

## **I.2 Corporate Administrative Policy Manuals Policy**

### **Policy Statement**

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

### **Applicability of the Corporate Administrative Policy Manuals**

(See Appendix I-A for list)

#### **CATEGORY I**

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

#### **CATEGORY II**

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

#### **CATEGORY III**

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

### **Role of Corporate Administrative Policy Manuals**

The corporate administrative policies and procedures of the Government of Nova Scotia were approved by Executive Council on January 9, 2003, and are contained in four Corporate Administrative Policy Manuals. These manuals provide a common standard reference system of corporate policies and procedures, permitting everyone

to operate under the same rules. With the consolidation of information in one place, they are crucial to the effective operation of government. Furthermore, the manuals serve as a corporate communication tool and will be a useful training resource for all employees.

**100 MANAGEMENT GUIDE**

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

**200 BUDGETING AND FINANCIAL MANAGEMENT**

Documents the budgeting and budgetary control processes as well as accounting policies and procedures applicable across government.

**300 COMMON SERVICES**

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

**500 HUMAN RESOURCES MANAGEMENT**

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

**Responsibilities**

**EXECUTIVE COUNCIL AND ITS COMMITTEES**

Executive Council or Treasury and Policy Board (TPB) are responsible for the final approval of the manuals for use by government employees, approval of new corporate policies and those undergoing substantive revision, as well as the repeal of policies.

**EXECUTIVE COUNCIL OFFICE (ECO)**

ECO is responsible for distributing the manuals, ensuring the ongoing maintenance of the management manuals system, coordinating a regular review of the content of the manuals, ongoing administration of the management manuals website, maintaining the master version of the manuals and setting the standards for the Corporate Administrative Policy Manuals.

**DEPUTY MINISTERS/DEPUTY HEADS/CEOS**

Deputy Ministers/Deputy Heads/CEOs are responsible for ensuring that their staff are aware of the manuals and are using them as they carry out their duties. Additionally, they are also responsible for recommending to the Manager, Executive Council

Office (902-424-6614) any corporate policy/procedure revision, addition, or deletion originating from their department/government entity and for assigning ongoing responsibility within their department/government entity for these assigned policies.

#### **DEPARTMENTS/GOVERNMENT ENTITIES**

Departments and organizations within the government reporting entity are the content owners for individual policies and are responsible for ensuring that their policies are regularly reviewed, kept current and for notifying the Manager, Executive Council Office, of any revisions.

#### **ALL EMPLOYEES**

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

### **Distribution of the Corporate Administrative Policy Manuals**

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

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

### **Maintaining the Corporate Administrative Policy Manuals**

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

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

All policies/procedures will be reviewed on an ongoing basis every three years. The Manager, Executive Council Office, will coordinate the review process.

**Please note:** As has been the case for all policies/procedures published in the Corporate Administrative Policy Manuals, any changes, including revision/addition/ repeal, must have deputy minister sign off on the policy proof that will be published. No policy/procedure will be released without this sign-off.

### **Process for making revisions to an existing policy**

Any changes to the content of a corporate policy must be authorized by the originating department or government entity. Policy owners are to consult with the Manager, Executive Council Office who will work with the Secretary of the Executive Council Office to determine if a proposed revision is significant enough to require review by the Executive Council or TPB. Revisions considered to be material are to follow the same approval process as a new corporate policy (see **Approval process for a new corporate policy.**)

For revisions of a minor administrative nature, approval by the deputy minister/deputy head/CEO for the department/government entity is required. Once revisions are approved, the department/government entity must forward the revised policy to the Manager, Executive Council Office, for publication.

### **Approval process for a new corporate policy**

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

### **Policy repeal process**

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

### **Enquiries**

Manager, Executive Council Office  
(902) 424-6614

## **Appendix**

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

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Approval date: ***January 9, 2003***  
Approved by: ***Executive Council***

Effective date: ***January 9, 2003***  
Administrative update: ***September 26, 2016***

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**Appendix I-A**

# **Applicability of the Corporate Administrative Policy Manuals with Government Entities**

## **Category I      Direct Application**

### Departments

- Department of Agriculture
- Department of Business
- Department of Communities, Culture and Heritage
- Department of Community Services
- Department of Education and Early Childhood Development
- Department of Energy
- Department of Environment
- Department of Finance and Treasury Board
- Department of Fisheries and Aquaculture
- Department of Health and Wellness
- Department of Immigration
- Department of Intergovernmental Affairs
- Department of Internal Services
- Department of Justice
- Department of Labour and Advanced Education
- Department of Municipal Affairs
- Department of Natural Resources
- Department of Seniors
- Department of Transportation and Infrastructure Renewal

### Offices/Public Service Entities

- Communications Nova Scotia
- Elections Nova Scotia
- Executive Council
  - Council of Atlantic Premiers
  - Executive Council Office / Office of the Premier

Human Rights Commission  
Nova Scotia Police Complaints Commissioner  
Nova Scotia Securities Commission  
Nova Scotia Utility and Review Board  
Office of Aboriginal Affairs  
Office of the Auditor General  
Office of the Information and Privacy Commissioner  
Office of Legislative Counsel  
Office of the Ombudsman  
Office of Regulatory Affairs and Service Effectiveness  
Office of Service Nova Scotia  
Office of the Speaker  
Public Prosecution Service  
Public Service Commission  
Sydney Tar Ponds Agency (inactive)

## **Category II      Direct Application**

### Crown Corporations

Art Gallery of Nova Scotia  
Halifax/Dartmouth Bridge Commission (Halifax Harbour Bridges)  
Harbourside Commercial Park Incorporated  
    Sydney Utilities Limited  
Housing Nova Scotia  
    Cape Breton Island Housing Authority  
    Cobequid Housing Authority  
    Eastern Mainland Housing Authority  
    Metropolitan Regional Housing Authority  
    Western Regional Housing Authority  
Highway 104/Western Alignment Corporation  
Nova Scotia Business Incorporated  
Nova Scotia Crop and Livestock Insurance Commission  
Nova Scotia Farm Loan Board  
Nova Scotia Fisheries and Aquaculture Loan Board  
Nova Scotia Provincial Lotteries and Casino Corporation  
    Atlantic Lottery Corporation (25% ownership)  
    Interprovincial Lottery Corporation (10% ownership)  
    Nova Scotia Gaming Equipment Limited

Nova Scotia Innovation Corporation (InNOVAcorp)  
1402998 Nova Scotia Limited  
3087532 Nova Scotia Limited  
Nova Scotia Lands Incorporated  
Nova Scotia Liquor Corporation  
Nova Scotia Municipal Finance Corporation  
Nova Scotia Power Finance Corporation  
Rockingham Terminal Inc. (inactive)  
Sydney Environmental Resources Ltd. (inactive)  
Sydney Steel Corporation  
Tourism Nova Scotia  
Trade Centre Limited  
Waterfront Development Corporation Ltd.  
3104102 Nova Scotia Limited

### **Category III Recommended Application**

Other Government Units (as identified in the *Finance Act*)

Acadia Coal Company Limited Fund  
AgraPoint International Incorporated  
AgriTECH Park Incorporated  
Annapolis Valley Regional School Board  
Atlantic Provinces Special Education Authority (approximately 56% share)  
Arts Nova Scotia  
Bioscience Enterprise Centre Incorporated  
Canada-Nova Scotia Offshore Petroleum Board (50% share)  
Canadian Sports Centre Atlantic (approximately 14% share)  
Cape Breton-Victoria Regional School Board  
Check Inns Limited (inactive)  
Chignecto-Central Regional School Board  
Coal Research Agreement Fund  
Conseil scolaire acadien provincial  
CorFor Capital Repairs and Replacements Fund  
Council of Atlantic Premiers (approximately 46% share)  
Creative Nova Scotia Leadership Council  
Crown Land Mine Remediation Fund  
Crown Land Silviculture Fund



Democracy 250 (inactive)  
Film and Creative Industries Nova Scotia  
Gambling Awareness Foundation of Nova Scotia  
Gaming Addiction Treatment Trust Fund  
Habitat Conservation Fund  
Halifax Regional School Board  
Invest Nova Scotia Board  
Invest Nova Scotia Fund  
Izaak Walton Killam Health Centre  
Law Reform Commission of Nova Scotia  
Muggah Creek Remediation Fund  
Nova Scotia Arts Council (Inactive)  
Nova Scotia Apprenticeship Agency  
Nova Scotia Community College  
    Nova Scotia Community College Foundation  
Nova Scotia Coordinate Referencing System Trust Fund  
Nova Scotia E911 Cost Recovery Fund  
Nova Scotia Environmental Trust  
Nova Scotia Government Acadian Bursary Program Fund  
Nova Scotia Harness Racing Fund  
Nova Scotia Health Authority  
Nova Scotia Health Research Foundation  
Nova Scotia Home for Colored Children Restorative Inquiry  
Nova Scotia Legal Aid Commission  
Nova Scotia Market Development Initiative Fund  
Nova Scotia Nominee Program Fund  
Nova Scotia Primary Forests Products Marketing Board  
Nova Scotia School Boards Association  
Nova Scotia School Insurance Exchange  
Nova Scotia School Insurance Program Association  
Nova Scotia Sportfish Habitat Fund  
Nova Scotia Strategic Opportunities Fund Incorporated  
Off-Highway Vehicle Infrastructure Fund  
P3 Schools Capital and Technology Refresh Fund  
Pengrowth Nova Scotia Energy Scholarship  
Perennia Food and Agriculture Incorporated

Provincial Drug Distribution Program  
Public Archives of Nova Scotia  
Public Debt Management Fund  
Queen Elizabeth II Health Sciences Centre Auxiliary  
Renova Scotia Bioenergy Inc.  
Resource Recovery Fund Board  
Schooner Bluenose Foundation  
Scotia Learning Technology Refresh Fund  
Select Nova Scotia Fund  
Sherbrooke Restoration Commission  
South Shore Regional School Board  
Species-at-risk Conservation Fund  
Strait Regional School Board  
Sustainable Forestry Fund  
Sysco Decommissioning Fund  
Tri-County Regional School Board  
Upper Clements Family Theme Park Limited (inactive)  
Vive l'Acadie Community Fund  
Waycobah School Assistance Fund  
3052155 Nova Scotia Limited