

* Final decision on routing of submissions and submission requirements are made by the Secretary/Clerk to the Executive Council through the Agenda Management process

	Type of Transaction *	Department Solicitor for Department of Justice	Treasury and Policy Board	Executive Council	Documentation Required	Comments
1	Transactions Requiring Governor in Council (GIC) Approval	Yes	Yes if financial implication	Yes	Report and Recommendation (R&R) Communications Plan	
2	Financial Assistance/Investment Transactions requiring GIC approval	Yes	Yes	Yes	Report and Recommendation (R&R) Terms and Conditions of Financial Assistance/Investment Communications Plan For transactions requesting a payroll rebate over \$10M please also include the following: - cash flow schedule - draft business profile	For Financial Assistance/Investment to be made by SOFI: Nova Scotia Business Inc. (over \$10M) Nova Scotia Fund Nova Scotia Farm Loan Board Nova Scotia Fisheries and Aquaculture Loan Board (Refer to specific legislation and regulations for these entities.)
3	Loan Guarantees requiring GIC approval	Yes	Yes	Yes		Department of Finance must be consulted (Section 77 of the <i>Finance Act</i>)
4	Agreements/MOU's with the Government of Canada or the government of a province or agency.	Yes	Yes if financial implication	Yes	Report and Recommendations (R&R) Proposed Agreement Communications Plan	Under Section 6 of the <i>Public Service Act</i> , a Member of Executive Council requires Governor in Council approval to enter into an agreement with the Government of Canada or the government of a province or agency. Before submitting a proposal to Executive Council that has intergovernmental implications (federal or other provincial and territorial governments - not municipal or Aboriginal governments), departments are to consult with the Department of Intergovernmental Affairs. The outcome of the consultation must be documented in the formal submission (R&R) to the Executive Council.
5	Regulations (New or Amendments)	Yes	Yes if financial implication	Yes	R&R New/Amended Regulations Regulations Analysis Form Regulations (Red Tape Reduction) Criteria Check List Communications Plan	Regulations approved by Executive Council will be filed with the Registry of Regulations. The Regulation (Red Tape Reduction) Criteria Check List is a tool to assist departments as they are developing new regulations and for the ongoing review of existing regulations that impact business. It should cause departments to conduct rigorous policy assessment that includes the impacts and benefits of the proposal. Note: Minor housekeeping amendments do not require the RTR Check List.
6	Adjudicative Appointments	Yes	No	Yes - Consent Agenda	R&R/Ministerial Appointment Form Precis Communications Plan	

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7	Appointments to Agencies, Boards and Commissions (non-adjudicative)	Yes	No	Yes - Consent Agenda	R&R/Ministerial Appointment Form Resume Form "A" (if required) Standing Committee on HR Guidelines (if required) Communications Plan	Where required, the recommendation of Executive Council will be referred to the House of Assembly Standing Committee on Human Resources.
8	Land Transactions requiring GIC approval	Yes	Yes - if financial implication	Yes	Report and Recommendation (R&R) Map Communications Plan	Land transactions include Expropriations, sales, purchases, sales at less than market value, easements.
9	DNR/TIR Ministerial land transactions under 25 acres/\$25,000	No	No	Yes - Consent Agenda	Memorandum to Executive Council Summary Chart Communications Plan	Covers land administered by DNR under the <i>Crown Lands Act</i> and <i>Wildlife Act</i> and TIR transactions under the <i>Public Highways Act</i> and <i>Surplus Crown Property Disposal Act</i> .
10	Land Title Clarification Act Release of Crown Interest	Yes	No	Yes - Consent Agenda	Memorandum to Executive Council Map Communications Plan	Allows the Crown to release an interest in occupied, unacknowledged Crown land (Green Layer)
11	Additional funding request - in year	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
12	Additional funding request - out years	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
13	Additional FTE request	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
14	Major Reorganization, Restructuring	Not unless there is a legal implication.	Yes	Yes	Memorandum to Executive Council Communications Plan Existing organizational charts Proposed organizational charts	
15	Major Corporate Policy/Strategy	Not unless there is a legal implication.	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
16	New Programs	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
17	Request for Proposals (Major)	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	
18	Permission to Consult	No	Maybe	If referred by TPB	Memorandum to Executive Council or presentation Communications Plan	Depends on the topic and the extent if consultation proposed. TOB authorization may be needed. Discuss with your Cabinet Advisor.
19	Corporate Administrative Policies and Procedures (Management Manuals)	No	Yes	If referred by TPB	Memorandum to Executive Council Draft Corporate Administrative Policy Communications Plan	All new corporate administrative policies, as well as any material revisions and repeal of corporate administrative policies, require Treasury and Policy Board approval. Template for Corporate Administrative Policy Submissions, Appendix 3-R (See 1.2 Management Manual Policy < http://www.novascotia.ca/treasuryboard/manuals/100MgmtGuide.htm >).

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20	Personal Services Contracts	Proposed Contract	Yes	If referred by TPB	Memorandum to Executive Council Proposed Contract Communications Plan	<p>The Personal Services Contract Regulations made pursuant to the <i>Public Service Act</i> require approval of Treasury and Policy Board or Executive Council for personal services contracts entered into by departments, offices or government agencies that contain total compensation over \$120,000.</p> <p>Personal services contracts entered into by a department, office or government agency containing total compensation less than \$120,000 must follow a separate approval process.</p> <p>Please see the Personal Services Contract Regulations and Chapter 2.1 of Management Manual 500 for further information.</p>
21	Labour Bargaining Mandate	No	Yes	If referred by TPB	Presentation or Memorandum to Executive Council	
22	Professional Services Request	No	Yes	No	Professional Services request Ministerial approval over \$5,000 high/low value procurement form	Refer to Treasury and Policy Board Administrative Directive - Procurement of Professional Services 2011/07/12
23	Presentation on Legislation Request	Yes	If referred by Government Priorities & Legislation Committee (GPL)	If referred by GP&L	Presentation	
24	Request for Legislation	Yes	Yes	If referred by TPB	Memorandum to Executive Council - Request for Legislation Communications Plan	
25	TCA request (current year or out year)	No	Yes	If referred by TPB	Memorandum to Executive Council Communications Plan	