

**ACTIVE DISSEMINATION**  
**SCHEDULE B - Department of Finance Routine Access Policy**

Updated: March 2012

Active dissemination - means the periodic and proactive release of information or records in the absence of a request using mechanisms such as the Internet, libraries, etc.

Please see the table below for lists of records and information actively disseminated by or for the Department of Finance

**Contact Information:**      **Various, please see below.**

SOURCE	AVAILABLE AT:
<p><b>Publications and Reports available for purchase from the Nova Scotia Government On-line Bookstore, Government Publications:</b></p> <p><u>Finance and Economy:</u></p> <p>Budget Documents: 2006-2007, 2007-2008, 2008-2009, 2010-2011, and 2011-2012.</p> <p>Public Accounts Documents: 2006-2007, 2007-2008, March 31, 2009, 2010-2011.</p>	<p>To purchase these publications, please go to the <b>Nova Scotia Government On-line Bookstore</b>, Government Publications  <a href="http://www.gov.ns.ca/snsmr/publications/">http://www.gov.ns.ca/snsmr/publications/</a></p> <p><i>*Please note, the information on the on-line bookstore site is updated regularly, therefore, changes may not be reflected in this policy. Please consult the web site.</i></p>
<p><b>Department of Finance Internet site contains records and information about various topics, as well as links to other sources of government information.</b></p>	<p>Finance's web site:  <a href="http://www.gov.ns.ca/finance/">http://www.gov.ns.ca/finance/</a></p> <p><i>*Please note, the information on the Finance Internet site is updated regularly and changes may not be reflected in this policy. Please consult the web site.</i></p>
<p><u>Accountability Report</u> 2010/2011, 2009/2010, 2008/2009, 2007/2008, and 2006/2007</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/accountabilityreport.aspx">http://www.gov.ns.ca/finance/en/home/publications/accountabilityreport.aspx</a></p>

<p><u>Additional Appropriations and Special Warrants:</u></p>	<p>Orders-in-council available at:  <a href="http://www.gov.ns.ca/exec_council/oic/">http://www.gov.ns.ca/exec_council/oic/</a></p> <p>Public Accounts, Volume 1 - Financial Statements  <a href="http://www.gov.ns.ca/finance/en/home/publications/publicaccounts/default.aspx">http://www.gov.ns.ca/finance/en/home/publications/publicaccounts/default.aspx</a></p>
<p>Auto Insurance Reforms 2011</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/insurance/default.aspx">http://www.gov.ns.ca/finance/en/home/insurance/default.aspx</a></p>
<p>Budget Speeches (Budget Addresses): 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/budget/budgetspeeches.aspx">http://www.gov.ns.ca/finance/en/home/budget/budgetspeeches.aspx</a></p>
<p><u>Budget Documents by year</u> for 1996-1998, 1999-2001, 2002-2004, 2005-2007, 2008-2010, and 2011-2013:</p> <ul style="list-style-type: none"> <li>• Budget Address and Budget Address Updates</li> <li>• Budget Addendum</li> <li>• Budget Assumptions &amp; Schedules</li> <li>• Budget Backgrounders</li> <li>• Presentations</li> <li>• Budget Bulletins</li> <li>• Budget Facts</li> <li>• Budget Highlights</li> <li>• Estimates</li> <li>• Estimates Supplementary Detail</li> <li>• Crown Corporation Business Plans</li> <li>• Government Business Plan</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/budget/budgetdocuments/default.aspx">http://www.gov.ns.ca/finance/en/home/budget/budgetdocuments/default.aspx</a></p>
<p><u>Budget Forecast Updates:</u> 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012</p> <ul style="list-style-type: none"> <li>• Capital Spending Forecast Update 2009-2010</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/budget/budgetforecastupdate.aspx">http://www.gov.ns.ca/finance/en/home/budget/budgetforecastupdate.aspx</a></p>
<p><u>Budgeting and Financial Management Manual</u> - Provincial Management Manual #200</p>	<p><a href="http://www.gov.ns.ca/treasuryboard/manuals/200BudgetandFinancialMgmt.htm">http://www.gov.ns.ca/treasuryboard/manuals/200BudgetandFinancialMgmt.htm</a></p> <p>Record of Revisions see:  <a href="http://www.gov.ns.ca/treasuryboard/manuals/200revisions.htm">http://www.gov.ns.ca/treasuryboard/manuals/200revisions.htm</a></p>
<p><u>Business Plan</u> 1999-2000 to 2010-2011  For 2011/2012 see "<b>Statement of Mandate</b>"</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/businessplan.aspx">http://www.gov.ns.ca/finance/en/home/publications/businessplan.aspx</a></p>

<p><u>Community Counts Database</u>: Nova Scotia Community Counts presents socio-economic and other data that illustrate the unique nature of each community. With easily accessible information, Community Counts also allows comparisons of community resources among regional, provincial, and national levels to present a more complete picture of Nova Scotian communities.</p>	<p><a href="http://www.gov.ns.ca/finance/communitycounts/default.asp">http://www.gov.ns.ca/finance/communitycounts/default.asp</a></p> <p>Map Centre Status Updates: <a href="http://www.gov.ns.ca/finance/communitycounts/map_centre/status.asp">http://www.gov.ns.ca/finance/communitycounts/map_centre/status.asp</a></p>
<p>Cross-Border Shopping Survey</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/default.aspx">http://www.gov.ns.ca/finance/en/home/publications/default.aspx</a></p>
<p><u>Financial Measures (2009) Act</u>: Tax, Fee, and Other Legislative Changes, October 2, 2009 Fact Sheet</p>	<p><a href="http://www.gov.ns.ca/finance/site-finance/media/finance/fma2009/FMA2009FactSheet.pdf">http://www.gov.ns.ca/finance/site-finance/media/finance/fma2009/FMA2009FactSheet.pdf</a></p>
<p>Financial Overview, Phase 1 and 2 Reports, 2009, Deloitte</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/reports.aspx">http://www.gov.ns.ca/finance/en/home/publications/reports.aspx</a></p>
<p><u>Fiscal Overview</u> 2006, 2007, and 2008</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/budget/fiscaloverview/default.aspx">http://www.gov.ns.ca/finance/en/home/budget/fiscaloverview/default.aspx</a></p>
<p><u>French Language Services Plan</u>, 2011-2012</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/frenchlanguageservicesplan.aspx">http://www.gov.ns.ca/finance/en/home/publications/frenchlanguageservicesplan.aspx</a></p>
<p><u>Information Access and Privacy</u>:</p> <ul style="list-style-type: none"> <li>• Privacy Policy</li> <li>• Routine Access Policy</li> <li>• On-line Forms</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/aboutfinance/informationaccessprivacy.aspx">http://www.gov.ns.ca/finance/en/home/aboutfinance/informationaccessprivacy.aspx</a></p>
<p><u>Insurance</u>:</p> <ul style="list-style-type: none"> <li>• Licensing</li> <li>• Consumer Information</li> <li>• Legislation</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/insurance/default.aspx">http://www.gov.ns.ca/finance/en/home/insurance/default.aspx</a></p>
<p><u>Insurance</u>:</p> <ul style="list-style-type: none"> <li>• Exam results (2007-2012)</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/insurance/examresults.aspx">http://www.gov.ns.ca/finance/en/home/insurance/examresults.aspx</a></p>
<p><u>Insurance Agents and Agencies Databases</u>: The Office of the Superintendent of Insurance has partnered with the Nova Scotia Business Registry to provide an on-line searchable database of all Insurance Agents and Agencies licensed in Nova Scotia.</p>	<p><u>Agents</u>: <a href="https://w5p1.gov.ns.ca/insurance/agent-search.jsp">https://w5p1.gov.ns.ca/insurance/agent-search.jsp</a></p> <p><u>Agencies</u>: <a href="https://w5p1.gov.ns.ca/insurance/agency-search.jsp">https://w5p1.gov.ns.ca/insurance/agency-search.jsp</a></p>

Insurance Licensing	<a href="http://www.gov.ns.ca/finance/en/home/insurance/licensing/default.aspx">http://www.gov.ns.ca/finance/en/home/insurance/licensing/default.aspx</a>
Insurance Minor Injury Cap Review	<a href="http://www.gov.ns.ca/finance/en/home/insurance/insurancecap.aspx">http://www.gov.ns.ca/finance/en/home/insurance/insurancecap.aspx</a>
<p><u>Insurance Publications:</u></p> <ul style="list-style-type: none"> <li>• Forms and applications</li> <li>• Information on how to become a licensed insurance agents, agencies (brochures)</li> <li>• Information on how to have an extra-provincial insurance company licensed in NS (brochures)</li> <li>• Legislation (copies of Acts and Regulations, eg. Insurance Act)</li> <li>• Publications for Consumers and the Insurance Industry</li> <li>• News releases</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/insurance/publications.aspx">http://www.gov.ns.ca/finance/en/home/insurance/publications.aspx</a></p> <p>Please contact Karen Steele, Financial Institutions, at 424-6331 (Phone) 424-1298 (Fax) or by e-mail at <a href="mailto:steeleka@gov.ns.ca">steeleka@gov.ns.ca</a> to enquire about these publications.</p>
<p><u>Investor Relations:</u></p> <ul style="list-style-type: none"> <li>• Credit Ratings</li> <li>• Form 18-K</li> <li>• Outstanding Debenture Debt</li> <li>• Nova Scotia Overview</li> <li>• Presentations – Nova Scotia Credit Update, June and December 2011</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/investorrelations/default.aspx">http://www.gov.ns.ca/finance/en/home/investorrelations/default.aspx</a></p> <p><a href="http://www.gov.ns.ca/finance/site-finance/media/finance/form_18k_2007.pdf">http://www.gov.ns.ca/finance/site-finance/media/finance/form_18k_2007.pdf</a></p> <p><a href="http://www.gov.ns.ca/finance/en/home/investorrelations/outstandingdebt/default.aspx">http://www.gov.ns.ca/finance/en/home/investorrelations/outstandingdebt/default.aspx</a></p> <p><a href="http://www.gov.ns.ca/finance/en/home/investorrelations/default.aspx">http://www.gov.ns.ca/finance/en/home/investorrelations/default.aspx</a></p> <p><a href="http://www.gov.ns.ca/finance/en/home/investorrelations/presentations.aspx">http://www.gov.ns.ca/finance/en/home/investorrelations/presentations.aspx</a></p>
Provincial Update on the Auditor General Recommendations, Department of Finance November 2011	<a href="http://www.gov.ns.ca/finance/en/home/publications/reports.aspx">http://www.gov.ns.ca/finance/en/home/publications/reports.aspx</a>
<p><u>Public Accounts, 1996-2011</u></p> <ul style="list-style-type: none"> <li>• Volume 1 (Consolidated Financial Statements)</li> <li>• Volume 2 (Agencies and Funds)</li> <li>• Supplementary (Supplementary Information)</li> </ul>	<a href="http://www.gov.ns.ca/finance/en/home/publications/publicaccounts/default.aspx">http://www.gov.ns.ca/finance/en/home/publications/publicaccounts/default.aspx</a>
Public Sector Compensation Disclosure – Statements from public sector organizations	<a href="http://www.gov.ns.ca/finance/en/home/publications/PSCD.aspx">http://www.gov.ns.ca/finance/en/home/publications/PSCD.aspx</a>

<p><u>Statement of Mandate</u> (Formerly Titled “Business Plan”): 2011-2012</p>	<p><a href="http://www.gov.ns.ca/finance/site-finance/media/finance/Finance_Statement_of_Mandate_2011-2012.pdf">http://www.gov.ns.ca/finance/site-finance/media/finance/Finance_Statement_of_Mandate_2011-2012.pdf</a></p>
<p><u>Statistics:</u></p> <ul style="list-style-type: none"> <li>• Annual Statistics</li> <li>• Current Economic Environment</li> <li>• Economic Analysis &amp; Reports</li> <li>• Nova Scotia at a Glance</li> <li>• Nova Scotia Economic Indicators</li> <li>• Publications: Business Statistics, Census Releases, Consumer Price Index, Daily Stats, Demographics Updates, Labour Market Monthly, Nova Scotia Social Profile, and Nova Scotia Trade</li> </ul>	<p><a href="http://wdev1.gov.ns.ca/communitycounts/statistics/newdesign/default.asp">http://wdev1.gov.ns.ca/communitycounts/statistics/newdesign/default.asp</a></p> <p>Archived Daily Releases: <a href="http://www.gov.ns.ca/finance/statistics/archive.asp?ym=201103">http://www.gov.ns.ca/finance/statistics/archive.asp?ym=201103</a></p> <p>Publications: <a href="http://www.gov.ns.ca/finance/statistics/publications/default.asp">http://www.gov.ns.ca/finance/statistics/publications/default.asp</a>)</p>
<p><u>Taxation:</u></p> <ul style="list-style-type: none"> <li>• HST in Nova Scotia</li> <li>• Personal Income Tax &amp; Credits</li> <li>• Business Tax &amp; Credits</li> <li>• Harmonized Sales tax &amp; Rebates</li> <li>• Tobacco &amp; Fuel</li> <li>• Tax Rates Across Canada</li> <li>• Legislation</li>   <li>• Overview of NS Tax System, April 2011</li>   <li>• Nova Scotia Tax Policy Review for Discussion Paper, Draft 1.1, January 12, 2009</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/en/home/taxation/default.aspx">http://www.gov.ns.ca/finance/en/home/taxation/default.aspx</a></p> <p><a href="http://www.gov.ns.ca/finance/site-finance/media/finance/Overview_of_NS_Tax_System_2011-04-04.pdf">http://www.gov.ns.ca/finance/site-finance/media/finance/Overview_of_NS_Tax_System_2011-04-04.pdf</a></p> <p><a href="http://www.gov.ns.ca/finance/site-finance/media/finance/TaxReviewDiscussionPaper.pdf">http://www.gov.ns.ca/finance/site-finance/media/finance/TaxReviewDiscussionPaper.pdf</a></p>

<p><u>Unclaimed Intestate Estates:</u></p> <p>Searchable Database: Search for Unclaimed Intestate Estate Funds which are transferred to the Minister of Finance who holds them in trust until they are authorized by Governor in Council or ordered by the courts to release them to rightful heirs or for a legislated time limit of 40 years, whichever is lesser. At the end of 40 years, any unclaimed funds can be transferred to General Revenues.</p> <p><u>Claiming Unclaimed Intestate Estate Funds:</u> forms and other information.</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/financialservices/unclaimedfunds/estatefunds/default.aspx">http://www.gov.ns.ca/finance/en/home/financialservices/unclaimedfunds/estatefunds/default.aspx</a></p> <p><a href="http://www.gov.ns.ca/finance/en/home/financialservices/unclaimedfunds/claim.aspx">http://www.gov.ns.ca/finance/en/home/financialservices/unclaimedfunds/claim.aspx</a></p>
<p><u>User Fees and Government Charges: 2011-2012</u></p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/userfees.aspx">http://www.gov.ns.ca/finance/en/home/publications/userfees.aspx</a></p> <p><i>2008-2009, 2009-2010 and 2010-2011 available through Routine Access, see Appendix A to this policy</i></p>
<p><u>Write Offs:</u> Unpaid or uncollectible debts 2010-2011</p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/writeoffs.aspx">http://www.gov.ns.ca/finance/en/home/publications/writeoffs.aspx</a></p>