

August 2013

The Saskatchewan Association of Architects Practice Bulletin – Multiple Office Practices

Summary

As the regulatory body of architecture in the province of Saskatchewan, it is the Saskatchewan Association of Architects' duty to have a sound and reliable record of all architectural activity that occurs in the province. The SAA is accountable to both the Government of Saskatchewan and the public to keep record of registered members and licenced firms operating in Saskatchewan. In order to properly monitor architectural firms that operate more than one office in Saskatchewan and/or out-of-province architectural firms that operate an office in Saskatchewan, the SAA needs to have an official record of all office locations and the member architects who work out of them. Additionally, the SAA also requires that firms indicate, for each office, which architect(s) has/have direct knowledge and supervisory control of the services offered.

Background

The Architects Act, 1996 governs the Saskatchewan Association of Architects and provides authority to administer the practice of architecture in Saskatchewan. The Bylaws of the SAA also provide an outline of how architecture is to be carried out within the province. Policy relating to areas of practice covered by *The Act* and/or the Bylaws is occasionally necessary to proficiently and consistently carry out the intent of established legislation and regulation.

Combined, *The Act* and Bylaws require that the SAA keep record of registered members, licenced firms, firm office locations, and the architect(s) who has/have direct knowledge and supervisory control of the services of each office. Section 45 of *The Act* requires the SAA to submit its register to the Director of Corporations on or before February 1st of each year. The register, certified by the Executive Director to be true, is to show the names, addresses and dates of admission of members and students of architecture. Sections 18(1) & 18(2) of *The Act* reinforce the maintenance of this register and state that it is to be open for inspection by all persons. Bylaw 13.05 specifies that, "the Association shall maintain a List of Firms, which List shall contain the names of all firms in good standing with the Association and who possess a valid Licence to Practice". This list of firms is to be open for public inspection. Bylaw 12.01.1 indicates that each corporation granted a Licence must conduct the practice of architecture under the supervision of a member or members of the Association. This requirement is applied to each office of a registered firm by Bylaw 15.05.1, which states that each office maintained for offering architectural services to the public shall have an architect who has direct knowledge and supervisory control of the services.

In addition to being familiar with these specific bylaws, please note that it is the responsibility of all SAA members to have read *The Act* and Bylaws of The Saskatchewan Association of Architects. All members are governed and bound by *The Act* and Bylaws, as they currently exist and all as amended.

Operational Instruction

Firms with multiple office locations in Saskatchewan are required to complete a Multiple Office Declaration (available on the SAA website) for each additional office they operate. Out-of-Province firms with an office in Saskatchewan are also required to complete this form. In completing an Application for Licence to Practice at time of registration, a firm with multiple offices in Saskatchewan is required to supply the following:

1. SAA Application for Licence to Practice
 - a. This form is to be completed in full; all supplementary documents are to be included/ attached.
 - b. The architect(s) who has/have direct knowledge and supervisory control of the services of the office is to be indicated.
2. Multiple Office Declaration
 - a. This form must list the address of the additional office of the firm as well as the members who practice architecture at the location. If there is more than one additional office, a Multiple Office Declaration should be completed for each office.
 - b. The architect(s) who has/have direct knowledge and supervisory control of the services of the additional office must be identified.
3. Fees
 - a. For each office location in Saskatchewan that is listed, the firm is required to pay a \$50.00 annual fee. Firms found to be operating offices in Saskatchewan that are not registered (recorded on registration and/or renewal documents) will be subject to a fine of \$1000.00 per non-registered office.

Note: Firms with multiple offices that are currently registered (2013) with the SAA and that have not declared all office locations will be required to do so at time of 2014 renewal.

Policy

Recognizing the need to monitor the architectural activity of firms at every location in Saskatchewan at which they practice architecture, the SAA requires that multiple office practices list all office addresses in Saskatchewan and specify which architects work in these offices. Firms will also be required to designate the architect(s) who has/have direct knowledge and supervisory control of the services for each office, initially and updated annually. A fee will be charged per office listed to cover the cost of record keeping.

Practice Bulletins are issued by the Council of the Saskatchewan Association of Architects as a practice resource or as general interpretations of the requirements in the Architects Act, and the Bylaws. Bulletins should be read in conjunction with the Act and Bylaws, and in no way supersede these documents. Bulletins are not intended to be and are not legal advice to the Members of the Association. Members should consult their own legal, income tax or financial advisors as to the application of the Architects Act and Bylaws in specific circumstances.



Multiple Office Declaration

Firms with multiple office locations in Saskatchewan are required to complete a Multiple Office Declaration for each additional office they operate. Out-of-Province firms with an office in Saskatchewan are also required to complete this form.

Legal Name of Practice: _____

Business Address: _____

Telephone: _____ Fax: _____

Email contact: _____

Please identify the SAA member and email address to whom you wish all electronic Practice correspondence to be sent

SAA Members at, or responsible for, the above location:
Architect

City

Please indicate the name of the architect(s) who has/have direct knowledge and supervisory control of the architectural services provided by this office:

Firms with multiple offices are required to complete the Multiple Office Declaration and pay the \$52.50 fee (\$50 + \$2.50 GST) for each location. Fees must be paid in Canadian Funds only.