Chapter 3: Submissions to Executive Council
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3.1 Introduction

Purpose of the Procedures Guide
This guide explains the process for preparing and submitting proposals to Executive Council and/or its committees including how proposals are to be prepared, whether to use a Report and Recommendation to Executive Council (R&R) or a Memorandum to Executive Council, requirements for supporting documents, the submission process, timelines, central agency review, and the decision process.

Decision-making Powers of the Executive Branch of Government
The Executive Branch of government is generally referred to as the “government.”1 Technically, the word government means the Lieutenant Governor, acting by and with the advice of the Executive Council, correctly referred to as the Governor in Council. The Executive Council exercises the formal executive powers of the Crown. Its formal actions are those of the Governor in Council (the Executive Council acting with the advice and consent of the Lieutenant Governor) and its recorded decisions are Orders in Council (an Order of the Lieutenant Governor acting by and with the advice of the Executive Council).

Executive Council, also known as Cabinet, may do only those things that are permitted by the House of Assembly2 through legislation and, to a much lesser extent, those things that are permitted by way of prerogative power, such as making appointments. Executive Council makes key policy decisions, including:

- proposals for spending, taxing, and borrowing
- directing the administration and delivery of government programs
- proposing new legislation or amendments to existing legislation

These decisions, however, are subject to debate and vote by the Legislative Assembly. Subject to law, the Executive Council is free to organize the activities of the government in the manner best suited to attain its objectives, bearing in mind that the resulting actions should not run contrary to the general wishes of the electorate.

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1 For more information on the Organization and Responsibilities of the Nova Scotia Government, see #100 Management Guide, Chapter 2.

EXECUTIVE COUNCIL PROTOCOL

Executive Council, comprised of the Premier and ministers, is the decision-making authority of the Executive Branch of the Government of Nova Scotia. Executive Council is usually chaired by the Premier.

Discussions of the Executive Council are made by consensus and are confidential. The chair has several options in dealing with an agenda item—declare it “approved,” “approved with conditions,” “stood for the next meeting,” “referred to an Executive Council committee,” or “withdrawn.”

Key support staff present at Executive Council meetings include:

- the Secretary/Clerk to the Executive Council/Deputy Minister of the Office of the Premier/Deputy Minister of Treasury and Policy Board,
- the Deputy Minister of Planning and Priorities,
- the Executive Director of the Executive Council Office,
- the Premier’s Chief of Staff,
- the Premier’s Senior Policy Advisor, and
- the Premier’s Director of Communications.

As well, senior departmental officials are sometimes invited to give presentations to Executive Council. While support staff may answer questions, they are not involved in the discussions or final decisions.

The decision-making process does not formally involve government backbench members. However, the Premier may ask that caucus members be consulted on appropriate matters before Executive Council makes a decision. Caucus members may take part in Executive Council committees.

COMMITTEES OF THE EXECUTIVE COUNCIL

There are currently three committees of Executive Council:

- Treasury and Policy Board
- Program Review Committee
- Government Priorities and Legislation Committee

(See Chapter 2, Government in Nova Scotia, for a full description.)

All matters and things coming before the committees of Executive Council are subject to confidentiality to the extent that they would be if they came before the Executive Council.
The Premier and Deputy Premier are *ex-officio* members of all Committees of the Executive Council.

The Chief of Staff to the Premier, the Senior Policy Advisor to the Premier, the Director of Communications to the Premier, the Deputy Minister to the Office of the Premier/Secretary and Clerk of the Executive Council, the Deputy Minister of Treasury and Policy Board, the Deputy Minister of the Office of Planning and Priorities and the Executive Director of Executive Council Office are *ex-officio* staff members of the Executive Council.

**Enquiries**
Manager, Executive Council Office
(902) 424-6614

Administrative update:  November 2, 2015
3.2 Developing and Submitting Your Proposal

WHO IS INVOLVED IN THE PROCESS
Proposals may emanate from any branch or division within a department.

DEPARTMENTAL POLICY UNIT
Proposals should be prepared in conjunction with departmental policy staff. This ensures that submission procedures are properly followed and all policy issues are identified.

DEPARTMENTAL COMMUNICATIONS STAFF
Department communications staff should be informed of the possibility of moving forward with a proposal to Executive Council and/or its committees at the earliest possible stage. These early discussions identify important issues and will help to ensure accuracy and timeliness in the preparation of the required communications documentation. The communications plan (Appendix 3-B or Appendix 3-E) must accompany each submission to Executive Council and must be prepared by the department’s communications staff. The department communications staff must also seek final approval of the communications plan from the appropriate Communications Nova Scotia managing director.

DEPARTMENT SOLICITOR
The solicitor reviews proposals for legal implications. The solicitor, working closely with department staff, assist in preparing the Report and Recommendation to Executive Council (R&R, Appendix 3-C) under statutory authority and signs the R&R signifying approval as to form and authority.

FINANCE DIRECTOR
Proposals should be prepared in conjunction with the Department of Finance and Treasury Board's Directors of Finance to ensure that the financial implications and the source of funding are identified. In the submission (R&R or Memorandum to Executive Council), departments are required to identify whether the funds for the proposal are in the budget, and if the proposal is not specifically covered in the budget, then there must be a statement describing the manner in which the department plans to fund the initiative. All R&Rs and Memoranda to Executive Council (Appendix
3-D) require a signature of the Director of Finance or other senior financial staff. Submissions will not be considered by the Executive Council and/or its committees without this signoff.

**HUMAN RESOURCES (HR)**
Proposals should be reviewed with your HR consultant to determine HR implications.

**INFORMATION TECHNOLOGY (IT)**
Proposals should be reviewed with your IT consultant to determine IT implications.

**WORKING WITH THE DEPARTMENT OF FINANCE AND TREASURY BOARD**
Consult with the Department of Finance and Treasury Board analysts on the following issues before forwarding items to the Executive Council Office:

- ☐ capital items
- ☐ approval for transactions containing net debt obligations (see below)
- ☐ financial statements
- ☐ new department program spending
- ☐ lease arrangements
- ☐ loan arrangements/guarantees
- ☐ pension/LTD/PSA
- ☐ capital market activities
- ☐ investing activities
- ☐ cash management
- ☐ banking arrangements
- ☐ credit rating agencies
- ☐ analysts and investors
- ☐ tax policy
- ☐ revenue (including user fees)

**APPROVAL FOR TRANSACTIONS CONTAINING NET DEBT OBLIGATIONS**
Section 77 of the *Finance Act* requires Governor in Council approval to enter into a net debt obligation. Departments must send the original R&R to the Policy and Advisory Services, Department of Finance and Treasury Board where the recommendation setting out the terms and conditions of, the reasons for, and the request for an authorization to enter into the net debt obligation is presented to the Minister of Finance and Treasury Board. Upon receipt of such recommendation, the Minister shall forward the R&R and Section 77 report to the Executive Council Office for Governor in Council consideration. Approval will result in an Order in Council (OIC, Appendix 3-F).
WORKING WITH THE DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS
A member of Executive Council must have Governor in Council approval before entering into an agreement with the Government of Canada or the government of a province or agency thereof. (See Public Service Act, s.6.)

This does not apply in those cases where legislation provides the Minister with specific authority to enter into specific agreements, e.g., Environment Act s.47(1) respecting authority to enter into agreement for joint environmental assessment processes.

Before submitting a proposal to Executive Council that has intergovernmental implications (federal or other provincial and territorial governments—not municipal or Aboriginal governments), departments must consult with the Department of Intergovernmental Affairs. The outcome of the consultation must be documented in the formal submission (R&R or Memorandum) to Executive Council. If the subject of the document does not affect or involve the relationships, responsibilities, programs, or policies of the federal or other provincial and territorial governments, please indicate. If the subject may have different impacts on different government levels or different governments, please specify what these may be.

A check-list has been developed to assist departments in assessing whether to propose to Executive Council to enter into an agreement with the Government of Canada or the government of a province or agency thereof. This check-list is not an Executive Council requirement but rather a tool for departments. (See Appendix 3-G).

Enquiries
Manager, Executive Council Office
(902) 424-6614

Administrative update: November 2, 2015
3.3 Report and Recommendation to Executive Council

Matters delegated by the Legislature in statutes to the Governor in Council (Lieutenant Governor acting with the advice of Executive Council) are documented and submitted to the Executive Council office by the responsible minister in a Report and Recommendation to the Executive Council, commonly referred to as an R&R (See Appendix 3-C).

An R&R is required to effect an Order in Council (OIC, Appendix 3-F). The R&R should be prepared by the department officials who are familiar with the subject matter and understand the legislation being relied upon for authority to recommend a particular course of action to the Executive Council. There must be legislative authority cited in the R&R for the action being recommended; only rarely will there be some precedent for the use of a prerogative power or authority.

The final section of the R&R should contain the recommendation for the Governor in Council, leading to the exact Form of Order being requested. For example:

“The Governor in Council on the report and recommendation of the Minister of_________ dated _______, 20__, and pursuant to Section ______ of Chapter ____ of the Revised Statutes of Nova Scotia, 1989, the __________Act, is pleased to... (insert appropriate wording for appointment requested, including name, term, remuneration, and any other relevant information)....effective _________, 20__.”

If a particular effective date is requested, it should be included in the Form of Order. If the effective date is to be the date of the Order, the effective date should be noted as “Date of Order.”

The completed R&R must be approved by the department solicitor as to form and legal authority following corporate approval by the department. Any additional legal schedules and any other legal forms should also be drafted by the solicitor with support of department staff.

The deputy head will initial the R&R next to his or her name on the first page of the document, signifying deputy head the accuracy of the facts and approval for the proposal to move forward to the minister responsible.
The minister will sign and date the R&R in the spaces provided on the last page of the R&R. Supporting documentation must be prepared and attached to the R&R. At this point the R&R is ready to leave the submitting department and be forwarded to Executive Council Office.

The signed R&R is forwarded to the Executive Council Office, where it is logged and forwarded to the respective Cabinet Advisor and Department of Finance and Treasury Board (FTB) analyst for analysis before it is submitted to Executive Council and/or its committees for consideration.

After consideration by the Executive Council, the R&R is returned to the Clerk of the Executive Council, who prepares the Order In Council (OIC) for signature by the Lieutenant Governor, confirming the decision of Executive Council.

**SUPPORTING DOCUMENTS**

- Communications Plan (Appendix 3-B or Appendix 3-E)

**Communications Plan**

Communications plans (Appendix 3-B or Appendix 3-E) are intended to provide ministers with information on the communications impact of the request to be considered and must accompany all submissions to Executive Council and/or its committees. The communications plan is prepared by department communications staff based on discussions with department staff and a review of the draft R&R. The communications plan requires approval by the appropriate Communications Nova Scotia (CNS) managing director, the deputy head, and minister.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)**

All government information is subject to the *Freedom of Information and Protection of Privacy (FOIPOP)* Act. There are some limited and specified exemptions to the rights of access (see Appendix 3-L). Care must be taken in the way in which information is formatted. Background sections of Executive Council documents should contain factual information only. They should not contain information that would

a) reveal the substance of deliberations of Executive Council or any of its committees; and/or
b) reveal advice and recommendations.
Report and Recommendations Requesting Regulations

The solicitor, on behalf of the Minister of Justice, will sign the R&R to approve the form and to approve statutory authority being relied upon in requesting the Governor in Council to act.

The Registrar of Regulations will sign the R&R approving the regulations if they are in the form required by the registrar (to ensure consistent drafting form for regulations.) The registrar returns the R&R to the department/solicitor.

The deputy head will initial the R&R next to his or her name on the first page of the document, signifying deputy head the accuracy of the facts and approval for the proposal to move forward to the minister responsible.

The minister will sign and date the R&R in the spaces provided on the last page of the R&R. Supporting documentation must be prepared and attached to the R&R. At this point the R&R is ready to leave the submitting department and be forwarded to Executive Council Office. (See Appendix 3-H, How Regulations are Prepared.)

SUPPORTING DOCUMENTS

- Draft regulations
- Regulations Analysis Form (Appendix 3-I)
- Regulations (Red Tape Reduction) Criteria Checklist (Appendix 3-J)
- Communications Plan (Appendix 3-B or Appendix 3-E)

Regulations Analysis Form

A Regulations Analysis Form (Appendix 3-I) must accompany the R&R when it pertains to adding, amending, or repealing regulations. This form compares the proposed regulations to the current regulations section by section. The Regulations Analysis Form provides Executive Council with the before and after implications of the amendments.

Regulations (Red Tape Reduction) Criteria Checklist

For amendments to regulations or to propose new regulations, the Regulations (Red Tape Reduction) Criteria Checklist (Appendix 3-J) must accompany the draft regulations and be attached to the Regulation Analysis Form. The checklist is designed as a tool to assist departments as they are developing new regulations and for the ongoing review of regulations that impact business. It should cause departments to conduct rigorous policy assessment that includes consideration of the impacts and benefits of the proposal. The criteria checklist is not required for minor changes that do not reflect policy changes, e.g., housekeeping measures.
Report and Recommendation/Ministerial Appointment Form
Requesting an Appointment to an Agency, Board, or Commission (ABC)

NON-ADJUDICATIVE ABCS
An R&R (Appendix 3-T) or Ministerial Appointment form (Appendix 3-M), requesting an appointment requiring the approval of the House of Assembly Standing Committee on Human Resources, must have attached to it a completed Form “A” (Appendix 3-N) and a Standing Committee on Human Resources Guidelines Form (Appendix 3-O). A communication plan (Appendix 3-B) is also required.

All pertinent circumstances that make the request necessary should be recorded in the R&R or Ministerial Appointment form. This includes the name and county of the potential appointee and whether the appointee was nominated by a particular stakeholder group or is to be appointed due to his/her civil service position, etc. It also includes whether the appointment is a re-appointment, the relevant dates regarding the expiry of the previous appointment, the term of the new appointment, and the rationale for the length of term.

SUPPORTING DOCUMENTS
• Form “A” (Appendix 3-N)
• Standing Committee on Human Resources Guidelines (Appendix 3-O)
• Communications Plan (Appendix 3-B or Appendix 3-E)
• Applicant’s cover letter and resume

Form “A”
The Form “A” (Appendix 3-N) must be submitted on 8 1/2” X 11” paper with an R&R or Ministerial Appointment for appointments to ABCs that must be considered by the House of Assembly Standing Committee on Human Resources. This form provides background information on the potential appointee and the ABC. According to the Rules and Forms of Procedure of the House of Assembly, appointments to ABCs and ministerial appointments are reviewed by the Human Resources Committee with some exceptions as described in the Rules.

Standing Committee on Human Resources Guidelines
For those appointments that must be approved by the House of Assembly Standing Committee on Human Resources, the Human Resources Guidelines (Appendix 3-O) must be submitted on 8 1/2” X 11” paper. The form must be fully completed and “n/a” cannot be used as an answer to any question. All applications must include a resume.
When an appointment requiring approval of the House of Assembly Standing Committee on Human Resources is approved by Executive Council, the Clerk of the Executive Council signs and dates the Form “A” indicating Executive Council Approval and forwards the original Form “A,” the Human Resources Guidelines form, and applicant’s cover letter and resume to the House of Assembly Standing Committee on Human Resources. The standing committee has jurisdiction to approve or not approve the candidate(s) recommended for appointment.

When the standing committee approves a candidate for appointment, the chair of the standing committee signs Form “A” indicating approval and returns all original documents to the Clerk of the Executive Council. The Clerk will then (a) prepare the Order in Council requested by the R&R and process it for signature by the Lieutenant Governor, or (b) a Ministerial Appointment is prepared and forwarded to the Department for the Minister’s signature.

**ADJUDICATIVE ABCS**

In the case of adjudicative boards, the R&R or Ministerial Appointment form should indicate that the appointee has been screened by the department’s advisory committee on adjudicative boards, and only the short list of the most qualified applicants was considered by the minister.

**Enquiries**

Manager, Executive Council Office
(902) 424-6614

Administrative update: November 2, 2015
3.4 Memorandum to Executive Council

Proposals requiring policy decisions, but not requiring an Order in Council (OIC, Appendix 3-F) of the Governor in Council, are documented and submitted to the Executive Council Office by the responsible minister in a Memorandum to Executive Council (see Appendix 3-D).

A Memorandum to Executive Council is used to seek approval for all significant policy decisions in government such as:

• major corporate policy
• major reorganization, restructuring
• business process re-engineering
• new programs (even if approved in budget)
• personal service contracts (if Treasury and Policy Board or Executive Council approval is required)
• corporate administrative policies and procedures

Memoranda to Executive Council should be prepared by the department officials who are familiar with the subject of the proposal. (See Chapter 3.2 Developing and Submitting Your Proposal). The deputy head will initial the memorandum next to his or her name on the first page of the document, signifying the accuracy of the facts and approval for the proposal to move forward to the responsible minister.

The minister will sign and date the memorandum in the spaces provided on the last page of the memorandum. Supporting documentation, including a communications plan (Appendix 3-B or Appendix 3-E), must be prepared and attached to the memorandum.

The signed memorandum is forwarded to the Executive Council Office, where it is logged and forwarded to the respective Cabinet Advisor and Department of Finance and Treasury Board (FTB) analysts for analysis before it is submitted to Executive Council and/or its committees for consideration.

After consideration by the Executive Council, the memorandum is returned to the Secretary to the Executive Council, who prepares a Minute Letter, addressed to the responsible minister, confirming consideration of the matter and the decision of Executive Council or its committee.
SUPPORTING DOCUMENTS

• Communications Plan (Appendix 3-B or Appendix 3-E)

Communications Plan
Communications plans (Appendix 3-B or Appendix 3-E) are intended to provide ministers with information on the communications impact of the request to be considered and must accompany all submissions to Executive Council and/or its committees. The communications plan is prepared by department communications staff based on discussions with department staff and a review of the draft memorandum. The communications plan requires approval by the appropriate Communications Nova Scotia (CNS) managing director, the deputy minister, and minister.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)
All government information is subject to the Freedom of Information and Protection of Privacy (FOIPOP) Act. There are some limited and specified exemptions to the rights of access (see Appendix 3-L). Care must be taken in the way in which information is formatted. Background sections of Executive Council documents should contain factual information only. They should not contain information that would:

a) reveal the substance of deliberations of Executive Council or any of its committees; and/or
b) reveal advice and recommendations.

Enquiries
Manager, Executive Council Office
(902) 424-6614

Administrative update: November 2, 2015
3.5 Receipt and Review of Proposals

Upon signature by the minister, proposals are forwarded to the Executive Council Office (ECO). ECO reviews the submission for proper legal authority, logs the submission and forwards it to the Cabinet Advisor and Department of Finance and Treasury Board (FTB) analysts for staff analysis.

**Working with your Analysts**

The analysts assess the proposal against a series of criteria including the following:

- consistency with government’s framework of strategic priorities
- consistency with the corporate agenda
- the effectiveness of the recommended option in addressing the problem/opportunity
- cost/benefits
- financial/budgetary implications
- human resources/information technology implications
- legal/jurisdictional/environmental ramifications
- impact on stakeholders
- public perceptions
- implementation issues, timing
- consideration of other options

The process works best when there is a good working relationship between the department and the analysts. The analysts should be kept informed of important issues on the horizon for the department. This could involve such mechanisms as periodic attendance at departmental senior management meetings and bi-weekly scheduled meetings of senior staff from the Executive Council Office, Department of Finance and Treasury Board and Office of Planning and Priorities. It is also highly recommended that proposals to Executive Council and/or its committees on major issues are forwarded to the assigned Cabinet Advisor and FTB analyst while in draft form. This helps to streamline the process.

Assignments of analysts will change periodically and the offices will forward updates to departments as necessary.
The Managing Director of CNS and the assigned analysts will review the communications plan (Appendix 3-B or Appendix 3-E) submitted with the proposal. The analysts may also consult with the Department of Finance and Treasury Board's Director of Finance if additional clarification is required on financial issues. Analysts may also consult other departments and central agencies as necessary.

Finally, the analysts will complete their Staff Assessment (Appendix 3-Q).

The staff assessment concludes with the analysts’ recommendation. If the analysts are recommending changes, or not recommending the department's proposal, the analyst will advise the department staff who prepared the proposal and the deputy head. Before this takes place, the analysts will make every effort to work with the department to provide advice and guidance on preparation of the proposal and will attempt to come to a mutual understanding and possible resolution of any outstanding issues.

The assigned analysts are responsible for updating the department on the status of a submission, including advice regarding whether and when a proposal is ready to be forwarded to Executive Council and/or its committees.

**Executive Council Requirements**

Submissions to Executive Council, complete with all supporting documentation, should be submitted to ECO at least three weeks in advance of when the department requires a decision of the Executive Council or its committees. This ensures sufficient time for analysis, briefings and administration.

For very detailed, complicated, or pressing issues, a presentation to Executive Council or its committees may be required. If it is determined that a presentation will be made, the Cabinet Advisor or member of ECO staff will confirm this with the department staff and the deputy minister.

The presentation will generally be made by the department's deputy head with one or two other senior officials present to assist. A copy of the presentation must be submitted to the Manager, Executive Council Office electronically at least two weeks before the scheduled presentation. It then becomes part of the official documentation. Presentations should be limited to no more than ten minutes, after which there may be a question period.
The presentation should be succinct and contain all of the following:

- a statement of the issue/problem to be addressed
- a summary of the background
- key issues/challenges
- financial implications
- human resources and information technology implications
- stakeholder concerns
- alternatives/options
- a recommended option
- implementation plan and timelines

Enquiries
Manager, Executive Council Office
(902) 424-6614

Administrative update: November 2, 2015
3.6 Decisions of Executive Council

Decision Process on Report and Recommendation

- A Report and Recommendation (R&R, Appendix 3-C) approved by the Executive Council is evidenced by the initials of the Clerk of the Executive Council and the date on which it was approved.
- Matters which are stood will remain on the agenda until they are either approved or withdrawn.
- An R&R which has been withdrawn from the Executive Council or committee agenda will remain at the Executive Council Council Office as part of the official record, but a letter will be sent to the Minister indicating the submission has been withdrawn.
- With respect to an R&R approved by the Executive Council, the Clerk of the Executive Council will prepare the requested Order in Council for signature of the Lieutenant Governor. In the absence of the Lieutenant Governor the Administrator of the Government of Nova Scotia (currently the Chief Justice of Nova Scotia), as provided by Section 67 of the Constitution Act, 1867, will sign such Order.

Decision Process on Proposed Regulations

Once the regulations have been made or approved by the Governor in Council, the Order in Council (OIC, Appendix 3-F), the regulations, and, if applicable, the Order of the minister or regulation-making body are returned to the Registrar of Regulations for filing and publication in the next issue of the Royal Gazette Part II.

Decision Process on Proposed Appointments to an Agency, Board, or Commission (ABC)

Upon approval by the Executive Council, the R&R or Ministerial Appointment form and Form “A” is signed and dated by the Clerk of the Executive Council, indicating Executive Council approval of the requested appointment. The Clerk of the Executive Council will separate the Form “A” and Human Resources Guidelines form (Appendix 3-O) from the R&R and forward them along with the applicant’s cover letter and resume to the House of Assembly Standing Committee on Human Resources for its consideration of the names of the candidates for an appointment pursuant to Rule 60 of the Rules and Forms of Procedure of the House of Assembly. The committee has jurisdiction to approve or not approve the names of the candidates for appointment.
When the committee approves a candidate for appointment, the chair of the committee signs the Form “A,” indicating the committee’s approval and returns the Form “A” to the Clerk of the Executive Council. Upon receipt, the clerk prepares the Order requested in the R&R and processes it for signature by the Lieutenant Governor or Administrator, as described above. If the appointment is made by a Ministerial Appointment, a Ministerial Appointment is prepared by the Clerk of the Executive Council and forwarded to the responsible department for signature by the Minister.

If the Standing Committee on Human Resources does not approve a candidate for appointment, the chair of the Committee stamps the Form “A” “NOT APPROVED” and returns it to the Clerk of the Executive Council who, in turn, returns the entire submission to the responsible Minister.

**Note:** Although ministerial appointments do not require Executive Council approval, departments submit them for information purposes.

### Decision Process on Memorandum to Executive Council

After the Executive Council or its committees consider a memorandum, the Secretary to the Executive Council prepares a Minute letter to reflect decisions taken by Executive Council or its committees. The Minute letter indicates one of the following decisions was taken:

- approved
- approved with conditions, which are detailed
- withdrawn
- stood, in which case further instruction could be provided to the submitting department
- referred to an Executive Council committee
- direction provided

All Minute letters are addressed to the responsible minister and a copy sent to the deputy head of the submitting department(s).

### Enquiries

Manager, Executive Council Office  
(902) 424-6614
Administrative update: November 2, 2015
3.7 General Formatting Instructions and Timelines

General Formatting Rules for All R&Rs, Memoranda, Ministerial Appointment Forms, and Supporting Documents

- All R&Rs, Memoranda, Ministerial Appointment forms and all supporting documentation including communications plans must be on 8½ X14 paper (legal size) and single sided. The exception to this rule include Form “A”s, Standing Committee on Human Resource Guidelines and Regulations which should be on 8½ X11 paper (letter size).
- Arial font should be used
- The titles of the proposals should be in Arial 14
- The main part of the proposals and related attachments should be in Arial 11
- Margins may be adjusted as required
- The overall length of the proposal is dependent on the complexity of the issue/action. The proposal should provide substantive information to clearly describe the issue/action to Executive Council and allow Executive Council to make an informed decision. At the same time, information should be presented concisely.

Timeline

Submissions to Executive Council, complete with all supporting documentation, should be submitted to ECO at least three weeks in advance of when the department requires a decision of the Executive Council or its committees. This ensures sufficient time for analysis, briefings, and preparation time.

There may be extenuating circumstances that require the review to be expedited and all participants involved will attempt to accommodate this requirement.
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## Enquiries

Manager, Executive Council Office  
(902) 424-6614

Administrative update: **November 2, 2015**
3.8 Glossary of Terms

ADJUDICATIVE BOARD
An adjudicative board is an agency, board, or commission that has quasi-judicial functions. These functions include taking evidence, making findings of fact and law, and making decisions that can affect a person’s liberty, security, or legal rights. There are over 30 adjudicative boards ranging from the Regional Assessment Appeal Board to the Psychiatric Facilities Review Board.

AGENCIES, BOARDS, AND COMMISSIONS
Organizations designated as an agency, board, or commission (ABC) by their enabling legislation or by Order in Council.

CABINET
The common name used in place of Executive Council.

CABINET MINISTERS
Members from the governing party, as selected by the Premier, make up Cabinet. Each minister is responsible for a portfolio or department, agency, board, or commission, and participates in making government policy decisions. Ministers are responsible in law and accountable to the legislature for certain actions taken in departments.

CAUCUS
The group of elected MLA’s belonging to a political party. A closed meeting of the members of a political party within a legislative body to decide upon questions of policy and the selection of candidates for office.

CCRA
Canada Customs Revenue Agency

CHST
Canada Health and Social Transfer

CLERK OF EXECUTIVE COUNCIL
Person appointed to ensure that submissions to Executive Council meet legal requirements, prepares, and processes Orders in Council and works with departments on Executive Council matters.
COMMUNICATIONS PLAN
A document intended to provide ministers with information on the communications impact of a request being considered.

CROWN CORPORATION
A body corporate with legal power and capacity to carry on an industrial, financial or other commercial enterprise. These organizations are designated as Crown corporations by their enabling legislation, by Order in Council, or by application of the criteria established under Section 71 of the Finance Act.

DEPUTY HEAD
“Deputy head” means the deputy of the member of the Executive Council presiding over a department and all others whom the Governor in Council from time to time designates as having the status of deputy head.

DEPUTY MINISTERS
Deputy ministers are appointed by Order in Council as the chief administrative officers of departments who work under the direction of the Minister and who perform duties assigned by the Governor in Council. The deputy minister is responsible for managing the day-to-day operations of the department as well as administering a department composed of non-partisan professional civil servants who carry out the policies and programs of government.

DEPUTY MINISTER TO THE PREMIER
The Deputy Minister to the Premier assists the government in defining its objectives and priorities, oversees the development of policies consistent with these priorities, and acts as a liaison on these matters with government departments. This deputy minister is the Head of the Public Service and serves as a formal link between Executive and the public service. (See also Head of the Public Service.)

EXECUTIVE BRANCH
Generally referred to as government.

EXECUTIVE COUNCIL
The decision-making authority of the Executive Branch of the Government of Nova Scotia. Also known as Cabinet.
EXECUTIVE COUNCIL OFFICE
The Executive Council Office is the Cabinet secretariat reporting directly to the Premier and Cabinet. (Also see definitions for Clerk of the Executive Council and Secretary to the Executive Council).

FORM “A”
Form “A” is authorized by the Terms of Reference for the Human Resources Committee of the House of Assembly. This form clarifies the background and qualifications of each individual proposed to be appointed to an agency, board, or commission. (This form must always be submitted on 8½ X 11 paper).

GOVERNOR IN COUNCIL
The Executive Council acting with the advice and consent of the Lieutenant Governor.

HEAD OF THE PUBLIC SERVICE
The Deputy Minister to the Premier is also the Head of the Public Service. This person provides leadership of the public service and oversees and evaluates the work of all deputies.

HOUSE OF ASSEMBLY
Those elected members who sit in the legislative chamber in Province House. The members of the House of Assembly (MLAs) are elected at a provincial general election.

LIEUTENANT GOVERNOR
The Lieutenant Governor is the Queen’s representative in Nova Scotia. The Lieutenant Governor gives Royal Assent to all bills passed by the Legislature before they become law, and also signs other official documents, such as proclamations, land patents, appointments of persons to government posts, including deputy ministers, provincial judges, members of agencies, boards, and commissions, and crown attorneys. At the opening of a Session of the Legislature, the Lieutenant Governor reads the Speech from the Throne. Discretionary powers of the office also include the finding and appointment of a First Minister (the Premier), and the swearing in of the members of the Cabinet—the Ministers of the Crown.
MEMORANDUM TO EXECUTIVE COUNCIL
A Cabinet document which sets out proposals requiring policy decisions, but not requiring an Order in Council of the Governor in Council. This item does not generate a public document. Upon approval of a Memorandum to Executive Council, a Minute Letter is addressed to the Minister who presented the document to Cabinet or its committees for its consideration with a copy to the Deputy Minister.

MINISTERS
Members of the Executive Council appointed to preside over a department pursuant to the Public Service Act.

MINISTERIAL APPOINTMENT FORM
A Cabinet document used to appoint a person to a Ministerial board by the Minister responsible. A Ministerial board is one in which a Minister has sole authority for appointing persons to that board. There is not a formal, public document generated as a result of a Ministerial Appointment. Although not requiring Cabinet approval, the Ministerial Appointment does appear on the Cabinet Agenda as an information item only.

ORDER IN COUNCIL
An Order of the Lieutenant Governor acting by and with the advice of the Executive Council. An Order in Council is issued as a result of the approval of a Report and Recommendation.

PLANNING AND PRIORITIES OFFICE
Headed by the deputy minister, the office provides policy analysis to support Executive Council and its committees to fulfill the statutory responsibilities of a central government agency.

PREROGATIVE POWER
An exclusive right or privilege held by a person or group, especially a heritage or official right.

PRO FORMA
As a matter of, or according to, form.

PROCLAMATION
An official public announcement.

PUBLIC SERVICE ENTITIES (PSE)
Those government entities set forth in the Public Service Vote section of the
Provincial Estimates.

**REGISTRAR OF REGULATIONS**
The Registrar is under the control and direction of the Minister of Justice; and responsible for the recording, numbering and indexing of all regulations filed with him/her and for the publication thereof in accordance with the Regulations Act. (R.S., c. 393, s. 14.)

**REPORT AND RECOMMENDATION TO EXECUTIVE COUNCIL (R&R)**
A Cabinet document in which matters are presented to the Executive Council for their consideration. Upon approval, an Order in Council is issued authorizing the action requested in the Report and Recommendation.

**SECRETARY TO THE EXECUTIVE COUNCIL**
Person appointed to be responsible for establishing the agenda and the business of Executive Council and its committees.

**SPEECH FROM THE THRONE**
Delivered by Lieutenant Governor in a ceremonial opening of the House, the Speech from the Throne is written by the government and states the government’s program in very general terms. (See *The Nova Scotia Legislature - an Overview of its Procedures and Practices*)

**STATUTE**
A law enacted by a legislative body and formally recorded in writing.

Administrative update: November 2, 2015
## Appendices

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<td>Executive Council Staff Assessment</td>
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<td>Appendix 3-R</td>
<td>Template for Corporate Administrative Policy Submissions</td>
</tr>
<tr>
<td>Appendix 3-S</td>
<td>Memorandum to Executive Council - Request for Legislation</td>
</tr>
<tr>
<td>Appendix 3-T</td>
<td>R&amp;R - Appointments to Agencies, Boards and Commissions</td>
</tr>
</tbody>
</table>
Appendix 3-A
How Legislation is Prepared and Enacted

Legislative proposals are processed through the Executive Council’s Legislation Committee. This committee is responsible for reviewing proposed legislation for policy compliance, ensuring a coordinated and comprehensive legislative regime, recommending the legislative agenda to Executive Council, and identifying document needs to support proposed legislation.

The membership of the Legislation Committee comprises such members of the Executive Council or the Government Caucus as the President of the Executive Council may determine. The President of the Executive Council shall appoint a member of the Legislation Committee to be Chair of the committee. The Premier and Deputy Premier are *ex-officio* members of all Committees of the Executive Council. The Chief of Staff to the Premier, the Principal Secretary to the Premier, Deputy Minister to the Office of the Premier, the Deputy Minister of Treasury and Policy Board, the Deputy Minister of Finance and Treasury Board and Deputy Minister of the Office of Planning and Priorities are *ex-officio* staff members of all Committees of the Executive Council. Those members of the Legislation Committee who are not Executive Council members shall sign an Oath of Confidentiality.

![Decision Making Process Chart](chart-url)

This chart illustrates how the decision-making process works for legislative proposals. Prior to each legislative session, the Legislation Committee makes a call for legislative proposals to all departments. For each legislative proposal, the department submits a Memorandum to Executive Council – Request for Legislation (Appendix 3-S) signed by the Minister and Deputy Minister in the form prescribed by the Legislation Committee. The Legislation Committee considers each Request for Legislation and determines whether to approve the request for review by the Government Caucus and drafting for the upcoming session. Once a request is approved for drafting, a lawyer in the Office of Legislative Counsel is assigned to the file and working with the department, a draft bill is prepared. The draft bill then goes back to the Legislation Committee for approval and scheduling for introduction of government bills.
The legislative agenda is tabled in the House of Assembly, and each bill goes through a process of three readings and debate.¹

**First Reading**
The first stage in the legislative process is the introduction of a bill in the House of Assembly by a member of the Assembly. During the daily routine with which each day in the House begins, under the item "Introduction of Bills," a member wishing to introduce a bill, upon recognition by the Speaker, rises to introduce "a bill entitled (title of bill)." Unless the bill is ruled out of order (for example, only a minister of the Crown may introduce a money bill), the bill is assigned a number by the Clerk of the Assembly, is printed and distributed to all the members, and is placed on the order paper under the heading bills "For Second Reading." A bill may not be introduced unless it has been approved as to form by the Legislative Counsel. The stamp and signature of the Legislative Counsel appears on the cover of the original bill. The pro forma bill introduced at the opening of each session is not assigned a number, is not placed on the order paper, and is not dealt with further. The annual appropriations bill has its own special procedure.

**Second Reading**
The next stage is for the bill to be called for second reading. Except by unanimous consent, second reading may not begin until the bill has been printed and distributed to the members and this has been signified on the order paper. The second reading debate is a debate on the principle of the bill. No amendments may be made to the bill at this stage.

**Standing Committees**
If the bill is passed at the second reading, it is automatically referred by the Speaker to either the Law Amendments Committee or the Private and Local Bills Committee. Government bills and private member's bills are referred to the Law Amendments Committee and private bills and local bills are referred to the Private and Local Bills Committee. The two standing committees hold public hearings on the bills referred to them. Each committee considers all written and oral submissions made to it. In the case of a government bill, the Law Amendments Committee may also receive, after the public hearings have concluded, a written recommendation from the minister of the Crown who introduced the bill. The committee decides upon any changes to the bill that it wishes to recommend to the House of Assembly and the chair of the committee reports the bill back to the House or, infrequently, the committee decides not to report the bill back. The bill may be reprinted at this stage, showing the changes recommended by the committee.


Information respecting the House of Assembly is available on the website at <http://www.gov.ns.ca/ca/legislature/>

**Committee of the Whole House on Bills**
Upon a bill being reported back to the House of Assembly by a standing committee, it is automatically committed to the Committee of the Whole House on Bills. The committee subsequently considers the bill clause by clause. In doing so, the Committee of the Whole considers any changes recommended by the Law Amendments Committee or the Private and Local Bills Committee, as the case may be, and makes any changes to the bill it wishes to make, whether or not recommended by the standing committee that considered the bill. The Committee of the Whole may then report the bill back to the House.

Upon a bill being reported back to the House of Assembly by the Committee of the Whole House on Bills, the bill is placed on the order paper under the heading bills "For Third Reading."

**Third Reading**
The next stage is for the bill to be called for third reading. Unless the House of Assembly orders third reading to begin immediately, third reading takes place on a future day (after being reported back). The third reading debate is a debate on the principle of the bill as recommended by the Committee of the Whole House on Bills. No substantive amendments are normally made to the bill at this stage, but the bill may be recommitted to the Committee of the Whole House on Bills or to another committee.

**Royal Assent**
After a bill has passed three readings, it receives Royal Assent from the Lieutenant Governor (or, if the Governor is unavailable, from the Administrator of the Province). This is usually done in a short ceremony in the House of Assembly chamber on the last day of the sitting.

**Effective Date**
A statute may provide that all or part of it comes into force by proclamation or on a specified date. Proclamations are made by the Governor in Council (the Executive Council acting with the advice and consent of the Lieutenant Governor). At the request of the Minister/department responsible, the Office of the Legislative Counsel prepares the Report and Recommendation to Cabinet for proclamation of legislation and sends it back to the department. The department is responsible for submitting the Report and Recommendation to Executive Council with the supporting briefing note and communications plan.
Corporate Priority Communications Plan [Template]  

Advice to Executive Council

Plan Title: 
Department: 
Accompanying: □R&R □RFL □MEC 
Date: 
Prepared by: 

Narrative:

Communication Objectives:

Context:

Research:

Strategy:

Stakeholders & Partners:

<table>
<thead>
<tr>
<th>Key Stakeholder</th>
<th>Expected Position (supportive/neutral/resistant)</th>
<th>Issues</th>
<th>How they will be engaged</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Diversity:

Key Messages:

Talking points:

Roll-out Plan:

- Rural/Regional/Interdepartmental considerations:
- Production:
- Digital content:
- Traditional Media:
- Internal Communications:

Resources:

Evaluation:

Sent to calendar: 
Approved by Managing Director: 
Approved by Deputy: 
Approved by Minister:
# Report and Recommendation to the Executive Council

## Title:
Include a one sentence description of the item being raised or the action proposed.

## Submitted By:
State the name and portfolio of the Minister concerned.

## Prepared By:
Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

## Reviewed By:
The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

## Deputy Minister:
The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

## Approvals

<table>
<thead>
<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registrar of Regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk of the Executive Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasury and Policy Board</td>
<td></td>
<td></td>
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<tr>
<td>Executive Council</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Summary:
Provide a bullet point summary of the proposal including:
- Objective
- Outcome sought
- Financial impact
- Considerations impacting timing of the decision
- Recommendation

## LEGAL AUTHORITY
This section must make reference to, and quote, the legal authority for the proposed action. It may be worded, as follows:

“The undersigned has the honour to refer to Section _____ of Chapter ____ of the Revised Statutes of Nova Scotia, 1989, the ______ Act, which provides as follows: (Quote the actual sections),

(Or)

If the Section is very long, reference can be made to the substance of the Section, for example: “Section ..., provides that the Governor in Council may authorize execution of (paraphrase the section).
CURRENT SITUATION AND PURPOSE FOR THIS REQUEST
Describe the reason for this request (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of the Executive Council? If yes, what was the result of the previous consideration and how is this submission different?

BACKGROUND
In a brief paragraph, provide the 3 most important pieces of background information that have led to the current situation.

KEY ISSUE
Identify key issues and explain how the submission is consistent with the organization’s Statement of Mandate or Business Plan.

In some instances, there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. Where appropriate, you may decide to list the issues in this section and indicate that more detail will be included in the sections that follow.

Examples of key issues are: timing considerations, stakeholder/media interest, financial or economic risks to the province, major intergovernmental or industry negotiations, real or perceived threats to the health and safety of citizens, etc.

JURISDICTIONAL REVIEW
Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include, at a minimum, publicly available information that provides a comparison with the Atlantic Provinces and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.

ASSESSMENT OF ALTERNATIVES / RISK ASSESSMENT / MITIGATION
Identify realistic options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation).

A risk is the chance of something happening, negative or positive, that will impact the objectives of the proposal. Provide a high level risk assessment evaluating the risks of each option addressing the following:

- Major risks of each option
- Probability of occurrence (high, medium or low)
- Impact should risk occur (high, medium or low)
- Overall Risk Level
- Recommended mitigation plan (if any). Mitigation could include avoiding the risk, changing the likelihood, change the consequence, sharing the risk.

Sample table format (include a table for each option):

<table>
<thead>
<tr>
<th>Option:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.

PROPOSED ACTION AND TIMING
Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors, including the type of action being requested and the possible outcomes from this action. For instance, the timing of consultations for Education may be dependent on the school calendar. The timing for legislative or regulatory changes may be dependent on the schedule of the House of Assembly or the schedule of Cabinet.
FINANCIAL IMPACT

1. Does this submission require either of the following approvals under the Finance Act?

   - Section 77 requires a report from the Minister of Finance and Treasury Board before entering into a net debt obligation. See Section 77 R&R template if the request requires this approval.
     - Yes (attached)
     - No

   - Section 78 requires Treasury and Policy Board approval before undertaking an operating obligation. This should be clearly noted in the submission. If Section 78 approval is the only reason for the submission, it should be made in the Memorandum to Executive Council format not a Report and Recommendation.
     - Yes
     - Clearly explain why this submission requires a Section 78 approval.
     - No

   When completing the sections below, consider the financial implications of the action itself and any financial implications that may be incurred from decisions or policy direction derived from the action. The section must include full description of how the proposal will impact the requesting department.

2. Is this an In-Year Funding request (is there a current year impact which cannot be absorbed in the existing appropriation)?

   - Yes (please contact your Corporate Financial Analyst at Finance and Treasury Board for further clarification)
   - No

3. Briefly describe the financial request by completing the following table: (Table amounts should be annual cumulative $ requirements. Cumulative refers to the total requirement for each fiscal year in excess of base budget for the current year. Gross expenses - prior to any recoveries or fees - should be used to complete this table.)

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Less amount that will be absorbed in existing appropriation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total new funding required</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

4. Is new operating funding required?

   - Yes
   - No

   If new operating funding is required, please complete the following table (annual cumulative $ requirements).

<table>
<thead>
<tr>
<th>Additional operating funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
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<td>$</td>
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<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
5. Is new capital funding required?

☐ Yes
☐ No

If new capital funding is required, please complete the following table:

<table>
<thead>
<tr>
<th>Additional capital funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
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<td></td>
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<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Identify any additional operating costs (project and ongoing costs) that will result from the capital expenditure by fiscal year.

6. Is there third party funding associated with this request?

☐ Yes. If so, please describe source and amount: ________________________________

☐ No

7. Will this proposal impact a Revenue stream of the Province?

☐ Yes. If so, describe impact: ________________________________

☐ No

8. Are additional FTEs required?

☐ Yes. If so, number by fiscal year: ______________

☐ No

9. Provide any further comments on the financial impact that have not been covered above.

INFORMATION TECHNOLOGY

Is there a technology component to this request?

☐ Yes

If yes, detail the consultations that have been conducted with the Department of Internal Services, Information, Communications and Technology Services branch, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.

☐ No

GOVERNMENT-WIDE IMPLICATIONS

Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the action and whether or not they are in agreement with the proposed action. If another department will be affected in a significant way, submit a joint Memorandum.

CONSULTATION

Is Aboriginal consultation required (before the request in this submission can be implemented)?

☐ Yes. If yes, please explain the outcome.

☐ No

Indicate what consultations, if any, that were undertaken with
☐ Federal Government
☐ Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?
☐ Yes
☐ No

List all other consultations that have taken place including type of consultation, stakeholders consulted and their positions.

EFFICIENCY/PRODUCTIVITY
Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.

LEGAL IMPLICATIONS
Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES
Assess the direct and indirect impacts of the preferred alternative in the following areas. For those that are applicable, two or three sentences around the related implication are sufficient.

☐ Economic
☐ Rural Nova Scotia
☐ Social Equity
☐ Gender
☐ Trade
☐ Environmental
☐ Human Resources
☐ Municipal
☐ Intergovernmental

RECOMMENDATION
The recommendation should concisely summarize what is being asked of Cabinet for approval.

FORM OF ORDER (Must be included as follows)

“The undersigned has the honour to recommend that the Governor in Council make an Order in the following form or to like effect:

The Governor in Council on the report and recommendation of the Minister of ________________ dated ______, 20__, and pursuant to Section _____ of Chapter ___ of the Revised Statutes of Nova Scotia, 1989, the ________________Act, is pleased to...

Respectfully submitted,

Halifax, Nova Scotia
[Original signed by]

Date
Minister of

Administrative update: July 27, 2015
Appendix 3-D

Memorandum

to the Executive Council

Number: 
Dept.: 
Date: 

Title: Include a one sentence description of the item being raised or the action proposed.

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

SUMMARY:

Provide a bullet point summary of the proposal including:

- Objective
- Outcome sought
- Financial impact
- Considerations impacting timing of the decision
- Recommendation

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST

Describe the reason for this request (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of the Executive Council? If yes, what was the result of the previous consideration and how is this submission different?

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In a brief paragraph, provide the 3 most important pieces of background information that have led to the current situation.

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Identify key issues and explain how the submission is consistent with the organization’s Statement of Mandate or Business Plan.

In some instances there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. Where appropriate, you may decide to list the issues in this section and indicate that more detail will be included in the sections that follow.

Examples of key issues are: timing considerations, stakeholder/media interest, financial or economic risks to the province, major intergovernmental or industry negotiations, real or perceived threats to the health and safety of citizens, etc.
JURISDICTIONAL REVIEW
Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include, at a minimum, publicly available information that provides a comparison with the Atlantic Provinces and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.

ASSESSMENT OF ALTERNATIVES / RISK ASSESSMENT/MITIGATION
Identify realistic options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation).

A risk is the chance of something happening, negative or positive, that will impact the objectives of the proposal. Provide a high level risk assessment evaluating the risks of each option addressing the following:

- Major risks of each option
- Probability of occurrence (high, medium or low)
- Impact should risk occur (high, medium or low)
- Overall Risk Level
- Recommended mitigation plan (if any). Mitigation could include avoiding the risk, changing the likelihood, change the consequence, sharing the risk.

Sample table format (include a table for each option):

<table>
<thead>
<tr>
<th>Option:</th>
<th>Risk Probability (H/M/L)</th>
<th>Impact Probability (H/M/L)</th>
<th>Risk Level Probability (H/M/L)</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.

PROPOSED ACTION AND TIMING
Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors, including the type of action being requested and the possible outcomes from this action. For instance, the timing of consultations for Education may be dependent on the school calendar. The timing for legislative or regulatory changes may be dependent on the schedule of the House of Assembly or the schedule of Cabinet.

FINANCIAL IMPACT
1. Does this submission require either of the following approvals under the Finance Act?

   Section 77 requires a report from the Minister of Finance and Treasury Board before entering into a net debt obligation - See Section 77 R&R template if the request requires this approval.

   ☐ Yes (attached)
   ☐ No
   ☐ Yes (attached)
   ☐ No

   Section 78 requires Treasury and Policy Board approval before undertaking an operating obligation.

   ☐ Yes – Clearly explain why this submission requires a Section 78 approval.
   ☐ No
   ☐ Yes – Clearly explain why this submission requires a Section 78 approval.
   ☐ No

   When completing the sections below, consider the financial implications of the action itself and any financial implications that may be incurred from decisions or policy direction derived from the action. The section must include full description of how the proposal will impact the requesting department.

2. Is this an In-Year Funding request (is there a current year impact which cannot be absorbed in the existing appropriation)?
☐ Yes (please contact your Treasury Board Analyst for further clarification)
☐ No
☐ Yes (please contact your Treasury Board Analyst for further clarification)
☐ No

3. Briefly describe the financial request by completing the following table: (Table amounts should be annual cumulative $ requirements. Cumulative refers to the total requirement for each fiscal year in excess of base budget for the current year. Gross expenses - prior to any recoveries or fees - should be used to complete this table.)

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td>Less amount that will be absorbed in existing appropriation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total new funding required</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

4. Is new operating funding required?

☐ Yes
☐ No
☐ Yes
☐ No

If new operating funding is required, please complete the following table (annual cumulative $ requirements).

<table>
<thead>
<tr>
<th>Additional operating funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

5. Is new capital funding required?

☐ Yes
☐ No
☐ Yes
☐ No

If new capital funding is required, please complete the following table:

<table>
<thead>
<tr>
<th>Additional capital funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
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</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
Identify any additional operating costs (project and ongoing costs) that will result from the capital expenditure by fiscal year.

6. Is there third party funding associated with this request?

☐ Yes  If so, please describe source and amount: _________________________________
☐ No
☐ Yes. If so, please describe source and amount: _________________________________
☐ No

7. Will this proposal impact a Revenue stream of the Province?

☐ Yes  If so, describe impact: _________________________________
☐ No
☐ Yes. If so, describe impact: _________________________________
☑ No

8. Are additional FTEs required?

☐ Yes. If so, number by fiscal year: _________________________________
☐ No
☐ Yes. If so, number by fiscal year: _________________________________
☐ No

9. Provide any further comments on the financial impact that have not been covered above.

INFORMATION TECHNOLOGY
Is there a technology component to this request?

☐ Yes.  If yes, detail the consultations that have been conducted with the Chief Information Office and/or your IT Corporate Service Unit, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.

☐ No

GOVERNMENT-WIDE IMPLICATIONS
Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the action and whether or not they are in agreement with the proposed action. If another department will be affected in a significant way, submit a joint Memorandum.

CONSULTATION
Is Aboriginal consultation required (before the request in this submission can be implemented)?

☐ Yes. If yes, please explain the outcome.
☐ No

Indicate what consultations, if any, were undertaken with:

☐ Federal Government
☐ Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?

☐ Yes
☐ No

List all other consultations that have taken place including type of consultation, stakeholders consulted and their positions.

EFFICIENCY/PRODUCTIVITY
Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.

LEGAL IMPLICATIONS
Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES
Assess the direct and indirect impacts of the preferred alternative in the following areas. *For those that are applicable*, two or three sentences around the related implication are sufficient.

☐ Economic
☐ Rural Nova Scotia
☐ Social Equity
☐ Gender
☐ Trade
☐ Environmental
☐ Human Resources
☐ Municipal
☐ Intergovernmental

RECOMMENDATION
The recommendation should **concisely summarize** what is being asked of Cabinet for approval and mirror what the department is seeking to be contained in the minute letter.

Respectfully submitted,

Halifax, Nova Scotia

[Original signed by]

Date

Minister of

*Administrative update: July 27, 2015*
Communications Plan [Template]  Advice to Executive Council

Plan Title: 
Department: 
Accompanying: ☐R&R ☐RFL ☐MEC 
Date: 
Prepared by: 

Narrative: 

Communication Objectives: 

Background/Context: 

Stakeholder/Key Audience Analysis: 

Research: 

Strategy: 

Three Key Messages: 

Issues: 

Roll-out: 

Links to Government Priorities, Departments, and/or Agencies: 

Evaluation: 

Sent to Executive Assistant: 
Approved by Managing Director: 
Approved by Deputy: 
Approved by Minister:
The Governor in Council on the report and recommendation of the Attorney General and Minister of Justice dated June 30, 2015, and pursuant to Section 31 of Chapter 35 of the Acts of 2014, the Limitation of Actions Act, is pleased to order and declare by proclamation that Chapter 35 of the Acts of 2014, the Limitation of Actions Act, do come into force on and not before September 1, 2015.
Appendix 3-G  Intergovernmental Agreements Assessment Check-list

Under Section 6 of the Public Service Act, a Member of Executive Council requires Governor in Council approval to enter into an agreement with the Government of Canada or the government of a province or agency thereof.

The following check-list has been developed to assist departments in assessing whether to propose that a Member of the Executive Council enter into an agreement with the Government of Canada or the government of a province or territory. This check-list is a tool for departments to use in assessing the strength of the proposal and of the supporting material.

**Relation to Provincial Policy and Budgetary Objectives**

- Would the federal funding advance the province’s own policy objectives?
- Is there a strategic relationship to broader economic or social goals of the province as expressed in the provincial business plan, budget, and other documents related to the government’s agenda?
- Would the required provincial funding commitment to the federal funding initiative be consistent with the fiscal plan of the province?
- Will the fiscal value significantly benefit the province’s fiscal situation?
- Can provincial participation be funded under the department’s current operating budget?
- Would implementation of the agreement significantly alter or change current program or service delivery by the participating department?

**Terms of an Agreement (if proposed by the federal government)**

- Is this a new agreement?
- Is this a renewal of an existing agreement?
- If a renewal are the terms and conditions:
  - more favourable?
  - unchanged?
  - less favourable?
- What is the term of the agreement? Provide categories to choose from for the time period - For example:
  - One year or less
  - 2–3 years
  - 4–5 years
  - 6–10 years
  - more than 10 years

- Are there provisions with cost implications beyond the term of the agreement? What are they?
Are there other implications beyond the terms of the agreement? (e.g., administrative, operational, regulatory, impacts on other agencies/jurisdictions)
If so, what are they?

Nature of a Provincial Proposal to the Federal Government

Identify and assess the strength of the supporting materials (e.g., cost-benefit analysis, statistical evidence, risk assessment, results of program evaluation)
Is the proposal compatible with known federal objectives?

Impact on Other Departments or Agencies

Does the proposal enhance Nova Scotia’s ability to lever improved cooperation in another area (whether the proposal is accepted or rejected by the federal government)?
Does the proposal negatively influence other federal-provincial or interprovincial negotiations and processes?
If there are potential positive impacts on the policy and budgetary responsibilities of other departments or agencies, or on negotiations they may be undertaking, have those departments or agencies been consulted? What are their views?

If there are potential negative impacts on the policy and budgetary responsibilities of other departments or agencies, or on negotiations they may be undertaking, have those departments or agencies been consulted? What are their views?

Recognition of the Province’s Financial Circumstances and Needs

Under the proposed agreement, would the federal government recognize existing provincial funding as our contribution towards any cost-sharing arrangements?
Is the agreement or proposal consistent with the provisions of the Social Union Framework Agreement that funding arrangements be equitable and reflect the diverse needs and circumstances of the province?
Opportunity for Alliances

- Is there an opportunity to develop alliances with other departments or agencies?
- Is there an opportunity to develop alliances with other jurisdictions to ensure a stronger voice at the negotiating table?

Final Considerations: Cost/Benefit Analysis

- Would the funding arrangement be stable and predictable? For how long?
- Is the project, program, or activity sustainable (in all senses, including both the province’s ability to sustain a program beyond the federal cut-off date, and sustainable resource management)?
- Are there long term benefits?
  What are they?

- Are there long term costs?
  What are they?

- Do the benefits outweigh the costs?
- Is the federal funding program likely to raise the expectations of... which will cause difficulties for the province and the municipalities, etc., when the funding is discontinued?
  - municipalities
  - communities
  - businesses or organizations
- What are the risks of signing this agreement?

Appendix 3-H  How Regulations Are Prepared

The power to make regulations is contained in a statute (act) made by the Legislature. The act enables the regulation making authority (usually either the Governor in Council (Executive Council + the Lieutenant Governor), a minister, or a board or commission, or some combination of them) to make regulations for specific reasons or about a subject matter listed in the enabling section of the act.

The Regulations Act requires all regulations to be filed with the Registrar of Regulations and to be published, with some exceptions, in the Royal Gazette Part II. Regulations are not effective until the date of filing unless a future date is specified or the act allows effect retroactively.

The regulatory process itself is usually initiated by the department of the minister responsible for the administration of the act. At this point, the department uses the Regulations (Red Tape Reduction) Criteria Checklist (Appendix 3-E) as a tool to determine if regulations are needed and are the best intervention. The Criteria Check List is a tool to assist departments as they are developing new regulations and for the ongoing review of existing regulations that impact business. It should cause departments to conduct rigorous policy assessment that includes the impacts and benefits of the proposal.

If it is determined that regulations are the best intervention, either instructions for drafting or actual drafts of the proposed regulations are prepared by department staff, who usually work with the solicitor assigned to that department by the Department of Justice.

From this point on in the process, the draft regulations take different paths, depending on how they are authorized to be made by their enabling acts.

According to the Interpretation Act, the power to make regulations also includes the power to amend or repeal regulations, and the process remains the same for all. Therefore, where the word "regulations" is used in the following descriptions, it also includes amendments to regulations and repeals of regulations.

Regulations made or approved by the Governor in Council
When the draft regulations are in a form satisfactory to the department and the solicitor assigned by the Department of Justice, the solicitor approves them on behalf of the Attorney General as to their form and the legal authority under which they are made, in accordance with the Regulations Act. The regulations are then sent to the Registrar of Regulations for further review as to form under the Regulations Act.

The Registry edits the draft regulations to ensure compliance with the Department of Justice’s Style and Procedure Manual, making sure that the regulations are consistent with existing regulations, ensuring consistency of form and language, and commenting on any matters that may require reconsideration by the department or the solicitor.

Once regulations have been approved as to form and authority by the solicitor and as to form by the Registrar of Regulations, they are also signed by the minister responsible and forwarded to the Executive Council Office along with a Report and Recommendation, a Regulations Analysis Form, Regulations (Red Tape Reduction) Criteria Check list, and the Communications Plan. The Executive Council Office logs it as being received and forwards it to the Department of Finance and Treasury Board and Office of Planning and Priorities for analysis before it is submitted to the Executive Council for review and approval. On the recommendation of Executive Council, regulations are delivered to the Lieutenant Governor for approval.
Once the regulations have been made or approved by the Lieutenant Governor, the Order in Council, the regulations, and, if applicable, the Order of the Minister or regulation-making body are returned to the Registrar of Regulations for filing and publication in the next issue of the Royal Gazette Part II.

**Regulations made by or approved by the Minister (without Governor in Council approval)**

When the draft regulations are in a form satisfactory to the department and the solicitor assigned by the Department of Justice, they are forwarded to the minister responsible in the form of an order for the minister’s review and approval. Upon approval, the minister signs and dates the order to give effect to the regulations. The Ministerial Order and regulations are then forwarded to the Registrar of Regulations for filing and publication in the next issue of the Royal Gazette Part II.

**Regulations made by an agency, board, commission, or other body (without Governor in Council approval)**

In this scenario, the regulation-making body initiates the process and then, depending on the circumstances, may work together with the department’s staff and solicitor, or prepare the regulations themselves. Once finalized, the order of the regulation-making body is signed and forwarded together with the regulations to the Registrar of Regulations for filing and publication in the next issue of the Royal Gazette Part II.

*Administrative update: July 27, 2015*
# REGULATIONS ANALYSIS FORM

**Subject:** The same subject as that used for “Subject” on the accompanying Report and Recommendation.

**Date:** This document should be dated the same day as the Minister signs and dates the accompanying Report and Recommendation.

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
<th>Analysis</th>
</tr>
</thead>
</table>
| Provide actual regulations including the exact numbering and wording. | Provide the exact numbering and wording of the amended regulations.  
If a new regulation, provide the exact numbering and wording that is being added.  
If a repeal of a regulation, provide the exact numbering and wording that is being repealed. | The analysis is drawn from the body of the R&R but presented in non legal terms. It should include:  
- An explanation of the change and why it is recommended  
- The beneficial outcomes and possible negative outcomes that may be attained  
- How these changes will impact the stakeholders. |

* If regulation is being established, please quote regulation under Proposed and provide explanation under Analysis.

Administrative update: July 27, 2015
REGULATION (RED TAPE REDUCTION)
CRITERIA CHECK LIST

Strictly Confidential – Advice to Executive Council

Department:

Date of Request:

PROVIDE A SUMMARY OF THE PROPOSED REQUEST. Indicate whether it is a new regulation(s) or an amendment to existing regulation(s). Give the name of the Act.

PERSON TO CONTACT FOR DETAILED INFORMATION:

TELEPHONE:

______________________________________________________________________________
Signature of Deputy Minister

______________________________________________________________________________
Signature of Minister

______________________________________________________________________________
Date
1. **BACKGROUND**

   **A. Regulation(s) recommended by:**
   - ☐ Department
   - ☐ and/or
   - ☐ Other (Specify)

   _________________________________

   **Legislation supported by:** (attach any relevant documentation)

   **B. Has Regulation(s) been previously requested?**
   - ☐ NO
   - ☐ YES (specify years) ________________________

   Why did the regulation(s) not go forward?

   **C. Will this regulation(s) and any subsequent regulations increase red tape in Nova Scotia?**
<table>
<thead>
<tr>
<th>CHECK LIST</th>
<th>SUPPORTING DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>**1. ** <em>Is the proposed regulation absolutely necessary?</em></td>
<td></td>
</tr>
<tr>
<td>• What is the problem that is to be solved?</td>
<td></td>
</tr>
<tr>
<td>• What is being proposed / goal?</td>
<td></td>
</tr>
<tr>
<td>• Are there alternatives to the regulation, e.g., voluntary schemes, codes of practice, self regulation, procedures, improved information?</td>
<td></td>
</tr>
<tr>
<td>• Is this a new problem or a past continuing problem?</td>
<td></td>
</tr>
<tr>
<td>• How will we measure achievement of goal?</td>
<td></td>
</tr>
<tr>
<td>**2. ** <em>Who is affected and, in the recent past, have comprehensive consultations been undertaken with those affected and have realistic alternatives been explored?</em></td>
<td></td>
</tr>
<tr>
<td>• Give the general scope of who is affected by the regulations (winners and losers).</td>
<td></td>
</tr>
<tr>
<td>• Who was consulted and how?</td>
<td></td>
</tr>
<tr>
<td>• What were the positions expressed?</td>
<td></td>
</tr>
<tr>
<td>• Were all affected groups consulted? Who was not and why?</td>
<td></td>
</tr>
<tr>
<td>**3. ** <em>Does the regulation enhance, is it neutral to, or is it an impediment to Nova Scotia’s competitiveness?</em></td>
<td></td>
</tr>
<tr>
<td>• How do other jurisdictions deal with the problem?</td>
<td></td>
</tr>
</tbody>
</table>
- Are Nova Scotia’s requirements and standards similar or stiffer than in other jurisdictions?
- Has the regulation been tested to see if stakeholders understand it and to ensure that it meets the Registry of Regulations’ Style and procedures Manual?
- What are cost impacts to those who have to comply?
- To what extent does it increase regulatory burden?
- Does regulation create a competitive advantage or disadvantage for particular groups?
- Does this cost vary with location, e.g., metro or rural?
- Does this cost impact vary with size of operation?

4. **Do the benefits of the regulation outweigh the risks or consequences without the regulation?**

- What are the benefits? Please quantify.
- What are the risks of not regulating?
- Does Government have resources to enforce and are regulations enforceable?

5. **Can the regulation be administered efficiently with minimal procedures and paperwork?**

- Is there overlap or duplication with other ministries, federal government, or municipalities?
- Has the number of government agencies involved in regulating this area been minimized?

- Has consideration been given to exemption or simplified procedures for small business or rural areas?

- Is the legislation and the proposed regulation compatible with the government’s proposed e-commerce system?

6. **Review and Follow-up**

- If a predetermined date was established by which the effectiveness and impact of the measure was to be reviewed, who is to be consulted on the review and how?
### Report and Recommendation
to the Executive Council

<table>
<thead>
<tr>
<th>Number:</th>
</tr>
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<tbody>
<tr>
<td>Dept.:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

**Title:**
Include a one sentence description of the item being raised or the action proposed.

**Submitted By:**
State the name and portfolio of the Minister concerned.

**Prepared By:**
Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

**Reviewed By:**
The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source. Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

**Deputy Minister:**
The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

---

### Approvals

<table>
<thead>
<tr>
<th>Attorney General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved as to Form and Authority</td>
</tr>
</tbody>
</table>

This column, headed "Approvals," is provided to record progress of, and decisions relating to, the Report and Recommendation.

<table>
<thead>
<tr>
<th>Registrar of Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved as to Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clerk of the Executive Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Rec'd.</td>
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</table>

<table>
<thead>
<tr>
<th>Treasury and Policy Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Rec'd.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Council</th>
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</thead>
<tbody>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Withdrawn</td>
</tr>
<tr>
<td>Referred to</td>
</tr>
<tr>
<td>Date</td>
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</tbody>
</table>

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### Summary:

Provide a clear concise summary of the proposal and the results sought.

**Legal Authority**

This section must make reference to, and quote, the legal authority for the proposed action.

For authority under section 6 of Public Service Act, include the following

The undersigned has the [further] honour to refer to Section 6 of Chapter 376 of the Revised Statutes of Nova Scotia, 1989, the Public Service Act.

6 A member of the Executive Council may, subject to the approval of the Governor in Council, enter into an agreement with the Government of Canada, the government of a province, the government of a foreign state or subnational unit or an association of foreign states or subnational units, or agency thereof, or with any institution or person, or any of them, providing for a joint undertaking with the Government of Canada, with the government of a province, with the government of a foreign state or subnational unit or with an association of foreign states or subnational units, or any agency thereof, or with any institution or person, or any of them, of any project within the member's mandate under this Act.

For authority under Section 77 of the Finance Act, insert the following

The undersigned has the [further] honour to refer to Section 77 of Chapter 2 of the Acts of 2010, the Finance Act, which provides as follows:

77 (1) Notwithstanding any enactment, power or authority, no member of the Government Reporting Entity is authorized to enter into a net debt obligation, directly or indirectly, without first forwarding to the Minister of Finance and Treasury Board.
(a) a report and recommendation setting out the terms, conditions and rationale for the net debt obligation and requesting approval to enter into the net debt obligation; and

(b) any other information the Minister requires to prepare the Minister's report referred to in subsection (2).

(2) Upon receipt of the report and recommendation, the Minister shall prepare a report on the following:

(a) the monetary limits of the net debt obligation in the current and future fiscal years;

(b) the effect of the proposed net debt obligation on the consolidated financial statements of the Province for the current and future fiscal years;

(c) the reasonableness and prudence of the proposed net debt obligation for the purposes of avoiding undue risk of loss; and

(d) any other information the Minister considers appropriate.

(3) The Minister shall, on the basis of the report and recommendation referred to in subsection (1),

(a) approve the net debt obligation provided the person authorized or empowered to enter into the net debt obligation does not require the approval of the Governor in Council to do so; or

(b) forward the report and the report and recommendation for the consideration of the Governor in Council.

(4) The Governor in Council may authorize the entering into of the net debt obligation referred to in subsection (1).

All of the following sections must be completed so that the Department of Finance and Treasury Board gets the information it needs to produce the Minister’s report under Section 77 of the Finance Act and, where possible, have the Minister of Finance and Treasury Board approve the net debt obligation under clause (3)(a). The minimum information needed is described in blue. Other relevant information should be included as deemed appropriate.

Section 78 of the Finance Act states "Notwithstanding any enactment, power or authority, no appropriated entity is authorized to enter into an operating obligation, directly or indirectly, without first obtaining Treasury and Policy Board approval". If the transaction only requires Section 78 approval, it should be submitted in the form of a Memorandum to Executive Council. If the transaction is already in a department or entity’s target profile (as a specific line item, directly relating to the transaction for the full dollar amount and extending into all of the subsequent fiscal years), then Treasury and Policy Board has already approved it and no further approval under Section 78 of the Finance Act is necessary. If Treasury and Policy Board has not approved the operating obligation, and therefore it is not yet included in the target profile, then the Section 77 R&R, if required, can also serve the purpose of requesting the Section 78 Treasury and Policy Board approval.

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST
Describe the reason for this request (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of the Executive Council? If yes, what was the result of the previous consideration and how is this submission different?

This section should include discussion regarding why the department/ entity has a need that can (in part) be addressed through the inclusion of a net debt obligation - leading to a discussion of why it is considered appropriate to incur or authorize the potential incurrence of the net debt obligation.

BACKGROUND
In a brief paragraph, provide the 3 most important pieces of background information that have led to the current situation.

This section should include a description of the operating obligation and/or net debt obligation; note that "net debt obligation" is a defined term in the Finance Act and should include department/s/ entity’s experience with previous, similar net debt obligations. The determination of whether an operating or net debt obligation exists is
to be made by the Director of Finance for the department.

KEY ISSUE
Identify key issues and explain how the submission is consistent with the organization's Statement of Mandate or Business Plan.

In some instances there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. Where appropriate, you may decide to list the issues in this section and indicate that more detail will be included in the sections that follow.

Examples of key issues are: timing considerations, stakeholder/media interest, financial or economic risks to the province, major intergovernmental or industry negotiations, real or perceived threats to the health and safety of citizens, etc.

JURISDICTIONAL REVIEW
Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include, at a minimum, publicly available information that provides a comparison with the Atlantic Provinces and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.

ASSESSMENT OF ALTERNATIVES / RISK ASSESSMENT/MITIGATION
Identify realistic options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation).

A risk is the chance of something happening, negative or positive, that will impact the objectives of the proposal. Provide a high level risk assessment evaluating the risks of each option addressing the following:

- Major risks of each option
- Probability of occurrence (high, medium or low)
- Impact should risk occur (high, medium or low)
- Overall Risk Level
- Recommended mitigation plan (if any). Mitigation could include avoiding the risk, changing the likelihood, change the consequence, sharing the risk.

Sample table format (include a table for each option):

<table>
<thead>
<tr>
<th>Option:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.</td>
</tr>
</tbody>
</table>

PROPOSED ACTION AND TIMING
Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors, including the type of action being requested and the possible outcomes from this action. For instance, the timing of consultations for Education may be dependent on the school calendar. The timing for legislative or regulatory changes may be dependent on the schedule of the House of Assembly or the schedule of Cabinet.

FINANCIAL IMPACT
This section must include a full description of how the proposal will impact the requesting department/entity on a stand-alone basis. The department/entity should not attempt to describe consolidation issues or the impact of this net debt obligation on the public accounts because these impacts will be analysed and reported on in the report of the Minister of Finance.

Information must clearly address spending authority issues - appropriation or other statutory capital authority.

Describe specifically the net debt obligation and why the department/entity feels it is reasonable.

1. Does this submission require either of the following approvals under the Finance Act?

Section 77 requires a report from the Minister of Finance and Treasury Board before entering into a net debt
obligation (formerly 59C of the Provincial Finance Act)

☐ Yes (attached)

☐ No

Section 78 requires Treasury and Policy Board approval before undertaking an operating obligation. This should be clearly noted in the submission. If Section 78 approval is the only reason for the submission, it should be made in the Memorandum to Executive Council format not a Report and Recommendation.

☐ Yes

Clearly explain why this submission requires a Section 78 approval.

☐ No

When completing the sections below, consider the financial implications of the action itself and any financial implications that may be incurred from decisions or policy direction derived from the action. The section must include full description of how the proposal will impact the requesting department.

2. Is this an In-Year Funding request (is there a current year impact which cannot be absorbed in the existing appropriation)?
   ☑ Yes (please contact your Corporate Financial Analyst at Finance and Treasury Board for further clarification)

☐ No

3. Briefly describe the financial request by completing the following table: (Table amounts should be annual cumulative $ requirements. Cumulative refers to the total requirement for each fiscal year in excess of base budget for the current year. Gross expenses - prior to any recoveries or fees - should be used to complete this table.)

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Less amount that will be absorbed in existing appropriation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total new funding required</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

4. Is new operating funding required?
   ☑ Yes
   ☐ No

If new operating funding is required, please complete the following table (annual cumulative $ requirements).

<table>
<thead>
<tr>
<th>Additional operating funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
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<td>$</td>
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<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

5. Is new capital funding required?
   ☑ Yes
   ☐ No
If new capital funding is required, please complete the following table:

<table>
<thead>
<tr>
<th>Additional capital funding required</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

Identify any additional operating costs (project and ongoing costs) that will result from the capital expenditure by fiscal year.

6. Is there third party funding associated with this request?
   - [ ] Yes. If so, please describe source and amount: ________________________________
   - [ ] No

7. Will this proposal impact a Revenue stream of the Province?
   - [ ] Yes. If so, describe impact: ________________________________
   - [ ] No

8. Are additional FTEs required?
   - [ ] Yes. If so, number by fiscal year: ______________
   - [ ] No

9. Provide any further comments on the financial impact that have not been covered above.

Review this analysis with Finance CSU staff. Include a statement that says the financial implications have been reviewed by Finance CSU staff.

**INFORMATION TECHNOLOGY**

Is there a technology component to this request?

- [ ] Yes
  
  If yes, detail the consultations that have been conducted with the Department of Internal Services, Information, Communications and Technology Services branch, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.

- [ ] No

**GOVERNMENT-WIDE IMPLICATIONS**

Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the action and whether or not they are in agreement with the proposed action. If another department will be affected in a significant way, submit a joint Memorandum.

**CONSULTATION**

Is Aboriginal consultation required (before the request in this submission can be implemented)?

- [ ] Yes. If yes, please explain the outcome.
- [ ] No

Indicate what consultations, if any, that were undertaken with
☐ Federal Government
☐ Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?

List all other consultations that have taken place including type of consultation, stakeholders consulted and their positions.

EFFICIENCY/PRODUCTIVITY
Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.

LEGAL IMPLICATIONS
Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES
Assess the direct and indirect impacts of the preferred alternative in the following areas. For those that are applicable, two or three sentences around the related implication are sufficient.

☐ Economic
☐ Rural Nova Scotia
☐ Social Equity
☐ Gender
☐ Trade
☐ Environmental
☐ Human Resources
☐ Municipal
☐ Intergovernmental

RECOMMENDATION
The recommendation should concisely summarize what is being asked of Cabinet for approval.

If Section 78 approval is required include the following:

“The undersigned has the honour to recommend that the Treasury and Policy Board provide an approval to enter into an operating obligation under Section 78 of the Finance Act.”

By including this section, the document will be considered by Treasury and Policy Board for the purposes of Section 78 of the Finance Act, and if approved, the R&R will then be considered by Executive Council for the purposes of Section 77 (and any other Governor in Council requirements).

FORM OF ORDER (Must be in all R&R’s)

“The undersigned has the honour to recommend that the Governor in Council make an Order in the following form or to like effect:

The Governor in Council on the report and recommendation of the Minister of ________________ dated ______, 20__, and pursuant to Section 77 of Chapter 2 of the Acts of 2010, the Finance Act, is pleased to...

Respectfully submitted,

[Original signed by]

Minister of [originating department not the Minister of Finance and Treasury Board]

Halifax, Nova Scotia
(Date)

Administrative update: July 27, 2015
Appendix 3-L  Intent of the Freedom of Information and Protection of Privacy Act

The overall intent of the Nova Scotia Freedom of Information and Protection of Privacy Act is the following:

1. ensure that public bodies are fully accountable to the public by
   (i) giving the public a right of access to records
   (ii) giving individuals a right of access to, and a right to correction of, personal information about themselves
   (iii) specifying limited exceptions to the rights of access
   (iv) preventing the unauthorized collection, use, or disclosure of personal information by public bodies, and
   (v) providing for an independent review of decisions made pursuant to this Act

2. provide for the disclosure of all government information (with limited exemptions) to
   (i) facilitate informed public participation in policy formulation
   (ii) ensure fairness in government decision-making
   (iii) permit the airing and reconciliation of divergent views

3. protect the privacy of individuals with respect to personal information about themselves as well as providing access by individuals to their own personal information, and preventing unauthorized collection, use, and disclosure of personal information.

The FOIPOP Act provides for the disclosure of all government information. There are limited and specified exceptions to the rights of access:

1. PUBLIC PRIVATE PARTNERSHIPS (Section 5(2A))

   Under Section 5(2A) “public private partnership” contracts are required to be disclosed with some exceptions. These are executive contracts and must involve a substantial transfer of risk to a person, including a risk related to the operation or financing or both of government activities and the contract must be designated through the appropriate procedures of the public body within particular time limits. However, the disclosure requirement does not include trade secrets, financial and business information of the contracting party, or any records that would endanger the health or safety of persons or groups of persons.

2. INTERGOVERNMENTAL AFFAIRS (Section 12)

   If the head of the public body believes that information has been received in confidence from another government in Canada or that disclosure of the information could reasonably be expected to harm intergovernmental relations, then the information may be withheld. Records more than fifteen years old are not covered. Consent of the Governor-in-Council is required to release records to which the exemption applies.

3. DELIBERATIONS OF EXECUTIVE COUNCIL (Section 13)

   The department head may refuse to disclose information revealing the substance of Executive Council or its committees deliberations including advice, recommendations, policy considerations, draft legislation or regulations. Information in records over ten years old are not covered, nor is background information whose purpose is to present explanations or analysis and used to make a decision, if that decision has been made public, implemented, or it has been more than five years since the decision was made or considered. A definition of background information is contained in Section 3.

4. ADVICE TO PUBLIC BODY OF MINISTER (Section 14)

   The head has the option of refusing to release information that would reveal advice, recommendations, or draft regulations. This does not apply to background information or information more than five years old. However, background information does not include a program proposal or a proposal to change a program, if the proposal has not yet been approved or rejected.
5. LAW ENFORCEMENT (Section 15)

This discretionary exemption applies to a broad range of information which has a connection to law enforcement activities, trials, law suits, adjudications, and security arrangements. For specific law enforcement information that may be exempt, please refer to Section 15 of the Act. The exception may not be used to withhold from an applicant the reasons for a decision not to prosecute if the applicant is aware of a police investigation. See the sample letter on page 59 for special procedures to be used under clause 7(2)(c) where appropriate in responding to an application for information which may be exempted under Section 15. This involved information to which the exemption applies, but under Section 7(2)(c), its existence can be neither confirmed nor denied.

6. SOLICITOR-CLIENT PRIVILEGE (Section 16)

The head may choose to withhold information covered by solicitor-client privilege, which is the same privilege as that available at common law.

All direct communications between a solicitor and client or their agents/employees made for the purpose of obtaining professional legal advice or in contemplation of litigation is subject to solicitor-client privilege. Factors that have been considered by the Review Officer are noted in Review Reports 97-75 and 97-76. Solicitor-client privilege can be waived only by the client. The advice and opinion of the solicitor should be obtained before any waiver of privilege is contemplated.

7. FINANCIAL OR ECONOMIC INTERESTS (Section 17)

Information which could harm the financial or economic interests of the “public body” need not be disclosed. The exemption provides a list of examples of types of information that may be withheld. Included are negotiations of the public body and the possible premature disclosure of projects or proposals. However, for the exemption to be legitimately invoked, there must be damage to the financial or economic interests of the province. If the information is in the form of product or environmental testing carried out by or for the public body, the information must (with two rare exceptions) be released.

8. HEALTH AND SAFETY (Section 18)

If the department head feels disclosure would hurt anyone (including the applicant) physically or mentally, or interfere with public safety, then the information may be withheld.

9. CONSERVATION (Section 19)

The department head can choose to refuse the release of information that might damage various heritage or natural sites, or endangered species or resources.

10. CLOSED MEETINGS OF LOCAL PUBLIC BODIES (Section 19A)

Where an “enactment” authorizes a meeting of a local public body (i.e., university, school board, or hospital) to be held in camera, the public body may refuse to disclose information that would reveal the “substance of deliberations” of the meeting. It may also refuse to disclose draft resolutions, by-laws, or other “legal instruments.” The exemption does not apply if the material has been considered later in an open meeting or 15 years have passed.

11. ACADEMIC RESEARCH (Section 19B)

Details of “academic research” conducted by an “employee” of the “public body” in the course of their employment may also be exempted. However, the exemption does not extend to the title of the research project and the amount of funding.
12. CERTAIN UNIVERSITY PERSONAL INFORMATION (Section 19C)

Evaluate or opinion material “in the custody or under the control” of a university and compiled solely for the purpose of determining an applicant’s suitability for appointment, promotion, tenure, academic program admission, or an honour or award, may also be exempted.

13. CERTAIN HOSPITAL RECORDS (Section 19D)

Hospital records, except patient records, used for or arising from any study, research, or program for the purpose of education or improvement in medical care or practice may also be exempted. This provision is similar to Section 60(1) of the Nova Scotia Evidence Act, but applies to records rather than the compellability of an individual to testify in any legal proceeding.

14. LABOUR CONCILIATION RECORDS (Section 19E)

Records relating to information of any kind obtained by a conciliation board, conciliation officer or mediator, or certain specified officers appointed under certain statutes may also be exempted. Also, reports, testimony, or proceedings may also be exempted if they meet certain conditions under the section.

15. PERSONAL INFORMATION (Section 20)

Personal information must not be released to an applicant if it would be an “unreasonable invasion of a third party’s personal privacy.” Section 20 goes into great detail about what factors are to be considered, as well as what presumptions and deeming provisions relative to an “unreasonable invasion of a third party’s personal privacy.” If you refuse to disclose personal information supplied in confidence about an application by a third party, under subsection 20(5) you are required to give a summary of the information unless it identifies the third party. The third party may also be allowed to prepare that summary.

16. CONFIDENTIAL BUSINESS INFORMATION (Section 21)

This is also a mandatory exemption it applies to the records subject to the application. For this exemption to apply, the records must meet a three-part test. The records must meet the definition of Section 21(1)(a),(b) and (c). Confidential business information is also treated in the same way as personal information for purposes of third party notice. See page 18 for the procedure. Routine inspections are not considered confidential information. It should be noted, as well, that information prepared or obtained for a tax return must not be disclosed.
Ministerial Appointment Form

Subject: Include a short description of the appointment to be made. For example, 

Proposed appointments to [name of agency, board or commission].

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source. Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

APPROVALS

____________________
Attorney General
Approved as to Form and Authority

Summary:
Provide a brief description of the appointment the Minister proposes to make. For example,

The appointment/reappointment of [insert the name(s) of recommended appointee(s)] as a director(s)/member(s)/Chair of the [name of agency, board or commission (ABC)].

Under each of the required headings, please provide the information specified below. Also, see the Note below regarding required and recommended attachments.

Legal Authority
Quote the specific provisions that provide legal authority for making the appointment, establishing the term of the appointment, paying the appointee’s expenses and/or remuneration, indemnifying the appointee, and/or imposing any conditions on the appointment. For example:

The undersigned has the honour to refer to Section _____ of Chapter _____ of the Revised Statutes of Nova Scotia, 1989, the _____ Act, which provides as follows:
Background
Provide a brief description of the nature of the ABC, its mandate, the current composition of its board (including, for example, a description of any existing and upcoming vacancies, and of the board’s diversity in terms of gender, regional representation and ethnicity), and any other background information that will assist Executive Council in assessing the appropriateness of the appointment.

Other background information could include such things as whether other individuals or organizations are responsible for appointing members to the board and/or setting the remuneration of board members, and the role the ABC is expected to play in advancing the government’s public policy objectives.

Proposed Appointee
Include the name, municipality, and county of the proposed appointee and indicate whether the individual has previously served as a member of the same board. If so, specify when and in what capacity he/she served.

Rationale for Appointment
Must appointees to the ABC’s board satisfy certain requirements? For example, must they have particular skills or experience, be nominated or recommended by other bodies, or represent certain industries, geographic areas, groups, or organizations?

☐ Yes – briefly describe those requirements and indicate how the proposed appointee satisfies them.
☐ No

Was the proposed appointee’s application screened by a departmental or other review panel or advisory committee?
☐ Yes – describe the nature of the panel or advisory committee.
☐ No – briefly explain why no screening was required.

Are there any limits on how long appointees may serve the ABC?
☐ Yes – briefly describe the limits and confirm that any previous service by the proposed appointee does not make him/her ineligible for appointment.
☐ No

Does the Minister have discretion in determining how long the proposed appointee will serve the ABC?
☐ Yes – explain how the proposed term will ensure that the board’s membership is renewed in an orderly way (for example, by staggering the term expirations).
☐ No

Is the proposed appointee to be remunerated and/or be reimbursed for expenses?
☐ Yes – describe the amount and source of any remuneration and/or expenses to be paid.
☐ No

Communications
A Communications Plan is required with respect to the proposed appointment. See Appendix 3-B or Appendix 3-E.

Proposed Appointment
Conclude by setting out the details of the proposed appointment; specifically, the term of the appointment, any remuneration or expenses to be paid, any indemnity to be provided, and any conditions to be applied. For example,

The undersigned therefore has the honour to advise that, pursuant to Section ___ of Chapter ___ of the Revised Statutes of Nova Scotia, 1989, the ______ Act,

(a) _________________ of [municipality, county] will be appointed [a member/a director/Chair] of [insert name of ABC] for a term of ___ years commencing the date specified in the Ministerial Appointment; and
(b) _________________ will be remunerated for his/her service in the amount of ____________ annually, per meeting, etc.] and reimbursed for reasonable expenses actually incurred in fulfilling his/her duties as [a member/a director/Chair], provided such reimbursements do not exceed those normally payable to a member of the civil service.

Respectfully submitted,
Halifax, Nova Scotia
(Date)

Note:

Attach the following documents to Ministerial Appointment Forms requesting appointments to adjudicative boards:
1. Precis of qualifications for all proposed appointees (recommended);
2. Communications plan (Appendix 3-B or Appendix 3-E).

Attach the following documents to Ministerial Appointment Forms requesting appointments to non-adjudicative boards:
1. Human Resources Committee Form As for all proposed appointees (required*);
2. Human Resources Committee Guidelines for all proposed appointees (required*);
3. Résumés of all proposed appointees (required*); and
4. Communications plan (Appendix 3-B or Appendix 3-E).

* These documents are not required for non-adjudicative appointments exempted from review by the Human Resources Committee. See Rule 60 of the Rules and Forms of Procedure of the House of Assembly for descriptions of the exceptions.

Administrative update: July 27, 2015
Form "A" Recommended Appointment to Agency, Board or Commission

Name of Agency, Board or Commission

Title of Position for Appointment

Authority for Appointment

(Please cite statute, regulation, etc. by title and refer to relevant section.)

Particulars of Recommended Appointee

Name: __________________________
Address: _________________________

Telephone: Bus. _________________ Res. _______________ Other ________________
(Please specify - fax, cottage, car)

Is this a reappointment?   □ Yes   □ No
Number of previous terms served: _____  Number of previous years served: _____

Previous Expiry Date: ____________

Nature of Duties (Brief description) ________________________________________________

Qualifications

(Refer to expertise and representation (i.e. culture, gender, ethnic, regional) required for position, and specific qualifications of recommended appointee. Attach résumé, if available.)

Current Composition of Agency/Board/Commission

(Where relevant identify gender, regional representation, etc., experts or persons with experience similar to the applicant.)

If candidate for appointment has been nominated by an organization (Please indicate details.) ________________________________

If request is for Governor in Council approval of appointment made by another organization (Please indicate details.) ________________________________

Term of Appointment  Date (beginning) _______________  Duration (length) ________________

Time commitment expected (Number and duration of meetings, etc.) ________________________________

Remuneration (Specify whether already set or new recommendation.) ________________________________

This Appointment is recommended subject to approval by the Human Resources Committee of the House of Assembly.

_________________________  ____________________________  ____________________________
Date  Minister

This Appointment is recommended subject to approval by the Human Resources Committee of the House of Assembly.

_________________________  ____________________________  ____________________________
Date  Executive Council

This Appointment is ______________ approved by the Human Resources Committee of the House of Assembly.

_________________________  ____________________________  ____________________________
Date  Chair
1. Name of candidate.

________________________________________________________________

2. Name of Agency, Board, or Commission (ABC) and the function of the ABC.

________________________________________________________________

3. What qualifications are necessary to be a member of this ABC?

________________________________________________________________

4. In what respect does this candidate satisfy the qualifications described in question #3?

________________________________________________________________

5. Does the ABC currently meet the affirmative action and gender equality policies of the government?

________________________________________________________________

6. What is the current remuneration for this position on the ABC?

________________________________________________________________

7. If the current remuneration is under review, what was the last known remuneration for this position?

________________________________________________________________

8. If the answer to question #6 is $100 or more per day, a current resume or CV of the applicant must be attached to this form!

________________________________________________________________

** Please note that the information reviewed on any resume or CV will be completed by the Committee “in-camera” and not released to the media excepting that should the applicant be the successful candidate to the position on the ABC. If successful, the resume will be open to public scrutiny.**
9. Was this vacant position advertised within the last 12 months? Please describe in
detail when the ad was published and where these advertisements occurred.
__________________________________________________________________

10. How many responses came from the advertisements?
__________________________________________________________________

11. Was this person solicited to apply for this position?
__________________________________________________________________

12. If applicable, list any special circumstances that the department feels the
committee should be aware of when considering this appointment. (Letters from
the Minister or ABC can be attached)
__________________________________________________________________

13. It is my opinion as the Minister responsible for the ABC that from the candidates
that applied to the position that this is the best qualified person to carry out the
duties of this position.
__________________________________________________________________

_________________________________________  ___________________________
Date                                               Signature

Please note that “not applicable” (n/a) is not considered to be an answer to any of
the above questions.

Please note that these guidelines may have what some would view as similar
information to that contained on the Form “A,” however, if both the guidelines and the
Form “A” are not filled out in their entirety, the Standing Committee on Human
Resources will not approve the appointment.

Administrative update: July 27, 2015
<table>
<thead>
<tr>
<th>Type of Transaction *</th>
<th>Department Solicitor or Department of Justice</th>
<th>Treasury and Policy Board</th>
<th>Executive Council</th>
<th>Documentation Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Transactions Requiring Governor in Council (GIC) Approval</td>
<td>Yes</td>
<td>Yes if financial implication</td>
<td>Yes</td>
<td>Report and Recommendation (R&amp;R) Communications Plan</td>
<td>For Financial Assistance/Investment to be made by SOFI: Nova Scotia Business Inc. (over $10M) Nova Scotia Fund Nova Scotia Farm Loan Board Nova Scotia Fisheries and Aquaculture Loan Board (Refer to specific legislation and regulations for these entities.)</td>
</tr>
<tr>
<td>2 Financial Assistance/Investment Transactions requiring GIC approval</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Report and Recommendation (R&amp;R) Terms and Conditions of Financial Assistance/Investment Communications Plan For transactions requesting a payroll rebate over $10M please also include the following: - cash flow schedule - draft business profile</td>
<td></td>
</tr>
<tr>
<td>3 Loan Guarantees requiring GIC approval</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Department of Finance must be consulted (Section 77 of the Finance Act)</td>
<td></td>
</tr>
<tr>
<td>4 Agreements/MOU’s with the Government of Canada or the government of a province or agency.</td>
<td>Yes</td>
<td>Yes if financial implication</td>
<td>Yes</td>
<td>Report and Recommendations (R&amp;R) Proposed Agreement Communications Plan</td>
<td>Under Section 6 of the Public Service Act, a Member of Executive Council requires Governor in Council approval to enter into an agreement with the Government of Canada or the government of a province or agency. Before submitting a proposal to Executive Council that has intergovernmental implications (federal or other provincial and territorial governments - not municipal or Aboriginal governments), departments are to consult with the Department of Intergovernmental Affairs. The outcome of the consultation must be documented in the formal submission (R&amp;R) to the Executive Council.</td>
</tr>
<tr>
<td>5 Regulations (New or Amendments)</td>
<td>Yes</td>
<td>Yes if financial implication</td>
<td>Yes</td>
<td>R&amp;R New/Amended Regulations Regulations Analysis Form Regulations (Red Tape Reduction) Criteria Check List Communications Plan</td>
<td>Regulations approved by Executive Council will be filed with the Registry of Regulations. The Regulation (Red Tape Reduction) Criteria Check List is a tool to assist departments as they are developing new regulations and for the ongoing review of existing regulations that impact business. It should cause departments to conduct rigorous policy assessment that includes the impacts and benefits of the proposal. Note: Minor housekeeping amendments do not require the RTR Check List.</td>
</tr>
<tr>
<td>6 Adjudicative Appointments</td>
<td>Yes</td>
<td>No</td>
<td>Yes - Consent Agenda</td>
<td>R&amp;R/Ministerial Appointment Form Precis Communications Plan</td>
<td></td>
</tr>
<tr>
<td>Type of Transaction *</td>
<td>Department Solicitor or Department of Justice</td>
<td>Treasury and Policy Board</td>
<td>Executive Council</td>
<td>Documentation Required</td>
<td>Comments</td>
</tr>
<tr>
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</tr>
<tr>
<td>7 Appointments to Agencies, Boards and Commissions (non-adjudicative)</td>
<td>Yes</td>
<td>No</td>
<td>Yes - Consent Agenda</td>
<td>R&amp;R/Ministerial Appointment Form, Form &quot;A&quot; (if required) Standing Committee on HR Guidelines (if required) Communications Plan</td>
<td>Where required, the recommendation of Executive Council will be referred to the House of Assembly Standing Committee on Human Resources.</td>
</tr>
<tr>
<td>8 Land Transactions requiring GIC approval</td>
<td>Yes</td>
<td>Yes - if financial implication</td>
<td>Yes</td>
<td>Report and Recommendation (R&amp;R), Map Communications Plan</td>
<td>Land transactions include Expropriations, sales, purchases, sales at less than market value, easements.</td>
</tr>
<tr>
<td>9 DNR/TIR Ministerial land transactions under 25 acres/$25,000</td>
<td>No</td>
<td>No</td>
<td>Yes - Consent Agenda</td>
<td>Memorandum to Executive Council Summary Chart, Map Communications Plan</td>
<td>Covers land administered by DNR under the Crown Lands Act and Wildlife Act and TIR transactions under the Public Highways Act and Surplus Crown Property Disposal Act.</td>
</tr>
<tr>
<td>10 Land Title Clarification Act: Release of Crown Interest</td>
<td>Yes</td>
<td>No</td>
<td>Yes - Consent Agenda</td>
<td>Memorandum to Executive Council Map Communications Plan</td>
<td>Allows the Crown to release an interest in occupied, unacknowledged Crown land (Green Layer)</td>
</tr>
<tr>
<td>11 Additional funding request - in year</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>12 Additional funding request - out years</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>13 Additional FTE request</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>14 Major Reorganization, Restructuring</td>
<td>Not unless there is a legal implication</td>
<td>Yes</td>
<td>Yes</td>
<td>Memorandum to Executive Council Communications Plan, Existing organizational charts, Proposed organizational charts</td>
<td></td>
</tr>
<tr>
<td>15 Major Corporate Policy/Strategy</td>
<td>Not unless there is a legal implication</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>16 New Programs</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>17 Request for Proposals (Major)</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td>Consultation with Public Engagement Support Unit to determine what approval is required.</td>
</tr>
<tr>
<td>18 Permission to Consult</td>
<td>No</td>
<td>No</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council or presentation Communications Plan</td>
<td></td>
</tr>
<tr>
<td>19 Corporate Administrative Policies and Procedures (Management Manuals)</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Draft Corporate Administrative Policy Communications Plan</td>
<td>All new corporate administrative policies, as well as any material revisions and repeal of corporate administrative policies, require Treasury and Policy Board approval. Template for Corporate Administrative Policy Submissions, Appendix 3-R (See 1.2 Management Manual Policy <a href="http://www.novascotia.ca/treasuryboard/manuals/100MgmtGuide.htm">http://www.novascotia.ca/treasuryboard/manuals/100MgmtGuide.htm</a>).</td>
</tr>
<tr>
<td>Type of Transaction *</td>
<td>Department Solicitor or Department of Justice</td>
<td>Treasury and Policy Board</td>
<td>Executive Council</td>
<td>Documentation Required</td>
<td>Comments</td>
</tr>
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</tr>
<tr>
<td>20 Personal Services Contracts</td>
<td>Proposed Contract</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Proposed Contract Communications Plan</td>
<td>The Personal Services Contract Regulations made pursuant to the Public Service Act require approval of Treasury and Policy Board or Executive Council for personal services contracts entered into by departments, offices or government agencies that contain total compensation over $120,000. Personal services contracts entered into by a department, office or government agency containing total compensation less than $120,000 must follow a separate approval process. Please see the Personal Services Contract Regulations and Chapter 2.1 of Management Manual 500 for further information.</td>
</tr>
<tr>
<td>21 Labour Bargaining Mandate</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Presentation or Memorandum to Executive Council</td>
<td></td>
</tr>
<tr>
<td>22 Professional Services Request</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Professional Services request Ministerial approval over $5,000 high/low value procurement form</td>
<td>Refer to Treasury and Policy Board Administrative Directive - Procurement of Professional Services 2011/07/12</td>
</tr>
<tr>
<td>23 Presentation on Legislation Request</td>
<td>Yes</td>
<td>If referred by Government Priorities &amp; Legislation Committee [GPL]</td>
<td>If referred by GPL</td>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>24 Request for Legislation</td>
<td>Yes</td>
<td>Yes</td>
<td>If referred by GPL</td>
<td>Memorandum to Executive Council - Request for Legislation Communications Plan</td>
<td></td>
</tr>
<tr>
<td>25 TCA request current year</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
<tr>
<td>26 TCA request out years</td>
<td>No</td>
<td>Yes</td>
<td>If referred by TPB</td>
<td>Memorandum to Executive Council Communications Plan</td>
<td></td>
</tr>
</tbody>
</table>

Administrative update - October 17, 2015
Appendix 3-Q  Executive Council Staff Assessment  

[Advice to Executive Council]

Agenda Item #: _____________
Date: _____________

Department  State the Department, Agency, Public Service Entity (PSE), etc.

Subject: Give the subject of the submission in a succinct and clear statement, so that Ministers can read this line and have a clear understanding of what the request is.

Background 1. Begin numbered paragraphs here and continue through the remainder of the document.
2. State the background information that brought about the submission. Be concise—usually a few paragraphs is plenty.
3. Do not include anything that is not factual information.

Proposal 4. Describe the problem the proposal is intending to address and state what the department is requesting. This does not have to be verbatim as it is set out in the submission.

Staff Analysis 5. This should include all relevant issues that led you to your assessment (e.g., social, economic, stakeholders, consultations, alternatives, legal implications).

Financial Considerations 6. State how this request will affect the financial state of the province and department. Give the details, in dollar amounts, for the current and future years.
7. The financial analyst should either complete this section or approve it. Also, the financial analyst should decide if Department of Finance and Treasury Board advice is necessary.
8. Does this request require additional statutory capital authority? If so, how much?
9. Is this proposal likely to have an impact on creditors or credit rating agencies (positive, negative, neutral)?

Staff Assessment 10. Give your overall conclusion on the issue(s). Explain if the proposal will:
☐ achieve the desired results or not
☐ be easily implemented
☐ be affordable
☐ complement or conflict with other policies or priorities

Conclude with your recommendation using one of the following statements:
☐ recommended as submitted by the department
☐ recommended with conditions - (and note what these conditions are and how these recommendations should appear in a minute letter or changes which may need to be made prior to implementation of an order in council
☐ not recommended

NOTE: Departments should be made aware of a recommended position which differs from what was put forward by the department.

Signature _______________  Signature _______________
Cabinet Advisor  Financial Analyst
Office of Planning and Priorities  Department of Finance and Treasury Board
(Assessment of financial risk and implications only)

Notes:
- Don’t take sections out—just say N/A.
- Keep it to one page if at all possible.
- Both the Financial and Policy Analyst assigned must review each submission.
Appendix 3-R

[Advice to Executive Council]

Template for Corporate Administrative Policy Submissions

Policy Statement
A clear, concise statement of the government’s policy. It may be formed around a course of action the government wishes to take.

Definitions
A statement of the meaning of words which are used in the policy which require specificity. (if required)

Policy Objectives
States the end result that the policy is trying to accomplish or achieve. The objectives are more specific in terms of what government wants to achieve through the development of the policy.

Application
Indicates to whom the policy applies, including the legislation which governs applicability.

Policy Directives
Binding policy requirements that must be followed. Directives are detailed, remove discretion, and are subject to audit.

Policy Guidelines
Non-mandatory recommendations which facilitate discretion and suggest a preferred course of action.

Accountability
Responsibility for objectives which links policy to the resources / positions responsible.

Monitoring
Designates who will monitor the policy’s implementation, performance, and effectiveness.

References
A list of all related legislation and other policies which should be consulted or implemented in conjunction with the policy.

Enquiries
Contact information for the staff position(s) to whom questions are to be directed.

Appendices
Mandatory technical details, specialized glossaries, sample forms, and other relevant information.

Policy History
Approval date – date approved.
Approved by – who approved the policy.
Effective date – date policy came into affect.
Administrative update – non-substantive updates made to the policy which did not require the policy to go back to the approving body.

Administrative update: October 17, 2015
Appendix 3-S  [Advice to Executive Council]

Memorandum
To Executive Council
Request for Legislation

Subject: Request for Legislation - Amendments to "Act or new "Act

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

The Departmental Solicitor who has reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the legal implications.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

SUMMARY: Provide a clear concise summary of the proposal

The Executive Council is being asked to approve amendments to the "Act to " or
The Executive Council is being asked to approved a new "Act ".

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST
Describe the reason for this request for legislation (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of Cabinet? If yes, what was the result of the previous consideration and how is this submission different?

BACKGROUND
In a brief paragraph, provide background information why this legislation is being proposed. This should be a concise, factual statement of events that have led to the current situation, including when the last substantive amendments were made to this legislation (if applicable).

KEY ISSUE
Identify key issues such as

- timing related to meeting certain government, department, or other deadlines
- transitional issues that may result from the outcomes of the legislation
- stakeholder expectations

In some instances there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. You may decide to list the issues in this section and indicate that more detail will be included in the sections that follow where appropriate.

JURISDICTIONAL REVIEW
Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include at a minimum, publicly available information that provides a comparison with the Atlantic Provinces, and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.
ASSESSMENT OF ALTERNATIVES
Identify different options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation). N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.

PROPOSED ACTION AND TIMING
Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors. For instance, the timing for the legislative change may be dependent on the schedule for the House of Assembly.

FINANCIAL IMPACT
- What is the source of funding for this proposal? Is funding coming from an approved budget appropriation?
- Is new funding required and, if so, can funding be re-allocated from existing appropriations?
- Provide a description of any new financial request as a result of this request for legislation and why the department feels it is reasonable.
- Are there FTE impacts or additional FTE requirements as a result of this proposal?
- Does this proposal impact on other expenditures (e.g., a capital expenditure may result in changes in operating costs)
- Revenue/tax implications - Is the proposal impacting a revenue stream of the province?
- Impact on bottom line - Will the proposal cause a material impact on the budget estimates and, as a result, increase the deficit/reduce the surplus?

Review this analysis with the Director of Finance. Include a statement that says the financial implications have been reviewed by Finance staff.

INFORMATION TECHNOLOGY
Is there a technology component to this request?
- Yes
  If yes, detail the consultations that have been conducted with the Chief Information Office and/or your IT consultant, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.
- No

GOVERNMENT-WIDE IMPLICATIONS
Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the proposed legislation and whether or not they are in agreement with the proposal. If another department will be affected in a significant way, submit a joint Memorandum.

CONSULTATION
Provide detailed information identifying parties consulted, the status/results of the consultations and any additional interested parties that have not been consulted and the reasons why not.

Is Aboriginal consultation required (before the request in this submission can be implemented)?
- Yes. If yes, please explain the outcome.
- No

Indicate what consultations, if any, that were undertaken with
- Federal Government
- Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?
- Yes
- No

EFFICIENCY/PRODUCTIVITY
Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.
LEGAL IMPLICATIONS
Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES
Assess the direct and indirect impacts of the proposed legislation in the following areas. **For those that are applicable**, two or three sentences around the related implication are sufficient.

- Economic
- Rural Nova Scotia
- Social Equity
- Gender
- Trade
- Environmental
- Human Resources
- Municipal
- Intergovernmental

RECOMMENDATION
The recommendation should **concisely summarize** what is being asked for approval.

*****Drafting instructions must be attached as an Appendix*****

Respectfully submitted,

Minister of

Halifax, Nova Scotia
(Date)

Administrative update: October 17, 2015
Report and Recommendation
to the Executive Council

Number:
Dept.:
Date:

Title: Include a short description of the appointment to be made.

Recommended appointments to [name of agency, board or commission]

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

Summary: Provide a brief description of the request for appointment being made. For example,

It is recommended that [insert the name(s) of recommended appointee(s)] be appointed/reappointed as a director(s)/member(s)/Chair of the [name of agency, board or commission (ABC)].

Under each of the required headings, please provide the information specified below. Also, see the Note below regarding required and recommended attachments.

Legal Authority Quote the specific provisions that provide legal authority for making the appointment, establishing the term of the appointment, paying the appointee’s expenses and/or remuneration, indemnifying the appointee, and/or imposing any conditions on the appointment. For example:

The undersigned has the honour to refer to Section _____ of Chapter ____ of the Revised Statutes of Nova Scotia, 1989, the ______ Act, which provides as follows:

Background Provide a brief description of the nature of the ABC, its mandate, the current composition of its board (including, for example, a description of any existing and upcoming vacancies, and of the board’s diversity in terms of gender, regional representation and ethnicity), and any other background that will assist Executive Council in assessing the appropriateness of the appointment.

Other background information could include such things as whether other individuals or organizations are responsible for appointing members to the board and/or setting the remuneration of board members, and the role the ABC is expected to play in advancing the government’s public policy objectives.

Recommended Appointee Include the name, municipality, and county of the recommended appointee and indicate whether the individual has previously served as a member of the same board. If so, specify when and in what capacity he/she served.
Rationale for Appointment
Must appointees to the ABC’s board satisfy certain requirements? For example, must they have particular skills or experience, be nominated or recommended by other bodies, or represent certain industries, geographic areas, groups, or organizations?

Yes
   Briefly describe those requirements and indicate how the recommended appointee satisfies them.

No

Was the recommended appointee’s application screened by a departmental or other review panel or advisory committee?

Yes
   Describe the nature of the panel or advisory committee.

No
   Briefly explain why no screening was required.

Are there any limits on how long appointees may serve the ABC?

Yes
   Briefly describe the limits and confirm that any previous service by the recommended appointee does not make him/her ineligible for appointment.

No

Does the GIC have discretion in determining how long the recommended appointee will serve the ABC?

Yes
   Explain how the recommended term will ensure that the board’s membership is renewed in an orderly way (for example, by staggering the term expirations).

No

Is the recommended appointee to be remunerated and/or be reimbursed for expenses?

Yes
   Describe the amount and source of any remuneration and/or expenses to be paid.

No

Communications
A Communications Plan is required with respect to the proposed appointment. See Appendix 3-B or Appendix 3-E.

Recommended Appointment
Set out detailed recommendations regarding the recommended appointment; specifically, the term, the amount of the compensation or expenses to be paid, any indemnity to be provided, and any conditions to be applied to the appointment.

Recommended Form of Order
Conclude with a recommendation regarding the form of Order. For example,

The undersigned therefore has the honour to recommend that the Governor in Council make an Order in the following form or to like effect:

The Governor in Council on the report and recommendation of the Minister of _________________ dated ____, 20__, and pursuant to Section ____ of Chapter ___ of the Revised Statutes of Nova Scotia, 1989, the _______________Act, is pleased to:

(a) appoint _______________ of [municipality, county] as [a member/a director/Chair] of _________________ for a term of ____ years commencing [date of Order ];

(b) order that _______________ be remunerated for his/her service in the amount of _________ [annually, per meeting] and be reimbursed for reasonable expenses actually incurred in fulfilling his/her duties as [a member/a director/Chair], provided such reimbursements do not exceed those normally paid to members of the civil service.

Respectfully submitted,
Minister of

Halifax, Nova Scotia
(Date)

Administrative Update: October 17, 2015

Note:

Attach the following documents to R&Rs requesting appointments to adjudicative boards:
1. Precis of qualifications for all recommended appointees (recommended);
2. Communications plan (Appendix 3-B or Appendix 3-E).

Attach the following documents to R&Rs requesting appointments to non-adjudicative boards:
1. Human Resources Committee Form As for all recommended appointees (required*);
2. Human Resources Committee Guidelines for all recommended appointees (required*);
3. Résumés of all recommended appointees (required*); and
4. Communications plan (Appendix 3-B or 3-E).

* These documents are not required for non-adjudicative appointments exempted from review by the Human Resources Committee. See Rule 60 of the Rules and Forms of Procedure of the House of Assembly for descriptions of the exceptions.
Chapter 4: The Planning, Budgeting, and Accountability Reporting Framework