1.2 Corporate Administrative Policy Manuals Policy

Policy Statement
The Government of Nova Scotia publishes its corporate administrative policies and procedures in the Corporate Administrative Policy Manuals. These manuals are to be accessible electronically to and followed by all government employees, as specified in Applicability of the Corporate Administrative Policy Manuals.

Applicability of the Corporate Administrative Policy Manuals
(See Appendix 1-A for list)

CATEGORY I
Direct application of the policies and procedures in the Corporate Administrative Policy Manuals to departments, public service units and government units as defined in Schedule 10 of the Consolidated Financial Statements of Public Accounts (Volume 1).

CATEGORY II
Direct application to Crown corporations, which are to use the policies and procedures in the Corporate Administrative Policy Manuals to the extent that there is no conflict with their existing legislation, regulations, or existing contracts. Where possible and as appropriate, Crown corporations are to make their bylaws reflective of policy objectives.

CATEGORY III
Entities that receive government funding, primarily other government service organizations, are asked to embrace the intent of the policies/procedures, where to do so is determined reasonable for the efficient and effective operation of their organization.

Role of Corporate Administrative Policy Manuals
The corporate administrative policies and procedures of the Government of Nova Scotia were approved by Executive Council on January 9, 2003, and are contained in four Corporate Administrative Policy Manuals. These manuals provide a common standard reference system of corporate policies and procedures, permitting everyone to operate under the same rules. With the consolidation of information in one place,
they are crucial to the effective operation of government. Furthermore, the manuals serve as a corporate communication tool and will be a useful training resource for all employees.

100 MANAGEMENT GUIDE
Documents the organizational structure of government and the department responsibilities. This manual also outlines the Cabinet decision-making process and the planning, budgeting, and accountability reporting cycle.

200 BUDGETING AND FINANCIAL MANAGEMENT
Documents the budgeting and budgetary control processes as well as accounting policies and procedures applicable across government.

300 COMMON SERVICES
Documents common operational services provided within government for the benefit of other government entities.

500 HUMAN RESOURCES MANAGEMENT
Documents the human resources policies and procedures that apply to all employees, except where superseded by collective agreements.

Responsibilities

EXECUTIVE COUNCIL AND ITS COMMITTEES
Executive Council has delegated responsibility for corporate policy decision-making to the Treasury and Policy Board (TPB). TPB approves new corporate administrative policies and those undergoing substantive revision, as well as the repeal of corporate policies.

EXECUTIVE COUNCIL OFFICE (ECO)
ECO is responsible for distributing the manuals, ensuring the ongoing maintenance of the corporate administrative policy manuals system, coordinating a regular review of the content of the manuals, ongoing administration of the corporate manuals website, maintaining the master version of the manuals and setting the standards for the Corporate Administrative Policy Manuals.

DEPUTY MINISTERS/DEPUTY HEADS/CEOS
Deputy Ministers/Deputy Heads/CEOs are responsible for ensuring that their staff are aware of the manuals and are using them as they carry out their duties. Additionally, they are also responsible for recommending to the Director, Executive Council
Operations any corporate policy/procedure revision, addition, or deletion originating from their department/government entity and for assigning ongoing responsibility within their department/government entity for these assigned policies.

**DEPARTMENTS/GOVERNMENT ENTITIES**
Departments and organizations within the government’s reporting entities are the content owners for individual policies and are responsible for ensuring that their policies are regularly reviewed (at least every three years), kept current and for notifying the Director, Executive Council Operations, of any revisions.

**ALL EMPLOYEES**
All employees are responsible to be aware of the Corporate Administrative Policy Manuals and to ensure they are using up-to-date policies and procedures to carry out their job functions.

**Distribution of the Corporate Administrative Policy Manuals**
The Corporate Administrative Policy Manuals are distributed electronically. Hyperlinks to the manuals are located on the government Internet and Intranet home pages. In instances where access to the Internet is not readily available, departments/government entities are responsible for ensuring that hard copies are distributed to office locations as well as for notification of any revisions.

The Corporate Administrative Policy Manuals website utilizes listserv technology for notification of changes to the manuals. Interested individuals may join the listserv to receive these notifications. The website also maintains a Record of Revisions which provides a chronology of changes made to each policy.

**Maintaining the Corporate Administrative Policy Manuals**
Executive Council Office has responsibility for maintaining the Corporate Administrative Policy Manuals to ensure their currency and relevancy. A variety of events, such as a new fiscal year, the reorganization of a department, or budgetary considerations could trigger revisions to the manuals, resulting in any of the following:

- revisions to an existing policy in the manuals (either by the owner of the policy or at the initiation of ECO’s review process)
- addition of policies
- repeal of existing policies.

All policies/procedures will be reviewed on an ongoing basis every three years. The Director, Executive Council Operations, will coordinate the review process.
Please note: Any changes, including revision/addition/repeal, must have deputy minister sign off on the policy proof that will be published. No policy/procedure will be released without this sign-off.

Process for making revisions to an existing policy
Any changes to the content of a corporate policy must be authorized by the originating department or government entity. Policy owners are to consult with the Director, Executive Council Operations who will consult with the Secretary to the Executive Council Office and/or the Cabinet Advisor to determine if a proposed revision is significant enough to require review by the Executive Council or TPB. Revisions considered to be material or substantive are to follow the same approval process as a new corporate policy (see Approval process for a new corporate policy.) For revisions of a on-substantive or administrative nature, approval by the deputy minister/deputy head/CEO for the department/government entity is required. Once revisions are approved, the department/government entity must forward the revised policy to the Director, Executive Council Operations, for publication.

Approval process for a new corporate policy
All new corporate policies require the authorization of Executive Council or TPB. Departments/government entities must submit their proposed corporate policy as a Memorandum to Executive Council (MEC) with all of the appropriate documentation. For more information about Cabinet decision-making please see Chapter 3 of the Management Guide. Approved policies must be forwarded to the Director, Executive Council Operations, by departments/government entities, for publication. Proofs of new policies must be signed by the Deputy Minister/Deputy Head/CEO before being published.

Policy repeal process
The repeal of a corporate policy requires the authorization of Executive Council or TPB, following the same approval process as for new corporate policies (see Approval process for a new corporate policy.)

Enquiries
Director, Executive Council Operations
(902) 424-6614
**Appendix**

Appendix 1-A Applicability of the Corporate Administrative Policy Manuals to Government Entities

<table>
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<tr>
<th>Approval date:</th>
<th>January 9, 2003</th>
<th>Effective date:</th>
<th>January 9, 2003</th>
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<td>Approved by:</td>
<td>Executive Council</td>
<td>Administrative update:</td>
<td>June 3, 2019</td>
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Appendix 1-A

Applicability of the Corporate Administrative Policy Manuals with Government Entities

Category I  Direct Application
  Departments
  Agriculture
  Business
    Invest Nova Scotia Fund
    Nova Scotia Jobs Fund
  Communities, Culture and Heritage
  Community Services
  Education and Early Childhood Development
  Energy and Mines
  Environment
  Finance and Treasury Board
    Muggah Creek Remediation Fund
    Public Debt Management Fund
    SYSCO Decommissiong Fund
  Fisheries and Aquaculture
  Health and Wellness
  Justice
  Labour and Advanced Education
  Lands and Forestry
  Municipal Affairs and Housing
  Service Nova Scotia and Internal Services
  Seniors
  Transportation and Infrastructure Renewal

Public Service Units
  Aboriginal Affairs
  Communications Nova Scotia
  Elections Nova Scotia
Chapter 1: Introduction

1.2 Corporate Administrative Policy Manuals Policy

Executive Council
Human Rights Commission
Intergovernmental Affairs
Legislative Services
Nova Scotia Police Complaints Commissioner
Nova Scotia Securities Commission
Office of Immigration
Office of Regulatory Affairs and Service Effectiveness
Office of Strategy Management
Office of the Auditor General
Office of the Information and Privacy Commissioner
Office of the Ombudsman
Public Prosecution Service
Public Service Commission

Category II Direct Application

Crown Corporations
Art Gallery Nova Scotia
Develop Nova Scotia
Halifax Harbour Bridges (Halifax/Dartmouth Bridge Commission)
Harbourside Commercial Park Incorporated
Sydney Utilities Limited
Housing Nova Scotia
Cape Breton Island Housing Authority
Cobequid Housing Authority
Eastern Mainland Housing Authority
Metropolitan Regional Housing Authority
Western Regional Housing Authority
Highway 104/Western Alignment Corporation
Nova Scotia Business Incorporated
Nova Scotia Independent Production Fund
Nova Scotia Crop and Livestock Insurance Commission
Nova Scotia Farm Loan Board
Nova Scotia Fisheries and Aquaculture Loan Board
Nova Scotia Gaming Corporation
Nova Scotia Innovation Corporation (InNOVAcorp)
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Government of Nova Scotia

1402998 Nova Scotia Limited
3087532 Nova Scotia Limited
Nova Scotia Lands Incorporated
Nova Scotia Liquor Corporation
Nova Scotia Municipal Finance Corporation
Nova Scotia Power Finance Corporation
Nova Scotia Provincial Lotteries and Casino Corporation
  Atlantic Lottery Corporation (25% ownership)
  Interprovincial Lottery Corporation (10% ownership)
  Nova Scotia Gaming Equipment Limited
Perennia Food and Aquaculture Inc.
Sydney Environmental Resources Ltd. (inactive)
Tourism Nova Scotia

Category III  Recommended Application

Special Operating Agencies
Nova Scotia Apprenticeship Agency
Nova Scotia Home for Colored Children Restorative Inquiry
Sydney Tar Ponds Agency (inactive)

Special Purpose Funds
Acadia Coal Company Limited Fund
CorFor Capital Repairs and Replacements Fund
Crown Land Mine Remediation Fund
Crown Land Silvaculture Fund
Democracy 250 (inactive)
Gaming Addiction Treatment Trust Fund
Habitat Conservation Fund
Nova Scotia Coordinate Referencing System Trust Fund
Nova Scotia E911 Cost Recovery Fund
Nova Scotia Environmental Trust
Nova Scotia Government Acadian Bursary Program Fund
Nova Scotia Harness Racing Fund
Nova Scotia Market Development Initiative Fund
Nova Scotia Nominee Program Fund
Nova Scotia Sportfish Habitat Fund
Occupational Health and Safety Trust Fund
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Off-Highway Vehicle Infrastructure Fund
P3 Schools Capital and Technology Refresh Fund
Pengrowth Nova Scotia Energy Scholarship Fund
Scotia Learning Technology Refresh Fund
Select Nova Scotia Fund
Species-at-Risk Conservation Fund
Sustainable Forestry Fund
Vive l’Acadie Community Fund

Government Units
Annapolis Valley Regional Centre for Education
Arts Nova Scotia
Cape Breton - Victoria Regional Centre for Education
Check Inns Limited (inactive)
Chignecto - Central Regional Centre for Education
Conseil scolaire acadien provincial
Creative Nova Scotia Leadership Council
Gambling Awareness Foundation of Nova Scotia
Halifax Regional Centre for Education
Invest Nova Scotia Board
Izaak Walton Killam Health Centre
Law Reform Commission of Nova Scotia
Nova Scotia Arts Council (Inactive)
Nova Scotia Community College
Nova Scotia Community College Foundation
Nova Scotia Health Authority
Nova Scotia Health Research Foundation
Nova Scotia Legal Aid Commission
Nova Scotia Primary Forests Products Marketing Board
Nova Scotia School Boards Association
Nova Scotia School Insurance Exchange
Nova Scotia School Insurance Program Association
Nova Scotia Strategic Opportunities Fund Incorporated
Nova Scotia Utility and Review Board
Public Archives of Nova Scotia
Resource Recovery Fund Board Inc.
Schooner Bluenose Foundation
Sherbrooke Restoration Commission
South Shore Regional Centre for Education
Strait Regional Centre for Education
Sydney Steel Corporation
Trade Centre Limited (inactive)
Tri-County Regional Centre for Education
Upper Clements Family Theme Park Limited (inactive)
3052155 Nova Scotia Limited (inactive)
3313086 Nova Scotia Limited

Government Partnership Arrangements
Atlantic Provinces Special Education Authority (approximately 56% share)
Canada-Nova Scotia Offshore Petroleum Board (50% share)
Canadian Sports Centre Atlantic (approximately 14% share)
Council of Atlantic Premiers (approximately 46% share)
Halifax Convention Centre Corporation (50% share)