

TREASURY BOARD DIRECTIVE

TO: MINISTERS  
DEPUTY MINISTER  
EXECUTIVE FINANCIAL OFFICERS  
SENIOR FINANCIAL OFFICERS

DIRECTIVE: 2/94

SUBJECT: Communications Expenditure and Approval

AUTHORITY: This directive is issued pursuant to Section 24(1) of the Financial Administration Act.

POLICY: Approval of Annual Communications Plans and Budgets

Each ministry shall prepare, as part of its annual budget submission, a Communications Plan and Budget.

The Communications Plan and Budget shall be reviewed and approved by the Director of \* Communications and by the Government Communications Office prior to being submitted to Treasury Board.

Any changes to the Communication Plan must be approved by the ministry Director of Communications and the Government Communications Office.

Approval of Communications Expenditures

All financial commitments to third parties in respect of communication expenditures (as defined in Appendix A), regardless of the standard object of expenditure to which the payment will be charged, shall be authorized by the Associate Deputy Minister, Government Communications Office.

**GOVERNMENT COMMUNICATIONS OFFICE**

Parliament Buildings  
Victoria, B.C.  
V8V 1X4

All communications commitments shall be forwarded for approval first to the ministry Director of Communication and second, to the designated GCO Communications Counsel, utilizing the Communication Project Approval procedure (CPA).

*WNC*  
24/06/93

Reallocation of Funds

Any reallocation of funds to/from STOBs 40 and 42 shall be approved by the Government Communications Office.


Documents in Support of this Directive

The Government Communications Office and Treasury Board Secretariat may issue further guidelines and forms in support of this directive.

**APPLICATION:** This directive applies to all ministries, offices and appropriations as defined in the Financial Administration Act.

**EFFECTIVE DATE:** This directive is effective immediately.

**REPEAL OF EXISTING POLICIES:** Treasury Board Directive 3/90 is repealed.

  
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Glen Clark  
Chair

  
\_\_\_\_\_  
Date