

THE ROLE OF THE DEPARTMENT OF PUBLIC WORKS

The procedure adopted by the Property Management Division calls for the Department of Public Works to provide assistance in the following manner:

- (1) Enter into a contract with the Canadian architect selected by the Minister, and act as a liaison between the architect and the Property Management Division.
- (2) In conjunction with the Property Management Division review the architect's report and preliminary drawings from the point of view of the functional characteristics of the proposed design, building cost, land utilization and the possibility of future expansion on the site.
- (3) Review and approve the architect's working drawings.
- (4) Determine the most acceptable tender and enter into contract with the building contractor selected, upon approval from the Treasury Board.

We have analyzed the role played by the Department of Public Works in the acquisition of properties abroad and we do not believe any change in this role or any shifting of responsibilities would benefit either department at this time. Because the new property acquisition program is barely under way, only a few construction projects have been initiated by the Property Management Division and the Department of Public Works has been able to provide advice and support services to the Division on the architectural and engineering aspects of the projects as required. However, the expediency with which these services can continue to be provided is dependent on the volume of work involved and the workload facing Public Works personnel at the time their services are requested. When the acquisition program approaches its peak, it might be advantageous to temporarily transfer personnel with architectural, civil and mechanical engineering from the Department of Public Works to the Property Management Division. Based on the proposed program we do not believe that this would be required for at least another two years.

COMMENTS ON SUGGESTED FINANCING ARRANGEMENTS

In your memorandum of March 25, 1968 to the Head of the former Supplies and Properties Division you outlined a possible solution to the problem of financing the Department's property acquisition program. You suggested the establishment of a working capital fund to finance the acquisition program, with the fund being replenished by charging rent to those departments, including your own, that occupied the space.