

Transaction	Department Solicitor or Department of Justice	Executive Council Office	Treasury & Policy Board Office	Documentation Required	Comments	Executive Council
<b>Major Corporate Policy</b>	Not unless there is a legal implication	No	Yes	Memorandum to Executive Council Supporting documentation Briefing Note Communications Plan	Proposal may first be considered by TPB and subsequently referred to Executive Council for final approval.	If referred by TPB
<b>Appointments to Agencies, Boards and Commissions</b>	Yes	Yes	Yes	R&R/Ministerial Appointment Form Resume Form "A" (for each appointment) Standing Committee on HR Guidelines (if required). Briefing Note Communications Plan	Where required the recommendation of Executive Council will be referred to the Standing Committee of the House on Human Resources.	Yes
<b>Regulations</b>	Yes	Yes	Yes	R&R Comparison of old and new Regulations with explanation of changes, or explanation of new Regulations Regulations Analysis Form Regulation (Red Tape Reduction) Criteria Check List Briefing Note Communications Plan	All requests to establish, amend, or repeal regulations require TPB office recommendation to the Governor in Council. Regulations approved by Executive Council will be directed to the Registry Regulations.  The Regulation( Red Tape Reduction) Criteria Check List is a tool to assist departments as they are developing new regulations and for the ongoing review of existing regulations that impact business. It should cause departments to conduct rigorous policy assessment that includes the impacts and benefits of the proposal.  Note: Minor housekeeping amendments do not require the RTR Check List.	Yes
<b>Agreements with the Government of Canada or the government of a province or agency.</b>	Yes	Yes	Yes	Report and Recommendation (R&R) Supporting documentation including: Project Proposal including terms and conditions Briefing Note Communications Plan	Under Section 6 of the <i>Public Service Act</i> , a Member of Executive Council requires Governor in Council approval to enter into an agreement with the Government of Canada or the government of a province or agency. Before submitting a proposal to Executive Council that has intergovernmental implications (federal or other provincial and territorial governments—not municipal or Aboriginal governments), departments are to consult with the Department of Intergovernmental Affairs. The outcome of the consultation must be documented in the formal submission (R&R) to Executive Council.	Yes

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<b>Major Reorganization, Restructuring</b>	Not unless there is a legal implication.	No	Yes	Memorandum to Executive Council, Supporting documentation including: Briefing Note Communications Plan Existing organizational charts, Proposed organizational charts	Major organizational and structural changes require Treasury & Policy Board approval prior to implementation. TPB may refer proposed to Executive Council for final approval.	If referred by TPB
<b>New Programs</b>	No	No	Yes	Memorandum to Executive Council / TPB supporting documentation Briefing Note Communications Plan	All proposals for new programs should be referred to TPB even if approved in budget.	If referred by TPB
<b>Business Process Re-engineering</b>	No	No	Yes	Memorandum to Executive Council Supporting documentation Briefing Note Communications Plan	All major business process re-engineering items should be directed to TPB.	If referred by TPB
<b>Personal Services Contracts</b>	Yes	No	Yes	Memorandum to Executive Council Supporting Documentation Briefing Note Communications Plan	The Personal Services Contract Regulations made pursuant to the <i>Public Service Act</i> require approval of Treasury and Policy Board or Executive Council for personal services contracts entered into by departments, offices or government agencies that contain total compensation over \$120,000.  Personal services contracts entered into by a department, office or government agency containing total compensation less than \$120,000 must follow a separate approval process.  Please see the Personal Services Contract Regulations and Chapter 2.3 of Management Manual 500 for further information on the approval of personal service contracts.	Yes
<b>Transactions Requiring Governor in Council Approval</b>	Yes	Yes	Yes	R&R Supporting documentation Briefing Note Communications Plan		Yes
<b>Expropriation</b>	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes

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Section 37	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Additional Highway Appropriations	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Agreements related to Sidewalks/Highways	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Land Sale	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map	<b>TPB approval is not required when all of the following conditions occur:</b> <ul style="list-style-type: none"> <li>• total land area of less than 25 acres</li> <li>• the appraised market value is less than \$25,000</li> <li>• land is sold at the appraised market value or better; or land is purchased for the appraised market value or less</li> <li>• the transaction has the approval of the Minister of the department involved</li> </ul>	Yes
Land Purchase	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Land Exchange * Straight	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
* Value Added	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes

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Rights of Way	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Easement	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Rescind or Alter Land OIC	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Conveyances	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Extinguished Highway Lands	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
Land Lease * In	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes
* Out	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan Map		Yes

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<b>Loan Guarantees</b>	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan	Department of Finance should be consulted on financial implications. All loan guarantees require the signature of the Minister of Finance.	Yes
<b>Industrial Expansion Fund</b>	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan	Department of Finance should be consulted on financial implications. All loan guarantees require the signature of the Minister of Finance.	Yes
<b>N.S. Business Inc.</b> * <\$3,000,000	Yes	No	No	Established by regulation.		No
* >\$3,000,000	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan	Department of Finance should be consulted on financial implications. All loan guarantees require the signature of the Minister of Finance.	Yes
<b>N.S. Farm Loan Board</b> * <\$1,000,000	Yes	No	No	Established by regulation.		No
* >\$1,000,000	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan	Department of Finance should be consulted on financial implications. All loan guarantees require the signature of the Minister of Finance.	Yes
<b>N.S. Fisheries Loan Board</b> * <\$500,000	Yes	No	No	Established by regulation.		No
* >\$500,000	Yes	Yes	Yes	R&R Supporting Documentation Briefing Note Communications Plan	Department of Finance should be consulted on financial implications. All loan guarantees require the signature of the Minister of Finance.	Yes
<b>Corporate Administrative Policies and Procedures</b>	Yes	No	Yes	Memorandum to Executive Council Supporting Documentation Briefing Note Communications Plan Draft Corporate Administrative Policy	All new corporate administrative policies, as well as any material revisions and repeal of corporate administrative policies, require TPB/Executive Council approval. Departments must submit the proposed corporate policy (following the Template for Corporate Administrative Policy Submissions, Appendix 3-R) with the Memorandum to Executive Council along with other required supporting documentation. (See 1.2 Management Manual Policy < <a href="http://www.gov.ns.ca/tpb/manuals/100ManagementGuide.htm">http://www.gov.ns.ca/tpb/manuals/100ManagementGuide.htm</a> >)	Yes