

NAME  
NOM

COMMITTEES ETC.

HUMAN RESOURCE COM

AGREEMENTS  
GENERAL

10301

DAVID - THESE DOCUMENTS ARE MOSTLY  
OKAY FOR DISPOSAL, EXCEPT AS MARKED.  
I NEED COMFORT AROUND WHETHER THOSE  
ONES ARE STILL IN PLAY, BUT I DON'T  
KNOW HOW TO GET IT.

CAN YOU HELP? ALL THESE FOLKS  
ARE GONE, NOW ... SO I CAN'T  
ASK THEM.

Thanks Lily

DISPOSITION  
MUST FIRST  
BE VETTED

May 14/07

✓ 1/15  
*[Signature]*

000198

Public Works Travaux publics  
Canada Canada

No. of pages Nbre de pages	1 + 28
Date	Feb. 10/94
Time - Heure	

# FACSIMILE COVER SHEET PAGE COUVERTURE POUR TÉLÉCOPIEURS

## TO - A

Name - Nom <i>D. Debb</i>		
Branch or firm - Direction générale ou firme <i>DFO</i>		
Region or city - Région ou ville <i>Pacific</i>		
Room no. - N° de pièce	Telephone no. - N° de téléphone	Fax no. - N° de télécopieur <i>604-666-3450</i>

## FROM - DE

Name - Nom <i>Janet Kachapelle / George Fox</i>		
Branch or firm - Direction générale ou firme <i>PWGSC</i>		
Region or city - Région ou ville <i>Headquarters, Ottawa</i>		
Room no. - N° de pièce	Telephone no. - N° de téléphone <i>613-736-2688</i>	Fax no. - N° de télécopieur <i>613-736-2521</i>

## SUBJECT - OBJET

<i>Enclosed is the BMP call package Hard copy &amp; diskette to follow shortly (courrier)</i>	
<i>George Fox</i>	
<i>GH</i>	

☐ Return original to - Retourner l'original à☐ or recycle - ou recycler

Name - Nom

Room no. - N° de pièce

*For your review  
and discussion  
with Jim*

Government  
of CanadaGouvernement  
du Canada

## MEMORANDUM

## NOTE DE SERVICE

To  
A SEE DISTRIBUTIONFrom  
De Director  
National Service Office (DFO)  
Realty Management Services  
Public Works & Government Services Canada

Security Classification - Classification de sécurité
Our File - Notre référence
Your File - Votre référence
Date 10 February 1994

Subject  
Objet1994/95 Building Management Plans, Dept. of Fisheries and Oceans

Further to our meeting of 18-20 January 1994, this memorandum announces the official call for preparation of the 1994-1995 Building Management Plan (BMP) for Department of Fisheries and Oceans facilities and provides instructions on the BMP process and national planning objectives. A sample hard copy BMP is attached and a diskette has been provided to assist you in the preparation of your 1994/95 BMP submission according to the agreed format.

In summary, the process being followed for DFO is consistent with past BMP practices in terms of format. However, given the national program management approach of this agreement, all plans are to be submitted to national Headquarters for review, consolidation and recommendation. Accordingly, draft Building Management Plans are to be submitted in hard copy to George Fox in the PWGSC National Service Office as soon as possible (target early March). In addition, DFO Directors responsible for facilities will provide a copy to Pat Eagen, DFO Director of Realty Management and Administration in Ottawa.

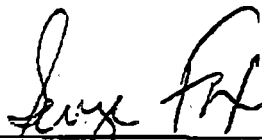
The following officials are available to provide further information and assistance as required:

		<u>PHONE</u>	<u>FAX</u>
George Fox	Director, NSO-DFO - PWGSC	736-2688	613-736-2521
Marc Lefebvre	National Chief, Custodian Services Group PWGSC	736-2643	613-736-2521
Pat Steele	Chief, Operational Svcs PWGSC	736-2646	613-736-2521
Pat Eagen	Director, Realty Mgmt. & Administration	993-2640	613-954-5674

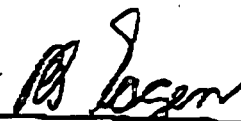
Canada

- 2 -

We would like to thank all those involved in the planning and implementation of the National Service Agreement for their ongoing cooperation and commitment to the delivery of first class facility management services.



George Fox



Pat Eagen

cc: PWGSC - Headquarters:

B. Holden  
M. Lefebvre  
D. Patton  
P. Steele  
E. Newman  
R. Marlowe

- 3 -

## DISTRIBUTION LIST

D. Downing, Regional Manager, Property Management, PWGSC  
Atlantic Region

J. Wheelhouse Director Management Services, DFO Scotia Fundy  
Region

D. White Director, Real Property Services, DFO Newfoundland  
Region

J. Wallace Divisional Manager, PWGSC Manitoba/Saskatchewan  
Division

D. Naphtali Divisional Manager, PWGSC British Columbia/Yukon  
Division

L. Ketcheson Regional Service Officer, PWGSC PacWest Region

M. Van Dusen Property Manager, Victoria, PWGSC PacWest Region

M. Zacharkiw Facility Manager, Winnipeg, PWGSC PacWest Region

B. Beggs Director, Management Services, DFO Central/Arctic  
Region

T. Tebb Director, Management Services, DFO Pacific Region

**1994/1995**

**BUILDING MANAGEMENT PLAN**

**CALL LETTER**

**PWGSC / DFO**

2006/029

# **1994-1995 BUILDING MANAGEMENT PLAN (BMP)**

## **Table of Contents**

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- 1.0 Introduction
- 2.0 DFO National Objectives
- 3.0 Building Management Plan - Development and Preparation
- 4.0 Building Management Plan - Activities and Schedule
- 5.0 Building Management Plan - Sample



**BUILDING MANAGEMENT PLAN**

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## **1.0 Introduction**

The Building Management Plan (BMP) exercise represents a first step in PWGSC assuming responsibility for the management of Department of Fisheries and Oceans (DFO) facilities. Based on past experience, the BMP process is an extremely important first step in that it establishes the base for budgeting, resource allocation, reporting and ultimately management of the facilities and the working environment of building occupants. As agreed at our meeting, existing PWGSC practices and work instruments will be utilized and the BMP format will be consistent nationally to the extent currently possible. Accordingly, templates have been developed for all but the Operating and Maintenance (O&M) Plan and Project Plan. For these two plans, it is understood that common data elements are to be provided and that existing regional systems are capable of providing the required reports.

It is critical that each PWGSC Property Manager discuss facility-specific goals and objectives with their DFO counterparts. It is also suggested that key building occupants (including OGD tenants) be involved in the planning process thereby ensuring their requirements are factored in to the fullest extent possible.

The Operating & Maintenance Plan and Project Plan (DFO Facility Renewal funding) for each facility must be integrally linked. Regionally approved BMPs (by DFO Directors of Management Services/equivalents and PWGSC Regional/Divisional Managers) are to be submitted to the PWGSC National Service Office (Fox) and DFO HQ (Eagen) by early March to ensure early approval and provide sufficient time for project preplanning and implementation.

The remainder of this package provides instructions/direction for development of BMPs. If additional guidance is required, please refer to the PWGSC Building Management Planning Manual or contact one of the resource people identified on the covering memorandum.

## **2.0 DFO National Objectives**

The following DFO real property related objectives provide the global planning parameters.

- 1) To provide safe, healthy, and productive facilities for occupants;
- 2) To protect and preserve the environment when acquiring, using and disposing of real property;
- 3) To harmonize real property activities using labour laws and zoning plans of local jurisdictions;
- 4) To acquire, maintain, preserve, update and dispose of real property to the maximum long-term economic advantage of the federal government;

**BUILDING MANAGEMENT PLAN**

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- 5) To make federal real property accessible to disabled persons;
- 6) To ensure open and fair contracting in facility management; and
- 7) To provide innovative and strategic inventory management as well as smart daily facility operations and services.

### **3.0 BMP Development and Preparation - Instructions**

#### **3.1 General**

- a) The BMP is subdivided into the following parts:
  - A **Operating and Maintenance Plan** which includes:
    - A1 - Operating and Maintenance Plan
    - A2 - Service Contract/Standing Offer Listing
  - B **Project Plan** which includes:
    - B1 - Detailed Project Plan
    - B2 - Project Plan Summary
  - C **Management Analysis** which provides a narrative overview and budget summary of the facility BMP, including valued-added recommendations
  - D **Building Overview/Summary** information to augment and round out the BMP including:
    - D1 - Facility Overview
    - D2 - Budget Summary

Samples of the above forms are provided in Section 5.0 - the enclosed diskette provides the format for inputting all but A1 and B1 above.

- b) Given client expectations for national consistency with regard to planning and reporting, common qualifiers and project priority rankings will be applied nationally for this agreement.
- c) Municipal Grants in lieu of Taxes are to be included for each facility, and recorded against the R1 qualifier (i.e. in the Budget Summary D2).
- d) The BMP includes the provision of O&M, repair and capital projects for the entire facility inclusive of OGD occupied space which will be noted separately.

**BUILDING MANAGEMENT PLAN**

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- e) DFO will provide a listing of all current, deferred, planned and/or carry over projects together with associated resource requirements to PWGSC for inclusion in the BMP. (The PWGSC Property Manager will provide support where possible).
- f) DFO will share all pertinent information with PWGSC for consideration during development of the BMP.

**3.2 Operating and Maintenance Plan**

The Operating and Maintenance Plan consists of a detailed Operating and Maintenance Plan (A1) and a supporting Service Contract/Standing Offer Listing (A2). Sample Operating and Maintenance Plans for Atlantic and Pacific Western regions are provided in Section 5.0, Sample BMP.

**a) Salaries**

Salaries are to be planned consistently according to the following:

- ▶ where staff are dedicated and/or predominantly dedicated to a specific activity, they are to be planned against that activity/qualifier (ie. EIM to L2 - Electrical, HP to L3 - HVAC, etc.)
- ▶ all administrative staff (i.e. Property Manager and support staff) are to be planned against L7
- ▶ all other staff performing tasks associated with numerous qualifiers (i.e. MAN's) are to be planned under L8.

**b) Utilities**

Estimated utility costs and consumption data will be provided through the PWGSC Energy Support System (ESS). This information will be available in the regions by February 15, 1994, and the following regional representatives are available to assist you:

Atlantic	Ann Hope	902-496-5343
	Ed Sim	902-496-5342
PacWest	Dennis Barnhart	604-623-6202

**BUILDING MANAGEMENT PLAN**

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**c) Bulk Repairs**

For the purposes of this Agreement, Bulk Repairs are defined as repairs which normally cost \$5,000. or less and which are carried out by outside resources. These bulk repairs are to be identified as a lump sum amount provided under the L0 qualifier (ie: Bulk Repair budget).

Repair projects costing more than \$5,000. will be included in the Bulk Repair budget on an exception basis, only where these projects have been traditionally provided from the DFO Facility Manager's staff and O&M budget.

Bulk repairs carried out by on-site resources (ie: small jobs carried out by the facility electrician, labourer, building operator, etc.) are to be captured under the appropriate L qualifier for both labour and material costs.

**d) All Other Operating**

Allowances are to be made for individual replacement of tools and equipment not exceeding \$1,000. under the appropriate qualifier.

All other operating costs are to be planned in accordance with standard PWGSC regional practices as outlined in the PWGSC Building Management Planning manual.

- e) Once finalized, the total BMP budgets for each DFO region should agree with the total regional funding identified in the National Service Agreement. All exceptions must be fully justified, with shortfalls and ramifications identified.

**f) Service Contract/Standing Offer Listing (A2)**

A listing of all service contracts and estimates of proposed standing offers is to be provided as per the sample in Section 5.0.

**BUILDING MANAGEMENT PLAN**

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**g) DFO Installation Code (I CODE)**

Each DFO facility is identified by means of a unique I CODE. This 6 digit alphanumeric code (e.g. I CODE PM1 110 - Pacific Biological Station) reads as follows: P = Region (Pacific), M = Facility Type (Major Facility), 1 = Main Program Occupant (Science), and the last 3 digits identify the facility number. **The I CODE must be used for all BMP documents and all SSAs to enable the regional reporting and roll-ups for all work performed at each DFO facility.**

**3.3 Project Plan**

The Project Plan portion of the BMP consists of a Detailed Project Plan (B1) and Project Plan Summary (B2). Samples are provided in the attached Section 5.0. The following instructions apply.

- a) The Project Plan typically includes larger jobs which normally exceed \$5,000. and which have traditionally not been provided from the DFO Facility Manager's staff and O&M budget. The project plan consists of Repair and Capital projects defined using the following criteria:
- Repair - those works and services required by virtue of normal wear and tear or normal deterioration to the facility, its service systems and environs; this also includes cyclical refurbishing.
  - Capital - investments made to correct or delay physical or functional obsolescence, to extend the economic life of a facility, to provide additional space or optimize existing space or to enhance the facility's marketability; included are improvements to the facility's structure or systems such as air conditioning, heating, lighting, elevators, sprinkler systems, etc.
- b) All projects are to be assigned a priority according to the DFO priority criteria listed below, and must be identified on the **Detailed Project Plan (B1)** and **Project Plan Summary (B2)**. in descending order of funding priority.

**A) Health and Safety**

A deficiency which poses an imminent risk or potential threat to health and/or safety if left uncorrected.

**B) Security**

A deficiency/situation which poses a risk to the physical condition of the building and building occupants.

**BUILDING MANAGEMENT PLAN**

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**C) *Employee Comfort***

A deficiency which requires repair or replacement but does not threaten building systems, operations or health and safety, such as facility appearance/image, facility maintenance etc. Action should be taken as part of a prudent owner approach where funding can be made available.

**D) *Cost Effective Operations & Maintenance***

A condition which will result in increasing costs if left uncorrected and opportunities which will result in immediate operational savings.

**E) *Strategic Investment Opportunities***

An opportunity where significant financial benefit to the custodian and a significant payback can be realized project payback period should be identified.

**F) *Critical Program Integrity***

A condition which threatens the operational objectives of the program, and/or a condition which will result in the shutdown of a critical building/program support system if left uncorrected during the fiscal year.

**G) *Accessibility***

A situation which prevents barrier free access of the building.

- c) Project estimates are to include associated labour charges and fees, where applicable. For each project, separate totals are to be provided for labour, disbursements and fees.
- d) Support is available from PWGSC Headquarters and Regions to assist in the identification and development of national project requirements and opportunities. The following areas are to be considered during development of the BMP:
  - water management (audit)
  - energy management (audit)
  - space optimization opportunities
  - accessibility requirements
  - innovations for facility operations and maintenance

**BUILDING MANAGEMENT PLAN**

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**3.4 Management Analysis (C)**

The Management Analysis section provides a narrative overview and assessment of the entire Building Management Plan including recommended improvements with respect to the operation and management of the facility, such as:

- facility specific and global assumptions made during the planning process
- identification of options or opportunities for cost reductions and their associated effects on service delivery during 1994/95
- alternate methods or levels of service delivery
- an explanation of the risks inherent in proceeding with these options, including their impact on the integrity of the facility
- identification of future options/opportunities

A sample Management Analysis (Atlantic Region) is provided in Section 5. While a comprehensive Management Analysis may not be possible for this year, this portion of the BMP should be completed to the fullest extent possible

**3.5 Facility Overview/Summary (D)**

In addition to the information provided above, the following summary information completes the BMP process.

**Facility Overview (D1)** - provides a physical/inventory profile of the facility. Most of this information will come from DFO information and inventory system (DRPI) at this time.

**Budget Summary (D2)** - provides a summary of the facility budget, broken down by qualifier. To reiterate, the budget summary includes the provision of O&M, repair and capital projects for the entire facility inclusive of OGD occupied space and regardless of funding source. The amount paid for Grants in Lieu of Taxes is also to be included.

**BUILDING MANAGEMENT PLAN**

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**4.0 Activities and Schedule**

. Issue national Call Letter	08/02/94	HQPWGSC and DFO HQ
. Regionally agreed BMPs submitted to PWGSC National Service Office and to DFO HQ	early March	RSOs and DFO Regions (Directors of Manage- ment Services and equivalents)
. HQ review and approval of BMPs	30 days follow- ing BMP submission	DFO-Eagen PWGSC-Fox
. DFO funding allocation	April/94	DFO-Eagen DFO Regions
. Signing of Regional SSAs	April/94	PWGSC & Regions

This exercise is a joint planning effort by Public Works Government Services Canada and the Department of Fisheries and Oceans. Emphasis is made on the importance of consultation to ensure that all parties involved are provided with pertinent information with respect to scheduling, coordination and content.

**5.0 Sample BMP**

Samples of the forms to be used in the BMP process are provided in the attached Section 5.0.



## **5.0 BUILDING MANAGEMENT PLAN - SAMPLE**

- A1 Operating and Maintenance Plan**  
**(Separate Sample Provided for Atlantic and PacWest Region)**
- A2 Service Contract/Standing Offer Listing**
- B1 Detailed Project Plan**
- B2 Project Plan Summary**
- C Management Analysis**
- D1 Facility Overview**
- D2 Budget Summary**

# A1 - OPERATING AND MAINTENANCE PLAN (SAMPLE - PACWEST REGION)

REPORT DATE: 94/01/13

(RAPS 471 BUILDING MANAGEMENT PLAN - OPERATING AND RENT COSTS)

PAGE NO: 1

PROJECT NO/BUILDING NO: 620182/530182 CUST MGR CODE: 009 BUILDING NAME: MACDONALD BUILDING BUILDING ADDRESS: 344 EDMONTON STREET WINNIPEG  
CLIENT NO: 645620 CLIENT NAME: PUBLIC WORKS CANADA BUILDING GROUP 07 BUILDING PASA: 2210 MANAGER RC: 035421 LEASE FROM: 1941/12/01 LEASE TO: 2100/12/31 OPTION YEARS: 00 RENTABLE X2: 7310.5

QUALIFIER TITLE/ LINE OBJECT TITLE	LINE OBJECT	PREVIOUS YEAR	CURRENT YEAR 93/94 APPROVED	CURRENT YEAR 93/94 ACTUAL	ORIGINAL	UPCOMING YEAR 94/95 REVISED	UNIT COST ORIG	UNIT COST REV	PLAN YEAR 1 95/96	PLAN YEAR 2 96/97	REMARKS
QUALIFIER TYPE: L											
L1 CLEANING											
TRAV-PUB SERV EXCLD TRAINS/WHITS MEL	0400	0.00	0	0.00	25	25	0.00	0.00	5	25	B50 TRAVEL
INTERIOR CLEAN-CONTR	0863	0.00	0	36,400.00	1,540	1,540	0.21	0.21	1,540	1,540	EXTRA CLEANING (CARPETS IN PSC SPACE)
INTERIOR CLEAN-CONTR	0863	0.00	0	36,400.00	54,000	54,000	7.39	7.39	55,000	65,000	INTERIOR CLEANING CONTRACT
WINDOW CLEAN-CONTR	0864	0.00	0	3,880.00	1,880	1,880	0.53	0.53	3,880	3,880	WINDOW CLEANING
REALTY MGMT SRV-LABR	0922	0.00	0	424.55	1,368	1,368	0.19	0.19	1,368	1,368	B50 CLEANING INSPECTIONS
REALTY MGMT SRV-LABR	0922	0.00	0	424.55	335	335	0.05	0.05	335	335	B50 LABOUR: CONTRACT DOCUMENTATION
REALTY MGMT SRV-LABR	0922	0.00	0	424.55	172	172	0.02	0.02	172	172	B50 LABOUR: PCB, WHEES ETC REPORTING.
TOTALS FOR L1:					61,320	61,320	8.39	8.39	62,410	72,320	
L2 ELECTRICAL											
ELECTC SERV CONTRACT	0871	0.00	0	0.00	600	600	0.08	0.08	1,140	1,100	GENERATOR SERVICE CONTRACT: EXCLUDES LOAD BANK
REALTY MGMT SRV-LABR	0922	0.00	0	1,193.02	3,500	3,500	0.48	0.48	3,500	3,500	ELECTRICIAN: GL-EIM 10
FLUORESCENT TUBES, LIGHT BULBS/STAR	1454	0.00	0	1,246.25	1,050	1,050	0.14	0.14	3,000	3,000	SUPPLIES
TOTALS FOR L2:					5,150	5,150	0.70	0.70	7,640	7,600	
L3 HVAC											
FIRE/LIFE/ALARM SERVICE CONTRACTS	0873	0.00	0	0.00	2,180	2,180	0.30	0.30	2,180	2,180	CHILLER SERVICE CONTRACT
REALTY MGMT SRV-LABR	0922	0.00	0	69,328.53	8,400	8,400	1.15	1.15	8,400	8,400	STANDBY PAY
REALTY MGMT SRV-LABR	0922	0.00	0	69,328.53	69,916	69,916	12.30	12.30	69,916	69,916	BUILDING OPERATOR LABOUR: 2 GL-WAM-B
FACILITIES MAINTENANCE - LABOUR	0923	0.00	0	0.00	120	120	0.02	0.02	120	120	REGIONAL LABOUR: BOTTLERS AND PRESSURE VESSELS
FACILITIES MAINTENANCE - LABOUR	0923	0.00	0	0.00	577	577	0.08	0.08	577	577	BOILERS AND PRESSURE VESSELS: CERTIFICATION
LUBRICATING OILS	1427	0.00	0	0.00	300	300	0.04	0.04	300	300	GREASE, OIL, ETC.
CHEMICALS & RELATED PRODUCTS	1431	0.00	0	2,011.44	1,900	1,900	0.26	0.26	1,900	1,900	BOILER AND CHILLER WATER TREATMENT
CLOTHING	1434	0.00	0	233.15	250	250	0.03	0.03	250	250	UNIFORMS
OTHER MISC PRODUCTS-DECOR, GRHAM, W 1449		0.00	0	0.00	3,000	3,000	0.41	0.41	3,000	3,000	FILTER REPLACEMENT
TOTALS FOR L3:					106,643	106,643	14.59	14.59	106,643	106,643	
L4 FIRE PROT/LIFE SUPPORT/ALARM/SECURITY											
PROTECTION SERVICES	0832	0.00	0	26,101.06	42,220	42,220	5.78	5.78	42,220	42,220	COMMISSIONAIRES
FIRE/LIFE/ALARM SERVICE CONTRACTS	0873	0.00	0	932.48	760	760	0.10	0.10	760	760	MONITOR FIRE AND SECURITY
FIRE/LIFE/ALARM SERVICE CONTRACTS	0873	0.00	0	932.48	300	300	0.04	0.04	300	300	TEST FIRE PUMPS
FIRE/LIFE/ALARM SERVICE CONTRACTS	0873	0.00	0	932.48	250	250	0.03	0.03	250	250	CERTIFY FIRE ALARM SYSTEM
FIRE/LIFE/ALARM SERVICE CONTRACTS	0873	0.00	0	932.48	30	30	0.00	0.00	30	150	INSPECT FIRE EXTINGUISHERS
TOTALS FOR L4:					43,560	43,560	5.96	5.96	43,560	43,680	
L5 WATER & SEWAGE											
WATER/SEWAGE SRV CONTRACTS	0874	0.00	0	81.00	250	250	0.03	0.03	250	250	MATERIAL
WATER/SEWAGE SRV CONTRACTS	0874	0.00	0	81.00	200	200	0.03	0.03	200	200	TEST SLUMP PUMP
OTHER MISC PRODUCTS-DECOR, GRHAM, W 1449		0.00	0	0.00	500	500	0.07	0.07	500	500	TEST BACK FLOW PREVENTERS
TOTALS FOR L5:					950	950	0.13	0.13	950	950	
L6 VER/HOR TRANS											
TRANS VERT/HOR SRV CONTRACTS	0875	0.00	0	4,460.29	750	750	0.10	0.10	750	750	SMALL ELEVATOR SERVICE CONTRACT

02/10/84 14:39 FAX 736 2521

RMS

016/029

000214

# A1 - OPERATING AND MAINTENANCE PLAN (CONT'D) (SAMPLE - PACWEST REGION)

REPORT DATE: 94/01/13

(RAP 47) BUILDING MANAGEMENT PLAN - OPERATING AND RENT COSTS

PAGE NO: 2

PROJECT NO/BUILDING NO: 620182/520182 CUST MGR CODE: BUILDING NAME: MACDONALD BUILDING BUILDING ADDRESS: 544 EDMONTON STREET WINNIPEG  
CLIENT NO: 645120 CLIENT NAME: PUBLIC WORKS CANADA BUILDING GROUP: 07 BUILDING PASA: 2210 MANAGER FC: 035421 LEASE FROM: 1981/12/01 LEASE TO: 2100/12/31 OPTION YEARS: 00 RENTABLE M2: 7310.5

QUALIFIER TITLE/ LINE OBJECT TITLE	LINE OBJECT	PREVIOUS YEAR	CURRENT YEAR APPROVED	93/94 ACTUAL	ORIGINAL	REVISED	UPCOMING YEAR 94/95 UNIT COST ORIG	UNIT COST REV	PLAN YEAR 95/96	PLAN YEAR 2 96/97	REMARKS
TRANS VERT/HOR SRV CONTRACTS	0875	0.00	0	6,068.29	15,510	15,510	1.85	1.85	13,510	13,510	ELEVATOR MAINTENANCE
FACILITIES MAINTENANCE - LABOUR	0923	0.00	0	0.00	412	412	0.06	0.06	412	412	TELEPHONE
FACILITIES MAINTENANCE - LABOUR	0923	0.00	0	0.00	1,300	1,300	0.18	0.18	1,300	1,300	REGION: LABOUR AND EXPENSES
FACILITIES MAINTENANCE - LABOUR	0923	0.00	0	0.00	91	91	0.01	0.01	90	90	REGIONAL INSPECT AND REPORT
TOTALS FOR L6:					16,063	16,063	2.20	2.20	16,012	16,062	
L7 MISC ADMIN SVS											
REALTY MGMT SRV-LABR	0922	0.00	0	20,782.82	28,600	28,600	3.91	3.91	28,600	28,600	PROPERTY MANAGER
REALTY MGMT SRV-LABR	0922	0.00	0	20,782.82	650	650	0.09	0.09	650	650	PROP MGR OVERTIME
TOTALS FOR L7:					29,250	29,250	4.00	4.00	29,250	29,250	
L8 OTH BLDG SVS											
TRAV-PLS SERV EXCLUDTRAINHPNTS MCL	0400	0.00	0	5.40	25	25	0.00	0.00	25	25	BSO TRAVEL
GARBAGE REMOVL-CONTRACTORS ONLY	0859	0.00	0	2,047.50	3,510	3,510	0.48	0.48	3,510	3,510	
INDOOR HORTICULT SERV	0877	0.00	0	0.00	564	564	0.08	0.08	564	564	
PEST CONTROL	0901	0.00	0	598.00	420	420	0.06	0.06	420	420	
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	3,617	3,617	0.49	0.49	3,617	3,617	TECK-E EG-5: ELECTRICAL
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	1,146	1,146	0.16	0.16	1,146	1,146	ONTS
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	175	175	0.02	0.02	175	175	TECK-4 DRAFTING
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	735	735	0.10	0.10	735	735	TECK-A: ARCHITECTURAL
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	3,617	3,617	0.49	0.49	3,617	3,617	TECK-N MECHANICAL INSPECT: BACK UP
REALTY MGMT SRV-LABR	0922	0.00	0	4,704.89	1,717	1,717	0.23	0.23	1,717	1,717	BSO CONTRACT ADMIN, INSPECTIONS ETC
RENTAL-VOICE COMMUNICAT EQUIP-EXCL	1001	0.00	0	584.53	72	72	0.01	0.01	72	72	TELEPHONE
HARD AND POWER TOOLS	1454	0.00	0	38.36	500	500	0.07	0.07	500	500	
TELECOMMUNICATIONS EQUIPMENT	1458	0.00	0	0.00	401	401	0.05	0.05	401	401	PAGERS
TOTALS FOR L8:					16,499	16,499	2.26	2.26	16,499	16,499	
L9 GROUND UPKEEP											
SNOW REMOVAL-CONTRACTORS ONLY	0840	0.00	0	0.00	400	400	0.05	0.05	400	400	
OTHER MISC PRODUCTS-DECOR, ORNAM, W 1449		0.00	0	0.00	200	200	0.03	0.03	200	200	PLANT MATERIAL FOR ENTRANCE FLOWER BED
TOTALS FOR L9:					600	600	0.08	0.08	600	600	
TOTALS FOR L :					280,035	280,035	38.31	38.31	283,566	293,604	
QUALIFIER TYPE : M											
M2 LIGHT & POWER											
LIGHT & POWER PURCHASED FROM OGO	1412	0.00	0	0.00	80,563	79,563	11.02	10.88	79,716	79,716	
TOTALS FOR M2:					80,563	79,563	11.02	10.88	79,716	79,716	
M3 NATURAL GAS											
NATURAL GAS FOR HEATING	1403	0.00	0	5,712.07	21,776	21,776	2.98	2.98	22,831	22,831	
TOTALS FOR M3:					21,776	21,776	2.98	2.98	22,831	22,831	

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# A1 - OPERATING AND MAINTENANCE PLAN (CONT'D) (SAMPLE - PACWEST REGION)

REPORT DATE: 94/01/13

(RAIS 47) BUILDING MANAGEMENT PLAN - OPERATING AND RENT COSTS

PAGE NO: 3

PROJECT NO/BUILDING NO: 620182/520182 CUST MGR CODE: 009 BUILDING NAME: MACDONALD BUILDING BUILDING ADDRESS: 344 EDMONTON STREET WINNIPEG  
CLIENT NO: 645620 CLIENT NAME: PUBLIC WORKS CANADA BUILDING GROUP: 07 BUILDING PASS: 2210 MANAGER NO: 055421 LEASE FROM: 1961/12/01 LEASE TO: 2100/12/31 OPTION YEARS: 00 RENTABLE M2: 7310.5

QUALIFIER TITLE/ LINE OBJECT TITLE	LINE OBJECT	PREVIOUS YEAR	CURRENT YEAR 93/94 APPROVED	YEAR 93/94 ACTUAL	ORIGINAL	REVISED	UPCOMING YEAR 94/95 UNIT COST ORIG	UNIT COST REV	PLAN YEAR 1 95/96	PLAN YEAR 2 96/97	REMARKS
M4 FUEL OIL - HTG NO.2 FUEL OIL	1419	0.00	0	0.00	800	800	0.11	0.11	800	800	
TOTALS FOR M4:					800	800	0.11	0.11	800	800	
M9 WATER & SEWAGE WATER & WATER RATES	1404	0.00	0	4,558.69	8,253	8,253	1.13	1.13	8,252	8,252	
TOTALS FOR M9:					8,253	8,253	1.13	1.13	8,252	8,252	
TOTALS FOR M :					111,392	110,392	15.24	15.10	111,599	111,599	
QUALIFIER TYPE : R											
R1 GRANTS IN LIEU OF TAXES STATUTORY GRANTS IN LIEU OF PROP TA 2006		0.00	0	0.00	173,250	173,250	23.70	23.70	173,250	173,250	
TOTALS FOR R1:					173,250	173,250	23.70	23.70	173,250	173,250	
TOTALS FOR R :					173,250	173,250	23.70	23.70	173,250	173,250	
QUALIFIER TYPE : S											
S1 PROPERTY MANAGEMENT SERVICES REALTY MANAGEMENT SERVICES-FEE	2452	0.00	0	37,012.99	53,773	53,773	7.36	7.36	53,773	53,773	
TOTALS FOR S1:					53,773	53,773	7.36	7.36	53,773	53,773	
TOTALS FOR S :					53,773	53,773	7.36	7.36	53,773	53,773	
QUALIFIER TYPE : X											
X5 PREVENTIVE MAINTENANCE PROGRAM REALTY MGMT SRV-LABR	0922	0.00	0	3,571.52	4,601	4,601	0.63	0.63	4,601	4,601	
PAC SERV-PROP & SPEC-DR	0959	0.00	0	0.00	100	100	0.01	0.01	100	100	
TOTALS FOR X5:					4,701	4,701	0.64	0.64	4,701	4,701	
TOTALS FOR X :					4,701	4,701	0.64	0.64	4,701	4,701	
TOTALS FOR PROJECT 620182 :					623,151	622,151	85.24	85.10	626,887	626,927	

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# AT - OPERATING AND MAINTENANCE PLAN (SAMPLE - ATLANTIC REGION)

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## OPERATING WORK PLAN DETAIL ASSET REPORT

Asset #: 520020, QUEEN'S PRINTER BUILDING, 2740 BARRINGTON ST., HALIFAX, 2740 BARRINGTON ST., HALIFAX,

Manager: 033212 m: 1159.9 PASA: 2313 Client: Status: A From: To: Options:

	1992	1993	1994	1995	1996	1997	
	Total	Financial	Planned	Total	Financial	Planned	Total
Minor O&M Repairs							
2000 Minor O&M Repairs < \$1000	5,578	0	0	0	0	0	0
Total L0	5,578	0	0	0	0	0	0
Cleaning							
0400 Travel	0	10	0	10	0	0	0
0663 Cleaning Contract	13,304	10,000	3,367	13,367	12,300	0	12,300
0854 Window Cleaning Contract	0	0	416	416	0	416	416
0665 Carpet Cleaning Contract	0	0	624	624	0	624	624
0922 Ready Labour	172	150	0	150	0	0	0
1435 Cleaning Supplies & Equipment	163	0	0	0	0	0	0
2499 PWRF WP Tmn-DR-All Other	0	0	0	348	0	348	348
Total L1	13,539	10,160	4,002	14,567	12,640	416	13,064
Electrical							
0400 Travel	0	112	0	112	0	0	0
0922 Ready Labour	429	288	0	288	0	0	0
0923 Tech Services Labour	0	214	0	214	0	0	0
1455 Elct. Supplies & Equipment	0	100	0	100	0	100	100
2499 PWRF WP Tmn-DR-All Other	0	0	0	7,349	0	7,349	7,349
Total L2	429	714	0	714	7,349	100	7,449
HVAC							
0400 Travel	0	137	0	137	0	0	0
0836 Boiler Inspect (Labour Dept)	0	486	0	486	0	536	536
0872 HVAC Service Contract	0	2,000	0	2,000	2,000	0	2,000
0922 Ready Labour	0	144	0	144	0	0	0
0923 Tech Services Labour	0	133	0	133	0	0	0
1409 HVAC Supplies & Equipment	0	100	0	100	0	500	500
2499 PWRF WP Tmn-DR-All Other	0	0	0	2,010	0	2,034	2,034
Total L3	0	3,000	0	3,000	4,034	1,036	5,070
FIRE PROTECTION/LIFE SUPPORT/ALARMS/SECUR							
0400 Travel	0	5	0	5	0	0	0
0873 Prot. & Sec. Service Contract	24	832	0	832	0	2,000	2,000
0922 Ready Labour	0	72	0	72	0	0	0
1499 Prot. & Sec. Supplies & Equip.	10	0	0	0	0	0	0

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# A1 - OPERATING AND MAINTENANCE PLAN (CONT'D) (SAMPLE - ATLANTIC REGION)



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## OPERATING WORK PLAN DETAIL ASSET REPORT

PWC Asset #: 520020, QUEEN'S PRINTER BUILDING, 2740 BARRINGTON ST., HALIFAX,, 2740 BARRINGTON ST., HALIFAX,  
RC Manager: 033212 m²: 1159.9 PASA: 2313 Client: Status: A From: To: Options:

	1992	1993	1994	1995	1996	1997
	Total	Financial	Planned	Financial	Planned	Financial
	Total	Financial	Planned	Total	Financial	Planned
<b>FIRE PROTECTION/LIFE SUPPORT/ALARM/SECUR</b>						
2499 PWRF W/P Tran-DR-ALOther	0	0	0	0	0	0
<b>Total L4</b>	<b>34</b>	<b>309</b>	<b>0</b>	<b>809</b>	<b>1,142</b>	<b>0</b>
<b>L5 Water And Sewage</b>						
0400 Travel	0	20	0	20	0	0
0822 Realty Labour	0	108	0	108	0	0
1499 Water & Sewage Supplies/Equip.	0	0	0	0	100	100
2499 PWRF W/P Tran-DR-ALOther	0	0	0	136	0	136
<b>Total L6</b>	<b>0</b>	<b>128</b>	<b>0</b>	<b>128</b>	<b>136</b>	<b>100</b>
<b>L6 Vertical / Horizontal Transportation</b>						
0400 Travel	0	500	0	500	0	0
0836 Elevator Inspect.-Labour Depl.	0	219	0	283	0	283
0875 Transport V.A.H Contract	3,226	2,957	188	3,075	0	2,958
0923 Tech Services Labour	324	257	0	257	0	0
2499 PWRF W/P Tran-DR-ALOther	0	0	0	844	0	844
<b>Total L6</b>	<b>3,549</b>	<b>3,987</b>	<b>128</b>	<b>4,115</b>	<b>844</b>	<b>3,241</b>
<b>L7 Miscellaneous Administrative Services</b>						
0400 Travel	467	0	0	0	0	0
0922 Realty Labour	18,565	18,282	1,000	19,282	4,923	0
1042 Vehicle Rental	0	200	0	200	0	190
1499 Misc. Admin. Srvs. Supplies, etc	105	114	0	114	0	114
<b>Total L7</b>	<b>20,137</b>	<b>18,596</b>	<b>1,000</b>	<b>19,596</b>	<b>4,923</b>	<b>304</b>
<b>L8 Other Building Services</b>						
0400 Travel	8	130	0	130	0	0
0459 Other Bldg Srvs. Garbage Cont.	2,732	2,750	133	2,888	0	2,888
0462 Other Business Services	0	55	0	55	0	55
0922 Realty Labour	5,670	324	0	324	0	0
0923 Tech Services Labour	562	442	0	442	0	0
1499 Other Bldg Srvs. Supplies, etc	571	416	0	416	0	416
2499 PWRF W/P Tran-DR-ALOther	0	0	0	1,131	0	1,131
<b>Total L8</b>	<b>9,551</b>	<b>4,117</b>	<b>133</b>	<b>4,255</b>	<b>1,131</b>	<b>3,359</b>
<b>L9 Grounds Upkeep</b>						
0400 Travel	0	20	0	20	0	0
0860 Grounds Upkeep - Snow Removal	8,280	5,200	0	5,200	0	5,200

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A1 - OPERATING AND MAINTENANCE PLAN (CONT'D)  
(SAMPLE - ATLANTIC REGION)

3.

Environment Services  
Canada

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## OPERATING WORK PLAN DETAIL ASSET REPORT

Asset #: 520020, QUEEN'S PRINTER BUILDING, 2740 BARRINGTON ST., HALIFAX, 2740 BARRINGTON ST., HALIFAX,  
Manager: 033212 m': 1159.9 PASA: 2313 Client: Status: A From: To: Options:

	1992	Financial	1993	Total	Financial	1994	Total	Financial	1995	Total	Financial	1996	Total	Financial	1997	Total
	Total		Planned			Planned			Planned			Planned			Planned	
Grounds Upkeep																
876 Grounds Upkeep-Landscape	1,415	1,415	57	1,472	1,472	0	1,472	0	2,350	2,350	0	2,350	2,350	0	2,350	2,350
922 Realty Labour	0	144	4	144	0	0	0	0	0	0	0	0	0	0	0	0
499 PWRP W/P Trn-DR-All Other	0	0	0	0	65	0	65	65	0	65	65	0	65	65	0	65
Total L0	9,575	6,779	57	6,836	1,537	8,200	6,737	65	7,550	7,615	65	7,550	7,615	65	7,550	7,615
L Operating	62,492	48,350	5,730	54,120	38,508	12,642	49,450	31,561	18,730	60,291	33,424	19,976	53,400	43,748	20,600	64,348
Electricity - Light And Power																
1400 Electricity	11,438	11,188	0	11,188	0	17,000	17,000	0	17,000	17,000	0	17,000	17,000	0	17,000	17,000
Total M2	11,138	11,188	0	11,188	0	17,000	17,000	0	17,000	17,000	0	17,000	17,000	0	17,000	17,000
Fuel Oil - Heating																
1419 Fuel Oil	7,303	7,217	0	7,217	0	13,000	13,000	0	13,000	13,000	0	13,000	13,000	0	13,000	13,000
Total M4	7,303	7,217	0	7,217	0	13,000	13,000	0	13,000	13,000	0	13,000	13,000	0	13,000	13,000
Water And Sewage																
1404 Water & Water Rates	2,426	2,100	0	2,100	0	3,500	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	3,500
Total M8	2,426	2,100	0	2,100	0	3,500	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	3,500
M Energy & Utilities	20,867	20,505	0	20,505	0	33,500	33,500	0	33,500	33,500	0	33,500	33,500	0	33,500	33,500
Electrical																
6000 Building Repairs	13,311	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total P0	13,311	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P	13,311	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants In Lieu Of Taxes																
2006 Grants In Lieu Of Taxes	0	37,566	0	37,566	37,566	0	37,566	39,683	0	39,683	39,683	0	39,683	39,683	0	39,683
Total R1	0	37,566	0	37,566	37,566	0	37,566	39,683	0	39,683	39,683	0	39,683	39,683	0	39,683
R Grants In Lieu Of Taxes	0	37,566	0	37,566	37,566	0	37,566	39,683	0	39,683	39,683	0	39,683	39,683	0	39,683
Property Management Services																
2452 RMS Fee Inventory Management	8,502	11,308	0	11,308	12,633	0	12,633	12,963	0	12,963	13,756	0	13,756	13,756	0	13,756
Total S1	8,502	11,308	0	11,308	12,633	0	12,633	12,963	0	12,963	13,756	0	13,756	13,756	0	13,756
Advisory Services																
2452 RMS Fee O's	0	750	0	750	1,500	0	1,500	0	0	0	0	0	0	0	0	0
Total S2	0	750	0	750	1,500	0	1,500	0	0	0	0	0	0	0	0	0
S Prop. Mgmt. Serv.	9,502	12,058	0	12,058	14,133	0	14,133	12,963	0	12,963	13,756	0	13,756	13,756	0	13,756

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## A2 - SERVICE CONTRACT / STANDING OFFER LISTING SAMPLE

**FACILITY NAME:**

Type	Qualif.	Start Date	Completion Date	Option	Contract Yearly Cost or Estimated Cost	Remarks
Cleaning Contract	L1	92-04-01	95-03-31	96-03-31	350,000.00	Ailen's Maintenance
Window Cleaning	L1	92-10-01	94-09-30	95-09-30	416.00	Standing Offer
Boiler Inspections	L3	--	--	--	536.00	
HVAC Service Contract	L3	94-01-01	95-12-31	96-12-31	2,000.00	
Fire Protection Mtce	L4	92-06-01	97-05-31	--	2,000.00	
Security Guard	L4	94-03-01	96-02-28	97-02-28	18,000.00	National Protective
Elevators	L6	--	--	--	283.00	Standing Offer
Elevator Inspections	L6	93-08-01	98-07-31	--	2,958.00	Otis Elevators
Solid Waste...Garbage	L8	94-12-01	94-12-01	95-12-01	2,888.00	
Snow Removal	L9	93-10-01	95-09-30	96-09-30	5,200.00	
Landscape	L9	93-10-01	95-09-30	96-09-30	2,350.00	

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B1 - DETAILED PROJECT PLAN  
(SAMPLE - ATLANTIC REGION)

**BUILDING PROJECT WORK PLAN  
DETAIL REPORT**

Page 1 of 4

Date Printed: 94.01.13 15:15

Asset #: 520020  
QUEEN'S PRINTER BUILDING  
2740 BARRINGTON ST., HALIFAX,  
2740 BARRINGTON ST., HALIFAX,

RC Manager: 033212  
PASA: 2313  
From:  
Option:

Status: A  
Client:  
To:  
m²: 1159.9

Title: BARRIER FREE ACCESS

Program: ACB Service Group: AES Priority: G Class: D E.T.:

Scope:

Year	Labour:	Disbursements:	Fees:	Total:
1994	0	133,900	0	133,900
Totals:	0	133,900	0	133,900

Title: REMOVE PCB LIGHT BALLASTS

Program: CGL Service Group: AES Priority: A Class: D E.T.:

Scope:

Year	Labour:	Disbursements:	Fees:	Total:
1994	0	58,500	0	58,500
Totals:	0	58,500	0	58,500

Title: REPLACE WINDOW SYSTEM

Program: CGL Service Group: DTS Priority: D Class: D E.T.:

Scope:

Year	Labour:	Disbursements:	Fees:	Total:
1994	15,000	50,000	6,500	71,500
Totals:	15,000	50,000	6,500	71,500

Title: BULK REPAIRS 0 - 5000

Program: MWP Service Group: PMD Priority: D Class: D E.T.:

Scope:

Year	Labour:	Disbursements:	Fees:	Total:
1994	0	5,000	750	5,750
Totals:	0	5,000	750	5,750

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## B2 - PROJECT PLAN SUMMARY SAMPLE

Project Description	Qualifier	Estimated Cost	Priority	Remarks
Remove PCB Light Ballasts	P2	58,500.00	A	Repair
Replace Window System	P3	71,000.00	D	Repair
Barrier Free Access	OO	133,900.00	G	Capital
TOTAL		263,400.00		

**C MANAGEMENT ANALYSIS****(SAMPLE - ATLANTIC REGION)**

The Building Management Plan has been completed in compliance with all directions and utilizing all assumptions contained in the National and Regional "Call" letters. The plan is predicated on the levels of service as agreed to between Real Property and Realty Services.

**I 1994/94 Review**

	<u>1992/93</u> <u>Actual (\$)</u>	<u>1993/94</u> <u>Forecast (\$)</u>	<u>Variance</u> <u>(\$)</u>
L + X5 ((O&M)	62,492	54,881	(7,611)
M (Utilities)	20,867	20,505	(362)
Total Operating	83,359	75,386	(7,973)
R (Taxes)	37,566	37,566	0
S	9,502	11,308	1,806
Grand Total	130,427	124,426	(6,001)

Total operating costs for 1993/94 including fees and GILT are forecasted at \$ 124,426 which is a reduction of \$ 6,001 or 4.6 percent over the 1992/93 actual.

This reduction is the result of reduced Realty labour of approximately \$ 3,000 over 1992/93 due to the realization of the full impact of the delayed organization and the return to operation of the Bedford Row and Ralston Buildings which have occupied a great deal of the Property Manager's time during 1993/94. The remainder of the reduction is associated with the projected reduction in grounds upkeep cost (including snow removal).

**II 1994/95 Review**

	<u>1993/94</u> <u>Forecast (\$)</u>	<u>1994/95</u> <u>Plan (\$)</u>	<u>Variance</u> <u>(\$)</u>
L + X5 ((O&M)	54,881	50,810	(4,071)
M (Utilities)	20,505	33,500	12,995
Total Operating	75,386	84,310	8,924
R (Taxes)	37,566	37,566	0
S	11,308	12,633	1,325
Grand Total	124,426	134,5096	10,083

**C MANAGEMENT ANALYSIS (Cont')**

- 2 -

Total operating costs for 1994/95 are projected to increase by \$10,083 or 8.1 percent over 1993/94. This increase is the result of the proposed change in usage for this facility. The current proposal will see the Print Plant operation now housed in the upper level relocated to the lower level with the upper level being upgraded to house a residential facility for Correctional Services Canada.

The residential facility will be a 24 hour operation resulting in increased costs for electricity, heat and water. The total projected increase for utilities as a result of this change is \$13,000. It is expected that Correctional Services will be responsible for some of their own cleaning. However, some of these potential savings will be offset by the increased cleaning requirements on the first level that will now house the Print Plant.

Before the proposed change in use can go forward, this building must undergo a general renovation and space upgrade. Some of the projects noted in the Project Plan would be included in the renovation and would therefore be redundant.

Should the proposed changes not go forward and the status quo remain, total operating cost will decrease by \$2,917 or 2.3 percent over 1993/94.

**III Potential Five Percent Reduction Plan**

Total 1994/95 plan	=	\$ 134,509
5% reduction	=	\$ 6,725

Should the scenario to house Correctional Services go ahead, this client should be approached with a plan to share in the operation and maintenance of the building. Perhaps a scheme could be arranged whereby Correctional Services could supply the person power to provide cleaning and snow removal activities in exchange for a reduction in their rental rate. Cleaning, snow removal and grounds maintenance account for \$ 19,388 or 14.3 percent of the total budget.

We will also be completing an energy audit for this facility to determine potential savings in the area of electricity, fuel and water consumption.

**C MANAGEMENT ANALYSIS (Cont')**

- 3 -

**IV 1995/96 Review**

	<u>1994/95</u> <u>Plan (\$)</u>	<u>1995/96</u> <u>Plan (\$)</u>	<u>Variance</u> <u>(\$)</u>
L + X5 ((O&M)	50,810	51,732	922
M (Utilities)	33,500	33,500	0
Total Operating	84,310	85,232	922
R (Taxes)	37,566	37,566	0
S	12,633	12,963	135
 Grand Total	 134,509	 135,761	 1,252

The total 1995/96 plan represents an increase of only \$1,252 or 0.94 percent over 1994/95. These increases are comprised of minor increases in the costs associated with the preventative maintenance and Technical Service Workplan. Potential savings for electricity, fuel and water consumption as a result of the energy audit have not been included.

## D1 - FACILITY OVERVIEW

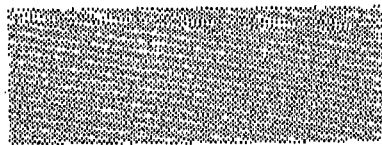

Facility Name



PWGSC Bldg. No.



Facility Address

DFO Bldg No. (I Code)  
Construction DateOffice m<sup>2</sup>Special Purpose m<sup>2</sup>Other m<sup>2</sup>Storage (inside) m<sup>2</sup>

Number of Occupants

DFO

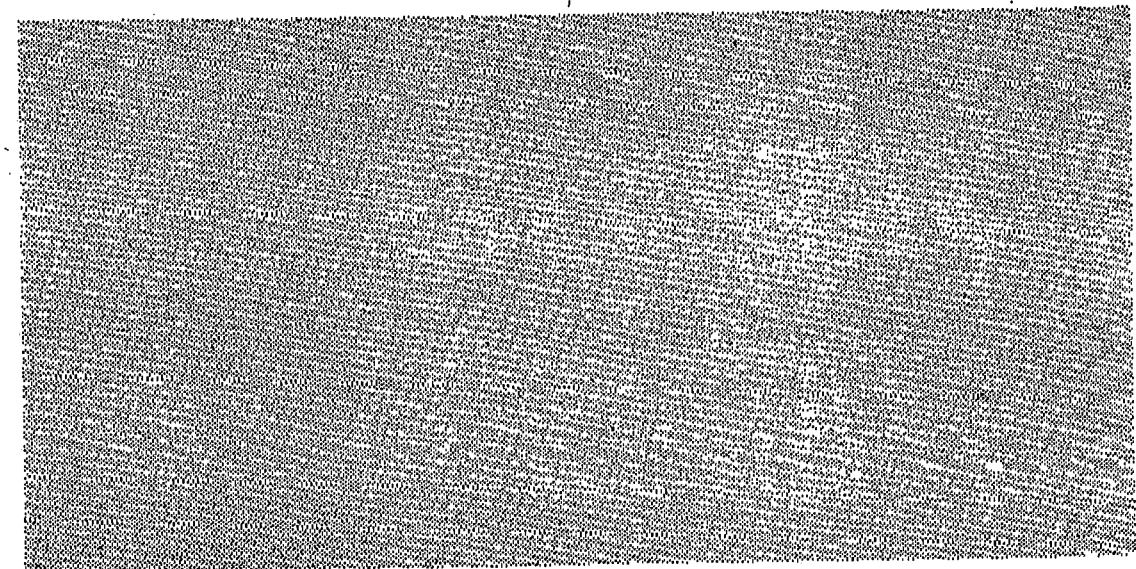
OGD

Other

\* Total m<sup>2</sup>

\* Total Occupants

Layout features

General Facility  
Condition

\* Refer to DFO Inventory System (DRPI) for most current figures

**D2 - BUDGET SUMMARY****ASSET NAME****A - Operating and Maintenance Plan****Operating**

L0	Bulk repairs	\$0.00
L1	Cleaning	\$0.00
L2	Electricity	\$0.00
L3	HVAC	\$0.00
L4	Fire Protection, Life Support, Security	\$0.00
L5	Water and Sewage	\$0.00
L6	Vertical/Horizontal Transportation	\$0.00
L7	Miscellaneous Administrative Services	\$0.00
L8	Other Building Services	\$0.00
L9	Grounds Upkeep	\$0.00

Sub total Operating (L)

\$0.00

**Utilities**

M1	Electricity (Heating and Cooling)	\$0.00
M2	Electricity (Light and Power)	\$0.00
M3	Natural Gas	\$0.00
M4	Fuel Oil	\$0.00
M5	Automotive Fuel	\$0.00
M6	Purchased Steam/Hot Water	\$0.00
M7	Purchased Chilled Water	\$0.00
M8	Coal	\$0.00
M9	Water and Sewage	\$0.00

Sub-total Utilities (M)

\$0.00

Total O&amp;M Plan (L + M)

\$0.00**B - Project Plan (Facility Renewal Funding)**

Repairs (No. of Projects)	(0)	\$0.00
Capital (No. of Projects)	(0)	\$0.00

Total Project Plan

\$0.00**TOTAL FACILITY BUDGET**\$0.00**Grants/Taxes**

R1	Grants in Lieu of Taxes	\$0.00
----	-------------------------	--------

1030-1



Gouvernement  
of Canada    Gouvernement  
du Canada

MEMORANDUM    NOTE DE SERVICE

To  
À

Mr. T.A. Tebb  
Regional Director  
Management Services Branch  
Pacific Region  
Fisheries & Oceans

From  
De

Chief  
Marine Division  
Pacific Region

Subject  
Objet

**MARITIME PROJECT - EXTENSION**

Security Classification  
Classification de sécurité  
UNCLASSIFIED

Our File-Notre référence

1680-3

Your File-Votre référence

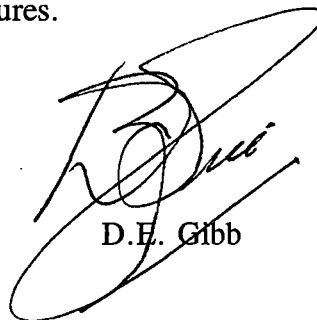
Date

25 April 1995

As we discussed during our telephone conversation yesterday, Vessel Management has indicated that they would like to extend John Campbell's MariTime Project efforts, to cater for several further initiatives, including bringing CCG on line.

Please note that on page 2, I have made the salary proposal that we discussed. John Campbell has warned Steve Peck of this, and Vessel Management apparently has agreed to take on the compensation issue.

If you agree to this proposal, it is requested that you sign on the signatory page, and forward to Vessel Management for final signatures.



D.E. Gibb

Enclosure: (1)

Canada

*File*  
*Secondments*  
*Adm.*



## **A proposal and agreement to provide information services to Vessel Management**

### **PROPOSAL**

---

This proposal is prompted by the high level of continuing interest from both CCG and DFO in development of information systems related to MariTime. DFO has funded a project to modify and install MariTime for use by the six regional DFO marine divisions. This project will expire at the end of May 1995.

Substantial interest has been expressed by both regional and national units of DFO and CCG in pursuing further information system initiatives related to the MariTime system. These include:

1. Modification of MariTime for use by CCG.
2. Scenario Manager
3. FMAP programmed in FoxPro and integrated with MariTime
4. FMS, budget and workplan data integrated with MariTime
5. Pay and Benefits and Personnel modules integrated with MariTime.

This proposal is to extend the present MariTime project to March 31, 1996. Funding for this project will include salary and general operating expenses. Separate proposals and agreements for any of the projects listed above will be submitted as and when appropriate. These proposals would include budgets associated with the specific project.

This proposal and agreement includes a budget of \$56,000, provision for on-going support to Pacific Region, and provision for meeting additional personal requirements for associated projects

### **BUDGET**

---

Salary	\$46,000
EDP Equipment	\$ 4,500
Telephone	\$2,000
Software	\$2,000
Training	\$1,500
Total	\$56,000

The salary costs are 10 months of salary for John Campbell in his substantive position of SO-MAO-07. It is recognized that his duties and the requirements for these further software initiatives exceed that normally expected of his substantive position. Vessel Management will therefore negotiate and make the necessary arrangements for compensation to John Campbell to augment his salary for this differential in duties and requirements. This compensation will approximate the difference between his present substantive SO-MAO-07 position and that of an SO-MAO-10.

The EDP equipment item is meant to cover an updated computer.

Vessel management authorizes the project budget detailed above and hereby agrees to provide the associated funding. Vessel Management will code and authorize requisitions required for the project by return fax.

John Campbell will submit monthly reports detailing project progress and cost accounting to Steve Peck, Vessel Management. Any anticipated cost overruns or problems with the deadlines outlined in the project schedule will be reported and budgeted amounts will not be exceeded without written prior approval.

## **PACIFIC REGION SUPPORT**

---

John Campbell's substantive position is in Pacific Region where he has been employed largely to lend information system support. With recent staffing changes in Pacific Region there is a continuing need for his services with information requirement within the region. To provide this support it is proposed that up to 20% of his time be made available to Pacific Region on an "as required basis". This support to Pacific Region will also have benefits for national programs as any problems solved or training developed will be applicable to other regions.

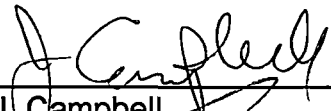
It is also proposed that in return some services be provided by Pacific Region staff roughly equivalent to those provided by John Campbell to Pacific Region including:

1. Testing prototypes of national systems.
2. Secretarial services.
3. Training services for new users.


## **ADDITIONAL PERSONNEL**

---

It is becoming clear that the demand for information systems related to MariTime exceed present capabilities. In order to meet this demand it is proposed that projects undertaken may include budgets for other DFO/CCG personnel or contractors. Again, every project will require a separate proposal and authorization.

  
J. Campbell

25/4/95  
Date

  
D.E. Gibb

25 APR 95  
Date

\_\_\_\_\_  
T. Tebb

\_\_\_\_\_  
Date

\_\_\_\_\_  
S. Peck

\_\_\_\_\_  
Date

\_\_\_\_\_  
D. Wight

\_\_\_\_\_  
Date



Government of Canada  
Gouvernement du Canada

# MEMORANDUM NOTE DE SERVICE

To  
A

All Vessel Masters

From  
De

Chief  
Marine Division  
Pacific Region

002134

SEP - 8

Security Classification - Classification de sécurité  
UNCLASSIFIED

Our file - Notre référence

1150-1

Your File - Votre référence

Date

September 7, 1995

Subject  
Object

CANADA/US BORDER ACCORD

In February 1995, the Prime Minister and the President of the United States announced the *Canada/United States of America Accord on Our Shared Border*. One of the results of this accord, was CANPASS - PRIVATE BOATS PROGRAM. I have enclosed some fact sheets on this program. Please note that the program actually started on 17 August 1995.

DFO and CCG vessels, and program facilities, may eventually become somewhat involved in this program. An exploratory meeting between CCG and Canada Customs has taken place, and future meetings are planned to delineate what has to be put in place from a mutual cooperation basis, what training must be given, and what assistance the fleet will provide to Canada Customs. For example, it is felt that VTS can be a major player in this program. It is envisaged that some of the future events will be :

Formalization of a Memorandum of Understanding (MOU) between departments outlining the agreed upon involvement and assistance, including the cost recovery arrangements;

A training course for selected Customs officers in nautical subjects;

Identification of the number of days Customs will require boat/launch assistance; etc.

It is anticipated that these formal agreements/arrangements will be in place for the 1996 recreational boating season. For the remainder of this season, any Customs requests for assistance will be handled on an ad hoc basis, and will be coordinated through the CCG Regional Operations Centre. If you are approached directly by Canada Customs, and asked to provide assistance with the CANPASS program, the contact is Captain Mark Taylor, Superintendent, Regional Operations Centre, (604) 666 8131, FAX 666 8197, or through the CG Coastal Radio Station network.

① cc on Interdepartmental  
Cooperation ✓  
1030-1 000233 75  
77

6 1995

## FACT SHEET

### CANADA/ U.S. BORDER ACCORD

SEP - 6 1995

INSTITUTE OF

SID

The Canada - United States Shared Border Accord was signed on February 24, 1995 by Prime Minister Jean Chretien and U.S. President Bill Clinton. The Accord is an unprecedented opportunity for Canadian and American relations to modernize border operations for the benefit of the residents, businesses and tourism of both countries. It sets out an innovative and ambitious vision to improve efficiency.

The Accord lays out four broad objectives aimed at :

- Promoting international trade
- Facilitating the movement of people
- Enhancing protection against drugs, smuggling and the illegal and irregular movement of people
- Reducing costs for both Government and users alike.

- 2 -

Travellers without permits have to call the 1-800 number when they arrive in Canada at one of the designated reporting stations. A customs officer may give travellers permission to enter Canada, or recommend that customs and immigration officials carry out an on-site interview and examination. The following marinas will serve as designated reporting stations: **Metro Vancouver** - Crescent Beach; False Creek; and Steveston. **Vancouver Island (West Coast)** - Anglers Anchorage; Bedwell Harbour (summer only); Canoe Cove; customs dock in Victoria; Oak Bay Marina; Port Sidney; Royal Victoria Yacht Club; Royal Victoria Yacht Club Tseum Harbour; and Vancouver Isle Marina.

A customs and immigration team will spot-check travellers to ensure compliance with the program and customs and immigration laws.

Citizens and permanent residents of Canada and the U.S. who would like preapproved clearance can apply for a permit starting today. Revenue Canada and Citizenship and Immigration Canada will screen applicants to ensure they do not pose a customs or immigration risk. The departments will reject applicants who have a record of criminal activities, or illegal customs or immigration activities. Applicants must agree to comply with all customs and immigration laws, and pay a CAN\$25 non-refundable administrative fee. The departments will revoke the permit of any preapproved participant whose low-risk status changes.

"This program is a welcome addition to our very successful Remote Area Border Crossing (RABC) Program which has operated in Northwestern Ontario for a number of years," said Mr. Marchi. "The RABC Program, which has approximately 14,000 users, has allowed our officers to spend more time dealing with those persons who pose a threat to Canada. This new program will further enhance our enforcement opportunities."

The departments expect approximately 30,000 boaters in British Columbia and Washington State to participate in the program, which will be implemented nationally in 1996. The two countries are working towards implementing a joint program in 1996.

For information on how to participate in CANPASS - Private Boats, please see the attached fact sheet.

-30-

For more information, contact:

Brian Bohunicky  
Office of the Minister of National Revenue  
Victoria (604) 363-3600  
Ottawa (613) 947-5731

Colette Gentes-Hawn  
Revenue Canada  
(613) 957-3522

Judy Morrison  
Office of the Minister  
Citizenship and Immigration  
(819) 994-2424

Carole Soucis  
Citizenship and Immigration Canada  
(819) 994-4816  
46C/95

- 2 -

## **How to apply**

Citizens and permanent residents of Canada and the U.S. and their dependants who meet the above-mentioned requirements can apply for a permit. These applicants have to provide proof of citizenship. Canadian permanent residents or U.S. alien residents can also apply, and must provide proof of legal residence in either country.

To be considered for a preapproved permit, travellers have to return a completed application form and photocopies of their citizenship or residency documents, along with a non-refundable fee of CAN\$25, to the CANPASS Office at 28-176th Street in Surrey, British Columbia. Application forms are also available at Revenue Canada offices, Citizenship and Immigration Canada offices, and at marinas in British Columbia and the Yukon Territory.

Revenue Canada and Citizenship and Immigration Canada will ensure that applicants are not customs or immigration risks. Federal officers may also interview applicants to confirm information they provided on their application form.

Applicants who become permit holders will receive an authorization letter, a permit to use in CANPASS – Private Boats, a non-transferable decal for the windshield of a vessel, and a small triangular flag for visual identification on the waterways.

If the applicant or any dependant needs additional documentation, such as a student or employment authorization, an extra fee of CAN\$125 is required for each document. This is a processing fee and is therefore not refundable.

## **Permit holders**

Permit holders report to a Revenue Canada customs office by calling 1-800-222-4919 at least one hour, but no more than two hours, before leaving for Canada from the U.S. The master of the vessel has to provide Revenue Canada with an intended time and place of arrival, the CANPASS-Private Boat permit number or vessel identification number, and the following information for each person on board:

- full name;
- CANPASS-Private Boat permit number;
- birthdate;
- citizenship;
- purpose and length of stay in Canada (except for returning residents); and
- whether any traveller has goods to declare.

.../3



- 4 -

During the call to Revenue Canada at the 1-800 number, the customs officer will verify the eligibility of travellers to enter Canada. With the officer's permission, travellers may continue into Canada, unless the officer recommends that customs and immigration officials carry out an on-site interview and examination.

It is against the law for travellers without permits to arrive at a marina that is not a designated reporting station. Travellers calling Revenue Canada from an unauthorized marina will be asked to report to a designated reporting station before customs will consider their request to enter Canada. Those who fail to comply will be subject to appropriate fines and penalties.

Customs and immigration officials will carry out spot checks of travellers while in Canadian waters or when moored at any Canadian marina.

#### **If there is a mix of permit holders and travellers without permits in a vessel**

Travellers are reminded that they have to make their customs and immigration clearance on an individual basis. If there is a mix of permit holders and travellers without permits in a vessel, permit holders cannot use the preapproval system. They have to follow the procedures for travellers without permits.

Revenue Canada and Citizenship and Immigration Canada will continue to enforce Canadian laws at the border. The departments will penalize, to the full extent of the law, people who are caught misusing CANPASS – Private Boats. Penalties can include:

- loss of preapproval privileges;
- seizure of the vessel and any undeclared goods found unlawfully inside the vessel;
- enforcement action under the *Immigration Act* or the *Customs Act*; and
- fines and possible criminal prosecution.

For more information, contact the following office:

Revenue Canada Customs Reporting Centre  
107 - 816 Government Street  
Victoria BC V8W 1X1  
Telephone: (604) 363-3339

PROTECTED (when complete)

This information is being collected according to the provisions Privacy Act. It is being stored in Personal Information RCCIP-PU-042 and is registered with the Treasury Board Sec number 002788.

Mr. ☐ Mrs. ☐

Miss ☐ Ms. ☐

Last Name \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_ First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_ Date of Birth (Y/M/D) \_\_\_\_\_ Citizenship \_\_\_\_\_  
 Male ☐ Female ☐  
 Attached is a copy of my employment authorization issued by Canada ☐ U.S. ☐ Expiry Date \_\_\_\_\_  
 U.S. Alien Registration No. \_\_\_\_\_ Passport Number \_\_\_\_\_  
 Expiry Date \_\_\_\_\_ Expiry Date \_\_\_\_\_

Suite No. \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_  
Prov./State \_\_\_\_\_ Postal Code/Zip Code \_\_\_\_\_ Telephone (Bus.) ( ) \_\_\_\_\_  
Telephone (Res.) ( ) \_\_\_\_\_ Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Date of Landing

### Place of Landing

Permanent Resident Document Number

Year   Month   Day

What is the purpose of your travel to Canada?    Pleasure   ☐                      Business   ☐                      Attend School   ☐

**If your purpose is other than pleasure, please explain and provide the complete destination address and telephone number in Canada.**

Attach an additional page if necessary.

Have you or any of your family members included on the permit ever been convicted of one of the following offences for which you or they have not been pardoned?

- A criminal or narcotics offence Yes ☐ No ☐
- A contravention of the Canadian *Customs Act* Yes ☐ No ☐
- A contravention of the Canadian *Immigration Act* Yes ☐ No ☐

If yes, please provide details:

Attach an additional page if necessary.



Government of Canada  
Gouvernement du Canada

## MEMORANDUM NOTE DE SERVICE

To  
A

Mr. T.A. Tebb  
Regional Director  
Management Services Branch  
Pacific Region  
Fisheries & Oceans

From  
De

Chief  
Marine Division  
Pacific Region

Security Classification - Classification de sécurité

UNCLASSIFIED

Our file / Notre référence

1150-1

Your File - Votre référence

Date

August 29, 1995

Subject  
Object

CANADA/US BORDER ACCORD - CANPASS

Re: Mark Taylor E Mail message 8/28/95 (Copy enclosed)

The referenced enclosed E Mail message is passed for information.

I am endeavouring to get a copy of this CANPASS procedure, so I can let the ships know about it, and where they may fit into it.

  
D.E. Gibb

Enclosure: (1)

① copy to file -  
"Intergovernmental  
cooperation"  
✓ Oct 27/95  
L

1150-1

Date: 8/28/95 5:57:07 PM  
Frc Running, Gary  
Subject: FW: Canada US Border Accord-Canpass

Dale- I tried to forward this to you from Kap 100 , but was unsuccessful- I'll try it from Gary's desk.. it is to do with that Custome thing we discussed later last week

Mark

-----  
From: Taylor, Mark  
To: Kinney, Laureen; Running, Gary; Gibb, Dale: DFO.MPO  
Subject: Canada US Border Accord-Canpass  
Date: Thursday, August 24, 1995 4:03PM

Briefing Note to DG:

Laureen Kinney and Wayne Fullerton of MCTS and Mark Taylor of ROC met with 2 reps from Customs, Kathleen Keenlyside and Kim Scoville Aug 23rd , 1995 on the subject of what assistance CCG can provide to Customs in implementing the new Canpass procedure. What Canpass allows is a "preclearance" of recreational boats through customs, and an enhancement of "spot Checks" conduted at sea by Customs Officers.

Results of this meeting, were that we see little problem in assisting in this project, and have put in place an action plan, to allow it to come to full speed by the start of recreational boating season next year. This plan will involve:

#### SHIP Time

1.Dusting off and revising as required the present MOU between Customs and CCG. At this time incorporation of any similar MOU that the old DFO may have had with them, would also be done. This MOU includes provision for cost recovery etc.

2.- Having boating safety/ develop a training course for customs officers which would include basic nautical terminology and boating safety , small boat work, boardings and transfers, and also a naval architecture (for recreational boats)session which would assist in being able become more familiar with "where the goods could be" hidden.

3.-Identification by Customs as to the number of days and areas that they will require dedicated support next year in the form of Cutters/ships and crews for transport

4.-Identification by CCG/DFO estimated costs for the service to Customs

5. Inclusion in the ROC workplan for the new CCG ,required ship time for Customs

#### MCTS

6. Briefing session to be held at MCTS Kap 100, to Customs officers , which would allow them to see potential uses of VTS , in monitoring of traffic.

7. Therefater MCTS will provide info required to FRT(Flexible Response Team) as to traffic movements, petterns etc.

For the remainder of this year, Customs requirements in implementing the plan , will be done on an ad hoc basis. Any requirements for ship/cutter time or transport will be directed to the ROC for actioning.

Mark Taylor will be the main point of contact representing both the CCG and DFO , and Customs will be appointing a dedicated officer to the project in the near future.

Mark Taylor  
FMOB-W

Can be  
disposed of.

May 14/07

---

V. 1/07  
Dawn  
Hoy

Wiley

000242

## **SECONDMENT AGREEMENT - DAVE MULLEN**

---

**From:** Comptroller's Branch  
DFO - Pacific Region

**To:** Informatics Services Division  
Management Services Branch  
DFO - Pacific Region

### **PART I - PURPOSE**

The following sets forth the agreed terms and conditions for the secondment of Mr. Dave Mullen (Position #490-1002) from the Comptroller's Branch, to the Informatics Services Division, Management Services Branch for a period of 1 year.

### **PART II - TERMS OF REFERENCE**

1. It is agreed that during the secondment, Mr. Mullen will retain his present classification (FI-03), and will continue to be paid at the applicable rate for his classification, including increases that may become due to him in accordance with the relevant pay plan.
2. During the period of the secondment, he will report to the Chief, Informatics Services, Mr. Mark Gingerich. Mr. Mullen will be responsible for:
  - managing and participating in the development, implementation and maintenance of information systems, in particular, corporate systems related to Finance, Administration and Materiel. In this regard, Mr. Mullen's primary project will be the Automated Acquisition Card Registry (AACR) project being implemented nationally from Pacific Region;
  - reviewing, revising and verifying information systems requirements and other documentation;
  - collecting, analyzing and documenting information, business needs and procedures;
  - working with and advising clients in the effective use of informatics techniques and technologies.
3. It is agreed that the Chief, Informatics Services will complete appraisal reports for Mr. Mullen during the period of the secondment.

*secondment*

### PART III - BASIS OF PAYMENT

1. It is agreed that the salary cost of Mr. Mullen will be shared equally by Management Services and the Comptroller's Branch for the period of this agreement.
2. Management Services will provide for all work related expenses (travel, office space, overtime, etc.,) during the period of the secondment.

### PART IV - PERIOD OF SECONDMENT

The secondment will be from **March 1, 1995** and continue to **March 1, 1996**.

### PART V - CONCLUSION

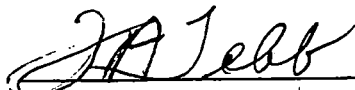
In order to confirm understanding and acceptance of this agreement, all parties have signed in the appropriate spaces below.



Employee



Regional Comptroller



Regional Director  
Management Services Branch

Regional Director  
Personnel Branch





Government  
of Canada

Gouvernement  
du Canada

MEMORANDUM

NOTE DE SERVICE

To  
A  
Director  
Habitat Management Sector  
Operations Branch  
Pacific Region, Fisheries and Oceans

From  
De  
Regional Manager  
Contracts & Procurement  
Management Services Branch  
Pacific Region, Fisheries and Oceans

Subject  
Objet  
\_Contribution Agreement/Westwater Research Centre

Security Classification - Classification de sécurité	
UNCLASSIFIED	
Our File - Notre référence	
Your File - Votre référence	
Date	01 December 1993

Your proposed contribution agreement has been reviewed and there are several aspects which require clarification and/or revision before we can proceed.

The terms and conditions for contributions under the Sustainable Fisheries Program specifically exclude salary costs. This agreement appears to be specifically related to salary costs of a graduate student. There is, however, an element of doubt in my mind as to whether this refers strictly to salary costs of government employees, or is to include salary costs of all parties to the agreement. Perhaps the responsible individuals in your NHQ organization can provide you with the answer. Presumably they prepared the TB submission?

In the event that we can proceed, the agreement itself will have to be revised to provide for the requirements of articles 13,14,18,19,21,22,23,24 of annex 'E' at a minimum. I would be pleased to construct a draft agreement. Also please note that the agreement must be signed by the RDG, and that the advance provisions seem to conflict with the term of the contract (i.e. the proposal is for 11 months, while funding and the proposed agreement are for 4 months). We cannot pay for activities to take place next fiscal year out of this year's funding, and any proposed advance would have to reflect this.

I will proceed with drafting a standard agreement for this and future arrangements under this program and will await receipt of NHQ direction you obtain relative to the salary issue before processing this specific initiative. Please call (0964) to discuss if you require further information.

Lew Edwardson

c: D. Innell R. Faust N. Taylor K. Smith

Canada



Government of Canada  
Fisheries and Oceans Canada

Gouvernement du Canada  
Pêches et Océans Canada

K

MEMORANDUM

NOTE DE SERVICE

TO:  
A:

R W McKenzie  
Superintendent, Marine Operations  
Marine Division

Our File Notre référence

FROM:  
DE:

R Moizis, Ch Engineer  
K Gimbel, Master  
CSS R B Young

Your File Votre référence

SUBJECT:  
SUJET:

EXTRA DUTY ALLOWANCE ;



19 / 10 / 93

The Master and Chief Engineer of CSS R B Young hereby officially request that the conditions of our employment be ammended so that we are covered under Appendix G ( Extra Duty Allowance ). of the " Agreement between the Treasury Board and the Canadian Merchant Service Guild ", Ships Officers.

The Master and Chief Engineer understand that an extra duty allowance of \$ 8,376 per annum will be paid to the Master and that an extra duty allowance of \$ 8,027 per annum will be paid to the Chief Engineer. It is further understood that the Master and Chief Engineer will then no longer be entitled to Overtime compensation except for days of rest and statuatory holidays.

It would be appreciated if this matter were expedited as quickly as possible and that written verification of the receipt of this request be sent. to us.

Kay M Gimbel  
Master

Roman Moizis  
Chief Engineer

CSS R B Young

Copies : Kay M Gimbel  
Roman Moizis  
Ken Herbert

File  
collective agreement  
000246

1030-1

Government Services  
CanadaServices gouvernementaux  
Canada

Our File: 6050-2-1

FAX #: 666 - 3764

27 April 1995

Mr. Terry Tebb  
Regional Manager  
Management Services  
Fisheries & Oceans Canada  
#400 - 555 West Hastings Street  
Vancouver, B.C. V6B 5G3

Dear Mr. Tebb:

Re: Specific Services Agreement - IOS

You may recall when I was in your office on 10 March 1995, I mentioned that I anticipated a need to modify the allocation of funds in my specific services agreement.

I have now had an opportunity to review the actual expenses, estimate the slippage and prepare an adjustment to the SSA. The need for the amendment resulted mainly from the delay in obtaining the program requirements for both F&O and CCG. In order to not delay the rest of the project and to undertake portions of the work, it was necessary to adjust the scope of work for various activities. First of all, since the estimated expansion requirements were not known, the consultant hired to assess the structural potential for expansion of the complex was restricted to undertaking only a seismic assessment for areas with expansion potential. A capital replacement schedule of major building components was deferred for the same reason. Secondly, the fleet requirements for CCG were not available early enough to be incorporated into the concepts for expansion of the marine facilities.

A detailed breakdown of the funding re-allocation for this fiscal year and next year is attached for your reference. The attachment shows the areas of slippage. Also, please note the three highlighted areas under the Stage 1 which are areas to be re-visited once I refine the program requirements for CCG and your department.

I trust the enclose material is self explanatory. If you have any questions, please do not hesitate to call. Should you wish to make any changes, please advise or make the changes on the SSA itself.

Yours truly,

Mona Lee  
Sr. Property Development Officer  
Real Estate Division  
(623 - 6359)

Enc. (2)

cc: D. Naphtali  
M. E. Van Dusen

IOS-1 Feb.95

Original  
SSAProposed Amendment  
1994/95Proposed Amendment  
1995/96**STAGE 1: CONCEPTUAL**

<b>1.1 NEEDS &amp; PROGRAM ANALYSIS</b>			
Commission consultant			
PWC Compile Requirements	\$7,000	\$7,000	
F&O Feedback			
Final Report			
Analyze F&O and CCG Reqmts	\$3,000	\$1,000	\$1,000
<b>1.2 SITE ANALYSIS</b>	\$3,000	\$2,000	\$1,000
<b>1.3 ASSET ANALYSIS</b>			
Consultant Asset Analysis	\$17,000		
Report on Major Buildings			\$8,000
Seismic/Expansion		\$17,720	
25 Yr. Schedule	\$1,000	not available	\$5,000
Update FCRs	\$1,000	\$200	\$0
Marine Improvements	\$12,000		
- Marine Concepts 1		\$10,000	
- Marine Concepts 2			\$5,000
<b>1.4 ENVIRONMENTAL AUDIT</b>	\$4,000	\$4,000	\$0
<b>1.5 HIGHEST &amp; BEST USE ANAL.</b>	\$3,000	\$2,000	\$1,000
<b>1.6 CONCEPTUAL PLANS</b>	\$5,000	\$1,000	\$4,000
<b>Phase 1 Total</b>	<b>\$55,000</b>	<b>\$44,920</b>	<b>\$25,000</b>
(Actual SSA Amt)	(\$50,000)		

**STAGE 2: FEASIBILITY**

<b>2.1 APPRAISALS</b>			
Commission for IOS	\$5,000		\$5,000
Commission for CCG *	\$6,000		\$6,000
<b>2.2 EXPENDITURE ASSESSMENT</b>	\$0		\$0
<b>2.3 FEASIBILITY ANALYSIS</b>	\$6,000		\$6,000
Refine alternatives)			
Long term financial analysis)			
Land use and operational analysis)			
Development Opportunities)			
Conclusions & Recommendations)			
Draft Report			\$2,000
F&O Feedback			\$1,000
Final Report			\$2,000
<b>Phase 2 Total</b>	<b>\$17,000</b>	<b>\$0</b>	<b>\$47,000</b>
<b>Estimated Project Total</b>	<b>\$73,000</b>	<b>\$44,920</b>	<b>\$47,000</b>
<b>Revised Total</b>			<b>\$91,920</b>

\* NOTE: Possible recovery from CCG.

s.20(1)(b)

<b>Public Works Canada / Travaux publics Canada</b>		<b>PWC SPECIFIC SERVICE AGREEMENT</b>		<b>CONVENTION PARTICULIÈRE DE SERVICES DE TPC</b>		Serial number - Numéro de série <b>83879</b>	
<b>CLIENT INSTRUCTIONS (on reverse - au verso)</b>				<b>PUBLIC WORKS CANADA - TRAVAUX PUBLICS CANADA</b>			
1 Client (Department, Agency, Municipality, etc.) <b>Fisheries &amp; Oceans Canada</b> <b>Management Services Branch</b>		Telephone - Téléphone <b>604 666 8539</b> Facsimile - Télécopieur <b>604 666 3764</b>		8 <input type="checkbox"/> Original <input type="checkbox"/> Amendment Date <b>27 Apr. 1995</b>		7 PWC project number and level <b>699497</b> Level <b>1</b>	
2 Billing address - Adresse de facturation <b>Fisheries &amp; Oceans Canada</b> <b>Management Services Branch</b> <b>#400-666 W. Hastings Street</b> <b>Vancouver, B.C.</b>		9 Name (Project manager) - Nom (gestionnaire de projet) <b>Mona Lee</b>		Telephone - Téléphone <b>604 623 6359</b> Facsimile - Télécopieur <b>604 623 6380</b>		10 Project manager no. - Numéro de gestionnaire de projet <b>4612</b>	
Attention: <b>Terry Tebb</b>		Postal code - Code postal <b>V6B 5G3</b>		Address - Adresse <b>1166 Alberni Street</b> <b>Vancouver, B.C.</b>		Postal code - Code postal <b>V6E 3W6</b>	
3 This information will appear on related PWC invoice(s) Ces données apparaîtront sur la (les) facture(s) appropriée(s) de TPC Client reference Référence du client		Division - District <b>B.C./Yukon</b>		Region - Région <b>Pacific</b>		11 Billing frequency - Fréquence de facturation <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	
4 Project title and location - Titre et lieu du projet <b>IOS - Future Use &amp; Optimization Study</b> <b>Terms of Reference dated 13 Jan. 1995</b>		13 Invoice detail - Détails de la facture <input type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed		12 Fee options - Options d'honoraires <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H		14 Completion (Date) de parachèvement <b>29 Sept. 1995</b>	

15 Services required / comments - Services requis / commentaires

☐ See attached page - Voir page ci-jointe

- Client requested modified Terms of Reference, dated 13 January 1995, resulted in a change in scheduled project items as well as increased cost.

Note:

1. PWC reserves the right to reallocate fees and disbursement, as required.
2. Estimated costs we based on class "D" estimates; actual consultant costs reflected in the amendment of expenses and negotiated scope of services.

5	(000)s (en milliers) Agreed funding Coûts convenus				Realty Services Services de l'immobilier		Architectural and Engineering Services Services d'architecture et de génie (Total: d+e+f+g+h+i = j)						TOTAL						
	(Total : a+b+c = j)				In-house - Maison		Consultant - Expert-conseil		h	i	j								
Year - Année	a	Fees Honoraires	b	Labour Travail	c	Disburse- ments Dépense	d	Fees Honoraires	e	Disburse- ments Dépense	f	Fees Honoraires	g	Disburse- ments Dépense	h	Construction Acquisition	i	Site Emplace- ment	j
Previous years Années précédentes																			
Current year Année courante																			\$44,920
Current year + 1 Année courante + 1																			\$47,000
Current year + 2 Année courante + 2																			
Future years Années futures																			
TOTAL																			\$91,920

6 Name - Nom <b>Terry Tebb</b>		Telephone - Téléphone <b>604 666 8539</b>		18 Name - Nom <b>Mona Lee</b>		Telephone - Téléphone <b>604 623-6359</b>	
Title - Titre <b>Regional Dir., Mgm Services</b>		Facsimile - Télécopieur <b>604 666-3764</b>		Title - Titre <b>Sr Prop. Developm. Officer</b>		Facsimile - Télécopieur <b>604 623-6380</b>	
Signature		Date		Signature		Date <b>27 Mar '95</b>	

## PWC INTERNAL USE ONLY - USAGE INTERNE DE TPC SEULEMENT

17 Project qualifier Qualificateur du projet	18 Parent project no. Numéro de projet parent	19 Project mgr. RC code Code du gest. de proj. CR	20 Billing method code Code de méthode de factur.	21 Payroll multiplier Multiplicateur de paie	22 Intra SBA project Projet intra CGS
23 Inter-program charging - Facturation interprogramme <b>VOA DRSPCENPASA</b>	24 (Client) Number - Numéro	25 Federal constituency Circonscription fédérale	26 File no. - Numéro du dossier	27 GST ind. - Ind. de TPS	



# USE OF EQUIPMENT OFF PREMISES AGREEMENT CONVENTION D'UTILISATION DE MATÉRIEL À L'EXTÉRIEUR DES BUREAUX

1030-1

between entre

Responsibility centre manager Gestionnaire du centre de responsabilité <b>T. A. TEBB.</b>	AC no. N° du CA	Telephone no. N° de téléphone <b>666-8539.</b>
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and et

Name of employee Nom de l'employé(e) <b>RON FAUST</b>	Branch Direction <b>MSB</b>	Division <b>DIRECTOR'S OFC</b>
Office address Adresse (bureau) <b>339-555 W. HASTINGS ST. VANCOUVER B.C.</b>		Telephone no. N° de téléphone <b>666-9172.</b>
Destination of equipment (address) Destination du matériel (adresse) <b>2140 KNIGHTSWOOD PL. BURNABY B.C.</b>		Telephone no. N° de téléphone <b>421-4735</b>

I hereby confirm that I have received the following equipment and agree to the terms and conditions as outlined in the "Guidelines for the Use of Equipment Off Premises" listed below.

J'atteste par la présente que j'ai reçu le matériel décrit ci-après et accepte les modalités énoncées dans les «Lignes directrices concernant l'utilisation de matériel à l'extérieur des bureaux», à savoir:

- Any delay in the date of return is to be authorized at least one week prior to the expiry date.
- In the event of termination of employment, the equipment is to be returned to the RC manager before the last official working day.
- The employee is responsible for ensuring that all software used is authorized and properly licensed.
- All equipment is to be properly maintained and returned in good working condition, allowing for reasonable wear and tear.
- The Department reserves the right to inspect the equipment at any time and view its state of repair.
- In accordance with government policy, the department will make no claim against an employee and will indemnify the employee against personal civil liability incurred by reason of any act or omission involving the use of the equipment within the scope of employment or duties where the employee acted honestly and without malice.
- In the case of stolen or lost equipment, the Director of Security Services is to be notified.
- This document is to be available for verification whenever required.

- Tout retard en ce qui touche la remise du matériel doit être approuvé au moins une semaine avant l'échéance.
- En cas de cessation d'emploi, le matériel doit être remis au gestionnaire du CA avant le dernier jour de travail.
- Il appartient à l'employé de s'assurer que les logiciels utilisés sont autorisés en vertu d'une licence.
- Le matériel doit être bien entretenu et remis en bonne condition, sous réserve d'usure normale.
- Le Ministère se réserve le droit d'inspecter le matériel emprunté à n'importe quel moment et de déterminer les réparations nécessaires.
- En accord avec la politique du gouvernement, le Ministère ne réclamera pas de dommages-intérêts d'un employé et s'acquittera celui-ci de toute poursuite civile personnelle qui pourrait survenir par suite d'un acte ou d'une omission involontaire de la part de l'employé dans le cadre de ses fonctions.
- Le directeur de la sécurité doit être informé du vol ou de la perte du matériel emprunté.
- La présente convention doit être disponible en tout temps pour vérification.

Item Article	Inventory Number Numéro d'inventaire	Model number Numéro du modèle	Serial number Numéro de série
SAMTRON MONITOR		SC431V11	
LASERJET SERIES II - HP	417015		
KEYBOARD		BTC-5339	70817326
HARD DRIVE - MULTI-TERM.	466239	MT386/35/90MB	9108063244-
Period of time equipment will remain off premises Période pendant laquelle le matériel sera à l'extérieur		From: APR 1, 95 To: MAR 31, 96.	

Signature of employee  
Signature de l'employé(e)

Employee ID number  
N° d'id. de l'employé(e)

May 1st 95  
Date

Authorized by  
Autorisé par

Date