

## I.2 Management Manuals Policy

### Policy Statement

The Government of Nova Scotia publishes its corporate administrative policies and procedures in the Management Manuals. These manuals are to be accessible electronically to and followed by all government employees, as specified in **Applicability of the Management Manuals**.

### Applicability of the Management Manuals (See Appendix I-A for list)

#### CATEGORY I

Direct application of the policies and procedures in the Management Manuals to departments, offices of government, and all public service votes, as well as any additional entities as indicated in a specific policy or procedure.

#### CATEGORY II

Direct application to Crown corporations, which are to use the policies and procedures in the Management Manuals to the extent that there is no conflict with their existing legislation, regulations, or existing contracts. Where possible and as appropriate, Crown corporations are to make their bylaws reflective of policy objectives.

#### CATEGORY III

Entities that receive government funding, primarily other government service organizations, are asked to embrace the intent of the policies/procedures, where to do so is determined reasonable for the efficient and effective operation of their organization.

### Role of Management Manuals

The corporate administrative policies and procedures of the Government of Nova Scotia, as approved by Treasury and Policy Board, are contained in four Management Manuals. These manuals provide a common standard reference system of corporate policies and procedures, permitting everyone to operate under the same rules. With the consolidation of information in one place, they are crucial to the effective operation of government. Furthermore, the manuals serve as a corporate communication tool and will be a useful training resource for all employees.

**100 MANAGEMENT GUIDE**

Documents the organizational structure of government and the delegation of responsibility to departments. This manual also outlines the Cabinet decision-making process and the planning, budgeting, and accountability reporting cycle.

**200 BUDGETING AND FINANCIAL MANAGEMENT**

Documents the budgeting and budgetary control processes as well as accounting policies and procedures applicable across government.

**300 COMMON SERVICES**

Documents common operational services provided within government for the benefit of other government entities.

**500 HUMAN RESOURCES MANAGEMENT**

Documents the human resources policies and procedures that apply to all employees, except where superseded by collective agreements.

**Responsibilities**

**TREASURY AND POLICY BOARD**

Treasury and Policy Board is responsible for the final approval of the manuals for use by government employees, approval of new corporate policies and those undergoing substantive revision, as well as the repeal of policies.

**TREASURY AND POLICY BOARD OFFICE**

Treasury and Policy Board office is responsible for distributing the manuals, maintaining the currency of the information, ensuring the ongoing maintenance of the management manuals system, coordinating a regular review of the content of the manuals, ongoing administration of the management manuals website, maintaining the master version of the manuals, setting the standards for Management Manuals, and also keeping the project record.

**DEPUTY MINISTERS/DEPUTY HEADS/CEOS**

Deputy Ministers/Deputy Heads/CEOs are responsible for ensuring that their staff are aware of the manuals and are using them as they carry out their duties. Additionally, they are also responsible for recommending to Treasury and Policy Board any corporate policy/procedure revision, addition, or deletion originating from their department/government entity and for assigning ongoing responsibility within their department/government entity for these submissions.

### **DEPARTMENTS/GOVERNMENT ENTITIES**

Departments/Government entities, i.e., the content owners, are responsible for ensuring that their submissions are regularly reviewed and kept current and for notifying the Planning and Operations Manager, TPB, of any revisions.

### **ALL EMPLOYEES**

All employees are responsible for being aware of the Management Manuals and for using the policies and procedures as they carry out their job functions. Employees are also responsible for staying current, through regular review of the website, or ensuring that they keep any hard-copy versions current.

## **Distribution of the Management Manuals**

The Management Manuals are distributed electronically via Treasury and Policy Board office's Internet site. Hyper-links to the Management Manuals are also located on the government Internet and Intranet home pages. A hard copy set of the management manuals has been provided to each department/government entity. Recipients are responsible for maintaining these hard copies. In instances where access to the Internet is not readily available, departments/government entities are responsible for ensuring that hard copies are distributed to these office locations as well as for notification of any revisions.

Treasury and Policy Board office has established a listserv for notification of changes to the Management Manuals. Interested persons may join the listserv to receive these notifications. The website also maintains a Record of Revisions, which provides a chronology of changes, most recent first.

## **Maintaining the Management Manuals**

Treasury and Policy Board office has responsibility for maintaining the Management Manuals to ensure their currency and relevancy. A variety of events, such as a new fiscal year, the reorganization of a department, or budgetary considerations could trigger revisions to the manuals, resulting in any of the following:

- revisions to an existing submission in the manuals (either by the owner of the policy or at the initiation of TPB in the review process)
- addition of policies
- repeal of policies.

All policies/procedures will be reviewed over the course of three years. Treasury and Policy Board office will coordinate the review process.

**Please note:** As has been the case for all policies/procedures published in the Management Manuals, for any future changes, i.e., revision/addition/peal, owners must have deputy minister sign off on the policy proof that will be published. No policy/procedure will be released without this sign-off. This documentation is part of the project record maintained by Treasury and Policy Board office.

### **Process for making revisions to an existing policy**

Any changes to the content of a corporate policy must be authorized by the originating department or government entity, i.e., the owner of the content. Policy owners are to consult with the Deputy Minister of Treasury and Policy Board office to determine if a proposed revision is significant enough (i.e., material) to require review again by the Treasury and Policy Board. Revisions considered to be material are to follow the same approval process as for new corporate policies (see **Approval process for a new corporate policy.**)

For revisions of a “housekeeping” nature (i.e., not material), approval by the deputy minister/deputy head/CEO for the department/government entity is required. Once revisions are approved, the department/government entity must forward the revised policy to the Planning and Operations Manager, TPB, for publication.

### **Approval process for a new corporate policy**

All new corporate policies require the authorization of Treasury and Policy Board, as has been the practice. Departments/government entities submit their proposed corporate policy with the appropriate documentation, i.e., Memorandum to Executive Council. An analyst from Treasury and Policy Board will be assigned to the file, preparing the staff assessment. For more information about Cabinet decision-making please see Chapter 3 of the Management Guide. Approved policies must be forwarded to the Planning and Operations Manager, TPB, by departments/government entities, for publication.

### **Policy repeal process**

The repeal of a corporate policy requires the authorization of Treasury and Policy Board, following the same approval process as for new corporate policies (see **Approval process for a new corporate policy.**)

## **Enquiries**

Executive Council Operations, Treasury and Policy Board  
(902) 424-6614 or (902) 424-5463

## **Appendix**

Appendix I-A Applicability of the Management Manuals to Government Entities

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*Most recent review: January 16, 2009*

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**Appendix I-A**

# **Applicability of the Management Manuals to Government Entities**

## **Category I            Direct Application**

### Departments

Department of Agriculture  
Department of Community Services  
Department of Economic and Rural Development  
Department of Education  
Department of Energy  
Department of Environment  
Department of Finance  
Department of Fisheries and Aquaculture  
Department of Health  
Department of Health Promotion and Protection  
Department of Intergovernmental Affairs  
Department of Justice  
Department of Labour and Workforce Development  
Department of Natural Resources  
Department of Seniors  
Department of Service Nova Scotia and Municipal Relations  
Department of Tourism, Culture and Heritage  
Department of Transportation and Infrastructure Renewal

### Offices/Public Service Entities

Communications Nova Scotia  
Conserve Nova Scotia  
Emergency Management Office  
Executive Council  
    Executive Council office  
    Office of Aboriginal Affairs

Office of Acadian Affairs  
Office of African-Nova Scotian Affairs  
Office of the Premier  
Public Service Commission  
Treasury and Policy Board office  
Voluntary Planning  
FOIPOP Review Office  
Human Rights Commission  
Legislative Services  
    Office of Legislative Council  
    Office of the Speaker  
Nova Scotia Advisory Council on the Status of Women  
Nova Scotia Arts Council (inactive)  
Nova Scotia Pension Agency  
Nova Scotia Police Review Board  
Nova Scotia Securities Commission  
Nova Scotia Utility and Review Board  
Office of the Auditor General  
Office of Immigration  
Office of the Ombudsman  
Public Prosecution Service  
Senior Citizens' Secretariat  
Sydney Tar Ponds Agency

**Category II      Direct Application**

Crown Corporations

Art Gallery of Nova Scotia  
Halifax/Dartmouth Bridge Commission  
Harbourside Commercial Park Incorporated  
Nova Scotia Business Incorporated  
Nova Scotia Crop and Livestock Insurance Commission  
Nova Scotia Farm Loan Board  
Nova Scotia Film Development Corporation  
Nova Scotia Fisheries and Aquaculture Loan Board  
Nova Scotia Gaming Corporation  
Nova Scotia Government Fund Limited  
Nova Scotia Harness Racing Incorporated

Nova Scotia Housing Development Corporation  
Nova Scotia Innovation Corporation  
Nova Scotia Lands Incorporated  
Nova Scotia Liquor Corporation  
Nova Scotia Municipal Finance Corporation  
Nova Scotia Power Finance Corporation  
Rockingham Terminal Inc.  
Sydney Environmental Resources Ltd.  
Sydney Steel Corporation  
Trade Centre Limited  
Waterfront Development Corporation Ltd.

### **Category III      Recommended Application**

Other Government Service Organizations (as identified in the *Provincial Finance Act*)

Annapolis Valley District Health Authority  
Annapolis Valley Regional School Board  
Cape Breton District Health Authority  
Cape Breton Victoria Regional School Board  
Capital District Health Authority  
Check Inns Limited  
Chignecto-Central Regional School Board  
Colchester East Hants Health Authority  
College de l'Acadie  
Conseil Scolaire Acadien Provincial  
Cumberland Health Authority  
Guysborough Antigonish-Strait Health Authority  
Halifax Regional School Board  
Izaak Walton Killam Health Centre  
Law Reform Commission  
Nova Scotia Community College  
Nova Scotia Gaming Foundation  
Nova Scotia Legal Aid Commission  
Nova Scotia Primary Forests Products Marketing Board  
Pictou County Health Authority  
Provincial Drug Distribution Program

Public Archives  
Resource Recovery Fund Board Incorporated  
Sherbrooke Restoration Commission  
South Shore District Health Authority  
South West Nova District Health Authority  
South Shore Regional School Board  
Strait Regional School Board  
Tri-County Regional School Board  
Upper Clements Family Theme Park Limited

Other Government Business Enterprises  
Halifax-Dartmouth Bridge Commission  
Highway 104 Western Alignment Corporation  
NS Gaming Corporation  
NS Liquor Corporation

