

# I.1 Introduction

The Corporate Administrative Policy Manuals of the Government of Nova Scotia were approved by Executive Council on January 9, 2003. These manuals are comprised of administrative policies and procedures applicable to Government departments, offices, Crown corporations and other government entities.

## **100 Management Guide**

Documents the organizational structure of government and the delegation of responsibility to departments. This manual also outlines the Executive Council decision-making process.

## **200 Budgeting and Financial Management**

Documents budgeting and budgetary control processes as well as accounting policies and procedures.

## **300 Common Services**

Documents common operational policies provided within government for the benefit of other government entities.

## **500 Human Resources Management**

Documents human resources policies and procedures in place for all employees, except where superseded by collective agreements.

## **Monitoring**

The manuals are living documents, with the ongoing updating, adding and deleting of policies and procedures as necessary.

The Executive Council Office is responsible for maintaining the manuals and communicating any changes.

Employees are encouraged to join a listserv to receive notification of changes to the manuals and to check the web site regularly to ensure they are following policies and procedures.

## References

I.2 Corporate Administrative Policy Manuals Policy, 100 Management Guide  
Q&As, Corporate Administrative Policy Manuals Website

## Enquiries

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