

## **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, public service units and government 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 has delegated responsibility for corporate policy decision-making to the Treasury and Policy Board (TPB). TPB approves new corporate administrative policies and those undergoing substantive revision, as well as the repeal of corporate policies.

**EXECUTIVE COUNCIL OFFICE (ECO)**

ECO is responsible for distributing the manuals, ensuring the ongoing maintenance of the corporate administrative policy manuals system, coordinating a regular review of the content of the manuals, ongoing administration of the corporate 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 Executive Director, Operations,

Executive Council Office 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's reporting entities are the content owners for individual policies and are responsible for ensuring that their policies are regularly reviewed (at least every three years), kept current and for notifying the Executive Director, Operations, 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.

### **Finding the Corporate Administrative Policy Manuals**

The Corporate Administrative Policy Manuals are available on the Government of Nova Scotia website at < <https://www.novascotia.ca/treasuryboard/manuals/index.htm>>.

The Corporate Administrative Policy Manuals website utilizes listserv technology for notification of changes to the manuals. Interested individuals 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 existing policies.

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

**Please note:** 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 Executive Director, Operations, Executive Council Office who will consult, if necessary, with the Secretary to the Executive Council Office and/or the Executive Council Office Cabinet Advisor to determine if a proposed revision is significant enough to require reapproval by the Executive Council or TPB.

- Revisions considered to be material or substantive must follow the same approval process as a new corporate policy (see **Approval process for a new corporate policy.**)
- Revisions of a non-substantive or administrative nature, require approval by the deputy minister/deputy head/CEO for the department/government entity.

Once revisions are made and approved, the department/government entity must forward the revised policy to the Executive Director, Operations, 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 must submit their proposed corporate policy as a Memorandum to Executive Council (MEC) with all of the appropriate documentation. For more information about Cabinet decision-making please see Chapter 3 of the Management Guide.

Approved policies must be forwarded to the Executive Director, Operations, 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

Executive Director, Operations, Executive Council Office  
(902) 424-2541

## Appendix

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

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Approval date:	<b>January 9, 2003</b>	Effective date:	<b>January 9, 2003</b>
Approved by:	<b>Executive Council</b>	Administrative update:	<b>June 2, 2021</b>

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**Appendix I-A**

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

## **Category I      Direct Application**

Departments

Agriculture

Communities, Culture and Heritage

Community Services

Education and Early Childhood Development

Energy and Mines

Environment and Climate Change

Finance and Treasury Board

    Muggah Creek Remediation Fund

    Public Debt Management Fund

    SYSCO Decommissioning Fund

Fisheries and Aquaculture

Health and Wellness

    Office of Mental Health and Addictions

Inclusive Economic Growth

    Invest Nova Scotia Fund

    Nova Scotia Jobs Fund

Infrastructure and Housing

Justice

Labour and Advanced Education

Lands and Forestry

Municipal Affairs

Seniors

Service Nova Scotia and Internal Services

Transportation and Active Transit

Public Service Units

Communications Nova Scotia

Elections Nova Scotia

Executive Council

    Council of Atlantic Premiers

    Office of the Premier/Executive Council Office

    Office of Citizen-Centred Approaches

    Office of Strategy Management

Freedom of Information and Protection of Privacy Review Office

Human Rights Commission

Intergovernmental Affairs

Legislative Services

    Office of the Legislative Counsel

    Office of the Speaker

Nova Scotia Police Complaints Commissioner

Nova Scotia Securities Commission

Office of Equity and Anti-Racism Initiatives

Office of Immigration and Population Growth

Office of L'nu Affairs

Office of the Auditor General

Office of the Ombudsman

Public Prosecution Service

Public Service Commission

Regulatory Affairs and Service Effectiveness

**Category II      Direct Application**

Crown Corporations

Art Gallery Nova Scotia

Develop Nova Scotia

3104102 Nova Scotia Limited

Halifax Harbour Bridges (Halifax/Dartmouth Bridge Commission)

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 Independent Production Fund

Nova Scotia Crop and Livestock Insurance Commission

Nova Scotia Farm Loan Board

Nova Scotia Fisheries and Aquaculture Loan Board

Nova Scotia Gaming Corporation

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

Nova Scotia Provincial Lotteries and Casino Corporation

Atlantic Lottery Corporation (25% ownership)

Interprovincial Lottery Corporation (10% ownership)

Nova Scotia Gaming Equipment Limited

Perennia Food and Agriculture Inc.

Sydney Environmental Resources Ltd. (inactive)

Tourism Nova Scotia

**Category III Recommended Application**

Special Operating Agencies

Nova Scotia Apprenticeship Agency

Nova Scotia Home for Colored Children Restorative Inquiry

Sydney Tar Ponds Agency (inactive)

Special Purpose Funds

Acadia Coal Company Limited Fund

CorFor Capital Repairs and Replacements Fund



Crown Land Mine Remediation Fund  
Crown Land Silviculture Fund  
Democracy 250 (inactive)  
Gaming Addiction Treatment Trust Fund  
Gàidheil Air Adhart (Gaels Forward Fund)  
Habitat Conservation Fund  
Mi'kmaw Youth Fund  
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 Market Development Initiative Fund  
Nova Scotia Nominee Program Fund  
Nova Scotia Sportfish Habitat Fund  
Occupational Health and Safety Trust Fund  
Off-Highway Vehicle Infrastructure Fund  
P3 Schools Capital and Technology Refresh Fund  
Pengrowth Nova Scotia Energy Scholarship Fund  
Scotia Learning Technology Refresh Fund  
Select Nova Scotia Fund  
Species-at-Risk Conservation Fund  
Sustainable Forestry Fund  
Vive l'Acadie Community Fund

Government Units

Annapolis Valley Regional Centre for Education  
Arts Nova Scotia  
Cape Breton - Victoria Regional Centre for Education  
Check Inns Limited (inactive)  
Chignecto - Central Regional Centre for Education  
Conseil scolaire acadien provincial  
Creative Nova Scotia Leadership Council  
Gambling Awareness Foundation of Nova Scotia  
Halifax Regional Centre for Education  
Invest Nova Scotia Board  
Izaak Walton Killam Health Centre

Law Reform Commission of Nova Scotia  
Nova Scotia Arts Council (Inactive)  
Nova Scotia Community College  
    Nova Scotia Community College Foundation  
Nova Scotia Health Authority  
    Provincial Drug Distribution Program  
Nova Scotia Legal Aid Commission  
Nova Scotia Primary Forests Products Marketing Board  
Nova Scotia Education Common Services Bureau  
Nova Scotia School Insurance Exchange  
Nova Scotia School Insurance Program Association  
Nova Scotia Strategic Opportunities Fund Incorporated  
Nova Scotia Utility and Review Board  
Public Archives of Nova Scotia  
Resource Recovery Fund Board Inc.  
Schooner Bluenose Foundation  
Sherbrooke Restoration Commission  
South Shore Regional Centre for Education  
Strait Regional Centre for Education  
Sydney Steel Corporation  
Sydney Environmental Resources Limited (inactive)  
Tri-County Regional Centre for Education  
Upper Clements Family Theme Park Limited (inactive)  
3052155 Nova Scotia Limited (inactive)

Government Partnership Arrangements

Atlantic Provinces Special Education Authority (approximately 56% share)  
Canada-Nova Scotia Offshore Petroleum Board (50% share)  
Canadian Sports Centre Atlantic (approximately 14% share)  
Council of Atlantic Premiers (approximately 46% share)  
Halifax Convention Centre Corporation (50% share)