



# Federal/Industry Real Property Advisory Council (FIRPAC)

## Terms of Reference

### 1) Mandate

The Council provides a forum for the senior public and private sectors representatives to facilitate an open and ongoing dialogue to discuss topics pertaining to policy and planning, management of Federal Real Properties including **but not limited to** the disciplines of architecture, engineering, facility management, interior design, heritage conservation, quantity surveying and landscape architecture, fire protection, sustainable development and construction.

### 2) Objectives

- a) Common objectives consist of improved relations, information sharing, and enhanced communications on subjects of interest including but, not limited to: Professional Practices, Strategies of Procurement, Security, Insurance and Policies, Codes and Standards with respect to Real Property services.
- b) The intent is for Industry to meet with senior representatives of relevant Federal Government Departments to facilitate an open and ongoing dialogue.
- c) Discussions should center on **national** policy issues, as well as issues affecting all regions.
- d) The Council should openly share developments and discuss barriers with the intent to work towards a solution.

### 3) Membership (List [Annex B](#))

#### Co-Chairs

- a) The Council will be co-chaired by Public Services and Procurement Canada (PSPC) and one member of the Industry.
- b) The term for the Industry co-chair will be of a 2-year duration and should alternate amongst core Industry members, unless requested otherwise and accepted by the majority of the members.



- c) In the event of absence, an alternate co-chair can be appointed at the request of either or both co-chair(s). Complete authority is transferred to the alternate during that specific period.

## Members

- d) The Council is comprised of **core members** from both the private and the public sectors including; executives, board members, senior management and/or representatives designated by their associations. Roles and responsibilities are outlined in the responsibility structure [Annex A](#).
  - i) Industry members must raise issues of their association's members, formally raised through their association for discussion at FIRPAC meetings.
  - ii) Government members must raise issues of their department, formally raised through their department for discussion at FIRPAC meetings.
- e) Private sector membership is open to **national** level industry associations involved in construction or real property activities.
- f) Federal Department and Industry requesting memberships will be required to present the premise for their membership request at a scheduled FIRPAC meeting. The request will be accepted or rejected by majority decision of the committee.
- g) **Working group** can be created at the co-chairs' request recruiting core members or their association's designate on a voluntary basis to work through specific issues and/or conflict resolution.
- h) **Special guests** may be invited by the Co-chairs to provide presentations or assist on specific topics.
- i) **Observers** or guests will not be allowed without prior written request and agreement by the Co-chairs. Observers may address the Council directly on behalf of their respectively associations or departments on specific topic under discussion.



## Operations of the Committee

### 4) Meeting Structure

- a) Meetings will proceed when a quorum of a minimum of 4 Industry and 4 Federal Government and agencies members is reached.
- b) Frequency of meetings is three (3) times a year on the last Wednesday of the month of February, June and October. Changes to the schedule or frequency of the meetings will be made at the Co-Chairs' discretion.
- c) The responsibility to provide hospitality within the National Capital Region will alternate from meeting to meeting between private and public sector.

#### a) Meeting Guidelines

- i) In-person attendance is strongly encouraged, virtual attendance by exception.
- ii) Participants should keep their microphones on mute, unless if they are speaking.
- iii) Participants attending virtually should keep their cameras on throughout the meeting.

#### b) Agenda and Material

- i) Standing agenda structure include, opening remarks, approval of meeting minutes, presentations and updates followed by a roundtable and closing remarks.
- ii) Agenda items will be requested during meeting, for the next meeting.
- iii) Co-Chairs to review and approve the agenda and material.
- iv) Agenda and meeting material shall be distributed to the core members at least 1 week prior to any of the Council meetings.
- v) Information shared at FIRPAC can generally be considered not classified and can be shared outside of FIRPAC, unless marked otherwise. Members of FIRPAC must be made aware of this requirement.

#### c) Attendance

- i) A call for attendance will be sent out 4 weeks prior to the meeting.
- ii) Confirmation of attendance by attendees or their alternate must be sent to the Secretariat no later than 5 days before the meeting.



**d) Languages**

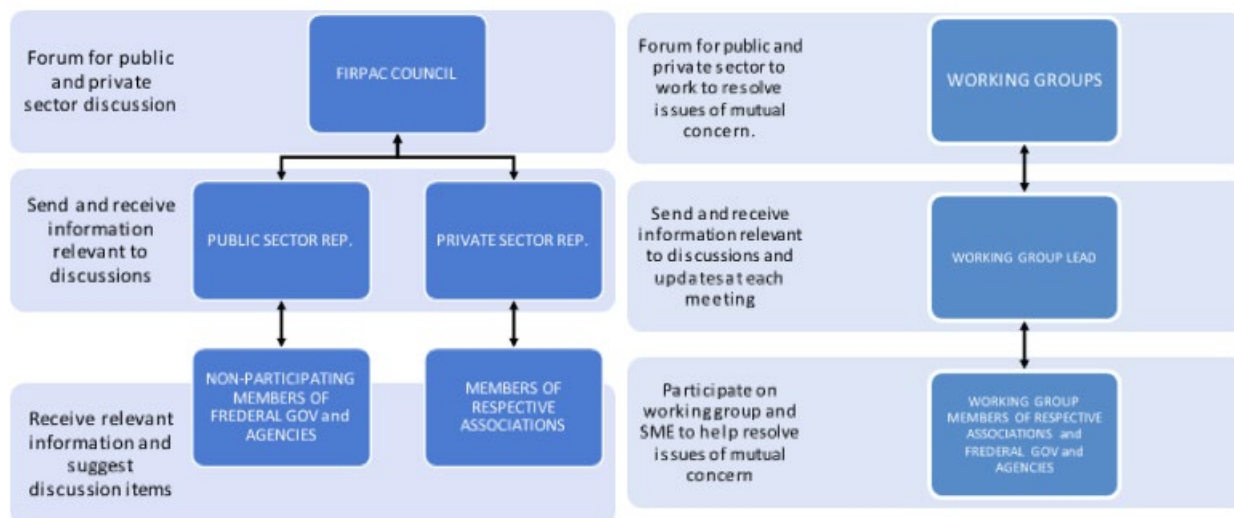
The official languages of the Committee will be English and French. Documentation will be provide in English and translated upon request.

**e) Terms of Reference**

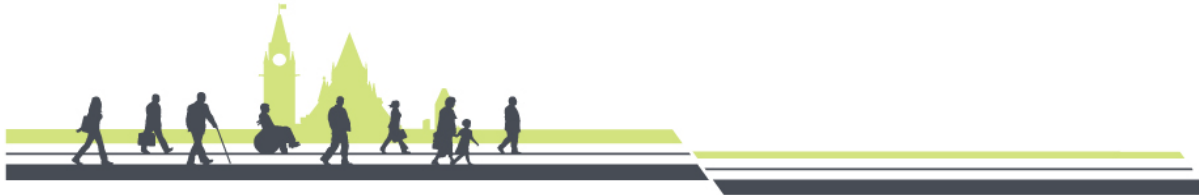
The terms of reference will be reviewed on an annual basis or upon request by the co-chairs and approved by the Committee.



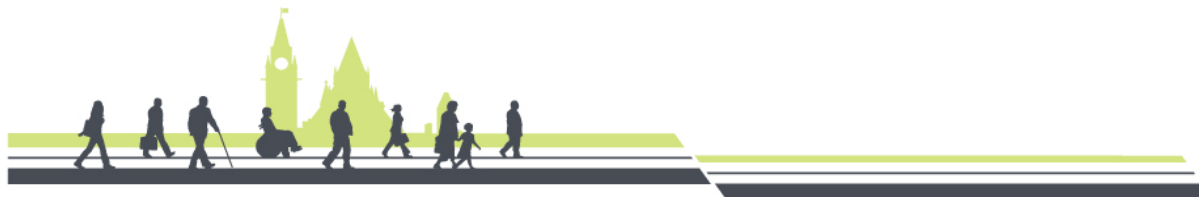
## Annex A- Responsibility Structure



Role	Organization	Responsibility
Industry Co-Chair	Private sector representative	To jointly approve agendas, presenters, attendees and chair meetings.
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	Government member identified by the Federal Government and agencies co-chair	To provide secretariat support to FIRPAC including notetaking, reminders, scheduling meeting rooms, and maintenance of committee records and membership and any affiliated logistics.



Role	Organization	Responsibility
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.
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.
Working Group members	Member of the public sector and private sector professional associations	To participate on working groups outside of the council meetings and report to FIRPAC.



## Annex B- Membership List

Name	Membership	Government Department or Association	Role
Arsenault, Maurice*	Alternate Government Co-Chair	Federal Government: Department of National Defence	To represent DND 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.
Baldassara, Silvio	Core Member	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on Working Groups.
Brennan, Mike	Core Member	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on Working Groups.
Brown, Jamie	Core Member	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
Champagne, Louis-Philippe	Core Member	Canadian Construction Association (CCA)	To represent CCA on issues related to FIRPAC discussions. Participate on Working Groups.
Conway, Paul	Core Member	Association: Canadian Association of Consulting Quantity Surveyors (CACQS)	To represent CACQS on issues related to FIRPAC discussions. Participate on Working Groups.
Cozzitorto, Claudia	Core Member	buildingSMART Canada	To represent buildingSMART Canada on issues related to FIRPAC discussions. Participate on Working Groups.
Dooks, David	Core Member	Association: Canadian Institute of Quantity Surveyors (CIQS)	To represent CIQS on issues related to FIRPAC discussions. Participate on Working Groups.
Durham, Nathan	Core Member	Association: Engineers Canada (EC)	To represent EC on issues related to FIRPAC discussions. Participate on Working Groups.
Facette, Jim	Core Member	Canadian Roofing Contractors Association (CRCA)	To represent CRCA on issues related to FIRPAC discussions. Participate on Working Groups.
Forget, Nicolas	Core Member	Association: Defense Construction Canada (DCC)	To represent DCC on issues related to FIRPAC discussions. Participate on Working Groups.
Gamble, John	Core Member	Association: Consulting Engineering Companies of Canada (ACEC)	To represent ACEC on issues related to FIRPAC discussions. Participate on Working Groups.



Gardner, Shawn	Core Member	Association: Facilities, Operations, Maintenance/Management Association of Canada (FOMAC)	To represent FOMAC on issues related to FIRPAC discussions. Participate on Working Groups.
Garwood, Johanna	Core Member	Association: Interior Designers of Canada (IDC)	To represent IDC on issues related to FIRPAC discussions. Participate on Working Groups.
Gidaro, Marie-Louise	Core Member	Federal Government: Global Affairs Canada (GAC)	To represent GAC on issues related to FIRPAC discussions. Participate on Working Groups
Hamilton, Kelby	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.
Hollywood, Sean	Core Member	Association: Canadian Institute of Quantity Surveyors (CIQS)	To represent CIQS on issues related to FIRPAC discussions. Participate on Working Groups.
Kvist, Jorgen	Industry Co-Chair*	Association: Canadian Construction Association (CCA)	To represent CCA on issues related to FIRPAC discussions. Participate on Working Groups. To jointly approve agendas, presenters, attendees and chair meeting.
LeVatte, Christine	Core Member	Canadian Nursery Landscape Association (CNLA)	To represent CNLA on issues related to FIRPAC discussions. Participate on Working Groups.
Loyst, Robert	Core Member	Federal Government: Canada Post Corporation (CPC)	To represent CPC on issues related to FIRPAC discussions. Participate on Working Groups
Maddigan, James	Core Member	Association Canadian Association of Heritage Professionals (CAHP)	To represent CAHP on issues related to FIRPAC discussions. Participate on Working Groups.
Newton, Lia	Core Member	Federal Government - Canada Border Services Agency (CBSA)	To represent CBSA on issues related to FIRPAC discussions. Participate on Working Groups
O'Connor, Peter	Core Member	Federal Government: Parks Canada Agency (PCA)	To represent PCA on issues related to FIRPAC discussions. Participate on Working Groups.
Quesnel, Maxine	Secretariat	Federal Government- Real Property: PSPC- Real Property Branch - Technical Services	Meeting logistics
Rankin, Peter	Core Member	Association: Royal Architectural Institute of Canada (RAIC)	To represent RAIC on issues related to FIRPAC discussions. Participate on Working Groups.
Seguin, Daniel	Core Member	Federal Government: Treasury Board of Canada Secretariat (TBS)	To represent TBS on issues related to FIRPAC discussions. Participate on Working Groups.





Truax, Clayton	Core Member	Federal Government: PSPC, Real Property Services, Technical Services	To represent PSPC on Professional Services issues related to FIRPAC discussions. Participate on working groups.
Vaeth, Shelley	Core Member	Federal Government: Indigenous Services Canada (ISC)	To represent ISC on issues related to FIRPAC discussions. Participate on Working Groups.
Von Schoenberg, Tom	Core Member	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.
Wilson, David	Core Member	Association: Consulting Engineering Companies of Canada (ACEC)	To represent ACEC on issues related to FIRPAC discussions. Participate on Working Groups.

\*Last updated: July 2025

- a) Industry membership is open to:
- Association of Consulting Engineering Companies (ACEC),
  - buildingSMART Canada
  - Canadian Association of Consulting Quantity Surveyors (CACQS),
  - Canadian Association of Heritage Professionals (CAHP),
  - Canadian Construction Association (CCA),
  - Canadian Institute of Quantity Surveyors (CIQS),
  - Canadian Nursery Landscape Association (CNLA),
  - Canadian Roofing Contractors Association (CRCA),
  - Canadian Society of Landscape Architects (CSLA),
  - Engineers Canada (EC),
  - Facilities, Operations, Maintenance/Management Association of Canada (FOMAC)
  - Interior Designers of Canada (IDC),
  - Royal Architectural Institute of Canada (RAIC) and
  - 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.
- b) Federal government membership is currently composed of:
- Canada Border Services Agency (CBSA),
  - Canada Post Corporation (CPC),
  - Defence Construction Canada (DCC),
  - Department of National Defence (DND),
  - Global Affairs Canada (GAC),
  - Indigenous Services Canada (ISC),
  - National Capital Commission (NCC),
  - Parks Canada Agency (PCA);



- ix) Royal Canadian Mounted Police (RCMP)
- x) Public Services and Procurement Canada (PSPC), and
- xi) Treasury Board of Canada Secretariat (TBS).