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Royal Architectural Institute of Canada
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Terms of Reference

FEES AND PROCUREMENT WORKING GROUP

Name

Fees and Procurement Working Group

Type

Operational

Reports reporting to CEO (or designate)

Purpose

The key responsibility of the RAIC Fees and Procurement Working Group (FPWG) is to engage the knowledge and experience of Fellows regarding the goals, objectives, activities, and resources as it relates to fees and procurement. The FPWG supports the RAIC Advisors to Professional Practice (RAPP) designate in this portfolio.

Scope

Under the leadership of the RAPP, the scope of work includes:

1. Support the development best-practices recommendations for clients in selecting and engaging architects; and
2. Supporting the development of data collection tools necessary to understand and assess architectural fees and services; and
3. Support the development and maintenance of tools and resources to support architects in determining appropriate scope of services and fees; and
4. Provide advice and recommendations for RAIC communications to members and stakeholders on the subject(s) concerning fees and procurement; and
5. Provide support and advise on advocacy efforts to advance the interests of architects in fair and equitable procurement and appropriate fees.

The FPWG will actively work to identify and reflect upon challenges, opportunities and issues facing Canadian architectural practices to inform the RAIC in its efforts to advocate in the best interests of Canadians as it relates to fees and procurement issues.

The resources to be developed, and maintained by the working group will be determined as its work progresses, but may include:

- RAIC Guide to Determining Appropriate Fees for the Services of an Architect



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- RAIC Guide to Procurement
- Developing and reviewing questions for the Canadian Architectural Benchmark Survey

Authority

The FPWG works under the leadership of the RAPP designate and CEO. Any new or amended resources require approval by the CEO or designate prior to distribution to members, Fellows and others.

The FPWG shall not have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind RAIC.

The FPWG cannot expand or alter its structure in any way, shape, or form. Express, written requests may be submitted to the CEO or designate for consideration.

Membership

The working group may consist of up to 10 RAIC members or Fellows in good standing, including the RAPP designate(s), as secretary and active member of the working group. All working group members are appointed by the CEO.

Candidates will be identified periodically through website postings and emailed calls for expressions of interest to RAIC members and Fellows. Expressions of interest will be evaluated by the CEO and/or designate, RAPP designate using the following criteria:

- experience in architectural practice (more experience is generally preferred, but representation of early-career architects will be considered to provide perspective on the requirements for resources produced); and
- knowledge and experience in contracts and contract law; and
- experience with volunteer work; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, and
- consideration will also be given to providing:
 - a variety in the type and scale of architectural experience
 - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada
 - representation of both official languages, verbal and written
 - diversity in gender identification, age, sexual orientation, ethnicity and ability



The RAPP designate will act as chairperson of the FPWG.

Term

Members will be appointed for a two-year term.

An appointment may be renewed by the CEO up to two times, to a maximum of six (6) years served consecutively on the FPWG.

Meetings

The FPWG will meet 6-12 times per year, generally monthly, organized by the RAPP designate. Additional ad hoc meetings may be convened. A quorum shall consist of at least 50% of current members. Meetings will be held primarily by video conferencing.

The RAPP designate, in consultation with the CEO or designate will prepare and issue an agenda, at least one week prior to a meeting. The RAPP designate will prepare and circulate, via email, the minutes of discussion and record of actions within three weeks of each meeting.

Ad hoc meetings or team working sessions of a sub-set of FPWG members may be convened between regular meetings, without agendas or minutes being prepared.

Member Roles and Responsibilities

Members are expected to:

- Review materials provided in preparation for a meeting.
- Attend and actively participate in meetings.
- Review and comment upon draft resources developed by the FPWG.
- Assist in identifying emerging issues to be addressed by the FPWG.

In addition, as part of onboarding to the RAIC, volunteers will be expected to review orientation materials as well as sign off on policies for:

1. Confidentiality and Privacy
2. Conflict of Interest Declaration
3. RAIC Member Code of Conduct
4. Ethical Conduct
5. Whistleblower

Reporting

The FPWG, under the leadership of the RAPP designate is responsible to the CEO.



Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

Resources, Budget and Deliverables

The RAPP designate is the primary staff resource to the FPWG, and they will coordinate access to other resources within the RAIC, and contracted services where necessary, on behalf of the FPWG.

If applicable, continuing education activities must be organized in collaboration with RAIC staff and within RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

The RAIC designated staff is responsible for oversight of FPWG budgets. The designated staff will provide financial updates to the FPWG according to RAIC policy and process, as required.

RAIC will provide resources to facilitate meetings, for example, videoconference access.

RAIC will provide operational support related to marketing and communication for FPWG work, as required and subject to RAIC policies and procedures.

Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The FPWG shall adhere to the Financial and Accounting Policies of the RAIC. The FPWG has no spending authority except as budgeted and authorized within the approved annual budget.

Deliverables

The FPWG shall identify, produce, and sustain a series of practice resources beneficial to the architects of Canada.

Annual workplan and budget (no later than September 1); and

Bi-annual activity report (March 1/September 1).

Disbanding Working Group

The RAIC shall have the right to disband the working group at its discretion.

Review

Terms of reference will be reviewed by the RAIC CEO or designate every two years from date of approval of this document and on an as needed basis.