

| | | | |
|------------------------|-----------------------|------------------------------------|-------------------------------|
| Committee Name: | Practice Review Board | Type: | Regulatory Standing Committee |
| Chairperson: | Appointed by Council | Vice-Chair: | Appointed by Council |
| Responsible to: | Council | AAA Administration Support: | Executive Director |

Authority and Purpose:

The present Architect's Act RSA 2000 is awaiting revision, in part, to give the Practice Review Board and its relationship to the Complaint Review Board and Council greater clarity. In the meantime, this RSA 2000 Act remains the source of the Practice Review Board's authority and purpose. See Part 5 of the Architects Act.

The Practice Review Board (PRB) is established under the Architects Act. The Architects Act authorizes the PRB to undertake inquiries into issues of general practice concern on its own volition or at the request of Council. The PRB is also authorized to undertake practice reviews of an authorized entity if that review is part of a program of regular or periodic reviews of the practice of all authorized entities through a review program established by Council or in response to a request in writing from Council or the Complaint Review Committee.

The Practice Review Board cannot make disciplinary orders or impose sanctions on authorized entities.

The PRB will pro-actively develop and maintain standards, guidelines, and resources on matters of practice competency. The PRB will also complete the development and seek Council approval of a practice review program for individual authorized entities.

Composition:

The PRB is made up of no fewer than six (6) members including registered architects appointed by Council, at least one licensed interior designer also appointed by Council and one member of the public nominated by Council but appointed by the Minister. Members of the PRB (excepting the public member) are to have a combination of knowledge and experience suitable for determining academic qualifications and training requirements necessary for a person to competently engage in the practice of architecture. The Nominating Committee will be responsible for reviewing the experience of the nominees to the PRB and considering each candidate individually before making its appointment recommendations to Council.

PRB membership is a minimum of six members including:

- Chair, appointed by Council
- Vice-Chair, appointed by Council
- Public member, nominated by Council and appointed by the Minister
- Registered architects appointed by Council from varying types and sizes of practice
- At least one licensed Interior designer appointed by Council

Term of Office:

Membership on the PRB is for a three-year term. The membership shall be renewed every year, in a staggered pattern to ensure there is continuity in the group over the long term.

Attendance:

Maintaining a good attendance record by all members for each board meeting is essential for effectively advancing the initiatives of the PRB for the benefit of the professions and the public. Members are expected to be on time for meetings and stay for the duration of the meeting. Members are expected to formally notify the Chair and administration in advance of the meeting day if they are unable to attend. If a member misses three (3) consecutive board meetings, that individual may be asked to step down from the PRB. The vacancy created on the Board may stay vacant or be filled depending upon the desire of the PRB and endorsement by Council.

Operating Guidelines or Criteria

- The PRB meets at least quarterly and alternates locations between Calgary and Edmonton, connecting in the other city participants via telephone. Alternatively, the meetings may be fully virtual. The meetings are scheduled annually to complement the Council schedule.
- Quorum for the PRB is three (3) members.
- The PRB may create sub-committees and / or task forces from time to time.
- The chair's role is to communicate with members about the yearly meeting schedule, the meeting locations and to share both the agenda and the minutes in a timely manner. The chair is responsible for reporting to Council at least annually.

SPECIFIC AREAS OF RESPONSIBILITY

Mandate:

The PRB's mandate will be educational and supportive and not disciplinary.

If, during a practice review, there is a concern of a sufficiently serious nature, the reviewer will bring this concern to the attention of the Chair of the Complaint Review Committee in accordance with the legislation and after consultation with legal counsel.

A concern of a "significantly serious nature" includes failing to cooperate with the practice review, failing to comply with the Architects Act, regulation or the Code of Ethics or conduct that places a client, member of the public, or member of the profession in danger.

The PRB shall NOT make findings of unskilled practice or unprofessional conduct nor impose fines

Deliverables:

The PRB is responsible for establishing standards of practice. Under the future legislation, the PRB will monitor the membership's standards of practice through a transparent and equitable practice review program based on best practice reference standards and resources. The practice review standard will be finalized and ratified by Council. The completion of the practice standard and updated practice resources will form part of the responsibilities of the PRB.

Reporting

On an annual basis, the PRB will report to Council on its work and its general findings and progress. The PRB will maintain a regular connection with the Practice Advisory Committee (PAC) which serves as the administrative body that responds to day-to-day practice inquiries and as an important resource on current practice trends and issues.

Development of Policy

While the existing legislation provides the PRB with a direct authority to develop policy on practice matters, it has been the practice with the AAA that all new or revised practice policy matters be reviewed by Council before being issued. In accordance with Council's authority to guide the activities of all AAA committees and the PRB, this practice of Council review of all proposed policy changes will continue.

**Meetings,
Timeframes, and
Deadlines:**

The PRB will meet at least quarterly and alternate locations between Calgary and Edmonton, connecting in the other city participants via telephone. The meetings are scheduled annually to complement the Council schedule.

Typical Agenda

1. Minutes of the last meeting reviewed and accepted
2. Agenda accepted
3. Legislation update
4. Terms of reference review (for new members)
5. Council concerns, inquiries (if any)
 - a. New or revised policies (Practice Bulletins) review
 - b. Review of any new issues for potential new practice bulletins
 - c. Practice Advisory Committee items
6. Practice standard and practice resource updates
7. New business
8. Next steps

Proposed Approval / Review Date: Annually in January