

## GLOSSARY

(NOTE: The descriptions provided are intended solely for the purpose of completing the PHREDS forms and are not legal definitions.)

**ABOVE-GRADE** · Constructed area at or above ground level.

**ACQUISITION** · Any new property being added to the inventory, including leases or purchases. Includes hotel space if occupancy is planned for more than 4 months.

**ANNEX** · Chancery space which is physically separated from the main chancery including leased space located in a separate office building or a structure joined by not more than a walkway to the main building.

**BASE RENT** · Rent payment excluding service or other charges.

**CONDOMINIUM (CONDO)** · Property ownership that combines absolute ownership of a unit and joint ownership of areas used in common with other owners.

**COOPERATIVE (COOP)** · Property ownership which provides the occupant with shares in a corporation entitling occupancy to a specific unit.

**DEN** · A room located above grade used as a library or study.

**DIPLOMATIC CLAUSE** · A termination clause exercisable in the event the Canadian Government chooses to reduce, close or relocate the Mission with which the property is associated.

**DISPOSAL** · Termination of Crown interest in a property through sale, trade or lease termination.

**DISTRICT** · Area or neighbourhood of the city in which the property is located.

**FAMILY ROOM** · A room located above grade set up primarily as a family recreation and entertainment area.

**FEES** · In acquisition this may include legal costs, appraisal costs, surveys, architectural costs, notaries etc.

**FIT-UP** · Interior work undertaken to a building or space which renders it suitable for occupation. This may include partitioning or rendering modifications to floors, walls, ceilings and painting.

**FREEHOLD** · Purchased property held in Fee Simple (absolute, being highest and greatest ownership). Not a condominium or cooperative purchase.

**GROUND LEASE** · A form of lease which vests property rights to the lessee akin to ownership, usually in excess of 30 years. This includes **Emphyteutic** leases found in Civil Law countries where the lessee is also obligated to make improvements to the property. A Ground lease conveys the right to sell, mortgage, sublease or to dispose of the leasehold interest to the same extent as if the leasehold interest were a Fee Simple interest.

**GROUND LEASE PURCHASE** · Payment of sum to secure the long term leasehold interest in a property on acquisition or on renewal.

**GREATER CITY** · The larger metropolitan zone.

**LAND ONLY** · Land with no immediate use but which is designated for future development.

**LICENSE (of Occupation)** · A form of permission conveying minimal property interest and rights to the licensee. Common in government to government agreements.

**M<sup>2</sup>** · Square metre. From Imperial to Metric, 1 ft<sup>2</sup> (one square foot) equals 0.093 m<sup>2</sup>. ( Eg. 1200 f<sup>2</sup> equals 111.6 m<sup>2</sup>).

**MISSION MANAGEMENT PLAN (MMP)** · The annual submission of budget forecasts prepared by Missions and forwarded to HQ each June 1 for review with Branches.

**MISSION PROPERTY MANAGEMENT PLAN (MPMP)** · A plan which provides a framework for managing all property at the Mission over a five year period.

**NET AREA as per approved O.R. Guidelines** · The total of formal, family and ancillary areas. Chapter 14, Annex A of the Manual of Property Management, 1984 provides a chart.

**OTHER OFFICE** · Space held and administered by DFAIT which is not used as chancery space.

**PRID** · The 7 digit Property Identifier for each property.

**PROPERTY** · Land, buildings, or space in buildings acquired for a period of time exceeding 4 months, and for which a PRID will be assigned. See **ACQUISITION**.

**REPRESENTATIONAL (Rep)** · A Staff Quarter suitable for extending substantial official hospitality, allocated to an employee required (upon HQ approval) to provide such hospitality. Substantial hospitality means sit-down dinners for a minimum of eight or more guests, at least monthly..

**RESTORATION** · The work required, usually by a clause in the lease, to return the premises to the condition prior to occupancy.

**SECURITY FIT-UP** · Interior or exterior work undertaken to secure access to a facility including installation of alarms, grilling, other special devices.

**SITE** · The area of land on which a building complex is situated. The site may or may not be part of the lease or deed.

**SIZE as per Approved S.Q. Guidelines** · The actual living space of the S.Q.: the total of program and family areas only. Defined as all usable space which is reasonably finished, e.g., with floor covering, finished walls and ceilings, and is measured from inside wall to inside wall.

Included are the entrance foyer and its cloakroom/coat closet, powder room, living, dining, kitchen, food storage, bedrooms, bathrooms, den/family rooms, finished attic space with a ceiling height above 1.4 metres and finished basement space, if such space is above grade with windows (walk-out).

Not included are closets and storage areas (other than those noted), stairways, hallways, side and service entrances, laundry, furnace and mechanical/electrical areas/rooms, servants' quarters, unfinished basement and attic space or and any area which has a ceiling height of less than 1.4 metres.

The above definition is not a change: it is a clarification of Circular Document 32/88. Annex B of 32/88 is a chart that reflects the maximum area allowed for various CB staff.

**STANDARD LEASE** · For purposes of property reporting, this would include all normal Crown leases, both residential and commercial as well as "General Service Agreements".