

**ROUTINE ACCESS POLICY  
DEPARTMENT OF FINANCE**

**1. POLICY STATEMENT**

This Department of Finance Routine Access Policy is designed to provide persons with an opportunity to obtain certain categories of records without having to submit an application pursuant to the *Freedom of Information and Protection of Privacy Act* (the “FOIPOP Act”). It shall be administered in accordance with the following principles:

**a) Personal Privacy**

The Department of Finance Routine Access Policy shall be applied in a manner which will be considerate and protective of the personal privacy of individuals and records subject to this Policy shall be considered for release and severed in a manner consistent with the *FOIPOP Act*.

**b) Timeliness**

The Department of Finance will respond to requests made under the Routine Access Policy in a reasonable and timely fashion.

**c) Cost Recovery**

Fees for the reproduction and provision of Records may be charged where authorized by policies, regulations, or statutes.

**d) Transparency**

This Policy shall be made readily available to the public.

**e) Reasonableness**

This Policy shall apply to requests for reasonable quantities of records.

**2. DEFINITIONS**

“**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.

“**Division**” means a Division in the Department of Finance.

“**FOIPOP Access**” means the release of a Record in response to a formal application made under the *FOIPOP Act*.

“**Policy**” means this Department of Finance Routine Access Policy.

“**Record**” means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

“**Routine Access**” means the routine or automatic release, in full or in part, of certain types of administrative or operational records as a matter of course in response to a request without the need for a formal application for records under the *FOIPOP Act*.

### **3. POLICY OBJECTIVES**

The objective of the implementation of this Policy is the accessibility of certain Records routinely without additional administrative time being required of staff to fulfill Routine Access requests. It is also to provide a greater certainty of access for those requesting information, and reflect the spirit of openness and accountability of the *FOIPOP Act*.

### **4. APPLICATION**

This Policy **shall apply only to requests for reasonable quantities of Records and shall not apply to a request for more than 50 pages of records** in a particular category and/or time period. Repetitive requests by an individual for significant volumes of Records or the separation of a request into several small requests totalling a large volume, shall not be subject to this Policy. It is important to ensure that the application of this Policy not unduly interfere with the day-to-day operations of the Department of Finance.

Requests made under this Policy do not apply to information subject to exemptions under the *FOIPOP Act* or to information which is otherwise prohibited from being disclosed pursuant to any other statute or common law duty of confidentiality.

Routine Access requests only apply to information created after October 23, 2003.

Personal information shall be severed with the same criteria and in the same manner as requests made under the *FOIPOP Act*.

### **5. POLICY DIRECTIVES**

Records available under the Department of Finance Routine Access Policy are indicated by Division in the attached Schedule, as well as a website address for a contact list for the Department of Finance. The Policy will be posted on the Department of Finance Website and all staff in the Department will be advised of this Policy coming into force. Requests under this Policy will be forwarded to the relevant Division and a tracking system will be kept for compliance and auditing purposes.

## 6. POLICY GUIDELINES

Once a request for Routine Access to a particular Record, or set of Records, has been received, it shall be forwarded to the FOIPOP Administrator, who shall review the request and determine if the Records are within the schedule of those designated. If this Policy does not apply to the request, a response to the applicant shall be provided promptly and shall indicate what other avenues may be available to obtain the information (e.g. FOIPOP application). If this Policy applies to the request, the Records shall be provided to the applicant within a reasonable period of time, but no later than 30 days from receipt of the request. Individuals who apply under the *FOIPOP Act* for Records available under the Policy will have their application fees returned and the Records provided.

## 7. ACCOUNTABILITY

The Deputy Minister of the Department of Finance shall be accountable for the implementation of this Policy.

The FOIPOP Administrator is responsible for ensuring that employees follow the Policy directives, guidelines and procedures.

Employees are responsible for following the Policy directives, guidelines and procedures.

The FOIPOP Administrator is responsible for an annual evaluation of the Policy.

## 8. COMPLIANCE

The Deputy Minister of the Department of Finance shall be responsible for ensuring the compliance with this Policy.

## 9. EVALUATION

The Routine Access Program established under this Policy shall be evaluated on an annual basis by the FOIPOP Administrator.

## 10. REFERENCES

*Corporation Capital Tax Act, R.S.N.S., 1989, c. 99, s. 51:*

*Home Ownership Savings Plan (Nova Scotia) Act, R.S.N.S., 1989, c. 6, s. 17:*

*Income Tax Act, R.S., 1989, c. 217, S. 96:*

*Revenue Act, S.N.S., 1995-96, c. 17, s. 83:*

*Sales Tax Act, S.N.S., 1996, c. 31, s. 10:*

*Statistics Act, R.S.N.S., c. 441, s. 9.*

<http://www.gov.ns.ca/legi/legc/statutes/statists.htm>

*Statistics Act. (Canada), 1970-71-72, c. 15, s. 17.*

<http://www.statcan.ca/english/about/statact.htm>

11. **INQUIRIES**

Contact list available at: <http://www.gov.ns.ca/finance/contactus/clist.asp>

12. **APPENDICES**

See Appendix 1

**Schedule  
Routine Access Policy  
Department of Finance**

Contact Information: <http://www.gov.ns.ca/finance/contactus/clist.asp>

**CSU Directors**

**Finance - CSU**

- Individual expense claims for a three-month period within the current fiscal year and for a maximum of three individuals in one department at any one time
- Cost of renovations for specific offices carried out within the previous six months
- Detailed expenditure reports, by category (e.g., salaries, travel, etc.) For a maximum of three per fiscal year
- Overtime expenditures (current year-to-date) for specific departments or divisions
- Statistical summaries, surveys
- Cost of special or specific events (e.g., conferences, luncheons, workshops, training, etc.)
- Cost of sending a delegation out of the province or out of the country
- Contracts for goods and services

**Finance CSU - Human Resources**

- General:
  - Organizational charts with position titles
  - Generic information of benefits and hours of work
  - Job descriptions, pay scale, classification of positions (unionized, non-unionized)
  - Secondment agreements, both within and outside government, excluding personal information
  - Personal service contracts of individuals not appointed pursuant to the Civil Service Act, excluding personal information and service or product trade secrets
  - Adjudication decisions
- Selection and Hiring process:
  - Number of applicants for position
  - Number of persons interviewed
  - Identity of selection panel to only those being interviewed
  - Name of successful candidate, once offer of employment has been

- accepted
- Confirmation as to whether position is permanent versus temporary, once a decision has been made on a course to follow

### **Controller's Division**

#### **Capital Markets Administration Division**

- List of Intestate Estates

#### **Corporate Information Systems (SAP)\***

- CIS Contracts and Vendor Correspondence
- CIS Projects
- CIS Stakeholders (Clients)
- CIS Committees / Meeting Minutes
- CIS General including:
  - CIS Forecasts/Budget
  - CIS Business Plans
  - CIS Purchase Orders/Invoices
  - CIS Time sheets/Overtime
  - CIS Travel Claims

\* SAP—accounting software known as *mySAP.com*

#### **Corporate Internal Audit**

- Final Audits completed by Corporate Internal Audit on Department of Finance programs or policies

#### **Government Accounting Division (incl. Operational Accounting)**

- Annual write-offs submission backup—overall summary (totals by department) once approved by Cabinet

### **Assistant Deputy Minister**

#### **Fiscal & Economic Policy**

##### **Tax Policy Division**

- Aggregated tax data (high level aggregation only, cannot disclose or identify specific taxpayers)
- Taxation agreements (fed/prov agreements)
- Other information requests (consists of one time requests for various information)
- Legislation/Agreements - Income Tax Act (Section 96)

##### **Revenue & Fiscal Transfers**

- Cost Shared Inventory (a year or two old when completed)

**Economic Policy and Analysis Division**

- Economic policy analytical papers
- Consulting economic studies (consulting terms of reference; consulting contracts; consulting study reports)

**Statistics Division**

- Legislation -  
*Statistics Act of Canada*. 1970-71-72, c. 15, Sections 10(1),(2), 11(2), 17(1),(2)  
<http://www.statcan.ca/english/about/statact.htm>  
*Statistics Act*. R.S.N.S., 1989, c. 441, Sections 4(1), 9(3), 10(1).  
<http://www.gov.ns.ca/legi/legc/statutes/statists.htm>

**Pensions and Investments****Investments Division**

- Financial Statements of Pension Funds
- Asset Mix - Amount we have in cash relative to stocks and bonds.
- List of External Managers and their mandates
- Staff members and their roles
- Members of Investment Advisory Committee
- 20 Largest Investment Holdings

**Pension Services Division**

- Presentations to employee workshops - presentations to school boards, etc.
- Operations manual- work procedures for client services section, ie forms, policy procedures, etc.

**Appendix 1  
Routine Access Policy  
Department of Finance**

**Examples of Web Site Access - <http://www.gov.ns.ca/finance/>**

Annual Public Accounts books, Volume I, II and Supplement

Business Plan

Approved budget documents

Approved additional appropriations

Tax information bulletins

Comparative tax rates

Nova Scotia tax rates

Tax credit applications

Tax system explanations

Analytical reports

Statistical Summaries (in particular, key economic indicators)

Statistical Publications (in particular, key economic indicators)

SEC Submission (18K)

Financial Statements—Teachers' Pension Plan, Public Service Superannuation Plan, Sydney Steel Corporation Superannuation Plan, MLA Pension Plan

Actuarial Reports—Teachers' Pension Plan, Sydney Steel Corporation Superannuation Plan, Public Service Superannuation Plan, MLA Pension Plan

Annual Reports - Teachers' Pension Plan, Public Service Superannuation Plan

Plan Text (legislation, regulations, reciprocal transfer agreements)

All forms used by plan members, e.g., application form, including COLA fact sheet (this explains how indexing is calculated)

Investment report—list of money managers, asset class breakdown and benchmarks, historic rates of return