



**RAIC | IRAC**  
Royal Architectural Institute of Canada  
Institut royal d'architecture du Canada

## **Terms of Reference**

### **Long Term Care (LTC) Design Working Group**

#### **Name**

LTC Design Working Group

#### **Type**

Operational

Reports to CEO (or designate)

#### **Purpose**

The key responsibility of the Long Term Care Design Working Group (LTCWG) is to engage the knowledge and experience of Fellows regarding the goals, objectives, activities, and resources as it relates to LTC design. The FPWG supports the RAIC Advisors to Professional Practice (RAPP) designate in this portfolio.

The LTCWG primary purpose is to advise the RAIC on matters related to the accommodation of Canadians in long-term care facilities and potential improvements to the dignity, health, safety and welfare of residents, staff and visitors. The LTCWG focus is in developing constructive recommendations that the RAIC can make public and/or provide to authorities having jurisdiction, private and public sector developers and operators of LTC Facilities, all levels of government and other stakeholders. While the COVID-19 pandemic prompted this initiative the LTCWG should consider both short-term issues and long-term improvements.

#### **Scope**

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

1. Supporting the development of best-practice recommendations for LTC design;
2. Identifying changes to the National Building Code;
3. Providing support and advice while working with the RAIC in the development of proposed national standards with the Federal Government;
4. Providing advice and recommendations for RAIC communications to members and stakeholders; and
5. Providing support and advice on advocacy efforts to advance the interests of LTC design as it relates to improving the dignity, health, safety and welfare of residents, staff and visitors.

The LTCWG 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 best interest of Canadian as it relates to long term care design issues.



### **Authority**

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

The LTCWG cannot expand or alter its structure without express written permission from the CEO or designate.

### **Membership**

The working group will consist of up to ten (10) RAIC members or Fellows in good standing, including the RAPP designate, 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 posting 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
- experience with the not-for-profit sector; and
- written communication skills; and
- to be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:
  - a variety in the type and scale of architectural experience; and
  - broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, northern Canada; and
  - representation of both official languages; and
  - diversity in gender identification, age, sexual orientation, ethnicity and ability

Appointed by the CEO, the RAPP designate will act as chairperson of the LTCWG.



## **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 LTCWG.

## **Meetings**

The LTCWG 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 LTCWG 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 LTCWG.
- Assist in identifying emerging issues to be addressed by the LTCWG.

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 LTCWG, 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.



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### **Resources, Budget and Deliverables**

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

If applicable, continuing education activities must be organized in collaboration with RAIC staff and with 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 LTCWG budgets. The designated staff will provide financial updates to the LTCWG 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 LTCWG work, as required and subject to RAIC policy 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 LTCWG shall adhere to the Financial and Accounting Policies of the RAIC. The LTCWG has no spending authority except as budgeted and authorized within the approved annual budget.

### **Deliverables**

The LTCWG 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 staff designate every two years from date of approval of this document.