

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION  
EXECUTIVE SEARCH SERVICES**

NCC FILE NO.  
NO DE DOSSIER DE LA CCN:

**AL1462**

ADDRESS ENQUIRIES TO: Allan Lapensée TEL: 613-239-5678 ext/poste 5051 FAX : 613-239-5007 Courriel: <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a>	INVITATION DATE/DATE DE L'APPEL D'OFFRES: September 23, 2013
	BID CLOSING/CLÔTURE DE L'OFFRE: October 7, 2013 at 3 p.m. Ottawa time
RETURN TO: →	National Capital Commission 3rd floor service centre 40 Elgin Street Ottawa, Ontario K1P 1C7 Submission to refer to NCC tender file # AL1462

**This page of these RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference (ToR), the General Conditions, and any/all other attachments referred to herein**

We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).		
Contractor's Name and Address    Tel:  Fax:	Print Name	Date
	Signature  _____	

ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.	_____  Bidder to enter number of addenda issued, if any.
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1. Submit four (4) duplicate copies of the technical proposal and one (1) sealed envelope of your financial proposal to provide services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Terms of Reference (ToR). Also include within your technical proposal a direct deposit and tax information form.
2. Questions and requests for clarification from proponents will be accepted until 12:00 noon on October 1, 2013. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Allan Lapensée at email [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca).
3. The proposal is to include all relevant information as defined in the Terms of Reference (ToR).
4. Your fee proposal (refer to section 11 of the ToR) must be completed in its entirety, signed and submitted in a sealed price envelope separate from the technical proposal documents.
5. Proposals obtaining a minimum score of 80 pts out of 100 pts (80%) of the technical component will be considered as technically admissible. Fee proposal must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The all inclusive lump sum price per position, finder's fee and lump sum price per NCC internal candidate will be weighed with the technical evaluation score for the basis of award. The all inclusive lump sum price per position, finder's fee and lump sum price per NCC internal candidate considered in the evaluation of proposals must include all professional fees and other related expenses & disbursements. The selected proposal(s) will be the one that presents the highest overall value between technical and price for each position. Note one, two or three contracts may be awarded as a result of this competitive process. The overall value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price, per position. The NCC is subject to all applicable federal and provincial taxes. Taxes are to be indicated separately.
6. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
7. The attached General Conditions will also form part of the resulting contract.
8. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.

9. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
10. Facsimile or e-mail transmittal of proposals are not acceptable.
11. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.
12. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.
13. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
14. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission General Conditions for Professional and Consulting Services.

**National Capital Commission**  
**Terms of Reference – Executive Search Services**

**1. Introduction**

The National Capital Commission (NCC) is seeking a qualified firm or firms that will offer a full range of executive search and assessment services to aid in the recruitment of three Executive Roles at the NCC (RE-09 Vice-President level)

- 1- Vice-President, Real Estate Management Design & Construction
- 2- Vice-President, Capital Planning & Environmental Management
- 3- Vice-President, Communications & Corporate Affairs

**2. Project background and purpose**

The two Executive roles representing the Operational portfolios will report to the Executive Vice-President of Operations and the Corporate Communication role will be reporting directly to the Chief Executive Officer. These roles are currently vacant or to be vacant prior to 2014, therefore it is crucial for the NCC to staff these in a timely manner. It is possible that one (1) or more than one (1) contract will be given as a result of this RFP. The decision will be based on the best value evaluation process identified in item 10.2 and the proven expertise and results of each firm in their capabilities in staffing such roles in such professions.

**3. Project description**

The firm is to submit a proposal which will highlight their search process and methodology. We are looking for a model that will include the following services:

- Contacts –Provision of prospective candidates from external sources
- Advertising of opportunity
- Candidates profiling
- Screening, assessment and short listing of candidates
  - Proof that candidates meet all of the job requirements found in the attached job profiles.
- Interviews – specific to roles
- Reference checks
- Manage employee integration

**4. Scope of Work**

The scope of work will cover the full range of services listed or any one or any combination of services listed above.

**4.1** To present to the NCC or his/her delegated representative, a detailed work plan which will include a list of activities, with specific dates that they are to be carried out and completed, the names, with individuals responsible for the activities with specific reference to their experience and expertise in search and/or recruitment processes as well as their education and accreditation, along with details of assessment and screening tools and methodology to be used in the search and recruitment processes. The detailed work plan should also include a description of methods or processes that would be used to identify members of employment equity designated groups.

**4.2** To reconfirm thereafter, on a biweekly basis that the process steps are unfolding as planned and if need be, to redefine the selection process direction. Contacts Comprehensive Search

**4.3** To research, complete and document (i.e. provide lists) a systemic and comprehensive search of appropriate target markets, regions, companies, associations and individuals and present findings to the NCC.

**4.4** To undertake, upon approval by the client NCC, advertising / publicity campaigns.

**National Capital Commission**  
**Terms of Reference – Executive Search Services**

Screening, Assessment and Identification / Short-listing of Candidates

**4.5** To meet with individuals identified and deemed suitable in the “search and target” process, to determine level of interest and assess, on a preliminary basis.

**4.6** To receive and screen applications received from the advertising / publicity campaigns, using the Statement of Merit Criteria – including Language test results meeting the Executive language profile of CBC.

**4.7** To finalize short-list of at least 4 candidates by role based on discussions.

**4.8** To arrange, in consultation with NCC authorities, formal interviews of short-listed candidates including interview schedules following pre-approval by the NCC and based on NCC established rates where applicable.

**4.9** To conduct, in consultation with NCC authorities, reference checks based on the Executive leadership competencies as defined by the Public Service Commission and confirming data such as education, employment dates, positions held, and reasons for leaving previous positions.

**4.10** To prepare interview questions and all interview documentation including assessment reports and final board reports.

**4.11** To provide or suggest other tangible and related services that would add value to the search process.

**5. OTHER DELIVERABLES**

**5.1** To provide the services in both official languages, as required, throughout the project.

**6. GUARANTEE NON PERFORMANCE**

If a newly-recruited Executive candidate resigns or is terminated for non performance, at the discretion of the NCC within twelve (12) months, the Firm must provide a replacement of equal caliber or better at no professional fee, billing only for direct expenses.

**7. CANDIDATES HANDS-OFF POLICY**

The firm must maintain a two-year “candidate hands-off” policy. This means that the firm cannot approach candidates placed with the NCC, for other employment opportunities for a twenty-four month period after the start date of the candidate with the NCC.

**8. CONFIDENTIALITY**

The Firm must respect the privileged relationship they have with the NCC and be committed to strict confidentiality, both by professional ethics and common sense, to protect against unnecessary apprehension.

## **9. Proposal Requirements**

The proposal is to include a description of key activities, in sequence, and the number of working days required for each one.

### **9.1 General requirements**

- Experience of the Firm in recruiting for Private and/or Public Sectors.
- Experience of the Firm in recruiting this specific skill set and competency of same or similar role.
- Approach and Methodology
- All Inclusive Lump Sum Prices (in a sealed envelope separate from the technical proposal)
- Guarantee
- Detailed Workplan

### **9.2 Timeframe**

The firm will have 4 weeks to generate a short list of candidates. An offer to the external candidate would need to be accepted by December 31, 2013 in order to honour the finder's fee compensation.

## **10. Evaluation of proposal**

**10.1** The Rated Requirements will be evaluated against the following criteria:

<b>EVALUATION CRITERIA - TECHNICAL</b>
Excellent: exceeds requirements (100% of possible score).
Good: fully satisfies all requirements (90% of possible score).
Acceptable: satisfies minimum requirements (80% of possible score).
Does not satisfy minimum requirements (50% of possible score).
Does not meet our needs (30% of possible score).
Is completely unacceptable or irrelevant (0% of possible score).

**National Capital Commission**  
**Terms of Reference – Executive Search Services**

<b>RATED REQUIREMENTS</b>	<b>WEIGHTED FACTOR</b>
1. Company Experience as well as personnel experience and qualifications (minimum 5 years as an Executive Search Firm)	10
2. Company Proven Experience with stats in staffing such roles in Private or Public Agencies within the specific expertise in field of work	30
3. Approach and Methodology <ul style="list-style-type: none"> <li>• Contacts –Provision of prospective candidates from external sources</li> <li>• Advertising of opportunity</li> <li>• Candidates profiling</li> <li>• Screening, assessment and short listing of candidates</li> <li>• Interviews – specific to roles</li> </ul>	50
4. Company References. Please provide a minimum of two (2) client references. Names and current telephone numbers.	10
Total	100

**10.2** Proposals obtaining a minimum score of 80 pts out of 100 pts (80%) of the technical component will be considered as technically admissible. Fee proposal must be submitted in a separate sealed envelope and will be opened only for all technically admissible proposals. The all inclusive lump sum price per position, finder’s fee and lump sum price per NCC internal candidate will be weighed with the technical evaluation score for the basis of award. The all inclusive lump sum price per position, finder’s fee and lump sum price per NCC internal candidate considered in the evaluation of proposals must include all professional fees and other related expenses & disbursements. The selected proposal(s) will be the one that presents the highest overall value between technical and price for each position. Note one, two or three contracts may be awarded as a result of this competitive process. The overall value will be based on a weighted factor of 60% for technical and a weighted factor of 40% for price, per position. The NCC is subject to all applicable federal and provincial taxes. Taxes are to be indicated separately.

Should the NCC wish to have the firm assess internal potential candidates for these roles – the firm must provide a lump sum fee for those assessments per NCC candidate (see pay item #3).

Should an internal candidate be chosen for the role, the NCC shall only pay the assessment cost and not the lump sum finder’s fee as established in proposal.

**11. Fees for delivering the required services**

The lump sum prices per position are to include all disbursements, professional fees, and associated costs relating to each position.

Pay Item #	Pay Item Description	Unit of measure	Unit / Lump Sum Rates excluding taxes	NCC Weighted Factor
1	<ul style="list-style-type: none"> <li>• Contacts –Provision of prospective candidates from external sources</li> <li>• Advertising of opportunity</li> <li>• Candidates profiling</li> <li>• Screening, assessment and short listing of candidates</li> <li>• Interviews – specific to roles</li> </ul>	Lump Sum price per position	\$ _____  Please indicate for which position	22 %
2	<p>If one of your applicants is chosen the NCC will pay a finder's fee. If your newly-recruited candidate resigns or is terminated for non-performance at the discretion of the NCC within twelve (12) months from the date of hire, your firm will be required to provide a replacement of equal caliber or better at no additional fee</p> <p>Note this finder’s fee will not be paid to a recruiting firm if NCC hires an internal NCC candidate</p>	Lump Sum price per position	\$ _____  Please indicate for which position	16 %
3	Screen, assess and interview NCC internal candidates (if requested)	Lump Sum price per NCC internal candidate	\$ _____	2%
<p><b>Please note that your Lump Sum Price for pay item #2 must be at least 25% of your Lump Sum Price for pay item #1.</b></p>				



**EVALUATION CRITERIA - PRICING**

Pay item # 1 score: Lowest offer divided by your offer times weighted factor ( i.e.  $\$500 / \$750 \times 22\% = 14.67$  pts

Pay item # 2 score: Lowest offer divided by your offer times weighted factor ( i.e.  $\$500 / \$750 \times 16\% = 10.67$  pts

Pay item # 3 score: Lowest offer divided by your offer times weighted factor ( i.e.  $\$500 / \$750 \times 2\% = 1.33$  pts

**PAYMENT TERMS FOR ITEM #1:**

Billing will be in three installments of 1/3 (33.33%) as milestones are achieved. The first 1/3 payment is due on a net 30 day basis upon commencement of the work, the second 1/3 payment is due on a net 30 day basis upon review of the Long List of Candidates and the third 1/3 payment is due on a net 30 day basis upon the conclusion of the search, once the Short List of Candidates has been presented to the NCC Selection Committee. Expenses that have been incurred in the previous month are included with the progress billings. Invoices can be sent via email to [payables@ncc-ccn.ca](mailto:payables@ncc-ccn.ca)

**TRAVEL EXPENSES**

Travel expenses for the executive search for the position are not to be included in above items. Travel expenses must be approved in advance by the NCC and must be invoiced at cost without markup and cannot exceed 15% of the total cost of the contract without prior approval.

<b>Project Authority</b> Melanie Leclair Chief, Planning, Acquisition and Development of Talent Human Resources Branch T: 613. 239.5678 ext 5113 <a href="mailto:melanie.leclair@ncc-ccn.ca">melanie.leclair@ncc-ccn.ca</a>	<b>Contracting Authority</b> Allan Lapensée Sr Contract Officer Procurement Services Finance and Information Technology Services Branch T : 613.239.5678 ext 5051 <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a>
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Annexes: RE-09 job summaries for all 3 vacancies

## ***JOB SUMMARY***

**Position Title: Vice-President, Capital Planning and Environmental Management**

**Position Number: NCC-1302**

**Classification: RE-09**

**Branch / Division: Capital Planning and Environmental Management**

**Language Profile: CBC/CBC**

**Union Code: 04 - Executives RE-08 and up**

**NOC Code: 0012 – Senior Government Managers and Officials**

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### **BASIC PURPOSE:**

As a member of the Executive Management Committee (EMC), the incumbent plans and guides the use and physical development of federal lands through Canada's Capital Planning Framework, in consultation with other planning jurisdictions and stakeholders; integrated into the physical planning of the Capital are considerations related to the political, cultural, administrative and symbolic roles of the Capital and the experience of visitors and residents in the Capital, among others. The incumbent also leads and directs the application of National Capital Commission's (NCC) regulatory authorities on design, land use and heritage, is accountable for the exercise of aesthetic and urban design quality controls, land use and transaction approvals and the heritage program (under Section 12 of the National Capital Act and TB Heritage Policy).

The incumbent ensures the management of inter-governmental transportation initiatives and projects in the National Capital Region reflect and account for the different aspects of the federal interest in transportation planning, development and implementation; inherent to the coordination of federal interests in transportation in the NCR are political, socio-cultural, financial, environmental, technical and inter-provincial governance considerations.

The incumbent is responsible for providing a corporate environmental management function that respects federal and provincial legislation and which proactively ensures the management of environmental risks; appropriately position the role of the NCC within the Federal sphere and in relation to provincial authorities.

The incumbent provides leadership, mentorship and supervision of the work of approximately 50 staff in the Capital Planning and Environmental Management Branch.

**ORGANIZATIONAL SCOPE:**

Reports to the Executive Vice-President, Operations.

**MAJOR RESPONSIBILITIES:**

1. Directs the management of the following aspects for the organization:
  - Advises the Chief Executive Officer, the Chairman of the Board, Board members and other senior officials as required of Capital Planning and Environmental Management strategies;
  - Visionary plans that guide the land uses, designs, conservation, development and management of Capital lands;
  - National Interest Land Mass (NILM) on the basis of the approved Capital plans;
  - Coordinated and harmonized approach to the preparation of planning documents between the NCC and other jurisdictions, particularly the cities of Ottawa and Gatineau that reflect best efforts at reaching consensus on broad planning orientations for the Capital, the use, design, conservation, preservation and development of federal lands and lands that abut them;
  - Land use and design review of projects and transactions on federal lands, through advisory committees, EMC, EC, and the NCC Board;
  - Preparation of Federal Land Transaction Approvals that ensure the protection of federal lands within the NILM, and the analysis of proposed land disposals to ensure their compatibility with approved federal plans, legislations and policies;
  - Preparation of Federal Land Use and Design Approvals that implement Capital plans and policies, coordinate developments, and achieve excellence in the uses, designs, heritage preservation and environmental stewardship of federal lands in the National Capital Region;
  - Protection of the symbolic primacy and visual integrity of the national symbols (the `Capital Skyline`) from around Confederation Boulevard and the key approach routes through the Capital's view protection measures in virtue of the National Capital Act;
  - Preparation of the Advisory Committee on Planning, Design and Realty meetings through the submission of agendas items, the preparation of submissions, the briefing of the members before meetings and the review in draft form of the minutes of meetings;
  - Corporate activities and decisions related to the planning, stewardship, management and programming of federal lands and assets.
  
2. Accountable for the development and implementation of strategies, programs and policies by:
  - Leading and providing direction in the development of strategies for federal involvement in transportation and transit in the National Capital Region such as the Interprovincial Crossings Environmental Assessment Study and Ottawa LRT Project, and joint studies with federal, provincial and municipal partners and other stakeholders to address inter provincial and urban transportation issues;
  - Leading and providing direction to the NCC heritage program, including the designation of heritage buildings in the Capital, ensuring the review of heritage

- projects by the Federal Heritage Building Review Office (FHBRO) , and the management of NCC archeological sites and assets;
- Providing direction to the development of design and land use procedures and the conduct of heritage activities within the NCC, including the production of policies, guidelines and review, and priority maps;
  - Providing leadership and support in the development of strategies, policies, procedures and programs that enable the NCC to discharge its environmental responsibilities with due diligence.
3. Responsible for the corporate leadership in the environmental management portfolio by:
    - Providing leadership in the coordination of the environmental components of major NCC projects such as LeBreton Flats and Core Area projects.
    - Providing leadership in environmental management programs such as for contaminated sites and fuel storage tanks on NCC lands.
    - Providing advice and environmental assessment services to (portfolio) managers with regards to NCC projects, property transactions and developments as well as for third party projects submitted to the NCC.
    - Overseeing the corporate environmental reporting process including the establishment of performance measures and the implementation of environmental audit recommendations and reporting to external agencies.
    - Leading the development of environmentally responsible corporate practices and procedures and promote environmental awareness within the NCC through the Corporate Environmental Stewardship function.
  4. Provides leadership and direction to the implementation of the National Capital Act in regards to:
    - Preparing and implementation plans and the conservation and development of federal lands in the National Capital Region.
    - Coordinating transportation initiatives and projects that involve collaboration between the NCC and the provinces of Ontario and Québec, the cities of Ottawa and Gatineau and other federal departments and agencies
    - Coordinating the environmental components of major NCC projects
  5. Participates in various corporate initiatives and committees and representing the NCC in external projects and committees to advance, influence and protect the interests and evolution of the Capital.
  6. Provides guidance and support to corporate activities and decisions related to transportation planning, development and implementation.
  7. Represents, negotiates and provides advice to the NCC branches, federal departments, municipalities, and other agencies toward the implementation of the NCC's land use and aesthetic control mandate.

8. Ensures the on-going necessary acquisition of knowledge, skills and competencies relevant to the fulfillment of the position's responsibilities through formal and informal professional and related training and development activities.
9. Provides high level quality client services to both internal and external clients by responding in a timely, respectful, constructive and responsive manner.
10. Performs other related duties.

**EDUCATION:**

A bachelor's degree in a related field and/or a Master's Degree is an asset.

**EXPERIENCE:**

A minimum of twelve years holding progressively significant responsibilities in management and 10 years' experience in an Executive role:

- Extensive experience in providing strategic advice to the most senior levels in the organization;
- Extensive experience in negotiation, collaboration and resolution of complex issues with other levels of government;
- Extensive experience in directing multidisciplinary teams in developing and implementing corporate strategic and operational frameworks and programs;
- Experience in managing financial and Human Resources;
- Experience in leading change management initiatives;
- Experience in leading the identification and pursuit of opportunities for revenue generation, partnerships and joint funding.

**KEY LEADERSHIP COMPETENCIES:**

1. Values and Ethics: Integrity and Respect
2. Strategic Thinking: Analysis and Ideas
3. Engagement: People, Organizations, Partners
4. Management Excellence: Action Management, People Management, Financial Management

**RATES OF PAY:**

\$131,100 (minimum) to \$145,900 (maximum)

Signature:

Date:

## ***SOMMAIRE DE POSTE***

**Titre du poste : Vice-président, Aménagement de la capitale et gestion de l'environnement**

**Numéro de poste : CCN-1302**

**Classification : RÉ-09**

**Direction / Division : Aménagement de la capitale et gestion de l'environnement**

**Profil linguistique : CBC/CBC**

**Code syndical : 04 - Cadres RÉ-08 et supérieur**

**Code CNP : 0012 – Cadres supérieurs/cadres supérieures – administration publique**

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### **FONCTION PRINCIPALE :**

À titre de membre du Comité de la haute direction (CHD), le ou la titulaire du poste planifie et supervise l'utilisation et l'aménagement des terrains fédéraux à l'aide du cadre de planification de la capitale du Canada en collaboration avec d'autres instances de planification et d'autres intervenants. On retrouve, entre autres, des facteurs liés aux rôles politique, culturel, administratif et symbolique de la capitale ainsi qu'à l'expérience vécue par les visiteurs et les résidents de cette dernière intégrés dans son aménagement. De plus, le ou la titulaire dirige et met en œuvre les demandes concernant la conception, l'utilisation du sol et le patrimoine des organismes de réglementation de la Commission de la capitale nationale (CCN) en plus d'être responsable de l'exercice du contrôle de la qualité en matière de conception esthétique et urbaine, de l'approbation de l'utilisation du sol et des transactions, et du programme du patrimoine (en vertu de l'article 12 de la Loi sur la capitale nationale et de la Politique du Conseil du Trésor sur les édifices à valeur patrimoniale).

Le ou la titulaire s'assure que la gestion des initiatives et des projets intergouvernementaux liés aux transports dans la région de la capitale nationale (RCN) tient compte des différents aspects des intérêts fédéraux dans la planification, le développement et la mise en œuvre des transports; les facteurs de gouvernance politiques, socioculturels, financiers, environnementaux, techniques et interprovinciaux sont inhérents à la coordination des intérêts fédéraux liés aux transports dans la RCN.

Le ou la titulaire effectue une gestion environnementale de la CCN qui respecte les lois fédérales et provinciales, et qui permet d'assurer une gestion proactive des risques environnementaux; positionne de manière appropriée le rôle de la CCN dans la sphère fédérale et en lien avec les autorités provinciales.

Le ou la titulaire assure la direction, l'encadrement et la supervision du travail d'environ 50 employés de la Direction de l'aménagement de la capitale et de la gestion de l'environnement.

## **RAPPORT HIÉRARCHIQUE :**

Relève directement du vice-président administratif des Opérations.

## **RESPONSABILITÉS PRINCIPALES :**

1. Dirige la gestion des aspects suivants pour l'organisation :
  - Conseiller le premier dirigeant, le président du conseil d'administration, les membres du conseil d'administration et d'autres cadres supérieurs au sujet des stratégies en Aménagement de la capitale et gestion de l'environnement;
  - Les plans visionnaires qui orienteront les activités liées à l'utilisation, le design, la conservation, le développement et la gestion des terrains de la capitale;
  - La Masse des terrains d'intérêt national (MTIN) en fonction des plans de la capitale approuvés;
  - Assurer une approche coordonnée et harmonisée pour préparer des documents de planification en collaboration avec d'autres juridictions, en particulier avec les villes d'Ottawa et de Gatineau. Cette approche doit tenir compte des meilleurs efforts déployés pour parvenir à un consensus quant aux grandes orientations en matière de planification de la capitale, de l'aménagement, du design, de la conservation, de la préservation et du développement des terrains fédéraux et des terrains contigus;
  - L'utilisation du sol et l'examen de la conception des projets et des transactions concernant les terrains fédéraux en plus de fournir des directives par l'intermédiaire de comités consultatifs, du Comité exécutif de gestion (CEG), du Comité directeur (CD) et du conseil d'administration de la CCN;
  - La préparation des approbations fédérales de l'utilisation du sol, des transactions immobilières et du design qui autorisent la mise en œuvre des plans et des politiques de la capitale, qui assurent la coordination du développement et permettent d'atteindre l'excellence en matière d'utilisation, de conception, de préservation du patrimoine et de gérance environnementale des terrains fédéraux situés dans la région de la capitale nationale;
  - Assurer la protection de la primauté symbolique et de l'intégrité visuelle des symboles nationaux (l'« horizon de la capitale ») aux alentours du boulevard de la Confédération et des principales routes d'accès par l'application de mesures de protection de la vue de la capitale en vertu de la loi de la Capitale Nationale;
  - La préparation des approbations fédérales qui assurent la protection des terrains fédéraux situés dans la MTIN et superviser l'analyse des propositions pour les dépôts terrestres afin d'assurer leur compatibilité avec les plans fédéraux approuvés, les lois et les politiques;
  - La préparation de la réunion du Comité consultatif de l'urbanisme, du design et de l'immobilier par l'envoi des points à l'ordre du jour, la préparation des propositions, les séances d'information pour les membres avant les réunions et l'examen des ébauches des procès-verbaux des réunions;
  - Les activités et les décisions de la CCN en lien avec la planification, l'intendance, la gestion et la répartition des terrains et des biens fédéraux.
  
2. Responsable pour le développement et la mise en œuvre des stratégies, des programmes et des politiques par:

- L'élaboration de stratégies concernant la participation du gouvernement fédéral aux initiatives liées aux transports et au transport en commun dans la région de la capitale nationale, telles que l'Évaluation environnementale des liaisons interprovinciales et le Projet de transport en commun par train léger sur rail (TLR) de la Ville d'Ottawa, ainsi que des études conjointes avec des partenaires fédéraux, provinciaux et municipaux et d'autres intervenants visant à répondre aux questions liées au transport interprovincial et urbain;
  - Diriger et fournir une orientation au programme patrimoine de la CCN, y compris la désignation d'édifices patrimoniaux de la capitale, assurant l'examen des projets de patrimoine par le Bureau d'examen des édifices fédéraux du patrimoine (BEEFP), et la gestion des sites et des biens archéologiques de la CCN;
  - Fournir des directives pour l'élaboration des procédures sur la conception et l'utilisation du sol, et effectuer des activités de protection du patrimoine dans la CCN, y compris la production de politiques, de lignes directrices et d'analyses ainsi que de cartes des priorités;
  - Assurer un leadership et offrir un soutien pour l'élaboration de stratégies, de politiques, de procédures et de programmes qui permettent à la CCN de s'acquitter de ses responsabilités à l'égard de l'environnement, et ce, avec une diligence raisonnable.
3. Responsable pour la direction du leadership corporatif de la gestion du portefeuille de l'environnement par:
- Assurer la direction de la coordination des aspects environnementaux de grands projets entrepris par la CCN comme les projets pour les plaines LeBreton et pour le cœur de la capitale;
  - Diriger des programmes de gestion environnementale tels que ceux liés aux sites contaminés et aux réservoirs de stockage de combustibles sur les terrains de la CCN;
  - Fournir des conseils et des services d'évaluation environnementale aux gestionnaires (de portefeuille) concernant des projets de la CCN, des transactions immobilières et de l'aménagement des immeubles ainsi que pour les projets provenant d'un tiers présentés à la CCN;
  - Superviser le processus de production des rapports environnementaux de la CCN, y compris l'élaboration de mesures du rendement, la mise en œuvre des recommandations de la vérification environnementale et la production de rapports aux organismes externes;
  - Diriger l'élaboration de pratiques et de procédures ministérielles responsables au niveau de l'environnement et faire la promotion de la sensibilisation environnementale au sein de la CCN à l'aide de la fonction de gérance environnementale de la CCN.



4. Offre du leadership et une orientation pour la mise en œuvre de la Loi sur la capitale nationale concernant les aspects suivants :
  - La préparation et la mise en œuvre de plans et la conservation et le développement des terrains fédéraux dans la région de la capitale nationale;
  - La coordination des initiatives et des projets liés aux transports qui comportent une collaboration entre la CCN et les provinces de l'Ontario et du Québec, les villes d'Ottawa et de Gatineau et d'autres ministères et organismes fédéraux;
  - La coordination des aspects environnementaux de grands projets entrepris par la CCN.
5. Participe à différentes initiatives et comités de l'organisation et représentera la CCN dans le cadre de projets et de comités afin de faire avancer, d'influencer et de protéger les intérêts et l'évolution de la capitale.
6. Fournit des directives et du soutien pour les activités de la capitale et les décisions liées à la planification, au développement et à la mise en œuvre des transports.
7. Représente les directions générales de la CCN, les ministères fédéraux, les municipalités et d'autres organismes, leur fournir des conseils et négocier en leur nom en ce qui concerne la mise en œuvre du mandat de la CCN en matière d'aménagement des terrains et de contrôle esthétique.
8. Assure l'acquisition constante des connaissances et des compétences liées à l'exécution des responsabilités du poste par la formation professionnelle officielle et non officielle connexe ainsi que par des activités de perfectionnement.
9. Fournit un service à la clientèle de haute qualité aux clients internes et externes en leur répondant de façon prompte, respectueuse, constructive et réactive.
10. Accomplit d'autres tâches connexes.

### **ÉDUCATION:**

Diplôme universitaire dans une discipline pertinente au poste et/ou une maîtrise est un atout.

### **EXPÉRIENCE :**

Un minimum de douze ans dans un poste ayant permis d'avoir progressivement assumé des responsabilités de gestion ainsi que 10 ans d'expérience dans un poste de cadre:

- Vaste expérience en conseils stratégiques aux échelons les plus élevés d'une organisation;
- Vaste expérience en négociation, collaboration et résolution de problèmes complexes avec d'autres ordres de gouvernement;
- Vaste expérience dans la direction d'équipes multi disciplinaires chargées d'élaborer et de mettre en œuvre des cadres stratégiques et opérationnels pour une organisation;
- Expérience en gestion des ressources humaines et financières;
- Expérience en direction d'initiatives de gestion du changement;

- Expérience en détermination et en suivi de possibilités de production de recettes, de partenariats et de financement partagé.

**COMPÉTENCES CLÉS EN LEADERSHIP:**

1. Valeurs et éthiques : L'intégrité et le respect
2. Réflexion stratégique : L'analyse et les idées
3. Engagement : Les gens, les organisations et les partenaires
4. Excellence en gestion : La gestion par l'action, la gestion de l'effectif et la gestion des finances

**TAUX DE RÉMUNÉRATION:**

131 100 \$ (minimum) à 145 900 \$(maximum)

Signature:

Date:

## ***JOB SUMMARY***

**Position Title: Vice-President, Real Estate Management, Design and Construction**

**Position Number: NCC-3892**

**Classification: RÉ-09**

**Branch / Division: Real Estate Management, Design and Construction**

**Language Profile: CBC/CBC**

**Union Code: 04 - Executives RÉ -08 and up**

**NOC Code: 0012 – Senior Government Managers and Officials**

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### **BASIC PURPOSE:**

As a member of the Executive Management Committee (EMC), the incumbent is responsible for the strategic and operational management of the National Capital Commission's (NCC) real property portfolio including strategies for real property acquisition, disposal, divestiture, exchange, easement, license and appraisal programs in support of the NCC's role as the major landholder in the National Capital Region (NCR). The incumbent plans, manages, implements and generates income from NCC real assets and optimizes the value of the said assets through development projects. The incumbent is responsible for the property management and leasing function for the NCC which incorporates some 700 leases some of which are managed by fee management firms while others by staff. The incumbent is responsible for the inspection and life cycle management program for the rental properties and establishes the capital investment and maintenance management programs. The incumbent is also responsible for the Design and Construction Program which coordinates the capital and life cycle management of the corporation's built assets.

The incumbent provides leadership, mentorship and supervision of the work of approximately 85 staff in the Real Estate Management, Design and Construction Branch.

### **ORGANIZATIONAL SCOPE:**

Reports to the Executive Vice-President, Operations.

### **MAJOR RESPONSIBILITIES:**

1. Directs the management of the following aspects for the organization:
  - Advises the Chief Executive Officer, the Chairman of the Board, Board members and other senior officials as required of Real Estate Management, Design and Construction strategies;
  - Preparation of submissions and briefs to the Treasury Board and other approving bodies within the NCC and the federal government;
  - Preparation of legal and other documentation in support of Branch activities;

- Multi-year construction program (MYCP);
  - Design and constructions projects (150 to 200 per year) valued at between \$20 - \$30 million.
2. Accountable for the development and implementation of strategies, programs and policies by:
    - Overseeing the planning, preparation and execution of the NCC's real property acquisition, disposal, divestiture, exchange, easement, license and appraisal strategies and programs within the NCC's mandate;
    - Ensuring the development of strategies on the most effective use of properties to generate rental income;
    - Ensuring the sound management of the NCC's 3D (disposal, development and divestiture) strategy, identifying properties suitable for lease, sale or development;
    - Developing internal policies, procedures and guidelines for the Branch and advises on the development of policies, procedures and guidelines originating from other areas of the NCC;
    - Establishing strategies to meet the strategic direction and mandate of the NCC.
  3. Responsible for the planning, management and negotiation of highly complicated and politically sensitive multi-million dollar divestiture projects and major real estate agreements involving the withdrawal from major infrastructure responsibilities through the disposal or divestiture of land and/or structures (e.g. surplus land, bridges, structures, and operational and management responsibilities).
  4. Develops and maintains effective working relationships with other departments and agencies, provincial, regional and municipal and the private sector in order to avoid or resolve complaints, negotiate complex projects, implement suggestions, interpret formalized policies and explain NCC's position on contentious matters.
  5. Provides professional advice to the Chief Executive Officer, the Executive Vice-President, Operations and other senior management on the implications and consequences of complex, technical, financial and/or legal matters based on professional qualifications, legal expertise and experience in the real property field.
  6. Develops and directs the implementation of sound management practices to achieve the maximum utilization of both human and financial resources within the Branch.
  7. Provides high level quality client services to both internal and external clients by responding in a timely, respectful, constructive and responsive manner.
  8. Performs other related duties.

**EDUCATION:**

University degree in a discipline related to the position and/or a Master's Degree is an asset.

**EXPERIENCE:**

A minimum of twelve years holding progressively significant responsibilities in management and 10 years' experience in an Executive role:

- Extensive experience in providing strategic advice to the most senior levels in the organization;
- Extensive experience in negotiation, collaboration and resolution of complex issues with other levels of government;
- Extensive experience in directing multidisciplinary teams in developing and implementing corporate strategic and operational frameworks and programs;
- Experience in managing financial and Human Resources;
- Experience in leading change management initiatives;
- Experience in leading the identification and pursuit of opportunities for revenue generation, partnerships and joint funding.

**KEY LEADERSHIP COMPETENCIES:**

1. Values and Ethics: Integrity and Respect
2. Strategic Thinking: Analysis and Ideas
3. Engagement: People, Organizations, Partners
4. Management Excellence: Action Management, People Management, Financial Management

**RATES OF PAY:**

\$131,100 (minimum) to \$145,900 (maximum)

Signature:

Date:

## ***SOMMAIRE DE POSTE***

**Titre du poste : Vice-président(e), Gestion de l'immobilier, du design et de la construction**

**Numéro de poste : CCN-3892**

**Classification: RÉ-09**

**Direction / Division : Gestion de l'immobilier, du design et de la construction**

**Profil linguistique : CBC/CBC**

**Code syndical : 04 – Cadres RÉ -08 et supérieur**

**Code CNP : Code: 0012 – Cadres supérieurs/cadres supérieures – administration publique**

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### **FONCTION PRINCIPALE :**

À titre de membre du Comité de la haute direction (CHD), le ou la titulaire du poste a la responsabilité de la gestion stratégique et opérationnelle du portefeuille immobilier de la Commission de la capitale nationale (CCN), y compris des stratégies et des programmes concernant l'acquisition, l'aliénation, le dessaisissement et l'échange de biens immobiliers de la CCN ainsi que l'octroi de servitudes et la délivrance de licences d'occupation à l'égard de ces biens, et l'évaluation de ceux-ci, à l'appui du rôle de la CCN en tant que principal propriétaire foncier de la région de la capitale nationale (RCN). Il planifie et gère les biens immobiliers de la CCN, en génère des revenus et en optimise la valeur au moyen de projets de mise en valeur. Il a aussi la responsabilité de la gestion et de la location des propriétés de la CCN. Le portefeuille locatif de la CCN comprend quelque 700 baux, dont certains sont gérés par des firmes sous contrat et d'autres par le personnel même de la CCN. Le titulaire du poste a la responsabilité du programme d'inspection et de gestion du cycle de vie des propriétés locatives et établit les programmes d'immobilisations et d'entretien. Il a aussi la responsabilité du programme de design et de construction, qui encadre la gestion des immobilisations et du cycle de vie du patrimoine bâti de la CCN.

Le ou la titulaire assure la direction, l'encadrement et la supervision du travail d'environ 85 employés de la Direction de la Gestion de l'immobilier, du design et de la construction.

### **RAPPORT HIÉRARCHIQUE :**

Le ou la titulaire de ce poste relève du Vice-président, opérations.

### **RESPONSABILITÉS PRINCIPALES :**

1. Dirige la gestion des activités suivantes de l'organisation :
  - Conseiller le premier dirigeant, le président du conseil d'administration, les membres du conseil d'administration et d'autres cadres supérieurs au sujet des stratégies en Gestion de l'immobilier, du design et de la construction;

- La préparation de présentations et de mémoires au Conseil du Trésor et à d'autres instances ayant pouvoir d'approbation au sein de la CCN et du gouvernement fédéral;
  - La préparation de documents juridiques et autres à l'appui des activités de la Direction;
  - Le Programme pluriannuel des immobilisations (PPI) de la CCN;
  - La réalisation de 150 à 200 projets de design et de construction par année, d'une valeur de 20 à 30 millions de dollars.
2. Responsable de l'élaboration et de la mise en œuvre de stratégies, de programmes et de politiques par:
- Superviser la planification, la préparation et l'exécution de stratégies et de programmes concernant l'acquisition, l'aliénation, le dessaisissement et l'échange de biens immobiliers de la CCN ainsi que l'octroi de servitudes et la délivrance de licences d'occupation à l'égard de ces biens, et l'évaluation de ceux-ci, dans le cadre du mandat de la CCN;
  - Voir à l'élaboration de stratégies visant l'utilisation la plus efficace des propriétés pour générer des revenus locatifs;
  - Veiller à la gestion judicieuse de la stratégie d'aliénation, de mise en valeur et de dessaisissement de la CCN, déterminant les propriétés se prêtant à une location, à une vente ou à une mise en valeur;
  - Élaborer des politiques, des procédures et des lignes directrices pour la Direction et prodiguer des conseils sur l'élaboration de politiques, de procédures et de lignes directrices provenant d'autres secteurs de la CCN;
  - Établir des stratégies pour répondre à l'orientation stratégique et le mandat de la CCN.
3. Assume la responsabilité de la planification, de la gestion et de la négociation de projets de dessaisissement et d'accords relatifs aux biens immobiliers très compliqués et politiquement délicats, valant plusieurs millions de dollars et comportant le retrait d'importantes responsabilités relatives à l'infrastructure, par le biais de l'aliénation ou du dessaisissement de terrains ou d'ouvrages (p. ex. terrains excédentaires, ponts, ouvrages et responsabilités opérationnelles et de gestion).
4. Élabore et maintien des relations de travail fructueuses avec les autres ministères et organismes provinciaux, régionaux et municipaux et avec le secteur privé afin d'éviter ou de résoudre des plaintes, de négocier des projets complexes, de mettre en œuvre des suggestions, d'interpréter des politiques officielles et d'expliquer la position de la CCN sur des questions litigieuses.
5. Prodigue des conseils professionnels au premier dirigeant, au vice-président principal des opérations et à d'autres cadres supérieurs sur les implications et les conséquences de questions complexes d'ordre technique, financier ou juridique, en s'appuyant sur ses qualifications professionnelles, son expertise juridique et son expérience dans le domaine immobilier.

6. Élabore et dirige la mise en œuvre de pratiques de gestion judicieuses pour parvenir à une utilisation maximale des ressources humaines et financières de la Direction.
7. Fournit un service à la clientèle de haute qualité aux clients internes et externes en leur répondant de façon prompte, respectueuse, constructive et réactive.
8. Accomplit d'autres tâches connexes.

**ÉDUCATION :**

Diplôme universitaire dans une discipline pertinente au poste et/ou une maîtrise est un atout.

**EXPÉRIENCE:**

Un minimum de douze ans dans un poste ayant permis d'avoir progressivement assumé des responsabilités de gestion ainsi que 10 ans d'expérience dans un poste de cadre:

- Vaste expérience en conseils stratégiques aux échelons les plus élevés d'une organisation;
- Vaste expérience en négociation, collaboration et résolution de problèmes complexes avec d'autres ordres de gouvernement;
- Vaste expérience dans la direction d'équipes multi disciplinaires chargées d'élaborer et de mettre en œuvre des cadres stratégiques et opérationnels pour une organisation;
- Expérience en gestion des ressources humaines et financières;
- Expérience en direction d'initiatives de gestion du changement;
- Expérience en détermination et en suivi de possibilités de production de recettes, de partenariats et de financement partagé.

**COMPÉTENCES CLÉS EN LEADERSHIP:**

1. Valeurs et éthiques : L'intégrité et le respect
2. Réflexion stratégique : L'analyse et les idées
3. Engagement : Les gens, les organisations et les partenaires
4. Excellence en gestion : La gestion par l'action, la gestion de l'effectif et la gestion des finances

**TAUX DE RÉMUNÉRATION:**

131 100 \$ (minimum) à 145 900 \$(maximum)

Signature :

Date :



## ***JOB SUMMARY***

**Position Title: Vice-President, Communications and Corporate Affairs**

**Position Number: NCC-4037**

**Classification: RÉ-09**

**Branch / Division: Communications and Corporate Affairs**

**Language Profile: CCC/CCC**

**Union Code: 04 - Executives RÉ -08 and up**

**NOC Code: 0012 – Senior Government Managers and Officials**

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### **BASIC PURPOSE:**

As a member of the Executive Management Committee (EMC), the incumbent provides corporate leadership in directing, planning, developing and implementing strategies, frameworks and approaches to establish the overall strategic direction of the National Capital Commission (NCC) with respect to communications and marketing which includes partnership and public consultation activities; public relations activities; web and digital media components.

The incumbent provides leadership, mentorship and supervision of the work of approximately 30 staff in the Communications and Corporate Affairs Branch.

### **ORGANIZATIONAL SCOPE:**

Reports to the Chief Executive Officer

### **MAJOR RESPONSIBILITIES:**

1. Directs the management of the following aspects for the organization:
  - Programs and projects from a viewpoint of corporate strategic communications potential in order to advise the Chief Executive Officer, the Chairman of the Board, Board members and other senior officials as required of communication opportunities;
  - Comprehensive client relationship management (CRM) approach with full implementation for all NCC business lines as well as identifies scope for a potential CRM approach for other possible NCC users.
  
2. Accountable for the development and implementation of strategies, programs and policies by:
  - Ensuring the application of comprehensive, integrated, effective and professional communications programs of the NCC;

- Ensuring media relations programs keep local, regional, national and international media informed on NCC policies, programs and activities in a positive and professional manner;
  - Providing direction for all web (including Intranet) and digital media components for the comprehensive, integrated and effective Corporate Digital Communications Strategy;
  - Developing strategic marketing and communications orientations in accordance with corporate objectives;
3. Responsible for providing corporate leadership in the Public Affairs portfolio regarding:
- Public corporate meetings, particularly the Annual General Meeting and meetings with interest groups;
  - Public advisory committees and periodic strategic round tables and reports results of deliberations to the Executive Management Committee (EMC) and/or the Board of Directors in collaboration with relevant branches;
  - Major corporate public participation initiatives in line with current trends, practices and technologies, taking into account social demographics and the need to appropriately balance both local and national interests;
  - Public forums (Public Advisory Committee) and creates enhanced relations with Aboriginal Peoples (First Nations-Métis-Inuit) by establishing engagement mechanisms to ensure ongoing discussions.
4. Establishes and maintains an effective network with federal departments, other levels of government and private industry to support the development of partnerships to ensure information and expertise is shared effectively concerning the portfolio of programs and services.
5. Provides high level quality client services to both internal and external clients by responding in a timely, respectful, constructive and responsive manner.
6. Performs other related duties.

**EDUCATION:**

University degree in a discipline related to the position and/or a Master's Degree is an asset.

**EXPERIENCE:**

A minimum of twelve years holding progressively significant responsibilities in management and 10 years' experience in an Executive role:

- Extensive experience in providing strategic advice to the most senior levels in the organization;

- Extensive experience in negotiation, collaboration and resolution of complex issues with other levels of government;
- Extensive experience in directing multidisciplinary teams in developing and implementing corporate strategic and operational frameworks and programs;
- Experience in managing financial and Human Resources;
- Experience in leading change management initiatives;
- Experience in leading the identification and pursuit of opportunities for revenue generation, partnerships and joint funding.

**KEY LEADERSHIP COMPETENCIES:**

1. Values and Ethics: Integrity and Respect
2. Strategic Thinking: Analysis and Ideas
3. Engagement: People, Organizations, Partners
4. Management Excellence: Action Management, People Management, Financial Management

**RATES OF PAY:**

\$131,100 (minimum) to \$145,900 (maximum)

Signature:

Date:

## ***SOMMAIRE DE POSTE***

**Titre du poste : Vice-président(e), Communications et affaires générales**

**Numéro de poste : CCN-4037**

**Classification: RÉ-09**

**Direction / Division : communications et affaires générales**

**Profil linguistique : CCC/CCC**

**Code syndical : 04 – Cadres RÉ -08 et supérieur**

**Code CNP : Code: 0012 – Cadres supérieurs/cadres supérieures – administration publique**

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### **FONCTION PRINCIPALE :**

À titre de membre du Comité de la haute direction (CHD), le ou la titulaire du poste fait preuve d'initiative au sein de l'organisation en dirigeant, planifiant, élaborant et mettant en œuvre des stratégies, des cadres de travail et des approches visant à établir les grandes orientations stratégiques de la Commission de la capitale nationale (CCN) en matière de communications et de marketing, ce qui comprend les activités de commandites et de consultations publiques, les activités de relations publiques, la présence Web et les médias numériques.

Le ou la titulaire assure la direction, l'encadrement et la supervision du travail d'environ 40 employés de la Direction de Communications et affaires générales.

### **RAPPORT HIÉRARCHIQUE :**

Le ou la titulaire de ce poste relève du premier dirigeant.

### **RESPONSABILITÉS PRINCIPALES :**

1. Dirige la gestion des activités suivantes de l'organisation :
  - Les programmes et les projets, dans une optique de potentiel de communication stratégique pour l'organisation, afin de pouvoir conseiller le premier dirigeant, le président du conseil d'administration et d'autres cadres supérieurs sur des possibilités de communication;
  - Pilote l'approche globale de gestion des relations avec la clientèle (GRC) et sa pleine mise en œuvre pour tous les services offerts par la CCN, et détermine la possibilité de l'étendre à d'autres utilisateurs de la CCN.
2. Responsable de l'élaboration et de la mise en œuvre de stratégies, de programmes et de politiques par:

- Veiller à l'exécution de programmes de communication complets, intégrés, efficaces et professionnels pour la CCN;
  - Assurer que les programmes de relations médias de la CCN tiennent les médias locaux, régionaux, nationaux et internationaux informés des politiques, programmes et activités de la Commission et soient perçus favorablement et de manière professionnelle;
  - Déterminer les orientations pour tous les éléments Web (y compris l'intranet) et de médias numériques pour doter la CCN d'une stratégie globale, intégrée et efficace de communication numérique;
  - Élaborer des orientations stratégiques de communication et de marketing qui correspondent aux objectifs de la CCN;
  - Améliorer le système de mesure et de rapports sur le rendement pour s'adapter aux récents changements apportés à l'Architecture des activités de programmes (AAP).
3. Responsable de faire preuve de leadership au sein du portefeuille des Affaires publiques concernant :
- Les réunions publiques de la CCN, plus particulièrement l'assemblée générale annuelle et les rencontres publiques avec des groupes d'intérêts;
  - Les réunions publiques des comités consultatifs et les rapports issus de délibérations au Comité de la haute direction (CHD) ou encore du conseil d'administration avec les directions pertinentes;
  - Les projets importants de participation publique en suivant de près les tendances, les pratiques et les technologies, tout en tenant compte de la démographie sociale et du besoin d'un juste équilibre entre les intérêts locaux et nationaux;
  - Les forums publics (comité consultatif public) et l'amélioration des rapports avec les nations autochtones (Premières nations, Métis, Inuit) en établissant des mécanismes d'engagement pour assurer un dialogue soutenu.
4. Établit et maintient un réseau efficace de contacts dans les autres ministères fédéraux, dans d'autres ordres de gouvernement et dans le secteur privé pour favoriser la création de partenariats visant à un meilleur partage de l'information et du savoir-faire profitant à l'ensemble des portefeuilles de programmes et services.
5. Fournit un service à la clientèle de haute qualité aux clients internes et externes en leur répondant de façon prompte, respectueuse, constructive et réactive.
6. Accomplit d'autres tâches connexes.

#### **ÉDUCATION :**

Diplôme universitaire dans une discipline pertinente au poste et/ou une maîtrise est un atout.

**EXPÉRIENCE:**

Un minimum de douze ans dans un poste ayant permis d'avoir progressivement assumé des responsabilités de gestion ainsi que 10 ans d'expérience dans un poste de cadre:

- Vaste expérience en conseils stratégiques aux échelons les plus élevés d'une organisation;
- Vaste expérience en négociation, collaboration et résolution de problèmes complexes avec d'autres ordres de gouvernement;
- Vaste expérience dans la direction d'équipes multi disciplinaires chargées d'élaborer et de mettre en œuvre des cadres stratégiques et opérationnels pour une organisation;
- Expérience en gestion des ressources humaines et financières;
- Expérience en direction d'initiatives de gestion du changement;
- Expérience en détermination et en suivi de possibilités de production de recettes, de partenariats et de financement partagé.

**COMPÉTENCES CLÉS EN LEADERSHIP:**

1. Valeurs et éthiques : L'intégrité et le respect
2. Réflexion stratégique : L'analyse et les idées
3. Engagement : Les gens, les organisations et les partenaires
4. Excellence en gestion : La gestion par l'action, la gestion de l'effectif et la gestion des finances

**TAUX DE RÉMUNÉRATION:**

131 100 \$ (minimum) à 145 900 \$(maximum)

Signature :

Date :

## GENERAL CONDITIONS

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### 1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chairman and/or Executive Vice-President and General Manager upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

### 2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

### 3. Members of The House of Commons

No member of the House of Commons shall be admitted to any share or part of the contract or to any benefit arising therefrom.

### 4. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

### 5. Delay, Non-compliance, or Default by the Contractor

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 6.

### 6. Suspension or Termination of the Contract

1. The Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.

**SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM**  
**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT**

**PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

Legal name of entity or individual / Nom légal de l'entité ou du particulier	Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal)		
Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, ou les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire.			
			<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
Address / Adresse	Telephone no. / No. de ☐elephone :	Fax no. / No. De télécopieur :	
Postal code / Code postal	(   )	(   )	

**PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR**

(1) Sole proprietor / Propriétaire unique <input type="checkbox"/>	If sole proprietor, provide / Si propriétaire unique, indiquez :	Last Name / Nom de famille	First name / Prénom	Initial / Initiale
(2) Partnership / Société de personnes <input type="checkbox"/>	SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)	Corporation / Société <input type="checkbox"/>	Business No. (BN) / No de l'entreprise (NE)	
GST/HST / TPS et de TVH		QST / TVQ (Québec)		
Number / Numéro : _____		Number / Numéro : _____		
Not registered / non inscrit <input type="checkbox"/>		Not registered / non inscrit <input type="checkbox"/>		
Type of contract / Genre de contrat				
Contract for services only / Contrat de services seulement <input type="checkbox"/>	Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/>	Contract for goods only / Contrat de biens seulement <input type="checkbox"/>		
Type of goods and/or services offered / Genre de biens et/ou services rendus :				

**PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

Branch number / No de la succursale	Institution no. / No de l'institution :	Account no. / No de compte :
Institution name / Nom de l'institution :	Address / Adresse :	
	Postal Code / Code postal :	

**PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT**

E-mail address / Adresse courriel :
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**PART 'E' – CERTIFICATION / PARTIE 'E' – CERTIFICATION**

I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.	Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.		
Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier.	Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus.		
_____	_____	_____	_____
Name of authorized person / Nom de la personne autorisée	Title / Titre	Signature	Date
Telephone number of contact person / Numéro de téléphone de la personne ressource : (   )			

**IMPORTANT**

<b>Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).</b>	<b>Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).</b>
Mail or fax to : Procurement Assistant, Procurement Services National Capital Commission 202-40 Elgin Street Ottawa, ON K1P 1C7 Fax : (613) 239-5007	Poster ou télécopier à : Assistant à l'approvisionnement Services de l'approvisionnement Commission de la capitale nationale 40, rue Elgin, pièce 202 Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007



**SUPPLIER – DIRECT PAYMENT AND TAX  
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT  
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions : Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5241.

**Direct payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct payment**

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins d'impôt**

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

**Renseignements sur le paiement direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement direct**

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.