

Ministerial Appointment Form



Number: Dept.: Date:

Subject: Include a short description of the appointment to be made. For example,
Proposed appointments to [name of agency, board or commission].

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission. In the absence of such signature, the Clerk will confirm the submission with the appropriate official.

<p>APPROVALS</p> <p>_____ Attorney General Approved as to Form and Authority</p>	<p>Summary:</p> <p>Provide a brief description of the appointment the Minister proposes to make. For example,</p> <p><i>The appointment/reappointment of [insert the name(s) of recommended appointee(s)] as a director(s)/member(s)/Chair of the [name of agency, board or commission (ABC)].</i></p>
<p>The Clerk of the Executive Council Office</p> <p>Date Rec'd. _____</p> <p>Received for information by Executive Council</p> <p>_____</p> <p>Date _____</p>	<p>Under each of the required headings, please provide the information specified below. Also, see the Note below regarding required and recommended attachments.</p> <p>Legal Authority</p> <p>Quote the specific provisions that provide legal authority for making the appointment, establishing the term of the appointment, paying the appointee's expenses and/or remuneration, indemnifying the appointee, and/or imposing any conditions on the appointment. For example:</p> <p><i>The undersigned has the honour to refer to Section _____ of Chapter _____ of the Revised Statutes of Nova Scotia, 1989, the _____ Act, which provides as follows:</i></p>

Background

Provide a brief description of the nature of the ABC, its mandate, the current composition of its board (including, for example, a description of any existing and upcoming vacancies, and of the board's diversity in terms of gender, regional representation and ethnicity), and any other background information that will assist Executive Council in assessing the appropriateness of the appointment.

Other background information could include such things as whether other individuals or organizations are responsible for appointing members to the board and/or setting the remuneration of board members, and the role the ABC is expected to play in advancing the government's public policy objectives.

Proposed Appointee

Include the name, municipality, and county of the proposed appointee and indicate whether the individual has previously served as a member of the same board. If so, specify when and in what capacity he/she served.

Rationale for Appointment

Must appointees to the ABC's board satisfy certain requirements? For example, must they have particular skills or experience, be nominated or recommended by other bodies, or represent certain industries, geographic areas, groups, or organizations?

- Yes – briefly describe those requirements and indicate how the proposed appointee satisfies them.
- No

Was the proposed appointee's application screened by a departmental or other review panel or advisory committee?

- Yes – describe the nature of the panel or advisory committee.
- No – briefly explain why no screening was required.

Are there any limits on how long appointees may serve the ABC?

- Yes – briefly describe the limits and confirm that any previous service by the proposed appointee does not made him/her ineligible for appointment.
- No

Does the Minister have discretion in determining how long the proposed appointee will serve the ABC?

- Yes – explain how the proposed term will ensure that the board's membership is renewed in an orderly way (for example, by staggering the term expirations).
- No

Is the proposed appointee to be remunerated and/or be reimbursed for expenses?

- Yes – describe the amount and source of any remuneration and/or expenses to be paid.
- No

Communications

Is a Communications Plan required with respect to the proposed appointment?

- Yes – Attach Communications Plan.
- No – Confirm that CNS staff have been consulted and explain why a Communications Plan is not needed. (For example, it is a routine appointment that is not expected to generate controversy.)

Proposed Appointment

Conclude by setting out the details of the proposed appointment; specifically, the term of the appointment, any remuneration or expenses to be paid, any indemnity to be provided, and any conditions to be applied. For example,

The undersigned therefore has the honour to advise that, pursuant to Section ____ of Chapter ____ of the Revised Statutes of Nova Scotia, 1989, the _____ Act,

(a) _____ of [municipality, county] will be appointed [a member/a director/Chair] of [insert name of ABC] for a term of ____ years commencing the date specified in the Ministerial Appointment; and

(b) _____ will be remunerated for his/her service in the amount of _____ [annually, per meeting, etc.] and reimbursed for reasonable expenses actually incurred in fulfilling his/her duties as [a member/a director/Chair], provided such reimbursements do not exceed those normally payable to a member of the civil service.

Respectfully submitted,

Minister of _____

Halifax, Nova Scotia
(Date)

Note:

Attach the following documents to Ministerial Appointment Forms requesting appointments to **adjudicative boards**:

1. Precis of qualifications for all proposed appointees (recommended);
2. Communications plan (if Communications staff determine one is needed).

Attach the following documents to Ministerial Appointment Forms requesting appointments to **non-adjudicative boards**:

1. Human Resources Committee Form As for all proposed appointees (required*);
2. Human Resources Committee Guidelines for all proposed appointees (required*);
3. Résumés of all proposed appointees (required*); and
4. Communications plan (if Communications staff determine one is needed).

* These documents are not required for non-adjudicative appointments exempted from review by the Human Resources Committee. See Rule 60 of the *Rules and Forms of Procedure of the House of Assembly* for descriptions of the exceptions.

Most recent review: November 3, 2011