
PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

DELEGATION OF AUTHORITIES

**May 8, 2007
(updated on August 31, 2009)**

Please note that the May 8, 2007 version has been updated as follows:

1. Addition of the Deputy Minister's signature.
2. Changes to Schedule 1

Extension of the delegations pursuant to the *Access to Information Act* and the *Privacy Act* to additional limited positions in the Access to Information and Privacy Directorate.

MINISTER'S AND DEPUTY MINISTER'S DELEGATION OF AUTHORITIES

We hereby delegate the powers vested in the offices of the Minister and Deputy Minister of Public Works and Government Services, in the manner defined in Schedules 1 to 4, the associated Tables of Equivalent Positions and specific delegations in the Notes to these schedules, including officers appointed on a temporary or acting basis to positions so defined, subject to the principles, guidelines, limitations and restrictions described in the department's Delegation of Authorities Manual and all relevant legislation, regulations and policies.

Specifically, this instrument is intended to delegate authority, as defined by:

Schedule 1

"Department-Wide Authorities", the "Table of Equivalent Positions" for Schedule 1 and the Specific Delegations contained in the "Notes to Schedule 1".

Schedule 2

"Real Property Services Authorities", the "Table of Equivalent Positions" for Schedule 2 and the Specific Delegations contained in the "Notes to Schedule 2".

Schedule 3

"Common Service Acquisition Authorities", the "Table of Equivalent Positions" for Schedule 3 and the Specific Delegations contained in the "Notes to Schedule 3".

Schedule 4

"Receiver General for Canada Authorities".

Further, these delegations are made on the explicit understanding that they are to be used only:

- commensurate with the level of responsibility assigned to the position and when required to undertake the duties of that position as described in the operational plans of the Department; and
- to attain departmental objectives, within the departmental mandate; or
- to attain clients' objectives when providing common services to client departments.

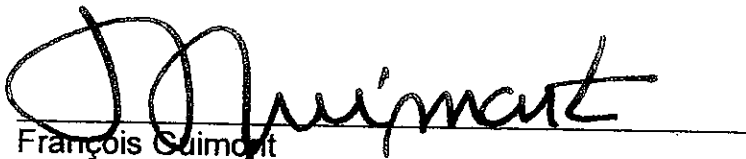
The department's Delegation of Authorities Manual documents the delegated authorities of Public Works and Government Services Canada and includes important information on the conditions under which we have made these delegations. All officers of the Department who are acting on our behalf in any matter related to these delegations must make themselves familiar with the contents of the Manual to ensure that they are fully cognizant of the conditions and implications of doing so.



The Honourable Christian Paradis, P.C., M. P. (Mégantic-L'Érable)
Minister of Public Works and Government Services

AVR
APR 17 2009

Date



François Guimont
Deputy Minister of Public Works and Government
Services

31-03-09

Date

TABLE OF EQUIVALENT POSITIONS - for Schedule 1

This Table defines the positions at each of the four levels that receive the general delegations of authorities through the Schedule.

Notes:

1. Unless restricted by legislation, regulations and policies, the Deputy Minister and Associate Deputy Minister have full delegated authority; and
2. For any position titles not listed in this Table of Equivalent Positions, the equivalent positions as recognized by the Chief Financial Officer shall apply.

TABLE OF EQUIVALENT POSITIONS	
Level 1	Chief Financial Officer Assistant Deputy Minister Associate, Assistant Deputy Minister Chief Executive Officer Chief Operating Officer Chief Risk Officer Director General Associate Director General Vice President Executive Director Special Advisor to Deputy Minister Regional Director General Senior Advisor Accelerated Infrastructure Program Regional Director Senior Director Director, Cheque Redemption and Control Product Executive, Product Management Delivery Executive, Service Management & Delivery
Level 2	Director Deputy Director
Level 3	Manager Financial Management Advisor Facilities Management Integrator Internal Audit Principal Executive Assistant

Level 4	Head	Operator
	Group Head	Architect
	Chief	Designer
	Section Chief	Assistant
	Team Leader	Hydrogeologist
	Supervisor	Surveyor
	Unit Supervisor	Superintendent
	Administrator	Planner
	Senior Officer	Cartographer
	Officer	Foreman
	Project Leader	Technician
	Senior Advisor	Stores-Person
	Advisor	Trainer
	Senior Analyst	Counsellor
	Analyst	Estimator
	Agent	Appraiser
	Coordinator	Sign Writer
	Engineer	Fitter
	Specialist	Procurement Clerk
	Technologist	
	Inspector	

Supplementary Information

SCHEDULE 1

Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: Information Technology Investments	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
FULL	FULL	FULL	\$5M NEW \$10M EXIST	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
FULL See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes

Departmental Limit

Level 1

50 51 52 53 54 55 56 57 58 59 60 61

Columns 50 to 52 are administrative authorities that allow managers to identify assets for disposal, write-off or loan. The authority to complete these transactions is only delegated to officers of Materiel Management in Crown Assets Distribution Centres.

Departmental Limit: FULL means the authority to dispose, write-off or loan assets for which the Department is responsible.

Level 1: FULL means the authority to dispose, write-off or loan assets for which the manager is responsible.

Column 53 is a specific secondary control on spending related to IT procurement that is delegated to the Deputy (replacement of existing system) and CEO and COO, ITS (investment in new system).

Column 54 is a primary control on spending when that spending is outside the limits of Departmental authority. This is the authority to initiate a TB Submission. Only the Minister and Deputy Minister may approve a Submission to the Treasury Board.

Columns 55 to 61 are administrative authorities which are delegated to positions with assigned responsibility. Exercising of these authorities must also comply with relevant legislation, regulation and policy requirements and limitations.

Administrative Authorities - Approvals

Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: Information Technology Investments	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
FULL	FULL	FULL	\$5M NEW \$10M EXIST	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes
FULL	FULL	FULL				See Notes	See Notes	See Notes			
See Notes	See Notes	See Notes				See Notes	See Notes	See Notes			

Departmental Limit

Generic Levels

Level 1

Level 2

Level 3

Level 4

References to "Notes to Schedule 1"

50

51

52

53

54

55

56

57

58

59

60

61

Column 56 *Access to Information Act*

Specific Delegation of Authority:		
Level 1	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full
Level 3	Manager, Risk and Quality Management	Full
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
<p>(1) Only in regard to Sections 7, 9, 25, 27 and 33; and Subsections 8(1), 11(2) to 11(6), 19(1) and 24(1) of the <i>Access to Information Act</i>; Section 8 and Subsections 6(1), 7(2)(3) of the <i>Access to Information Regulations</i>.</p> <p>(2) Only in regard to Section 9 and Subsection 27(1) of the <i>Access to Information Act</i>.</p>		

Column 57 *Privacy Act*

Specific Delegation of Authority:		
Level 1	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full*
Level 3	Manager, Risk and Quality Management	Full*
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
* Except for Section 8(2)(m) of the <i>Privacy Act</i> re; personal information to be disclosed in the public interest.		
(1) only in regard to Sections 14, 15 and 26 of the <i>Privacy Act</i> , and section 9 of the <i>Privacy Regulation</i> .		
(2) Only in regard to Section 15 of the <i>Privacy Act</i> .		