

# Report and Recommendation

to the Executive Council



Number: _____
Dept.: _____
Date: _____

**Title:** Include a short description of the appointment to be made.  
*Recommended 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.

<b>Approvals</b>
<p><b>Attorney General</b> Approved as to Form and Authority</p> <hr/> <p><small>This column, headed "Approvals," is provided to record progress of, and decisions relating to, the Report and Recommendation.</small></p>
<p><b>Registrar of Regulations</b> Approved as to Form</p> <hr/> <p>Date _____</p>
<p><b>Clerk of the Executive Council</b></p> <hr/> <p>Date Rec'd. _____</p>
<p><b>Treasury Board Committee</b></p> <hr/> <p>Date Rec'd. _____</p>
<p><b>Policy and Priorities Committee</b></p> <hr/> <p>Date Rec'd. _____</p>
<p><b>Executive Council</b></p> <hr/> <p>Approved _____</p> <p>Withdrawn _____</p> <p>Referred to _____</p> <p>Date _____</p>

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**Summary:**

Provide a brief description of the request for appointment being made. For example,

*It is recommended that [insert the name(s) of recommended appointee(s)] be appointed/reappointed as a director(s)/member(s)/Chair of the [name of agency, board or commission (ABC)].*

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**Under each of the required headings, please provide the information specified below. Also, see the Note below regarding required and recommended attachments.**

**Legal Authority**  
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:

*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:*

**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 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.

**Recommended Appointee**  
Include the name, municipality, and county of the recommended 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 recommended appointee satisfies them.

No

Was the recommended 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 recommended appointee does not made him/her ineligible for appointment.

No

Does the GIC have discretion in determining how long the recommended appointee will serve the ABC?

Yes

Explain how the recommended term will ensure that the board's membership is renewed in an orderly way (for example, by staggering the term expirations).

No

Is the recommended 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 recommended 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.)

### Recommended Appointment

Set out detailed recommendations regarding the recommended appointment; specifically, the term, the amount of the compensation or expenses to be paid, any indemnity to be provided, and any conditions to be applied to the appointment.

### Recommended Form of Order

Conclude with a recommendation regarding the form of Order. For example,

*The undersigned therefore has the honour to recommend that the Governor in Council make an Order in the following form or to like effect:*

*The Governor in Council, on the report and recommendation of the Minister of \_\_\_\_\_, dated \_\_\_\_\_ 20\_\_\_\_, and pursuant to Section \_\_\_\_\_ of Chapter \_\_\_\_ of the Revised Statutes of Nova Scotia, 1989, the \_\_\_\_\_ Act, is pleased to:*

*(a) appoint \_\_\_\_\_ of [municipality, county] as [a member/a director/Chair] of \_\_\_\_\_ for a term of \_\_\_\_\_ years commencing [date of Order ];*

*(b) order that \_\_\_\_\_ be remunerated for his/her service in the amount of \_\_\_\_\_ [annually, per meeting] and be 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 paid to members of the civil service.*

Respectfully submitted,

Minister of

Halifax, Nova Scotia  
(Date)

*Most recent review: July 26, 2011*

**Note:**

Attach the following documents to R&Rs requesting appointments to **adjudicative boards**:

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

Attach the following documents to R&Rs requesting appointments to **non-adjudicative boards**:

1. Human Resources Committee Form As for all recommended appointees (required\*);
2. Human Resources Committee Guidelines for all recommended appointees (required\*);
3. Résumés of all recommended 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.