

TREASURY BOARD DIRECTIVE

TO: MINISTERS
DEPUTY MINISTERS
EXECUTIVE
FINANCIAL OFFICERS
CHIEF FINANCIAL
OFFICERS

DIRECTIVE: 1/23

SUBJECT: Core Policy Framework and Approval Matrix for the
Core Policy and Procedures Manual

AUTHORITY: This directive is issued pursuant to sections 4 of the
Financial Administration Act.

APPLICATION: This directive applies to all ministries, offices and
appropriations as defined in the *Financial
Administration Act*.

POLICY: See Appendix 1

**REPEAL OF
EXISTING
POLICIES:** 1/21

EFFECTIVE DATE: Effective on date of signature below.



Honourable Selina Robinson
Chair

April 23, 2022

Date

Attachment: Appendix 1

APPENDIX 1
Core Policy Framework and Approval Matrix for CPPM

Instrument:	Policy	Directive	Standards	Procedures	Guidelines	Tools
Level:	Strategic		Operational (corporate level)			
Application:	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Optional
Objective:	Outcomes	Approach	Requirements	Process	Guidance	Additional Info
Definition:	Formal instruction regarding expected outcomes and types of measures to be taken to realize them.	Formal direction that requires or prohibits specific action to explain how policy objectives must be met.	Formal set of standardized operational or technical measures or practices that provide detailed information for application of a higher-level policy instrument.	Detailed step-by-step instructions that explain the authorized process for a specific activity.	Recommendations or advice on how to work in compliance with provisions of a given policy instrument.	Information in various formats to support operational activities.
Types of Content:	<ul style="list-style-type: none"> Context Roles and responsibilities Requirements Outcomes 	<ul style="list-style-type: none"> Context Roles and Responsibilities Statement and requirements Required action or methods 	<ul style="list-style-type: none"> Specification Technical requirements Accounting or other professional standards Standard requirements or practices 	<ul style="list-style-type: none"> Step by step instructions 	<ul style="list-style-type: none"> Preferred approach based on best practices Roles and responsibilities Detailed interpretation or examples 	<ul style="list-style-type: none"> Forms Check lists Templates User guides or training materials Communication products
Approved by:	Treasury Board	Treasury Board	Comptroller General *GCIO	Comptroller General *GCIO	Comptroller General *GCIO	Comptroller General *GCIO
Recommended by:	Comptroller General	Treasury Board Staff	Executive Director, FMB *Executive Director, CIRMO	Executive Director, FMB *Executive Director, CIRMO	Executive Director, FMB *Executive Director, CIRMO	Executive Director, FMB *Executive Director, CIRMO

*In relation to CPPM Policy titled "Information Management Information Technology Management" - operational content amendments are approved by the Government Chief Information Officer (GCIO), at the recommendation of the Executive Director, Corporate Information and Records Management Office (CIRMO)