) amount of that person's indebtedness, d) description of the baggage or other property to be sold, e) time and place of sale, and f) name of auctioneer.	Count = 6, must state: 1. name 2. amount 3. description 4. time 5. place 6. name of auctioneer
If the Society establishes a branch, it must promptly send the Registrar of Companies a notice setting out the date the branch was formed, the title of the branch, the locality and powers of the branch.	Count = 4, must send notice setting out: 1. date 2. title 3. locality 4. powers



▶ WHAT WE DO NOT COUNT

Prohibitions – A requirement is an action that must be taken or information that must be provided.

A prohibition, in contrast, is a required inaction. It is the opposite of a requirement and is not counted.

STATUTE, REGULATION, POLICY OR FORM PROVISION	THE COUNT
The council must not implement , a resolution if to do so would constitute a breach of statutory duty.	Count = 0
A collector must not communicate or attempt to communicate with a debt- or in a manner or with a frequency as to constitute harassment.	Count = 0

Duplications occur when the same requirement is stated and then repeated elsewhere, usually in the associated regulation or policy or in another piece of legislation. Requirements can also be repeated within the same piece of legislation. To make it easier for people to find all of the applicable requirements, the exact same requirements may be listed for each user category. For example, the requirement to keep records may be stated in the section for vegetable growers as well as the section related to fruit growers.

Providing the requirement is identical for each user category, it should only be counted once.

STATUTE, REGULATION, POLICY OR FORM PROVISION	THE COUNT
Act – “The board must make its final decision, with reasons, in writing and must make any final order in writing. ” Regulation - “the boards final decision and reason must be in writing. ” Policy – “(4) An applicant for a security worker licence or its renewal must meet all conditions, qualifications and requirements imposed by this Act and the regulation. ”	Act Count = 1, must make final order in writing Regulation Count = 0, requirement is already counted in the Act Policy Count = 0, all requirements are stated in the Act and the regulation and already counted
Liquor primary licences – Section 10 (1) (b) subject to limitation by the general manager, hours of liquor service must start no earlier than 9 a.m. and end no later than 4 a.m. the next day; Food primary licences – Section 18 (1) (c) subject to limitation by the general manager, hours of liquor service must start no earlier than 9 a.m. and end no later than 4 a.m. the next day;	Regulation Count = 1, the identical requirement is counted once in s.10 (1)(b).