

An Overview of the ABC Appointments Process

For more information, visit <https://novascotia.ca/abc> or contact the Governance and Accountability Unit, Executive Council Office by telephone at (902) 424-4877 or toll free at 1-866-206-6844, or by email at ECOGAU@novascotia.ca.

Step 1

- An applicant creates a online profile and then submits an application via the Online Applications to Agencies, Boards and Commissions System (available at <https://novascotia.ca/apps/abc/ABCs-Online/Login.aspx>).

Step 2

- The application is reviewed by the Governance and Accountability Unit of the Executive Council Office (GAU) to ensure it is complete, GAU sends an acknowledgement to the applicant, and the application is reviewed and assessed to ensure that it is complete(1-2 business days).

Step 3

- The application is reviewed and screened by the Provincial Screening Committee to confirm that the applicant is qualified for the appointment.
See the Terms of References for the Provincial Screening Committee for details of how applications are screened

Step 4

- If the applicant is qualified for appointment, they are considered for appointment to all current and upcoming vacancies on the ABC for a period of two years from the date of the application.

Step 5

- If the Minister selects the applicant to fill a vacancy, the proposed appointment is reviewed by Executive Council (Cabinet) and may be reviewed by the Standing Committee on Human Resources* before it is finalized.

Step 6

- The applicant is advised when and if they are appointed, and the details of their appointment are posted online at:
<https://novascotia.ca/apps/abc/RecentAppointments.aspx>

Step 7

- The applicant may track the status of all current applications and appointments via the Online Applications to Agencies, Boards and Commissions System.

*See Rule 60 of the Rules and Forms of Procedure of the House of Assembly (February 2025), available online at <https://nslegislature.ca/sites/default/files/legc/Rules.pdf>