

3.2 Developing and Submitting Your Proposal

WHO IS INVOLVED IN THE PROCESS

Proposals may emanate from any branch or division within a department.

DEPARTMENTAL POLICY UNIT

Proposals should be prepared in conjunction with departmental policy staff. This ensures that submission procedures are properly followed and all policy issues are identified.

DEPARTMENTAL COMMUNICATIONS STAFF

Department communications staff should be informed of the possibility of moving forward with a proposal to Executive Council and/or its committees at the earliest possible stage. These early discussions identify important issues and will help to ensure accuracy and timeliness in the preparation of the required communications documentation. The communications plan (Appendix 3-B) must accompany each submission to Executive Council and must be prepared by the department's communications staff. The department communications staff must also seek final approval of the communications plan from the appropriate Communications Nova Scotia managing director.

DEPARTMENT SOLICITOR

The solicitor reviews proposals for legal implications. The solicitor, working closely with department staff, assists in preparing the Report and Recommendation to Executive Council (R&R, Appendix 3-C) under statutory authority and signs the R&R signifying approval as to form and authority.

FINANCE DIRECTOR

Proposals should be prepared in conjunction with the Department of Finance and Treasury Board's Directors of Finance to ensure that the financial implications and the source of funding are identified. In the submission (R&R or Memorandum to Executive Council), departments are required to identify whether the funds for the proposal are in the budget, and if the proposal is not specifically covered in the budget, then there must be a statement describing the manner in which the department plans to fund the initiative. All R&Rs and Memoranda to Executive Council (Appendix

3-D) require a signature of the Director of Finance or other senior financial staff. Submissions will not be considered by the Executive Council and/or its committees without this signoff.

HUMAN RESOURCES (HR)

Proposals should be reviewed with your HR representative to determine HR implications.

INFORMATION TECHNOLOGY (IT)

Proposals should be reviewed with the Department of Internal Services, Information, Communications and Technology Branch, to determine IT implications.

WORKING WITH THE DEPARTMENT OF FINANCE AND TREASURY BOARD

Consult with your Department of Finance and Treasury Board Corporate Financial Analyst on the following issues before forwarding items to the Executive Council Office:

- capital items
- approval for transactions containing net debt obligations (see below)
- financial statements
- new department program spending
- lease arrangements
- loan arrangements/guarantees
- pension/LTD/PSA
- capital market activities
- investing activities
- cash management
- banking arrangements
- credit rating agencies
- analysts and investors
- tax policy
- revenue (including user fees)

APPROVAL FOR TRANSACTIONS CONTAINING NET DEBT OBLIGATIONS

Section 77 of the *Finance Act* requires Governor in Council approval to enter into a net debt obligation. Departments must send the original R&R to the attention of the Director, Policy and Fiscal Planning Division, Department of Finance and Treasury Board where the recommendation setting out the terms and conditions of, the reasons for, and the request for an authorization to enter into the net debt obligation

is presented to the Minister of Finance and Treasury Board. Upon receipt of such recommendation, the Minister shall forward the R&R and Section 77 report to the Executive Council Office for Governor in Council consideration. Approval will result in an Order in Council (OIC, Appendix 3-F).

WORKING WITH THE DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS

A member of Executive Council must have Governor in Council approval before entering into an agreement with the Government of Canada or the government of a province or agency thereof. (See *Public Service Act*, s.6.)

This does not apply in those cases where legislation provides the Minister with specific authority to enter into specific agreements, e.g., *Environment Act* s.47(1) respecting authority to enter into agreement for joint environmental assessment processes.

Before submitting a proposal to Executive Council that has intergovernmental implications (federal or other provincial and territorial governments—not municipal or Aboriginal governments), departments must consult with the Department of Intergovernmental Affairs. The outcome of the consultation must be documented in the formal submission (R&R or Memorandum) to Executive Council. If the subject of the document does not affect or involve the relationships, responsibilities, programs, or policies of the federal or other provincial and territorial governments, please indicate. If the subject may have different impacts on different government levels or different governments, please specify what these may be.

A check-list has been developed to assist departments in assessing whether to propose to Executive Council to enter into an agreement with the Government of Canada or the government of a province or agency thereof. This check-list is not an Executive Council requirement but rather a tool for departments. (See Appendix 3-G).

Enquiries

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