

## 3.8 Glossary of Terms

### **ADJUDICATIVE BOARD**

An adjudicative board is an agency, board, or commission that has quasi-judicial functions. These functions include taking evidence, making findings of fact and law, and making decisions that can affect a person's liberty, security, or legal rights. There are over 30 adjudicative boards ranging from the Regional Assessment Appeal Board to the Psychiatric Facilities Review Board.

### **AGENCIES, BOARDS, AND COMMISSIONS**

Organizations designated as an agency, board, or commission (ABC) by their enabling legislation or by Order in Council.

### **BRIEFING NOTE**

A quick overview of a proposal, Report and Recommendation or Memorandum to Executive Council, prepared by departmental staff.

### **CABINET**

The common name used in place of Executive Council.

### **CABINET MINISTERS**

Members from the governing party, as selected by the Premier, make up Cabinet. Each minister is responsible for a portfolio or department, agency, board, or commission, and participates in making government policy decisions. Ministers are responsible in law and accountable to the legislature for certain actions taken in departments.

### **CAUCUS**

The group of elected MLA's belonging to a political party. A closed meeting of the members of a political party within a legislative body to decide upon questions of policy and the selection of candidates for office.

### **CCRA**

Canada Customs Revenue Agency

### **CHST**

Canada Health and Social Transfer

**CLERK OF EXECUTIVE COUNCIL**

Person appointed to ensure that submissions to Executive Council meet legal requirements, prepares, and processes Orders in Council and works with departments on Executive Council matters.

**COMMUNICATIONS PLAN**

A document intended to provide ministers with information on the communications impact of a request being considered.

**CORPORATE SERVICE UNIT**

In March 1996, the government integrated corporate service functions, such as human resources, finance and administration and MIS. Previously, most departments had their own units. With the reorganization, eight corporate service units currently serve departments and agencies. (*Press Release - March 7, 1995*)

**CROWN CORPORATION**

A body corporate with legal power and capacity to carry on an industrial, financial or other commercial enterprise. These organizations are designated as Crown Corporations by their enabling legislation, by Order in Council, or by application of the criteria established under Section 70 of the *Provincial Finance Act*.

**DEPUTY HEAD**

“Deputy head” means the deputy of the member of the Executive Council presiding over a department and all others whom the Governor in Council from time to time designates as having the status of deputy head.

**DEPUTY MINISTERS**

Deputy Ministers are appointed by Order in Council as the chief administrative officers of departments who work under the direction of the Minister and who perform duties assigned by the Governor in Council. The deputy minister is responsible for managing the day-to-day operations of the department as well as administering a department composed of non-partisan professional civil servants who carry out the policies and programs of government.

**DEPUTY MINISTER TO THE PREMIER**

The Deputy Minister to the Premier assists the government in defining its objectives and priorities, oversees the development of policies consistent with these priorities, and acts as a liaison on these matters with government departments. This Deputy Minister is the Head of the Public Service and serves as a formal link between Cabinet and the public service. (See also *Head of the Public Service*.)

**EXECUTIVE BRANCH**

Generally referred to as government.

**EXECUTIVE COUNCIL**

The decision-making authority of the Executive Branch of the Government of Nova Scotia.

**EXECUTIVE COUNCIL OFFICE**

The Executive Council Office is the Cabinet secretariat reporting directly to the Premier and Cabinet. (also see definitions for *Clerk of the Executive Council* and *Secretary to the Executive Council*)

**FORM “A”**

Form “A” is authorized by the Terms of Reference for the Human Resources Committee of the House of Assembly. This form clarifies the background and qualifications of each individual proposed to be appointed to an agency, board, or commission.

**GOVERNOR IN COUNCIL**

The Executive Council acting with the advice and consent of the Lieutenant Governor.

**HEAD OF THE PUBLIC SERVICE**

The Deputy Minister to the Premier is also the Head of the Public Service. This person provides leadership of the public service and oversees and evaluates the work of all deputies.

**HOUSE OF ASSEMBLY**

Those elected members who sit in the legislative chamber in Province House. The members of the House of Assembly (MLAs) are elected at a provincial general election.

**LEGISLATION COMMITTEE**

A standing committee of the Executive Council tasked with preparing and implementing the government’s legislative agenda. It is chaired by the Minister of Treasury and Policy Board. The Legislation Committee reviews formal departmental requests for legislation and the committee provides analysis and recommendations on whether and when they might go forward to the legislature. Proposed legislation may be referred to Treasury and Policy Board for consideration and approval.

**LIEUTENANT GOVERNOR**

The Lieutenant Governor is the Queen's representative in Nova Scotia. The Lieutenant Governor gives Royal Assent to all bills passed by the Legislature before they become law, and also signs other official documents, such as proclamations, land patents, appointments of persons to government posts, including deputy ministers, provincial judges, members of agencies, boards, and commissions, and crown attorneys. At the opening of a Session of the Legislature, the Lieutenant Governor reads the Speech from the Throne. Discretionary powers of the office also include the finding and appointment of a First Minister (the Premier), and the swearing in of the members of the Cabinet—the Ministers of the Crown.

**MEMORANDUM TO EXECUTIVE COUNCIL**

A Cabinet document which sets out proposals requiring policy decisions, but not requiring an Order in Council of the Governor in Council. This item does not generate a public document. Upon approval of a Memorandum to Executive Council/ Memorandum to Treasury and Policy Board, a Minute Letter is prepared and sent to the Minister who presented the document to Cabinet for its consideration.

**MINISTERS**

Members of the Executive Council appointed to preside over a department pursuant to the *Public Service Act*.

**MINISTERIAL APPOINTMENT FORM**

A Cabinet document used to appoint a person to a Ministerial board by the Minister responsible. A Ministerial board is one in which a Minister has sole authority for appointing persons to that board. There is not a formal, public document generated as a result of a Ministerial Appointment. The Ministerial Appointment Form is simply assigned a number (ex.: M33-2003) and the appointment is complete. Although not requiring Cabinet approval, the Ministerial Appointment does appear on the Cabinet Agenda as an information item only. There are approximately, at present, 78 Ministerial boards.

**ORDER IN COUNCIL**

An Order of the Lieutenant Governor acting by and with the advice of the Executive Council. An Order in Council is issued as a result of the approval of a Report and Recommendation.

**PREROGATIVE POWER**

An exclusive right or privilege held by a person or group, especially a heritage or official right.

**PRO FORMA**

As a matter of, or according to, form.

**PROCLAMATION**

An official public announcement.

**PUBLIC SERVICE ENTITIES (PSE)**

Those government entities set forth in the Public Service Vote section of the Provincial Estimates.

**REGISTRAR OF REGULATIONS**

The Registrar is under the control and direction of the Minister of Justice; and responsible for the recording, numbering and indexing of all regulations filed with him/her and for the publication thereof in accordance with the *Regulations Act.* ( R.S., c. 393, s. 14.)

**REPORT AND RECOMMENDATION TO EXECUTIVE COUNCIL (R&R)**

A Cabinet document in which matters are presented to the Executive Council for their consideration. Upon approval, an Order in Council is issued authorizing the action requested in the Report and Recommendation.

**SECRETARY TO EXECUTIVE COUNCIL**

Person appointed to be responsible for establishing the agenda and the business of Cabinet.

**SPEECH FROM THE THRONE**

Delivered by Lieutenant Governor in a ceremonial opening of the House, the Speech from the Throne is written by the government and states the government's program in very general terms. (See *The Nova Scotia Legislature - an Overview of its Procedures and Practices*)

**STATUTE**

A law enacted by a legislative body and formally recorded in writing.

**TREASURY AND POLICY BOARD**

A committee of the Executive Council charged with establishing plans and policies for the operation of the government of the Province and ensuring that they are implemented in a co-ordinated and fiscally responsible manner.

**TREASURY AND POLICY BOARD OFFICE**

Headed by a deputy minister, the office provides policy and financial analysis to support Executive Council and its Cabinet committees to fulfill the statutory responsibilities of a central government agency.

**WALK-INS**

R&Rs and Memoranda that go directly to Executive Council for approval without going through the assessment process at Executive Council and Treasury and Policy Board offices.