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# Common Services

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*Manual 300*

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# Chapter I: Introduction



# I Introduction

The corporate administrative policies and procedures of the Government of Nova Scotia, as approved by Treasury and Policy Board, are contained in four Management Manuals.

## **100 MANAGEMENT GUIDE**

Documents the organizational structure of government and the delegation of responsibility to departments. This manual also outlines the Executive Council decision-making process and the planning, budgeting, and accountability framework.

## **200 BUDGETING AND FINANCIAL MANAGEMENT**

Documents the budgeting and budgetary control processes as well as accounting policies and procedures applicable across government.

## **300 COMMON SERVICES**

Documents common operational services provided within government for the benefit of other government entities.

## **500 HUMAN RESOURCES MANAGEMENT**

Documents the human resources policies and procedures that apply to all employees, except where superseded by collective agreements.

These manuals are posted in PDF format on Treasury and Policy Board office's Internet site (<http://www.gov.ns.ca/tpb/manuals>). Hyper-links to the Management Manuals are also located on the government Internet and Intranet home pages. All departments, offices, Crown corporations and other government entities are encouraged to access the manuals electronically, as it provides improved functionality over the hard copy and is a cost-savings to government.

The web site has been designed to assist users in the easy retrieval of relevant information. Web site features include the Record of Revisions identifying recent changes to the manuals and the option of joining a listserv for automated notification of revisions. An online order form is available for those requiring a hard copy (a cost-recovery service).

The Management Manuals are living documents, with the ongoing updating, adding and deleting of policies and procedures. Treasury and Policy Board office is responsible for maintaining the currency of the information on the web site. Employees are to check

the web site regularly to ensure they are using the current version of a policy/ procedure. The master version of each manual is retained at the Treasury and Policy Board office.

## **References**

Management Manuals Policy, Management Guide  
Q&As, Management Manuals web site

## **Enquiries**

Executive Council Operations, Treasury and Policy Board  
(902) 424-6614 or (902) 424-5463



# Chapter 2: Legal Services



## 2.1 Approval and Acquisition of Private Legal Services

### Policy Statement

The Attorney General is responsible for legal services to the Government of Nova Scotia

### Definitions

#### LEGAL SERVICES FOR THE PROVINCE

This does not include legal services to third parties such as are provided under the Nova Scotia Legal Aid and the Worker's Counsellor Program.

#### CORE GOVERNMENT WORK

This entails a continuing relationship of close confidence between ministers and their legal advisers who need to understand the implications of policy options and the public interest factors. Core governmental work includes work that

- has especially sensitive implications
- relates to major policy or constitutional issues
- could affect relations with another government
- affects the long-term interests for more than one department, e.g., claims of public interest immunity, solicitor client privilege
- necessitates Cabinet coordination

### Policy Objective

The objective of this policy is to ensure that government's legal needs are met cost-effectively within a cohesive legal policy framework.

### Application

This policy applies to all government departments and agencies who retain private-sector legal services.

### Policy Directives - Approval Process

#### REQUIREMENT

Acquisition for legal services for the province from the private bar requires the approval of the Minister of Justice.

## **CRITERIA**

The Minister of Justice's approval will be given when

- a Department of Justice lawyer is not available to do the work
- the work requires expertise not available within the Department of Justice
- the use of a Department of Justice lawyer may cause a conflict of interest
- the Minister of Justice is satisfied that the private sector can perform the work more effectively than the Department of Justice (typically, where the work requires a presence outside HRM)

However, even where one or more of these factors is present, approval may be refused where

- there is a risk that the agency or department will become tied to one law firm and competition for legal work lessened as a result
- the matter involves core government work
- a private lawyer's work for a department or agency may allow them to later advise private clients in a manner prejudicial to the department or agency

## **Accountability**

All ministers, deputy ministers, heads of agencies, and Legal Services Division lawyers

## **Monitoring**

Department of Justice, Legal Services Division

## **References**

*Public Service Act, R.S.N.S. 1989, c.376, s.29.*

## **Enquiries**

Legal Services Division, Department of Justice (902) 424-3680

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# Chapter 3: Government Services



## 3.1 Procurement Policy

### Policy Statement

Procurement of goods, services, construction, and facilities by the government of Nova Scotia, and by public-sector entities that are provincially funded, shall be governed by the Province of Nova Scotia Policy on Government Procurement, as revised September 1, 2005.

### Rationale

The intent of this policy is to establish and maintain a high level of confidence in the procurement process by ensuring that all public sector procurement is carried out in an open, fair, consistent, and competitive manner.

The Minister of the Office of Economic Development has management and supervision of the Procurement Branch, which administers the Province of Nova Scotia Policy on Government Procurement.

### Policy Objectives

- ensure that the government's requirements for goods, services, construction, and facilities are met through an open and fair process that provides the highest degree of competition and value to the province
- ensure that all bidders have reasonable notice and opportunity to tender
- foster economic development by giving every capable Nova Scotia supplier the opportunity to do business with the government
- encourage Nova Scotia businesses to be competitive and to sustain quality product development
- adhere to the Agreement on Internal Trade and the Atlantic Procurement Agreement, which create opportunities for Nova Scotians
- treat out-of-province bidders in the same way as their jurisdiction would treat bidders from Nova Scotia

### Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

Public-sector entities that are provincially funded, such as academic institutions, schools boards, health authorities, and Crown corporations who have not yet developed and adopted their individual Procurement Policy will abide by the Province of Nova Scotia Policy on Government Procurement dated September 1, 2005.

This policy applies to all goods, services, construction, and facilities procured by purchase, contract, lease, or long-term rental.

### **Accountability**

The Minister of the Office of Economic Development is responsible for promoting and implementing this policy.

The deputy minister of a government department or head of an agency, board, commission, or other public-sector entity is responsible for ensuring conformity with this policy.

Any employee of a department, agency, board, commission, or other public-sector entity who has responsibility for the procurement of goods, services, construction, or facilities must adhere to this policy.

When a procurement is to be undertaken that is an alternative (untendered) procurement, an unsolicited proposal, or is to be for a price other than the lowest tender, the deputy head in the client department must approve the procurement, where appropriate, in consultation with the Procurement Branch. A report of these transactions will be prepared on a regular basis and forwarded to the Deputy Head with an annual report to the Minister of Economic Development.

### **Monitoring**

All procurement activities will be subject to audit by the Auditor General and Corporate Internal Audit division of the Department of Finance. All procurement activities will also be subject to compliance testing by the Procurement Branch for the purpose of outreach and education.

### **Directives**

- Requirements up to maximum threshold values will be acquired by departments at competitive prices, in accordance with procedures established by the Procurement Branch. The thresholds are as follows:



Goods: \$5,000

Services: \$10,000

Construction: \$10,000

Facilities: up to 2,500 square feet

- Requirements exceeding the delegated thresholds will be publicly advertised to all interested bidders through the Nova Scotia Procurement website.
- Website notification may be augmented by specific invitations to vendors selected by the department. Further augmentation by newspaper advertising is optional for goods requirements over \$25,000, services over \$50,000, construction over \$100,000, and facilities over 2,500 square feet.
- Alternative procurement processes may be used subject to the prior approval of the appropriate deputy head or persons with delegated signing authority. (Appropriate circumstances are described in Sections 8.1 through 8.20 of the Province of Nova Scotia Policy on Government Procurement, and in greater detail in Government Procurement Processes; see **References**.) Such processes are not to be used for the purpose of avoiding competition or to discriminate against specific suppliers.
- Departments must ensure that all procurement transactions are properly authorized, recorded in the Provincial Corporate Financial Management System, and supported by appropriate documentation. Repeated failure to comply with the Procurement Policy may result in the withdrawal of purchasing authority from an individual, branch, or department.
- The Procurement Branch of the Office of Economic Development shall prepare and provide to the Minister an annual report on procurement activity.

## Guidelines

Joint purchasing of goods and services by all levels of the public sector is encouraged where the arrangement results in overall cost savings or other substantial advantages. Crown corporations and the publicly-funded MASH sector (Municipalities, Academic Institutions, School Boards and Health Authorities) may participate in such arrangements where this will benefit both their organization and the province.

## References

The following reference materials may be obtained from the Procurement Branch or from the Policies and Guides section of the Public Tenders website at <<http://www.gov.ns.ca/tenders>>.

*Province of Nova Scotia Policy on Government Procurement*

*Government Procurement Process, Office of Economic Development, Procurement Branch*

*Summary and Overview Procurement Policy Revisions, September 1, 2005, Office of Economic Development, Procurement Branch*

*Government Procurement Process - ASH Sector, Office of Economic Development, Procurement Branch*

*Construction Contract Guidelines, Department of Transportation and Public Works*

*Facilities Procurement Guide, Department of Transportation and Public Works*

*Alternative Practices Report Form, Office of Economic Development, Procurement Branch*

*Guide to the Submission and Evaluation of Unsolicited Proposals, Office of Economic Development, Procurement Branch*

*Vendor Complaint Process, Office of Economic Development, Procurement Branch*

## **Enquiries**

Director, Purchases  
Procurement Branch  
Office of Economic Development  
Suite 200, 6176 Young Street, Halifax, NS  
Telephone: (902) 424-4557  
Fax: (902) 424-0780

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*Most recent review: September 20, 2005*

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## 3.2 Facilities Procurement Guide

### Introduction

Through its Policy on Government Procurement, and the processes by which it is carried out, the Nova Scotia government is committed to

- ensuring that the government's requirements for goods, services, construction, and facilities are met through an open and fair process that provides the highest degree of competition and value to the province
- ensuring that all bidders have reasonable notice and opportunity to tender
- fostering economic development by giving every capable Nova Scotia supplier the opportunity to do business with the government
- encouraging Nova Scotia businesses to be competitive and to sustain quality product development
- adhering to the Agreement on Internal Trade and the Atlantic Procurement Agreement, which create economic opportunities for Nova Scotians
- treating out-of-province bidders in the same way as their jurisdictions would treat bidders from Nova Scotia
- being accountable to the public for procurement decisions

#### **ACCOMMODATION RENTAL POLICY**

- All costs for government accommodation will be a direct cost to the various departments, agencies, boards, and commissions, as applicable, for the various program responsibilities.
- All government accommodation requirements must be acquired, managed, and administered through the Department of Transportation and Public Works (Real Property Services).
- Departments, agencies, boards, and commissions must provide the Department of Transportation and Public Works (Real Property Services) with information regarding anticipated changes to accommodation needs on or before September 1, of any given budget year.
- The Department of Transportation and Public Works (Real Property Services) will provide departments, agencies, boards, and commissions with anticipated budgetary requirements for next budget year on or before September 30 of the current budget year.

## **OFFICE SPACE AND FURNITURE STANDARDS**

All requirements for facilities for use by the departments, agencies, boards, and commissions of the Government of Nova Scotia must be procured in accordance with Office Space and Furniture Standards Guide issued by the Department of Transportation and Public Works.

## **Definitions**

### **BUILDING LEASES**

Building (also referred to as facilities) leases include all building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent.

### **GROSS LEASE**

A gross lease includes all costs (except business occupancy taxes) for all tenant services, at a fixed rate per year for the lease term, with no adjustments throughout the term.

### **NET LEASE**

A net lease identifies the base rent cost, property taxes (except business occupancy taxes), and operating costs separately and allows adjustments for increases or decreases in property taxes and operating costs.

## **Facilities Acquisition Process**

1. All requirements for leased accommodations for use by the departments, agencies, boards, and commissions of the Government of Nova Scotia are to be procured in accordance with the practices and standards outlined in this guide. Facilities proposed to be procured by means other than “lease” are to be reviewed with the Department of Transportation and Public Works in advance.
2. All requirements for leased accommodations for use by departments, boards, agencies, and commissions of the Nova Scotia government and administered by the Department of Transportation and Public Works are to be advertised on the Public Tenders Office electronic website. Requirements for leased accommodations of 2,500 usable square feet and over are also advertised in a regular newspaper notice by the Public Tenders Office. The initial lease term shall be between five and seven years with an option for a further five years or for a longer period with the approval of the Minister of Transportation and Public Works, if in the opinion of the Department of Transportation and Public Works, the longer term is to the benefit of the province.

3. To exercise any option term, the renewal terms offered must be consistent with the conditions prevailing in the marketplace at that time, as determined by the Department of Transportation and Public Works.
4. The geographic boundaries for a tender call shall be established to meet the operational requirements of the user department, but shall not be so limited so as to preclude or unnecessarily reduce the likelihood of receiving competitive bids. The geographic boundaries must be approved by the Department of Transportation and Public Works.
5. Tender bids shall be stated on a usable square foot basis.
6. For net leases, adjustments to property taxes and operating costs shall be allowed at the end of each year of the lease based on actual expenses incurred.
7. The preferred form of tender call shall be on a turnkey basis; however, the Department of Transportation and Public Works may, at its discretion, use other forms if, in its opinion, such other form is appropriate under the market conditions prevailing at that time and is in the best interest of the province.
8. Any leasehold incentives, and/or free rental, offered by a bidder must be quoted separately in the tender response.
9. The evaluation of tender bids shall be on the basis of net present value and shall take into consideration the total rent, any incentives offered, leasehold improvement costs, and all other tangible costs associated with acquiring the premises.
10. The following leasing arrangements may be obtained by other than the public tender process provided that the Deputy Minister of the Department of Transportation and Public Works has approved the process and the lease price obtained is, whenever quotes are not obtained, deemed to be fair and reasonable. All transactions in this category are reported to the Minister of Transportation and Public Works on an annual basis in accordance with the Government Procurement Policy
  - urgent or emergency space requirements
  - space requirements outside of the province
  - space requirements on a month-to-month basis, up to a period of one year
  - space requirements for courts and court-associated facilities, judicial tribunals, Royal commissions
  - premises leased from federal or municipal governments
  - premises leased from non-profit organizations or Crown corporations

- additions to existing leases
- extensions of existing leases not exceeding one year

11. The following lease requirements may be exempted from these procedures with the prior approval of the Minister of Transportation and Public Works, on a lease-by-lease basis:

- extensions of existing leases for more than one year
- premises which, for operational reasons, must be adjacent to services provided by other levels of government or non-profit organizations
- lease commitments pursuant to a federal/provincial or provincial/municipal agreement
- lease arrangements in support of local/municipal development or redevelopment projects

### **Leasehold Improvements or Maintenance**

Public tendering is not required for leasehold improvements or maintenance work performed on or about a leased building, or portions thereof, that may be performed only by the landlord. These requirements are, however, approved and recorded as an alternative procurement practice in accordance with Government Procurement Policy (see Reporting).

### **Reporting**

The Department of Transportation and Public Works will maintain audit files for all facilities lease transactions and will provide the Procurement Branch with contract award information within 10 days of any award decision. The government Procurement Policy also provides for annual reports to the Minister of Transportation and Public Works of alternative procurement practices, sole source awards, unsolicited proposals, or awards to other than the lowest competent tender.

### **Audit**

Tenders and contracts for the leasing of facilities will comply with all procurement policies and directives. Tenders and contracts for the leasing of facilities are subject to audit by a department's internal auditors or by the Auditor General. Audits may take the form of a compliance audit or a quality value audit. All audit reports produced will be provided to the department concerned and to the Minister of Transportation and Public Works.

## References

Procurement Policy  
Accommodation Rental Policy

## Enquiries:

Executive Director, Government Services  
Nova Scotia Department of Transportation and Public Works  
Phone: (902) 424-5731  
Fax: (902) 424-0583

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*Approved by: N/A*

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## 3.3 Accommodations Rental Policy

### Rationale

The Department of Transportation and Public Works (Real Property Services) has been responsible for obtaining budgetary requirements (i.e., funding) for the accommodation needs of various departments, agencies, boards, and commissions of government, as well as, the acquisition, management, and administration of accommodation needs.

Without knowledge and appreciation of costs associated with accommodation requirements, departments, agencies, boards, and commissions have, at best, a restricted view of the true cost of programs delivered by government. There is also the potential to be less accountable for decisions made regarding the programs delivered.

To help identify the true costs of program delivery and to ensure appropriate accountability for those costs, an accommodation rental policy has been formulated and approved by the Executive Council. The policy will enable the direct costs of accommodation to flow to those responsible for decisions relating to accommodation needs, while encouraging greater accountability for planning and decision making.

### Policy Statement

In order to achieve improved accountability throughout government and to assist in determining actual program costs, Transportation and Public Works (Real Property Services) is transferring budgetary requirements for leased accommodation to the various departments, agencies, boards, and commissions of government.

While leased accommodation costs will be a direct charge to departments, agencies, boards, and commissions, the responsibility for accommodation acquisitions; overseeing the management, administration, and accounting functions associated with accommodations; and the establishment and monitoring of accommodation policy must remain with Transportation and Public Works (Real Property Services).

## Policy Objectives

The Accommodation Rental Policy will

- provide accommodation under a system of direct accountability
- assist with the determination of true program costs
- ensure adherence to standards and procedures and a continued commitment to cost effectiveness

## Application

The policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia, effective April 1, 2001.

## Accountability

The deputy minister of a government department or head of an agency, board, commission, or other public sector entity is responsible for ensuring conformity with this policy.

## Monitoring

The implementation, performance, and effectiveness of the policy will be monitored through the Space Utilization Committee.

## Directives

- All costs for government leased accommodation will be a direct cost to the various departments, agencies, boards, and commissions, as applicable, for the various program responsibilities.
- All government leased accommodation requirements must be acquired, managed, and administered through Transportation and Public Works (Real Property Services).
- Departments, agencies, boards, and commissions must provide Transportation and Public Works (Real Property Services) with information regarding anticipated changes to accommodation needs on or before September 1 of any given budget year.
- Transportation and Public Works (Real Property Services) will provide departments, agencies, boards, and commissions with anticipated budgetary requirements for next budget year on or before September 30 of the current budget year.
- All Government related space requests must continue to be submitted to and approved by, the Space Utilization Committee as specified in Transportation and Public Works' (Real Property Services) *Office Space and Furniture Standards* and the *Facilities Procurement Guide*.

## References

Office Space and Furniture Standards

Facilities Procurement Guide

## Enquiries

Executive Director, Government Services  
Department of Transportation and Public Works  
PO Box 186  
Halifax, NS B3J 2N2  
Phone: (902) 424-5731  
Fax: (902) 424-0583

or

Director, Real Property Services  
Department of Transportation and Public Works  
PO Box 186  
Halifax, NS B3J 2N2  
Phone: (902) 424-6038  
Fax: (902) 424-0583

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## 3.4 Accommodation and Furniture Standards Policy

### Policy Statement

All departments, agencies, boards, and commissions of the Government of Nova Scotia shall procure their office space and furniture requirements in accordance with Accommodation and Furniture Standards, issued by Real Property Services, Department of Transportation and Public Works.

### Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Public Works supervision, direction, and control of all matters relating to the provision of government procurement, supply, and disposal processes.

Accommodation costs constitute a direct charge to the budgets of the province's various departments, agencies, boards, and commissions. However, the Department of Transportation and Public Works retains responsibility for accommodation acquisitions, oversight of related management, administration, and accounting functions, and the establishment and monitoring of accommodation policy.

### Policy Objectives

The purpose of the policy is

- to set out clearly maximum allowances for general office and special purpose accommodations of employees for the Province of Nova Scotia
- to establish a standard process for the procurement of office accommodations
- to establish standards for general office and special purpose space allocations and utilization to ensure effective and efficient use of leased and owned space
- to control costs associated with space and furniture requirements.

The standards are meant to meet needs for flexibility in space planning dictated by ongoing organizational and technological changes and to encourage a more functional approach to space planning.

## **Application**

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

## **Accountability**

All branches of government are responsible for identifying their office/special purpose space and modular furniture requirements and for submitting these requirements to the Department of Transportation and Public Works.

The deputy ministers (or equivalent heads) of all departments, agencies, boards, and commissions are responsible for ensuring the organizations under their direction adhere to and follow the Accommodation and Furniture Standards policy.

The Department of Transportation and Public Works has responsibility for monitoring and reporting relative to accommodation and furniture standards, including any exceptions to these.

## **Monitoring**

A Space Utilization Committee is responsible for implementing the policy as described and for monitoring its performance and effectiveness. Space Utilization Committee is a management committee of the Department of Transportation and Public Works (Real Property Services) but may be expanded to include representatives from the various departments, agencies, boards, and commissions of government from time to time as deemed necessary.

## **Directives**

The Department of Transportation and Public Works shall

- coordinate procurement of space, modular furniture, and other requirements
- arrange for approved space layouts in conjunction with client branches
- arrange for and supervise renovations to new or existing space acquired to comply with approved space plans
- contract for moving services

Client branches of government shall

- abide by standard space allowances
- follow required processes and procedures as outlined in the Accommodation and Furniture Standards

- co-operate with the Department of Transportation and Public Works in amalgamating office operations for various branches of government in order to improve overall space efficiency and to enhance client service through common points of service
- manage accommodation costs within their respective department, agency, board, or commission

Acquisitions and disposals of furniture shall be subject to the Procurement Policy, Inventory Control Policy, and Acquisitions and Disposals Policy.

### **Guidelines**

See Accommodation and Furniture Standards, Department of Transportation and Public Works.

### **References**

Accommodation and Furniture Standards, Department of Transportation and Public Works

Facilities Procurement Guide, Department of Transportation and Public Works

Province of Nova Scotia Policy on Government Procurement

Inventory Control Policy

Accommodation Rental Policy

### **Enquiries**

Director, Real Property Services

Nova Scotia Department of Transportation and Public Works

PO Box 186

Halifax, NS

Telephone: (902) 424-6038

Fax: (902) 424-0583

or

Manager, Accommodation Services  
Nova Scotia Department of Transportation and Public Works  
PO Box 186  
Halifax, NS  
Telephone: (902) 424-2807  
Fax: (902) 424-0583

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## 3.5 Inventory Control

### Policy Statement

Monitoring of the use, distribution, and disposal of capital assets shall be exercised by the Department of Transportation and Public Works in accordance with ongoing government requirements. Inventories of capital assets include furniture, office machinery, technical equipment, maintenance equipment, and mobile equipment. Disposals shall be governed by the *Surplus Crown Property Disposal Act* and related policies and procedures.

### Rationale

The Minister of Transportation and Public Works is assigned the administration of the act respecting the disposal of surplus Crown property and the associated regulations.

### Policy Objectives

The objectives of inventory control policy are to ensure

- adequate monitoring and verification of departmental inventories
- efficient acquisition and effective reuse of assets.

### Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

### Accountability

Inventory control policy is the responsibility of the Department of Transportation and Public Works. Administrative responsibility resides with the Manager, Inventory Control.

Departments, agencies, boards, and commissions of the Government of Nova Scotia are required to provide annual Inventory Control Reports to the Manager, Inventory Control.

## **Monitoring**

The Inventory Control unit within the Department of Transportation and Public Works, Real Property Section, is responsible for monitoring government compliance in regards to this policy. Inventories may be subject to an audit by the Auditor General.

## **Directives**

Departments, agencies, boards, and commissions are required to submit annual Inventory Control Reports. These reports are to list all capital assets, including details of additions and deletions during the year.

Prior to acquiring new office furniture or equipment, departments must check with Inventory Control, Department of Transportation and Public Works, to determine whether the required assets are available from government surplus or from another department. Surplus items are normally supplied to a department without charge.

## **Guidelines**

Refer to the Department of Transportation and Public Works Office Space and Furniture Standards.

## **References**

*Surplus Crown Property Disposal Act*

Availability of Surplus Government Assets for Non-Profit Organizations,

Transportation and Public Works

Province of Nova Scotia Policy on Government Procurement

Office Space and Furniture Standards, Transportation and Public Works

## **Enquiries**

Manager, Inventory Control

Real Property Services, Transportation and Public Works

PO Box 186

Halifax, NS

Telephone: (902) 424-2806

Fax: (902) 424-0583

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*Approval date: October 10, 2001*  
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*Most recent review: August 31, 2005*

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## 3.6 Availability of Surplus Government Assets for Non-Profit Organizations

### Background

The Province of Nova Scotia *Surplus Crown Property Disposal Act* and Regulations provide the authority and direction in the disposal of all surplus Crown property. The act is administered by a Surplus Crown Property Committee made up of representatives from the Department of Transportation and Public Works and other departments as required.

From time to time, requests are received from non-profit organizations asking for surplus assets (furniture or equipment) that may become available and that, in the interests of the government and the community group involved, may be provided at nominal or no cost to an eligible non-profit organization.

### Purpose

The purpose of this policy is to provide information to government departments, agencies, boards, and commissions, registered non-profit organizations, and the general public, on the policy and procedures relating to the provision of surplus Crown property that may be available.

There are many reasons for the disposal of items of surplus. They include, but are not limited to the following:

- condition
- value in redistribution in government
- market value
- value to a non-profit group versus saleable value to government
- physical location and cost to move, disconnect, or otherwise dispose of
- any restrictions imposed by the department to reuse the item within government
- other specific directions or recommendations that may be provided by the department at the time the item is declared surplus

## **Procedure**

The non-profit organization may submit a formal request for surplus assets using the form entitled *Availability of Surplus Government Assets for Non-Profit Organizations*. Applications will be received on a first-come, first-served basis and, if the goods are not available, will be retained for a period of three months, then returned to the organization. Non-profit organizations must be registered with the Registry of Joint Stocks or be a recognized not-for-profit organization. Non-registered groups must either register or seek the sponsorship from a registered not-for-profit organization. This information will be verified prior to any equipment transfer taking place. On receipt of the request from the non-profit organization, the Manager, Inventory Control will seek the recommendation of the Surplus Crown Property Committee for approval of the Minister to dispose of the assets requested. The financial limit for any one organization is \$5,000 in a government fiscal year, as set down in the regulations to the *Surplus Crown Property Disposal Act*.

## ***Surplus Crown Property Disposal Act and Regulations***

The disposal of surplus Crown property is subject to the *Surplus Crown Property Disposal Act* and Regulations. Responsibility for the act is assigned by the Executive Council, and the administration of the act is assigned to the Surplus Crown Property Committee. The Minister, with the general or particular authorization of the Governor in Council, may

- sell, lease, rent, exchange, transfer from one department to another, give, or otherwise dispose of surplus Crown property to such persons and on such terms and conditions as he or she considers advisable
- repair, renovate, restore, remodel, or otherwise treat surplus Crown property
- enter into and carry out such agreements and undertakings and execute and deliver such assignments, bills of sale, chattel mortgages, and other instruments and documents as are necessary in connection with the disposal of or dealing with surplus Crown property

Unless the Governor in Council otherwise orders with respect to any surplus Crown property, the Minister of Transportation and Public Works has a general authorization to

- transfer surplus Crown property from one department to another department
- repair, renovate, restore, remodel, or otherwise treat surplus Crown property

- lease or rent surplus Crown property to such persons and on such terms and such conditions as he or she deems advisable
- in accordance with the regulations under the *Surplus Crown Property Disposal Act*, sell surplus Crown property
- destroy, dispose of in any way he or she sees fit, or give to any person any property that, in the opinion of the committee, is not useable by any department or is not saleable
- enter into and carry out such agreements and undertakings, and execute and deliver such assignments, bills of sale, chattel mortgages, and other instruments and documents as are necessary in connection with the disposal of or dealing with surplus Crown property
- trade in or exchange surplus Crown property for other property and, to that end, empower the Director of Purchases to trade in or exchange the said surplus Crown property

The proceeds of any sale, rental, or other disposal of surplus Crown property, other than by transfer from one department to another department, shall be paid or credited to an account for the purpose of reducing the public debt of the province in accordance with the *Provincial Finance Act*.

Surplus Crown property becomes available whenever a department, agency, board, or commission declares the property surplus to its requirements, reports the circumstances to the Department of Transportation and Public Works, and awaits instructions from the latter department on disposal arrangements. After efforts to recycle the surplus within government have been exhausted, consideration may be given to requests from non-profit groups for government surplus assets. Surplus Crown property may generally be divided into two categories: surplus goods (or equipment) and land and buildings (property). Instructions on the disposition of surplus goods or property are provided in the following paragraphs.

## **Surplus Goods**

Surplus goods consist of two categories: furniture and equipment or computer equipment declared surplus by departments, agencies, boards, or commissions. Because of the specialized nature of computer equipment and the existing arrangements with NovaKnowledge, most computer equipment will be recycled back into the public school system via the Computers for Schools Program. Any residual equipment not transferred to NovaKnowledge will be disposed of in the same manner as any other surplus goods.

A record of surplus goods is maintained at the Government Services Division of the Department of Transportation and Public Works. Non-profit organizations that wish to acquire surplus property may do so by contacting

Manager, Inventory Control  
Department of Transportation and Public Works  
Government Services Division  
Telephone: (902) 424-2806  
Fax: (902) 424-0583

### **Disposal of Real Property**

Disposal of surplus buildings is normally done by public tender or some other form of public solicitation of bids. Buildings will not normally be available to non-profit groups, except in unusual circumstances where there is a clear benefit to the local community, and the transfer of property can be carried out in accordance with the *Surplus Crown Property Disposal Act*. (Order in Council/Cabinet Approval).

Upon request, and once determined surplus by the appropriate agency, highway right of way may be disposed of by referring to Section 18 of Chapter 371 of the revised Statutes of Nova Scotia, 1989, the *Public Highways Act*, **or** to Section 80 of Chapter 156 of the Revised Statutes of Nova Scotia, the *Expropriation Act*. (Order-in-Council/ Cabinet Approval).

When planning for the disposal or redevelopment of existing property, departments should factor the costs of demolition and the possible remediation in their business plans. Such analysis should consider the full range of attributable costs, including operating costs of properties when surplus or under renovation.

### **Reporting**

Reports are to be prepared annually to meet the reporting obligations of the *Surplus Crown Property Disposal Act*. Reports for the previous fiscal year are due within 20 sitting days after the convening of the General Assembly after the end of each fiscal year and will include

- requesting organization
- estimated disposal value
- location
- description of equipment or property



The Department of Transportation and Public Works, Government Services Division, will retain copies of all documents relating to each real property donation to any non-profit organization. These records are retained to support any internal or Auditor General audits and will be retained in accordance with Nova Scotia Government records retention procedures.

## References

Form: Availability of Surplus Government Assets for Non-Profit Organizations <<http://www.gov.ns.ca/tran/tour/policy/nonprofi.pdf>>

## Enquiries

Manager, Inventory Control  
(Member, Surplus Crown Property Disposal Committee)  
Department of Transportation and Public Works  
Government Services Division  
PO Box 186  
Halifax, NS B3J 2N2  
Telephone: (902) 424-2806  
Fax: (902) 424-0583

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*Approval date: November 17, 1998*

*Manual release date: January 9, 2003*

*Approved by: Priorities and Planning Committee*

*Most recent review: September 9, 2004*

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## 3.7 Acquisitions and Disposals–Crown Property (Capital Assets)

NOTE: This policy pertains to capital assets only. Please refer to the Real Property Disposal policy for policy regarding real estate. With respect to acquisitions of capital assets, please refer to the Procurement Policy.

### Policy Statement

The Department of Transportation and Public Works shall supervise, direct, and control acquisitions and disposals of Crown-owned capital assets in accordance with relevant acts and policies, including the Province of Nova Scotia Policy on Government Procurement, the *Government Purchases Act*, and the *Surplus Crown Property Disposal Act*.

Capital assets include furniture, office machinery, technical equipment, maintenance equipment, and mobile equipment.

Policy governing disposals of capital assets is detailed below.

### Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Public Works supervision, direction, and control of all matters relating to the provision of government procurement, supply, and disposal processes.

Crown acquisitions of capital assets are governed by the Province of Nova Scotia Policy on Government Procurement. Disposals of capital assets are governed by the *Surplus Crown Property Disposal Act*.

### Policy Objectives

With respect to disposals of Crown capital assets, the policy objective is to permit the orderly and efficient disposal of capital assets considered surplus to government requirements.

### Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

## Accountability

With respect to disposals, accountability resides with the Minister of Transportation and Public Works, with administrative responsibility delegated to a Surplus Crown Property Committee.

## Monitoring

With respect to disposals, within 20 days of the commencement of each session of the General Assembly, the Minister of Transportation and Public Works shall table a report detailing disposals under the *Surplus Crown Property Disposal Act* during the fiscal year preceding commencement of the session.

## Directives

With respect to disposals

- Each department shall provide the Minister of Transportation and Public Works with a report detailing capital assets considered surplus to its needs. The Minister may refer such reports to the Surplus Crown Property Committee for examination and recommendations regarding disposal of property.
- An annual report on disposals transactions shall be prepared under the auspices of the Surplus Crown Property Committee.
- Acquisitions and disposals of capital assets shall be subject to Inventory Control Policy.

## Guidelines

With respect to disposals

- Under the regulations to the *Surplus Crown Property Disposal Act*, surplus computer equipment may be transferred through the Computers for Schools Program.
- Surplus capital assets may be transferred to non-profit organizations under procedures described in the document *Availability of Surplus Government Assets for Non-Profit Organizations*, produced by the Department of Transportation and Public Works.

## References

*Surplus Crown Disposal Act*, an Act Respecting the Disposal of Surplus Crown Property  
Availability of Surplus Government Assets for Non-Profit Organizations, Department  
of Transportation and Public Works, Procurement Branch/Real Property Division  
Province of Nova Scotia Policy on Government Procurement  
*Government Purchases Act*  
Inventory Control Policy

## Enquiries

Director, Purchases  
Procurement Branch  
Nova Scotia Department of Transportation and Public Works  
Suite 200, 6176 Young Street  
Halifax, NS  
Telephone: (902) 424-4557  
Fax: (902) 424-0780  
or  
Manager, Inventory Control  
Nova Scotia Department of Transportation and Public Works,  
PO Box 186  
Halifax, NS  
Telephone: (902) 424-2806  
Fax: (902) 424-0583

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*Approval date: October 10, 2001*

*Manual release date: January 9, 2003*

*Approved by: Deputy Minister, TPW*

*Most recent review: August 20, 2004*

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## 3.8 Real Property Disposal Policy

Disposal of surplus land will be based on market value.

All files will contain a report indicating the market value of the lands.

Departmental policies regarding land disposal will be open for public review.

All “surplus lands” identified by originating departments shall be identified to all other government departments, agencies and the municipal unit by the originating department to determine whether the lands are indeed surplus to the province, with the proviso that government departments have first preference for all surplus lands. A copy of the notice shall be sent to the Crown Land Information Management Centre, which shall be responsible for maintaining the contact list. Service of notice by e-mail is an acceptable form of delivery.

Departments will determine the most appropriate method of sale under the circumstances in each instance.

Acceptable methods are

- public tender
- draw
- listing with a licensed real estate agent
- sold directly by government, based on market value
- court-ordered sale

Properties may be sold at less than market value, if it is shown to be in the best interest of the Province, i.e., the social and/or financial impact dictates the property should be sold for less. The sale must be evaluated by the Director of Finance of the applicable department to determine the operational impact.

### Enquiries

Crown Land Information Management Centre

Department of Natural Resources

Telephone: (902) 424-3171

Land Services Branch  
Department of Natural Resources  
Telephone: (902) 424-4267

Real Property Services  
Department of Transportation and Public Works  
Telephone: (902) 424-5825

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*Approval date: July 13, 1994*

*Manual release date: January 9, 2003*

*Approved by: Priorities and Planning Committee*

*Most recent review: March 7, 2006*

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## 3.9 Parking Policy

### Policy Objective

The objective of this policy is to clearly set out government policy with regard to the operation of government parking lots and parking for employees.

### Policy Directives

#### **GOVERNMENT PARKING LOTS**

For purposes of this policy, government parking lots are the lots at Lower Water Street, Spring Garden Road Courthouse, Upper Water Street Law Courts, and Gorsebrook.

These parking lots will be operated on a commercial basis by an independent agency, to be determined by means of an RFP (Request for Proposal). The operator will act as an agent for the province and will receive an agreed fee for operation of the above-named parking lots. The remainder of the revenue will be paid to the province (Transportation and Public Works) 12 times per year (end of each month), and a monthly fee will apply to all users regardless of their position in government except as noted in this document.

The Department of Transportation and Public Works (TPW) will maintain the right to adjust the monthly fee from time to time as market conditions warrant.

Departments that do not have parking available to them at the building they occupy will be provided two spaces at no charge for their minister and deputy minister in one of the government parking lots.

A waiting list of those desiring parking will be maintained by the operator, and vacancies will be filled from the list as they occur, on a first-come, first-served basis.

Vehicles illegally parked in one of the government lots will be ticketed and may be towed away without warning.

### **EMPLOYEE PARKING**

As a general rule, employees will not be provided with free parking, except as noted following.

Ministers and deputy ministers will be provided with parking. In leased premises, parking will be included, where possible, as part of the lease agreement. If parking is not available at these premises, the required parking will be provided free of charge in one of the government's parking lots or in a commercial parking lot. Such parking will be treated as a taxable benefit.

Senior management may be provided with parking at the discretion of the deputy minister. Such parking will be treated as a taxable benefit.

Employees who are required to use their vehicles in the performance of their duties will be provided with parking. To be considered a requirement, use of their vehicle must be clearly spelled out in their job description and be approved by the employee's deputy minister. Arrangements for such parking will be made by the employee's department in the same manner as for government-owned vehicles. Such parking will be treated as a taxable benefit.

### **GOVERNMENT-OWNED VEHICLES**

If space is available in one of the government lots, departments can apply for parking for their government-owned vehicles on the same first-come, first-served, and fee basis as employee vehicles. The parking fee will be charged by the operator directly to the department concerned.

If no space is available in one of the government lots, departments must make their own arrangements for space in a commercial lot or with the landlord if the department is located in leased premises.

### **PARKING FOR PHYSICALLY DISABLED EMPLOYEES**

Physically disabled employees will be treated the same as other employees and, as such, will not be provided with parking unless they fall into a category for which parking is provided, as referred to previously in this policy, or following in Parking at Government-Owned Buildings.

### **PARKING AT GOVERNMENT-OWNED BUILDINGS**

Where parking is available at a government-owned building, other than those buildings referred to previously in this document, visitors' and clients' needs will be considered as the first priority for the available space. Subject to the amount of space available, efforts will be made to set aside a number of spaces for physically disabled employees as close to the building entrance as possible. Any space remaining may be used by employees and for government-owned vehicles on a first-come, first-served basis.

Government does not have a responsibility to provide such space to employees, other than as indicated previously in this policy, and should the amount of available space have to be reduced for any reason in the future, government is not obliged to provide alternative space to maintain the previous level of parking available for employees.

### **GOVERNMENT LIABILITY**

Government and/or its agent operating the parking lots assumes no responsibility for damage or loss to employees' vehicles or contents while in a government parking lot, at a government building, in a commercial lot, or while being towed.

### **Enquiries**

Executive Director, Government Services  
Nova Scotia Department of Transportation and Public Works  
PO Box 186  
Halifax, NS  
Telephone: (902) 424-5731  
Fax: (902) 424-0583

or

Manager, Accommodation Services  
Nova Scotia Department of Transportation and Public Works  
PO Box 186  
Halifax, NS  
Telephone: (902) 424-2807  
Fax: (902) 424-0583

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*Approval date: September 28, 2000*

*Manual release date: January 9, 2003*

*Approved by: Deputy Minister, TPW*

*Most recent review: May 1, 2002*



## 3.10 Stationery Services

### Policy Statement

The Department of Transportation and Public Works shall maintain a Stationery Stockroom service for the provision of office supplies in common use throughout the provincial government structure.

### Rationale

Maintenance of stationery stocks and services reflects the department's responsibility for procurement and common services provision under the *Public Service Act*.

### Policy Objectives

The objective of centralized provision of stationery services is to make it possible to acquire supplies through volume purchasing at minimum cost and to eliminate the necessity of individual departments allocating space in their own premises for large-quantity storage.

### Application

This policy applies to the Department of Transportation and Public Works, for the benefit of all departments, agencies, boards, and commissions of the Government of Nova Scotia.

### Accountability

Provision of stationery stockroom services is the responsibility of the Government Services Section, Department of Transportation and Public Works. Accountability reflects the requirements of the Province of Nova Scotia Policy on Government Procurement.

### Monitoring

Monitoring of stationery stockroom services is the responsibility of the Inventory Control Section, Department of Transportation and Public Works. The stockroom produces monthly and annual transactions reports for senior management.

## Guidelines

A stationery supplies catalogue is available to departments from the Stationery Stockroom. Where possible, stationery supplies are procured on the basis of supplier standing offers.

## References

Stationery Stockroom Catalogue

Province of Nova Scotia Policy on Government Procurement

## Enquiries

Manager, Inventory Control

Nova Scotia Department of Transportation and Public Works,  
PO Box 186

Halifax, NS

Telephone: (902) 424-2806

Fax: (902) 424-0583

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*Approval date: October 10, 2001*

*Manual release date: January 9, 2003*

*Approved by: Deputy Minister, TPW*

*Most recent review: September 9, 2004*

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## 3.11 Postal Services

### Policy Statement

The Department of Transportation and Public Works shall supervise, direct, and control the provision of government postal services.

### Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Public Works supervision, direction, and control of all matters relating to the provision of government postal services.

### Policy Objectives

The objective of postal services policy is to provide postal services to government in a manner that is as confidential, secure, efficient, effective, and economical as possible.

### Application

This policy applies to all departments, agencies, boards, and commissions and the MASH sector (municipalities, academic institutions, schools, hospitals) of the Government of Nova Scotia.

### Accountability

Provision of postal services is the responsibility of the Government Services Division, Department of Transportation and Public Works.

Weekly transaction reports are prepared by the Coordinator, Postal Services.

### Monitoring

Monitoring of postal services is the responsibility of the Inventory Control Section, Department of Transportation and Public Works.

Postal services activity is subject to audit by the Auditor General.

### Directives

Interdepartmental mail service within the central, metropolitan Halifax region shall be provided by the Department of Transportation and Public Works.

External mail services shall be centralized within the Department of Transportation and Public Works for government branches within the metropolitan Halifax region. Relevant costs shall be charged to the operational budgets of departments.

The Department of Transportation and Public Works shall arrange for the provision of postage meters to government branches located outside the metropolitan Halifax region.

### **Guidelines**

Refer to the Department of Transportation and Public Works Postal Services Customer Manual.

### **References**

Postal Services Customer Manual

Province of Nova Scotia Policy on Government Procurement

### **Enquiries**

Manager, Inventory Control

Nova Scotia Department of Transportation and Public Works,

PO Box 186

Halifax, NS

Telephone: (902) 424-2806

Fax: (902) 424-0583

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*Approval date: October 10, 2001*

*Manual release date: January 9, 2003*

*Approved by: Deputy Minister, TPW*

*Most recent review: August 11, 2004*

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## 3.12 Building Services

### Policy Statement

The Department of Transportation and Public Works shall manage, operate, and maintain all government-owned structures, in coordination with other departments, boards, commissions, and agencies of the Government of Nova Scotia, except where such responsibility has been assumed in practice by other departments.

### Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Public Works supervision, direction, and control of all matters relating to

- the superintendence and management of all buildings and property belonging to or under the control of the government of the province
- the management and control, in so far as the same are by law vested in or appertain to the government of the province, of all construction and capital improvement of all public buildings and other public works constructed and maintained, in whole or in part, at the expense of the government of the province.

Please note: To reflect changes in operating practices that have occurred over time, amendments to the *Public Service Act* are required.

### Policy Objectives

The objective of building services policy is to assure that government-owned or controlled premises are managed and maintained in a manner that is efficient, effective, and economical.

### Application

This policy applies to the Department of Transportation and Public Works and to all departments, agencies, boards, and commissions occupying provincially owned or controlled premises.

## **Accountability**

The Minister and Deputy Minister of Transportation and Public Works have oversight of building services policy with respect to the *Public Service Act*.

Functional and coordinating responsibility resides with the Executive Director, Public Works.

The Building Services section has working-level responsibility for this policy.

## **Monitoring**

The Building Services section shall conduct annual inspections of government-owned buildings managed by Public Works. Building Services encourages other departments to conduct annual inspections.

All procurement activities will be subject to audit by the Procurement Branch.

Activities and expenditures associated with this policy are subject to audit by the Auditor General.

## **Directives**

Subject to priorities and resources, the department shall provide or contract for facilities management, building maintenance, and project management services for provincially owned buildings, except where such responsibility has been assumed in practice by other departments.

Client departments shall consult on a fiscal-year basis with the Building Services section in order to assess capital improvement requirements and to determine budgetary requests for this purpose. Projects will be prioritized according to urgency of the required work. Work required by applicable codes and regulations will be accorded highest priority.

## **Guidelines**

Departments may engage the Building Services section for facilities management, building maintenance, and project management services on a refundable basis.

## References

All relevant codes and professional standards apply to Building Services projects.

Design Requirements Manual (DC350), Department of Transportation and Public Works

Construction Contract Guidelines, Department of Transportation and Public Works

Facilities Procurement Guide, Department of Transportation and Public Works

Province of Nova Scotia Policy on Government Procurement

## Enquiries

Executive Director, Public Works

Nova Scotia Department of Transportation and Public Works

PO Box 186

Halifax, NS

Telephone: (902) 424-5687

Fax: (902) 424-2014

or

Director, Building Services

Nova Scotia Department of Transportation and Public Works

PO Box 186

Halifax, NS

Telephone: (902) 424-2281

Fax: (902) 424-6035

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*Approval date: October 10, 2001*

*Approved by: Deputy Minister, TPW*

*Manual release date: January 9, 2003*

*Most recent review: September 7, 2004*

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## 3.13 Gifts and Awards

A gift bank service to promote Nova Scotian artisans and distributors is provided to government departments, agencies, boards, and commissions by the Protocol Office. This service is to be utilized by government officials for presentation of gifts to dignitaries, for trade missions or conferences, or as an award for a special service.

A gift bank price list and instructions regarding purchase are available on the government intranet ([iweb.gov.ns.ca/prot](http://iweb.gov.ns.ca/prot)) or by contacting the Protocol Office.

### Enquiries

Chief of Protocol  
Protocol Office  
One Government Place  
1700 Granville Street  
Halifax, Nova Scotia B3J 2Y3  
Phone: (902) 424-6740  
Fax: (902) 424-4309

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*Approval date: October 17, 2001*

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*Approved by: Chief of Protocol, Protocol Office*

*Most recent review: September 19, 2005*

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# **Chapter 4: Information and Records Management Services**





## 4.1 Records Management Policy

### Policy Statement

It is the policy of the Government of Nova Scotia that public bodies shall manage the records in their custody or under their control so that they meet their obligations under the *Government Records Act* and the *Public Archives Act*.

### Definitions

For the purposes of this policy, the following definitions, as defined in the *Government Records Act*, are provided.

#### **PUBLIC BODY**

A government department or an agency, board, commission, committee, office, foundation, tribunal, task force, council, association, or other body of persons, whether incorporated or unincorporated, all the members of which, or all the members of the board of management or board of directors of which, are appointed by order of the Governor in Council or, if not so appointed or specified, in the discharge of their duties are public officers or servants of Her Majesty in right of the province, subject to certain exclusions and inclusions in the *Government Records Act*.

#### **RECORDS**

Information or data that is recorded or stored by graphic, photographic, electronic, mechanical, or other means and includes public archives vested in Her Majesty in right of the province.

#### **RECORDS SCHEDULE**

A comprehensive description and classification of all records of a public body, with a plan governing the life cycle of the records from creation or receipt to disposition or permanent preservation.

### Application

This policy applies to all public bodies.

## Objectives

The objectives of this policy are

- to ensure that public bodies maintain the records in their custody or under their control as an asset and resource, managed so as to maintain their usefulness, integrity, and ability to support the delivery of programs and services, and as a reliable source of information about the actions of government
- to ensure the accountability of government to the public by protecting and preserving the records documenting the decisions made by government and recording the rights of governments, corporations, and individuals
- to ensure that records created and kept by public bodies provide an authentic, reliable, complete, and trustworthy record of government activity
- to reduce the time and effort necessary to locate documents needed for business and information purposes in order to increase government efficiency. Additional economy will be achieved through the disposal, non-retention, or non-creation of documents that duplicate existing records or that have no continuing role in relation to a public body's mandated functions.

## Directives

As provided for in the *Public Archives Act*, Nova Scotia Archives and Records Management (NSARM) shall provide advice to all public bodies concerning records management, provide records centre and archives services, and set policies, standards, and guidelines for public bodies to follow in their records management programs. NSARM shall also promote best practices in records management and monitor their adoption throughout the public service.

As provided for in the *Government Records Act*, public bodies shall prepare and apply records schedules. Records schedules and associated tools such as directories, indexes, and file lists are an integral part of a comprehensive departmental records management program compliant with NSARM policies, standards, and guidelines.

As required by the *Government Records Act*, public bodies shall protect records. Authentic and reliable records serve as evidence of transactions or rights and enable the provision of speedy and complete responses to information needs, which may include the support of mandated functions, requests under the *Freedom of Information and Protection of Privacy Act*, and legal discovery.

Public bodies shall create and maintain only records that support their mandated functions and operations.

As required by the *Government Records Act*, no person shall destroy or alienate, except in accordance with an approved records schedule, the records of a public body. Any person who does so may be found guilty of an offence and liable on summary conviction to a fine of not more than two thousand dollars or to imprisonment for six months, or both, under the *Summary Proceedings Act*.

Public bodies shall have policies protecting records from unauthorized destruction or alienation.

As provided for in the *Government Records Act*, public bodies shall classify, retain, and dispose of records in their custody or under their control according to an approved records schedule.

Each public body shall identify records management designates, at both the management and the activity levels, who shall have direct responsibility for the conduct of records management within the public body.

In developing records management programs, public bodies shall include consideration of the requirements of the *Freedom of Information and Protection of Privacy Act* in program design and implementation.

## **Accountability**

The member of the Executive Council assigned responsibility for Nova Scotia Archives and Records Management is responsible for the general supervision of records management for all public bodies.

As provided for in the *Government Records Act*, the Minister is responsible for the approval of all records schedules recommended for such approval by the Government Records Committee (GRC).

As provided for in the *Government Records Act*, the GRC is responsible for reviewing records schedules, and any procedures for the retention, preservation, destruction, or alienation of records, and recommending records schedules for the Minister's approval.

As provided for in the *Public Archives Act*, Nova Scotia Archives and Records Management (NSARM) is responsible for developing standards and guidelines for records schedules.

As provided for in the *Public Archives Act*, NSARM is responsible for the development of policies, standards, and procedures for public bodies to follow in their pursuit of effective records management, including the provision of advice, assistance, and training by NSARM as necessary.

As provided for in the *Public Archives Act*, NSARM will deliver records storage and archival and records management services to public bodies. In accordance with this mandate, NSARM is responsible for the provision of archival review of records schedules, archival appraisal scheduling and disposition planning, and the acquisition and retention of archival records.

Deputy ministers on behalf of ministers, or equivalents, are responsible for compliance with this policy. These responsibilities include application of records schedules and protection and maintenance of records in the custody or under the control of the public body through the development of a records management program compliant with NSARM policies, standards, and guidelines.

Within public bodies, management level designates are responsible for the preparation, maintenance, and implementation of records schedules as defined by the *Government Records Act*.

## Monitoring

NSARM will monitor this policy on behalf of Treasury and Policy Board and, from time to time, report to the Minister responsible for NSARM on the progress and status of records management programs, policies, and schedules throughout government. NSARM may conduct such audits of records management activity and adherence to policies and standards as may be necessary.

## References

The following legislation is related directly to the corporate Records Management Policy:

- *Freedom of Information and Protection of Privacy Act*
- *Government Records Act*
- *Public Archives Act*

NSARM records management policies, standards, and guidelines are available from the NSARM Intranet site, <<http://iweb.nsarm.gov.ns.ca>>.

## **Enquiries**

Director, Records Management  
Nova Scotia Archives and Records Management  
6016 University Avenue  
Halifax, Nova Scotia B3H 1W4  
(902) 424-3012  
Email: nsarm\_rmp@gov.ns.ca

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*Approval date: February 26, 2003*

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*Approved by: Treasury and Policy Board*

*Most recent review: May 20, 2003*

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## 4.2 Electronic Mail Policy

### Policy Statement

E-mail is an accepted, efficient communications tool for supporting departmental business.

As provided in the *Government Records Act*, e-mail messages are included in the definition of “records.” Therefore, under that act, e-mail messages, sent and received, are the property of government and are required under the act to be managed in accordance with the records management requirements of the act, including the Standards for Administrative and Operational Records (STAR/STOR). E-mail messages may also be subject to government records management policies, standards, and guidelines, which may be identified through Nova Scotia Archives and Records Management.

The Government Records Committee, set up under the act, oversees the management of e-mail records in the same way that it oversees other record formats.

In addition, the management of e-mail records is subject to the requirements of this policy.

### Policy Objectives

The objectives of this policy are to

- promote an understanding of how e-mail messages are, as required under law, managed as part of departmental information resources
- provide for the appropriate use of e-mail, separate and apart from the legal requirements noted in this policy
- provide for the controls necessary for records retention, accessibility, and protection of e-mail, separate and apart from the legal requirements noted in this policy
- make users aware of their roles and responsibilities in managing e-mail and provide them with guidelines for purposes of this policy.

## Policy Directives

1. E-mail is a government communications tool, and users are accountable for using it appropriately and responsibly, including the following:
  - Personal use of e-mail is restricted to a user's own time and personal e-mail should not be stored in the government e-mail system.
  - E-mail is not to be used for distributing personal opinions, for personal gain, or for inappropriate messages.
2. Where STAR or STAR/ STOR have been adopted, e-mail messages that are managed under the STAR or STAR/ STOR, may, as provided in the STAR or STAR/STOR, be either transitory or required for ongoing purposes as explained below:
  - E-mail messages of temporary usefulness and not required to meet statutory requirements or to support administrative or operational functions are transitory records and need not be transferred to the department's record-keeping system but instead may be deleted from the e-mail system.
  - E-mail messages required for statutory, legal, fiscal, audit, administrative, or operational purposes are required for ongoing purposes, are official government records and must be transferred out of the e-mail system to the department's record-keeping system. Examples of ongoing purposes cited for purposes of this policy include documenting business transactions, giving evidence of activities and functions of an office, and supplying the information needed to perform duties and make decisions. The e-mail system is not a storage system for records nor is it a records management system.
3. Where only STAR is adopted, users must, concerning the management of operational records, consult with the Records Manager Designates in their departments respecting the management of transitory e-mail records in their departments.
4. Where neither STAR nor STOR have been adopted, users must, concerning the management of administrative and operational records, consult with their Records Manager Designates respecting the management of transitory e-mail records in their departments.
5. E-mail messages distributed through an e-mail system must be managed as follows:
  - E-mail messages must be managed in accordance with STAR/STOR, including the requirements that e-mail messages that are retained must, in the same way that paper records are managed, be classified and scheduled as required by and according to the STAR/STOR Schedules.



- E-mail records that are retained must be stored and made accessible, along with other media formats within the office.
  - Each e-mail user has an obligation to identify, preserve, and protect e-mail records that should be retained, including electronic calendars and other special features of the e-mail system, and e-mail users must be aware that local area network backup systems for e-mail are designed for system-wide recovery, not for individual user recovery.
  - Utilizing, as a best option, an electronic records management system or, in the absence of such a system, producing the electronic records in hard copy to be managed under the manual records management system.
6. E-mail should not be used as a carrier for confidential information, because messages may be seen by people other than those the sender intended.
  7. In order to ensure authenticity of e-mail records, passwords must not be shared, and proxies must be granted with care.
  8. E-mail systems have limitations, and users should not depend upon them for delivery or receipt of urgent messages or as the sole means of communicating an important message. E-mail is to be used in combination with other business tools such as the telephone, voice mail, and face-to-face conversations.
  9. E-mail records that are to be retained must contain sufficient contextual information to be meaningful.
  10. E-mail records should meet acceptable standards of composition. Users should take the same care with composition as they would with a paper record, proofing or spell checking each record before sending it.
  11. E-mail attachments should be limited to a size considered appropriate by the departmental system administrator.

### **Policy Scope**

This policy applies to the e-mail created or received by any government department, agency, board, or commission. In this policy, “department” and “departmental” are to be read to include agencies, boards, and commissions.

## **Policy Guidelines**

It is the policy of government to supply all users with access to the Guidelines on the Use and Management of E-mail and related training tools, prepared pursuant to this policy, to enable users to manage their e-mail through the application of specified procedures and best practices. The guidelines may be modified or enhanced to meet departmental requirements, provided that the department is in compliance with this policy.

## **Responsibilities**

### **ALL USERS**

All users are responsible for day-to-day management of their e-mail messages, according to the requirements referred to and stated in this policy, including departmental policies and guidelines. They will identify which e-mail messages are to be transferred to a record-keeping system and which e-mail messages are considered transitory records and may be destroyed.

### **EXECUTIVE AND MANAGEMENT PERSONNEL**

Executive and management personnel are accountable for ensuring that e-mail records are managed according to the requirements referred to and stated in this policy, including departmental policy and guidelines.

### **SUPERVISORS AND SECTION MANAGERS**

Supervisors and section managers will oversee record-keeping practices in their areas to ensure that access is available to e-mail records created or received by their work groups. They will also ensure that users receive training to enable them to use e-mail effectively.

### **SYSTEM ADMINISTRATORS**

System administrators play an important role in configuring the system; monitoring the system; putting security, disaster recovery, and backup procedures in place; and troubleshooting problems.

### **RECORDS MANAGERS**

Records managers work closely with the system administrator to ensure that the system is able to meet records management access, record integrity, records scheduling, and disposition requirements. Records managers are responsible for managing the record-keeping system that is the repository for e-mail messages identified as records.

Records managers should, where possible, monitor the participation of users in depositing e-mail messages in the record-keeping system, and the quality and completeness of e-mail messages deposited. This may be possible only when an electronic record management system is operational.

## Related Legislation

The following acts relate directly to the management of e-mail messages:

*Public Archives Act*

*Freedom of Information and Protection of Privacy Act*

*Government Records Act*

*Business Electronic Filing Act*

and all acts and regulations that contain specific requirements for the production of, access to, and retention and disposition of records.

## Additional Resources

A Guideline for the Use and Management of Electronic Mail (E-Mail)

## Definitions

### **CONTEXTUAL INFORMATION**

Information that identifies the date of a record; date of receipt of a record; sender or author name, position, and address; content; and related records.

### **ELECTRONIC MAIL (E-MAIL)**

Messages sent and received electronically between computers.

### **RECORDS**

As defined in the *Government Records Act*, information or data that is recorded or stored by graphic, photographic, electronic, mechanical, or other means and includes public archives vested in Her Majesty in right of the Province.

### **RECORD-KEEPING SYSTEM**

A system used to organize records according to a classification system where records, or documentation linking records of different media types together, are preserved, protected, made accessible, and managed according to an authorized records schedule.

### **STAR/STOR**

STAR (Standard for Administrative Records) and STOR (Standard for Operational Records) are government-wide standards for the classification, filing, automated retrieval, essential record designation, and disposition scheduling of administrative and operational records. STAR/STOR is based on a block numeric records classification system, reflecting function, for the classification of all types of administrative and operational records. STAR/STOR forms the foundation of the government records management system. These media-independent standards cover administrative records (common to all offices and government) and operational records (of which some are unique to each office).

### **TRANSITORY RECORDS**

for electronic systems, as described in STAR/STOR, means records, information, and data of temporary usefulness that are not an integral part of an administrative or operational record or data file, that are required only for a limited period of time, or for the completion of a routine action or the preparation of an ongoing record or file. These records are not required to meet statutory obligations or to support administrative or operational functions.

## **Enquiries**

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## 4.3 Guidelines for the Use of the Internet

### Disclaimer

This is an adaptation of a document produced by the Internet Working Group of the federal department of Public Works and Government Services Canada (PWGSC). It is reproduced here, often verbatim, with the permission of Mr. Bruno Kierczak, Departmental Chief Information Officer, PWGSC.

### Introduction

The use of the Internet by the government for the delivery of information, programs, and services touches on a wide range of issues. This document provides guidelines for situations and issues that government staff may encounter. If departmental Internet policies differ from these guidelines, then the policy must be followed.

Information about issues that are the responsibility of Communications Nova Scotia such as the Visual Identity Program, HTML specification, page layout, page structure, and some technical design considerations are covered in a separate document.

### General Use Principles

Government employees should have access to Internet services based on the following four principles:

- Information available to the public on the Internet should also be available to government employees, especially those involved in the delivery of associated services.
- Internet applications that enable service delivery and other business and that are supported by a business case analysis should be fostered.
- Access limitations should be dictated by system and network bandwidth requirements.
- Users should follow security guidelines.

### Use of the Internet by Staff

In compliance with these Internet guidelines, employees are encouraged to explore the use of the Internet to further the government's mission in a cost-effective manner, to provide service of the highest quality to clients, and to discover new ways to use these resources to enhance service delivery.

## **ACCEPTABLE USES**

### **Business Uses**

*Government employees should use the Internet, when appropriate, to accomplish job responsibilities more effectively.*

The Internet provides access to a wide variety of information resources that can aid employees in the performance of their jobs. Examples of job-related use of the Internet are accessing external databases and files to obtain reference information or conduct research; corresponding with government's clients; disseminating documents to individuals or groups; and participating in and reading discussion groups on job-related topics.

### **Professional Development**

*Employees may use the Internet for professional activities and career development.*

The Internet may be used to pursue professional and career development goals. Examples of professional uses include communicating with fellow members of committees in professional organizations; collaborating on scientific studies and articles; connecting to resources that provide information relating to career and education opportunities; and participating in and reading electronic mail discussion groups on professional or future career development topics. Contact and participation in technical, scientific, and policy organization activities stimulate staff interest and hence enhance the government's efficiency.

Use of the Internet for professional activities and career development need not be directly related to one's current position, rather it may relate to the full range of professional, technical, and policy issues of interest to the public service.

If billable Internet services are encountered by employees during professional development activities, employees should get prior approval of their supervisor to see if the costs can be covered.

### **Personal Use**

*At their supervisor's discretion, employees may use the Internet on personal time at work in accordance with the conditions governing access to their work areas. Personal time includes lunch time and the time before and after work.*

Employees who use the Internet on personal time can enhance their knowledge of electronic information resources and sharpen information technology skills.

Internet use provides cost-effective self-training opportunities. By encouraging the

exploration of the Internet on personal time, the government builds a pool of Internet-literate employees who can guide and encourage others.

For personal use, billable Internet services are the employee's responsibility, and arrangements must be made to reimburse the government.

#### **Business Development**

*At the discretion of their supervisors, employees may use official time to attend meetings and programs related to furthering government objectives using the Internet.*

Programs and workshops help to increase awareness of the valuable resources available over the Internet. For example, the Internet Focus Group has meetings on a wide range of topics. These meetings would supplement the knowledge that can be gained through formal training courses, serve as an avenue for continuing education, and provide a forum for employees to meet others with similar problems and needs in order to share information and solutions.

### **EMPLOYEE OBLIGATIONS**

#### **Privacy and Security**

*Employees have an obligation to be aware of computer security and privacy concerns and to guard against computer viruses.*

All Internet users should be provided with this document and should be required to acknowledge these guidelines when acquiring Internet access. On a broader scale, these are best practices that apply to use of the network in general and should be part of departmental security precautions. Additional guidance and interpretation may be obtained from IT CSUs. However, in general, the guidelines for use of the government's Internet equipment and services are no different than for the use of the telephone, fax, or copier.

#### **Information Management**

*Employees must follow accepted information management policies and procedures for Internet documents.*

With Nova Scotia Government staff using all forms of Internet services to communicate with colleagues, the public, and businesses around the world, it should be understood that documents produced on the Internet, including e-mail, are considered government records. They are subject to the same information management legislation (*Government Records Act* and the *Freedom of Information and Protection of Privacy Act*); description and scheduling standards (*STAR/STOR*); and

practices (to ensure access, integrity, and preservation of public records) as internal departmental documents.

### **Intellectual Property**

*Employees shall respect intellectual property rights at all times when obtaining information over the Internet.*

Unless the right is explicitly waived, authors of electronic material have copyright and intellectual property rights. Permission must be acquired before duplicating information. Once the author's permission is obtained to use the property, credits must be included.

### **Netiquette**

*Employees must conform to the specific rules of etiquette or established usage policies for each of the available Internet services.*

Employees have an obligation to learn about network etiquette (netiquette), customs, and courtesies. Accepted procedures and guidelines should be followed when using electronic mail communications, participating in electronic discussion groups, using remote computer services, transferring files from other computers, or disseminating information to others on the Internet.

Any training program developed by departments for the Internet should include discussion of responsible network use.

### **Right of Use**

*Use of the Internet by employees is a privilege, not a right.*

Inappropriate conduct or failure to abide by these guidelines could result in loss of Internet access and could result in disciplinary action. Access may be revoked at any time for inappropriate conduct. All employees are responsible for complying with the policies, guidelines, and standards, as set out by the Nova Scotia government.

## **RESPONSIBLE USE OF THE INTERNET**

Use of the Internet encompasses many different interconnected networks and computer systems. Many of these systems are provided free of charge by governments, universities, public service organizations, and commercial companies. Each system has its own rules and limitations, and guests on these systems have an obligation to learn and abide by the rules.



Users must identify themselves properly when using any Internet service: the use of “handles” or other aliases is not permitted in official activities. They must not use an account, signature, or signature block other than their own. Users should also be careful about how they represent themselves, given that what they say or do could be interpreted as Nova Scotia government opinion or policy. Users must be aware that their conduct can reflect on the reputation of the government and its employees.

Examples of inappropriate and prohibited conduct include:

- use of the network for private business or soliciting money for personal causes
- use of the network for political lobbying
- use of a network account by an individual other than the authorized account owner and/or use of the account for purposes other than those authorized
- modifying files, other data or passwords belonging to other users or misrepresenting other users on any network
- use of the network in such manner as to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way
- malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system
- use of the network to produce hate mail, harassment, discriminatory remarks, and other antisocial behaviour
- use of the network to access or process pornographic and/or other offensive material
- use of abusive or objectionable language in either public or private messages.
- misrepresentation of oneself or the department
- sending “chain” letters
- any other activities that could cause congestion and disruption of networks and systems

#### **ELECTRONIC MAIL AND FILE STORAGE AREAS**

The content and maintenance of a user’s electronic mailbox and shared file storage areas are the user’s responsibility.

- Users should check electronic mail at least daily.

- Users should use a signature block at the bottom of electronic mail messages. Signature blocks should be short, preferably not more than six lines, and should include the user's name, electronic mail address, and postal address; a phone number is optional. GroupWise users can use a text editor to create a signature file containing the user's signature block and then include this file at the end of e-mail messages destined for the Internet by use of the GroupWise "File Retrieve" (F I I) function.
- Users must add a disclaimer to the signature block when not officially representing the department if the message could be perceived as Nova Scotia government business or as an opinion. An example of a disclaimer is: "The opinions expressed here are my own and do not necessarily represent those of the Nova Scotia government."
- Users must be aware that unless encrypted, electronic mail to the Internet is not private communication, because others may be able to read or access mail. Electronic mail may best be treated as if it is a postcard rather than as a sealed letter.
- Users should delete unwanted messages and files that are not government records immediately, because they take up disk storage space.

#### **Dealing with Unsolicited Mail**

Employees receiving unsolicited mail must advise their Information Technology CSU. "Flaming" or similar arbitrary action is prohibited as it could present risks to the corporate network. Similarly, employees should not generate wide distribution electronic mail ("spamming") that could generate negative reaction and impact network performance.

#### **Electronic Discussion Groups**

Staff members who participate in electronic discussion groups (ListServes, UseNet newsgroups, etc.) should learn and abide by the rules and etiquette of those groups. Just as different groups of people vary in their expectations, the rules and etiquette may vary among discussion groups. Some general guidelines are:

- Retain initial welcome messages/information files received when first subscribing to a discussion group (for example, instructions on how to unsubscribe).
- Observe the conventions and particular interests of the group prior to becoming an active participant.
- Use signature blocks at the bottom of electronic mail messages.

- When not officially representing the department, add a disclaimer to the signature block.
- Keep messages short and to the point. Generally limit messages to one subject.
- Act in a professional and courteous manner. Avoid gossip and remember that statements about others may find their way back to them. Be patient with new users.
- Be clear and concise. Reread messages before sending them to be sure they will not be misunderstood. Read all messages carefully before responding.
- Be aware of the potential audience in any discussion group and address them accordingly.
- Be careful when using sarcasm and humour. Identify intended humour with standard statements [e.g., ‘only joking folks’] or with symbols [e.g., :-) smiley face].
- Cite all quotations, references, and sources.
- Limit line length to fewer than 80 characters because many systems cannot display longer lines.
- Use capitalization sparingly. Capitalizing long portions of a communication is called “shouting” and is considered rude. \*Asterisks\* or underscore characters can be used to make a stronger point.
- Use discretion when sending long documents to discussion groups. It is preferable to reference the source of a document and provide instructions on how to obtain a copy.
- Do not forward personal electronic mail messages to discussion groups without the original author’s permission.
- Respect copyright and licensing agreements.
- Include only the relevant portions when quoting from a previous message. Clearly identify the quoted portions.
- Learn abbreviation conventions and network jargon. Be aware that these may vary from one discussion group to another. Some common examples include: BTW for “by the way” and IMHO for “in my humble opinion”.

#### **Using Remote Computers (TELNET)**

When using TELNET to access remote computer systems, users should remember that they are guests on another institution’s machine. To help ensure that other

Internet users have access to the same information in a timely manner, remote users should observe a few basic courtesies:

- Log off a remote computer system when finished. Maintaining a connection that is not actively being used may prevent others from connecting to that system.
- Read or obtain instructions or documentation files when using a system for the first time (usually labelled README).
- Be aware of time and resource limitations of remote systems. Adhere to any stated restrictions.

#### **File Transfer Protocol (FTP)**

As with TELNET, users are guests on other systems. To ensure that other Internet users have access to the information, a few basic guidelines should be followed:

- Log in as “anonymous” and respond to the PASSWORD prompt with your electronic mail address, unless the system specifies otherwise.
- Avoid transferring large files during peak business hours from a remote system whenever possible.
- Be aware of time and resource limitations of remote systems. Adhere to any stated restrictions.
- Remove files transferred to shared system areas as soon as possible. Copy the files to local disks if needed for future use.
- Transfer files directly to diskettes rather than to the hard drive if possible. Check transferred files for viruses. Do not use infected files.
- Respect copyright and licensing agreements of transferred files.

### **Providing Information and Services on Internets**

#### **RESPONSIBILITIES**

In compliance with these guidelines and within their organizations and program areas, designated authorities have the same responsibility and authority to approve the dissemination of information over the Internet as approving the dissemination of information in hard copy format. Each organization/program shall be responsible for devising the most appropriate way to pursue electronic dissemination of information using the Internet. Departmental management, based on content, shall designate the appropriate level of authority needed for approvals. An official spokesperson should be identified and listed for clients seeking further information.

### **PARTNERSHIP GUIDELINES**

The government actively participates in projects and programs with external organizations and agencies. It is recommended that these Guidelines for the Use of the Internet in the Nova Scotia Government be adopted by government partners in shared Internet activities.

Nova Scotia Government partners are defined as (a) those Canadian non-profit organizations who are engaged in similar and/or related activities or (b) other government departments and agencies, who deliver programs and services via a delivery agreement with the Nova Scotia government or (c) agents of the province: anyone working on behalf of the province e.g., private companies with active government contracts.

### **ADDING FILES TO THE NS GOVERNMENT WWW AND FTP SERVERS**

The Nova Scotia government provides several WWW and FTP servers, both on the Internet and on the government's network for the purpose of hosting FTP and WWW sites for government departments, agencies, committees, etc.

Both WWW and FTP sites can be public or password protected. A public WWW site serves information to a WWW browser such as Microsoft Internet Explorer, Netscape Navigator, or Mosaic without any request for identification. If required, WWW sites can be set up to request a user ID and password. FTP allows the uploading and downloading of files and documents. A public FTP site is known as an anonymous FTP site. The common username of "anonymous" is used, along with the user's e-mail address as the password.

Space will be provided for the dissemination of information that meets the following guidelines:

- The stored information is sponsored by an organization/program within the Nova Scotia government or by one of the Nova Scotia government's partners. The sponsor confirms that the information meets the criteria below. The sponsor provides operational staff with a contact in the event that a system problem arises or an abuse of the network is detected.
- The sponsor must accept responsibility for resolving claims about copyright or patent infringement and adhere to the policies of the Government of Nova Scotia in this regard.
- Storage space is not unlimited. Some estimate of the size of the community of interest must be provided for large sites.

- The stored information furthers the mission of the Nova Scotia government.
- The stored information conforms to network acceptable use policies of the Nova Scotia government and of any networks of which the Nova Scotia government is a member.
- In situations where the stored information is interfering with normal operation of the computer system or network, operational staff will notify the sponsor (or contact person).
- Documents and files placed on government servers may be of any format, e.g., HTML, graphics, WordPerfect, text, executable. The extension of these files should indicate the type of file and use commonly accepted standards such as .htm, .gif, .jpg, .wpd, .txt, .exe.
- Sites must only contain files that are to be served. Old versions, backups, source documents, templates, etc., must not be loaded onto or left on a site.
- The stored information must be maintained on a timely basis.
- Web sites must conform to any applicable government design, content, and management standards.

### **Security and Network Integrity Issues for Networks and Hosts**

Issues within this area are being addressed through various security initiatives of the Nova Scotia government and on a case-by-case basis dealing with specific needs to deliver services to outside clients. This area represents a new policy frontier, and efforts must be made to develop guidelines in a “proactive” manner to meet the future needs of the Nova Scotia government.

The user should understand that, unless suitably encrypted, Internet e-mail is not a “private communication” and that others are able to read, alter, and forward received e-mail messages. E-mail addresses often have the departmental address attached to them, thus the contents of the message reflect directly on the department. At present, unless a product such as PGP is used, there is no effective way to authenticate the originator of a message or to be assured that an e-mail message was not intercepted and changed.

Communications via e-mail should be informative, polite, and concise, reflecting the same tone and manner used in traditional correspondence.

Users should also be aware that unscrupulous people may run programs on Internet nodes that monitor all traffic going through them, looking for pre-set words or

phrases. If a word or phrase is found in a message, then a copy is filed before the message is forwarded to its destination. For instance, any messages containing words or phrases relating to contracts or bids could be intercepted. This information could then be used for fraudulent purposes.

Departmental e-mail practice should be that classified and extremely sensitive designated information are not to be transmitted via Internet e-mail unless encrypted, or protected by other methods approved by the department. E-mail within the internal GroupWise government system is automatically encrypted.

Users accessing remote systems are able to download data and executable files. Such files may have been infected by a computer virus or contain a malicious software code that might destroy user or departmental data files, copy password files, or negatively affect the local area network. Any file downloaded from a Internet, whether a data or an executable file, must be scanned for viruses prior to its use. Even a document file can contain a virus. The department does maintain an approved, licensed copy of an anti-virus software package that is available to all employees. To find out more about its use contact your Information Technology CSU.

Users must respect all licence agreements when uploading and downloading software and information on Internets, including any agreements that departments might have with the private sector and other government departments covering the use of software and information. Copyright violation is a serious legal matter, and it is everyone's responsibility to comply and ensure that any software that is used within the department is authorized.

Passwords used to sign on to various Internet services may be intercepted anywhere along the network. Users should use a different password on the Internet from that used for signing on remotely to their departmental systems. Employees should safeguard passwords and not leave them in predictable places, such as desk drawers. The passwords should be at least six characters, random in nature, and changed on a regular basis.

The Nova Scotia government network is protected against unauthorized access from the Internet by a security host called a "firewall." In general, no access is allowed to the government network from the Internet. Controlled access from the Internet to TELNET, FTP, and certain other services on specific computer systems on the government network can be granted in some circumstances. Contact your Information Technology CSU for information.

## Logging of Activities

One of the features the Nova Scotia government firewall provides is logging of Internet activities. Only the firewall administrator has access to these logs. These logs can be viewed in the event of any suspected abuse of privilege or security violation.

It is important from the end user point of view to know that this facility exists, but equally necessary to ensure there are safeguards to protect the user's privacy.

## Appendices

Appendix 4-A: Acronyms and Definitions

Appendix 4-B: NS Government Internet: Frequently Asked Questions (FAQs)

## Enquiries

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## Appendix 4-A

# Acronyms and Definitions

**BBS: BULLETIN BOARD SYSTEM**

A specific mode of electronic access involving dial-up access to a single computer (or computer network) for access to a select and defined information or service set.

**EC: ELECTRONIC COMMERCE**

Term denoting a range of electronic transfer mechanisms involved in the transfer, request, and authorization of transactional computer network interactions.

**EDI: ELECTRONIC DATA INTERCHANGE**

Methods for the secure transfer of documents and funds as in electronic commerce.

**FIREWALL**

Electronic security system deployed between two networks to control access and data flow in both directions.

**FTP: FILE TRANSFER PROTOCOL**

Protocol established for the electronic transmission of files. Internet world-wide network of computers and computer networks connected to each other using standard communications protocols.

**INTRANET**

Internal Internet services to support corporate activities within the firewall.

**LAN: LOCAL AREA NETWORK**

A small computer network connecting and servicing computers in a defined area, usually a single building or group of buildings.

**SGML: STANDARD GENERALIZED MARK-UP LANGUAGE**

An International Standards Organization (ISO) standard specifying a platform-independent method for storing and printing electronic information.

**TELNET**

Method for logging on to a remote computer using Internets and/or telephone circuits.

**WAN: WIDE AREA NETWORK**

An interconnected network that spans a wide area including countries and the globe.

**WWW: WORLD-WIDE WEB**

A hypertext-based system application for locating and using Internet sources.

## Appendix 4-B

# NS Government Internet: Frequently Asked Questions (FAQ)

### What is the Internet?

The Internet is a system of interconnected networks that spans the world representing 70 countries, 24,000, networks and 2.2 million hosts. Internet growth in the last year has reached 10 per cent per month or a new network every 20 minutes.

### Does the Nova Scotia government have Internet access?

Yes, the Nova Scotia government became connected to the Internet by subscribing to iStar, an Ontario-based Internet Service Provider. For the most part, any person connected to the Nova Scotia Government Wide Area Network can be set up to be an Internet user.

### What is required to get Internet access?

In general, the user needs to be connected to a LAN, have a properly assigned IP address, and TCP/IP software for the workstation. Consult your LAN administrator or IT CSU staff for information.

### What's out there for me?

There is something for everyone on the Internet. But finding it is the challenge for the novice user. To assist, both on-line and text documents will list places to start and focus on using various search tools to allow users to find the information they need.

#### **INTERNET DIRECTORIES AND INDEXES**

Internet directories such as Yahoo Canada and indexes such as Altavista are excellent places to start looking.

#### **NEWSGROUPS AND MAIL LISTS**

There are newsgroups and mail lists devoted to a multitude of topics, from law to computers to hobbies. Finding those that match your business interest will enable you to keep up to date, to exchange ideas with others, and to benefit from a pool of expertise.

### **E-MAIL**

GroupWise users can use the Internet gateway to exchange e-mail with other Internet users. Use the word "Internet" followed by a colon in the "To:" section of the e-mail address block, i.e., Internet:username@location.

### **SITE DIRECTORIES**

Many sites list their services and programs, their key contact persons, and telephone numbers.

### **SOFTWARE**

Whether from a vendor or a university or government, the Internet provides instant access to software which can be downloaded.

## **How are others using the Internet?**

Getting information in a timely manner is a key to success today. That is the major use for the Internet in the Nova Scotia government. As well, the Nova Scotia government has Internet services whereby information on departments, mandates, services, branches, contact persons, and products will be posted and made available. Thus Internet is a two-way street. Other governments are experiencing the same rapid growth in Internet interest and usage. Some departments are already doing business and providing services on the Internet.

## **Where can I find training?**

Contact your Information Technology CSU. There are also many training resources and self-directed courses available on the Internet itself.

## **Do I pay usage fees?**

Not at this time, you can use the Internet as much as required.

## **How do I get connected?**

Users wishing Internet connectivity should call their Help Desk or contact their Information Technology CSU. Special Internet software must be installed and configured.





## **4.4 Procedures for Handling of Information Flow Documents Received from Department of Foreign Affairs and International Trade**

Under development.





## 4.5 Freedom of Information and Protection of Privacy (FOIPOP) Requests

### Policy Statement

All FOIPOP Administrators in Nova Scotia government departments, agencies, boards, and commissions that are connected to the government local area network, i.e., those within the firewall, are required to enter information regarding each FOIPOP application received on the Nova Scotia government FOIPOP Tracking System as soon as possible after receipt of the application.

Information, entered on the application description field, should not identify any applicant or third-party personal information that is not third party information which is a matter of public record, in noting the information being requested.

### Enquiries

FOIPOP Coordinator  
Department of Justice  
(902) 424-2719

or

Treasury and Policy Board  
(902) 424-8910

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*Approval date: July 18, 2000*

*Manual release date: January 9, 2003*

*Approved by: Priorities & Planning Secretariat*

*Most recent review: January 8, 2005*

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## 4.6 Disposal of Cabinet Documents during the Transition of Governments

### Policy Statement

An outgoing government may remove or dispose of all Cabinet documents. Long-standing parliamentary tradition dictates that on a change of government, the outgoing prime minister issues special instructions about the disposal of the Cabinet papers of the outgoing administration.

### Rationale

An administration must be able to carry on the business of the government by Cabinet ministers' being given the benefit of full, open, and frank discussion on a wide variety of policy issues. It is argued that it would be unfair if records of wide ranging considerations were later able to be held up or manipulated by an opposing political party in an attempt to discredit an outgoing administration for further political advantage.

While Cabinet documents may be physically located in one or more places in public offices, they are not considered to be held by any department or provincial officers unless and until they are placed in the operational files of a government department by a minister or under the direction of a minister for the purpose of giving effect to an executive or administrative decision of the Cabinet. Minutes of the decisions of Cabinet are considered to be part of the personal papers of the Premier and are confidential.

### Exclusions

Orders in Council maintained by the Clerk of the Executive Council pursuant to the *Executive Council Act* are public property.

Reports and Recommendations made to Executive Council that result in Orders in Council would normally also be retained by the Executive Council Office.

Memoranda to Cabinet resulting in legally binding decisions or setting out standing government administrative policy on a matter or class of matters would also be retained by the Executive Council Office.

## **Reference**

*Government Records Act (s.4(2)(b))*

## **Enquiries**

Director, Solicitor Services, Department of Justice

(902) 424-5476

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*Approval date: July 28, 1999*

*Manual release date: January 9, 2003*

*Approved by: Deputy Minister, Justice*

*Most recent review: September 30, 2004*

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## 4.7 Website Privacy Policy

### Policy Statement

The Government of Nova Scotia is committed to ensuring that its departments, offices, agencies, boards, and commissions adhere to the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act* and the government's fair information practices in the operation of their websites.

The Government of Nova Scotia will demonstrate this commitment through the publication in clear language of a Website Privacy Policy Statement that will be made available on all government websites.

### Definitions

#### DATA SUBJECT

The individual about whom information is collected.

#### PERSONAL INFORMATION

Personal information is defined in the *Freedom of Information and Protection of Privacy Act*.

- 3 (1) (i) "personal information" means recorded information about an identifiable individual, including
- i the individual's name, address or telephone number
  - ii the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations
  - iii the individual's age, sex, sexual orientation, marital status or family status
  - iv an identifying number, symbol or other particular assigned to the individual
  - v the individual's fingerprints, blood type or inheritable characteristics
  - vi information about the individual's health-care history, including a physical or mental disability
  - vii information about the individual's educational, financial, criminal or employment history
  - viii anyone else's opinions about the individual
  - ix the individual's personal views or opinions, except if they are about someone else.

### **SERVER LOGS**

Web server logs are lists of all requests made to the server, including some identifying information about the requestor such as Internet protocol address.

### **WEB SERVER**

A computer that provides World Wide Web services on the Internet or on an intranet. It will have an Internet protocol address (e.g., 198.34.21.65) and usually a domain name (e.g., www.gov.ns.ca). It includes the hardware, operating system, web server software, communications protocols and the website content (web pages). It will have software that can manage and deliver documents and it may be able to operate additional software that can provide such functions as database searches or commercial transactions.

### **WEBSITE**

A site (location) on the World Wide Web usually operated 24 hours a day and 7 days a week.

## **Policy Objectives**

The policy is designed to

- ensure that government meets its legislated obligations in the collection, use, and disclosure of personal information obtained through government websites only as authorized by law
- assure the public that government protects personal information collected through government websites, including having adequate security in place.

## **Application**

The policy applies to all websites operated by or for entities listed in Categories I and II of the Nova Scotia Government Management Manuals Policy in Management Guide #100.

## **Policy Directives**

A. As of September 1, 2004, pages on government websites will provide a connection to the official government Website Privacy Policy Statement. The connection may be a direct link or it may be through a departmental supplementary privacy policy page, which is subject to the Government of Nova Scotia Website Privacy Policy.

Certain pages are exempt:

- a series of pages where access to the series requires a login. In that instance, the connection must be prominently displayed on the login page

- pages that are purely graphic. For example, a photo from an archive
  - pages in a format primarily intended to be printed out before reading that cannot be used to submit personal information through the website.
- B. Government websites will only collect personal information where authorized by law and where notification of such collection and the intended use and disclosure of the information is prominently displayed at the initial point of collection.
- C. Personal information obtained through government websites or other means, including server log information, will only be made publicly or commercially available directly or through service providers with the explicit consent of the data subject or as permitted by law.
- D. Other use and disclosure of personal information collected under Directives B & C above is prohibited without the explicit consent of the data subject or as permitted by law.
- E. Unsolicited personal information sent to government through a government website will be governed by the provisions of the *Freedom of Information and Protection of Privacy Act*.
- F. Government websites will use a secure connection or other protective measures, where possible, during transmission of personal information to or from the website unless such information is authorized to be publicly available.
- G. All personal information obtained through government websites will be treated in accordance with normal departmental security policies, rules, and procedures for dealing with personal information.
- H. In the event of identified unauthorized access to personal information by a member of the public or inappropriate release of personal information into the public domain involving government websites, departments will follow guidelines both departmental and government-wide for dealing with these situations.
- I. Government websites may require contact information when collecting personal information, so that if government needs to communicate with the individual, it can.
- J. All government websites will provide information on how visitors can obtain access to their personal information collected at that site.
- K. Individuals who have submitted personal information to a government website are entitled to access that information and request corrections or amendments. The request itself will be recorded even if the changes requested are not accepted.

- L. Personal information will not knowingly be collected from children without the consent of a parent or guardian except where authorized by law.
- M. Personal information about children will not be published on government websites without the consent of a parent or guardian except where authorized by law. However, even where such requirements are met, developers are advised to err on the side of caution because of the special privacy concerns that surround communications with children and the personal information of children.
- N. Government webservers will not be used to store unsecured personal information.
- O. Bulk downloading of personal information from government websites is prohibited except in accordance with the Policy for Distribution and Sale of Information Held in Provincial Databases.
- P. Government websites may collect and use information about website visits, including webserver log information, for statistical purposes. This information will be compiled and used in a way such that individuals cannot be identified.

### **Policy Guidelines**

- A. When personal information is collected through a government website, consent for further use or disclosure of that information must be expressly given.
- B. It is strongly recommended that when personal information is collected through a government website, except what is contained in server log information, that personal information should be immediately transferred to a computer that is within the government secure periphery (i.e., inside the government firewall or a similar secure location).
- C. Government has an obligation to protect against inappropriate access to and use of the personal information it collects. Therefore, unrestricted anonymous access to databases of publicly available personal information is not recommended. Before undertaking any initiative that will involve anonymous access to such databases the proposal should be discussed fully with departmental Freedom of Information and Protection of Privacy administrators and the Freedom of Information and Protection of Privacy Coordinator at the Department of Justice.
- D. Government website developers should consult with their departmental records designate and Freedom of Information and Protection of Privacy administrator for direction and advice on the appropriate treatment of government records that may be created or accessed through government websites.



## Accountability

- A. The deputy head of each public body covered by the policy is responsible for administering the policy, and for issuing instructions to ensure implementation of the policy including, but not limited to, the following:
- informing employees of the requirements of the policy and ensuring compliance
  - providing avenues for individuals to communicate concerns about personal privacy related to government websites
- B. The deputy head may augment the policy with supplementary procedures and guidance regarding the protection of personal information particular to the unique and special responsibilities of the public body and reflecting any special requirements contained in statutes governing the operations of the public body.
- C. The Treasury and Policy Board is responsible for administering the policy with respect to deputy heads.
- D. Communications Nova Scotia is responsible for the creation and maintenance of the official government Website Privacy Policy Statement page.

## Monitoring

The Office of Economic Development is responsible for monitoring the policy.

## References

*Freedom of Information and Protection of Privacy Act*

*Business Electronic Filing Act*

*Electronic Commerce Act*

## Enquiries

Corporate Strategist for Information Management

Office of Economic Development.

(902) 424-2915

## Appendices

Appendix 4-C: Website Privacy Policy Statement (approved May 26, 2004).

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*Approval date: May 26, 2004*

*Manual release date: June 19, 2004*

*Approved by: Executive Council*

*Most recent review:*

## Appendix 4-C

# Website Privacy Policy Statement

### Basic Statement

Government of Nova Scotia websites are covered by the *Freedom of Information and Protection of Privacy Act*. Our privacy policy arises from that act, other legislation, and fair information practices.

### What it means

On our websites, we collect personal information about you only when you explicitly provide it. Examples of that collection would be when you renew your vehicle registration, apply for a marriage certificate online, or request tourist information to be mailed to you. We protect the personal information given to us when you fill out a form. We have implemented a variety of security measures to ensure that your personal information is not lost, misused, altered, or unintentionally destroyed.

### What do we mean by personal information?

By “personal information” we mean any information about you as an identifiable individual including your name, an identifying number such as your driver’s licence number, your birth date, your email address, or your credit card information. (For other examples, see: *Freedom of Information and Protection of Privacy Act*, section 3(1) (i)).

### What we don’t do

We do not provide personal information gathered on the websites to third parties except with your express permission or as permitted by law. (For example, see: *Freedom of Information and Protection of Privacy Act*, section 27)

### What we might do

We may release or use your personal information provided on the websites for the purpose for which it was provided or for a compatible purpose. We may also do so if we are permitted under law, such as under a subpoena, or to collect a debt owing to the province. This may include sharing information within the government when it is necessary. (For example, see: *Freedom of Information and Protection of Privacy Act*, sections 26 & 27)

### **Access to your information**

You are entitled to correct any personal information gathered through the websites that we hold about you. If you want to correct your personal information, there will be an appropriate contact listed for you to direct enquiries. If no contact is identified, then you should contact the webmaster of the relevant site. (For example, see: *Freedom of Information and Protection of Privacy Act*, section 25)

### **Do we use cookies or tracking devices?**

Government websites may use cookies or tracking devices during your visit to our website. Information gathered by these technologies will disappear once you leave the website unless there is notice to the contrary on the website.

### **Server Logs**

Government web servers automatically collect some information about a visitor's computer or other access device, such as its Internet protocol address or browser version, in their logs. This information is used in aggregate form for statistical purposes only.

### **Further Information**

Contact [privacy@gov.ns.ca](mailto:privacy@gov.ns.ca).



# **Chapter 5: Insurance and Risk Management**



# **5 Insurance and Risk Management**

Under development.





# **Chapter 6: Communications Services**



# 6.1 Communications Policy/Protocol

## Policy Statement

The Government of Nova Scotia recognizes that a central agency for the management and delivery of communication services will ensure issues are thoroughly reviewed, communication goals are met, and the policies and actions of government are clearly communicated to Nova Scotians. As the central agency for communication services, Communications Nova Scotia (CNS) provides well-managed and coordinated communications.

## Definition

### COMMUNICATIONS SERVICES

Communication services include communications planning, media relations, event planning, distribution of news releases, media monitoring, advertising, graphic design, Internet, website design, multimedia services, video production, photography, editorial services, writing, printing, publishing, and related services.

## Policy Objectives

- link all communications initiatives to the corporate government direction
- coordinate government communications activities through a corporate communications calendar
- develop strategic communications plans
- provide central delivery and knowledgeable procurement of communications services

## Application

All departments and agencies are covered by this policy. Independent or arm's-length agencies are not covered under this policy but are encouraged to share information and may consult with, participate in professional development, and request communications support from Communications Nova Scotia.

## Policy Directives

All departments and agencies must

- distribute all government news releases through CNS
- receive approval of communications plans and related materials from their minister, deputy minister and the appropriate managing director
- acquire approval from the Premier's Office through the managing director at CNS for communications plans involving the premier
- coordinate advertising, print, publishing, graphic design, editorial, website design, and related communications services through CNS
- ensure that government website design, layout, and plans are in accordance with the government's Internet Policy and Guideline
- ensure that government printing (including stationery), video, photography, graphic design follow the guidelines for the Visual Identity Program, Legal Deposit, intellectual property, and Catalogue in Publication (CIP) where applicable

## Policy Guidelines

Communications Nova Scotia provides

- knowledgeable procurement and contract management for media monitoring, publications, graphic design, editorial services, video, and photography
- consultation to government departments and agencies for all communications services
- research and consultation to government departments and agencies for specialty items and events planning
- research, development, and management of communications-related policies and guidelines for government

## Accountability

See *Intranet or Government of Nova Scotia Communications Policies and Procedures Manual* for details.

### **GOVERNMENT DEPARTMENTS AND AGENCIES**

#### **Senior Officials are accountable for**

- their department/agency's communications efforts and results
- providing accurate and timely information to their communications specialists to optimize and efficiently manage their communications opportunities and challenges

**Communications Directors must**

- meet performance expectations, as defined in Appendix 6-A
- work closely with managing directors, Communications Nova Scotia
- work directly with the Premier's Office for events in which the premier is participating

**COMMUNICATIONS NOVA SCOTIA**

**Assistant Deputy Minister**

- manages all aspects of Communications Nova Scotia's activities
- works with the Premier's Office and Treasury and Policy Board to collectively communicate overall government themes and policy directions

**Managing Directors**

- works with departments in planning communications for major initiatives
- approves all communications plans and supporting materials

**Media Services**

- distributes all media advisories, news releases and related materials to the news media
- provides media monitoring for government
- coordinates or provides the logistical communications support for media and special events
- provides communications support to departments, as necessary, and for corporate policies and initiatives
- coordinates all advertising for government under the authority of the Advertising Policy
- manages the standing offer for public opinion polling, focus testing, advertising, marketing, and public relations services

**Creative Services**

- provides central service delivery and contracting of graphic design, editorial, video, photographic, multimedia, and Internet and electronic publication services for government
- manages the intellectual property issues for government, Internet Content Policy and Guideline, Visual Identity Program and Guideline, and Creative Credit Policy

**Publication Services (includes the Queen's Printer)**

- provides all government printing services through in-house print and contracted print capabilities
- manages the Co-publishing Policy and Print Quality Program

## **Monitoring**

The Assistant Deputy Minister and senior management of Communications Nova Scotia implement, monitor, and update this policy.

## **References**

Communications and Information Act, R.S., c.79, s. 1  
Communications Policy and Procedure Manual, September 2003  
Internet Policy and Guideline  
Visual Identity Program and Guideline  
Creative Credit Policy  
Advertising Policy

## **Enquiries**

Assistant Deputy Minister, Communications Nova Scotia (902) 424-5243

## **Appendix**

Appendix 6-A Professional Expectations for Communications Directors

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*Approval date: September 28, 2000*

*Manual release date: January 9, 2003*

*Approved by: Executive Council*

*Most recent review: October 20, 2004*

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## **APPENDIX 6-A Professional Expectations for Communications Directors**

A communications director is a proactive, self-starting professional who advances communications advice to senior managers and ministers.

### **Position Description**

Accountable for planning, development, and implementation of communications strategies and initiatives for client departments and agencies, consistent with the corporate objectives and policies of the Government of Nova Scotia. Where applicable, manages and supervises department communications staff. Reports to one of three managing directors at Communications Nova Scotia and, on a day-to-day basis, to the deputy minister of the client department. Leads communications efforts in co-operation with the deputy minister and with the support of department senior staff.

### **Scope of duties/responsibilities**

The primary responsibility of the communications director is to provide strategic communications planning and advice on communications, advertising, and public relations matters to the minister, deputy minister, and senior management team of the client department.

As a member of the senior management team, the director identifies public and departmental issues and provides issues management advice and support, including crisis management.

The director prepares or supervises the preparation and implementation of communications plans for cabinet documents. Working closely with central agencies and other departments, the director develops corporate communications strategies on behalf of government.

On behalf of the client department, the communications director must be actively involved in media relations, including contact with reporters, writing of news releases, planning and execution of news conferences, participation in editorial boards, and other media-related functions.

Working closely with senior department staff, the communications director writes or supervises the writing of program- or policy-related speeches for the minister and deputy minister.

The communications director provides communications input and advice for preparation of the House of Assembly briefing book for ministers, as well as for briefing notes on key issues.

As a senior communications professional, the director also provides internal communications advice to senior management and shares responsibility with them for internal communication efforts of the client department.

The director coordinates communications budgets on behalf of client departments. The director also provides communications advice in the preparation and delivery of department business plans, annual reports, and program and policy publications.

On behalf of the client department, the director arranges and may participate in media training for the minister and senior members of staff when required. The director is also responsible for the content of the department Web site, must play a lead role in coordination of public opinion research, and is responsible for liaison with (but does not serve as) the department's FOIPOP administrator.

The communications director may write or draft correspondence on behalf of a minister or deputy when it is part of a communications strategy or required in the management of an issue. Routine and/or constituency correspondence should not be seen as a function requiring the support of the communications director or team. Materials written by department staff, such as responses to written questions and House Orders should be reviewed by the director, who may offer suggestions or advice from a communications perspective.



## 6.2 Internal Printing

### Policy Statement

Internal government printing is an essential service for departments, agencies, boards, and commissions. The responsibility for this service lies with the Queen's Printer, Communications Nova Scotia. In order for the Queen's Printer to properly serve departments' needs it must provide secure, high-quality printing on a timely basis. All departments, agencies, boards, and commissions are required to requisition their printing needs through Communications Nova Scotia, which procures printing for all of government from both internal and external sources.

### Definitions

#### **INTERNAL GOVERNMENT PRINTING**

In this context means primarily black and white and some limited colour work on standard business-sized paper, produced on digital printers, high-speed photocopiers, and small offset duplicators.

### Policy Objective

To provide the framework of guidelines to ensure that government's internal printing needs are fulfilled in a secure, high-quality, and timely manner.

### Application

Queen's Printer personnel who are knowledgeable in the graphics industry and are qualified to operate printing machines.

### Policy Directive

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its internal printing are best served by maintaining and operating a central and efficiently run printing facility.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- fulfilling government's printing requirements by means of either in house facilities (Queen's Printer) or procurement of printing services from the private sector
- developing and administering quality standards for printing of government documents and publications
- maintaining currency in print technology
- providing consultation and advice to all its government clients on print matters

## Monitoring

Communications Nova Scotia, the Queen's Printer will monitor and inspect all in-house printed product to ensure it meets minimum standard requirements with respect to this policy.

Communications Nova Scotia will advise departments, agencies, boards, and commissions of non-compliance with quality standards and effect appropriate corrective action by the supplier, i.e., Queen's Printer or vendor.

## References

Communications and Information Act, R.S., c79, s.1

Nova Scotia Government Print Quality Standards <[www.gov.ns.ca/cmns/services/prepress.htm](http://www.gov.ns.ca/cmns/services/prepress.htm)>

## Enquiries

Director, Publication Services/Queen's Printer, Communications Nova Scotia,  
(902) 424-2974

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*Approval date: 1989*

*Approved by: House of Assembly*

*Manual release date: January 9, 2003*

*Most recent review: October 20, 2004*

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## 6.3 External Printing

### Policy Statement

External (vendor-supplied) government printing is an essential service for departments, agencies, boards, and commissions. The responsibility for providing this service lies with Communications Nova Scotia (CNS) by means of tendering the procurement from the private sector of those types of printing that cannot be provided by the Queen's Printer. In order for CNS to properly serve departments' needs, it must procure high-quality printing on a timely basis. All departments, agencies, boards, and commissions are required to requisition their printing needs through Communications Nova Scotia, which procures printing for all of government from both internal and external sources.

### Definitions

#### **EXTERNAL GOVERNMENT PRINTING**

In this context means the entire range of printed matter, using all types of printing technology, usually on paper but can include images on other substrates as well.

### Policy Objective

To provide the framework of guidelines to ensure that printing procured from external private sector suppliers is acquired in a secure, high-quality, and timely manner and employing rules of fair procurement

### Application

CNS print production personnel who are knowledgeable in the graphics industry and trained in rules of government tendering.

### Policy Directives

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its external printing are best served by ensuring that the government support the economy of the province by buying as much printing from the private sector as is feasible and that makes the best use of taxpayers' dollars.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- fulfilling government's printing requirements by means of either in-house facilities (Queen's Printer) or procurement of printing services from the private sector
- developing and administering quality standards for printing of government documents and publications
- maintaining currency in print technology
- providing consultation and advice to all its government clients on print matters

## Monitoring

Communications Nova Scotia, Print Production, will monitor and inspect all printed product from vendors to ensure it meets minimum standard requirements with respect to this policy.

Communications Nova Scotia will advise departments, agencies, boards, and commissions of non-compliance with quality standards and effect appropriate corrective action by the supplier, i.e., Queen's Printer or vendor.

## References

Communications and Information Act, R.S., c79, s.1

Nova Scotia Government Print Quality Standards <[www.gov.ns.ca/cmns/services/prepress.htm](http://www.gov.ns.ca/cmns/services/prepress.htm)>

## Enquiries

Director, Publication Services/Queen's Printer, Communications Nova Scotia,  
(902) 424-2974

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*Approval date: 1989*

*Approved by: House of Assembly*

*Manual release date: January 9, 2003*

*Most recent review: October 20, 2004*

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## 6.4 Advertising Policy

### Policy Statement

Advertising is a key component of government communications. Advertising is a major tool to be used by government in communicating its programs and policies to the people of Nova Scotia. It is important that a procedure be established to ensure that government achieves the best possible value for money in its paid communications initiatives and that the accessing of these services be guided by basic guidelines outlined in an official government advertising policy.

### Definition

#### **ADVERTISING**

Consists of material placed in all paid media; i.e., television, radio, print, billboards, transit, etc., as well as creative services in graphic arts, editorial services, public relations, video, film, photography, and communications planning.

### Policy Objectives

Government advertising services will be acquired

- in a manner that treats all qualified providers of advertising or creative communications services equitably
- in accordance with government procurement policy

### Application

This advertising policy applies to all government departments and agencies and details the responsibilities of government departments, agencies, boards, and commissions with respect to the tendering process for government paid advertising.

### Policy Directives

The Advertising Services Group of Communications Nova Scotia is the agency of record for all advertising initiatives carried out by departments. Actual placement of advertising initiatives may be assigned to the agencies or suppliers selected by competition.

## Accountability

Communications Nova Scotia will

- ensure that government advertising is consistent with government policy
- in conjunction with the sponsoring department, have the power to extend paid communications arrangements for a period of up to 90 days after the original termination date
- report annually to government on the number and size of advertising and creative communications contracts awarded by provincial departments, agencies, boards, and commissions
- instruct all departments and agencies to retain records for four years following termination of any program.

## Monitoring

Monitoring of this policy on behalf of the government is the responsibility of the Advertising Services Group of Communications Nova Scotia.

## References

Nova Scotia Visual Identity Program

## Enquiries

Coordinator of Advertising, Communications Nova Scotia, (902) 424-2975

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*Approval date: February 10, 1993*

*Manual release date: January 9, 2003*

*Approved by: Policy Board*

*Most recent review: October 20, 2004*

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## 6.5 Creative Credit Policy

### Policy Statement

The Nova Scotia government recognizes that in addition to the professional service provided, there is a creative contribution by professional initiators from both the private and public sectors in government's published materials.

### Definitions

#### **PROFESSIONAL INITIATORS**

Include graphic designers, illustrators, photographers (still and motion), writers, editors, translators, and where applicable technical support such as printers, imagesetters, etc.

#### **LITERARYWORKS**

Smythe-sewn, perfect-bound, and side-stitched publications with glued drawn-on wrap-around covers that exceed 90 pages and have ISBN/ISSN and CIP information.

#### **INFORMATIONALWORKS**

Cerlox, thermo, or perfect-bound publications of 90 or less pages, brochures (folders), and newsletters

#### **PROMOTIONALWORKS**

Posters, informational flyers, display items

#### **LEGISLATIVE DOCUMENTS**

Legal documents and papers including Statutes, Hansard, etc.

### Policy Objectives

The Nova Scotia Government needs to

- ensure that professional initiators are given credit for the originality and ingenuity of the work they provide for the government publications in all media
- validate the contribution of initiators to government publications by attributing credit to them on the printed document and other media
- structure the credit given to initiators in a fair and equitable manner

## **Application**

All government publications and related items as designated by the monitoring agency.

## **Policy Directives**

Creative credit is to be given to initiators in the form of their name or the name of their company and their contribution to the publication. Example: Windholme Design, graphic design.

Creative credits are to be given in the order of the initiators' contributions in the production of the publication as follows: writer, editor, translator, graphic designer, illustrator, photographer, typesetter/imagesetter, filmmaker, printer

The level of credits to be given will be as follows:

### **LITERARY WORKS**

All aspects of prepress including writer, researcher, editor, translator, designer, illustrator, photographer, text input, imagesetting, film, printer

### **INFORMATIONAL WORKS**

Writer, editor, translator, designer, illustrator, photographer

### **PROMOTIONAL WORKS**

Designer, illustrator, photographer

### **LEGISLATIVE DOCUMENTS**

None will be permitted

## **Policy Guidelines**

Credits are to be rendered in a manner that complements the overall graphic design of the work and is in keeping with trade traditions and standards.

## **Accountability**

### **COMMUNICATIONS NOVA SCOTIA**

Communications Nova Scotia will be responsible for

- developing and incorporating definitions and guidelines for this policy into the Nova Scotia Visual Identity Program guidelines
- communicating standards to all internal users



## **Monitoring**

Communications Nova Scotia will ensure compliance to this policy on all relevant media produced through that agency.

## **References**

Nova Scotia Government Visual Identity Program

## **Enquiries**

Director of Creative Services, Communications Nova Scotia, (902) 424-2977

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*Approval date: 1994*

*Manual release date: January 9, 2003*

*Approved by: Minister, Supply & Services*

*Most recent review: October 20, 2004*

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## 6.6 Internet Content Policy

### Policy Statement

The Internet is a strategic tool for delivering government information and services to Nova Scotians and the world, and for educating the world about Nova Scotia. In order for the government to make the best use of its World Wide Web site, the site must be professional, technologically advanced, easy to navigate, and accessible to a wide range of users. Effective Internet use across government needs to be coordinated by implementing standards for design and content, educating government users on those standards, monitoring adherence to the standards, and mentoring toward compliance.

### Definitions

#### **INTERNET**

In this context, means the World Wide Web.

#### **WORLD WIDE WEB SITE**

Conventional HTML-based sites, web portals, active server pages, and web-based applications.

### Policy Objectives

- To ensure that access to services and information via Government World Wide Web sites is provided in a clear and understandable manner.
- To ensure that consistent visual identity, application of graphic elements, and navigation standard exist throughout Government World Wide Web sites.
- To maintain an attractive and highly functional Internet presence for the government of Nova Scotia.
- To ensure that editorial content is understandable, sensitive to cultural issues, and consistent with the corporate goals of the government.
- To enhance the integrity and promote the popularity of Government World Wide Web sites.

### Application

All government webmasters, communications officials, and personnel who have authorized access to government Internet sites for the purpose of uploading information, as well as those responsible for content of a government Internet site.

## Policy Directives

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its Internet presence are best served by maintaining a professional design and content standard on Government World Wide Web sites and that Communications Nova Scotia is accountable for same.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia will be responsible for

- developing and publishing design guidelines for government World Wide Web sites
- developing editorial standards, including clear language and editorial style
- researching trends in World Wide Web site design to ensure that the design guidelines and content standards remain current
- communicating standards to all internal Internet users

## Monitoring

Communications Nova Scotia will

- monitor and evaluate the overall design and content of provincial World Wide Web sites with respect to this policy
- advise departments, agencies, boards, and commissions of non-compliance with guidelines and, where necessary (and in consultation with departmental officials), make adjustments to bring the sites into compliance

## References

Nova Scotia Government Visual Identity Program

Internet Graphic and Editorial Standards <<http://www.gov.ns.ca/cmns/design.htm>>

## Enquiries

Coordinator of Electronic Publishing, Communications Nova Scotia, (902) 424-2978

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*Approval date: April 1, 1997*

*Manual release date: January 9, 2003*

*Approved by: Priorities and Planning Secretariat*

*Most recent review: October 20, 2004*

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## 6.7 Co-Publishing

### Policy Statement

Co-publishing is a means by which departments, agencies, boards, and commissions may partner publishing projects with commercial publishers, thereby availing themselves of the expertise and marketing strengths of those publishers and achieving savings for the province. The responsibility for administering this process lies with Communications Nova Scotia (CNS) and is carried out by means of the Request for Proposals process.

### Definitions

#### CO-PUBLISHING

In this context means the establishment of partnerships between the government and private-sector publishers to jointly publish books, maps, magazines that originate with government but have some form of commercial potential that would be attractive to the private sector.

### Policy Objectives

To provide the framework of guidelines to ensure that publications originating in government that may have some commercial potential are offered to private sector publishers in order to

- achieve cost savings to the government
- make use of the expertise and marketing ability of commercial publishers
- ensure that government does not compete with private-sector publishers

### Application

CNS, Publication Services personnel who are knowledgeable in the local commercial publishing industry and familiar with the Request for Proposals tendering process.

### Policy Directives

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its publishing documents with commercial potential are best served by ensuring that the government support the economy of the province through entering into co-publishing partnerships with local private-sector publishers.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- ensuring that as many publications of this nature are made available to commercial publishers, on a partnership basis, as is practical
- preparing and administering Requests for Proposals in order that publishers may bid on projects
- evaluating proposals, awarding, and administering contracts resulting from those RFPs
- ensuring that the terms of these agreements are fair to both parties and result in economies for the government

## Monitoring

Communications Nova Scotia, Publication Services, will monitor all co-publishing contracts to ensure compliance with agreed-upon terms.

Communications Nova Scotia, Publication Services, will liaise with departments to ensure that the Policy Objectives, above, are met.

## Enquiries

Director, Publication Services/Queen's Printer, Communications Nova Scotia,  
(902) 424-2974

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*Approval date: March 1, 1984*

*Approved by: Executive Council*

*Manual release date: January 9, 2003*

*Most recent review: October 20, 2004*

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## 6.8 Visual Identity Program

### Policy Statement

It is the policy of the Government of Nova Scotia that the interests of the Province with respect to the government's corporate identity on all its visual communications materials, in all media, are best served by maintaining a singular, professional design and standards policy, and that Communications Nova Scotia is accountable for the same in the form of a Visual Identity Program (VIP).

### Definitions

#### **VISUAL IDENTITY**

Corporate identity mark with graphic standards for its appearance and all of its applications to communications materials.

#### **LOGO/LOGOTYPE**

Combination of graphics and typography creating a distinctive graphic form, or mark, to identify an organization/company.

#### **WORDMARK**

Distinctive styling of typography creating a form or mark to identify an organization/company.

#### **COMMUNICATIONS MATERIALS**

All things done by, or associated with, the organization in the distribution of information: print, Internet, presentations, displays, video, signage, etc.

### Policy Objectives

- To ensure that Nova Scotians recognize all departments and branches of their government, through the singular identity of the provincial government.
- To ensure that a consistent and professional communications image is used on all publications, electronic or hard copy.
- To maintain a consistent, professional, and economical visual presence for the government of Nova Scotia.

## Application

All government communications officials and personnel who have authority to distribute information in electronic and hard copy and to procure signage, stationery, apparel, and products on which the government's identity is to be printed, crested, or otherwise reproduced.

## Policy Directives

All departments and agencies are to comply with the Visual Identity Program on all of their communications products.

## Accountability

### COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- developing and publishing design guidelines for the Visual Identity Program
- ensuring that the graphic design remains current
- consulting departments and agencies on the effectiveness of and proposed revisions to the program
- communicating the guidelines to all internal users

### DEPUTY MINISTERS

All deputy ministers are responsible for

- informing their staff of this policy and guideline
- ensuring conformity to the policy and guideline within their department/agency

## Monitoring

Communications Nova Scotia will

- monitor and evaluate electronic and hard copy publications, signage, stationery, apparel, and products on which the government's identity is to be printed, crested, or otherwise reproduced with respect to this policy
- advise departments, agencies, and commissions of non-compliance with guidelines and, where necessary (and in consultation with departmental officials), make adjustments to bring the products into compliance



## **References**

Creative Credit Policy  
Internet Policy and Guideline  
Graphic Standards <[www.gov.ns.ca/cmns/design.htm](http://www.gov.ns.ca/cmns/design.htm)>

## **Enquiries**

Art Director, Communications Nova Scotia (902) 424-2973

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*Approval date: 1982 with revisions 1994 and 1997*

*Manual release date: January 9, 2003*

*Approved by: Executive Council*

*Most recent review: October 20, 2004*

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# **Chapter 7: Other Policy Statements**



# 7.1 Acquisition/Lease of Vehicles

## Applicability

This policy applies to the acquisition/lease of conventional passenger vehicles for use by elected officials and for individual or fleet vehicles.

## Policy Statement

The purchase price of executive automobiles shall not exceed \$25,000, exclusive of HST.

The purchase price of individual or fleet automobiles shall not exceed \$25,000, exclusive of HST.

Leasing agreements will be for a minimum of three years and a maximum of four years.

Elected officials have the option of the use of a more expensive vehicle providing that the additional cost inclusive of taxes is the financial responsibility of the elected official.

If for any reason an elected official ceases to be eligible to have the assigned vehicle, the elected official will not be reimbursed for any portion of the cost related to the acquisition of a more expensive vehicle.

## Enquiries

Director of Procurement  
Public Tenders Office  
(902) 424-4557

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*Approval date: December 6, 2001*

*Approved by: Executive Council*

*Manual release date: January 9, 2003*

*Most recent review: October 19, 2004*

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## 7.2 Use of Government Aircraft

### Role and Objective

The government maintains an aircraft fleet under the administration and management of the Department of Natural Resources. The objective is to provide aerial support in emergency situations and resource development and management to provincial departments, agencies, and Crown corporations.

### Priority for Use

Priority for use of the aircraft is as follows:

1. Medical evacuations
2. Ground search and rescue
3. Forest fire detection and suppression
4. Provincial emergency situations
5. Resource development and management

In the event of a forest fire or other emergency, aircraft are subject to immediate recall.

### User Rates

Government departments and agencies using the aircraft will be invoiced monthly at the following hourly rates:

#### FISCAL YEAR 2002–03

- MD 500 helicopter - \$400 per flying hour
- Bell 212 helicopter - \$1000 per flying hour

### Restraint of Use

Unless specifically authorized, government aircraft are not to be used for aerial photography. These requirements are to be contracted to the private sector.

### Enquiries

Director of Fleet Management, Department of Natural Resources  
Phone: (902) 758-3438  
Fax: (902) 758-3355

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*Approval date: November 7, 2001*

*Manual release date: January 9, 2003*

*Approved by: Executive Director, Regional Services, DNR*

*Most recent review: July 16, 2004*

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## 7.3 Fire Safety

### Introduction

Fire Safety is achieved through a combination of

- a) compliance with enactments having an impact on the protection of persons and property from the occurrence or consequences of a fire
- b) behaviour, training, and informing of persons related to
  - i. the prevention of fire
  - ii. measures to lessen its consequences, including the egress from, or protection of persons at, the land or premises in the event of a fire
- c) fire protection system and measures for confining fire and smoke and delaying the progress of a fire
- d) physical arrangements for egress or a place of safe refuge for persons to use in the event of a fire
- e) emergency preparedness

### Responsibilities of the Fire Marshal

The Fire Marshal is responsible for fire prevention generally on government property and will at the request of a branch

- arrange and carry out a fire safety review
- provide a review of all properties for fire safety
- direct and supervise fire drills.

### Action by Branches

Every government branch and every person shall take every precaution that is reasonable in the circumstances to achieve fire safety. Each branch of government will co-operate with the Fire Marshal and will

- advise the Fire Marshal of the occurrence of any fire loss involving government property
- permit the Fire Marshal to enter into or upon and to examine government property in the performance of his/her duties
- advise the Department of Transportation and Public Works within 24 hours of the occurrence of any fire

- ensure that an emergency evacuation procedure is in place, including the appointment of fire wardens; procedures for assisting the public and physically challenged individuals shall be part of the plan

## Enquiries

Fire Marshal's Office

(902) 424-5721

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*Approval date: July 8, 2002*

*Approved by: Fire Marshal*

*Manual release date: January 9, 2003*

*Most recent review: October 12, 2004*

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## 7.4 Crown Land Information Management Centre

The Crown Land Information Management Centre is a centralized service to the Department of Natural Resources that coordinates and consolidates information related to all Crown land holdings.

### **Purpose of the Centre**

The Crown Land Information Management Centre provides centralized services pertaining to Crown land-holding information, including visual display and statistical data, for the orderly development of coordinated acquisition, disposal, and land-use policies and plans.

### **Responsibilities of the Centre**

The responsibilities of the Crown Land Information Management Centre are

- to sort and collate all land title instruments pertaining to acquisition, disposal, or maintenance of Crown land holdings
- to maintain a consolidated record and storage of all Crown land holdings instruments
- to maintain a comprehensive visual display of all Crown land holdings
- to complete and provide statistical data concerning Crown land holdings to provincial, federal, and municipal government departments and agencies and to the general public upon request
- to maintain records of other provincial departments and agencies in accordance with memorandums of understanding

### **Responsibilities of Branches**

Each branch of the Department of Natural Resources will provide to the Crown Land Information Management Centre the relevant property related information.

The change of land use, or a full or partial disposal of land holding must be reported immediately to the centre, e.g., Crown license.

## **Payment for Services**

Recipients of services provided by the Crown Land Information Management Centre are charged fees in accordance with Part I of the *Costs and Fees Act*.

The Manager of the centre provides a fee schedule for the use of those concerned.

## **Enquiries**

Crown Land Information Management Centre

(902) 424-8681

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*Approval date: May 14, 2002*

*Manual release date: January 9, 2003*

*Approved by: Executive Director, Land Services, DNR*

*Most recent review: July 26, 2006*

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## 7.5 Major Events Hosting/Support Policy

### Introduction

The hosting/support of major events offers the potential to bring economic, social, health, and community benefits to Nova Scotia through business, sport, and cultural events. The events can act as a catalyst for the achievement of government priorities for a healthier, more prosperous, and self-sufficient Nova Scotia.

Hosting/supporting major events has the potential to generate new investment, business opportunities particularly in the small and medium- sized business sectors, new jobs, regional development, increased tourism, enhanced infrastructure, international/national profile for the province, and increased tax revenue.

Social benefits range from community, volunteer, and leadership development as well as increased emphasis on fitness and health. Hosting/supporting also offers a forum to celebrate athletic, artistic, and cultural excellence and provide Nova Scotians with the opportunity to contribute to the expression of Nova Scotia's identity.

Nova Scotia favours a community development approach that builds on co-operation, coordination, collaboration, and engagement among the necessary partners (community and private sector, as well as public sector).

Hosting/supporting major events provides the potential for community development, capacity building, confidence, and pride of place.

The Government of Nova Scotia values, respects, nurtures, and encourages volunteerism. Hosting/supporting can build social capital, leaving communities with a living legacy of skilled volunteers and community leaders who have a desire, willingness, and comfort level to volunteer again for other community projects.

Hosting/supporting can serve as the impetus to enrich facility infrastructure around the province so that future generations can benefit from world-class facilities.

### Policy Statement

The Government of Nova Scotia will consider opportunities to host or support major events that have the potential to bring significant direct and/or indirect economic, social, health, and community development benefits to Nova Scotia; therefore, the Government of Nova Scotia will support only those events that advance government

priorities; accrue significant economic, social, health, and community benefits; and/or ensure needed legacies.

## Definitions

### **MAJOR EVENTS**

Major events include major international events, smaller international events, and national events as well as international/national conferences/conventions. Such events might be in the arts, culture, or entertainment sectors; business, technology, or science sectors, or sport events. Examples of major events include Tall Ships, Commonwealth Games, G7, etc .

### **MINOR EVENTS**

Examples of minor events include local community or provincial initiatives such as community suppers, provincial sport championships, tournaments, etc. Minor events are not covered by this policy, as there are existing programs that provide support for local community development, tourism, culture and heritage, and sport and recreation initiatives.

Major events are often, but not always, hosted by non-profit, community-based organizations. The bid/host organization will often approach both the private and the public sector for financial or in-kind support. Support can also be in the form of advertising. The purchase of advertising does not imply support of the event.

### **EVENT “HOST”**

Event “host” is the primary group or organization responsible for organizing and operating an event. An event “supporter” is defined as an organization that supports the event by providing a portion of funding and/or in-kind services such as promotional support.

### **RECOGNITION OF SUPPORT**

Recognition of Support is defined as the use of the corporate symbol and limited text that identifies the Government of Nova Scotia as a supporter. Recognition of the provincial support may be included in a broad range of material including publications, forms, news releases, advertisements, audio-visuals, exhibits, signs, and other recognition opportunities.

### **IDENTIFICATION**

Identification refers to applying the corporate identifiers of the organizations contributing support when informing the public about a major event that the Government of Nova Scotia is supporting.

## Policy Objectives

To provide government with a planned and coordinated approach as well as rationale for decision making on opportunities to bid, host and support major international and national events.

To bring a systemic order to the process for bidding, hosting and supporting major international and national events in Nova Scotia.

To ensure that a fair, open, efficient, effective, equitable, and timely process is in place for evaluating requests made to the Government of Nova Scotia for bidding and hosting support.

To provide government with a hosting/supporting process that recognizes and supports the potential benefits to all regions of the province and optimizes year-round incremental benefits to the provincial economy.

## Principles

### **GOOD GOVERNANCE AND ACCOUNTABILITY**

The Government of Nova Scotia believes that bid/host organizations must operate according to the principles of good governance and accountability.

### **FISCAL RESPONSIBILITY**

The Government of Nova Scotia is not obligated to provide funding for an event. Support is dependent upon the degree of social and economic benefits accrued by the province balanced against other competing priorities, available funding, and Cabinet approval.

### **PARTNERSHIP**

A partnership approach is critical to success. Generally, the Government of Nova Scotia would not be the sole supporter of an event.

## Application

The policy applies both to events that the Government of Nova Scotia is hosting and to events hosted by other parties to which the Government of Nova Scotia is providing support.

This policy applies to support for hosting of large-scale major events such as national or international tourism, cultural, economic, recreational, or sporting events. This policy does not apply to individual requests for support of minor events or for support to attend conferences or events.

The policy and principles also apply to those major events that may not be conventionally bid for.

The policy applies as follows:

**CATEGORY I**

Direct application of the policies and procedures to departments, offices of government, and all public service entities, as well as any additional entities as indicated in a specific policy or procedure.

**CATEGORY II**

Direct application to Crown corporations, which are to abide by the policies and procedures to the extent that there is no conflict with existing legislation, regulations, or contracts. Where possible and as appropriate, Crown corporations are to make their bylaws reflective the policy's objectives.

**CATEGORY III**

Entities that receive government funding, primarily other government service organizations, are asked to embrace the intent of the policies/procedures, where to do so is determined reasonable for the efficient and effective operation of their organization (e.g., school boards, district health authorities, municipalities).

**Policy Directives**

If the bid/host organization plans to request financial support from the Government of Nova Scotia, the host organization must seek support- in-principle from the government before any bid is made.

Host organizations must demonstrate that the event will result in economic, social, health, and/or infrastructure legacies.

At no time will the Government of Nova Scotia undertake to guarantee deficit funding of an event.

Prior support from the Government of Nova Scotia does not guarantee future support for the same or a similar event.

Groups seeking provincial government financial support will be required to make a formal submission or business case demonstrating the economic, social, health, and community benefits to Nova Scotia as well as the management, financial, and technical capability of the organization to secure and manage the event.



The Government of Nova Scotia will be a part of the decision mechanism to reinvest dollars from events that earn a profit.

Proposals must demonstrate the level of community support for the event, for example, public opinion, community interest, local government, expert groups.

Government of Nova Scotia support is to be recognized when promoting the event to the public. When two or more supporters have to be identified, it follows that the true order of precedence needs to be resolved. For example, the agreement may establish the order in accordance with the share of the financial contribution or the lead role of the participant who hosts the event.

Contributions made by the Government of Nova Scotia will create an association between the Government of Nova Scotia and the event, organization, or activity being supported. Therefore, the Government of Nova Scotia's, protocol policies, goodwill, and sound image must not be compromised. Partners and their products and services need to be consistent with the event's targeted community outcomes, its participants, and the primary audiences it will affect.

Host organizations must comply with all applicable legislation (e.g. labour and environmental laws). Directors' liability for a hosting organization as well as event-specific insurance are required.

In the case of sporting events, written confirmation from the appropriate national sport organization indicating the event has been sanctioned is required.

Audited financial statements must be submitted to the Government of Nova Scotia within six months of the conclusion of the event.

### **Policy Guidelines**

The Government of Nova Scotia may enter into agreements with third-party entities to operationalize the policy and/or to deliver various components.

### **Decision Criteria**

The decision of the Government of Nova Scotia to support an event will be made based on the merits of the business case. See Business Case requirements in the Submission Guide.

Support is dependent upon the degree of benefits accrued by the province balanced against other competing priorities, available funding, and Cabinet approval.

The Government of Nova Scotia's support may include contributions in the form of direct or indirect funding, essential services, as well as any contribution towards legacy.

If existing facilities are not adequate and there is no ability to meet the facility needs, the Government of Nova Scotia would not support the event.

## **Appendices**

Appendix 7-A Economic Analysis Data Requirements

Appendix 7-B Summary of Review Factors

Appendix 7-C Major Events Hosting/Support Review Committee Terms of Reference

## **Enquiries**

Assistant Deputy Minister, Office of Health Promotion (902) 424-7724

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*Approval date: June 29, 2005*

*Manual release date: July 27, 2005*

*Approved by: Executive Council*

*Most recent review:*

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# Submission Guide

## Phase I – Securing Support-in-Principle

The bid/host organization must seek support-in-principle before any bid is made. The Major Events Hosting/Support Committee's (Committee's) support-in-principle should be secured at least one year in advance of the event. This way, the government will be in a position to anticipate budget and in-kind requirements and will be able to engage in the partnership collaboration early in the planning process.

A brief submission will be reviewed by the Committee which consists of government representatives from Economic Development; Health Promotion; Tourism, Culture, and Heritage; Service Nova Scotia and Municipal Relations; Treasury and Policy Board; and Finance. The Committee's role is an advisory one, decision-making authority rests with Executive Council (cabinet).

One objective of that review will be to identify possible links to provincial priorities. It will also enable long-term financial planning. When an event aligns with a Government's goals and the Government chooses to fund the event, the event will be transferred to and funded by the applicable department(s).

## Submission

At a minimum, the submission should include the following components:

- the letter of submission signed by the chair of the board or organizing group
- brief description of the event and the benefits that will be accrued
- identification of the relevant partners and their respective roles and responsibilities
- identification of the infrastructure needs (if existing facilities are inadequate)
- clearly stated "ask" of the Government of Nova Scotia including any infrastructure requests
- timeframes: target event date and key milestones leading up to the date
- budget estimates: to the extent possible, this should include a breakdown
- participant, attendee, and viewing estimates noting dignitaries expected
- venue requirements: including any required facility investments
- event organization: identify key personnel and organizations

**NOTE:** A collaborative process is a key policy objective. Preliminary information received early in the process is preferable to exact information received late in the process.

The submission must be sent to [majorevents@gov.ns.ca](mailto:majorevents@gov.ns.ca). Proponents can expect a maximum of a three-month turnaround time for initial submissions. The initial response will not constitute a project approval. The response may include such things as

- links to provincial priorities
- expression of concern
- support-in-principle and endorsement from the Committee to proceed to Phase II
- identification of a key provincial contact person

The Committee will provide guidance to host organizations on this policy and submission requirements.

## **Phase II – Formal Submission**

Once Government of Nova Scotia support-in-principle has been obtained and the bid accepted, a formal submission is required. This Submission Guide and attached Appendices provide direction on information requirements as well as review factors. These review factors are based on the Policy's principles and directives and should be addressed in all submissions. The Phase II submission should be sent to the contact person identified through Phase I.

The Committee and/or the designated lead department(s) will assess each Phase II submission and make recommendations to Cabinet. The extent of support will range according to the quality of the submission; type, scope, cost, and benefits associated with the event under consideration; and available resources.

## **Review Factors**

The decision of the Government of Nova Scotia to support an event will be made based on the merits of the business case and on the availability of provincial funding and Cabinet approval.

The Government of Nova Scotia's financial support may include direct funding, indirect funding, and essential services, as well as any contribution towards legacy.

If existing facilities are not adequate and there is no ability to meet the facility needs, the Government of Nova Scotia would not support the event.

## **Business Case**

Prepare a solid business case.

- Define measurable goals/objectives the economic, social, healthy living, and community benefits derived from the investment.
- Quantify the inputs
  - financial (provide a detailed budget outlining anticipated expenditures—operating as well as capital and revenues from all sources)
  - human (paid and volunteer, youth participation, participation from designated groups; e.g. diversity)
  - in-kind resources needed to secure and stage the event
  - facilities, accommodations, transportation, media, security, etc. (availability/needs)
- Clarify roles and responsibilities of the host organization.
- Identify potential partners as well as their level of anticipated involvement, financial and/or otherwise.
- Identify infrastructure, current capacity, and future needs as well as anticipated legacies. If existing facilities are not adequate, indicate the plan of action to either upgrade existing facilities or build new facilities. If the proposal is to build a new facility, identify the impact a new facility would have on the existing infrastructure. Include a sustainability plan for the legacy infrastructure.
- Describe the outputs of the event, including the potential audience reach (e.g., numbers of countries and provinces participating) and the number of participants (e.g., performers, delegates, or athletes), officials, volunteers, spectators, etc.
- Provide information for an economic impact analysis (see Appendix 7-A).
- Demonstrate the financial and management capacity to secure and hold the proposed event as well as appropriate insurance coverage including director's liability for a hosting organization as well as event-specific insurance.

### **Alignment with Government of Nova Scotia Priorities**

The hosting of major events offers the potential to bring economic, social, cultural, sport, and community benefits to Nova Scotia. Submissions must demonstrate how the event would act as a catalyst for the achievement of government priorities for a healthier, more prosperous, and self-sufficient Nova Scotia.

- Explain how the proposed event will contribute to increased emphasis on fitness and health, growing the economy, building community and volunteer capacity, promoting athletic, artistic and cultural excellence, and increasing tax revenue, as well as enhancing Nova Scotia's identity.

## **Partnerships and Community Support**

Nova Scotia favours a community development approach that builds on co-operation, coordination and collaboration among the necessary partners (community, private sector, and public sector). Therefore, the involvement of other partners in the funding and programming of the event is also a key consideration for the province.

- Identify partners, their respective roles and responsibilities, as well as the degree of support they have/or are likely to pledge.
- Demonstrate the level of community support for the event, for example, public opinion, community interest, local government, expert groups.
- In the case of sporting events, include written confirmation from the appropriate national sport organization indicating that the event has been sanctioned. This confirmation is required.

## **Volunteerism**

The importance of volunteers to our quality of life cannot be overstated. Volunteers are active in our museums, coaching our children in sports and the arts, helping out at major events like the G-7, as well as sitting on boards of voluntary organizations. Hosting can build social capital, leaving communities with a living legacy of skilled volunteers and community leaders who have a desire, willingness, and comfort level to volunteer again for other community projects.

- Outline plans, budget, and funding sources for the recruitment and training of the required number of volunteers to host the event and participate in a post-event legacy program.

## **Youth Participation and Leadership Development**

The involvement of our young people provides opportunities to promote healthy living, develop leadership skills, and prepare them for the workforce. Youth development and youth leadership opportunities provide many of the personal and social development pieces needed for our young people to succeed in becoming the leaders of tomorrow and employees that employers want. Engaging our young people is an investment in the future social, economic, sport, and cultural success of our province.

- Explain if and how young people will be involved, noting opportunities for young people to develop the attributes they need to be successful in society and in the workplace such as responsibility, integrity, critical thinking, and problem solving.

## **Diversity**

Staging world class events will require us to make effective use of the diverse backgrounds and cultures, talents, and abilities of all our citizens. Volunteers and workers who possess linguistic and cultural skills, international contacts, and experiences in different cultural and business environments bring assets that can be used to help host organizations prepare for international event performers, delegates, athletes, volunteers, participants, and visitors.

- The applicants must outline how they intend to encourage participation of Aboriginal peoples, racially visible persons, persons with disabilities, women, and immigrants.

## **Logistics**

- Demonstrate the capacity of the community to host such an event (facilities/venue, technical, accommodations, transportation, media, security, etc.)

## **Good Governance of the Host Organization**

Bid/host organizations should operate according to the principles of good governance and must have the management, financial, and technical capability to secure and stage a successful event.

- Describe the organizational and governance structures, policies, and decision-making processes.
- Demonstrate that the organization is currently incorporated under the Companies Act or the Societies Act.
- Provide a list of your Board of Directors/committee members, and staff and identify their relationships to the community, as well as the experience that qualifies them to carry out the event.
- Provide a copy of the audited financial statements for your previous fiscal year as well as a copy of your last annual report.
- Outline your policy on public disclosure of relevant program and financial information.
- Indicate if a conflict of interest policy is in place.

## **Legacy**

Hosting can serve as the impetus to enrich facility infrastructure around the province so that future generations can benefit from world class facilities.

- If existing facilities are not adequate, identify a strategy, including partners, to either upgrade existing facilities, or build new facilities. If the proposal is to build a new facility, identify the impact a new facility would have on the existing infrastructure and identify a strategy, including partners, to ensure reasonable access to facilities beyond the event.
- Identify a strategy, including partners, to ensure programming (sport, cultural, etc.) and service benefits beyond the event.
- Identify a strategy, and partners, so that the expertise and programming experience accrued from hosting the event continue beyond the event.
- Identify how the social benefits detailed in the business case will be maximized over the long term.

### **Social/Economic Benefits and Impacts**

Provide data for an Economic Analysis (See Appendix 7-A).

### **Monitoring, Follow-up, and Accountability**

For the purposes of accountability to taxpayers for the investment of public dollars, it is important that the host organization as well as all partners know whether the event was successful and are able to demonstrate the actual return on investment.

- The Government of Nova Scotia reserves the right to place a representative on the project steering committee.
- Updated financial statements and any other key measures (e.g., number of registered teams/participants) must be provided according to a schedule determined by the Government of Nova Scotia.

Follow-up documentation must be submitted to the Government of Nova Scotia no more than six months after the event has occurred. This documentation must include

- a post-event evaluation demonstrating actual results against intended return of investment outcomes as well as a complete financial statement
- a post-event evaluation form must be submitted and include economic inputs, “softer” inputs, and the Government of Nova Scotia’s ongoing expenditure needs for maintenance operation
- closing financial statements (budget and actual)
- audited financial statements
- actual participant numbers
- actual attendee numbers and/or actual viewing audience numbers (where applicable)
- dignitaries who visited Nova Scotia as a result of the event
- other metrics as determined by the Government of Nova Scotia



Where sufficient information has been provided, proponents should expect the maximum of a three-month turnaround. Incomplete information may result in a longer turnaround time.

Each submission will be judged both on its own merit and weighed against other financial demands. Because of this, an approved funding amount may differ from the amount requested.

**Appendix 7-A**

# **Economic Analysis Data Requirements**

Economic Analysis  
Capital Construction  
Data Requirements

An economic analysis will be conducted by the Government of Nova Scotia using the Nova Scotia Input-Output System. The applicant must provide information suitable to conduct this analysis. The analysis is conducted on three different aspects of hosting the event, if applicable: Capital (infrastructure) Construction; Event Expenditures (organization and staging); and Visitors' Expenditures.

There is a choice of two data forms for the capital construction analysis depending upon the level of detail of the available data.

**LIMITED DATA - METHOD 1**

Information only available on the total cost of construction

**DETAILED DATA - METHOD 2**

Detailed data available, e.g. for contractors (concrete, carpentry, etc.), materials (asphalt, concrete, wood, steel, etc.), site preparation and equipment costs.

## Capital (Infrastructure) Construction

### Limited Data - Method I

- I. Describe construction-related activity of the project. If the project has more than one construction component (e.g., stadium, arena, road access) describe each, on a separate sheet, with associated capital costs and time frames. Use the following template for each component of the project, if applicable.

Construction Activity (describe):

Date started \_\_\_\_\_, date finished \_\_\_\_\_

Land purchase \$\_\_\_\_\_

Site preparation (describe) and cost:

\$\_\_\_\_\_

Equipment purchases cost:

Bought from outside Nova Scotia \$\_\_\_\_\_

Bought from Nova Scotia retailer (made elsewhere) \$\_\_\_\_\_

Bought from Nova Scotia wholesaler (made elsewhere) \$\_\_\_\_\_

Bought from Nova Scotia manufacturing company (describe):

\$\_\_\_\_\_

\$\_\_\_\_\_

Total equipment cost \$\_\_\_\_\_

Construction costs (materials, contractors, labour, profit) \$\_\_\_\_\_

Total construction and equipment costs \$\_\_\_\_\_

**Capital (Infrastructure) Construction**  
**Detailed Data - Method 2**

I. Describe construction-related activity of the project. If the project has more than one construction component (e.g. stadium, arena, road access) describe each, on a separate sheet, with associated capital costs and time frames. Use the following template for each component of the project, if applicable.

Construction activity (describe):

Date started \_\_\_\_\_, date finished \_\_\_\_\_

Land purchase \$\_\_\_\_\_

Site preparation (describe) and cost:

\$\_\_\_\_\_

Equipment purchases cost:

Bought from outside Nova Scotia \$\_\_\_\_\_

Bought from Nova Scotia retailer (made elsewhere) \$\_\_\_\_\_

Bought from Nova Scotia wholesaler (made elsewhere) \$\_\_\_\_\_

Bought from Nova Scotia manufacturing company (describe):  
\$\_\_\_\_\_

\$\_\_\_\_\_

Total equipment cost \$\_\_\_\_\_

Construction costs (materials, contractors, labour, profit):

Materials (list under the following headings):

Materials	Nova Scotia content	Non-Nova Scotia content	Total materials cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contractors:

Contracting Service	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Labour:

Describe labour in terms of hours worked per week over the project activity duration. Also include the fringe benefit rate on labour income. For example, fringe benefits are what the employer pays for things such as: medical, dental, EI, pensions, WCB, and vacation pay and are usually expressed as a percentage. In Nova Scotia, for example, the average annual wage and salary for 2004 is determined as: \$611.93/wk \* 50wks/yr \* 1.1484 (fringe benefit rate of 14.84%) = \$35,137/yr. Construction wages tends to be higher than the average.

**Note:** we have to know if the fringe benefit rate is already included with the hourly wage rate or if we have to add it on top of the wage rate given: Therefore, is it included with the hourly rate given below? : yes\_\_\_ no\_\_\_

No. of employees	Hrs/wk	No. of weeks	Hourly rate	Fringe benefit rate
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Profit**

Estimate the profit component that will be added to total project cost     \$\_\_\_\_\_

## Event Expenditures (Organization and Staging)

### LABOUR

These are the people directly hired to organize the event. Report only Nova Scotia-based personnel.

#### **Longer term**

Person-years (2,000 hours per year) \_\_\_\_\_

Wages and salaries (include benefits and indicate what percentage it is) \_\_\_\_\_

Number of people \_\_\_\_\_

#### **Short term** (during time frame of the event)

Person-hours \_\_\_\_\_

Wages and salaries (include benefits and indicate what percentage it is) \_\_\_\_\_

Number of people \_\_\_\_\_

### ONLY INCLUDE NOVA SCOTIA EXPENDITURES

#### **Rental of Facilities**

**Insurance** (if Nova Scotia broker) \_\_\_\_\_

**Security** \_\_\_\_\_

#### **Transportation**

Car rental/lease \_\_\_\_\_

Air fares (in and out of Nova Scotia) \_\_\_\_\_

Fuel \_\_\_\_\_

Mileage payment \_\_\_\_\_

Other \_\_\_\_\_

#### **Accommodation**

Hotels/motels \_\_\_\_\_

University residences \_\_\_\_\_

#### **Food and Beverages**

**Entertainment** \_\_\_\_\_

Guest speakers \_\_\_\_\_

Cultural performers (musicians, actors) \_\_\_\_\_

Tours of Nova Scotia Facilities (admission fees) \_\_\_\_\_

Other \_\_\_\_\_

**Advertising** (Nova Scotia) \_\_\_\_\_

**Communications**

Telephone \_\_\_\_\_

Postal/Courier \_\_\_\_\_

Other \_\_\_\_\_

**Printed Materials**, if done in Nova Scotia \_\_\_\_\_

**Office Supplies** \_\_\_\_\_

**Professional Services**, if Nova Scotia-based

Lawyer/accounting \_\_\_\_\_

Public relations/advertising \_\_\_\_\_

**Gifts/Mementoes**, if purchased in Nova Scotia

Handicrafts, visual arts \_\_\_\_\_

Clothing \_\_\_\_\_

Textiles (bags) \_\_\_\_\_

Other \_\_\_\_\_

**Utilities** (if applicable)

Water \_\_\_\_\_

Electricity \_\_\_\_\_

Expenses over \$5,000 if not covered in above and spent in Nova Scotia

_____	_____
_____	_____
_____	_____
_____	_____

If you are covering delegates/participants' expenses, please include in event expenditures and indicate if this is so.



## Visitors' Expenditures

### DELEGATES/PARTICIPANTS

	Number	Number of Days at Event
Nova Scotia	_____	_____
Atlantic Canada	_____	_____
Rest of Canada	_____	_____
American	_____	_____
Other international	_____	_____

Are there any delegate/participants expenses (e.g., food, accommodation) being paid by the Organizing committee? If so, which type of expenditures (please ensure they are included in Event Expenditures form)?

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Do you wish to project that there will be additional people travelling with delegates/participants (e.g., the event delegate is accompanied by a spouse and two children in 50% of the international cases)? If so, please specify which categories and what information you have to support this assumption.

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Do you wish to project that the delegate/participant will stay additional days in Nova Scotia beyond the event (e.g., 20% of the international delegates will spend two more days in Nova Scotia)? If so, please specify which categories and what information you have to support this assumption.

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**ATTENDEES (IF NOT INCLUDED ABOVE)**

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**SPECTATORS (MEDIA, ETC.)**

	Number	Number of Days at Event
Nova Scotia	_____	_____
Atlantic Canada	_____	_____
Rest of Canada	_____	_____
American	_____	_____
Other international	_____	_____

Do you have any information or assumptions on expected expenditures by participants/delegates and attendees while they are in Nova Scotia?

What dignitaries (Nova Scotian, Canadian, or foreign) are expected to attend the event?

## Appendix 7-B

# Summary of Analysis Factors

### Economic Analysis

- Provincial Government Revenue: How does this match the request for support?
- Employment: Paid employment, long-term versus short-term
- Household Income

### Social Impact Analysis

- Community Involvement: How much community involvement? Is there widespread support?
- Volunteering: Is the organization developing volunteering and training? Is there too heavy a reliance (risk factor)?
- Youth Involvement: Are there any stated plans?
- Diversity: Are there any stated plans?
- Physical Activity/Health: Will this improve health status? Will there be legacy issues? Measurables?
- Nova Scotia Exposure: What is the expected publicity from attendees and media? Is this event consistent with the image the Government of Nova Scotia wishes to portray?
- Infrastructure: Does any new infrastructure need to be built? If so, who will pay for it? Is there a reasonable plan for future use? Will it put a strain on current infrastructure (e.g., roads, parking)?

### Environmental Impact Analysis

- Possible Considerations: Waste management, climate change, impact on natural environment. Will this put pressure on natural sites?
- Department of Environment and Labour will be consulted where applicable.

## **Risk**

- Security: Is there any increased risk of terrorist activity or need for increased security on the part of police as a result of this event?
- Good Governance: Does the host committee exhibit good governance practices?
- Attendance Targets: How would not meeting the attendance targets affect analysis?
- Financial Performance? The continuation of the event?
- Support Targets: May not meet support targets?

## **Incrementality**

How much of this will be a net gain for the Province of Nova Scotia? Is there a redistribution of expenditures? Will infrastructure remaining put pressure on the current infrastructure?

## Appendix 7-C

# Major Events Hosting/Support Review Committee Terms of Reference

## Introduction

The Government of Nova Scotia recognizes that the hosting/supporting of major events offers the potential to bring social, health, and community benefits to Nova Scotia through business, sport, and cultural events. Supporting these events can act as a catalyst for the achievement of government priorities for a healthier, more prosperous, and self-sufficient Nova Scotia.

Hosting/supporting major events provides the potential for community development, capacity building, confidence, and pride of place. Hosting/supporting events also offers a forum to celebrate athletic, artistic, and cultural excellence and to provide Nova Scotians with the opportunity to contribute to the expression of Nova Scotia's identity.

## Context

Nova Scotia has acquired a reputation for hosting successful events based on our renowned hospitality, unique culture, and hard-working volunteers. However, this success has been based on committed individuals and hard work rather than a strategic plan. Communities hosting major events expect that the Government of Nova Scotia will contribute significant support to assist with the success of an event. The Government of Nova Scotia has lacked a strategic major events hosting/support policy to provide a planned and coordinated approach; to bring systematic order to the process for bidding and hosting; to ensure that a fair, open, efficient, effective, equitable, and timely process is in place for evaluating requests made to the government for hosting; and to provide government with a hosting process that recognizes, supports and benefits all regions of the province.

The Government of Nova Scotia will consider opportunities to host or support major events that have the potential to bring significant direct and/or indirect economic, social, health, and community development benefits to Nova Scotia. Therefore the Government of Nova Scotia will support only those events that advance government priorities; accrue significant economic, social, health, community benefits; and/or ensure needed legacies.

## **Composition**

The Committee will be chaired by a rotating chair and be comprised of representatives from each of the following government departments, offices, and agencies

- Economic Development
- Health Promotion
- Tourism, Culture, and Heritage
- Service Nova Scotia and Municipal Relations
- Treasury and Policy Board
- Finance

## **Deliverables**

To provide guidance to host organizations on the Major Events Hosting/Support Policy and submission requirements.

To review proposals and identify possible links to provincial priorities.

To develop provincial funding parameters for the hosting of major events.

To assess hosting submissions and make recommendations to Cabinet.

## **Function**

The Committee will meet quarterly to

- review proposals
  - meet with potential host organizations
  - assess hosting submissions
  - develop funding parameters for the hosting of major events within the province
- Key provincial contacts will be identified to provide support to the Committee and will work to support potential host organizations.

Updates for Cabinet will be prepared quarterly.

## 7.6 Environmental Management Policy

### Policy Statement

*Towards a Sustainable Environment*, the Province of Nova Scotia's approach to managing the environment, is based on the following principles:

- environmental protection is essential to the integrity of ecosystems, human health and the socio-economic well being of society
- managing the environment is a shared responsibility involving all citizens in Nova Scotia; and
- an integrated approach that addresses environmental, social, and economic considerations is the most effective way to deal with environmental issues.

This policy will improve government's ability to integrate environmental considerations into policies, programs and practices in accordance with the principles of sustainable development.

### Policy Objectives

- environmental issues are considered in the development and implementation of government policies, strategies and programs
- environmental management activities of government are delivered in a co-ordinated and integrated manner; and
- government's environmental commitments and results achieved are consolidated and reported on a regular basis.

### Definitions

#### **ENVIRONMENT (NATURAL)**

The combination of climatic, physical, chemical, and biotic conditions that may affect the growth and welfare of an organism or group of organisms, including humans.

#### **ENVIRONMENTAL PROTECTION**

Activities designed to enhance or sustain the natural environment and/or avoid or minimize damage to land, air or water.

#### **SUSTAINABLE DEVELOPMENT**

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

## Application

This policy applies to all government departments and agencies.

## Policy Directives

- An Environmental Management Steering Committee comprised of senior representatives from ten<sup>1</sup> departments, and chaired by Nova Scotia Environment and Labour, will
  - facilitate coordinated reporting on environmental commitments identified in Appendix 7-D and results achieved; and
  - support cross-departmental co-operation on environmental initiatives as required.
- Departments will use the GreenWeb<sup>2</sup> to display and/or link to best management practices, highlight environmental achievements, provide information on current and emerging environmental issues of interest to Nova Scotians, and report on results achieved in relation to environmental commitments.
- Government will release an annual report on results achieved with respect to its environmental management commitments.
- Submissions to Executive Council pertaining to proposed policies/programs having potential environmental implications will include documentation of:
  - consultation carried out with other potentially affected departments/agencies; key issues identified by the departments consulted; and how such issues are being/have been addressed;
  - an integrated assessment process that documents consideration of environmental, social and economic impacts and benefits;
  - linkages with corporate policies or strategies containing environmental commitments.
- Treasury and Policy Board will provide an appropriate analysis of environmental implications of submissions to Executive Council and will consult with departments as required.
- Departments will support employees in their efforts to make environmentally responsible choices at work by establishing pollution prevention plans/ environmental management systems appropriate to the department's operations.

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<sup>1</sup> Environment and Labour (lead department), Agriculture, Fisheries and Aquaculture, Office of Economic Development, Energy, Natural Resources, Service Nova Scotia and Municipal Relations, Tourism, Culture and Heritage, Transportation and Public Works, Treasury and Policy Board.

<sup>2</sup> <http://www.gov.ns.ca.greenweb/>



- Government is committed to review and continuously improve its environmental performance. Departments will conduct their operations in an environmentally responsible manner by following principles for environmental management of government operations (See Appendix 7-E). These principles will be applied to all government operations including procurement of goods and services, facilities management and fleet management.

### **Policy Guidelines**

- Where feasible departments will review existing policies, guidelines, standards and other guidance documents to determine their compliance with this policy and amend them where necessary;
- All departments are encouraged to recognize the environment as an asset and consider the environmental impacts of programs and policies as part of business planning, policy development and program review activities.
- Where possible the Government will participate in, and provide technical support to, resource management and environmental initiatives that encourage community driven or municipally led environmental management (e.g. Sustainable Communities Initiative, Community Development Policy Initiative, Bras d'Or Collaborative Environmental Planning Initiative).
- When consulting with the public on environmental initiatives, the consultation principles outlined in Appendix 7-F will provide guidance to the process as appropriate.

### **Accountability**

Deputy Heads of all departments and agencies are responsible for ensuring compliance with this policy.

Nova Scotia Environment and Labour is responsible for

- coordinating preparation and release of government's annual environmental report;
- providing professional/technical advice and assistance to departments and agencies in implementing the policy, when requested and where resources permit;

Treasury and Policy Board is responsible for auditing submissions to Executive Council and taking appropriate action to promote compliance with policy directives related to such submissions.

## Monitoring

The Environmental Management Steering Committee will review this policy on an annual basis and report to Treasury and Policy Board on any gaps or challenges.

## References

*Towards a Sustainable Environment* (June, 2003)

## Enquiries

Executive Director of Policy, Nova Scotia Environment and Labour

## Appendices

### Appendix 7-D

List of Environmental Commitments (extracted from *Towards a Sustainable Environment* and other current government strategies/documents)

### Appendix 7-F

Principles for Management of Government Operations

### Appendix 7-E

Consultation Principles

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*Approval date: November 21, 2005*

*Approved by: Executive Council*

*Manual release date:*

*Most recent review:*

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## Appendix 7-D

# List of Environmental Commitments

(Extracted from *Towards a Sustainable Environment* and other current government strategies/documents.)

### **AIR QUALITY**

Commitments include reductions in polluting air emissions and work to meet regional and national standards, airshed management plans, initiatives to provide information to Nova Scotians, and international partnerships to address air quality issues. (For more detailed commitments see Page 13 of *Towards a Sustainable Environment*.)

### **CLIMATE CHANGE**

Commitments include contributing to international climate change initiatives, working with industry groups to meet their climate change targets, and developing a climate change impacts and adaptations action plan for Nova Scotia. (For more detailed commitments see Page 20 of *Towards a Sustainable Environment* and *Nova Scotia's Energy Strategy*.)

### **COMMUNITY STEWARDSHIP**

Commitments include improving the sustainability of communities by providing support to community partners, working with First Nations to address environmental issues, promoting nature recreation and active living, and participating in the Sustainable Communities Initiative. (For more detailed commitments see *Nova Scotia's Energy Strategy* and Pages 9 and 10 of *Towards a Sustainable Environment*.)

### **GREENING GOVERNMENT/LEADING BY EXAMPLE**

Commitments include the development of a government-wide environmental management policy as well as a pollution prevention plan and environmentally responsible procurement standards, and work to decrease the energy consumption of government by purchasing green power and improving the efficiency of government buildings. (For more detailed commitments see Page 22 and 23 of *Towards a Sustainable Environment*.)

### **HAZARDOUS SUBSTANCES**

Commitments to the management of hazardous substances include promotion of early detection and response to site contamination, producer and consumer stewardship to encourage life-cycle management, as well as penalties for polluters, cross-jurisdictional cooperation and regulatory streamlining. (For more detailed commitments see Page 16 of *Towards a Sustainable Environment*.)

### **INDUSTRY STEWARDSHIP**

Commitments include supporting agricultural industry associations and partners in order to improve operational environmental sustainability, promoting innovation and trade within the environmental industries sector and sustainable practices within the tourism industry, encouraging sustainable forestry, and pursuing product stewardship agreements through Nova Scotia's solid waste-resource management programs. (For more detailed commitments see Pages 10, 17, 19 and 20 of *Towards a Sustainable Environment*.)

### **LEGISLATIVE FRAMEWORK**

Introduce amendments designed to strengthen the *Environment Act* and expand the range of environmental management and compliance tools available.

### **NATURAL RESOURCE STEWARDSHIP**

Commitments to sustainably manage Nova Scotia's natural resources include the promotion of stewardship approaches, and the public release of a report detailing the condition of the province's forests. (For more detailed commitments see page 19 of *Towards a Sustainable Environment*.)

### **PROTECTED AREAS**

Commitments to improve Nova Scotia's network of protected areas include designating new Wilderness Areas and Nature Reserves and exploring opportunities to designate Canadian Heritage Rivers, encouraging land protection and stewardship through expanded partnerships, and support for conservation of privately owned land. (For more detailed commitments see pages 19 and 20 of *Towards a Sustainable Environment*.)

### **SUSTAINABLE DEVELOPMENT**

Apply the principles of sustainable development in delivery of our economic growth strategy (See page 17 of *Towards a Sustainable Environment*.)

**WATER QUANTITY/QUALITY**

Commitments include consulting, working with and supporting various partners to improve water quality and quantity in Nova Scotia, using a government-wide approach to drinking water management, continuing to promote safe water for communities through the Drinking Water Strategy. (For more detailed commitments see *A Drinking Water Strategy for Nova Scotia* and page 14 of *Towards a Sustainable Environment*.)

*Appendix 7-E*

# Principles for Management of Government Operations

- **Integrated Management** entails incorporating environmental considerations into all aspects of government management and operations.
- **Pollution Prevention** anticipates and prevents adverse environmental effects that may be caused by government policies, programs, activities, operations and decisions.
- **Conservative and Efficient** use of resources throughout all aspects of planning and operations supports the protection of essential resources and bio-diversity.
- **Continuous Improvement** of policies, programs, and environmental performance allows government to take advantage of technological developments and new opportunities.
- **Minimization and Management of Wastes** arising from government activities includes endeavoring to eliminate or reduce the amount of waste generated, striving to fully utilize reuse and recycling opportunities, and disposing of remaining waste in an environmentally sound manner.
- **Protection of Environment and Health** results from conducting government operations in a manner that supports the long-term integrity of our environment and natural resources and safeguards human health.

**Appendix 7-F**

# Principles for Public Consultation

- **Commitment** requires a willingness to listen and be adaptable to changing public needs and be influenced by the viewpoint of stakeholders.
- **Inclusiveness** allows for the involvement of everyone who is potentially impacted and requires respect for the diverse values and interests of all participants.
- **Transparency** recognizes that stakeholders require accurate, balanced and complete information to effectively add value to the policy development and implementation process.
- **Feedback** entails informing people on how the results of the consultation process have been used to inform decisions.
- **Evaluation** helps to identify successes and shortcomings of the process.

