

## 3.3 Accommodations Rental Policy

### Rationale

The Department of Transportation and Infrastructure Renewal (Real Property Services) has been responsible for obtaining budgetary requirements (i.e., funding) for the accommodation needs of various departments, agencies, boards, and commissions of government, as well as, the acquisition, management, and administration of accommodation needs.

Without knowledge and appreciation of costs associated with accommodation requirements, departments, agencies, boards, and commissions have, at best, a restricted view of the true cost of programs delivered by government. There is also the potential to be less accountable for decisions made regarding the programs delivered.

To help identify the true costs of program delivery and to ensure appropriate accountability for those costs, an accommodation rental policy has been formulated and approved by the Executive Council. The policy will enable the direct costs of accommodation to flow to those responsible for decisions relating to accommodation needs, while encouraging greater accountability for planning and decision making.

### Policy Statement

In order to achieve improved accountability throughout government and to assist in determining actual program costs, Transportation and Infrastructure Renewal (Real Property Services) is transferring budgetary requirements for leased accommodation to the various departments, agencies, boards, and commissions of government.

While leased accommodation costs will be a direct charge to departments, agencies, boards, and commissions, the responsibility for accommodation acquisitions; overseeing the management, administration, and accounting functions associated with accommodations; and the establishment and monitoring of accommodation policy must remain with Transportation and Infrastructure Renewal (Real Property Services).

## **Policy Objectives**

The Accommodation Rental Policy will

- provide accommodation under a system of direct accountability
- assist with the determination of true program costs
- ensure adherence to standards and procedures and a continued commitment to cost effectiveness

## **Application**

The policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia, effective April 1, 2001.

## **Accountability**

The deputy minister of a government department or head of an agency, board, commission, or other public sector entity is responsible for ensuring conformity with this policy.

## **Monitoring**

The implementation, performance, and effectiveness of the policy will be monitored through the Space Utilization Committee.

## **Directives**

- All costs for government leased accommodation will be a direct cost to the various departments, agencies, boards, and commissions, as applicable, for the various program responsibilities.
- All government leased accommodation requirements must be acquired, managed, and administered through Transportation and Infrastructure Renewal (Real Property Services).
- Departments, agencies, boards, and commissions must provide Transportation and Infrastructure Renewal (Real Property Services) with information regarding anticipated changes to accommodation needs on or before September 1 of any given budget year.
- Transportation and Infrastructure Renewal (Real Property Services) will provide departments, agencies, boards, and commissions with anticipated budgetary requirements for next budget year on or before September 30 of the current budget year.

- All Government related space requests must continue to be submitted to and approved by, the Space Utilization Committee as specified in Transportation and Infrastructure Renewal's (Real Property Services) *Office Space and Furniture Standards* and the *Facilities Procurement Guide*.

## **References**

Office Space and Furniture Standards

Facilities Procurement Guide

## **Enquiries**

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