

January 2011

**Terms of Reference
for
Architecture Canada | RAIC
Representative Participation in the
Federal / Industry Real Property Advisory Council (FIRPAC)**

1. Committee Composition and Mandate

This committee is comprised of interested federal government organizations and industry associations engaged in the design, construction, and procurement of real property assets for federal agencies. Membership is open to any government department or agency and industry association (at a national level) involved in construction or real property activities.

The committee is a forum to consult on matters of mutual concern, including the exchange of information, views, and policy positions.

Current participants include:

- a) Public Works and Government Services Canada (PWGSC)
- b) Defence Construction Canada (DCC)
- c) Department of Foreign Affairs & International Trade (DFAIT)
- d) Correctional Services Canada (CSC)
- e) Department of National Defence (DND)
- f) National Capital Commission (NCC)
- g) Canadian Construction Association (CCA)
- h) Association of Consulting Engineering Companies (ACEC)
- i) Interior Designers of Canada (IDC)
- j) Engineers Canada (EC)
- k) Architecture Canada | Royal Architectural Institute of Canada (RAIC)

Additional representation is provided by federal government agencies on an ad hoc basis as needed.

Secretariat services and meeting facilities are provided by Public Works and Government Services Canada. Member groups are called upon to chair the committee on a rotating basis.

The terms of reference of the Federal / Industry Real Property Advisory Committee is outlined in a separate document. Its main purpose is to provide a forum for discussion and resolution of topics of mutual interest related to the design and procurement of real property assets for Crown agencies.

2. Architecture Canada | RAIC Representation

- 2.1 Architecture Canada | RAIC representation on the Federal / Industry Real Property Advisory Committee is through:
- a) two (2) appointed representatives,
 - b) an Architecture Canada | RAIC Regional Director (as board liaison), and
 - c) the Architecture Canada | RAIC Practice Specialist and/or Executive Director as needs dictate.
- 2.2 Terms of appointment shall take effect immediately after appointment as follows:
- a) Appointed representatives - a duration of three years, subject to extension by mutual consent of the representative and the Architecture Canada | RAIC Board of Directors. The terms of office will be staggered in order to provide transitional continuity.
 - b) Architecture Canada | RAIC Regional Director board liaison – concurrent with term of office or discretion of the Board.
 - c) Architecture Canada | RAIC Practice Specialist and/or Executive Director – concurrent with engagement.
- Should an appointee be unable to complete their term, the Board may make a new appointment to fill the vacancy.
- 2.3 Mandate of the Architecture Canada | RAIC representation is to represent the interests of Architecture Canada | RAIC members and the architectural profession at large, at the direction of the Board.
- Representatives will participate fully in the work of the committee and sub-committees and working groups as may be formed from time to time.
- Monitoring of Architecture Canada | RAIC participation at the FIRPAC committee, sub-committee, and working group and the associated collection and development of relevant feedback and input from Architecture Canada | RAIC members and stakeholders is the responsibility of the Practice Specialist and/or Executive Director.
- Reporting of FIRPAC activities to the Board and Architecture Canada | RAIC members is the responsibility of the Regional Director appointed as board liaison. The Architecture Canada | RAIC e-Bulletin shall be a primary vehicle for communicating with the members.
- 2.4 Architecture Canada | RAIC members shall be canvassed at least once annually on issues related to Federal government work.

3. Amendments to the Terms of Reference for the Architecture Canada | RAIC Representative Participation

Amendments to the Terms of Reference shall be made by the Board of Architecture Canada | RAIC.