**The Parts of a Bill:**

**Title**

The title is an essential element of a bill. The long title appears both on the bill’s cover page, under the number assigned to the bill, and at the top of the first page of the document. It sets out the purpose of the bill, in general terms, and must accurately reflect its content.

**Preamble**

Sometimes a bill has a preamble, which sets out the purposes of the bill and the reasons for introducing it. The preamble appears between the long title and the enacting clause.

**Enacting Clause**

The enacting clause is an essential part of the bill. It states the authority under which it is enacted, and consists of a brief paragraph following the long title and preceding the provisions of the bill: *“Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:”*. Where there is a preamble, the enacting clause follows it.

**Clause**

A clause is a fundamental element of a bill. It may be divided into subclauses, and then into paragraphs and even subparagraphs.  A bill may be comprised of parts, divisions and subdivisions, but not necessarily; however, the numbering of the clauses is continuous from beginning to end. A clause should contain a single idea, which is most often expressed in a single sentence. A number of related ideas will be set out in subclauses within a single clause.

**Interpretation Provisions**

A bill will sometimes include definitions or rules of interpretation, which provide a legal definition of the key expressions used in the legislation and how those expressions apply, and which are often among the initial clauses of a bill. However, there is nothing that requires that a bill include interpretation provisions.

**Coming-into-force Provisions**

A bill may contain a clause, usually at the end of the bill, specifying when the bill or certain provisions of the bill will come into force. Sometimes, legislation is passed by both Houses of Parliament and receives Royal Assent, but does not come into force immediately if it contains a provision that it will come into force only on a specific date (other than the date of Royal Assent) or a date to be fixed by Order in Council. Otherwise, the bill ill come into force on the day it is assented to.

**Schedules**

A bill may contain schedules which provide details that are essential to certain provisions of the bill. There are two types of schedules: those that contain material that cannot be put into the form of sections, such as, for example, tables, diagrams, lists and maps, and those that reproduce an agreement that falls within Crown prerogative, such as, for example, treaties and conventions.

**Explanatory Notes**

When the purpose of a bill is to amend an existing Act, the drafters will insert notes to explain the amendments made by the bill. Among other things, these notes provide the original text of the provisions affected by the bill. They are considered not to be part of the bill, and they disappear from subsequent reprints of the bill.

**Summary**

The summary is a general description of the bill. It consists of “a clear, factual, non-partisan summary of the purpose of the bill and its main provisions”. The purpose of the summary is to improve the explanatory material that is available to understand better the contents of the bill. The summary is not part of the contents but appears separately at the beginning of the bill. Once the bill has been passed, it will also appear on a page preceding the resulting Act.

Bill \_\_\_\_

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The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Reading

2nd Reading

3rd Reading

Royal Assent

**Making a Bill Template Worksheet (p. 2)**

What responsibility does your bill cover? (e.g. Education):

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What is your idea for this bill? (e.g. All schools should make uniforms mandatory for students):

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The bill will have the following title (e.g. The Mandatory School Uniform Act):

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Preamble of our bill (summary): What will the bill do?:

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Who will the bill affect? (E.g. Ontario’s students and clothing store owners):

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What are your primary clauses? (What things in specific will you ask) (e.g. All students will wear white dress shirts to school each day):

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What schedule will your bill follow? (Will the action start immediately, of will there be a period of time where people have a chance to adjust or change their practices?)

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**Example Preamble**

**Preamble of Bill 100** from the Ontario Provincial Government

Ontarians are fortunate to live in a province, which benefits from the largest freshwater ecosystem on earth. The Great Lakes-St. Lawrence River Basin is a critical resource for all Ontarians.

The Great Lakes-St. Lawrence River Basin provides for the health and well-being of Ontarians. It provides drinking water and supports a variety of fish and other wildlife. First Nations communities within the Great Lakes-St. Lawrence River Basin maintain a spiritual and cultural relationship with water. Ontario’s economy relies upon the water for electricity generation, agriculture, manufacturing and shipping. Ontarians and visitors enjoy the Great Lakes; Ontario’s defining natural features, for the recreational opportunities they provide and natural attractions, such as Niagara Falls.

In the face of the pressures of population growth and development, and threats such as climate change and invasive species, three of Ontario’s four Great Lakes are in decline. While many partners are working together to protect and restore the ecological health of the Great Lakes-St. Lawrence River Basin to ensure that it provides Ontarians with a source of water that is drinkable, swimmable and fishable, more needs to be done.

All Ontarians have a stake in the ecological health of the Great Lakes-St. Lawrence River Basin. The Government of Ontario seeks to involve individuals and communities in its protection and restoration.