

RB02-2013 BRANCH OFFICE POLICY

INTRODUCTION

The purpose of this Registration Bulletin is to advise members of The Alberta Association of Architects ('AAA') on the **Branch Office Policy effective January 1, 2014**. This Policy affects all Firms and Corporations ('Firms') with more than one location registered/licensed with the AAA in **Alberta**.

'BRANCH OFFICE' DEFINED

The AAA defines a 'Branch Office' as an Alberta architectural and/or licensed interior design firm that is registered/licensed and practicing or may practice in Alberta through multiple offices in addition to the first office/head office of registration/licensure.

THE POLICY

Recognizing the need to monitor architectural/licensed interior design activity of Firms in all communities in which they practice, the AAA requires separate registration/licensing of each office. As such, the annual dues for each Alberta Branch Office of practicing Firms will be **\$250.00, effective January 1, 2014**, susceptible to annual increases as determined by the Council. The first office of registration/licensure (or 'Head Office') will be required to pay the full Firm annual dues as determined by the Council.

If a Firm wishes to establish a practice in more than one office location in Alberta (i.e. the firm has an office in both Edmonton and Calgary);

- a. Each office is required to be registered/licensed with the AAA (regardless of the collaboration, prime or sub consultant role) prior to any work of any type take place on an Alberta project (General Regulations, Part 2);
(NOTE: each out-of-province firm that is practicing in Alberta must also register with the AAA. These firms would be registered as a Non-Resident Firm. Please review the Registration Bulletin RB01-2013: *Non-Resident Firm Policy* for additional details)
- b. The Firm must contain the same ownership/corporate structure (shareholders, directors, partners, etc.) for each location (otherwise it will be considered a separate entity);
- c. The Firm must indicate the individual(s) who will be responsible for the direct personal supervision, direction and control of the practice of architecture and/or licensed interior design at each location/office;
- d. The Firm will be issued a new registration number and stamp (corporations only) for each location, and separate and distinct administration records will be established.

POLICY RATIONALE

- The requirement for registering/licensing each office provides a mechanism for the AAA to be informed as to the specific office from which architects and licensed interior designers are practicing.
- Each office should have a professional who is responsible for the architectural/licensed interior design activity within the community in which it functions. The AAA shall communicate directly with the professional with respect to these functions within the location.
- It is necessary for the AAA to have the ability to track which office is providing services and who is responsible for the practice of architecture/licensed interior design at that office.
- The public must also have access to information if an architect or licensed interior designer is operating an office and/or providing services in a community.

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By Motion of Council on February 22, 2013 (Motion No. 13-020)

Registration Bulletins are issued by The Alberta Association of Architects as a guide to members on policies created by the Council from time-to-time. Council has the authority to do so under the *Architects Act and General Regulations* and the Bylaws. Members should consult their own legal, income tax or financial advisors as to the application of the *Architects Act and General Regulation* in specific circumstances.