

3.4 Memorandum to Executive Council

Proposals requiring policy decisions, but not requiring an Order in Council (OIC, Appendix 3-F) of the Governor in Council, are documented and submitted to the Executive Council Office by the responsible minister in a Memorandum to Executive Council (see Appendix 3-D).

A Memorandum to Executive Council is used to seek approval for all significant policy decisions in government such as:

- major corporate policy
- major reorganization, restructuring
- business process re-engineering
- new programs (even if approved in budget)
- personal service contracts (if Treasury and Policy Board or Executive Council approval is required)
- corporate administrative policies and procedures

Memoranda to Executive Council should be prepared by the department officials who are familiar with the subject of the proposal. (See Chapter 3.2 Developing and Submitting Your Proposal). The deputy head will initial the memorandum next to his or her name on the first page of the document, signifying the accuracy of the facts and approval for the proposal to move forward to the responsible minister.

The minister will sign and date the memorandum in the spaces provided on the last page of the memorandum. Supporting documentation, including a communications plan (Appendix 3-B), must be prepared and attached to the memorandum.

The signed memorandum is forwarded to the Executive Council Office, where it is logged and forwarded to the respective Cabinet Advisor and Department of Finance and Treasury Board (FTB) Corporate Financial Analyst for analysis before it is submitted to Executive Council and/or its committees for consideration.

After consideration by the Executive Council, the memorandum is returned to the Secretary to the Executive Council, who prepares a Minute Letter, addressed to the responsible minister, confirming consideration of the matter and the decision of Executive Council or its committee.

SUPPORTING DOCUMENTS

- Communications Plan (Appendix 3-B)

Communications Plan

Communications plans (Appendix 3-B) are intended to provide ministers with information on the communications impact of the request to be considered and must accompany all submissions to Executive Council and/or its committees. The communications plan is prepared by department communications staff based on discussions with department staff and a review of the draft memorandum. The communications plan requires approval by the appropriate Communications Nova Scotia (CNS) managing director, the deputy minister, and minister.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)

All government information is subject to the *Freedom of Information and Protection of Privacy (FOIPOP) Act*. There are some limited and specified exemptions to the rights of access. Care must be taken in the way in which information is formatted. Background sections of Executive Council documents should contain factual information only.

They should not contain information that would

- a) reveal the substance of deliberations of Executive Council or any of its committees; and/or
- b) reveal advice and recommendations.

Departments should contact their Information Access and Privacy (IAP) Administrator for assistance.

Enquiries

Director, Executive Council Operations
Executive Council Office
(902) 424-6614

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