

Committee Name:	Practice Advisory Committee (PAC)	Type:	Operational Standing Committee
Chairperson:	Appointed by Committee	Vice-Chair:	N/A
Responsible to:	Director of Regulatory Affairs	Administration Support:	Director of Regulatory Affairs

Composition:

The committee is to be comprised of seven (7) members:

- At least two architects (preference is one Edmonton and one Calgary based)
- At least two licensed interior designers

Plus:

- Three additional architects of which, at most, two may be retired architects.
- One registered architect or retired architect will be assigned as the external relations liaison.
- All members must be in good standing.
- No member shall have a complaint in progress that has been referred to investigation.

Committee members must have strong insight into the practice of architecture and interior design and a solid grasp of the guiding documents of the professions (*Architects Act*, General Regulation, Code of Ethics, Bylaws, policies, practice bulletins, advisories, etc.).

Committee members must also have a deep commitment to guiding members with regards to best practices in today's ever-changing practice environment.

The members of the committee will be appointed by the Director of Regulatory Affairs in consultation with, and as recommended by, members Practice Advisory Committee and the Executive Director, and will take place either through direct recruitment or through a member-wide call for volunteers.

The members of this committee will be contracted and paid an annual honorarium for their services.

Committee members should have a minimum of ten years of practice experience (preferably 15 to 20 years) and must have experience as a principal within a firm.

Chair

The position of Chair shall be selected from the committee members themselves and may, as determined by consensus, be rotational. The role of chair is to:

- Work with the Director of Regulatory Affairs to prepare meeting agendas
- Chair the meetings
- Provide input on various issues
- Participate in key tasks and initiatives of the committee as required
- Act as the liaison on key task forces
- Be the conduit for communication with members and/or Practice Review Board (PRB), as required.

Term of Office:

The term of each committee member will be a minimum of three (3) years up to a maximum of five (5) years, and contracts will be reviewed annually and renewed in the first quarter of each year by the Director of Regulatory Affairs. The Directory of Regulatory Affairs through the approval by the Executive Director may extend the term of a committee member by one year.

Criteria The committee will meet bi-weekly or at the call of the Chair.

SPECIFIC AREAS OF RESPONSIBILITY

Mandate: Advise the AAA membership and administration on practice matters as they relate to the AAA's Strategic Plan, the Architects Act, General Regulation and bylaws.

Relationship with the Director of Regulatory Affairs

- To provide input on Agenda items for consideration.
- To record the notes of each meeting on a rotational basis based on a predetermined schedule.
- To create new and update existing Practice Bulletins and associated Quizzes to ultimately elevate practice standards.
- To prioritize initiatives and take ownership of key initiatives to elevate practice standards.
- To identify and make the Director of Regulatory Affairs aware of trends, issues, and matters relating to practice standards that AAA may wish to address or consider.

Relationship with the Practice Review Board (PRB)

- To act in an advisory and collaborative capacity to assist the PRB in their mandate.
- Based on their observations and communications with the AAA membership and other industry stakeholders, to suggest potential subject matter to PRB for policy deliberation.
- To develop tools to communicate policy positions established by the PRB to the membership and other stakeholders.
- The Director of Regulatory Affairs and/or the Chair will serve as a liaison to PRB to facilitate regular communication between the two bodies.

Relationship with the Registrar

- To act in an advisory and collaborative capacity upon request to assist the Registrar in addressing practice related issues.

Relationship with the Complaint Review Committee (CRC)

- To relay to the Registrar matters that arise in their advisory capacity that may warrant review through the complaints process.
- PAC will notify the member that they will cease further communication on the particular file as it is outside of PAC's mandate to make any decisions, recommendations or determinations with regard to discipline cases.

Relationship with Other AAA Members

- To provide advice and direction on practice related matters and inquiries directly on a rotational basis in accordance with a predetermined schedule.
- To maintain confidentiality of AAA members regarding communications entrusted to PAC's review and advice.
- Natasha's Notes and Tom's Tips

Relationship with Other AAA Committees and External Stakeholders

- One member of PAC will be assigned to the External Relations role.
- This member will represent PAC on other AAA Committees, external Committees, meetings with AHJs and other stakeholders group meetings as required.
- They will act in an advisory and collaborative capacity to support the mandate of other AAA committees.
- Share issues and information with PAC and other AAA Committees and stakeholder groups.

Deliverables:

The Practice Advisory Committee must remain nimble in its ability to quickly bring together varied positions and interpretations of a professional practice issue. As such, the committee is not required to follow the level of formality requested of other committees. The very need to be responsive, however, requires that some form of trackable documentation of meetings be maintained.

The majority of practice issues raised will be handled by a member according to the rotational schedule as part of that position's responsibilities. As required, more complex issues are brought to PAC, as a whole, for input, discussion, and ultimately resolution.

Decisions are communicated directly to the inquirer and where appropriate, to the greater membership, by issuing a practice bulletin, or by bringing the issue to the Practice Review Board for supplementary action.

Answering Individual Member Inquiries

- The assigned PAC member (based on rotational schedule) will respond directly to member inquiries and log the response and status of the inquiry. From time-to-time, the PAC member may bring the inquiry to PAC for further discussion.
- In situations where verbal communication takes place between PAC members and AAA members, written responses will be required by way of follow up for tracking purposes.

Providing Guidance to the Membership as a Whole

When and where appropriate, PAC will prepare communication materials for use online, in member newsletters, at professional development events, webinars and in other ways to support the membership in maintaining their professional knowledge and competency.

Writing

As noted above in the mandate section, in collaboration with the Practice Review Board, PAC will prepare for Council approval, practice bulletins and advisories that serve to interpret and communicate established AAA legislation and policies.

Reporting

PAC will provide the Director of Regulatory Affairs information to be included in regular reports to Council.

**Meetings,
Timeframes, and
Deadlines:****Meetings**

Meetings are scheduled regularly every two weeks and members are required to attend. More than 3 consecutive absences may result in removal from PAC. Meetings can be virtual, on the phone, or in person. Meetings outside of the regular schedule may be at the call of the Chair. The level of formality for meetings will be determined by the Chair.

Response Time

PAC is required to acknowledge receipt of AAA member inquiries in writing within two business days. A more detailed response is required within a timely manner. Routine inquiries will be answered as quickly as possible by the assigned PAC member, while more complex matters under consultation with the committee are understood to have a longer timeline. Standard practice would be to have all inquiries answered within five business days from receipt of inquiry.

Professional Development Credit

Participation on this committee is eligible under the category of AAA committee work.

**Proposed Approval
/ Review Date:**

These terms of reference will be reviewed annually by the Director of Regulatory Affairs in conjunction PAC members and the Executive Director.