



Province of Alberta

REGULATED FOREST MANAGEMENT PROFESSION ACT

Revised Statutes of Alberta 2000
Chapter R-13

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Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Regulated Forest Management Profession Act* that are filed as Alberta Regulations under the Regulations Act.

Alta. Reg.	<i>Amendments</i>
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Regulated Forest Management Profession Act

Expenses and Review Fees	48/2019
Regulated Forest Management Profession.....	49/2019

REGULATED FOREST MANAGEMENT PROFESSION ACT

Chapter R-13

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Interpretation

1(1) In this Act,

- (a) “alternative complaint resolution process” means a process to help the complainant, the Association and the investigated person settle a complaint;
- (a.1) “Association” means the Association of Alberta Forest Management Professionals;
- (a.2) “Chair” means the chair of the Association appointed or elected by the Council under section 7;
- (b) “code of ethics” means a code of ethics adopted by the Council under Part 8;
- (c) repealed 2017 c27 s3;
- (d) “competence” means the combined knowledge, skills, abilities and judgment required to provide professional services;
- (e) “competence committee” means a competence committee established under this Act;
- (e.1) “complaint inquiry committee” means a complaint inquiry committee established under Part 1;
- (f) “complaint review committee” means a complaint review committee established under Part 1;
- (g) repealed 2017 c27 s3;
- (h) “conduct” includes an act or omission;
- (i) “continuing competence program” means a program of continuing competence provided for in the regulations;
- (j) “Council” means the council of the Association;
- (k) “document” includes recorded information in written, photographic, magnetic, electronic or other form;
- (l) “former Act” means an Act that regulated a profession immediately before this Act began to regulate that profession;

- (m) “former member” means a person who
 - (i) has had but no longer has a practice permit under this Act, or
 - (ii) has been but has ceased to be a regulated member pursuant to this Act or a member who was regulated under a former Act;
- (n) “hearing tribunal” means a hearing tribunal established under Part 1;
- (o) “hearings director” means the hearings director of the Association;
- (p) “investigated person” means a person with respect to whom
 - (i) a complaint has been made under Part 4, or
 - (ii) information has been treated as a complaint in accordance with section 46,

and the proceedings with respect to the complaint or information have not been concluded;
- (q) “investigator” means the person who conducts an investigation under Part 4;
- (r) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (s) “Ombudsman” means the Ombudsman appointed under the *Ombudsman Act*;
- (t) “other member” means a non-regulated member of the Association registered on a register established under section 27(1)(b);
- (u) “practice of forestry” means the development, acquisition or application of scientific principles and practices relating to forestry, products of forested land and integrated management of forested land and includes, without limitation,
 - (i) the inventory, classification, appraisal and evaluation of forests and forested land,
 - (ii) the development and implementation of programs for harvesting and renewal of forests and forested land,

- (iii) the conservation, reclamation, improvement or protection of forests, forested land or forest soils for forestry purposes,
- (iv) the preparation of forest resource management plans,
- (v) the development of integrated resource management plans and administration of forested land,
- (vi) the teaching of forestry at a comprehensive community college, polytechnic institution or university, and
- (vii) the conducting of research activities related to forestry;
- (v) “practice permit” means a practice permit issued to a regulated member under Part 2;
- (w) repealed 2017 c27 s3;
- (x) “professional service” means a service provided by a regulated member of the Association that comes within the practice of forestry;
- (y) “public member” means a person appointed as a public member under this Act;
- (z) “ratified settlement” means a settlement ratified under section 49(2);
- (aa) “record of the hearing” means the record described in section 73(1)(b);
- (bb) “Registrar” means the registrar of the Association;
- (cc) “registration committee” means the registration committee established under Part 1;
- (dd) “regulated member” means a person who is registered as a member under section 27(1)(a);
- (ee) “regulated profession” means a profession that is regulated by this Act;
- (ff) “standards of practice” means standards of practice adopted by the Council under Part 8;
- (gg) “unprofessional conduct” means any or all of the following:
 - (i) displaying a lack of knowledge of or lack of skill or judgment in the provision of professional services;

- (ii) contravention of this Act, a code of ethics or standards of practice;
 - (iii) contravention of another enactment that applies to the profession;
 - (iv) representing or holding out that a person was a regulated member and in good standing while the person's registration or practice permit was suspended or cancelled;
 - (v) representing or holding out that a person's registration or practice permit is not subject to conditions when it is or misrepresenting the conditions;
 - (vi) failure or refusal to comply with the requirements of a continuing competence program;
 - (vii) failure or refusal
 - (A) to comply with an agreement that is part of a ratified settlement,
 - (B) to comply with a request of or co-operate with an investigator, or
 - (C) to comply with a notice to attend or a notice to produce under Part 4;
 - (viii) contravening an order under Part 4 or conditions imposed on a practice permit;
 - (ix) carrying on the practice of the regulated profession with a person who is contravening an order under Part 4 or conditions imposed on a practice permit pursuant to Part 2 or Part 4;
 - (x) conduct that harms the integrity of the regulated profession.
- (2)** In this Act,
- (a) a reference to "this Act" includes the regulations under this Act;
 - (b) a reference to a power and duty includes the power and duty to make a decision;

- (c) a reference to conditions includes restrictions and limitations.

RSA 2000 cR-13 s1;2017 c27 s3;2018 c19 s78

Part 1 Governance

Association

Association established

2(1) The corporations known as the College of Alberta Professional Foresters and the College of Alberta Professional Forest Technologists are amalgamated, and the amalgamated corporation shall be known as the “Association of Alberta Forest Management Professionals”.

(2) The Association is a corporation that

- (a) consists of its members, and
- (b) has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

RSA 2000 cR-13 s2;2017 c27 s5

Association’s role

3(1) The Association must

- (a) carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- (b) provide direction to and regulate the practice of the regulated profession by its regulated members,
- (c) establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession,
- (d) establish, maintain and enforce a code of ethics, and
- (e) carry on the activities of the Association and perform other duties and functions by the exercise of the powers conferred by this Act.

(1.1) The Association may approve programs of study and education courses for the purposes of registration requirements.

(2) The Association must not set professional fees, provide guidelines for professional fees or negotiate professional fees on behalf of any or all of its regulated members.

(3) The Association or the Council or a committee of the Association must not be a certified bargaining agent as defined in the *Labour Relations Code*.

RSA 2000 cR-13 s3;2001 c26 s2;2017 c27 s6

Annual report

4(1) The Association must submit to the Minister an annual report of its activities in a form acceptable to the Minister that contains the information requested by the Minister, including but not restricted to,

- (a) a statement respecting the number of complaints made and their disposition, including the number of hearings closed to the public in whole or in part, the number of appeals and the number of regulated members dealt with under Part 4;
- (b) information respecting registration;
- (c) a description of and information about the Association's continuing competence program;
- (d) a statement respecting the committees and tribunals established under this Act;
- (e) audited financial information or financial information presented in a form and manner satisfactory to the Minister.

(2) On receipt of a report under subsection (1), the Minister must lay a copy of it before the Legislative Assembly if it is then sitting or, if it is not then sitting, within 15 days after the commencement of the next sitting.

(3) The Minister may, to ensure that the requirements of this Act are met, require reports from the Association in addition to the annual report under subsection (1).

RSA 2000 cR-13 s4;2017 c27 s7

Council, Chair and Registrar

Council established

5(1) The governing body of the Association is the Council.

(2) The Council consists of the Chair and

- (a) the regulated members provided for in the bylaws,
- (b) the non-voting members, if any, provided for in the bylaws, and

(c) subject to section 12(1), the number of public members appointed by the Lieutenant Governor in Council.

(3) The Chair and the members described in subsection (2)(a) and (c) are the voting members of the Council.

(4) A member described in subsection (2)(a), (b) or (c) continues to hold office after the expiry of the member's term until the member is reappointed or re-elected or a successor is appointed or elected.

(5) Despite section 12(1),

(a) if a member described in subsection (2)(a), (b) or (c) is not capable of carrying out the powers or duties of a member, or

(b) if a position described in subsection 2(a), (b) or (c) is vacant because the member has resigned,

the Council may continue to carry out its powers and duties until a successor is appointed or elected.

RSA 2000 cR-13 s5;2017 c27 s9

Council's role

6 The Council manages and conducts the activities of the Association, exercises the rights, powers and privileges and carries out the duties of the Association in the name of and on behalf of the Association and carries out the powers and duties of the Council under this Act and the bylaws.

RSA 2000 cR-13 s6;2017 c27 s10

Chair

7 The Council must appoint, elect or provide for the appointment or election of an individual to be the Chair for the purposes of this Act.

RSA 2000 cR-13 s7;2017 c27 s11

Registrar

8 The Council must appoint or provide for the appointment of an individual to be the Registrar for the purposes of this Act.

RSA 2000 cR-13 s8;2017 c27 s12

Committees and Tribunals

Registration committee

9(1) The Council

(a) may establish a registration committee consisting of no fewer than 3 members, the majority of whom must be regulated members, and

(b) if a registration committee is established, must designate a member of that committee to act as chair.

(2) A member of a registration committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

(3) Despite subsection (1), if a member of a registration committee is not capable of carrying out the powers and duties of a member, the registration committee may continue a review of an application in which the member was participating and may carry out its powers and duties with respect to that review.

(4) A registration committee may,

(a) if provided for in the bylaws, review an application for registration or for a practice permit, and

(b) undertake any other power or duty given to it under this Act or the bylaws.

RSA 2000 cR-13 s9;2017 c27 s79

Competence committee

10(1) The Council

(a) may establish a competence committee consisting of no fewer than 3 members, the majority of whom must be regulated members, and

(b) if a competence committee is established, must designate a member of that committee to act as chair.

(2) The Council may, by bylaw, direct the registration committee to carry out the powers and duties of a competence committee.

(3) A member of a competence committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

(4) Despite subsection (1), if a member of a competence committee is not capable of carrying out the powers and duties of a member, the competence committee may continue a review of an application in which the member was participating and may carry out its powers and duties with respect to that review.

(5) A competence committee

(a) may make recommendations to the Council on continuing competence requirements and the assessment of those requirements,

- (b) may assess applications for practice permits, and
- (c) may undertake any other power or duty given to it under this Act or the bylaws.

RSA 2000 cR-13 s10;2017 c27 s13

Competence committee appointee

11 A competence committee may appoint a person or persons who have technical expertise or other relevant knowledge to inquire into and report to the competence committee with respect to any matter related to any power or duty of the competence committee.

1999 cR-12.6 s11

Required public members

12(1) Twenty-five percent of the voting members of the Council, a complaint inquiry committee, a complaint review committee and a hearing tribunal and of a panel of any of them must be public members, but with the consent of the Council the percentage of the public members may be greater than 25%.

(2) Despite the bylaws governing quorum, the number of public members required by subsection (1) must be present at an appeal under Part 4 before the Council, a ratification of a settlement and a review by a complaint inquiry committee or a complaint review committee and a hearing by a hearing tribunal.

(3) Repealed 2017 c27 s14.

RSA 2000 cR-13 s12;2017 c27 s14

Public members appointed, lists

13(1) Subject to subsection (2), the Lieutenant Governor in Council

- (a) may, after the Minister has consulted with the Council, appoint and rescind the appointment of public members to the Council, and
- (b) may appoint persons to a list of public members for the purpose of establishing complaint inquiry committees, complaint review committees and hearing tribunals.

(2) The following are not eligible as public members:

- (a) with respect to an appointment to the Association, a person who is a regulated member of that Association;
- (a.1) a non-resident of Alberta;

(b) a person who represents or is normally engaged in representing a group of employees who are regulated members in the negotiation of collective bargaining agreements or in any proceedings under a collective bargaining agreement with respect to regulated members or who negotiates or sets professional fees or guidelines on professional fees on behalf of regulated members of the Association.

(3) The public members of a complaint review committee and a hearing tribunal are the persons designated by the hearings director from the list of public members, other than regulated members of the Association, established under subsection (1)(b).

(3.1) The public members of a complaint inquiry committee are the persons designated by the Council from the list of public members, other than regulated members of the Association, established under subsection (1)(b).

(4) A public member may be appointed to a list of public members for a term of up to 3 years and may be reappointed, but may not be appointed for more than 6 consecutive years.

(5) A member of the Council appointed under subsection (1)(a) continues to be an appointed member after the expiry of the term of the appointment until the member is reappointed, the member's appointment is rescinded or a successor is appointed.

(6) Public members under this section may, at the rates prescribed by the Lieutenant Governor in Council, be paid remuneration for their services by and receive reasonable living and travelling expenses from the Government incurred in the course of their duties as members.

RSA 2000 cR-13 s13;2001 c26 s3;2017 c27 s15

Hearings director

14(1) The Council must provide for the appointment of an individual as a hearings director for the purposes of this Act.

(2) The hearings director may not chair or participate in a hearing, review or appeal under Part 4.

(3) Repealed 2017 c27 s16.

RSA 2000 cR-13 s14;2017 c27 s16

Membership lists

15(1) The Council must appoint members to a membership list consisting of no fewer than 4 regulated members to be used for

appointing members to the hearing tribunals, complaint inquiry committees and complaint review committees.

(2) Only regulated members are eligible to be included in a list referred to in subsection (1).

RSA 2000 cR-13 s15;2017 c27 s17

Tribunal, complaint review committee established

16(1) The hearings director may establish a hearing tribunal and a complaint review committee consisting of

- (a) 2 or more members from the membership list established under section 15, and
- (b) the number of public members required by section 12(1),

and if a hearing tribunal or complaint review committee is established, the hearings director must designate a member of that tribunal or committee to act as chair.

(1.1) A public member of a complaint review committee cannot be appointed as a member of a hearing tribunal or complaint inquiry committee.

(2) Despite section 13(4), a member of a hearing tribunal or of a complaint review committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

(3) Despite section 12(2), if any member of a hearing tribunal or of a complaint review committee is not capable of carrying out the powers and duties of a member,

- (a) the hearing tribunal may continue to hold a hearing in which the member was participating and may carry out its powers and duties with respect to that hearing, and
- (b) the complaint review committee may continue to review and ratify a settlement under section 49, conduct a review under section 57 in which the member was participating and ratify a sanction agreement under section 58.1 and may carry out its powers and duties with respect to that settlement, review or ratification.

(4) All members of a hearing tribunal or of a complaint review committee are voting members.

(5) The hearings director may direct one or more hearing tribunals or complaint review committees established under this section to

carry out any power or duty that a hearing tribunal or complaint review committee may carry out under this Act.

RSA 2000 cR-13 s16;2017 c27 s18

Complaint inquiry committee established

16.1(1) The Council must establish a complaint inquiry committee consisting of

- (a) 3 members from the membership list established under section 15, and
- (b) the number of public members required by section 12(1),

and the Council must designate a member of that committee to act as chair.

(2) A public member of a complaint inquiry committee cannot be designated as a member of a hearing tribunal or the complaint review committee.

(3) Despite section 13(4), a member of a complaint inquiry committee continues to hold office after the expiry of the member's term until the member is reappointed or a successor is appointed.

(4) Despite section 12(2), if any member of a complaint inquiry committee is not capable of carrying out the powers and duties of a member, and if the matter is already before the complaint inquiry committee, the complaint inquiry committee may continue to carry out its powers and duties with respect to that matter.

(5) All members of a complaint inquiry committee are voting members.

2017 c27 s19

Tribunal, committee powers, duties

17(1) A hearing tribunal's powers and duties include holding hearings under this Act.

(2) A complaint review committee's powers and duties include reviewing and ratifying settlements under section 49, conducting reviews under section 57 and ratifying sanction agreements under section 58.1.

RSA 2000 cR-13 s17;2017 c27 s20

Panels

Council, committee panels

18(1) Subject to section 12,

- (a) a person or committee designated by the Council may designate 3 or more members of the Council to sit as a panel of the Council and designate a member of the panel to act as chair, or
- (b) the chair of the registration committee and of the competence committee may designate 3 or more members of the registration committee or competence committee to sit as a panel of the registration committee or competence committee and designate a member of the panel to act as chair.
- (2) A person or committee designated by the Council may direct a panel of the Council to carry out the powers and duties of the Council with respect to a review under Part 2 and an appeal under Part 4.
- (3) The chair of the registration committee or of the competence committee may direct a panel of the registration committee or of the competence committee to carry out any power or duty that the registration committee or competence committee may carry out under this Act.
- (4) If a member designated under subsection (1) is not capable of carrying out the powers and duties of a member, the panel may continue an appeal or review an application in which the member was participating and may carry out its powers and duties with respect to that appeal or application.
- (5) A power or duty carried out by a panel of the Council, of the registration committee or of the competence committee is a power or duty carried out by the Council, registration committee or competence committee.
- (6) Two or more panels of the Council, of the registration committee or of the competence committee may carry out their powers and duties simultaneously.
- (7) Any reference in this Act or any other enactment to the Council, registration committee or competence committee is deemed to be also a reference to a panel of the Council, a panel of the registration committee or a panel of the competence committee.

RSA 2000 cR-13 s18;2017 c27 s21

Delegation

Council delegation

19(1) The Council may delegate any of its powers and duties to one or more persons, panels or committees, except the power to

make regulations or bylaws and to adopt a code of ethics or standards of practice.

(2) The Council may impose conditions on a delegation under subsection (1).

(3) When the Council delegates a power or duty, it may authorize the person or committee to further delegate the power or duty, subject to any conditions imposed by the Council.

(4) Any reference in this Act or any other enactment to the Council is deemed to be also a reference to a delegate and to a delegate of the delegate under this section.

RSA 2000 cR-13 s19;2017 c27 s22

Person, committee delegation

20(1) Subject to the bylaws, a person or committee to whom a power or duty is given under this Act or the bylaws may delegate the power or duty to one or more other persons or committees.

(2) A person or committee making a delegation under subsection (1) may impose conditions on the delegation.

(3) Despite subsection (1),

- (a) the powers and duties of a complaint inquiry committee, a complaint review committee and a hearings director may not be delegated to the same person or committee, and
- (b) a complaint review committee, a hearing tribunal or the Council or a panel of the Council may not delegate its powers or duties with respect to a review or appeal under Part 4.

(4) Any reference in this Act or any other enactment to a person or committee to whom a power or duty is given under this Act is deemed to be also a reference to a delegate of the person or committee under this section.

RSA 2000 cR-13 s20;2017 c27 s23

Officials directory

21(1) The Council must establish and keep up to date a directory that contains the names of and how to contact

- (a) the chair of the complaint inquiry committee and any delegate;
- (b) the hearings director and any delegate;
- (c) the Registrar and any delegate;

- (d) the Chair and any delegate;
 - (e) the Council and any delegate and any delegate of the delegate.
- (2) The information under subsection (1) must, on request,
- (a) be made available to the public during regular business hours, and
 - (b) be provided to the Minister.

RSA 2000 cR-13 s21;2017 c27 s24

Part 2 Registration

Applying for Registration

Application for registration

22(1) An application for registration as a regulated member is complete for the purpose of consideration under section 23(3) if it is in the required form and given to the Registrar by the applicant along with

- (a) evidence of meeting the requirements for competence in the practice of the profession as required by subsection (2),
 - (b) the fees provided for in the bylaws,
 - (c) evidence of having the amount and type of professional liability insurance, if insurance is required by the regulations,
 - (d) evidence of being a Canadian citizen or a person lawfully permitted to work or study in Canada, if required by the regulations,
 - (e) evidence of having good character and reputation, if required by the regulations,
 - (f) evidence of meeting standards of language proficiency, if required by the regulations, and
 - (g) any information required by the Registrar for the purposes of section 27(3) and (4) and any other information required to be provided under the regulations.
- (2) An applicant must provide evidence of competence in the practice of the profession

- (a) by fulfilling one or more of the following as required by the regulations:
 - (i) education requirements, that may include being enrolled in a program of studies,
 - (ii) experience requirements,
 - (iii) successful completion of examinations, or
 - (iv) holding degrees, certificates or diplomas,
- (b) by being registered with a professional regulatory organization that regulates the practice of forestry, in a province or territory that is a signatory to one or more domestic trade agreements that are in force in Alberta at the time the application is made, or
- (c) by satisfying the registration committee of having, as determined in accordance with the regulations, a combination of education, experience, practice or other qualifications that demonstrates the competence required for registration as a regulated member.

RSA 2000 cR-13 s22;2001 c26 s4;2017 c27 s25

Receipt of application

(1) The Registrar must, as soon as reasonably possible on receipt of an application for registration as a regulated member, give notice to the applicant that the application has been received, whether it is complete and, if it is not complete, how it is not complete.

(2) When an incomplete application is made complete by the applicant the Registrar must, as soon as reasonably possible, give notice to the applicant that a complete application has been received.

(3) On receipt of a complete application, the Registrar, registration committee or competence committee, as provided for in the bylaws, must consider the application and make a decision under section 24 and notify the applicant of the decision as soon as reasonably possible.

(4) An application for registration as an other member under section 27(1)(b) must be considered by the Association in accordance with the bylaws.

RSA 2000 cR-13 s23;2017 c27 s26

Decision on application

24(1) On considering a complete application for registration as a regulated member, the Registrar, the registration committee or the competence committee, as provided for in the bylaws, must

- (a) approve the application,
- (b) defer registration if in the opinion of the Registrar, registration committee or competence committee it is in the best interest of the public to defer the registration of the applicant until the applicant complies with conditions imposed by the Registrar, registration committee or competence committee, or
- (c) refuse the application for registration.

(2) The Registrar, registration committee or competence committee may impose conditions on an approval under subsection (1)(a) that in the opinion of the Registrar, registration committee or competence committee are in the best interest of the public.

(3) On making a decision under subsection (1), the Registrar, registration committee or competence committee must

- (a) give notice of the decision to the applicant,
- (b) in the case of the registration committee or competence committee, give notice of the decision to the Registrar, and
- (c) in the case of a decision to impose conditions on an approval, to defer a registration or to refuse an application, give reasons for the decision and notify the applicant as to how the applicant may request a review of the decision under section 25.

(4) An applicant may, on request, review the documents used by and created by the Registrar, registration committee or competence committee when considering the applicant's application.

(5) If the applicant is not notified of the decision under this section by the date that is 120 days after notice was given under section 23 that the application for registration was complete, the applicant may request a review under section 25.

RSA 2000 cR-13 s24;2001 c26 s5;2017 c27 s80

Review application

25(1) An applicant whose application for registration is accepted subject to conditions or whose registration is deferred or whose application is refused by the Registrar, registration committee or

competence committee may, within 30 days after being given a copy of the decision, request a review by the Council in accordance with subsection (3).

(2) An applicant who is not notified of a decision by the date described in section 24(5) may, within 30 days from that date, request a review by the Council in accordance with subsection (3).

(3) A request for a review must

- (a) be in writing,
- (b) set out the reasons why the application for registration should be approved with or without conditions, and
- (c) be given to the Registrar, who must give a copy of the request to the Council.

(4) On being given a request for a review, the Registrar must, within 30 days, notify the applicant of the date, time and place at which the Council will conduct the review.

(5) A review must be commenced not later than 60 days after the Registrar is given the request for a review.

(6) The Association may, in accordance with the regulations, charge a fee for a review.

RSA 2000 cR-13 s25;2017 c27 s27

Review of registration decision

26(1) An applicant and the Registrar, registration committee or competence committee may appear with or without counsel and make representations to the Council at a review.

(2) On reviewing a decision pursuant to a request for a review under section 25, the Council may

- (a) confirm, reverse or vary the decision of the Registrar, registration committee or competence committee and make any decision that the Registrar, registration committee or competence committee could have made, or
- (b) refer the matter back to the Registrar, registration committee or competence committee and direct the Registrar, registration committee or competence committee to make a further assessment of the application and make a decision under section 24 on the application,

and may make any further order the Council considers necessary for the purposes of carrying out the decision.

(3) The Council must conduct the review as soon as reasonably possible and on making a decision must give the applicant and the Registrar a copy of its decision with the reasons for the decision.

RSA 2000 cR-13 s26;2017 c27 s28

Registration

Registers of members

27(1) The Council

- (a) must establish, in accordance with the regulations, a regulated member register for one or more categories of members who provide professional services of the regulated profession, and
- (b) may, in accordance with the bylaws, establish other member registers for one or more categories of non-regulated members.

(2) The name of a regulated member who is suspended remains in the register.

(3) The Registrar must enter the following information for each regulated member in the appropriate category of register established under subsection (1)(a):

- (a) the full name of the member;
- (b) the member's unique registration number;
- (b.1) whether the member's registration is restricted to a period of time and, if so, the period of time;
- (c) any conditions imposed on the member's practice permit;
- (d) the status of the member's practice permit, including whether it is suspended or cancelled;
- (e) information described in section 89(1) or required by regulation.

(4) The Registrar may, in accordance with the regulations,

- (a) enter in a register described in subsection (1)(a) information in addition to that required by subsection (3), and
- (b) remove information from a register.

(5) The Registrar may, if authorized by the bylaws, enter in a register and remove from the register information about members registered under subsection (1)(b).

RSA 2000 cR-13 s27;2001 c26 s6;2017 c27 s29

Register information

28(1) If a member of the public, during regular business hours, requests information in the register respecting a named regulated member, the Association must provide the information described in section 27(3) with respect to that member.

(2) The Association may, in accordance with the regulations or the bylaws, release information about its members in addition to the information referred to in subsection (1).

RSA 2000 cR-13 s28;2017 c27 s30

Register error

29 The Council, a hearing tribunal, the registration committee, the complaint review committee or the competence committee may direct the Registrar to correct or remove, and the Registrar may correct or remove, any entry made in error in a register.

RSA 2000 cR-13 s29;2017 c27 s31

Registration of regulated members

30(1) If an application for registration as a regulated member has been approved, the Registrar must assign that member a unique registration number and enter the information required by section 27(3) in the appropriate register.

(2) On entering the name of a person in the register of regulated members, the Registrar must issue the person a practice permit.

(3) A practice permit must include

- (a) the name of the regulated member;
- (b) the regulated member's unique registration number;
- (c) the name of the Association;
- (d) a statement that the practice permit is issued pursuant to the *Regulated Forest Management Profession Act*;
- (e) any conditions imposed on the regulated member's practice permit;
- (f) the category of registration if the Association has more than one category of regulated member;
- (g) the expiry date of the practice permit.

(4) If the Association issues a registration document in addition to a practice permit, the Association must clearly state on the registration document that it is not a practice permit.

(5) A regulated member must

- (a) display the regulated member's practice permit where the regulated member provides professional services, or
- (b) on request, make the regulated member's practice permit available for inspection.

RSA 2000 cR-13 s30;2017 c27 s32

Corporations, partnerships not members

31 A corporation or partnership may not be registered as a regulated member or as an other member.

1999 cR-12.6 s31

Practice Permit Renewal

Application date for practice permit

32(1) A regulated member must submit a complete application for a practice permit to the Registrar periodically by the date provided for in the bylaws.

(2) On receipt of an application for a practice permit, the Registrar, registration committee or competence committee, as provided for in the bylaws, must, as soon as possible, consider the application and make a decision under section 34(2) and notify the applicant of the decision.

(3) A regulated member's practice permit continues in force if an application for a practice permit has been received by the Registrar but a decision on the application has not been made.

RSA 2000 cR-13 s32;2017 c27 s80

Suspension if application not made

33 If a regulated member's application for renewal of a practice permit is not received by the Registrar by the date established in the bylaws, the member's practice permit is suspended and the Registrar may cancel the member's practice permit in accordance with section 37.

RSA 2000 cR-13 s33;2001 c26 s7;2017 c27 s80

Applying for practice permit

34(1) An application for a practice permit is complete for consideration under subsection (2) if it is in the form required and given to the Registrar by a regulated member

- (a) whose registration is not suspended or cancelled,

- (b) who
 - (i) meets the requirements for continuing competence of applicants for a practice permit provided for in the regulations, or
 - (ii) is enrolled as a student in a program of studies provided for in the regulations or in a substantially equivalent program,
- (c) who provides evidence of having the amount and type of professional liability insurance required by the regulations, if insurance is required by the regulations,
- (d) who provides the information required by the Registrar for the purposes of section 27(3) and (4) and any other information required to be provided under the regulations, and
- (e) who has paid the practice permit fee provided for in the bylaws.

(2) The Registrar, registration committee or competence committee, as provided for in the bylaws, must consider an application for a practice permit and decide whether

- (a) to approve the application if the regulated member meets the requirements set out in subsection (1) and issue the member a practice permit subject to any conditions imposed by the Registrar, registration committee or competence committee,
- (b) to issue a practice permit but to impose conditions for the completion of the continuing competence requirements set out in the regulations within the time specified in the conditions,
- (c) to suspend the practice permit of the regulated member until the member has successfully completed the continuing competence requirements set out in the regulations or is enrolled in a program of studies provided for in the regulations or a substantially equivalent program, or
- (d) to refuse the application for a practice permit,

and must give the regulated member and, in the case of the registration committee or competence committee, give the Registrar, a copy of the decision with the reasons for the decision if the application has been refused or if the practice permit has been suspended or has conditions imposed on it, and the Registrar may, or the registration committee or competence committee may direct

the Registrar to, issue the practice permit or suspend the practice permit in accordance with the decision, and notify the regulated member as to how to request a review under section 35.

RSA 2000 cR-13 s34;2001 c26 s8;2017 c27 s80

Review by Council

35(1) An applicant whose practice permit is issued subject to conditions, suspended or refused by the Registrar, registration committee or competence committee may, within 30 days after being given a copy of the decision, request a review by giving the Registrar a written request for a review that sets out the reasons why the application should be approved with or without conditions.

(2) On being given a request for a review, the Registrar must, within 30 days, notify the applicant of the date, time and place at which the Council will conduct the review.

(3) A review must be commenced not later than 60 days after the Registrar is given the request for a review.

(4) A regulated member whose practice permit is suspended under this section may apply to the Registrar for a stay of the suspension until the Council makes a decision under subsection (6), and the person or committee designated by the Council must consider and make a decision on the application.

(5) The applicant and the Registrar, registration committee or competence committee may appear with or without counsel and make representations to the Council at a review.

(6) On completing a review, the Council may

- (a) confirm, reverse or vary the decision of the Registrar, registration committee or competence committee and make any decision that the Registrar, registration committee or competence committee could have made, or
- (b) refer the matter back to the Registrar, registration committee or competence committee and direct the Registrar, registration committee or competence committee to make a further assessment of the application for a practice permit and make a decision under section 34(2) on the application,

and may make any further order the Council considers necessary for the purposes of carrying out the decision.

(7) The Council must give the applicant and the Registrar a written copy of its decision under subsection (6) with the reasons for the decision.

(8) The Association may, in accordance with the regulations, charge a fee for a review.

RSA 2000 cR-13 s35;2017 c27 s33

Suspension, Cancellation and Reinstatement

36 Repealed 2001 c26 s9.

Cancellation of practice permit

37(1) If a regulated member does not apply for a practice permit under section 32(1), is in default of payment of the practice permit fee or fails to pay a penalty, costs or any other fees, levies or assessments due under this Act or the bylaws, the Registrar, after 30 days or a greater number of days, as set out in the notice, after giving notice to the regulated member, may cancel the regulated member's practice permit and registration.

(2) The notice under subsection (1) must state that the Registrar may cancel the registration and practice permit of the regulated member unless a complete application for a practice permit is received, the practice permit fee is paid, and any other penalties, costs, fees, levies or assessments are paid, as indicated in the notice.

(3) If a practice permit and registration are cancelled under subsection (2) only because the practice permit fee or a penalty, cost, fee, levy or assessment is not paid, the Registrar may, on its payment, issue or reissue the practice permit and reinstate the registration.

(4) If the Registrar is satisfied that a regulated member has not complied with conditions imposed under section 34(2) within the time specified, the Registrar may refer the matter to the registration committee or competence committee as provided for in the bylaws, and the registration committee or competence committee, on being satisfied that the conditions have not been complied with, may direct the Registrar to cancel the member's registration and practice permit.

(5) The Registrar may cancel the registration or practice permit of a regulated member and cancel the registration of an other member on the member's request.

(6) The Registrar may cancel the registration and practice permit of a regulated member on receipt of proof satisfactory to the Registrar that the member is deceased.

RSA 2000 cR-13 s37;2001 c26 s10;2017 c27 s80

Return of suspended or cancelled permit

38 If the practice permit of a regulated member is suspended or cancelled under this Part or under an order under Part 4, that person must, on request, send the practice permit to the Registrar.

RSA 2000 cR-13 s38;2017 c27 s80

Reinstatement

39(1) A regulated member whose practice permit or registration, or both, are cancelled under this Act other than under Part 4 may apply for the practice permit to be reissued or the registration to be reinstated, or both, in accordance with the bylaws.

(2) A person whose practice permit or registration, or both, are cancelled under Part 4 may apply for the practice permit to be reissued and the registration to be reinstated in accordance with the regulations.

RSA 2000 cR-13 s39;2001 c26 s11

Registration Required**Mandatory registration**

40(1) A person must apply for registration if the person

- (a) is qualified to meet the requirements of section 22(2) for registration as a regulated member, and
- (b) intends to provide any or all of the following:
 - (i) professional services on public land;
 - (ii) the teaching of the practice of a regulated profession to regulated members or students of the regulated profession;
 - (iii) the supervision of regulated members who provide professional services on public land.

(2) If the Registrar is of the opinion that a person who is not a regulated member meets or may meet the requirements of subsection (1)(a) with respect to the Association and provides any or all services described in subsection (1)(b), the Registrar may give that person a written request to apply for registration.

(3) A person who receives a request under subsection (2) must give a complete application for registration, except for the application fee, to the Registrar within 30 days after receiving the request and the application fee must be paid prior to registration.

(4) This section does not apply to a person who is

- (a) a regulated member of another professional regulatory organization,
- (b) a student of a regulated profession, or
- (c) authorized to provide any services referred to in subsection (1) pursuant to another enactment.

RSA 2000 cR-13 s40;2001 c26 s12;2017 c27 s34

Offence

41(1) A person who meets the requirements of section 40(1) but does not comply with a request under section 40(2) is guilty of an offence.

(2) A person who is guilty of an offence under this section is liable

- (a) for a first offence, to a fine of not more than \$2000,
- (b) for a 2nd offence, to a fine of not more than \$4000, and
- (c) for a 3rd and every subsequent offence, to a fine of not more than \$6000 or to imprisonment for a term of not more than 6 months or to both fine and imprisonment.

(3) A prosecution under this section may be commenced within 2 years after the commission of the alleged offence, but not afterwards.

1999 cR-12.6 s41

Injunction

42 The Court of Queen's Bench, on application by the Association, may grant an injunction enjoining any person who meets the requirements of section 40(1)(a) from providing any or all services described in section 40(1)(b) if the person is not a regulated member or is not authorized to provide the services pursuant to another enactment.

RSA 2000 cR-13 s42;2009 c53 s161;2017 c27 s77

Part 3 Continuing Competence

Continuing competence program

43(1) The Council must establish, by regulation, a continuing competence program within 5 years from the date that this Act comes into force.

(2) A continuing competence program must provide for regulated members to maintain competence and to enhance the provision of professional services.

RSA 2000 cR-13 s43;2001 c26 s13;2017 c27 s79

Referral to complaint inquiry committee

43.1(1) A competence committee, registration committee or Registrar must make a referral to the complaint inquiry committee if, on the basis of information obtained from a continuing competence program, the competence committee, registration committee or Registrar is of the opinion that a regulated member has intentionally provided false or misleading information respecting participation in a continuing competence program.

(2) A competence committee must make a referral to the complaint inquiry committee if, on the basis of information obtained from a continuing competence program, it is of the opinion that

- (a) the regulated member displays a lack of competence in the provision of professional services that has not been remedied by participating in the continuing competence program, or
- (b) the conduct of the regulated member constitutes unprofessional conduct that cannot be readily remedied by means of the continuing competence program.

2001 c26 s14;2017 c27 s35

Confidentiality

43.2(1) Information related to participation in a continuing competence program under this Part is confidential, and any person who has access to or comes into possession of such information shall not publish, release or disclose the information in any manner except as is necessary to carry out powers and duties under this Part.

(2) Despite subsection (1), information obtained under this Part may be

- (a) provided or published by the competence committee in summarized or statistical form if the information is provided or published in such a manner that it is not possible to relate the information to any particular identifiable person,
- (b) used by the competence committee to give to the complaint inquiry committee the name of a regulated member and the grounds for a referral under section 43.1, and
- (c) released or disclosed to the counsel of the regulated member in connection with proceedings under this Part, Part 2 or Part 4.

(3) If any person publishes, releases or discloses information in contravention of this section, that information may not be used in

proceedings under any other Part of this Act, in any arbitration, inquiry, action or matter, or in any proceedings before a court.

2001 c26 s14;2017 c27 s78

Offence

43.3 A person who knowingly publishes, releases or discloses information in contravention of section 43.2 is guilty of an offence and liable to a fine of not more than \$10 000.

2001 c26 s14

Part 4 Professional Conduct

Division 1 Complaint Process

Making a complaint

44(1) A person may give a written, signed complaint to the complaint inquiry committee regarding

- (a) a regulated member, or
- (b) a former member.

(2) A complaint under subsection (1) is not affected by the person about whom the complaint is made ceasing to be a regulated member before the proceedings with respect to the complaint are completed.

(3) Despite subsection (1)(b), a complaint cannot be made about a former member if 2 years have elapsed since the person became a former member.

(4) Despite subsection (1)(b), a complaint about a former member who was a member under a former Act but has not been a regulated member under this Act may be made under this Part only if discipline proceedings under the former Act could be commenced if that Act were still in force.

(5) If information or a notice is treated as a complaint under section 46 and acted on under section 45, the information or notice is deemed to be a complaint.

RSA 2000 cR-13 s44;2017 c27 s78

Particulars and response

44.1(1) The complaint inquiry committee must, within 30 days after receiving a complaint, provide the complaint and particulars of the complaint to any regulated member or former member whose conduct is the subject of an action taken under section 45.

(2) A regulated member or former member who receives a complaint and particulars of a complaint under subsection (1) must respond in writing to the complaint or the particulars of the complaint to the complaint inquiry committee within 30 days after receiving the complaint and the particulars of the complaint or within any other period agreed to by the complaint inquiry committee.

(3) This section does not apply if the complaint inquiry committee has dismissed the complaint under section 45(2)(e) or (f).

2017 c27 s36

Acting on a complaint

45(1) Within 30 days after being given a complaint or treating information as a complaint, the complaint inquiry committee must give notice to the complainant of the action taken with respect to it.

(2) The complaint inquiry committee

- (a) may encourage the complainant and the investigated person to communicate with each other and resolve the complaint,
- (a.1) may, with the consent of the complainant and the investigated person, attempt to resolve the complaint,
- (b) may make a referral to an alternative complaint resolution process under Division 2,
- (c) may request an expert to assess and provide a written report on the subject-matter of the complaint,
- (d) may appoint an investigator to conduct an investigation,
- (e) if satisfied that the complaint is trivial or vexatious, may dismiss the complaint, and
- (f) if satisfied that there is insufficient or no evidence of unprofessional conduct, may dismiss the complaint.

(2.1) Despite the bylaws governing quorum, the chair of the complaint inquiry committee may sit alone to hear and decide questions relating to matters set out in the regulations.

(2.2) The chair of the complaint inquiry committee sitting alone and deciding questions relating to matters set out in the regulations may make any decision within the jurisdiction of the complaint inquiry committee and is deemed to be the complaint inquiry committee for the purposes of this Act.

(3) If the complaint inquiry committee dismisses the complaint, the complaint inquiry committee must, within 30 days, give notice to the complainant of the dismissal and the right to apply for a review by the complaint review committee under section 57.

RSA 2000 cR-13 s45;2001 c26 s15;2017 c27 s37

Aware of unprofessional conduct

46 Despite not receiving a complaint under section 44, but subject to section 44(3) and (4), if the complaint inquiry committee

- (a) has reasonable grounds to believe that the conduct of a regulated member or former member constitutes unprofessional conduct, or
- (b) has received a referral under Part 3,

the complaint inquiry committee may treat the information as a complaint and act on it under section 45.

RSA 2000 cR-13 s46;2001 c26 s16;2017 c27 s78

Division 2 Alternative Complaint Resolution

Process

47(1) The complaint inquiry committee may, with the agreement of the complainant and the investigated person, refer the complainant and the investigated person to an alternative complaint resolution process provided for in the regulations at any time before the commencement of a hearing by a hearing tribunal.

(2) If the complaint inquiry committee makes a referral under subsection (1), a regulated member of the Association must participate in or conduct the alternative complaint resolution process.

(3) The person who conducts an alternative complaint resolution process must be impartial and must act impartially.

(4) If a report has been prepared under section 45(2)(c) with respect to the complaint, the complaint inquiry committee must submit a copy of the report to the person conducting the alternative complaint resolution process.

(5) The person conducting the alternative complaint resolution process may request an expert to assess and submit a written report on the subject-matter of the complaint or matters arising during the alternative complaint resolution process.

(6) A person who conducts an alternative complaint resolution process may assist in settling a complaint, but if

- (a) in the opinion of that person a settlement is not likely to occur, or
- (b) the complaint review committee does not ratify the settlement under section 49,

the person must notify the complaint inquiry committee.

(7) If during the alternative complaint resolution process information is introduced that causes the person conducting the alternative complaint resolution process to believe that the matter is substantially different from the original complaint, the person must notify the complaint inquiry committee, and the complaint inquiry committee must decide whether the alternative complaint resolution process may continue or whether the matter must be processed under subsection (8).

(8) On being notified under subsection (6) or section 49(7)(b) or on deciding under subsection (7) to process a matter under this subsection, the complaint inquiry committee must

- (a) if an investigation has not been commenced, commence an investigation under Division 3,
- (b) if an investigation has been commenced but no report of the investigation has been made, refer the complaint back to the investigator, if available, or appoint another investigator to complete the investigation regarding the complaint and make a report,
- (c) dismiss the complaint, or
- (d) in all other cases, refer the matter to the hearings director for a hearing.

(9) The complaint inquiry committee may continue to take any steps under this Division even if the complaint is resolved as between the complainant and the investigated party pursuant to this section.

RSA 2000 cR-13 s47;2017 c27 s38

Evidence

48(1) A person who conducts an alternative complaint resolution process must keep any records relating to the process separate from the Association records except a ratified settlement.

(2) Any document prepared or generated for the purposes of an alternative complaint resolution process belongs to the person who prepared or generated the document.

(3) Except for information described in section 47(7) or information that is part of a ratified settlement or a report prepared pursuant to a request under section 47(5), any communication and evidence arising from anything said, evidence of anything said or evidence of an admission or communication made in the course of an alternative complaint resolution process is confidential and not admissible in any proceedings under this or any other Act or in any action, matter or proceeding before a court

- (a) without the written consent of the investigated person and the complainant, and
- (b) in the case of written evidence, without the written consent of the person who prepared the written evidence, the investigated person and the complainant.

RSA 2000 cR-13 s48;2017 c27 s76

Settlement

49(1) If the complainant and the investigated person agree, in writing, to a proposed settlement of a complaint in an alternative complaint resolution process, the person conducting the alternative complaint resolution process must report the settlement to the complaint review committee.

(2) The complaint review committee may, on reviewing a proposed settlement of a complaint referred to it under subsection (1),

- (a) ratify the settlement,
- (b) with the consent of the complainant and the investigated person, amend the settlement and then ratify the settlement, or
- (c) refuse to ratify the settlement.

(3) The complaint review committee must notify the complaint inquiry committee of its actions under subsection (2).

(4) On being aware that a ratified settlement is not complied with, the complaint inquiry committee may

- (a) treat it as information and act on it on under section 45, or
- (b) treat it as a complaint and refer it to the hearings director for a hearing.

(5) If the complaint inquiry committee makes a referral under subsection (4)(b), the information is deemed to be a complaint and

the complaint inquiry committee must notify the complainant and the investigated person.

(6) The Association must retain a copy of a ratified settlement and must release information related to the complaint, investigated person and ratified settlement as required by this Act and

- (a) may publish, in accordance with the bylaws, information respecting a complaint and a ratified settlement, and
- (b) may reveal the identity of the investigated person or the complainant, or both, if it is authorized to do so by the ratified settlement.

(7) Subject to subsections (4) and (6), if a ratified settlement

- (a) relates to all the matters complained of or that arose during the alternative complaint resolution process, no further proceedings under this Part may be taken with respect to those matters, or
- (b) relates to only part of the matters complained of or that arose during the alternative complaint resolution process, the person who conducted the alternative complaint resolution process must notify the complaint inquiry committee of the matters that do not form part of the ratified settlement, and the complaint inquiry committee must act on it under section 47(8).

RSA 2000 cR-13 s49;2001 c26 s17;2017 c27 s39

Division 3 Investigations

Notice of investigation

50(1) If an investigation is to be conducted under this Part, the complaint inquiry committee

- (a) must give the complainant the name of the investigator, and
- (b) must, unless it would significantly harm the investigation, give the investigated person the name of the investigator and reasonable particulars of the complaint to be investigated.

(2) If the investigated person is not given the information referred to in subsection (1)(b) when an investigation is to be conducted, the complaint inquiry committee must give the information to the investigated person

- (a) when there would be no significant harm to the investigation, or

- (b) before the investigation is completed,
- whichever is earlier.

RSA 2000 cR-13 s50;2017 c27 s78

Investigation scope

51(1) An investigator may investigate a complaint.

(2) In the course of an investigation under subsection (1), an investigator may investigate matters that are related to the conduct of the investigated person that could give rise to a finding of unprofessional conduct.

1999 cR-12.6 s51

Investigation powers

52(1) An investigator

- (a) may, at any reasonable time,
 - (i) require any regulated member or former member to answer any relevant questions and direct the person to answer the questions under oath, and
 - (ii) require any regulated member or former member to give to the investigator any document, substance or thing relevant to the investigation that the regulated member or former member possesses or that is under the control of the regulated member or former member,
- (b) may require any regulated member or former member to give up possession of any document described in clause (a) to allow the investigator to take it away to copy it, in which case the investigator must return it within a reasonable time of being given it but must return it no later than after a hearing is completed,
- (c) may require any regulated member or former member to give up possession of any substance and thing described in clause (a) to allow the investigator to take it away to examine it and perform tests on it, in which case the investigator must return it, if appropriate and possible, within a reasonable time of being given it but must return it, if appropriate and possible, no later than after a hearing is completed, and
- (d) may, at any reasonable time, enter and inspect any work site where a regulated member or former member provides professional services, but if the work site contains a private dwelling place may not enter any part of the work site that is

designed to be used as and is being used as a permanent private dwelling place.

(2) The investigator may copy and keep copies of anything given under subsection (1).

(3) The complaint inquiry committee, on the request of an investigator, may apply to the Court of Queen's Bench for

(a) an order directing any person

(i) to give to the investigator any documents, substances or things relevant to the investigation in the person's possession or under the person's control,

(ii) to give up possession of any document described in subclause (i) to allow the investigator to take it away to copy it, in which case the investigator must return it within a reasonable time after receiving it but return it no later than after a hearing is completed, or

(iii) to give up possession of any substance or thing described in subclause (i) to allow the investigator to take it away, examine it and perform tests on it, in which case the investigator must return it, if possible, within a reasonable time of being given it but return it, if possible, no later than after a hearing is completed;

(b) an order directing any person to attend before the investigator to answer any relevant questions the investigator may have relating to the investigation.

(4) An application for an order under subsection (3) may be made without notice if the Court is satisfied that it is proper to make the order in the circumstances.

(5) A person may comply with a request to give documents under subsection (1)(a)(ii) or an order under subsection (3)(a)(i) by giving copies of the documents to the investigator.

(6) If a person gives copies under subsection (5), the person must on the request of the investigator allow the investigator to compare the copies with the original documents.

(7) An investigator who makes a comparison under subsection (6) may take away the original documents to make tests on them and must return them within a reasonable time of taking them but must return them no later than after a hearing is completed.

RSA 2000 cR-13 s52;2017 c27 s40

Proceedings delayed

53 If during the investigation the complaint inquiry committee refers the complainant and the investigated person to an alternative complaint resolution process in accordance with this Part, the investigation and hearing must not proceed unless the complaint inquiry committee is notified as described in section 47(6) or makes a decision under section 47(7).

RSA 2000 cR-13 s53;2017 c27 s78

Conditions, suspension during proceedings

54(1) On the recommendation of the complaint inquiry committee or a hearing tribunal, a person or committee designated by the Council may

(a) impose conditions on an investigated person's practice permit generally or with respect to any area of the practice of that regulated profession, including the condition that the investigated person

(i) practise under supervision, or

(ii) practise with one or more other regulated members,

or

(b) suspend the practice permit of an investigated person,

until the completion of proceedings under this Part.

(2) An investigated person may apply to the Court of Queen's Bench for an order staying a decision by a person or committee under subsection (1).

(3) A copy of an application under subsection (2) must be given to the Registrar.

RSA 2000 cR-13 s54;2009 c53 s161;2017 c27 s41

Report of investigation

55(1) When an investigator concludes an investigation, the investigator must make a report within a reasonable time and submit the report to the complaint inquiry committee.

(2) If, on reviewing a report made under this section, the complaint inquiry committee determines that the report is not complete or that the investigation was not properly conducted, the complaint inquiry committee

(a) must direct the investigator, or appoint another investigator, to undertake a further investigation and make a report and submit it to the complaint inquiry committee, and

- (b) may request an expert to assess and prepare a written report on the subject-matter of the complaint or matters arising from the investigation of the complaint.
- (3)** If, on reviewing a report prepared under this section or section 57(5)(b), the complaint inquiry committee determines that the investigation is concluded, the complaint inquiry committee must
- (a) refer the matter to the hearings director for a hearing, or
 - (b) dismiss the complaint, if in the opinion of the complaint inquiry committee
 - (i) the complaint is trivial or vexatious, or
 - (ii) there is insufficient or no evidence of unprofessional conduct.
- (4)** Despite subsection (3)(a), if the hearing tribunal has not commenced a hearing and the complaint inquiry committee learns of new evidence that causes the complaint inquiry committee to be of the opinion that the complaint is trivial or vexatious or there is insufficient or no evidence of unprofessional conduct, the complaint inquiry committee may withdraw the complaint from the hearings director and the hearing tribunal and dismiss the complaint.

RSA 2000 cR-13 s55;2017 c27 s42

Notification of action taken

56 The complaint inquiry committee must notify the complainant and the investigated person in writing of the action taken under section 55(3) and, if the complaint is dismissed,

- (a) must give the reasons, and
- (b) must notify the complainant in writing of the right to apply to the hearings director for a review under section 57.

RSA 2000 cR-13 s56;2017 c27 s78

Review of dismissal of complaint

57(1) A complainant may apply, in writing with reasons, to the hearings director for a review of the dismissal of a complaint within 30 days after being notified of the dismissal under section 45 or 56.

(2) Despite section 14(2), on receipt of an application under subsection (1), the hearings director must notify the investigated person, give a copy of the application to the complaint review committee and direct the complaint inquiry committee to give a

copy of the report made under section 55 to a complaint review committee.

(3) Within 60 days after receipt of a report under subsection (2), a complaint review committee must commence a review of the report and the decision to dismiss the complaint.

(4) A complaint review committee may determine whether the submissions to it with respect to a review under subsection (3) by the complainant and the investigated person must be written, oral or both.

(5) The complaint review committee, on complying with subsection (3), must

- (a) refer the matter to the hearings director for a hearing,
- (b) direct the complaint inquiry committee to conduct or appoint an investigator to conduct a further investigation and to prepare a report on the further investigation and submit it to the complaint review committee for its consideration before acting under clause (a) or (c), or
- (c) confirm that the complaint is dismissed, if in the opinion of the complaint review committee
 - (i) the complaint is trivial or vexatious, or
 - (ii) there is insufficient or no evidence of unprofessional conduct.

(6) The complaint review committee must give the complainant and the investigated person written notification, with reasons, of any action taken under subsection (5).

RSA 2000 cR-13 s57;2017 c27 s43

Hearing to be scheduled

58 Within 90 days after receiving a referral for a hearing, the hearings director must set a date for a hearing with respect to the complaint unless

- (a) the complaint inquiry committee dismisses the complaint under section 55(4),
- (b) the person or committee designated by the Council grants, on reasonable grounds, an extension on application by the hearings director, or

- (c) the complaint inquiry committee and the investigated person agree to an extension.

RSA 2000 cR-13 s58;2017 c27 s44

Sanction agreements

58.1(1) At any time after a complaint has been made but before a hearing tribunal starts to hear evidence about an allegation of unprofessional conduct, the complaint inquiry committee and the investigated party may, in accordance with this section, enter into an agreement

- (a) setting out the relevant agreed facts,
- (b) admitting the unprofessional conduct of the investigated party, and
- (c) stating the sanction to be imposed on the investigated party, including any one or more of the orders described in section 71.

(2) The complaint inquiry committee must refer the proposed sanction agreement under subsection (1) to the complaint review committee, and cannot enter into a sanction agreement unless the complaint review committee has ratified the sanction agreement under subsection (3).

(3) The complaint review committee may, on reviewing a proposed sanction agreement referred to it under subsection (2),

- (a) ratify the sanction agreement, or
- (b) refuse to ratify the sanction agreement.

(4) The complaint review committee must notify the complaint inquiry committee of its actions under subsection (3).

(5) If the complaint inquiry committee is unable to enter into an agreement under this section, the proceedings under this Division continue.

(6) If an agreement is made under this section,

- (a) each admission of unprofessional conduct is to be considered and treated, for all purposes, as a finding of unprofessional conduct made by a complaint inquiry committee, and
- (b) the agreement is to be considered and treated, for all purposes, as a decision and order of a hearing tribunal.

- (7) The complaint inquiry committee must give the complainant written notification of any agreement made under this section.
- (8) An agreement made under this section may not be appealed to the hearing tribunal.
- (9) If the complaint inquiry committee is of the opinion that there are reasonable and probable grounds to believe that the investigated party has committed a criminal offence, the complaint inquiry committee must
- (a) send a copy of the agreement made under this section to the Minister of Justice and Solicitor General, and
 - (b) on request, send a copy of any other information related to the agreement to the Minister of Justice and Solicitor General, except information that is subject to solicitor-client privilege.

2017 c27 s45

Admission of unprofessional conduct

- 59(1)** At any time after a complaint has been made but before a hearing tribunal has made a decision as to whether unprofessional conduct has occurred, an investigated person may submit a written admission of unprofessional conduct to the hearings director.
- (2) An admission under subsection (1) may not be acted on unless it is acceptable in whole or in part to the hearing tribunal.
- (3) If an admission under subsection (1) is accepted in whole or in part by the hearing tribunal, any investigation of the complaint and any alternative complaint resolution process with respect to the complaint are suspended, and the hearing tribunal may hold a hearing to decide
- (a) whether the admitted conduct is unprofessional conduct, and
 - (b) whether any orders are to be made under section 71(1).
- (4) Despite subsection (3), if an admission under subsection (1) does not relate to all the matters complained of or investigated, the remaining matters may be submitted to the complaint inquiry committee to be treated as information received under section 46.

RSA 2000 cR-13 s59;2017 c27 s78

Division 4 Hearings and Decisions

Bias prevention

60 Any person who has investigated, reviewed or made a decision on a complaint or matters related to a complaint may not subsequently sit as a member of the Council or a tribunal or committee while it is holding a hearing or a review with respect to that complaint.

RSA 2000 cR-13 s60;2017 c27 s46

Investigated person at hearing

61(1) The investigated person must appear and may be represented by counsel at a hearing before the hearing tribunal.

(2) The investigated person or counsel for the investigated person may examine any witness appearing before the hearing tribunal.

1999 cR-12.6 s61

Witnesses

Investigated person's witnesses

62 The investigated person may call as a witness and cause to be given to any person, including the complainant, a notice to attend or a notice to attend and a notice to produce at the hearing any document, substance or thing related to the subject-matter of the hearing.

1999 cR-12.6 s62

Association witnesses

63 The complaint inquiry committee may request that any person, including the complainant and the investigated person, who in the opinion of the complaint inquiry committee has knowledge of the subject-matter of the hearing be called as a witness and be given, under section 66, a notice to attend or a notice to attend and a notice to produce any document, substance or thing related to the subject-matter of the hearing.

RSA 2000 cR-13 s63;2017 c27 s78

Notice

64 A notice under section 62 or 63 must be signed by the hearings director and the Association must retain a copy of the notice.

RSA 2000 cR-13 s64;2017 c27 s76

Rights and obligations of witnesses

65(1) A witness, including the investigated person, may be examined under oath, may give evidence on all matters relevant to the hearing before the hearing tribunal and is not excused from answering a question because the answer may

- (a) tend to incriminate the witness,
- (b) subject the witness to orders under this Part, or
- (c) tend to establish the witness's liability in a civil proceeding or a prosecution under this or any other enactment.

(2) If an answer given under subsection (1) by a witness could

- (a) incriminate the witness, or
- (b) establish the witness's liability in a court proceeding or proceedings under any enactment,

that answer may not be used or received against the witness in a civil proceeding, a prosecution under this Act or proceedings under any other Act, but that answer may be used or received against the witness in proceedings in respect of perjury or giving contradictory evidence under this Act.

(3) A witness must be advised that the hearing is open to the public unless the hearing tribunal directs that the hearing be closed.

(4) If a person who has been given a notice to attend or a notice to attend and a notice to produce in accordance with section 62 or 66 fails

- (a) to attend the hearing,
- (b) to produce the items set out in the notice to produce, or
- (c) to be sworn or to answer any question that the hearing tribunal directs the person to answer,

the Association or the investigated person may apply to the Court of Queen's Bench for an order directing the person to comply with the notice and to be sworn and answer questions.

(5) An application for an order under subsection (4) may be made without notice to the other party if the Court is satisfied that it is proper to make the order in the circumstances.

(6) If a witness is outside Alberta, a judge of the Court of Queen's Bench may, on an application made by the Association or the investigated person, without notifying the witness, order evidence to be obtained from the witness in the manner provided under the *Alberta Rules of Court* for the taking of the evidence of a person outside Alberta.

Hearings

Association duties in respect of hearing

66 The hearings director must

- (a) at least 30 days before the hearing, give the investigated person a notice to attend and give reasonable particulars of the subject-matter of the hearing,
- (b) prior to the hearing, give the complainant reasonable notice of the date, time and location of the hearing,
- (c) as requested under section 63, give any person a notice to attend, and
- (d) as requested under section 63, give any person who is to produce documents or any substance or thing a notice to attend and a notice to produce.

1999 cR-12.6 s66

Access to hearing

67(1) A hearing is open to the public unless

- (a) the hearing tribunal holds the hearing or part of the hearing in private on its own motion or on an application of any person that the hearing or part of the hearing should be in private
 - (i) because of probable prejudice to a civil action or a prosecution of an offence,
 - (ii) to protect the safety of the person or of the public,
 - (iii) because not disclosing a person's confidential personal, health, property or financial information outweighs the desirability of having the hearing open to the public,
 - (iv) because not disclosing confidential forest industry information outweighs the desirability of having the hearing open to the public,
 - (v) because the presence of the public or complainant could compromise the ability of a witness to testify, or
 - (vi) because of other reasons satisfactory to the hearing tribunal,

or

- (b) another Act requires that the hearing or part of the hearing be held in private.
- (2) If a hearing or part of a hearing is held in private, the hearing tribunal must state the reason why and must include the reason in the record.
- (3) Even if a hearing is held in private,
 - (a) the investigated person and the investigated person's counsel may attend,
 - (b) the complainant may attend unless the hearing tribunal directs otherwise, and
 - (c) a member of the complaint inquiry committee and counsel for the hearing tribunal, the complaint inquiry committee and the Association may attend.
- (4) Even if a hearing is open to the public, a witness, except for the investigated person, may be excluded from the hearing until the witness has given evidence and has been released or dismissed from the hearing.

RSA 2000 cR-13 s67;2017 c27 s47

Tribunal at hearing

- 68(1)** If the hearing tribunal is advised by counsel acting on behalf of the tribunal at a hearing, that counsel must not lead or present evidence at the hearing on behalf of the Association or act as counsel for the complaint inquiry committee.
- (2) The hearing tribunal may request an expert to assess and prepare a written report on any matter that in the opinion of the hearing tribunal is relevant to the subject-matter of the hearing.
- (3) The hearing tribunal may hear evidence on any other matter that arises in the course of a hearing, but the hearing tribunal must give the investigated person notice of its intention to hear the evidence and on the request of the investigated person must grant an adjournment before hearing the evidence.
- (4) If the hearing tribunal is of the opinion that a separate hearing is required with respect to a matter described in subsection (3), the hearing tribunal may
 - (a) refer the matter as information to the complaint inquiry committee under section 46, or
 - (b) refer the matter to the hearings director for a hearing under section 58.

(5) Evidence may be given before the hearing tribunal in any manner that it considers appropriate, and it is not bound by the rules of law respecting evidence applicable to judicial hearings.

(6) Despite section 61(1), if the investigated person does not appear at a hearing and there is proof that the investigated person has been given a notice to attend, the hearing tribunal may

- (a) proceed with the hearing in the absence of the investigated person, and
- (b) act or decide on the matter being heard in the absence of the investigated person.

RSA 2000 cR-13 s68;2017 c27 s48

Decisions and Records

Tribunal decision

69(1) The hearing tribunal may decide that the conduct of an investigated person does or does not constitute unprofessional conduct.

(2) If the hearing tribunal is of the opinion that there are reasonable and probable grounds to believe that the investigated person has committed a criminal offence, the hearing tribunal must direct the hearings director to send a copy of the written decision under section 72 to the Minister of Justice and Solicitor General and on the request of the Minister of Justice and Solicitor General also send a copy of the record of the hearing.

RSA 2000 cR-13 s69;2013 c10 s34

Previous decisions

70 If the hearing tribunal decides that the conduct of an investigated person constitutes unprofessional conduct, the hearing tribunal may request the Association to provide it with a copy of any previous decision of unprofessional conduct with respect to the investigated person and a copy of the record of the previous hearing.

RSA 2000 cR-13 s70;2017 c27 s76

Orders of tribunal

71(1) If the hearing tribunal decides that the conduct of an investigated person constitutes unprofessional conduct, the hearing tribunal may make any one or more of the following orders:

- (a) caution the investigated person;
- (b) reprimand the investigated person;

- (c) impose conditions on the investigated person's practice permit generally or in any area of the practice of the regulated profession, including conditions that the investigated person
 - (i) practise under supervision,
 - (ii) practise with one or more other regulated members,
 - (iii) not practise in an area of the practice of the regulated profession until the investigated person has completed a specific course of studies or obtained supervised practical experience of a type described in the order,
 - (iv) not practise in an area of the regulated profession, or
 - (v) report on specific matters to the hearing tribunal, the Council or a committee or individual specified in the order;
- (d) direct that within the time set by the order the investigated person must pass a specific course of study, obtain supervised practical experience of a type described in the order or satisfy the hearing tribunal or a committee or individual specified in the order as to the investigated person's competence generally or in an area of the practice of the regulated profession;
- (e) suspend the practice permit of the investigated person for a stated period or until
 - (i) the investigated person has successfully completed a specific course of studies or obtained supervised practical experience of a type described in the order, or
 - (ii) the hearing tribunal or a committee or individual specified in the order is satisfied as to the competence of the investigated person generally or in a specified area of the practice of the regulated profession;
- (f) cancel the registration and practice permit of the investigated person;
- (g) if, in the opinion of the hearing tribunal, the investigated person's fees for professional services were improper or inappropriate or the professional services that the investigated person provided were improperly rendered, the hearing tribunal may direct the investigated person to waive, reduce or repay the fee for professional services provided by the investigated person;

- (h) direct, subject to the regulations, that the investigated person pay within the time set in the order all or part of the expenses of the investigation or hearing or both;
 - (i) direct that the investigated person pay to the Association within the time set in the order a fine not exceeding \$5000 for each finding of unprofessional conduct or an aggregate amount not exceeding \$25 000 for all findings of unprofessional conduct arising out of the hearing;
 - (j) any order that the hearing tribunal considers appropriate for the protection of the public.
- (2) The hearing tribunal may, in an order under subsection (1), stay the order or a portion of the order on conditions set out in the order.
- (3) If the complaint inquiry committee is satisfied that a person has not complied with an order under this section or section 78(5)(b), the complaint inquiry committee may
- (a) treat the matter as information under section 46,
 - (b) refer the matter to the hearings director to schedule a hearing before the hearing tribunal, or
 - (c) in the case of non-payment of a fine described in subsection (1)(i) or expenses described in subsection (1)(h) or section 78(6), suspend the practice permit of the person until the fine or expenses are paid in full or the complaint inquiry committee is satisfied that they are being paid in accordance with an agreement entered into with the person.
- (4) A fine or expenses ordered to be paid under this section are a debt due to the Association and may be recovered by the Association by an action in debt.

RSA 2000 cR-13 s71;2001 c26 s18;2017 c27 s49

Written decision

72 The hearing tribunal must, within a reasonable time after the conclusion of a hearing before it, make a written decision on the matter in which it

- (a) describes each finding made by it,
- (b) states the reasons for each finding made by it, and
- (c) states any order made under this Part.

1999 cR-12.6 s72

Service of decision and record of hearing

73(1) The hearing tribunal must forward to the hearings director

- (a) the written decision under section 72, and
- (b) the record of the hearing, consisting of all evidence presented before it, including
 - (i) the reports, exhibits and documents presented before it, and
 - (ii) a record of the evidence, including all testimony given before it, however recorded.

(2) The hearings director must, on receiving the decision and the record described in subsection (1), give a copy of the decision to

- (a) the complaint inquiry committee and the Registrar,
- (b) the complainant,
- (c) the investigated person, and
- (d) the Minister of Justice and Solicitor General, if so directed under section 69(2),

and notify the investigated person of the right to appeal the decision to the Council.

RSA 2000 cR-13 s73;2013 c10 s34;2017 c27 s50

Examination of record

74(1) The investigated person may examine the record of the hearing and, on paying the reasonable costs of transcribing, copying and delivering the record, receive a copy of it.

(2) The complainant may examine the record of the hearing, except for the part of the record that relates to a part of the hearing that the complainant was directed by the hearing tribunal, under section 67(3)(b), not to attend, and on paying the reasonable costs of transcribing, copying and delivering that record may receive a copy of it.

(3) The public may examine the decision and the record of the hearing except for the part of the record that relates to a part of the hearing that was held in private and on paying the reasonable costs of transcribing, copying and delivering that decision and record may receive a copy of them.

1999 cR-12.6 s74

Division 5 Appeals

Stay pending appeal

75(1) A decision of the hearing tribunal remains in effect pending an appeal to the Council unless the person or committee designated by the Council, on written application, stays the decision pending the appeal.

(2) The investigated person may make a written submission with respect to an application under subsection (1).

(3) If the person or committee designated by the Council

- (a) decides not to stay the decision of the hearing tribunal, or
- (b) does not make a decision within 10 days, excluding holidays, of the application,

the applicant may apply to the Court of Queen's Bench for a stay of the decision of the hearing tribunal pending an appeal to the Council.

(4) A decision of the Council remains in effect pending an appeal to the Court of Appeal unless the Court of Appeal, on application, stays the decision pending the appeal.

RSA 2000 cR-13 s75;2001 c26 s19;2017 c27 s51

Appeal within Association

Appeal to Council

76(1) An investigated person or the complaint inquiry committee, on behalf of the Association, may commence an appeal to the Council of a decision of a hearing tribunal by a written notice of appeal that

- (a) identifies the appealed decision, and
- (b) states the reasons for the appeal.

(2) A notice of appeal must be given to the hearings director within 30 days after the date on which the decision of the hearing tribunal is given to the investigated person.

(3) The hearings director must, on being given a notice of appeal,

- (a) give a copy of the notice of appeal, and make a copy of the decision and record of the hearing available, to each member of the Council or of the panel of the Council hearing the appeal,

- (b) ensure that the complaint inquiry committee, the investigated person and the complainant are given a notice of the hearing of an appeal that states the date, time and place at which the Council will hear the appeal, and
- (c) ensure that the investigated person and the complaint inquiry committee are given a copy of the record of the hearing.

RSA 2000 cR-13 s76;2017 c27 s53

Scheduling appeal**77(1)** The Council must,

- (a) if conditions have been imposed on the practice permit of the investigated person under section 71(1)(c)(i), (ii), (iii) or (iv) or if the practice permit of the investigated person has been suspended or cancelled under section 71(1)(e) or (f), schedule the appeal within 45 days after the date of service of the notice of appeal, and
- (b) in all other cases, schedule the appeal within 90 days after the date of service of the notice of appeal.

(2) The Council may, on the written request of the investigated person or the complaint inquiry committee, extend the periods referred to in subsection (1) for one or more additional periods, but

- (a) in a case to which subsection (1)(a) applies, no extension may be granted without the consent of the investigated person, and
- (b) in a case to which subsection (1)(b) applies, no extension may be granted without the consent of the investigated person and the complaint inquiry committee.

RSA 2000 cR-13 s77;2017 c27 s54

Council's powers on appeal**78(1)** The complaint inquiry committee and the investigated person may appear and be represented by counsel at an appeal before the Council.**(2)** Subject to subsection (4)(b), an appeal to the Council must be based on the record of the hearing and the decision of the hearing tribunal.**(3)** Subject to subsection (4)(b), sections 60, 61(1), 66(a) and (b), 67, 68(1), (5) and (6) and 69 to 74 apply to proceedings before the Council.**(4)** The Council on an appeal may

- (a) grant adjournments of the proceedings or reserve the determination of the matters before it for a future meeting of the Council, but no adjournment may be granted without the consent of the investigated person if that person's practice permit is suspended or cancelled,
 - (b) on hearing an application for leave to introduce new evidence, direct the hearing tribunal that held the hearing to hear that evidence and to reconsider its decision and quash, confirm or vary the decision, and
 - (c) draw inferences of fact and make a determination or finding that, in its opinion, should have been made by the hearing tribunal.
- (5) The Council must, within 90 days from the date of the conclusion of the appeal hearing before it, make a decision and, by order, do any or all of the following:
- (a) make any finding that in its opinion should have been made by the hearing tribunal,
 - (b) quash, confirm or vary any finding or order of the hearing tribunal or substitute or make a finding or order of its own,
 - (c) refer the matter back to the hearing tribunal to receive additional evidence for further consideration in accordance with any direction that the Council may make, or
 - (d) refer the matter to the hearings director to schedule it for rehearing before another hearing tribunal, composed of persons who were not members of the hearing tribunal that heard the matter, to rehear the matter.
- (6) Subject to the regulations, the Council may direct the investigated person to pay, within the time set by the Council, all or part of the expenses of the appeal in addition to the expenses referred to in section 71(1)(h) if the investigated person is the appellant.
- (7) A fine or expenses ordered or directed to be paid under this section are a debt due to the Association and may be recovered by the Association by an action in debt.

RSA 2000 cR-13 s78;2017 c27 s55

Appeal to the Court

Court of Appeal

79(1) An investigated person may appeal to the Court of Appeal any finding, order or direction of the Council under section 78.

- (2) An appeal under this section may be commenced
- (a) by filing a notice of appeal with the Court at Edmonton or Calgary, and
 - (b) by giving a copy of the notice of appeal to the complaint inquiry committee and the complainant

within 30 days from the date on which the decision of the Council is given to the investigated person.

RSA 2000 cR-13 s79;2009 c53 s161;2017 c27 s56

Appeal on record

80(1) The appeal to the Court of Appeal must be based on the record of the hearing before the Council and the Council's decision, including the reasons for the decision, all of which must be certified by the hearings director.

(2) The hearings director, at the expense of the appellant, must arrange for the preparation of the record of the hearing before the Council.

(3) If part of the hearing was held in private, the hearings director must ensure that the part of the record that relates to it is sealed.

(4) The part of a record that is sealed under subsection (3) may be reviewed by the Court of Appeal, and the Court of Appeal may direct that it remain sealed or that it be unsealed in whole or in part.

RSA 2000 cR-13 s80;2017 c27 s57

Power of Court on appeal

81(1) The Court of Appeal on hearing an appeal may

- (a) make any finding that in its opinion should have been made;
- (b) quash, confirm or vary the finding or order of the Council or any part of it;
- (c) refer the matter back to the Council for further consideration in accordance with any direction of the Court;
- (d) if the appeal is wholly or partly successful, direct that all or part of the cost of preparation of the record referred to in section 80 be repaid by the Association to the appellant or be applied to reduce the amount of penalties or costs otherwise payable to the Association by the appellant.

(2) The Court of Appeal may make any award as to the costs of an appeal to it that it considers appropriate.

RSA 2000 cR-13 s81;2017 c27 s58

Application to vary order

82 If the time for filing an appeal under this Part has passed or due to a change in circumstances an order under this Part is impossible to carry out, the person to whom the order is directed or the complaint inquiry committee may apply to the Council for a variation of the order.

RSA 2000 cR-13 s82;2017 c27 s59

Division 6**General****Non-prejudicial orders**

83 A hearings director may make any order with respect to clerical and administrative matters that the hearings director considers necessary to prevent prejudice to the investigated person.

1999 cR-12.6 s83

Commissioner for oaths

84 A person appointed by the complaint inquiry committee to conduct an investigation and any member of a hearing tribunal, the Council, the complaint inquiry committee or the complaint review committee is conferred with the powers of a commissioner for oaths under the *Notaries and Commissioners Act* for the purposes of an investigation, hearing, review or appeal under this Part.

RSA 2000 cR-13 s84;2013 cN-5.5 s32;2017 c27 s60

Part 5**Business Arrangements****Conducting a Practice****Practice arrangements**

85 A regulated member is responsible, for the purposes of this Act, the code of ethics and the standards of practice, for how the member provides professional services and complies with this Act, the code of ethics and the standards of practice, and that responsibility is not affected, modified or diminished by the practice arrangements of the regulated member and, without restricting the generality of practice arrangements, practice arrangements include providing professional services as, in relationship to or on behalf of

- (a) a self-employed individual,
- (b) an employee,
- (c) a partner,
- (d) a partnership,

- (e) a shareholder,
- (f) a director,
- (g) a corporation, or
- (h) an employer.

1999 cR-12.6 s85

Municipal, settlement licence exemption**86** No municipality or Metis settlement has the power to require

- (a) a regulated member to obtain a licence from the municipality or Metis settlement to practise a regulated profession, or
- (b) a corporation or a partnership owned by regulated members to obtain a licence from the municipality or Metis settlement to practise a regulated profession.

1999 cR-12.6 s86

Advertising**87** A regulated member shall not engage in advertising that is untruthful, inaccurate or otherwise capable of misleading or misinforming the public.

1999 cR-12.6 s87

Part 6 Other Matters

Being suspended**88** A regulated member whose practice permit is suspended shall not provide professional services unless

- (a) the Association notifies the regulated member that the suspension is lifted, or
- (b) the suspension has expired.

RSA 2000 cR-13 s88;2017 c27 s76

Notices and Information**Access to regulated members information****89(1)** If under Part 2 or Part 4 a regulated member's practice permit is suspended or cancelled, or if conditions are imposed on a regulated member's practice permit, the Registrar

- (a) repealed 2001 c26 s20,

- (b) must enter the conditions imposed, if any, on the regulated member's practice permit,
- (c) must provide the information to a person who employs the regulated member to provide professional services on a full-time or part-time basis as a paid or unpaid employee, consultant, contractor or volunteer,
- (d) repealed 2001 c26 s20,
- (e) repealed 2017 c27 s61,
- (f) may provide the information to the governing bodies of any similar profession in other provinces or territories, and
- (g) subject to the bylaws, may publish or distribute the information referred to in this subsection and information respecting the imposition of a reprimand or fine under Part 4.

(2) If a regulated member applies for a review of a decision under Part 2 or appeals a decision under Part 4 and a cancellation or suspension is lifted, imposed conditions are varied or removed or a reprimand is removed, the Registrar must provide that information in the same manner as the information on the cancellation, suspension, conditions or reprimand was provided under subsection (1).

(3) If a member of the public, during regular business hours, requests from the Association information referred to in this section or section 27(3) or 74(3), or information as to whether a hearing is scheduled to be held or has been held under Part 4 with respect to a named regulated member, the Association must provide the information with respect to that regulated member subject to the payment of costs referred to in section 74(3) and the period of time provided for in the regulations.

(4) If the governing body of a similar profession in another jurisdiction requests information as to whether a regulated member or a former member is an investigated person, the Association may provide the information.

RSA 2000 cR-13 s89;2001 c26 s20;2017 c27 s61

Notices

90(1) A notice to attend and a notice to produce must include the date, time and place at which attendance or production is required.

(2) The person who gives a notice to attend or a notice to produce may at any time amend the notice to correct errors or omissions of a minor or clerical nature.

(3) When this Act or the bylaws require that a document or notice be given to any person, the document or notice is sufficiently given if it is given by personal service to that person or sent to that person by certified or registered mail at that person's address last shown on the register or record of the Registrar or, if that is not reasonably possible, then by publishing the document or notice at least twice, and not more than a week apart, in a local newspaper circulating at or near the address last shown for that person in the records of the Association.

RSA 2000 cR-13 s90;2017 c27 s62

Record retention

91 The Association must keep, for at least 10 years,

- (a) a copy of ratified settlements and admissions of unprofessional conduct,
- (b) records of investigations and hearings, and
- (c) records of complete registration applications and reviews.

RSA 2000 cR-13 s91;2001 c26 s21;2017 c27 s63

Evidence

Evidence of registration

92(1) A certificate purporting to be signed by the Registrar that states that, according to the records of the Association under this Act or a former Act, a named person was or was not, on a specified day or during a specified period, a regulated member, other member or former member, including the category of membership, is admissible in evidence as proof, in the absence of evidence to the contrary, of those facts without proof of the Registrar's appointment or signature.

(2) When proof of registration under this Act or a former Act is required, a printed copy of or extract from the register certified by the Registrar is admissible in evidence instead of the original register.

(3) A certificate purporting to be signed by a person in that person's capacity as Registrar and bearing the seal of the Association is admissible in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the certificate without proof of the signature of the Registrar or the Registrar's appointment.

(4) When

- (a) proof that a person is a regulated member under this Act whose practice permit is not suspended or cancelled is required to validate a witness's evidence, and
- (b) a copy of the register or extract from the register certified by the Registrar is not available and the production of the original register is not feasible without prejudicial delay to the case or the parties interested,

the evidence of the person under oath claiming to be a regulated member whose practice permit is not under suspension or cancelled is admissible in evidence as proof, in the absence of evidence to the contrary, of those facts.

RSA 2000 cR-13 s92;2017 c27 s64

Burden of proof

93 In a prosecution under this Act, the burden of proving that a person is a regulated member or former member is on the accused.

1999 cR-12.6 s93

Records, evidence not admissible

94(1) Despite any other Act or law except the *Ombudsman Act*,

- (a) the Association,
- (b) a person who is or was an officer, employee or agent of the Association,
- (c) a person who conducts or has conducted an investigation or an alternative complaint resolution process under Part 4, or
- (d) a person who is or was a member of the Council or a committee or hearing tribunal of the Association

shall not be required in any proceedings to give evidence relating to any matter that arose in any proceedings under this Act or the bylaws, or to produce any record or thing adduced in evidence in proceedings under this Act or the bylaws or forming part of the records of the Association that relate to proceedings under Part 4, except in a prosecution with respect to perjury or the giving of contradictory evidence or in proceedings under this Act.

(2) Subsection (1) does not apply to information described in section 89.

(3) Despite any other Act or law except the *Ombudsman Act*, a regulated member who is participating or has participated in a continuing competence program shall not be required in any

proceedings to give evidence relating to any matter under Part 3 or to produce any record or thing that relates to any matter under Part 3 except in

- (a) proceedings under this Act, or
- (b) a prosecution with respect to perjury or the giving of contradictory evidence.

RSA 2000 cR-13 s94;2001 c26 s22;2017 c27 s65

Liability

Liability exemption

95(1) No action lies against any of the following in respect of anything done or omitted to be done in good faith pursuant to this Act, the bylaws or any direction of the Council:

- (a) the Association or a person who is or was an officer, employee or agent of the Association;
- (b) a person who conducts or has conducted an investigation or an alternative complaint resolution process under Part 4;
- (c) the Council or a person who is or was a member of the Council, a committee, a panel or a hearing tribunal of the Association;
- (d) a person who acts on the instructions of and under the supervision of a person referred to in clauses (a) to (c).

(2) No action for defamation may be founded on a communication regarding the conduct of a regulated member if the communication is made or is published in accordance with this Act by the Association, a person described in subsection (1) or the Council, a committee or a hearing tribunal in good faith and in the course of any proceedings under this Act or the bylaws relating to that conduct.

RSA 2000 cR-13 s95;2017 c27 s66

Ombudsman

Complaints to Ombudsman

96(1) Any person may make a complaint with respect to anything under this Act in accordance with the *Ombudsman Act*.

(2) The Association, the Council or a panel, a committee, a tribunal, the Registrar, the Chair, the chair of the complaint inquiry committee and the hearings director of the Association and any officer, investigator or person engaged by the Association may, on the recommendation of the Ombudsman,

- (a) rehear any matter and reconsider any decision or recommendation made by that person or body, and
 - (b) quash, confirm or vary the decision or recommendation or any part of it.
- (3) If a matter is reheard or reconsidered pursuant to subsection (2), the provisions of this Act governing the original hearing or consideration apply to the rehearing or reconsideration.

RSA 2000 cR-13 s96;2017 c27 s67

Part 7 Title Protection

Protected words, abbreviations

- 97(1)** No person or group of persons shall represent or imply that the person is a regulated member or that the group of persons consists of regulated members unless the person is a regulated member or the group of persons consists of regulated members.
- (2) No person or group of persons shall use the name of the Association, alone or in combination with other words, in a manner that states or implies that the person or group of persons is the Association under this Act, unless the person or group of persons is the Association under this Act.
- (2.1) No person or group of persons shall use the words “college”, “College of Alberta Professional Foresters” or “College of Alberta Professional Forest Technologists”, alone or in combination with other words, in a manner that states or implies that the person or group of persons is the former College of Alberta Professional Foresters, the former College of Alberta Professional Forest Technologists or the Association, unless the person or group of persons is the Association under this Act.
- (3) No regulated member shall use the word “registered” in a manner that states or implies that the member is a regulated member of a regulated profession except in accordance with the regulations.
- (4) No person or group of persons shall use the word “regulated” in connection with the name of a regulated profession or professional service or the words “regulated forestry professional”, “regulated forest management professional” or “regulated forest professional” in a manner that states or implies that the person or group of persons is the Association or a regulated member or group of regulated members unless the person or group of persons is the Association under this Act or another enactment, the person is a regulated member or the group consists of regulated members.

(5) No person, other than a regulated member, shall use a title, an abbreviation or initials set out in section 97.1 alone or in combination with other words in a manner that states or implies that the person is a regulated member of the Association.

(6) No corporation shall use the word “association”, alone or in combination with other words, in a manner that states or implies that the corporation is the Association under this Act, unless the corporation is the Association under this Act.

(6.1) No corporation shall use the words “college”, “College of Alberta Professional Foresters” or “College of Alberta Professional Forest Technologists”, alone or in combination with other words, in a manner that states or implies that the corporation is the former College of Alberta Professional Foresters, the former College of Alberta Professional Forest Technologists or the Association, unless the corporation is the Association under this Act.

(7) No person or group of persons shall use the word “registered” or “regulated” or the words “regulated forestry professional”, “regulated forest management professional” or “regulated forest professional”, alone or in combination with other words, in a manner that states or implies that the person is a regulated member or group of regulated members unless the person or group of persons

- (a) is a regulated member or consists of a group of regulated members, or
- (b) is a person or group of persons authorized to use the word “registered” or “regulated” or the words “regulated forestry professional”, “regulated forest management professional” or “regulated forest professional” in connection with the practice of forestry by another enactment.

RSA 2000 cR-13 s97;2017 c27 s68

Use of titles, abbreviations and initials

97.1 A regulated member of the Association may, as authorized by the regulations, use any of the following titles, abbreviations and initials:

- “Registered Professional Forester”, “R.P.F.” or “RPF”;
- “Registered Forester”, “R.F.” or “RF”;
- “Professional Forester”, “P.For.” or “PFor”;
- “Forester-in-training”, “F.I.T.” or “FIT”;
- “Registered Professional Forest Technologist”, “R.P.F.T.” or “RPFT”;
- “Registered Forest Technologist”, “R.F.T.” or “RFT”;
- “Professional Forest Technologist”, “P. For. Tech.” or “P For

Tech”;
“Forest Technologist-in-training”, “F.T.T.” or “FTT”.

2017 c27 s69

Penalty

98 A person who contravenes section 97 is guilty of an offence and liable

- (a) for a first offence, to a fine of not more than \$2000,
- (b) for a 2nd offence, to a fine of not more than \$4000, and
- (c) for a 3rd and every subsequent offence, to a fine of not more than \$6000 or to imprisonment for a term of not more than 6 months or to both fine and imprisonment.

1999 cR-12.6 s98

Injunction

99 The Court of Queen’s Bench, on application by the Association, may grant an injunction enjoining any person from doing any act that contravenes section 97, despite any penalty that may be provided by section 98 in respect of that contravention.

RSA 2000 cR-13 s99;2009 c53 s161;2017 c27 s77

Part 8 Regulations, Bylaws, Code of Ethics and Standards of Practice

Council regulations

100(1) The Council may make regulations

- (a) respecting requirements for and applications for registration and practice permits, including but not restricted to,
 - (i) education, experience, enrolment in programs of studies, successful completion of examinations and holding of degrees, certificates and diplomas;
 - (ii) recognizing professions in other jurisdictions for the purposes of section 22(2)(b);
 - (iii) requirements for the purposes of section 22(2)(b);
 - (iv) carrying professional liability insurance and governing the minimum amount and type of insurance required to be carried;
 - (v) providing evidence of being a Canadian citizen or lawfully permitted to work or study in Canada;

- (vi) providing evidence of having good character and reputation;
- (vii) providing evidence respecting standards of language proficiency;
- (viii) for the purposes of section 22(2)(c), determining the combination of education, experience, practice and other qualifications that demonstrates the competence required for registration as a regulated member;
- (b) respecting the evaluation of education, training, experience, practice and competence required of applicants for registration as regulated members and of applicants for practice permits, including regulations establishing or designating an entity that may conduct all or part of an evaluation;
- (c) respecting conditions on practice permits;
- (d) establishing and respecting continuing competence programs, including the requirements of those programs;
- (e) respecting reinstatement of registration and practice permits cancelled under Part 4;
- (f) respecting the establishment of registers for and respecting categories of regulated members;
- (g) imposing conditions on categories of regulated members, restricting the time periods of registration and practice permits of categories of members and restricting renewal of registration and practice permits of categories of members;
- (g.1) respecting reissuing practice permits and reinstating registration;
- (h) respecting the use of abbreviations and titles within the meaning of the Act and the use of the words “registered” and “regulated” and “regulated forestry professional”, “regulated forest management professional” or “regulated forest professional” by a regulated member or a category of regulated members;
- (i) respecting the establishment of a register of regulated members and the entry of information in the register and the removal of that information from the register;

- (j) respecting information to be provided to the Registrar by regulated members and by applicants for registration;
- (k) respecting alternative complaint resolution processes;
- (k.1) respecting the powers and duties of the chair of the complaint inquiry committee;
- (l) respecting the period of time during which the Association is obliged to provide information under section 89(3);
- (m) respecting other matters related to this Act.

(1.1) A regulation must be approved in principle by a majority of the registered members voting

- (a) at a special meeting called for that purpose,
- (b) by a mail vote or a vote authorized by bylaw that is conducted by electronic, telecommunication or other appropriate means, or
- (c) at the annual general meeting following the Council's making of the regulation.

(1.2) The Council may change the text of a regulation that was approved in principle under subsection (1.1) if the change

- (a) is consistent with the approval in principle, and
- (b) is made before the regulation is submitted to the Lieutenant Governor in Council for approval.

(2) A regulation under this section does not come into force unless it has been approved by the Lieutenant Governor in Council.

RSA 2000 cR-13 s100;2001 c26 s23;2017 c27 s70

Bylaws

101(1) The Council may make bylaws

- (a) respecting the governance of the Association and the management and conduct of its affairs, including the management and carrying out of powers and duties by Council, committees, tribunals, panels and other entities;
- (b) respecting the appointment, election, establishment and removal of officers, employees, committees, tribunals, panels and other entities and their members, and their powers and duties;

- (c) establishing Council and respecting the number and selection or election of the voting and non-voting members of Council, their terms of office, removal from office and the filling of vacancies;
 - (d) respecting quorum, procedures at meetings and the holding of meetings of the Council, committees, tribunals and other entities by mail, telephone conference or audiovisual or other electronic means;
 - (e) establishing how or by whom expenses and remuneration payable to members of the Council, committees, tribunals and other entities are determined;
 - (f) respecting the establishment of registers of other members and the entry of information in the registers and the removal of that information;
 - (g) respecting other members, including transitional provisions respecting such members under a former Act;
 - (h) establishing the date by which regulated members are to apply for renewal of practice permits and providing for reinstatement of registration and reissuance of practice permits cancelled under this Act except those cancelled under Part 4;
 - (i) respecting benefits programs and educational incentives;
 - (j) respecting forms and notices;
 - (k) respecting costs, fees, levies and assessments to be paid by regulated members and applicants with respect to registration, practice permits and late payment fees under this Act or the bylaws and costs, fees, levies and assessments for any accreditation, review, appeal, thing or service provided by the Association under this Act or the bylaws;
 - (l) respecting the publication and distribution of information described in sections 49(6) and 89(1);
 - (m) respecting the approval of bylaws;
 - (n) respecting the development of or adoption of a code of ethics and standards of practice.
- (1.1)** A bylaw must be approved by a majority of the registered members voting

- (a) at a special meeting called for that purpose,
- (b) by a mail vote or a vote authorized by bylaw that is conducted by electronic, telecommunication or other appropriate means, or
- (c) at the annual general meeting following the Council's making of the bylaw.

(2) The *Regulations Act* does not apply to bylaws under this section.

RSA 2000 cR-13 s101;2001 c26 s24;2017 c27 s71

Approval of program and courses

101.1 Before the Association approves or removes the approval from a program of study or an education course under section 3(1.1), the Association must consult with the Minister and the Minister responsible for Parts 1 to 3 of the *Post-secondary Learning Act* and must consider the comments received from those Ministers.

2001 c26 s25;2010 c7 s7;2017 c27 s72

Code of ethics, standards of practice

102(1) The Council may, in accordance with procedures set out in the bylaws, develop or propose the adoption of a code of ethics and standards of practice for a regulated profession.

(2) The Association must provide, for review and comment, a copy of a proposed code of ethics and proposed standards of practice to

- (a) its regulated members,
- (b) the Minister, and
- (c) any other persons the Council considers necessary.

(3) The Council may adopt a code of ethics and standards of practice after it has reviewed and considered the comments received from a review described in subsection (2).

(4) The *Regulations Act* does not apply to codes of ethics and standards of practice approved under this section.

(5) The Association must ensure that copies of the code of ethics and standards of practice adopted under subsection (3) are readily available to the public and regulated members, and the copies may be distributed in the manner directed by the Council.

RSA 2000 cR-13 s102;2001 c26 s26;2017 c27 s73

Lieutenant Governor in Council regulations

103 The Lieutenant Governor in Council may make regulations

- (a) respecting expenses for the purposes of sections 71(1)(h) and 78(6);
- (b) respecting fees under sections 25(6) and 35(8).

1999 cR-12.6 s103

Transitional regulations

104(1) The Lieutenant Governor in Council may make regulations

- (a) respecting the conversion to this Act of anything from a former Act, including the interpretation of any transitional provision in this Act;
- (b) to remedy any confusion, difficulty, inconsistency or impossibility resulting from the transition to this Act from a former Act.

(2) A regulation made under subsection (1) may be made retroactive to the extent set out in the regulation.

(3) If there is a conflict between a regulation made under subsection (1) and a provision in a schedule to this Act, the regulation prevails.

(4) A regulation made under subsection (1) is repealed on the earliest of

- (a) the coming into force of an amendment that adds the subject-matter of the regulation to this Act;
- (b) the coming into force of a regulation that repeals the regulation made under subsection (1);
- (c) 2 years after the regulation comes into force.

(5) The repeal of a regulation under subsection (4)(b) or (c) does not affect anything done, incurred or acquired under the authority of the regulation before the repeal of the regulation.

1999 cR-12.6 s104

Part 9

Consequential Amendments, Repeals and Coming into Force

105 *(This section makes consequential amendments to the Ombudsman Act. The amendments have been incorporated into that Act.)*

Repeal

106 The *Forestry Profession Act* is repealed.

1999 cR-12.6 s106

Coming into force

107 This Act comes into force on Proclamation.

1999 cR-12.6 s107

(NOTE: Proclaimed in force April 25, 2002.)

Part 10 Repealed 2017 c27 s74.

Schedules 1 and 2 Repealed 2017 c27 s75.



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