

**EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA**  
**DELEGATION OF FINANCIAL AUTHORITIES INSTRUMENT**

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**TRACKING OF CHANGES TO THE DELEGATION OF FINANCIAL AUTHORITIES INSTRUMENT (last updated: September 4, 2015)**

Each time the delegation instrument is revised or an amendment to the instrument is approved, the delegation tables are superseded by the latest ones. The following table below provides a summary of the significant changes to the delegation instrument starting with the delegation instrument revised and approved in May 2015.

<b>Changes to the delegation instrument since its approval by Minister Poilievre in May 2015</b>	<b>Approved by</b>	<b>Effective Date</b>
The position of Management Services Coordinator within the Occupational Health and Safety Tribunal for the Labour Program has been approved by the Chief Financial Officer (CFO) as equivalent to a Manager position.	CFO	August 31, 2015
The Minister has delegated new corporate authorities (S.34) to specific positions within the Chief Financial Officer Branch of ESDC to initiate and approve drawdown payments from an appropriation to the National Capital Commission (NCC). As a Crown Corporation, NCC does not have access to appropriations which is required to get funding and since Minister Poilievre is responsible for NCC, ESDC became responsible for these drawdown payments.	Minister Pierre Poilievre	May 21, 2015
The Minister has temporarily (for the duration of his mandate) delegated to the Deputy Minister of Labour, the authority to approve proposals and applications for Grants and Contributions (Vote 5) funded under the Labour Funding Program for the following two organizations: <ul style="list-style-type: none"> <li>• Canadian Foundation for AIDS Research</li> <li>• The Sandbox Project Charity</li> </ul> <b>Note.</b> Being a temporarily delegation, this delegated authority does not appear in the Departmental Delegation Instrument.	Minister Pierre Poilievre	April 20, 2015

<b>Summary of significant changes for May 25 2015 delegation instrument</b>	<b>Approved by</b>	<b>Effective Date</b>
Complete review of the delegation instrument that was last approved by Minister Kenney in February 2013 (including ad hoc approvals between February 2013 and May 2015) was performed due to the appointment of Minister Poilievre in February 2015. Main changes are as follows:  <b>OVERALL CHANGES:</b> <ul style="list-style-type: none"> <li>- The new delegation instrument is materially the same as the one which was previously in force;</li> <li>- The delegations pertaining to Write-offs, Waivers and Remissions have been consolidated into a new matrix (Section 5);</li> <li>- The Instrument is now divided into five sections as follows: <ol style="list-style-type: none"> <li>1. Operating and Other Financial Authorities</li> <li>2. Legislative Program Financial Authorities</li> </ol> </li> </ul>	Minister Pierre Poilievre  Note: Authorities related to EI Part II Grants and Contributions were approved by the Canada Employment Insurance Commission (CEIC)	May 25, 2015

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3. Grants and Contributions (Gs & Cs) Authorities
4. Other Non-Financial Authorities
5. Write-Off Authorities (New);

- Corporate authorities have been delegated for the program administration of the Canada Pension Plan (CPP), Employment Insurance, Old Age Security (OAS), the Government Annuities Account and Civil Service Insurance Account;
- Program and Corporate authorities are now delegated for the new Legislative component called "Administrative transactions against the Canada Pension Plan (CPP) Account" listed under the Legislative Program Financial Authorities Matrix;
- Administrative updates have been made to reflect changes to the organizational structure and position titles.

**DETAILED CHANGES:**

**SECTION 1 - OPERATING AND OTHER FINANCIAL AUTHORITIES**

- Column 1.20 - Contracting Authority has been increased from \$5K to \$10K for Assistant Deputy Minister to Executive Assistant positions to support departmental direction on the increased use of acquisition cards;
- Column 1.20 - Contracting Authority for Corporate positions no longer involved in the new centralized contracting and procurement process has been removed;
- Certification Authority (Sec. 34) - New corporate authority has been delegated to the Functional specialist – ICAAD position for the certification of Interdepartmental Settlement (IS) transactions;
- Columns 1.25 to 1.27 - The delegated authorities pertaining to Write-offs of Crown Assets and Debts and the Waivers (reduction of Interest) have been removed from the body of the Operating and Other Financial Authorities Matrix and consolidated into a separate Matrix (Section 5);
- Administrative updates have been made to reflect changes to the organizational structure and corporate position titles.

**SECTION 2 - LEGISLATIVE PROGRAMS FINANCIAL AUTHORITIES**

- Column 2.04 - The delegated authorities pertaining to Remission of Canada Pension Plan (CPP) and Old Age Security (OAS) have been removed from the body of the Legislative Program Financial Authorities Matrix and consolidated into a separate Matrix (Section 5);
- Column 2.04 - Authority has been added to current delegated Program positions for the certification (Sec.34) of the monthly transfer for the reimbursement of benefits to the Quebec

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<p>Pension Plan (QPP). Corporate certification (Sec.34) authority has also been delegated to the CFO and Senior DG ICAAD positions for the monthly transfer to QPP;</p> <ul style="list-style-type: none"> <li>- Column 2.10 - Corporate certification (Sec.34) authority has been delegated to the CFO position for the Common Experience Payment component of the Indian Residential School project;</li> <li>- Columns 2.11 to 2.13 - New Program positions have been delegated certification (Sec.34) authority for the transactions against the Annuities Account, the Civil Servant Insurance Account and the Annuities Agents. Corporate certification (Sec.34) authority has also been delegated to the CFO and Senior DG ICAAD positions for the Annuities Account, the Civil Servant Insurance Account and the Annuities Agents;</li> <li>- Column 2.14 - Corporate certification (Sec.34) authority has been delegated to the CFO and Senior DG ICAAD positions for the Transactions against the Employment Insurance (EI) Operating Account. Corporate certification (Sec.34) and Payment (Sec.33) authorities have also been delegated to the Director and Functional Specialists ICAAD positions for the Admin fees payable under the EI Act;</li> <li>- Column 2.15 - A new Legislative column called "Administrative transactions against the Canada Pension Plan (CPP) Account" is now listed under the Legislative Program Financial Authorities Matrix. This new column will distinguish the authorities for charging administrative costs to the CPP Account from the authorities to issue CPP benefit payments;</li> <li>- Column 2.15 – Program positions have been delegated certification (Sec.34) authority for the Admin fees payable under the CPP ACT. Corporate certification (Sec.34) and Payment (Sec.33) authorities have also been delegated to the CFO, Senior DG, Directors and Functional Specialists ICAAD positions for the Admin fees payables under the CPP Act. These corporate authorities also include the weekly cash flow transfers to CPP Investment Board and the remittance of benefit withholds (Tax withholds, family order agreements, debt set-offs and deductions) payable to external parties;</li> <li>- Administrative updates have been made to reflect changes to the organizational structure and corporate position titles;</li> <li>- Footnotes were added to limit specific corporate authorities recently delegated.</li> </ul> <p><b>SECTION 3 - GRANTS AND CONTRIBUTIONS FINANCIAL AUTHORITIES</b></p> <ul style="list-style-type: none"> <li>- <b>Functional Authorities:</b> <ol style="list-style-type: none"> <li>1. The position of Minister of ESDC was added to the Matrix to standardize the information contained in all the Matrices.</li> </ol> </li> <li>- <b>ESDC Programs:</b> <ol style="list-style-type: none"> <li>1. Administrative updates have been made to reflect changes to the organizational structure and position titles for Service Canada.</li> </ol> </li> <li>- <b>Labour Program:</b></li> </ul>		
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<p>1. The position of Minister of ESDC was added to the Matrix to standardize the information contained in all the Matrices.</p> <ul style="list-style-type: none"><li>- <b>Joint ESDC-CEIC Programs (EI Part II):</b><ol style="list-style-type: none"><li>1. Administrative updates have been made to reflect changes to the organizational structure and position titles for Service Canada.</li></ol></li></ul> <p><b>SECTION 4 - OTHER NON-FINANCIAL AUTHORITIES</b></p> <ul style="list-style-type: none"><li>- Administrative updates have been made to reflect changes to the organizational structure and corporate position titles.</li></ul> <p><b>SECTION 5 - WRITE-OFF AUTHORITIES (New)</b></p> <ul style="list-style-type: none"><li>- This section was created for ease of use of the Delegation Instrument for ESDC employees.</li><li>- The delegations pertaining to Write-off of Crown Asset, Write-off of Debts and the Waivers (reduction of Interest) have been removed from the body of the Operating and Other Financial Authorities Matrix and consolidated into this new Matrix. There was no changes to the delegated authorities for these;</li><li>- The delegated authorities pertaining to Remission of Canada Pension Plan (CPP) and Old Age Security (OAS) have been removed from the body of the Legislative Program Financial Authorities Matrix and consolidated into this new Matrix. The only change for these authorities is the reinstatement of previously existing Program authorities that govern remission of debt for CPP and OAS that were omitted in error in the last update.</li></ul> <p><b>SUPPLEMENTARY NOTES AND TABLE OF EQUIVALENCY</b></p> <ul style="list-style-type: none"><li>- The Supplementary Notes which provide important definitions and restrictions in accordance with TB and departmental policies to complement the Delegation Instrument have not yet been updated.</li><li>- Annex A, within the Supplementary Notes, contains the Table of Equivalencies positions. The Table has been updated to reflect the changes to position titles and the authorities delegated to new positions.</li></ul>		
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