
SECTION 8

EQUIPMENT AND ACCOMMODATIONS

8.03 ACCOMMODATIONS

AUTHORITY: *FINANCIAL ADMINISTRATION ACT*

ADMINISTRATION: DEPARTMENT OF TRANSPORTATION AND
INFRASTRUCTURE

EFFECTIVE DATE: JUNE 2024

8.03 ACCOMMODATIONS

(1) PURPOSE

This policy provides direction for the process to acquire accommodations for Government.

(2) APPLICATION

This policy applies to departments set out in Schedule “A” to the *Financial Administration Act*. While this policy **does not apply** to Crown corporations and agencies listed in other schedules or to Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting Entities that develop policies differing from Treasury Board require approval of Treasury Board.

While this policy does not apply in total to Crown corporations and agencies listed in other schedules, consultation, procurement and management of accommodations is available on specific request.

(3) DEFINITIONS

In this policy, the following definitions apply:

- (a) “**Accommodations**” means space either owned or leased on behalf of Government.
- (b) “**Transportation and Infrastructure (TI)**” means the Accommodations Section of the Public Works and Planning Division of the Department of Transportation and Infrastructure.
- (c) “**Department**” means departments, set out in Schedule “A” to the *Financial Administration Act*.

(4) POLICY

- (a) TI is assigned the responsibility for the overall coordination, including procurement and management, of accommodations for departments and agencies.
- (b) Commitments for leases and renovations to leased or owned accommodations, shall not be made unless approved by TI. When new lease funding is required, or the value of the renovation work exceeds Treasury Board thresholds*, Treasury Board approval is required.
- (c) New leases which are not funded within a department’s budget require Treasury Board approval.

- (d) New leases are considered contracts and therefore must follow the procurement of services policy outlined in Section 13 of the Manual, with the exception of Section 13.02(3) where instead the thresholds requiring Treasury Board authorization outlined below and in Section 6.06 - Delegation of Signing Authority, would apply.
- (e) If the request for proposals process for new leases results in a lease contract value in excess of \$100,000 annually, or with a term in excess of three (3) years and with a total contract value in excess of \$300,000 (for the full term), the lease must be approved by Treasury Board*.
- (f) All sole sourced leases, regardless of value, must be approved by Treasury Board. An exception to this requirement is additions of space to existing leases *unless* the expanded lease results in a lease contract amount in excess of \$100,000 annually, or with a term in excess of three (3) years and with a total contract value in excess of \$300,000 (for the full term); in this case the lease must be approved by Treasury Board*.
- (g) Lease renewals with a lease contract amount in excess of \$100,000 annually, or with a term in excess of three (3) years and with a total contract value in excess of \$300,000 (for the full term), must be approved by Treasury Board*.

*Refer to Section 6.06 - Delegation of Signing Authority.

(5) PROCEDURE

- (a) Departments and agencies are to advise TI of their space requirements as early as possible to allow for an assessment of available options to arrange a space program and an opinion of probable cost for new leases or renovations to existing space. Departments and agencies should submit formal accommodations support requests to TI by emailing: pwacom@gov.pe.ca.
- (b) When departments and agencies are considering adding new staffing positions which could result in accommodation changes, TI should be consulted to provide a cost estimate of the accommodation changes to support departments and agencies to provide this information when obtaining Treasury Board approvals.
- (c) Ongoing lease (and fit-up, if included in lease costs) funding shall be transferred from departments to TI during the following Management Plan process unless other arrangements are made.
- (d) TI will give first consideration to available space within Government buildings or existing leased space.
- (e) Departments are responsible to identify or request the approval for funding (Operating or Capital) to support new accommodations (lease costs and fit-up costs, if applicable); TI will not proceed without adequate funding in place. Treasury Board

submissions seeking approval for new accommodations will be jointly signed by the requesting department and TI.

- (f) Treasury Board submissions for lease renewal approvals may be solely signed by TI once confirmed that the leased space is still required.
- (g) TI will not make arrangements for leases without Treasury Board approvals in place.
- (h) TI will not proceed with arrangements for minor projects where budgeted money has not been clearly defined or identified.
- (i) TI, based on the decision of Treasury Board, will proceed to arrange for leased space and fit-up.
- (j) TI maintains a standing offer for furniture procurement based on commercial furniture standards for purchases less than \$50,000. For furniture requirements over \$50,000, TI can assist with a public tender.
- (k) Upon specific request, TI may provide consultation, procurement and management of accommodations to entities to which this policy does not apply.

(6) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board, or their delegated officer, who will make the interpretation or refer the matter to Treasury Board, if a Treasury Board decision is deemed necessary.