



## **1. Statement of Policy**

The Government of the Northwest Territories (GNWT) will establish a department called the Department of Public Works and Services under the direction of a Minister.

### **Mandate**

The mandate of the Minister and the Department of Public Works and Services is to provide services to the Government of the Northwest Territories departments, boards and agencies including the design, construction, acquisition, operation and maintenance of buildings, works and equipment required for the government to deliver its programs and services.

The Department also provides electrical, gas and boiler/pressure vessel regulatory safety services to the public, and makes essential petroleum products available for sale to the public where these products are not provided by the private sector.

## **2. Principles**

In directing the Department of Public Works and Services to carry out its mandate, the Minister will adhere to the following principles:

- (1) Programs and services should be cost-effective, energy efficient and responsive to the needs of the clients they serve, enabling them to achieve their goals and objectives.
- (2) Owned and leased buildings, works, systems and equipment should be planned, designed, constructed, operated and maintained in a manner that considers the life-cycle cost, performance, energy efficiency, reliability and impact on the environment.
- (3) The delivery of essential petroleum products in the communities of the Northwest Territories should be done as reliably and cost effectively as possible.
- (4) Government records should be managed to ensure that they are available throughout their prescribed lifecycle.



- (5) Value for money should be obtained for services and goods purchased.
- (6) The structure of the Department should be designed to allow programs and services to be delivered as close as practicable to the people being served.

### **3. Scope**

This Policy applies to all employees of the Government of the Northwest Territories.

### **4. Definitions**

Project Management – the process of planning, controlling and managing a team of people to produce within budget and on schedule a completed project that meets the needs of the end users and, in the Northwest Territories, also maximizes northern and local involvement in its implementation.

Life Cycle Cost – the total cost of constructing, operating and maintaining a building, works, system or equipment over its life.

### **5. Authority and Accountability**

(1) General

This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the Executive Council. Authority and accountability is further defined as follows:

(a) Minister

The Minister of Public Works and Services (the Minister) is accountable to the Executive Council for the implementation of this Policy.



(b) Deputy Minister

The Deputy Minister of Public Works and Services (the Deputy Minister) is accountable to the Minister and responsible to the Minister for the administration of this Policy.

(2) Specific

(a) Executive Council

The Executive Council may approve a change to the mandate of the Department of Public Works and Services.

(b) Minister

The Minister is:

- (i) responsible for carrying out the mandate of the Department of Public Works and Services and shall preside over the operation of the department; and
- (ii) authorized to carry out the duties described in this Policy in a manner the Minister deems appropriate for this efficient and effective fulfillment of the department's mandate.

(c) Deputy Minister

The Deputy Minister is:

- (i) responsible for the administration of the Department of Public Works and Services including the management, planning and other support functions necessary to further the department's mandate; and
- (ii) accountable to the Minister of Public Works and Services for the proper conduct of the business of the department.



## 6. Provisions

### (1) Mandate Establishment

Pursuant to the Government Organization Policy, the mandate, including the authority, responsibilities and functions of the Minister and the Department of Public Works and Services, is established in this Policy.

### (2) Duties of the Minister

The Minister of Public Works and Services shall develop and carry out programs and services in the Department of Public Works and Services, as may be appropriate, to fulfill the mandate of the Minister and the Department.

The Minister of Public Works and Services shall have charge of and be responsible for:

- (a) Developing, maintaining and implementing technical standards and guidelines for the planning, design, construction and operation of Government of the Northwest Territories buildings and works.
- (b) Providing project management services to Government of the Northwest Territories departments, boards and agencies for the planning, design and construction of buildings and works.
- (c) Operating and maintaining buildings and works on behalf of the Government of the Northwest Territories.
- (d) Providing technical support to NWT communities in the design, construction, operation and maintenance of community infrastructure including drinking water and waste management.
- (e) Providing property management services for Government of the Northwest Territories owned and leased office space and buildings and facilities managed by the Department.



- (f) Providing disposal services for surplus assets of the Government of the Northwest Territories.
- (g) Providing regulatory inspection and licensing services as required for boilers, pressure vessels, elevators and gas and electrical installations.
- (h) Supporting the delivery of GNWT departments' programs and services by providing information technology equipment, support, and services, such as computer workstations, computer support, website and application hosting, storage management, corporate e-mail, and the data communications network.
- (i) Supporting the delivery of GNWT boards, agencies and crown corporations' programs and services by providing a subset of information technology services, including network services, to various GNWT boards, agencies and crown corporations.
- (j) Providing essential petroleum products to those communities in the Northwest Territories that are not serviced by the private sector.
- (k) Developing standards, policies and guidelines; providing advice, assistance and training; and providing storage, retrieval and disposal services to support the management of Government of the Northwest Territories recorded information.
- (l) Providing other services such as warehousing, procurement advice, stocked items, cartage, mail sorting and delivery as may be required from time to time by the Government of the Northwest Territories.
- (m) Coordinating the provision of granular materials for the Government of the Northwest Territories and community governments as requested.



(3) Administration

The Department of Public Works and Services shall be administered in such a manner as to ensure that the Government's requirements and the requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.

**7. Prerogative of the Executive Council**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting the Department of Public Works and Services outside the provisions of the Policy.

  
Premier and Chairman of the  
Executive Council