

# ACTIVE DISSEMINATION

## SCHEDULE B - Department of Finance Routine Access Policy

Updated: March 2011

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: 2010-2011, 2008-2009, 2007-2008, 2006-2007</p> <p>Public Accounts Documents: March 31, 2009, 2007-2008, 2006-2007</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>*Please note, the information on this site is updated regularly, therefore, changes may not be reflected in this policy. Please consult the web site.</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>*Please note, the information on this site is updated regularly and changes may not be reflected in this policy. Please consult the web site.</p>
<p><u>Accountability Report</u> 2009/2010, 2008/2009, 2007/2008, 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>

SOURCE	AVAILABLE AT:
<u>Additional Appropriations and Special Warrants:</u>	Orders-in-council available at: <a href="http://www.gov.ns.ca/exec_council/oic/">http://www.gov.ns.ca/exec_council/oic/</a>  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>
Auto Insurance Review	<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>
Budget Speeches (Budget Addresses) 2011-2012, 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007, 2005-2006	<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>
<u>Budget Documents by year for 2011-2013, 2008-2010, 2005-2007, 2002-2004, 1999-2001, 1996-1998:</u> <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 and Supplementary Detail</li> <li>• Crown Corporation Business Plans</li> <li>• Government Business Plan</li> </ul>	<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>
<u>Budget Forecast Updates</u> 2010-2011, 2009-2010, 2008-2009, 2007-2008, 2006-2007, 2005-2006 <ul style="list-style-type: none"> <li>• Capital Spending Forecast Update 2009-2010</li> </ul>	<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>
<u>Budgeting and Financial Management Manual - Provincial Management Manual #200</u>	<a href="http://www.gov.ns.ca/treasuryboard/manuals/200BudgetandFinancialMgmt.htm">http://www.gov.ns.ca/treasuryboard/manuals/200BudgetandFinancialMgmt.htm</a>  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>
<u>Business Plan</u> 2010-2011 to 1999-2000 For 2011/2012 see “ <b>Statement of Mandate</b> ”	<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>

SOURCE	AVAILABLE AT:
<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><u>Financial Measures (2009) Act: Tax, Fee, and Other Legislative Changes, October 2, 2009 Fact Sheet</u></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><u>Fiscal Overview 2008, 2007 and 2006</u></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, 2011-2012</u></p>	<p><a href="http://www.gov.ns.ca/finance/en/home/publications/frenchlangua geservicesplan.aspx">http://www.gov.ns.ca/finance/en/home/publications/frenchlangua geservicesplan.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/informationa ccessprivacy.aspx">http://www.gov.ns.ca/finance/en/home/aboutfinance/informationa ccessprivacy.aspx</a></p>
<p><u>Insurance:</u></p> <ul style="list-style-type: none"> <li>• Exam results (2007-2011)</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 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>
<p><u>Insurance Cap Review</u></p>	<p><a href="http://www.gov.ns.ca/finance/en/home/insurance/insurancecapreview.aspx">http://www.gov.ns.ca/finance/en/home/insurance/insurancecapreview.aspx</a></p>
<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>

SOURCE	AVAILABLE AT:
<p><u>Investor Relations:</u></p> <ul style="list-style-type: none"> <li>• Credit Ratings</li> <li>• Outstanding Debenture Debt</li> <li>• Form 18-K</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/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/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><u>Public Accounts, 2010, 1996-2009</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>	<p><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><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>• Business Statistics</li> <li>• Census Releases</li> <li>• Consumer Price Index</li> <li>• DailyStats</li> <li>• Labour Market Monthly</li> <li>• Nova Scotia at a Glance</li> <li>• Nova Scotia Economic Indicators</li> <li>• Nova Scotia Social Profile</li> <li>• Nova Scotia Trade</li> </ul>	<p><a href="http://www.gov.ns.ca/finance/statistics/agency/publications/default.asp">http://www.gov.ns.ca/finance/statistics/agency/publications/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><u>Taxation:</u></p> <ul style="list-style-type: none"> <li>• HST Changes</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>

SOURCE	AVAILABLE AT:
<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:</u> 2011-2012</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>2009-10 and 2008-09 available through Routine Access, see Appendix A to this policy</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>