


Chapter:	Legislation and Policy	Classification:	Public Document
Subject:	Designations and Responsibilities		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 The Minister may make designations and delegations pursuant to the *Correctional Services Act*.
- 1.2 The position responsibilities of Correctional Services are consistent with governing legislation, government policy and the needs of the Division.


2. Executive Director, Correctional Services

- 2.1 The Executive Director, Correctional Services is appointed by the Minister of Justice in accordance with the *Civil Service Act* and Section 11 of the *Correctional Services Act* (CSA). The Executive Director reports to the Associate Deputy Minister of Justice.
- 2.2 Pursuant to Section 13 of the CSA, the Executive Director may delegate their authority or appoint those tasked to carry out duties in the operation of Correctional Services.
- 2.3 The Executive Director in accordance with the CSA
 - 2.3.1 provides, administers, and develops correctional services for the Province
 - 2.3.2 is responsible for the operation of all correctional facilities and Correctional Services Division offices
 - 2.3.3 establishes policies and procedures
 - 2.3.4 establishes standards for training
 - 2.3.5 approves roles and responsibilities
- 2.4 The Executive Director, pursuant to Order-in-Council 2003-131, is the Provincial Director pursuant to the *Youth Criminal Justice Act* (YCJA), and delegated with the authority to appoint or designate those persons or classes of persons who may perform any of the duties or functions of under the YCJA.

3. Form of Authorization

- 3.1 Any power, duty or function of a provincial director may be exercised by any person authorized by the provincial director to do so. The

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authorization will be in writing

4. Specific Designations of Provincial Director

4.1 The designation of the Directors Correctional Services as provincial director for all sections are repeated in Table 1.05.00-A where they, under ordinary circumstances, carry out the duty, function or power identified.

5. References

5.1 See also relevant sections of the *Youth Criminal Justice Act* and *Youth Justice Act*.

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