**Title:**  Describe the item being raised or the action proposed in 12 words or less

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

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

**PROPOSED APPOINTMENT(S)**

Provide a brief description of the appointment(s) the Minister proposes to make. For example:

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

**LEGAL AUTHORITY** (must be completed by the Department of Justice solicitor advising on the submission)

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:

**AGENCY, BOARD OR COMMISSION PROFILE**

Provide a brief description of the nature of the ABC, its mandate, the current composition of its board (e.g., a description of any existing and upcoming vacancies, the board’s diversity profile), and any other background that will assist Executive Council in assessing the appropriateness of the appointment.

Other relevant 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(S) PROFILE**

Name each of the proposed appointee(s), including municipality (town) **OR** town, county, and outline their qualifications for the ABC. Please indicate whether the individual has previously served as a member of the same board. If so, specify when and in what capacity they 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?**

Briefly describe the requirements for the position and indicate how the proposed appointee(s) satisfies them.

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

Describe the nature of the panel or advisory committee or explain why no screening was required.

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

Briefly describe the term limits and confirm that any previous service by the proposed appointee(s) does not make him/her ineligible for appointment.

**Does the Minister have discretion in determining the length of time the proposed appointee will serve the ABC?**

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).

**REMUNERATION**

State whether there is any remuneration associated with this request (describe the amount and source of any remuneration and/or expenses to be paid).

**COMMUNICATIONS**

Indicate if a Communications Plan is attached **OR** if Communications Nova Scotia has determined that a Communications Plan is not required for this submission (See the attached abbreviated plan).

**PROPOSED APPOINTMENT** (must becompleted by the Department of Justice solicitor advising on the submission in the format below)

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*,

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of [municipality, county] will be appointed [a member/a director/Chair] of [insert

name of ABC] for a term of \_\_\_ years commencing [the latter of [date] or date of Ministerial Appointment]; and

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

[Only use the remuneration clause if the Ministerial Appointment (MA) sets the amount of remuneration. If the remuneration is already set out in the Act, Regulations or By-Laws, this is not required.]

Respectfully submitted,

[Original signed by]

Minister of Date

|  |  |
| --- | --- |
| **Legal Review** | **Financial Review** |
| **Attorney General**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert printed name)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert printed name)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPENDICES:**

(List all appendices for the submission based on requirements outlined below)

Attach the following documents to MAF requesting appointments to **Adjudicative boards**:

1. PRECIS of qualifications for all recommended appointees (required\*);
2. Communications Plan

Attach the following documents to MAF 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. Application Package (online application and résumés, if attached) of all recommended appointees (required\*)l and
4. Communications Plan(full or abbreviated form, as determined by CNS).

\* 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.

If the appointment is a nomination, please include a copy of the nomination letter.