



# Business Plan

## 2021–22

*Office of the Premier  
Executive Council Office  
Office of Strategy Management  
Office of Citizen-Centred Approaches*



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Departmental Business Plans  
Finance and Treasury Board  
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## Message from the Minister



I am pleased to present the business plan for the Office of the Premier / Executive Council Office / Office of Strategy Management / Office of Citizen-Centred Approaches.

The Executive Council Office (ECO) acts as a secretariat to the Executive Council (Cabinet) and its Committees. It aims to ensure the business of Executive Council and its Committees is conducted in a timely, efficient manner.

ECO provides non-partisan advice and information to the Premier and the Cabinet and its Committees. ECO administers government's decision-making process; develops and advances corporate priorities and plans; and provides advice and support on the governance of and appointments to agencies, boards and commissions. It also provides operational support to the Office of the Premier.

The Office of Strategy Management helps to ensure successful implementation of government priorities. It is responsible for communicating and managing priority objectives and working across departments to advance government's policy agenda. The work of the Nova Scotia Commission on Building our New Economy and We Choose Now: A Playbook for Nova Scotians, intended to help our province achieve its economic and demographic potential, have provided a strong foundation for the Office and on which the future of Nova Scotia can be built.

The Office of Citizen-Centred Approaches collaborates with ECO, OSM and all departments to ensure government's priorities are advanced and supported to foster and facilitate citizen-centred and restorative approaches in the areas of strategy, decision-making, policy design and operations.

In 2021-22, ECO will continue to support the implementation of government priorities and ensure the Province is on track to successfully achieve its goals and initiatives.

The Honourable Iain Rankin  
Premier of Nova Scotia  
President of the Executive Council

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## Vision

Trusted facilitators of government decision-making.

## Mission

Co-ordinate and inform government decision-making through objective analysis and advice to Cabinet and provide operational support to the Office of the Premier.

## Mandate

### **Executive Council Office**

ECO executes government's mandate by providing strategic policy and planning advice to the Executive Council (Cabinet) and works closely with the Department of Finance and Treasury Board to ensure government initiatives are cost effective and resources are appropriately allocated. ECO ensures departments receive clear objectives and that government's priority initiatives are implemented effectively and are communicated accurately.

### **Office of Strategy Management**

The Office of Strategy Management is responsible for communicating and managing the priority objectives of the Executive Council (Cabinet) and working across departments to advance government's policy agenda. It works closely with departments and agencies to translate government's priorities into policies, plans, programs, and initiatives intended to produce measurable results.

### **Office of Citizen Centred Approaches**

The Office of Citizen-Centred Approaches collaborates with ECO, OSM and departments to ensure government's priorities are advanced and supported to foster and facilitate citizen-centred and restorative approaches in the areas of strategy, decision-making, policy design and operations. The Office works to accelerate system level change and different ways of working to measurably improve the social wellbeing of Nova Scotians.

## Core Responsibilities

### Overall Outcomes

- Informed decision-making by Executive Council (Cabinet) and its Committees is fully supported.
- Government priorities are advanced and core responsibilities are fulfilled through leadership in planning, policy development/alignment and resource management across government.

### Core Activities

#### Executive Council Office

- Provide policy planning support and coordination to ensure departmental initiatives align with government priorities.
- Provide effective and efficient analysis, advice and information to Executive Council and its Committees to enable informed decisions.
- Provide support to departments to create and strengthen connections with other departments and agencies.
- Inform and support departmental and agency planning and implementation.
- Ensure effective tracking and clear communications of decisions made by Executive Council and its Committees.
- Identify opportunities to improve information and document processes for greater effectiveness and efficiency of submissions to Executive Council.
- Provides advice and support on the governance of, and appointments to agencies, boards and commissions.
- Provides guidance for departmental business planning and accountability reporting.
- Administer corporate administrative policy manuals and processes.
- Provide operational and administrative services to the Office of the Premier overseeing human resources, finance and budgeting, security, and business continuity requirements.

### **Office of Strategy Management**

- Work with Executive Council (Cabinet) to establish government priorities.
- Articulate government’s policy priorities to departments and agencies, and foster engagement with the priorities.
- Align efforts or initiatives of government to enable the achievement of priority objectives.
- Encourage and inform horizontal collaboration and initiatives to advance progress on complex challenges.
- Work with the One Nova Scotia Collective to manage, measure and publicly report on collective progress toward the 19 goals set out by The Nova Scotia Commission on Building our New Economy; intended to help our province achieve its economic and demographic potential.
- Monitor organizational performance.

### **Performance Measures**

The Executive Council Office and Office of Strategy Management routinely speak with stakeholders to improve processes and communication. The Office of Strategy Management also regularly reports on the progress of One Nova Scotia through the OneNS dashboard <https://onens.ca/>.

## Budget Context

<b>Departmental Expenses Summary (\$ thousands)</b>			
<b><u>Programs and Services</u></b>	<b><u>20-21 Estimate</u></b>	<b><u>2020-21 Forecast</u></b>	<b><u>2021-22 Estimate</u></b>
Office of the Premier/Executive Council Office	4,566	4,366	4,807
<b>Total - Departmental Expenses</b>	<b>4,566</b>	<b>4,366</b>	<b>4,807</b>
<b>Ordinary Recoveries</b>	---	---	---
<b><u>Funded Staff (# of FTEs)</u></b>			
Office of the Premier/Executive Council Office	36.0	34.7	36.0
<b>Note:</b>			
For Ordinary Revenues, see Estimates and Supplementary Detail Book, Chapter 2			
For TCA Purchase Requirements, see Estimates and Supplementary Detail Book, Chapter 1			



<b>Departmental Expenses Summary</b> <b>(\$ thousands)</b>			
<u>Programs and Services</u>	<u>2020-21 Estimate</u>	<u>2020-21 Forecast</u>	<u>2021-22 Estimate</u>
Office of Strategy Management	969	945	1,256
<b>Total - Departmental Expenses</b>	<b>969</b>	<b>945</b>	<b>1,256</b>
<b>Ordinary Recoveries</b>	---	142	167
<b>Funded Staff (# of FTEs)</b>			
Office of Strategy Management	7.0	5.7	8.5
<b>Note:</b> For Ordinary Revenues, see Estimates and Supplementary Detail Book, Chapter 2 For TCA Purchase Requirements, see Estimates and Supplementary Detail Book, Chapter 1			

<b>Departmental Expenses Summary</b> <b>(\$ thousands)</b>			
<u>Programs and Services</u>	<u>2020-21 Estimate</u>	<u>2020-21 Forecast</u>	<u>2021-22 Estimate</u>
Office of Citizen-Centred Approaches	1,108	1,356	2,204
<b>Total - Departmental Expenses</b>	<b>1,108</b>	<b>1,356</b>	<b>2,204</b>
<b>Ordinary Recoveries</b>	---	---	---
<b>Funded Staff (# of FTEs)</b>			
Office of Strategy Management	4.0	3.9	7.0
<b>Note:</b> For Ordinary Revenues, see Estimates and Supplementary Detail Book, Chapter 2 For TCA Purchase Requirements, see Estimates and Supplementary Detail Book, Chapter 1			