

**Terms of Reference  
Practice Review Committee**

<i>Project Summary</i>	To monitor a program of review of surveying activities and provide advice and assistance to the Practice Review Department in all matters pertaining to practice review.	
<i>Mission</i>	Assist the Association to establish and maintain standards of conduct, knowledge and skill among ACLS members and permit holders.	
<i>Objective</i>	<p>The objectives of the Committee are:</p> <ul style="list-style-type: none"> <li>• To serve as an ombudsman to the members who have concerns regarding the practice review process;</li> <li>• With the recommendation of the Practice Review Department, to analyze persistent problems occurring in the surveying activities of ACLS members and make recommendations to Council. This may result in specific education seminars and /or articles for the ACLS publications and bulletins;</li> <li>• To liaise with other committees such as the Standards of Practice Committee to ensure the Program established within the Practice Review Department is in-line with standards of practice established for ACLS surveying activities; and</li> <li>• To oversee the development and the maintenance of the <i>Manual of Administrative Procedures</i> for the Practice Review Department.</li> </ul>	
<i>Members / year 2004</i>	Lloyd Taylor (Chair) Paul Torrance (Council Liaison) Gabe Aucoin Frederick C. Hutchinson Alain Jacob	Any 4 members of the Committee shall form a quorum.
<i>Resource Persons</i>	Jean-Claude Tétreault (Registrar)	Jim Gunn (Practice Review Manager)
<i>Scope and Outputs</i>	<ul style="list-style-type: none"> <li>• Establishes and maintains the Practice Review Program;</li> <li>• Annual report to the Council outlining at least the following: <ul style="list-style-type: none"> <li>➢ Summary of issues addressed and/or acted upon in the past year;</li> <li>➢ Recommendations on proposed course of action for each issue; and</li> <li>➢ Planned activities for the coming year; and</li> </ul> </li> <li>• May establish specific education seminars and /or articles for the ACLS publications and bulletins.</li> </ul>	
<i>Approach and Methodology</i>	<ul style="list-style-type: none"> <li>• Communication will be through a series of teleconference meetings and a face-to-face meeting, arranged by the chair or other designated member. Committee members will also interact with local stakeholder groups to identify their respective concerns; and</li> <li>• The methodology concerning the review of the surveying activities for each member is detailed in the <i>Manual of Administrative Procedures</i>.</li> </ul>	
<i>Schedule / Plans</i>	<p>The key milestones for 2004 are:</p> <ul style="list-style-type: none"> <li>• Communicate on regular basis with the Council concerning the amendments made in the <i>Manual of Administrative Procedures</i>;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Finalized the agreement with LSD regarding the markup copies and database access;</li> <li>• Complete the review of the surveying activities for the Northern Regions (Yukon, NWT &amp; Nunavut);</li> <li>• Initiate the review the surveying activities for the Eastern Region (Maritimes, Québec, Ontario);</li> <li>• Undertake discussions with provincial associations for sharing information concerning the review of surveying activities in the case when a member has provincial Commission;</li> <li>• Develop a process in collaboration with the Provincial Associations accepting to share the information related to Practice Review;</li> <li>• Monitor fees charged against the annual operational costs for the Practice Review activities; and</li> <li>• Start investigating into a process for a fair redistribution of fees that support the cost of practice review taking into account: <ul style="list-style-type: none"> <li>➤ products other than CLSR plans; and</li> <li>➤ other disciplines.</li> </ul> </li> </ul>
<i>Budget</i>	<ul style="list-style-type: none"> <li>• \$40,400 for the Practice Review Department's activities for 2004; and</li> <li>• \$4,000/yr for teleconferences, one face-to-face meeting, telephone calls, mailing and stationary.</li> </ul>