

Federal/Industry Real Property Advisory Council

Terms of Reference

1) Mandate/Purpose:

- a) The council provides a forum for the public and private sector to discuss issues pertaining to the planning and management of Federal Real Properties including the disciplines of architecture, engineering, construction, facility management, interior design, heritage conservation, quantity surveying and landscape architecture.
- b) Common objectives consist of improved relations, information sharing, and enhanced communications. Subjects of interest include but, not limited to: professional practices, strategies of procurement, security, insurance and policies, codes and standards with respect to real property services.
- c) The intent is for industry to meet with senior representatives of relevant federal government departments to facilitate an open and ongoing dialogue.
- d) Discussions should center on national policy issues, as well as issues affecting all regions.
- e) The council should openly share developments and discuss barriers with the intent to work towards a solution.
- f) The agenda should include only high level policy issues to be discussed between senior representatives from each stakeholder group present.

2) Co-chairs:

- a) The Council will be co-chaired by Public Services and Procurement Canada (PSPC) and one member of industry. The term for the industry co-chair will be for two years and should rotate between each selected representative of the industry associations.
- b) Alternate co-chairs will be appointed for both the government and industry sectors, who will co-chair the meetings in the event of the absence of their respective co-chair.

3) Membership at the council meetings: (See [Annex B](#) for names of members)

- a) The council is comprised of primary contacts from both the private and the public sectors including; executives, board members, senior management and/or representatives designated by their associations.
- b) The primary contacts sitting at the council meeting are the core members.
- c) Private sector membership is open to national level industry associations involved in construction or real property activities, which includes:
 - i) Association of Consulting Engineering Companies (ACEC), 13/03/2017

- ii) Canadian Association of Consulting Quantity Surveyors (CACQS),
 - iii) Canadian Association of Heritage Professionals (CAHP),
 - iv) Canadian Construction Association (CCA),
 - v) Canadian Society of Landscape Architects (CSLA),
 - vi) Engineers Canada (EC),
 - vii) Interior Designers of Canada (IDC),
 - viii) Royal Architectural Institute of Canada (RAIC) also known as Architecture Canada and
 - ix) Any other national level private sector organization deemed appropriate by the decision/agreement of the committee with the co-chairs' approval, based on quorum on the day of the committee decision.
- d) Federal government membership is open to:
- i) Canada Border Services Agency (CBSA),
 - ii) Canada Post Corporation (CPC),
 - iii) Correctional Services Canada (CSC),
 - iv) Defence Construction Canada (DCC),
 - v) Department of National Defence (DND),
 - vi) Global Affairs Canada (GAC),
 - vii) Indigenous and Northern Affairs Canada (INAC),
 - viii) National Capital Commission (NCC),
 - ix) Royal Canadian Mounted Police (RCMP)
 - x) Public Services and Procurement Canada (PSPC), and
 - xi) Any other department deemed appropriate by decision of the Co-chairs on a meeting by meeting bases.
- e) Special guests may be invited by the co-chairs to provide presentations or help on specific topics.
- f) Observers or guests will not be allowed without prior written request and agreement of the co-chairs. Only under special circumstances, will a person be granted "observer status" with limited ability to participate at the council meeting. Observers will be approved for participation by the co-chairs on a first-come-first-serve basis, with the maximum number of observers being limited by the capacity of the meeting venue. The co-chairs need to be informed one month before the meeting to permit time to confirm attendance and sufficient hosting/hospitality is organized. The observers may address the council directly on behalf of their respectively associations or departments on specific topic under discussion.

4) Roles and responsibilities: (See [Annex A](#) for responsibility structure)

Role	Organization	Responsibility
Industry co-chair	Private sector representative	To jointly approve agendas, presenters, attendees and chair meetings.

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Role	Organization	Responsibility
Alternate Industry co-chair	Private sector representative	To co-chair the meetings in the event of the absence of their respective Co-chair
Government co-chair	Director General, Professional Technical Services, (PSPC)	To jointly approve agendas, presenters, attendees and chair meeting.
Alternate government co-chair	Public sector representative	To co-chair the meetings in the event of the absence of their respective Co-chair
Secretariat		To provide secretariat services to FIRPAC
Primary core member	Member of the public sector and private sector professional associations	Primary contact and attendee to the council meetings. To provide public or private sector viewpoints to issues related to FIRPAC discussions. Participate on working groups. To act on behalf of their respective associations or departments and disseminate information (minute of meeting, presentations) to their respective associations or departments members.
Working group members	Member of the public sector and private sector professional associations	To participate on working groups outside of the council meetings.
Alternate core member	Member of the public sector and private sector professional associations	Replacement for primary core member if they are not available for meetings.

5) Operations of the committee:

a) Meeting structure:

- i) Meeting agendas are to focus on issues pertaining to the planning and management of Federal Real Properties including the disciplines of planning, architecture, engineering, interior design, heritage conservation, landscape architecture, and construction.
- ii) Meetings start with review of agenda, presentations, then discussion issues and update on working groups followed by the round table and record of decisions and closing remarks.
- iii) Industry members must be a representative of an association and represent and raise issues of their association's members, formally raised through their association for discussion at FIRPAC meetings.
- iv) Government members must be a representative of a government department and represent and raise issues of their department, formally raised through their department for discussion at FIRPAC meetings.

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b) Agenda:

- i) A call for agenda items will be made at the meeting, for the next meeting.
- ii) Core members to propose ideas.
- iii) Co-chairs to review and approve these agenda items.
- iv) Draft agenda will be sent out to core members 25 days prior to next meeting, with the call for participation.
- v) Final agenda for upcoming meeting to be sent out to core members 10 days prior to next meeting, with the minutes of meeting, presentation material and updates from the working groups.

c) Discussion Issues:

- i) Meetings are to focus on issues involving professional practices, strategies of procurement, security, insurance and policies, codes and standards with respect to real property services.
- ii) A call for discussion Issues will be made at the meeting, for the next meeting.
- iii) Core members to propose discussion ideas.
- iv) Co-chairs to review and approve these discussion ideas.
- v) Final discussion issues to be sent to core members 10 days prior to next meeting, with final agenda.

d) Presentations:

- i) A call for presentations will be made at the meeting, for the next meeting.
- ii) Core members to propose presentation ideas.
- iii) Co-chairs to review and approve these presentation items.
- iv) Draft presentation to be reviewed and approved by the co-chairs.
- v) Final presentations to be sent to core members 10 days prior to next meeting, with final agenda and updates from working groups.

e) Working group updates:

- i) A call letter for updates to working group progress will be sent out 15 days prior to the next meeting.
- ii) Working group leads to provide update within 5 days of call letter to secretariat.
- iii) Working group updates to be sent to core members 10 days prior to next meeting, with final agenda and presentation material.

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f) Record of decisions:

- i) The record of decision of the meeting will be sent out to the core members 10 day after the meeting for review and comment.
- ii) The final record of decisions of the meeting will be forwarded to the core members 10 days prior to next meeting with the new agenda.
- iii) The core members' alternates will be cc'd the record of decisions.

g) Attendance:

- i) A call for attendance will be sent out 25 days prior to the next meeting.
- ii) Confirmation of attendance by attendees or their alternate must be sent to secretariat within 5 days of call for attendance.
- iii) Representation from the private sector membership is limited to the association president or designated association representative, and/or one or two FIRPAC association representatives.
- iv) Representation from the federal government departments and agencies is limited to one (1) primary individual involved in construction or real property activities. Federal government departments and agencies to name alternate person to attend meeting if primary is not available.

h) Dissemination of information:

- i) Information shared at FIRPAC can generally be considered not classified and can be shared outside of FIRPAC, as outlined below.
- ii) Should there be information that is not intended to be shared outside of FIRPAC, this information shall be marked accordingly and members of FIRPAC must be made aware of this requirement.
- iii) Government departments may make the information shared at FIRPAC available on their own websites, and will indicate if this will be done at the time of the presentation. In that case, the government departments will provide FIRPAC members with the link to the corresponding webpage to retrieve the information, as soon as possible after the meeting, but not later than the next FIRPAC meeting. If a link is not provided in that time period, the associations may post provided information that has not been marked, and indicate the source of the information.

i) Languages:

The official languages of the committee will be English and French.

j) Frequency of Meetings:

The committee will convene three (3) times a year on the last Wednesday of the month of February, June and October. Additional meetings will be held as required, to be called by the co-chairs.

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k) Location:

As the last order of business in the agenda, the next association or government Department responsible for supplying the accommodations will be determined. This responsibility will alternate between private and public sectors, from meeting to meeting. These meetings will be in-person only, within the national capital area,

l) Hospitality:

As the last order of business in the agenda, the next association or government department responsible for hospitality to be determined. This responsibility will alternate between private and public sectors, from meeting to meeting.

m) Secretariat:

Secretariat support to the committee will be provided by the federal government. This support will include note taking, reminders, scheduling meeting rooms, and maintenance of committee records and membership.

6) Changes to the terms of reference:

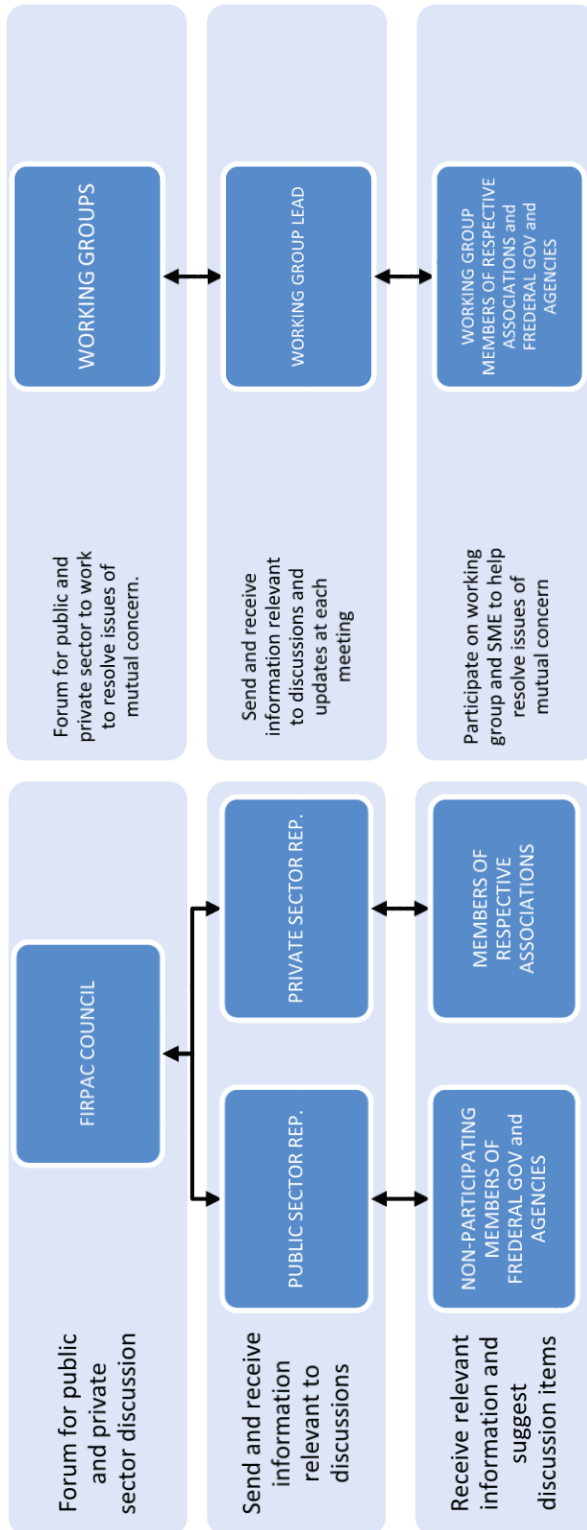
The terms of reference for FIRPAC to be reviewed by the co-chairs and the secretariat for modifications four (4) months prior to the industry co-chair rotation in order to capture the thoughts and lessons learned of the outgoing chair.

7) Working groups:

- i) Working groups to be struck to help resolve issues and must have a clearly articulated desired outcome.
- ii) The core members have the mandate to introduce and close working groups dealing with specific issues. The council will oversee progress at each FIRPAC meeting.
- iii) At each meeting, each working group sponsor will present an update on the progress, issues, concerns and possible resolutions to issues.
- iv) Updates will be done in the standard format and sent to the secretariat 10 days before the next meeting.
- v) The sponsor will be a core member determined by the subject matter and objectives of the initiative.
- vi) The sponsor will be responsible to manage the working groups and report at meetings on progress.
- vii) The membership of the working groups will be determined by the subject matter and objectives of the initiative.
- viii) All working group initiatives will be mandated within the terms of reference and will articulate the time frame, specify the desired outcome/deliverable, and identify required resource.
- ix) Upon reaching the desired outcome or at the discretion of the co-chairs, the working group will be disbanded.

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Annex A- Responsibility structure



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Annex B- Membership

Name	Membership	Government Department or Association	Role
Arsenault, Maurice	Core members	Federal government: Department of National Defence	To represent DND on issues related to FIRPAC discussions. Participate on working groups.
Atkinson, Michael	Core members	Canadian Construction Association (CCA)	To represent CCA on issues related to FIRPAC discussions. Participate on Working Groups.
Benjamin, Dan*	Alternate government co-chair	Federal Government: Defence Construction Canada (DCC)	To represent DCC on issues related to FIRPAC discussions. Participate on working groups. To co-chair the meetings in the event of the absence of their respective co-chair.
Desmarais, Sylvie	Core members	Federal government: Indigenous and Northern Affairs Canada (INAC)	To represent INAC on issues related to FIRPAC discussions. Participate on working groups
Bourassa, Richard	Core members	Federal government: Global Affairs Canada (GAC)	To represent GAC on issues related to FIRPAC discussions. Participate on working groups
Brown, Jamie	Core members	Association: Canadian Society of Landscape Architects (CSLA) Federal government: National Capital Commission (NCC)	To represent CSLA on issues related to FIRPAC discussions. Participate on working groups
Loyst, Robert	Core members	Federal government: Canada Post Corporation (CPC)	To represent CPC on issues related to FIRPAC discussions. Participate on working groups
Ciufo, Jody	Core members	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on working groups.
Prosper, Hantz	Core members	Canada Border Services Agency (CBSA)	To represent CBSA on issues related to FIRPAC discussions. Participate on working groups
Dorion, Alain	Core members	Federal government: PSPC Acquisitions Branch - Real Property Contracting Directorate	To represent PSPC on private sector consult contracting issues related to FIRPAC discussions. Participate on working groups.
Farrow, Deborah*	Alternate industry co-chair	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on working groups. To co-chair the meetings in the event of the absence of their respective co-chair.
Gamble, John	Core members	Association: Consulting Engineering Companies of Canada (ACEC)	To represent ACEC on issues related to FIRPAC discussions. Participate on working groups.
Hope, Andrew	Core members	Federal Government: Royal Canadian Mounted Police (RCMP)	To represent RCMP on issues related to FIRPAC discussions. Participate on working groups
Ritchie, Ester	Core members	Association: Interior Designers of Canada (IDC)	To represent IDC on issues related to FIRPAC discussions. Participate on working groups.
Kane, Heather	Core members	Federal government: Correctional Services Canada (CSC)	To represent CSC on issues related to FIRPAC discussions. Participate on working groups

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Adriel, Don	Core members	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on working groups.
Taylor, Joey	Core members	Association: Engineer Canada (EC)	To represent EC on issues related to FIRPAC discussions. Participate on working groups.
Lawton, Andrew	Core members	Association: Consulting Engineering Companies of Canada (ACEC)	To represent ACEC on issues related to FIRPAC discussions. Participate on working groups.
Maddigan, James*	Industry co-chair	Association Canadian Association of Heritage Professionals (CAHP)	To represent CAHP on issues related to FIRPAC discussions. Participate on working groups. To jointly approve agendas, presenters, attendees and chair meetings.
Simon Foo	Core members	Federal Government- Real Property: PSPC- Real Property Branch - Technical Services	Secretariat
Vandenberg, Jack	Core members	Federal Government-Real Property: PSPC, Real Property Branch- Technical Services	To represent PSPC on Professional Services issues related to FIRPAC discussions. Participate on working groups.
Geoffrey Frigon	Core members	Federal Government- National Capital Commission (NCC)	To represent NCC on issues related to FIRPAC discussions. Participate on working groups
Silva, Veronica	Government co-chair	Federal Government-Real Property: PSPC Real Property Branch -Technical Services	To represent PSPC on issues related to FIRPAC discussions. Participate on working groups. To jointly approve agendas, presenters, attendees and chair meeting.
Powell, Sonia	Core members	Federal Government-Real Property: PSPC Real Property Branch - Workplace Solutions	To represent PSPC on Project Delivery issues related to FIRPAC discussions. Participate on working groups.
Van Ryn-Bocking, Bruce	Core members	Association: Canadian Institute of Quantity Surveyors (CIQS)	To represent CIQS on issues related to FIRPAC discussions. Participate on working groups.

*Terms of Co-chairs, and Alternate Co-chairs: September 2017

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