

Guidelines for Preparing Practice-Related Questions

Introduction

The Saskatchewan Association of Architects (SAA) receives numerous queries from both SAA members requesting clarification on legislation and regulation, and from non-members (potential clients, affiliated industries) bringing forward issues and concerns.

Intent

In order to ensure that enough information is provided to enable a thorough and timely response to practice-related questions, this document sets out what is needed when preparing queries and correspondence to the SAA.

Information Needed

When you are preparing your question, please provide the following information:

- 1. Your full name and professional affiliation, if relevant to the question.**
- 2. Problem Statement**
Outline the issue in question.
- 3. Background**
Required for members: The reference to the issue in *The Architects Act, 1996* section(s) or SAA Bylaw(s) in question.
- 4. Context**
Provide a copy of all referenced material, drawings or documentation to support the question or complaint
- 5. Requested Action**
Provide a description of the action requested.

Contact Information and Next Steps

Please submit your completed information to the Practice and Policy Coordinator:
Whitney Robson whitney@saskarchitects.com.

We will confirm receipt of your query within 2 working days, and will strive to respond to your question within 7 working days of the confirmation.