

# APPENDICES

## Establishing Time Frames for Notices in Discipline Matters

Fall 2016 Consultations

*The Engineering and Geoscience Professions Act*



The Association of Professional  
Engineers and Geoscientists of Alberta

## **Appendix 1 – Establishing Time Frames for Notices in Discipline Matters**

### **Existing Legislation**

The following text is quoted from the legislation and has not been modified to match APEGA's writing style.

### ***Engineering and Geoscience Professions Act***

#### **Complaints**

43(4) Notwithstanding section 47, a person designated by the Registrar as a mediator may assist in settling a complaint if the complainant and the person about whose conduct the complaint was made agree, but if within 30 days from the date of receipt of the complaint, or a longer period agreed to by those persons, a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall be referred forthwith by the Registrar to the Investigative Committee.

#### **Notice of preliminary investigation**

48 The Registrar shall forthwith send notice in writing to the investigated person that a preliminary investigation is being conducted.

#### **Termination of investigation**

51(2) On terminating an investigation, the Investigative Committee shall direct the Registrar to serve on the investigated person and on the complainant, if any, a notice in accordance with the bylaws that the investigation has been terminated.

(3) A complainant who is served with a notice under subsection (2) informing the complainant that the investigation has been terminated may, by notice in writing to the Registrar within 30 days after receipt of the notice under subsection (2), appeal that decision to the Appeal Board.

#### **Duty of Discipline Committee**

53(1) On the referral of a matter to the Discipline Committee for a formal hearing, the Discipline Committee shall hold the hearing forthwith.

(2) Notwithstanding subsection (1), if proceedings in respect of the same circumstances or events are commenced in Provincial Court or the Court of Queen's Bench, the Discipline Committee may adjourn the hearing.

(3) The Registrar shall serve on the investigated person and on the complainant, if any, a notice of hearing stating the date, time and place at which the Discipline Committee will hold the hearing and giving reasonable particulars of the conduct or complaint in respect of which the hearing will be held.

### **Enforcement of attendance and production of documents**

60(1) The attendance of witnesses before the Discipline Committee and the production of plans, drawings, detail drawings, specifications, reports, books, papers and other documents or records may be enforced by a notice issued by the Registrar requiring the witness to attend and stating the date, time and place at which the witness is to attend and the plans, drawings, detail drawings, specifications, reports, books, papers and other documents or records, if any, the witness is required to produce.

### **Service of written decision**

65(1) The Discipline Committee shall, within a reasonable time after the conclusion of a hearing, make a written decision on the matter, in which it shall

- (a) describe each finding made in accordance with this Part,
- (b) state the reasons for each finding made, and
- (c) state any order made under this Part.

(2) The Discipline Committee shall immediately forward to the Registrar

- (a) the decision, and
- (b) the record of the hearing, consisting of all evidence presented before it, including
  - (i) all exhibits,
  - (ii) all documents and records, and
  - (iii) a transcript of all testimony given before it, whether recorded electronically, mechanically or in handwritten form.

(3) The Registrar shall, immediately on receiving the decision and the record of the hearing referred to in subsection (2), serve

- (a) a copy of the decision on the investigated person and the Investigative Committee, and
- (b) a notice of the nature of the decision on the complainant, if any.

## **Appeal to Appeal Board**

67(1) The Investigative Committee or the investigated person may appeal to the Appeal Board any finding or order of the Discipline Committee.

(2) An appeal under subsection (1) shall be commenced by a written notice of appeal that shall

(a) describe the finding or order appealed from,

(b) state the reasons for the appeal, and

(c) be served on the Registrar not more than 30 days after the date that the decision of the Discipline Committee was served on the investigated person.

(3) On receiving a notice of appeal from the Investigative Committee, the Registrar shall forthwith provide a copy to the investigated person and make the record of the hearing available to the investigated person.

(4) On receiving a notice of appeal, the Registrar shall provide a copy to the Appeal Board and make the record of the hearing available to each member of the Appeal Board.

## **Time of appeal**

68(1) The Appeal Board, on receiving a notice of appeal under section 67, shall serve on the investigated person and the Investigative Committee a notice of hearing of an appeal stating the date, time and place that the Appeal Board will hear the matters appealed.

(2) The Appeal Board shall hear an appeal forthwith.

## **Powers of the Appeal Board on appeal**

69(2) Sections 56 to 62, 65 and 66 apply to the hearing of an appeal by the Appeal Board.

(3) The Appeal Board shall forthwith after the date of the conclusion of all proceedings before it,

(a) make any finding as to the conduct of the investigated person that in its opinion ought to have been made by the Discipline Committee,

(b) quash, confirm or vary the finding or order of the Discipline Committee or substitute or make a finding or order of its own, or

(c) refer the matter back to the Discipline Committee for further consideration in accordance with any direction that the Appeal Board may make.

## **Appeal to the Court of Appeal**

70(1) An investigated person may appeal to the Court of Appeal any finding or order made by the Appeal Board under section 69.

(2) The Appeal Board shall be the respondent in an appeal under subsection (1) and may make representations to the Court of Appeal.

(3) An appeal under this section shall be commenced

(a) by filing a notice of appeal with the Registrar of the Court of Appeal in Edmonton or Calgary, and

(b) by serving a copy of the notice of appeal on the Registrar,

both within 30 days from the date on which the decision of the Appeal Board is served on the investigated person.

## **General Regulation**

### **Service of notices**

61(1) If notice is required to be given to a person under the Act, this Regulation or the bylaws, the notice is sufficiently given if

(a) it is served personally on the person,

(b) it is sent by prepaid mail to the person at the latest address provided to the Registrar by the person, or

(c) where the person has provided to the Registrar an electronic address for the purpose of receiving notices that meets the requirements of the Council, it is sent to the person by electronic transmission to that address.

(1.1) If a notice is served by electronic transmission in accordance with subsection (1), unless the contrary is proved, the service is presumed to be effected on the date on which the notice was transmitted.

(2) If notice is served by mail in accordance with subsection (1), unless the contrary is proved, the service is presumed to be effected

(a) 7 days from the date of mailing if the document is mailed to an address in Alberta, or

(b) 14 days from the date of mailing if the document is mailed to an address outside Alberta.

## Appendix 2 – Establishing Time Frames for Notices in Discipline Matters Canadian Engineering and Geoscience Associations

Most of the constituent associations surveyed have time frames for submitting appeals. Nearly all of the constituent associations use 30 days as the time in which an appeal of a decision may be filed.

When a time frame is used for setting hearing dates, the times frames tend to be longer (90 or 120 days), but only five of the constituent associations have legislated time frames for when hearings must occur. Few set times around the scheduling of hearings.

Four constituent associations have legislated timeframes to make decisions on complaints and discipline matters. The Ordre des ingénieurs du Québec (OIQ), and Ordre des géologues du Québec (OGQ) have provisions for informing the parties of the progress of a matter if a decision is not rendered within the required timeframe.

OIQ and OGQ are the only associations to post notice of the hearings.

The tables below reference legislation of engineering and geoscience constituent associations in Canada regarding required time frames for giving notices and time frames for actions the association is to take. The following text is quoted from the legislation and has not been modified to match APEGA's style.

	<b>The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)</b>	<b>Where is this referenced?</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Not referred to.		Registrar notifies the investigated person forthwith that an preliminary investigation is being conducted	Act 48
Time Frame to Schedule Hearing	Not referred to.		Once a matter has been referred to them, the Discipline Committee shall hold the hearing forthwith.	Act 53(1)
Time Frame for Notice of Hearing	Notice of a disciplinary inquiry must be given at least 14 days, or earlier if waived by investigated person.  A notice of appeal must be given not less than 7 clear days before the appeal.	Act 32  Act 39(6)	Discipline Committee sends notice of hearing (no timeline attached)  Appeal board sends notice of hearing and hears appeals forthwith.	Act 53(3)  Act 68(1), 68(2)
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		Discipline Committee shall hold hearings forthwith.  Appeal Board shall hear appeals	Act 53(1)  Act 68(2)

	<b>The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)</b>	<b>Where is this referenced?</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Where is this referenced?</b>
			forthwith.	
Time Frame to Render Decision	Not referred to.		Not referred to.	
Time Frame to Appeal Decision	Any person or other legal entity feeling aggrieved by a Disciplinary Committee decision may appeal within 42 days of the decision.	Act 39(1), 39(2)	Decisions to refuse applications for registration may be appealed within 30 days after receiving the notice.  Discipline Committee decisions may be appealed not more than 30 days after the date of the decision.  Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision	Act 32(4)  Act 67  Act 70(3)(b)
Time Frame to Complete Alternative Dispute Resolution (ADR)	Alternative complaint resolution may start at any time before the commencement of an inquiry. No further action on the inquiry may be taken unless an agreement may be reached within a reasonable period of time. If an agreement cannot be reached within a reasonable period of time, the inquiry must proceed.	Act 32.2	If a settlement is not reached or not likely to occur within 30 days of the receipt of the complaint, the complaint shall be referred forthwith to the Investigative Committee.	Act 43(4)
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.		A decision to terminate an investigation may be appealed within 30 days of receiving notice of the decision.	Act 51(3)

	<b>The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)</b>	<b>Where is this referenced?</b>	<b>Engineers Geoscientists Manitoba (APEGM)</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Not referred to.		Not referred to.	
Time Frame to Schedule Hearing	Not referred to.		Not referred to.	
Time Frame for Notice	Registrar sends notice at least 14 days before	Act 34(1)	At least 30 days' notice of any hearing	Bylaw 15.6.2

	<b>The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)</b>	<b>Where is this referenced?</b>	<b>Engineers Geoscientists Manitoba (APEGM)</b>	<b>Where is this referenced?</b>
of Hearing	committee hearing.		must be given.  Complainant and investigated person shall have at least 30 days notice of any appeal hearing.	Bylaw 15.7.5.1
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		Council must schedule a hearing to be held within 90 days of notice to appeal application decision.  Hearing must start within 120 days of charge being referred to Disciplinary Committee.  Appeal hearings shall start within 90 days of giving notice of appeal.	Act 21(3)  Bylaw 15.6.3.1  Bylaw 15.7.5.2
Time Frame to Render Decision	Not referred to.		Council shall make a decision on an appeal within 90 days of the conclusion of proceedings.  Within 10 days of a decision of council/discipline committee/council committee a report and any order made must be forwarded to the Registrar.	Act 53(4)  Bylaw 15.4.8 Bylaw 15.6.4.1 Bylaw 15.7.7.1
Time Frame to Appeal Decision	Registration decisions may be appealed to council within 30 days of the service of the decision.  Appeals may be made to a judge to the court within 30 days of notification of decision to refuse membership or a licence.  Appeals to a judge of the court of decisions or orders regarding misconduct, incompetence or expulsion for criminal may be commenced by filing a notice of appeal within 30 days of the decision.  If Council refuses to reinstate the person may	Act 24(4), Reg. Bylaw 19(1)  Act 25(1), 25(2)  Act 39(1)  Act 42(4)	Application decision may be appealed within 30 days of notification of the decision by Registrar.	Act 21(1) Act 2(1.1)



	<b>The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)</b>	<b>Where is this referenced?</b>	<b>Engineers Geoscientists Manitoba (APEGM)</b>	<b>Where is this referenced?</b>
	appeal to a judge of the court within 30 days of order.			
Time Frame to Complete ADR	Not referred to.		Alternative dispute resolution process is not to exceed 30 days in duration.	Bylaw 15.3.1.1
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	A decision that no further action on a complaint may be appealed within 30 days of notice of the recommendation.	Act 32(7) Reg. Bylaw 23(1)	Not referred to.	

	<b>Professional Engineers Ontario (PEO)</b>	<b>Where is this referenced?</b>	<b>Association of Professional Geoscientists of Ontario (APGO)</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Complaints must be sent by the Registrar to the investigated person and give at least 2 weeks to allow a response.	Act 24(1)	Not referred to.	
Time Frame to Schedule Hearing	Within 90 days of a complaint being referred to the Complaints Committee, the chair may establish a hearing panel and a hearing date.	Act 27(5)	Not referred to.	
Time Frame for Notice of Hearing	An appeal hearing of a registration decision is to be held within 30 days after notice of the hearing date has been given.	Act 19(3), 19(5)	Not referred to.	
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		Not referred to.	
Time Frame to Render Decision	Not referred to.		Not referred to.	
Time Frame to Appeal Decision	The Applicant may apply to appeal to the Court within 30 days of receiving notice of decision.  Applicants may appeal an application rejection within 30 days of notification.	Regulation 64(1)	Not referred to.	
Time Frame to	For a dispute in fees but willingness to follow	Regulation	Settlement process shall not exceed 30	Regulation 4(3),

	<b>Professional Engineers Ontario (PEO)</b>	<b>Where is this referenced?</b>	<b>Association of Professional Geoscientists of Ontario (APGO)</b>	<b>Where is this referenced?</b>
Complete ADR	the arbitration process, a brief outline of the dispute must be filed with the Registrar within 10 days (or longer if the Registrar chooses) of this option being agreed to.	31(1), 31(2)	days from the date order date unless an extension is requested by mediator or complaints committee. The mediator shall report on the results as soon as reasonably possible.	4(4)
Failure to Meet Time Frames	Where a complaint regarding a member has not been disposed of by the Complaints Committee within 90 days after the complaint is filed, the Complaints Review Councillor may conduct their own review of the treatment of the complaint. Complaints Review Councillor may not make or continue a review if the incident was disposed of by the Complaints Committee more than 12 months before coming to the attention of the Councillor.	Act 26(2), 26(5)	Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.		Complainant may make further written submissions within 30 days following notice of intent to dismiss complaint.	Regulation 3(2)

	<b>Ordre des Ingénieurs du Québec (OIQ)</b>	<b>Where is this referenced?</b>	<b>Ordre des Géologues du Québec (OGQ)</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	After examining a complaint, the Commissioner shall notify the parties of the action it intends to take within 60 days after receiving a recommendation.	Professional Code 16.15	After examining a complaint, the Commissioner shall notify the parties of the action it intends to take within 60 days after receiving a recommendation.	Professional Code 16.15
Time Frame to Schedule Hearing	Not referred to.		Not referred to.	
Time Frame for Notice of Hearing	Notice of a hearing to appeal a refused certificate shall be issued at least 10 days before the hearing.	Regulation Respecting Other Terms And Conditions For The Issuance Of Permits By The Ordre Des Ingénieurs Du Québec 35	Notice of a hearing to appeal a refused application shall be issued at least 15 days before the hearing.	Regulation Respecting The Conditions And Procedures For The Issuance Of Permits By The Ordre Des Géologues Du Québec 14
Time Frame to Post Notice of Hearing	The hearing roll is available at the head office of the order and must be posted not less than 10 days before the date set for the hearing.	Professional Code 120.2	The hearing roll is available at the head office of the order and must be posted not less than 10 days before the date set for the hearing.	Professional Code 120.2
Time Frame to Hold Hearing	Hearing to strike a member from the roll must begin not later than 10 days following receipt of the complaint. Notice of the hearing to be given to the respondent at least 2 clear juridical days before the hearing.  Disciplinary hearings must begin within 120 days following the service of the complaint. Notice of the hearing will be not less than 3 clear days.	Professional Code 133  Professional Code 139	Hearing to strike a member from the roll must begin not later than 10 days following receipt of the complaint. Notice of the hearing to be given to the respondent at least 2 clear juridical days before the hearing.  Disciplinary hearings must begin within 120 days following the service of the complaint. Notice of the hearing will be not less than 3 clear days.	Professional Code 133  Professional Code 139

	<b>Ordre des Ingénieurs du Québec (OIQ)</b>	<b>Where is this referenced?</b>	<b>Ordre des Géologues du Québec (OGQ)</b>	<b>Where is this referenced?</b>
Time Frame to Render Decision	<p>Disciplinary council shall render a decision within 90 days.</p> <p>Final decisions will be served on the parties involved within 10 days of a tribunal's decision.</p> <p>Inspectors must prepare a report within 14 days of conducting their inspection. Committee must prepare a report within 30 days of completion of its investigation.</p> <p>The Board of Directors will make decisions regarding exemptions from CPD requirements within 60 days from receiving the request.</p>	<p>Professional Code 154.1</p> <p>Professional Code 177, 182.7</p> <p>Regulation Respecting the Professional Inspection Committee 18, 23</p> <p>Regulation Respecting The Mandatory Continuing Education Of Engineers 13</p>	<p>Disciplinary council shall render a decision within 90 days.</p> <p>Final decisions will be served on the parties involved within 10 days of a tribunal's decision.</p> <p>The Board of Directors will make decisions regarding exemptions from CPD requirements within 60 days from receiving the request.</p> <p>Decisions of the Board of Examiners will be transmitted within 15 days after they are made.</p> <p>Board of Examiners decides whether or not to hear application appeals within 60 days.</p>	<p>Professional Code 154.1</p> <p>Professional Code 177, 182.7</p> <p>Regulation Respecting The Mandatory Continuing Education Of Geologists 10</p> <p>Regulation Respecting the Conditions and Procedures for the Issuance of Permits by the Ordre des Géologues du Québec 13, 14</p>

	<b>Ordre des Ingénieurs du Québec (OIQ)</b>	<b>Where is this referenced?</b>	<b>Ordre des Géologues du Québec (OGQ)</b>	<b>Where is this referenced?</b>
Time Frame to Appeal Decision	<p>Decisions that may be appealed are orders to strike from the roll, restrictions, penalties or the allowing or dismissing of a complaint. Motions of appeal must be brought to the secretary of the disciplinary council within 30 days of the service of the decision.</p> <p>Decisions relating to the striking from the roll as a result of criminal offenses or disciplinary orders both within Quebec or other jurisdictions, mental or physical fitness, failure to meet training requirements or other standards may be appealed within 30 days of the service of the decision.</p> <p>Decisions may be corrected prior to the execution of the decision, no more than 6 months after the decision, and within 15 days of a party becoming aware of the decision or procedural defect in the decision.</p> <p>A notification that a sponsorship evaluation refuses to issue a certificate may be appealed within 30 days of the notification.</p>	<p>Professional Code 164</p> <p>Professional Code 182.2</p> <p>Professional Code 177.1</p> <p>Regulation Respecting Other Terms And Conditions For The Issuance Of Permits By The Ordre Des Ingénieurs Du Québec 35</p>	<p>Decisions that may be appealed are orders to strike from the roll, restrictions, penalties or the allowing or dismissing of a complaint. Motions of appeal must be brought to the secretary of the disciplinary council within 30 days of the service of the decision.</p> <p>Decisions relating to the striking from the roll as a result of criminal offenses or disciplinary orders both within Quebec or other jurisdictions, mental or physical fitness, failure to meet training requirements or other standards may be appealed within 30 days of the service of the decision.</p> <p>Decisions may be corrected prior to the execution of the decision, no more than 6 months after the decision, and within 15 days of a party becoming aware of the decision or procedural defect in the decision.</p> <p>A registration decision by the Board of Examiners may be appealed within 45 days of receiving the decision.</p>	<p>Professional Code 164</p> <p>Professional Code 182.2</p> <p>Professional Code 177.1</p> <p>Regulation Respecting the Conditions and Procedures for the Issuance of Permits by the Ordre des Géologues du Québec 14</p>
Time Frame to Complete ADR	Not referred to.		Not referred to.	

	<b>Ordre des Ingénieurs du Québec (OIQ)</b>	<b>Where is this referenced?</b>	<b>Ordre des Géologues du Québec (OGQ)</b>	<b>Where is this referenced?</b>
Failure to Meet Time Frames	<p>If a Commissioner has not completed an examination of a complaint within 90 days of receiving it as required, they must inform the complainant that the examination has not been completed, and report on progress every 30 days after.</p> <p>If a syndic has not completed an inquiry within 90 days of receiving the request to hold an inquiry, they must inform the person requesting the inquiry that the inquiry has not been completed, and report on progress every 60 days after.</p>	Professional Code 16.14, 123.1	<p>If a Commissioner has not completed an examination of a complaint within 90 days of receiving it as required, they must inform the complainant that the examination has not been completed, and report on progress every 30 days after.</p> <p>If a syndic has not completed an inquiry within 90 days of receiving the request to hold an inquiry, they must inform the person requesting the inquiry that the inquiry has not been completed, and report on progress every 60 days after.</p>	Professional Code 16.14, 123.1
Time Frames Regarding Appeals of Dismissed Complaints	<p>Decisions by the disciplinary council to dismiss a complaint may be appealed within 30 days of the service of the decision.</p> <p>Decisions by a syndic to not lodge a complaint with the disciplinary council may be appealed within 20 days of the receipt of the decision.</p>	<p>Professional Code 164</p> <p>Professional Code 123.4</p>	<p>Decisions by the disciplinary council to dismiss a complaint may be appealed within 30 days of the service of the decision.</p> <p>Decisions by a syndic to not lodge a complaint with the disciplinary council may be appealed within 20 days of the receipt of the decision.</p>	<p>Professional Code 164</p> <p>Professional Code 123.4</p>

	<b>The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)</b>	<b>Where is this referenced?</b>	<b>Engineers Nova Scotia</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	The respondent of a complaint is given at least 2 weeks to make written representations as part of the Complaint Committee's review.	Act 12(6)	<p>Secretary must notify respondent of the complaint and allow for a written response to be received within 14 days. Complainant may provide a written response to the Secretary within 10 days of being forwarded by the Secretary. The Secretary refers the complaint to Complaints Committee within 14 days following the issuance of notice of complaint.</p> <p>A Review Officer must review the complaint and make a decision within 30</p>	<p>Act 17(3), 17(5), 17(9), 17(9)</p> <p>Act 17F(6)</p> <p>Act 17A(2), 17A(3)</p>

	<b>The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)</b>	<b>Where is this referenced?</b>	<b>Engineers Nova Scotia</b>	<b>Where is this referenced?</b>
			<p>days of receiving the complainant's written application.</p> <p>If the Secretary lodges complaint, the Secretary will forward a copy of report forthwith to the registrant complained about. They then have up to the expiration of 14 days to respond before the report is sent to the Complaints Committee.</p>	
Time Frame to Schedule Hearing	Not referred to.		Not referred to.	
Time Frame for Notice of Hearing	Not referred to.		Notice of disciplinary hearing must be sent out at least 30 days before the hearing.	Act 17H(1), 17H(2)
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		<p>A disciplinary panel will hold a hearing at the time and date specified.</p> <p>Complaints Committee shall provide an opportunity to meet within 10 days after receiving written request. Within 7 days of Complaints Committee meeting with complainant will confirm, vary or terminate the suspension or restrictions</p> <p>If the Complaints Committee varies or terminates the suspension or restriction, the Discipline Committee shall hold a hearing within 30 days.</p> <p>If a suspended registrant does not meet with the Complaints Committee within 10 days, the Discipline Committee shall hold a hearing within 40 days.</p>	<p>Act 17M(1)</p> <p>Act 17R(5)</p> <p>Act 17R(7)</p> <p>Act 17R(8)</p>
Time Frame to Render Decision	Not referred to.		Not referred to.	
Time Frame to Appeal	Applicant may appeal an application refusal	Act 11(8)	If a complainant is not satisfied with the	Act 17F(1)

	<b>The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)</b>	<b>Where is this referenced?</b>	<b>Engineers Nova Scotia</b>	<b>Where is this referenced?</b>
Decision	<p>within 30 days of receiving the decision.</p> <p>Discipline Committee decisions may be appealed within 30 days.</p> <p>Investigative Committee must notify respondent of the complaint and give at least 2 weeks to submit a response.</p>	<p>Act 16(1)</p> <p>Act 16(2)</p>	<p>disposition of the Complaints Committee may apply to the chair of Discipline Committee for a review within 30 days of the decision being made.</p> <p>The Registrant whose registration has been suspended or subjected to restrictions may request a meeting within 10 days of receiving notice issued forthwith by the Secretary.</p> <p>The Registrant subject to a disciplinary order may within 30 days of the issuance of the order appeal to the Supreme Court of Nova Scotia. The Registrant must give 10 days' notice to Secretary of intent to appeal.</p>	<p>Act 17R(2), 17R(3)</p> <p>Act 17V(1), 17V(2)</p>
Time Frame to Complete ADR	Not referred to.		At any time prior to the beginning of a disciplinary hearing, the Secretary and the respondent may submit a joint recommendation for approval by the disciplinary panel.	Act 17I
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.		Not referred to.	

	<b>Geoscientists Nova Scotia</b>	<b>Where is this referenced?</b>	<b>Engineers PEI</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	<p>Registrar must 'forthwith' advise member complained about in writing</p> <p>Member complained about has 14 days to submit a written response</p> <p>After 14 days have passed Registrar forwards complaint to the Complaints Committee.</p>	<p>Bylaw 24B(2), 24B(3)</p>	<p>Act Enforcement Committee will direct the Act Enforcement Officer to 'forthwith' advise member complained about in writing after receiving a written complaint.</p>	<p>Act 16(3)</p>



	<b>Geoscientists Nova Scotia</b>	<b>Where is this referenced?</b>	<b>Engineers PEI</b>	<b>Where is this referenced?</b>
Time Frame to Schedule Hearing	Not referred to.		Not referred to.	
Time Frame for Notice of Hearing	The Discipline Committee will direct the Registrar to give at least 10 days notice to the member complained about before a hearing takes place.	Bylaw 24C(2)	Not referred to.	
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		The hearing must start no more than 60 days after a complaint has been referred to the Discipline Committee. The Discipline Committee will direct the Secretary to give at least 10 days' notice to the member complained about before a hearing takes place.	Act 19(1)
Time Frame to Render Decision	Not referred to.		Not referred to.	
Time Frame to Appeal Decision	Any appeal of the Disciplinary Committee must be filed with the Supreme Court of Nova Scotia and a copy served on the Registrar within 30 days of the Discipline Committee decision. Registrar will file with the Supreme Court of Nova Scotia a record of proceedings as soon as is practicable.  Individuals may appeal a decision to refuse registration to the Supreme Court of Nova Scotia by serving 10 days notice on the Secretary. The court may direct the council to register the individual if due cause is shown.	Act 21  Act 22(4)	A party to proceedings may appeal the Discipline Committee's decision within 30 days to the Supreme Court of Prince Edward Island.	Act 21(1)
Time Frame to Complete ADR	Not referred to.		Not referred to.	
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.		Not referred to.	

	<b>Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)</b>	<b>Where is this referenced?</b>	<b>Engineers Yukon</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Not referred to.		Not referred to.	
Time Frame to Schedule Hearing	Not referred to.		Not referred to.	
Time Frame for Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Not referred to.		Not referred to.	
Time Frame to Render Decision	Not referred to.		Not referred to.	
Time Frame to Appeal Decision	<p>If respondent has new evidence that would vary the decision they have no more than 90 days to submit the evidence for consideration.</p> <p>If a fine is imposed on a respondent, the respondent may within 30 days apply to the Trial Division for review on questions of law or jurisdiction.</p> <p>The board or respondent may appeal decisions of the adjudication tribunal within 30 days' before the Trial Division.</p>	<p>Act 33(2)</p> <p>Act 35(3), 35(6)</p> <p>Act 36(1)</p>	<p>Applicant whose application has been denied by the Board of Examiners may appeal within 30 days to Council.</p> <p>Investigated person or the Registrar can appeal decisions of the Disciplinary Committee within 30 days of the DC decision by serving notice with Council.</p> <p>Council shall commence its appeal hearing within 30 days of receiving notice of appeal.</p> <p>The investigated person may appeal the Council's appeal hearing ruling to the Supreme Court of the Yukon within 30 days of receiving Council's decision.</p>	<p>Act 22(3)</p> <p>Act 48</p> <p>Act 49(2)</p> <p>Act 51(3)</p>
Time Frame to Complete ADR	Not referred to.		If a settlement is unlikely or in the Mediator's opinion resolution is unlikely within 60 days, the matter is referred to the Discipline Committee.	Act 26(3)
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Complainant whose complaint is dismissed by the Complaints Authorization Committee may appeal to the Trial Division of the Newfoundland Courts within 30 days.	Act 24(8)	A complainant who is notified that their complaint has been dismissed may appeal that decision in writing with the Registrar within 30 days.	Act 33(3), 33(5)

	<b>Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)</b>	<b>Where is this referenced?</b>	<b>Engineers Yukon</b>	<b>Where is this referenced?</b>
			Council will hear an appeal immediately.	

	<b>Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Not referred to.	
Time Frame to Schedule Hearing	Not referred to.	
Time Frame for Notice of Hearing	The Investigative Committee shall give the practitioner under investigation at least 10 days' notice identifying members of the committee.  The Board of Inquiry will give the practitioner at least 60 days' notice of time and place for hearing.	Act 34(1)  Act 35(2)
Time Frame to Post Notice of Hearing	Not referred to.	
Time Frame to Hold Hearing	Not referred to.	
Time Frame to Render Decision	Not referred to.	
Time Frame to Appeal Decision	Applicants whose applications have been rejected by Council may appeal the decision to the Supreme Court within 60 days after receiving notice of the rejection. Notice of the intent to appeal must be served on the Executive Director who 'without delay' provide the Clerk of the Supreme Court with relevant materials.  A practitioner may appeal findings of the Discipline Committee within 30 days of receiving the order.	Act 18  Act 50(1)
Time Frame to Complete ADR	Not referred to.	

	<b>Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)</b>	<b>Where is this referenced?</b>
Failure to Meet Time Frames	Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.	

**Appendix 2A – Establishing Time Frames for Notices in Discipline Matters  
Canadian Engineering and Geoscience Associations**

The tables below reference legislation of engineering and geoscience constituent associations in Canada regarding required times for giving notices and time frames for actions the association is to take. The following text is quoted from the legislation and has not been modified to match APEGA’s style. Some sections of legislation are in bold to highlight sections relevant to the briefing note.

	<b>The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>
Time Frame to Review Complaint	Not referred to.	ACT Notice of preliminary investigation 48 The Registrar shall <b>forthwith</b> send notice in writing to the investigated person that a preliminary investigation is being conducted.
Time Frame to Schedule Hearing	Not referred to.	ACT Duty of Discipline Committee 53(1) On the referral of a matter to the Discipline Committee for a formal hearing, the Discipline Committee shall hold the hearing <b>forthwith</b> .
Time Frame for Notice of Hearing	ACT Disciplinary inquiry 32(2) On receipt of the investigation committee's recommendation under section 30 (9) or (10) [incompetence, unskilled practice, criminal conviction or failure to pay dues] for an inquiry, the discipline committee must cause an inquiry to be held before it by causing written notice of an inquiry to be personally served on the person who is the subject of the inquiry or, failing personal service, by leaving the notice at, or by mailing it by registered mail to, the person's last address on file with the association. (3) Notice under subsection (2) must be given <b>at least 14 days</b> before the inquiry unless this requirement is waived by the person who is the subject of the inquiry. (4) The notice must include all of the following: (a) a statement of the time, place and purpose of the inquiry; (b) a reference to the statutory authority under which the inquiry will be held;	ACT Duty of Discipline Committee 53 (3) The Registrar shall serve on the investigated person and on the complainant, if any, a notice of hearing stating the date, time and place at which the Discipline Committee will hold the hearing and giving reasonable particulars of the conduct or complaint in respect of which the hearing will be held.  Time of appeal 68(1) The Appeal Board, on receiving a notice of appeal under section 67, shall serve on the investigated person and the Investigative Committee a notice of hearing of an appeal stating the date, time and place that the Appeal Board will hear the matters appealed. (2) The Appeal Board shall hear an appeal <b>forthwith</b> .

	The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)	The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
	<p>(c) a statement that if the person who is the subject of the inquiry does not attend the inquiry, the discipline committee may proceed with the subject matter of the inquiry in that person's absence and make findings of fact and its decision without further notice to that person.</p> <p>(5) In the event of nonattendance of the person who is the subject of the inquiry, the discipline committee, on proof of service of the notice under subsection (2), which proof may be made by affidavit, may proceed with the subject matter of the inquiry in that person's absence and make findings of fact and its decision without further notice to that person.</p> <p>39(6) The notice of appeal must state a place and time, <b>not less than 7 clear days</b> after the service of it, on which the appeal is to be heard.</p>	
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	Not referred to.	<p>ACT Duty of Discipline Committee 53(1) On the referral of a matter to the Discipline Committee for a formal hearing, the Discipline Committee shall hold the hearing <b>forthwith</b>.</p> <p>Time of appeal 68(2) The Appeal Board shall hear an appeal <b>forthwith</b>.</p>
Time Frame to Render Decision	Not referred to.	Not referred to.
Time Frame to Appeal Decision	<p>ACT Appeal 39 (1) Any person who feels aggrieved by an order of the discipline committee under section 33(2), or whose application for membership in the association, or for a licence has been refused under section 13(1)(d) or 13(2), may appeal from the order or refusal of the application to the Supreme Court <b>within 42 days</b> from the date of that order or refusal. (2) A corporation, partnership or other legal entity, other than</p>	<p>ACT Review by the Appeal Board 32(4) An applicant whose application for registration has been refused by the Board of Examiners may, <b>within 30 days</b> after receiving a notice of refusal and the reasons for refusal, appeal the decision to the Appeal Board by serving a notice of appeal on the Registrar.</p> <p>Appeal to Appeal Board</p>

	<b>The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>
	<p>an individual, aggrieved by an order of the discipline committee under section 33(2), or whose application for a certificate of authorization is refused under section 14(1) or (8), may appeal the order or refusal of the application to the Supreme Court <b>within 42 days</b> of the making of the order or refusal.</p>	<p>67(1) The Investigative Committee or the investigated person may appeal to the Appeal Board any finding or order of the Discipline Committee.</p> <p>(2) An appeal under subsection (1) shall be commenced by a written notice of appeal that shall</p> <p>(a) describe the finding or order appealed from,</p> <p>(b) state the reasons for the appeal, and</p> <p>(c) be served on the Registrar <b>not more than 30 days</b> after the date that the decision of the Discipline Committee was served on the investigated person.</p> <p>Appeal to the Court of Appeal</p> <p>70(3) An appeal under this section shall be commenced</p> <p>(b) by serving a copy of the notice of appeal on the Registrar, both <b>within 30 days</b> from the date on which the decision of the Appeal Board is served on the investigated person.</p>
Time Frame to Complete Alternative Dispute resolution (ADR)	<p>ACT</p> <p>Alternative complaint resolution</p> <p>32.2(1) <b>At any time before the commencement</b> of an inquiry under section 32 (2), the person who is the subject of the inquiry, the registrar and the discipline committee may agree that alternative complaint resolution, as provided in the bylaws, will commence between the person who is the subject of the inquiry and the discipline committee respecting one or more matters to be dealt with at the inquiry.</p> <p>(2) If the discipline committee and the person who is the subject of the inquiry reach an agreement respecting one or more of the matters to be dealt with at the inquiry, a consent order may be made under section 32.1 (2) (b) on the terms set out in the agreement.</p> <p>(3) No further action may be taken under this section and sections 21.2, 29 to 32.1 and 33 with respect to a matter referred to in subsection (1) of this section unless the discipline committee determines that an agreement respecting the matter cannot be reached <b>within a reasonable period of time</b>.</p> <p>(4) If the discipline committee determines that an agreement respecting a matter referred to in subsection (1) cannot be reached <b>within a reasonable period of time</b>,</p>	<p>ACT</p> <p>Complaints</p> <p>43(4) Notwithstanding section 47, a person designated by the Registrar as a mediator may assist in settling a complaint if the complainant and the person about whose conduct the complaint was made agree, but if <b>within 30 days</b> from the date of receipt of the complaint, or a longer period agreed to by those persons, a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall be referred forthwith by the Registrar to the Investigative Committee.</p>

	The Association of Professional Engineers and Geoscientists of British Columbia (APEGBC)	The Association of Professional Engineers and Geoscientists of Alberta (APEGA)
	<p>(a) an inquiry under section 32 (2) respecting the matter must proceed,</p> <p>(b) the discipline committee conducting the inquiry must not consider the information disclosed during the alternative complaint resolution process in determining the matter or in making an order under section 33 (2) respecting the matter, and</p> <p>(c) a member of the discipline committee who participated in the alternative complaint resolution process must not participate as a member of the discipline committee in the inquiry concerning the matter.</p>	
Failure to Meet Time Frames	Not referred to.	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.	<p>ACT</p> <p>Termination of investigation</p> <p>51(3) A complainant who is served with a notice under subsection (2) informing the complainant that the investigation has been terminated may, by notice in writing to the Registrar <b>within 30 days</b> after receipt of the notice under subsection (2), appeal that decision to the Appeal Board.</p>



	The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)	Engineers Geoscientists Manitoba (APEGM)
Time Frame to Review Complaint	Not referred to.	Not referred to.
Time Frame to Schedule Hearing	Not referred to.	Not referred to.
Time Frame for Notice of Hearing	<p>ACT</p> <p>Discipline hearing</p> <p>34(1) Where the report of an investigation committee recommends that a discipline committee hear and determine a formal complaint, the registrar shall, <b>at least 14 days</b> before the date a discipline committee is to sit:</p> <p>(a) send a copy of the formal complaint to the member whose conduct is the subject of the hearing; and</p> <p>(b) serve notice on the member whose conduct is the subject of the hearing of the date, time and place of the hearing.</p>	<p>BYLAW</p> <p>15.6.2 The chair of the discipline committee shall direct the registrar to give to the investigated person and the complainant, <b>at least 30 days</b> before the date of any hearing, notice of the date, time and place of the hearing together with a copy of the charge or charges to be heard.</p> <p>15.7.5.1 The president shall direct the registrar to give to the investigated person and the complainant, <b>at least 30 days</b> before the date of any appeal hearing, notice of the date, time and place of the appeal hearing.</p>
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	Not referred to.	<p>ACT</p> <p>Hearing</p> <p>21(3) On receipt of a notice of appeal under this section, accompanied by a cash deposit, the council shall schedule a hearing of the applicant's appeal to be held <b>within 90 days</b> after receipt of the notice of appeal by the council.</p> <p>BYLAW</p> <p>15.6.3.1 The hearing before the discipline committee shall commence on a date <b>within 120 days</b> after the date on which the charge is referred to the discipline committee.</p> <p>15.7.5.2 The appeal hearing shall commence on a date <b>within 90 days</b> after the date of giving of the notice of appeal and the appellant's written reasons to the registrar and payment of the cash deposit pursuant to sections 15.7.1 and 15.7.2 of these by-laws.</p>
Time Frame to	Not referred to.	ACT

	The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)	Engineers Geoscientists Manitoba (APEGM)
Render Decision		<p>Powers of council on appeal  53(4) The council shall, <b>within 90 days</b> from the date of the conclusion of all proceedings before it, do any of the following:  (a) make any finding or order that in its opinion ought to have been made by the panel;  (b) quash, vary or confirm the finding or order of the panel or any part of the finding or order;  (c) refer the matter back to the discipline committee for further consideration in accordance with any direction of the council.</p> <p>BYLAW  15.4.8 Within <b>10 working days</b> of the decision of the committee of council, the chair of the committee shall forward, or cause to be forwarded, to the registrar a report and any order or action taken by it.  15.6.4.1 <b>Within 10 working days</b> of the discipline committee's decision, the chair of the panel shall forward or cause to be forwarded to the chair of the discipline committee and to the council a report on the hearing and if an order has been made against any person under section 47 or 48 of the Act, the report shall include the name of such person, the decision and the order.  15.7 7.1 <b>Within 10 days</b> of the council's decision, the president shall forward, or cause to be forwarded, to the registrar a report and any order made under subsection 53(4) of the Act.</p>
Time Frame to Appeal Decision	<p>ACT  Delegation and appeal  24(4) A person who is aggrieved by a decision of the registrar made pursuant to a delegated power may apply to the council to review that decision.</p> <p>Appeals re admission  25(1) An appeal to a judge of the court sitting in chambers may be made by the following persons:  (a) a person who is refused membership in the association;  (b) a person who is refused a licence.</p>	<p>ACT  21(1) A person may appeal to the council if  (a) the person's application for a certificate of registration, certificate of authorization, temporary licence, specified scope of practice licence or enrolment as an engineering intern or geoscience intern is not approved by the registration committee; or  (b) the person's application for a specified scope of practice licence is approved, but the person disagrees with the scope of practice specified in the licence.</p> <p>21(1.1) To appeal under this section, the person must provide</p>

	<b>The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)</b>	<b>Engineers Geoscientists Manitoba (APEGM)</b>
	<p>(2) An appeal pursuant to subsection (1) is to be made <b>within 30 days</b> of the person being notified by the registrar of the refusal.</p> <p><b>REGULATORY BYLAW</b> Applications to review decisions of the registrar 19(1) For the purposes of subsection 24(4) of the Act, an application to review a decision of the registrar respecting an application for registration or licensure must be made to the Council, <b>within 30 days</b> after a written copy of the decision is served, by sending or delivering a written request in the form of a letter to the Council, which must be received in the Association's head office within that time, setting out the grounds on which the applicant alleges that the registrar's decision is in error, together with any documentation necessary to support the allegation.</p> <p><b>ACT</b> Appeal to court 39(1) A member may appeal a decision or any order of a discipline committee to a judge of the court by serving the registrar with a copy of the notice of appeal and filing the notice with the local registrar <b>within 30 days</b> of the decision or order where: (a) the discipline committee finds that the member's conduct constitutes professional misconduct or professional incompetence; or (b) the member has been expelled pursuant to section 36.</p> <p><b>Reinstatement</b> 42(4) Where, on an application pursuant to subsection (1), the council refuses to reinstate the person as a member, the person, <b>within 30 days</b> after the date of the order, may appeal the order of the council to a judge of the court and the judge may allow or disallow the appeal.</p>	<p>a written notice to the council stating the person's wish to appeal. The notice must specify the reasons for the appeal and be provided to the council <b>within 30 days</b> after the day the person received notice of the decision being appealed.</p>
Time Frame to Complete	Not referred to.	BYLAW 15.3.1.1 The investigation committee may undertake to resolve

	The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS)	Engineers Geoscientists Manitoba (APEGM)
ADR		the matter or matters at issue through an alternative dispute resolution process prior to assessing whether an investigation is warranted or in conjunction with an investigation. The alternative dispute resolution process is: a) subject to obtaining the written concurrence of both the complainant and the investigated person, b) prescribed by the council, and c) <b>not to exceed 30 days</b> in duration.
Failure to Meet Time Frames	Not referred to.	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	ACT Investigation 32(7) A person who made the complaint with respect to which the investigation was conducted may apply to the council to review a recommendation of the investigation committee that no further action be taken.  REGULATORY BYLAW Applications to review decisions of the investigation committee 23(1) For the purposes of subsection 32(7) of the Act, an application to review a recommendation of the investigation committee that no further action be taken in respect of a complaint concerning the conduct of a member must be made to the Council, <b>within 30 days</b> after a copy of the recommendation is served, by sending or delivering a written request in the form of a letter to the Council, which must be received in the Association's head office within that time, setting out the grounds on which the applicant alleges that the investigation committee's decision is in error, together with any documentation necessary to support the allegation.	Not referred to.

	Professional Engineers Ontario (PEO)	Association of Professional Geoscientists of Ontario (APGO)
Time Frame to Review	ACT Duties of Complaints Committee	Not referred to.

	Professional Engineers Ontario (PEO)	Association of Professional Geoscientists of Ontario (APGO)
Complaint	<p>24. (1) The Complaints Committee shall consider and investigate complaints made by members of the public or members of the Association regarding the conduct or actions of a member of the Association or holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence, but no action shall be taken by the Committee under subsection (2) unless,</p> <p>(a) a written complaint in a form that shall be provided by the Association has been filed with the Registrar and the member or holder whose conduct or actions are being investigated has been notified of the complaint and given <b>at least two weeks</b> in which to submit in writing to the Committee any explanations or representations the member or holder may wish to make concerning the matter; and</p> <p>(b) the Committee has examined or has made every reasonable effort to examine all records and other documents relating to the complaint.</p>	
Time Frame to Schedule Hearing	<p>ACT Referral to panel 27(5) <b>Within 90 days</b> after a matter is referred to the Discipline Committee for hearing and determination, the chair may,</p> <p>(a) select a panel from among the members of the Committee that includes at least one of each of the persons appointed under paragraphs 1, 2, 3 and 4 of subsection (1);</p> <p>(b) designate one of the members of the panel to chair it;</p> <p>(c) refer the matter to the panel for hearing and determination;</p> <p>and</p> <p>(d) set a date, time and place for the hearing.</p>	Not referred to.
Time Frame for Notice of Hearing	<p>ACT Notice of proposal to revoke or refuse to renew 19. (1) Where the Registrar proposes,</p> <p>(a) to refuse to issue a licence; or</p> <p>(b) to refuse to issue, to suspend or to revoke a temporary licence, a provisional licence, a limited licence or a certificate of authorization,</p> <p>the Registrar shall serve notice of the proposal, together with written reasons therefor, on the applicant.</p>	Not referred to.

	Professional Engineers Ontario (PEO)	Association of Professional Geoscientists of Ontario (APGO)
	<p>Notice</p> <p>19(3) A notice under subsection (1) shall state that the applicant is entitled to a hearing by the Registration Committee if the applicant mails or delivers, within thirty days after the notice under subsection (1) is served on the applicant, notice in writing requiring a hearing by the Registration Committee and the applicant may so require such a hearing.</p> <p>(5) <b>Within 30 days</b> after receiving a notice under subsection (3) requiring a hearing, the Registration Committee shall schedule the hearing.</p>	
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	Not referred to.	Not referred to.
Time Frame to Render Decision	Not referred to.	Not referred to.
Time Frame to Appeal Decision	<p>REGULATION</p> <p>64(1) Where the Council has refused an application for designation as a consulting engineer, the applicant may, <b>within thirty days</b> of the date of receipt of notice of the refusal, request that the Council reconsider the application together with such additional information as is submitted by the applicant.</p>	Not referred to.
Time Frame to Complete ADR	<p>REGULATION</p> <p>31. (1) Where, pursuant to subsection 32(3) of the Act, all parties to a dispute consent to arbitration by the Fees Mediation Committee by filing with the Registrar a consent in writing signed by all of the parties to the dispute, this section shall apply.</p> <p>(2) Each of the parties to the dispute shall prepare and submit to the Registrar a brief written outline of the dispute <b>within ten days</b> following the date of the filing of the consent referred to in subsection (1) or such longer period as may be determined by the Registrar.</p>	<p>REGULATION</p> <p>4(3) Complaint settlement <b>shall not exceed 30 days</b> from the date it is ordered unless an extension of time is granted pursuant to a written request made by the mediator to the complaints committee.</p> <p>(4) When the time provided for complaint settlement is over, the mediator shall, <b>as soon as is reasonably possible</b>, report on the results achieved, if any, to the body that appointed him or her.</p>

	Professional Engineers Ontario (PEO)	Association of Professional Geoscientists of Ontario (APGO)
Failure to Meet Time Frames	<p>ACT</p> <p>Review by Complaints Review Councillor</p> <p>26(2) Where a complaint respecting a member of the Association or a holder of a certificate of authorization, a temporary licence, a provisional licence or a limited licence has not been disposed of by the Complaints Committee <b>within ninety days</b> after the complaint is filed with the Registrar, upon application by the complainant or on his or her own initiative the Complaints Review Councillor may review the treatment of the complaint by the Complaints Committee.</p> <p>(5) The Complaints Review Councillor may decide not to make or continue a review under subsection (2) or (3) if,</p> <p>(a) the review is or would be in respect of the treatment of a complaint that was disposed of by the Complaints Committee <b>more than twelve months</b> before the matter came to the attention of the Complaints Review Councillor; or</p> <p>(b) in the opinion of the Complaints Review Councillor,</p> <p>(i) the application to the Complaints Review Councillor is frivolous or vexatious or is not made in good faith, or</p> <p>(ii) the person who has made application to the Complaints Review Councillor has not a sufficient personal interest in the subject-matter of the particular complaint.</p>	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.	<p>REGULATION</p> <p>Early dismissal of complaint</p> <p>3(2) A person in receipt of a notice of intention to dismiss may, <b>within 30 days</b> of the date of the notice, make further written submissions to the preliminary review panel in response to the notice.</p>

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
Time Frame to Review	PROFESSIONAL CODE 16.15. After examining a complaint, the	PROFESSIONAL CODE 16.15. After examining a complaint, the	ACT 12(6) The Complaints Committee shall

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
Complaint	Commissioner shall inform the plaintiff and, if necessary, the professional order concerned of the findings and send them any recommendations made, including any recommendation to review the application of the mechanisms for the recognition of professional competence. <b>Within 60 days</b> after receiving a recommendation, the professional order shall inform the Commissioner in writing of the actions it intends to take as a result of the recommendation or, if it has decided not to act upon the recommendation, of the reasons for that decision.	Commissioner shall inform the plaintiff and, if necessary, the professional order concerned of the findings and send them any recommendations made, including any recommendation to review the application of the mechanisms for the recognition of professional competence. <b>Within 60 days</b> after receiving a recommendation, the professional order shall inform the Commissioner in writing of the actions it intends to take as a result of the recommendation or, if it has decided not to act upon the recommendation, of the reasons for that decision.	consider and investigate complaints referred to it, but no action shall be taken by the Committee under subsection (10) before it has (a) notified the respondent of the complaint and the respondent is given <b>at least two weeks</b> to submit in writing to the Committee any explanations or representations the respondent may wish to make concerning the matter; and (b) examined or has made every reasonable effort to examine all records and other documents relating to the complaint.
Time Frame to Schedule Hearing	Not referred to.	Not referred to.	Not referred to.
Time Frame for Notice of Hearing	REGULATION RESPECTING OTHER TERMS AND CONDITIONS FOR THE ISSUANCE OF PERMITS BY THE ORDRE DES INGÉNIEURS DU QUÉBEC 35. If the sponsorship evaluator intends to refuse to issue the certificate, he shall notify the junior engineer in writing of the reasons for his refusal and inform him of his right to be heard; the evaluator may also render such a decision at any time during the sponsorship if he considers that the sponsorship activities cannot be performed in accordance with the requirements of this Division.  Junior engineers may avail themselves of the right to be heard provided that they	REGULATION RESPECTING THE CONDITIONS AND PROCEDURES FOR THE ISSUANCE OF PERMITS BY THE ORDRE DES GÉOLOGUES DU QUÉBEC 14. An individual informed of an unfavourable decision by the Board of Examiners may request a review by sending the Secretary of the Order a written request to that effect within 45 days after receiving the decision.  The Board of Directors decides on the review request within 60 days following receipt thereof. Before making a decision, the Board of Directors shall give the requester an opportunity to present his or her comments.	Not referred to.



	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	apply in writing to the sponsorship. For this purpose, the sponsorship evaluator shall summon the junior engineer by means of a written notice sent by registered mail <b>at least 10 days</b> before the date of the hearing. The sponsorship evaluator shall render a decision in writing within 30 days.	<b>At least 15 days</b> prior to the meeting at which the request for review is to be examined, the secretary of the Order shall inform the requester in writing of the date, place and time of the meeting.	
Time Frame to Post Notice of Hearing	PROFESSIONAL CODE 120.2. Access to the hearing roll may be had at the head office of the order and the hearing roll must be posted by the secretary of the disciplinary council <b>not less than 10 days</b> before the date set for the hearing.	PROFESSIONAL CODE 120.2. Access to the hearing roll may be had at the head office of the order and the hearing roll must be posted by the secretary of the disciplinary council <b>not less than 10 days</b> before the date set for the hearing.	Not referred to.
Time Frame to Hold Hearing	PROFESSIONAL CODE 133. The request for provisional striking off the roll or immediate provisional restriction of the right to engage in professional activities must be heard and decided by preference after notice is served on the respondent by the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25) <b>at least two clear juridical days</b> before the beginning of the hearing. The hearing must begin <b>not later than 10 days</b> after service of the complaint.  139. The secretary of the disciplinary council must make sure that the hearing begins within a reasonable time.  Barring particular circumstances, the	PROFESSIONAL CODE 133. The request for provisional striking off the roll or immediate provisional restriction of the right to engage in professional activities must be heard and decided by preference after notice is served on the respondent by the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25) <b>at least two clear juridical days</b> before the beginning of the hearing. The hearing must begin <b>not later than 10 days</b> after service of the complaint.  139. The secretary of the disciplinary council must make sure that the hearing begins within a reasonable time.  Barring particular circumstances, the	Not referred to.

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>hearing must begin <b>within 120 days</b> after service of the complaint.</p> <p>A notice of <b>not less than three clear days</b> of the date and place of the hearing must be given to the respondent and to his attorney, if any, by the secretary of the disciplinary council. Such notice shall be served in accordance with the Code of Civil Procedure (chapter C-25).</p>	<p>hearing must begin <b>within 120 days</b> after service of the complaint.</p> <p>A notice of <b>not less than three clear days</b> of the date and place of the hearing must be given to the respondent and to his attorney, if any, by the secretary of the disciplinary council. Such notice shall be served in accordance with the Code of Civil Procedure (chapter C-25).</p>	
Time Frame to Render Decision	<p>PROFESSIONAL CODE</p> <p>154.1. The disciplinary council shall render its decision <b>within 90 days</b> from the time the matter is taken under advisement.</p> <p>177. <b>Within ten days</b> of the final decision of the tribunal, the clerk of the Court of Québec of the district where the tribunal held its sittings shall cause such decision to be served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25).</p> <p>182.7. <b>Within 10 days</b> of the final decision of the tribunal, the clerk of the Court of Québec in the judicial district where the tribunal held its sittings shall cause the decision to be served on the appellant and on the secretary of the board of directors or of the executive committee, as the case may be, in accordance with the Code of Civil Procedure (chapter C-25).</p> <p>REGULATION RESPECTING THE</p>	<p>PROFESSIONAL CODE</p> <p>154.1. The disciplinary council shall render its decision <b>within 90 days</b> from the time the matter is taken under advisement.</p> <p>177. <b>Within ten days</b> of the final decision of the tribunal, the clerk of the Court of Québec of the district where the tribunal held its sittings shall cause such decision to be served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25).</p> <p>182.7. <b>Within 10 days</b> of the final decision of the tribunal, the clerk of the Court of Québec in the judicial district where the tribunal held its sittings shall cause the decision to be served on the appellant and on the secretary of the board of directors or of the executive committee, as the case may be, in accordance with the Code of Civil Procedure (chapter C-25).</p> <p>REGULATION RESPECTING THE</p>	Not referred to.

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>PROFESSIONAL INSPECTION COMMITTEE OF THE ORDRE DES INGÉNIEURS DU QUÉBEC</p> <p>18 . The committee shall prepare an inspection report <b>within 14 days</b> from the date of completion of its inspection.</p> <p>23 . The committee shall prepare a report <b>within 30 days</b> from the date of the end of its investigation.</p> <p>REGULATION RESPECTING THE MANDATORY CONTINUING EDUCATION OF ENGINEERS</p> <p>13. The Order decides the waiver request and transmits its decision <b>within 60 days</b> of receiving the request [exemptions from CPD]. He set the duration and conditions that apply, including the number of hours the member will have to follow until the end of the reference period when the duration of the exemption is completed.</p>	<p>MANDATORY CONTINUING EDUCATION OF GEOLOGISTS</p> <p>10. The Board of Directors of the Order makes a decision on all requests submitted under article 8 or 9 [exemptions from CPD] hereof and forwards its decision to the geologist concerned <b>within 60 days</b> of receipt of the request. Such decision indicates, where applicable, the conditions that apply thereto.</p> <p>REGULATION RESPECTING THE CONDITIONS AND PROCEDURES FOR THE ISSUANCE OF PERMITS BY THE ORDRE DES GÉOLOGUES DU QUÉBEC</p> <p>13. The decision of the Board of Examiners is transmitted in writing to the applicant <b>within 15 days</b> after it has been made. Any unfavourable decision must be accompanied by a written notice indicating the reasons for the decision and the right to request a review in accordance with article 14 hereof.</p> <p>14. An individual informed of an unfavourable decision by the Board of Examiners may request a review by sending the Secretary of the Order a written request to that effect within 45 days after receiving the decision. The Board of Directors decides on the review request <b>within 60 days</b> following receipt thereof. Before making a decision, the Board of Directors shall give the requester an opportunity to present his or</p>	

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
		her comments.	
Time Frame to Appeal Decision	<p>PROFESSIONAL CODE</p> <p>164. An appeal lies to the Professions Tribunal from</p> <p>(1) a decision of the disciplinary council ordering a provisional striking off the roll or provisional restriction of the right to engage in professional activities, allowing or dismissing a complaint, or imposing a penalty;</p> <p>(1.1) a decision of the disciplinary council on the publication of a notice under the fifth paragraph of section 133 or the fifth paragraph of section 156 and, for the professional or, on a resolution of the board of directors of the order, for a syndic, from a decision on the payment of publication expenses in accordance with those paragraphs;</p> <p>(2) any other decision of the disciplinary council or its chair, substitute chair or replacement chair, with the leave of the tribunal.</p> <p>Every appeal from a decision referred to in subparagraph 1 or 1.1 of the first paragraph shall be brought by way of a motion served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25). The motion, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the respondent in first instance has his professional domicile, <b>within 30 days</b> of the service</p>	<p>PROFESSIONAL CODE</p> <p>164. An appeal lies to the Professions Tribunal from</p> <p>(1) a decision of the disciplinary council ordering a provisional striking off the roll or provisional restriction of the right to engage in professional activities, allowing or dismissing a complaint, or imposing a penalty;</p> <p>(1.1) a decision of the disciplinary council on the publication of a notice under the fifth paragraph of section 133 or the fifth paragraph of section 156 and, for the professional or, on a resolution of the board of directors of the order, for a syndic, from a decision on the payment of publication expenses in accordance with those paragraphs;</p> <p>(2) any other decision of the disciplinary council or its chair, substitute chair or replacement chair, with the leave of the tribunal.</p> <p>Every appeal from a decision referred to in subparagraph 1 or 1.1 of the first paragraph shall be brought by way of a motion served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25). The motion, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the respondent in first instance has his professional domicile, <b>within 30 days</b> of the service</p>	<p>ACT</p> <p>11(8) If the Board refuses to recommend a member, licensee, or holder of a certificate of authorization, the applicant may appeal to the Council, in writing, <b>within thirty days</b> of receipt of notification of the Board's decision.</p> <p>16(1) A party to proceedings before the Discipline Committee may appeal <b>within thirty days</b> from the date of the decision or order of the Committee to the Court by way of Notice of Application in accordance with the Rules of Court.</p> <p>16(2) Upon the request of a party desiring to appeal, and upon payment of the fee, the Registrar shall furnish the party with a certified copy of the record of the proceedings, including the documents received in evidence and the decision or order appealed from.</p>

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>of the decision.</p> <p>However, no appeal from a decision allowing a complaint may be brought <b>later than thirty days</b> after the date of service of the decision imposing a penalty.</p> <p>Leave to appeal from a decision referred to in subparagraph 2 of the first paragraph is applied for to the tribunal by way of a motion served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure. The motion for leave to appeal, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the respondent in first instance has his professional domicile <b>within 30 days</b> of the date of the decision being appealed from.</p> <p>182.2. Every appeal from a decision referred to in the first paragraph of section 182.1 shall be brought by way of a motion served on the secretary of the board of directors or of the executive committee, as the case may be, in accordance with the Code of Civil Procedure (chapter C- 25). The motion, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the appellant has his professional domicile, <b>within 30 days</b> of the service of the decision. Where the</p>	<p>of the decision.</p> <p>However, no appeal from a decision allowing a complaint may be brought <b>later than thirty days</b> after the date of service of the decision imposing a penalty.</p> <p>Leave to appeal from a decision referred to in subparagraph 2 of the first paragraph is applied for to the tribunal by way of a motion served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure. The motion for leave to appeal, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the respondent in first instance has his professional domicile <b>within 30 days</b> of the date of the decision being appealed from.</p> <p>182.2. Every appeal from a decision referred to in the first paragraph of section 182.1 shall be brought by way of a motion served on the secretary of the board of directors or of the executive committee, as the case may be, in accordance with the Code of Civil Procedure (chapter C- 25). The motion, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the appellant has his professional domicile, <b>within 30 days</b> of the service of the decision. Where the</p>	

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>appellant is not a member of the order, the motion must be filed within the same period at the office of the Court of Québec in the judicial district in which the appellant has his domicile.</p> <p><b>Within 30 days</b> of receipt of the notice of appeal, the secretary of the board of directors or of the executive committee, as the case may be, shall send the original and three copies of the record to the clerk of the Court of Québec and a copy to each of the parties.</p> <p>PROFESSIONAL CODE 177.1. The tribunal may correct a decision it has rendered where the decision contains an error in writing, a mistake in calculation or any other clerical error. The decision may be corrected by the tribunal of its own initiative, as long as execution of the decision has not commenced. A correction may be effected at any time on application by one of the parties, served on the other parties in accordance with the Code of Civil Procedure (chapter C-25.01). Moreover, the tribunal may revise any decision it has rendered (1) where a new fact is discovered which, if it had been known in due time, might have justified a different decision; (2) where a substantive or procedural defect is likely to invalidate the decision; (3) (subparagraph repealed). The application for revision must be filed <b>within 15 days</b> counting, according to</p>	<p>appellant is not a member of the order, the motion must be filed within the same period at the office of the Court of Québec in the judicial district in which the appellant has his domicile.</p> <p><b>Within 30 days</b> of receipt of the notice of appeal, the secretary of the board of directors or of the executive committee, as the case may be, shall send the original and three copies of the record to the clerk of the Court of Québec and a copy to each of the parties.</p> <p>PROFESSIONAL CODE 177.1. The tribunal may correct a decision it has rendered where the decision contains an error in writing, a mistake in calculation or any other clerical error. The decision may be corrected by the tribunal of its own initiative, as long as execution of the decision has not commenced. A correction may be effected at any time on application by one of the parties, served on the other parties in accordance with the Code of Civil Procedure (chapter C-25.01). Moreover, the tribunal may revise any decision it has rendered (1) where a new fact is discovered which, if it had been known in due time, might have justified a different decision; (2) where a substantive or procedural defect is likely to invalidate the decision; (3) (subparagraph repealed). The application for revision must be filed <b>within 15 days</b> counting, according to</p>	

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>circumstances, from the day on which the party became aware of the decision, the new fact or the substantive or procedural defect likely to invalidate the decision. The time limit of 15 days is peremptory; however, the tribunal may, on an application, and provided that <b>no more than six months</b> have elapsed since the decision, relieve a party of the consequences of a failure to comply with the time limit if the party shows that it was, in fact, impossible to act sooner.</p> <p>REGULATION RESPECTING OTHER TERMS AND CONDITIONS FOR THE ISSUANCE OF PERMITS BY THE ORDRE DES INGÉNIEURS DU QUÉBEC</p> <p>35. If the sponsorship evaluator intends to refuse to issue the certificate, he shall notify the junior engineer in writing of the reasons for his refusal and inform him of his right to be heard; the evaluator may also render such a decision at any time during the sponsorship if he considers that the sponsorship activities cannot be performed in accordance with the requirements of this Division.</p> <p>Junior engineers may avail themselves of the right to be heard provided that they apply in writing to the sponsorship evaluator <b>within 30 days</b> of the mailing date of the notification. The sponsorship evaluator shall conduct the hearing within 60 days following the date of receipt of the application. For this purpose, the</p>	<p>circumstances, from the day on which the party became aware of the decision, the new fact or the substantive or procedural defect likely to invalidate the decision. The time limit of 15 days is peremptory; however, the tribunal may, on an application, and provided that <b>no more than six months</b> have elapsed since the decision, relieve a party of the consequences of a failure to comply with the time limit if the party shows that it was, in fact, impossible to act sooner.</p> <p>REGULATION RESPECTING THE CONDITIONS AND PROCEDURES FOR THE ISSUANCE OF PERMITS BY THE ORDRE DES GÉOLOGUES DU QUÉBEC</p> <p>14. An individual informed of an unfavourable decision by the Board of Examiners may request a review by sending the Secretary of the Order a written request to that effect <b>within 45 days</b> after receiving the decision.</p>	

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	sponsorship evaluator shall summon the junior engineer by means of a written notice sent by registered mail at least 10 days before the date of the hearing. The sponsorship evaluator shall render a decision in writing within 30 days.		
Time Frame to Complete ADR	Not referred to.	Not referred to.	Not referred to.
Failure to Meet Time Frames	<p>PROFESSIONAL CODE 16.14. If the Commissioner has not completed the examination of a complaint <b>within 90 days</b> after receiving it, the Commissioner must, at the end of that period, inform the plaintiff, in writing, that the examination has not been completed and report to the plaintiff on the progress of the examination. Until the examination has been completed, the Commissioner must, <b>every 30 days</b> after the expiry of the 90-day period, inform the plaintiff, in writing, that the examination has not been completed and report to the plaintiff on the progress of the examination.</p> <p>123.1. Where a syndic has not completed his inquiry <b>within 90 days</b> of receipt of the request for the holding of an inquiry, he must, at the end of that period, inform the person who requested the holding of an inquiry, in writing, that the inquiry has not been completed and report to him on the progress of the inquiry. Until the inquiry has been completed, a syndic must, <b>every 60 days</b> after the expiry of the 90-day</p>	<p>PROFESSIONAL CODE 16.14. If the Commissioner has not completed the examination of a complaint <b>within 90 days</b> after receiving it, the Commissioner must, at the end of that period, inform the plaintiff, in writing, that the examination has not been completed and report to the plaintiff on the progress of the examination. Until the examination has been completed, the Commissioner must, <b>every 30 days</b> after the expiry of the 90-day period, inform the plaintiff, in writing, that the examination has not been completed and report to the plaintiff on the progress of the examination.</p> <p>123.1. Where a syndic has not completed his inquiry <b>within 90 days</b> of receipt of the request for the holding of an inquiry, he must, at the end of that period, inform the person who requested the holding of an inquiry, in writing, that the inquiry has not been completed and report to him on the progress of the inquiry. Until the inquiry has been completed, a syndic must, <b>every 60 days</b> after the expiry of the 90-day</p>	Not referred to.



	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	period, inform the person who requested the holding of the inquiry, in writing, that the inquiry has not been completed and report to him on the progress of the inquiry.	period, inform the person who requested the holding of the inquiry, in writing, that the inquiry has not been completed and report to him on the progress of the inquiry.	
Time Frames Regarding Appeals of Dismissed Complaints	<p>PROFESSIONAL CODE</p> <p>16.13. The Commissioner may, upon summary examination, dismiss a complaint if, in the Commissioner's opinion, it is excessive, frivolous or clearly unfounded.</p> <p>The Commissioner may refuse or cease to examine a complaint</p> <p>(1) if the Commissioner has reasonable grounds to believe the Commissioner's intervention would serve no purpose;</p> <p>(2) if the plaintiff refuses or neglects to provide information or documents requested; or</p> <p>(3) if the length of time having elapsed between the events that gave rise to the dissatisfaction of the plaintiff and the filing of the complaint makes it impossible to examine the complaint.</p> <p>In such cases, the Commissioner must so inform the plaintiff and include the reasons for the decision, <b>within a maximum of 30 days.</b></p> <p>123.4. <b>Within 30 days</b> after the date of receipt of a syndic's decision not to lodge a complaint with the disciplinary council, the person who requested an inquiry may request an opinion from the review committee.</p>	<p>PROFESSIONAL CODE</p> <p>164. An appeal lies to the Professions Tribunal from</p> <p>(1) a decision of the disciplinary council ordering a provisional striking off the roll or provisional restriction of the right to engage in professional activities, allowing or dismissing a complaint, or imposing a penalty;</p> <p>Every appeal from a decision referred to in subparagraph 1 or 1.1 of the first paragraph shall be brought by way of a motion served on the parties and on the secretary of the disciplinary council in accordance with the Code of Civil Procedure (chapter C-25). The motion, which must contain a detailed statement of the grounds for appeal, must be filed at the office of the Court of Québec in the judicial district where the respondent in first instance has his professional domicile, <b>within 30 days</b> of the service of the decision.</p> <p>123.4. <b>Within 30 days</b> after the date of receipt of a syndic's decision not to lodge a complaint with the disciplinary council, the person who requested an inquiry may request an opinion from the review committee.</p>	Not referred to.

	Ordre des Ingénieurs du Québec (OIQ)	Ordre des Géologues du Québec (OGQ)	The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)
	<p>On receiving a request for an opinion, the review committee must inform the person who requested an inquiry of his right to submit observations at any time before the opinion is given.</p> <p><b>Within 90 days</b> after the date of receipt of the request for an opinion, the review committee shall give its opinion in writing after examining the record and the documents that a syndic is required to send the review committee, and after hearing the syndic and the person who requested an inquiry, if it decides to hear them.</p>	<p>On receiving a request for an opinion, the review committee must inform the person who requested an inquiry of his right to submit observations at any time before the opinion is given.</p> <p><b>Within 90 days</b> after the date of receipt of the request for an opinion, the review committee shall give its opinion in writing after examining the record and the documents that a syndic is required to send the review committee, and after hearing the syndic and the person who requested an inquiry, if it decides to hear them.</p>	

	Engineers Nova Scotia	Geoscientists Nova Scotia
Time Frame to Review Complaint	<p>ACT</p> <p>Complaints process</p> <p>17(3) Upon the filing of the complaint, the Secretary or the Secretary's designate shall <b>forthwith</b> by written notice (c) advise the registrant complained against that the registrant has the opportunity to provide the Secretary with a written response to the complaint <b>within fourteen days</b> of the date that a copy of the complaint was sent to the registrant.</p> <p>(5) The complainant may submit a written response to the response of the registrant complained against <b>within ten days</b> of the response of the registrant being forwarded to the complainant by the Secretary.</p> <p>(7) The registrant complained against may respond in writing to the complainant's further response <b>within ten days</b> of complainant's further response being forwarded to the registrant by the Secretary.</p> <p>(9) The Secretary or the Secretary's designate shall refer the complaint to the Complaints Committee, together with any written responses from the registrant complained against and the complainant upon the earliest of the following events occurring:</p>	<p>BYLAW</p> <p>24B The APGNS Complaints Procedure</p> <p>(2) A complaint in writing shall be filed with the Registrar, and may be filed by any person (the "complainant"). Upon the filing of the complaint, the Registrar shall <b>forthwith</b> advise the person complained of (the "practitioner"), by written notice, that the complaint has been made by: written notice.</p> <p>(b) advising the practitioner that he/she has the opportunity to provide the Registrar with written comments concerning the complaint <b>within fourteen days</b> of the date that a copy of the complaint was sent.</p> <p>(3) <b>After the expiration of fourteen days</b>, or if the complainant is of the opinion that a complaint should go forward, the Registrar shall refer the complaint to the Complaints Committee, together with any written comments of the practitioner which have been provided pursuant to subsection (2).</p>

	<b>Engineers Nova Scotia</b>	<b>Geoscientists Nova Scotia</b>
	<p>(a) upon the registrant failing to respond to the written notice issued pursuant to clause (3)(c) <b>within fourteen days</b> following the issuance of the notice;</p> <p>(b) upon either the registrant or the complainant failing to respond to the response forwarded to either person within the response times set out in subsection (5) or (7); or</p> <p>(c) upon receipt of the further response of the registrant pursuant to subsection (7).</p> <p>Appeal of complaints committee decision  17F(6) <b>Within thirty days</b> of receiving a written application for review from a complainant, the review officer shall inquire into the treatment of the complaint and</p> <p>(a) dismiss the appeal if the review officer considers it to be frivolous or vexatious or not advanced in good faith;</p> <p>(b) dismiss the appeal if the review officer considers the complaint to have been properly treated by the Complaints Committee;</p> <p>(c) remit the complaint back to the Complaints Committee for further consideration if the review officer determines that the complaint was not fairly treated by the Committee; or</p> <p>(d) refer the matter to the Discipline Committee for hearing together with a statement of the issues identified by the review officer if the officer is satisfied that the complaint was not fairly treated by the Complaints Committee and should not be remitted to the Complaints Committee for further consideration.</p> <p>ACT  Report of secretary  17A(2) The Secretary shall</p> <p>(a) forward a copy of the report <b>forthwith</b> after its preparation to the registrant who is the subject of the report; and</p> <p>(b) advise the registrant who is the subject of the report that the registrant has the opportunity to provide the Secretary with a written response concerning the report within fourteen days of its being forwarded by the Secretary.</p> <p>(3) <b>After the expiration of fourteen days</b>, the Secretary or the Secretary's designate shall refer the report to the Complaints Committee together with any written response from the registrant who is the subject of the report.</p>	

	Engineers Nova Scotia	Geoscientists Nova Scotia
Time Frame to Schedule Hearing	Not referred to.	Not referred to.
Time Frame for Notice of Hearing	<p>ACT Disciplinary panel 17H (1) Upon referral of a complaint to the Discipline Committee, the Chair of the Committee shall appoint not more than five members of the Committee to serve as a disciplinary panel for the complaint and shall set a time and place for the holding of a hearing to deal with the complaint. 17H(2) The Secretary shall send notice of the time and place of the disciplinary hearing to the registrant complained against <b>at least thirty days</b> before the hearing, and the notice must advise the registrant that the registrant may appear in person or by or with counsel at the hearing.</p>	<p>BYLAW 24C The APGNS Discipline Committee (2) Upon referral of a complaint to it, the Discipline Committee shall set a time and place for the holding of a hearing by the Committee to deal with the complaint. Notice of the time and place of the hearing shall be sent by the Registrar to the practitioner <b>at least ten days</b> before the hearing, and the notice shall advise the practitioner that he/she may appear in person or by or with counsel at the hearing.</p>
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	<p>ACT Disciplinary hearing 17M (1) A disciplinary panel shall hold a disciplinary hearing at the time and date specified, and or at adjournment or continuation thereof.</p> <p>Immediate suspension or restriction of registrant registration 17R (5)The Complaints Committee shall, upon receipt of the request from the registrant, provide an opportunity for a meeting <b>within ten days</b> of the receipt of the written request and the Committee shall <b>within seven days</b> after the meeting confirm, vary or terminate the suspension or restrictions imposed pursuant to subsection (1) in writing and transmit its decision as quickly as practicable to the Secretary.</p> <p>17R (7)Where the Complaints Committee confirms or varies the suspension or restriction, the matter must be referred to the Chair of the Discipline Committee who shall appoint a disciplinary panel and the panel shall commence a hearing to inquire into the suspension, or restriction and the conduct of the</p>	

	<b>Engineers Nova Scotia</b>	<b>Geoscientists Nova Scotia</b>
	<p>registrant giving rise to the suspension or restriction <b>within thirty days</b>, unless the registrant requests a hearing date that is <b>more than thirty days</b> after the referral of the matter to the Chair of the Discipline Committee.</p> <p>Immediate suspension or restriction of registrant registration  17R(8) Where a decision is made pursuant to subsection (1) and the registrant does not request a meeting with the Complaints Committee <b>within ten days</b> of receiving notice of the decision made pursuant to subsection (1), the matter must be referred to the Chair of the Discipline Committee who shall appoint a disciplinary panel and the panel shall hold a hearing <b>within forty days</b> of the date of the decision made pursuant to subsection (1) unless the registrant requests a hearing date that is <b>more than forty days</b> after the decision made pursuant to subsection (1).</p>	
Time Frame to Render Decision	Not referred to.	Not referred to.
Time Frame to Appeal Decision	<p>ACT  Appeal of complaints committee decision  17F(1) A complainant who is not satisfied with the disposition of the complaint by the Complaints Committee may apply to the Chair of the Discipline Committee for a review of the treatment of the complaint by the Complaints Committee by submitting a written appeal to the Secretary <b>within thirty days</b> of the decision to the Complaints Committee.</p> <p>Immediate suspension or restriction of registrant registration  17R (1) Notwithstanding any other provision of this Act, in urgent and compelling circumstances the Chair of the Discipline Committee, upon the advice of the Complaints Committee, may, without a hearing, in the interest of the public, immediately suspend the licence of a registrant or immediately impose restrictions on a temporary basis on the registration of a registrant.  17R(2) Where the registration of a registrant has been suspended or subjected to restrictions pursuant to subsection (1), the Secretary or the Secretary's designate shall, <b>forthwith</b>,</p>	<p>ACT  Appeal to Supreme Court  21(1)An appeal lies to a judge of the Supreme Court of Nova Scotia from any decision or order of the Discipline Committee.  (2)An appeal under subsection (1) shall be taken by notice of appeal filed with the prothonotary of the Supreme Court of Nova Scotia and served on the Registrar <b>within thirty days</b> of the day when the decision or order was made by the Discipline Committee.  (3)Upon receipt of a notice of appeal pursuant to subsection (2), the Registrar shall, <b>as soon as practicable</b>, file with the prothonotary of the Supreme Court of Nova Scotia the record of proceedings before the Discipline Committee, including all testimony given and exhibits entered in evidence before the Committee, together with a copy of the decision or order from which the appeal is taken.  22(4) Where the Council refuses to pass a resolution authorizing any person to be registered as a member of the Association or licensed to practise or, where the Registrar</p>

	<b>Engineers Nova Scotia</b>	<b>Geoscientists Nova Scotia</b>
	<p>cause written notice of the suspension or restriction to be transmitted to the registrant.</p> <p>17R (3) The registrant whose registration has been suspended or subjected to restrictions pursuant to subsection (1) may request a meeting with the Complaints Committee <b>within ten days</b> of the notice issued by the Secretary pursuant to subsection (2) by submitting a request in writing to the Secretary.</p> <p>17V(1) A registrant subject to an order issued by the disciplinary panel under subsection 17S(2) may, <b>within thirty days</b> of the issuance of the order, appeal from such order to the Supreme Court of Nova Scotia on any point of law.</p> <p>(2) A registrant who intends to commence an appeal pursuant to subsection (1) shall give <b>ten days</b> prior notice of registrant's intention to appeal to the Secretary.</p>	<p>refuses to register or issue a certificate of registration or licence to practise to a person, the person aggrieved, upon serving <b>ten days'</b> notice upon the Secretary, has the right to apply to a judge of the Supreme Court of Nova Scotia who, upon due cause shown, may grant an order directing the Council and the Registrar to register the name of the person as a member of the Association or to issue to the person a licence to practise or make such other order as may be warranted by the facts, and the Council shall <b>forthwith</b> comply with the order.</p>
Time Frame to Complete ADR	<p>ACT</p> <p>Joint recommendation</p> <p>17I (1) <b>At any time prior to the commencement</b> of the disciplinary hearing, the Secretary may, together with the registrant complained against, tender a written joint recommendation for the disposition of the complaint.</p> <p>(2) The joint recommendation must be conditional upon its acceptance by the disciplinary panel.</p> <p>17K (1) Where a disciplinary panel rejects a joint recommendation for the disposition of a complaint, the chair of the disciplinary panel shall refer the complaint back to the Chair of the Discipline Committee who shall appoint not more than five members of the discipline committee to serve as a disciplinary panel for the complaint and shall set a date and time for the commencement of a disciplinary hearing.</p>	Not referred to.
Failure to Meet Time Frames	Not referred to.	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	Not referred to.	Not referred to.

	Engineers PEI	Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)
Time Frame to Review Complaint	<p>ACT Complaints 16(3) The Act Enforcement Committee shall require the complaint to be made in writing and signed by the complainant, and upon the filing of a complaint by any person, the Committee shall transfer the complaint to the Act Enforcement Officer who shall</p> <p>(a) forthwith by written notice advise the person complained of that the complaint has been made by</p> <p>(i) enclosing a copy of the complaint, and</p> <p>(ii) advising the person complained of that he has the opportunity to provide the Act Enforcement Officer with his written comments concerning the complaint within fourteen days of the date that a copy of the complaint was sent to him;</p> <p>(b) after the <b>expiration of fourteen days</b>, convey to the Committee any written comments of the person complained of which have been provided pursuant to clause (a);</p> <p>(c) undertake any investigations requested by the Committee and convey any findings of such investigations to the Committee.</p>	Not referred to.
Time Frame to Schedule Hearing	Not referred to.	Not referred to.
Time Frame for Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	<p>ACT 19.(1) Upon referral of a complaint to it, the Discipline Committee shall person complained set a time and place for the holding of a hearing by the Committee to deal with the complaint and a hearing shall commence <b>within sixty days</b></p>	Not referred to.

	Engineers PEI	Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)
	following referral of the complaint unless otherwise agreed to by the parties and notice of the time and place of the hearing shall be sent by the secretary to the person complained of <b>at least ten days</b> before the hearing, and the notice shall advise the person complained of that he may appear in person or by or with counsel at the hearing, or at any adjournments thereof.	
Time Frame to Render Decision	Not referred to.	Not referred to.
Time Frame to Appeal Decision	ACT 21.(1) A party to proceedings before the Discipline Committee may appeal <b>within thirty days</b> from the date of the decision or order of the Discipline Committee to a judge of the Supreme Court in accordance with the rules of court.	ACT Re-hearing 33.(2) An application under subsection (1) shall be made not more <b>than 90 days</b> after the new evidence becomes available or the material change in circumstances has occurred.  Collection of fine 35.(3) A person named in a certificate filed under this section may, <b>within 30 days</b> after the certificate is filed, apply to a judge of the Trial Division for a review, on a question of law or jurisdiction, of the certificate. (6) A certificate filed under this section may also be filed in the judgment enforcement registry on the expiration of the 30 day period referred to in subsection (3) in accordance with Part III of the Judgment Enforcement Act and be enforced in accordance with that Act.  Appeal to Trial Division 36.(1) The board or the respondent may, <b>within 30 days</b> after receiving notice of the decision or order of an adjudication tribunal under this Act, appeal the decision or order to the Trial Division by filing a notice of appeal with the court.
Time Frame to Complete ADR	Not referred to.	Not referred to.
Failure to Meet Time Frames	Not referred to.	Not referred to.
Time Frames Regarding	Not referred to.	Complaints authorization committee 24(8) A complainant whose allegation is dismissed by the



	Engineers PEI	Professional Engineers and Geoscientists Newfoundland and Labrador (PEGNL)
Appeals of Dismissed Complaints		complaints authorization committee under subsection (2) may, <b>within 30 days</b> after receiving notice of the dismissal, appeal the dismissal to the Trial Division by filing a notice of appeal with the court.

	Engineers Yukon	Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)
Time Frame to Review Complaint	Not referred to.	Not referred to.
Time Frame to Schedule Hearing	Not referred to.	Not referred to.
Time Frame for Notice of Hearing	Not referred to.	ACT 34. (1) The Investigative Committee shall give the practitioner whose conduct is under investigation <b>at least 10 days</b> notice identifying the members of the investigation will be conducted.  35(2) The Board of Inquiry shall give the practitioner whose conduct is the subject of the inquiry <b>at least 30 days</b> notice identifying the members of the Board and indicating the time and place at which the hearing will be held.
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	Not referred to.	Not referred to.
Time Frame to Render Decision	Not referred to.	Not referred to.
Time Frame to Appeal Decision	ACT Review by the Council 22(3) An applicant whose application registration has been refused by the Board of Examiners may, <b>within 30 days</b> of receiving a notice of refusal and the reasons for the refusal,	ACT 18.(1) Subject to subsection 15(4), a person whose application for registration has been rejected by Council on any ground may appeal to the Supreme Court <b>within 60 days</b> after receiving notice of the rejection.

	Engineers Yukon	Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)
	<p>appeal the decision to Council by serving on the Registrar an appeal notice setting out the reasons why their registration as a professional engineer or holder of a limited licence should be approved.</p> <p>Appeal to Council 48(1) An investigated person or the registrar may appeal to the Council any finding or order made by a Discipline Committee under section 43 or section 44. (2) An appeal under subsection (1) shall be commenced by a written notice of appeal that (a) describe the finding or order appealed from; (b) state the reasons for the appeal; and (c) be served on the registrar or investigated person, as the case may be, <b>not more than 30 days</b> after the date that the decision of the Discipline Committee was served on the investigated person. (3) The registrar shall, on being served with or on serving the investigated person with a notice of appeal under subsection (2), give the Council a copy of the notice of appeal and make the record of the hearing available to each member of the Council.</p> <p>Time of Appeal 49(2) The Council shall commence its hearing of an appeal <b>within 30 days</b> of receiving the notice of appeal.</p> <p>Appeal to the Court 51(3) An appeal under this section shall be commenced (a) by filing a notice of appeal with the registrar of the Court; and (b) by serving a copy of the notice of appeal on the registrar, both <b>within 30 days</b> from the date on which the decision of the Council is served on the investigated person.</p>	<p>(2) Notice of an appeal under subsection (1) must be served on the Executive Director who shall, without delay, provide to the Clerk of the Supreme Court (a) a copy of the material provided to Council or otherwise obtained and considered by Council in making its decision; (b) a copy of the appraisal of the Board of Examiners and the decision of Council; and (c) any further material that the Supreme Court may require. (3) The Supreme Court may, on hearing an appeal, make an order confirming, varying or reversing the decision appealed from.</p> <p>50.(1) A practitioner may appeal any finding or order of a Board of Inquiry to the Supreme Court <b>within 30 days</b> after service of the order has been effected.</p>
Time Frame to Complete ADR	<p>ACT Complaints 26(3) Despite section 29, a person designated by the registrar as a mediator may assist in settling a complaint if the complainant and the professional engineer, holder of a limited</p>	Not referred to.

	<b>Engineers Yukon</b>	<b>Northwest Territories and Nunavut Association of Professional Engineers and Geoscientists (NAPEG)</b>
	licence, engineer-in-training or permit holder about whose conduct the complaint was made agree, but if <b>within 60 days</b> from the date of receipt of the complaint or a longer period agreed to by those persons a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall be referred immediately by the registrar to the Discipline Committee.	
Failure to Meet Time Frames	Not referred to.	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	ACT Termination of investigation 33(3) A complainant who is served with a notice under subsection (2) informing them that the investigation has been terminated may, by notice in writing to the registrar <b>within 30 days</b> of receipt of the notice under subsection (2), appeal that decision to the Council. (5) The Council shall hear an appeal <b>immediately</b> .	Not referred to.

### Appendix 3 – Establishing Time Frames for Notices in Discipline Matters Alberta Self-Regulating Professional Associations Summary and Analysis

The time frames within which actions are required to occur range from immediately to up to 120 days. Other time periods appearing in the legislation are 30, 45, 60, 90, and 120 days. Thirty days are used for responses to complaints, notices of hearings, all types of appeal applications, completion of ADR negotiations, and complaint reviews. Longer time frames are used for setting hearing dates and making decisions.

This table summarizes the research from the other self-regulating professional associations in Alberta regarding time frames and required notices. Appendix 3A contains the relevant legislative provisions that form the basis of this summary.

Professional Association	The Association of Professional Engineers and Geoscientists of Alberta (APEGA)	Where is this referenced?	Chartered Professional Accountants of Alberta (CPAA)	Where is this referenced?
Time Frame to Review Complaint	Registrar notifies the investigated person forthwith that an preliminary investigation is being conducted	Act 48	CIC Secretary must provide details of a complaint to the subject of the complaint within 30 days of receiving the complaint. The subject of the complaint must respond in writing to the CIC Secretary within 30 days of receiving the complaint. CIC Secretary must provide details to the investigated party at least 30 days before the date set for the discipline tribunal hearing.	Act 69(1), 69(2) Act 83(2)
Time Frame to Schedule Hearing	Once a matter has been referred to them, the Discipline Committee shall hold the hearing forthwith.	Act 53(1)	Not referred to.	
Time Frame for Notice of Hearing	Discipline Committee sends notice of hearing (no timeline attached) Appeal board sends notice of hearing and hears appeals forthwith.	Act 53(3) Act 68	Notice of Discipline Tribunal Hearing is issued at least 30 days before the hearing date. Notice of Appeal Hearing is issued at least 30 days before the hearing date.	Act 83(1) Act 112(1)(b)
Time Frame to Post Notice of Hearing	Not referred to.		When a notice of appeal is received, notice of the appeal hearing must be posted on the website at least 15 days before the hearing. If the hearing is adjourned, the time of the next hearing	Bylaw 1541, 1542  Bylaw 1531, 1532

Professional Association	The Association of Professional Engineers and Geoscientists of Alberta (APEGA)	Where is this referenced?	Chartered Professional Accountants of Alberta (CPAA)	Where is this referenced?
			<p>must be posted at least 15 days before the hearing, or as soon as possible if the hearing is sooner.</p> <p>Notice of discipline hearings must be posted on the website at least 15 days before the hearing. If the hearing is adjourned, the time of the next hearing must be posted at least 15 days before the hearing, or as soon as possible if the hearing is sooner.</p>	
Time Frame to Hold Hearing	<p>Discipline Committee shall hold hearings forthwith.</p> <p>Appeal Board shall hear appeals forthwith.</p>	<p>Act 53(1)</p> <p>Act 68(2)</p>	<p>Discipline tribunal hearing must start within 120 days of an allegation referred to the tribunal chair.</p> <p>Appeal tribunal hearing must start within 120 days after a matter is referred to the tribunal chair.</p>	<p>Act 82(2)</p> <p>Act 112(2)</p>
Time Frame to Render Decision	Not referred to.		Appeal tribunals must make a written decision on the appeal within a reasonable time after the conclusion of the appeal.	Act 116(4)
Time Frame to Appeal Decision	<p>Decisions to refuse applications for registration may be appealed within 30 days after receiving the notice.</p> <p>Discipline Committee decisions may be appealed not more than 30 days after the date of the decision.</p> <p>Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision.</p>	<p>Act 32(4)</p> <p>Act 67</p> <p>Act 70(3)(b)</p>	<p>Decisions to refuse applications for registration may be appealed within 30 days after receiving the notice.</p> <p>Appeals of suspensions, cancellations or practice restrictions may be made within 30 days after being notified.</p> <p>Practice review reports may be appealed within 30 days of the subject being given the report.</p> <p>When a person has a right to appeal under the Act, they may send CPAA a written notice of appeal, which must be received within 30 days of the date of service on the appellant of the decision</p>	<p>Act 37(1)</p> <p>Act 54(4)</p> <p>Act 62(4)</p> <p>Act 111</p> <p>Act 122(5)</p>

<b>Professional Association</b>	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Where is this referenced?</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Where is this referenced?</b>
			being appealed.  Appeals to the Court of Appeal may be commenced within 30 days of the date of service on the appellant of the decision.	
Time Frame to Complete ADR	If a settlement is not reached or not likely to occur within 30 days of the receipt of the complaint, the complaint shall be referred forthwith to the Investigative Committee.	Act 43(4)	At any time before an allegation of unprofessional conduct is referred to the discipline tribunal, the CIC secretary may appoint a mediator with the agreement of the parties, to assist in resolving the complaint. The CIC secretary establishes timelines to achieve a resolution.	Act 71(1), 71(5)
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	A decision to terminate an investigation may be appealed within 30 days of receiving notice of the decision.	Act 51(3)	A decision to take no further action on a complaint may be appealed within 30 days of receiving notice of the decision.	Act 81(1)

<b>Professional Association</b>	<b>Law Society of Alberta</b>	<b>Where is this referenced?</b>	<b>Alberta Association of Architects</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Not referred to.		Committee chair shall conduct preliminary review of the conduct of an entity that is the subject of a complaint within 30 days of receipt by the chair. Chair can ask for 30 day extension from Council.	Act 32(1)
Time Frame to Schedule Hearing	Following referral of a complaint from the Conduct Committee to a Hearing Committee, the hearing shall start at least 30 days after the date of the notice of hearing.	Rules 90	Not referred to.	
Time Frame for	Notice of a meeting of Benchers to consider a	Rules 103	Registrar must, within 30 days of	Act 27.1(2)

<b>Professional Association</b>	<b>Law Society of Alberta</b>	<b>Where is this referenced?</b>	<b>Alberta Association of Architects</b>	<b>Where is this referenced?</b>
Notice of Hearing	<p>suspension order as a result of the member being convicted of an indictable offense shall be served on the member at least 10 days before the meeting.</p> <p>Notice of a meeting of Benchers to consider a suspension order as a result of the member being suspended by an extra-provincial law society shall be served on the member at least 10 days before the meeting.</p>	Rules 104	<p>receiving a request to review of a decision to cancel registration for failing to meet continuing competence requirements, notify the party of the date, time and place at which the Council will conduct the review.</p> <p>Council shall hear an appeal within 30 days of the date of the notice of appeal hearing.</p>	Act 56(2)
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	Appeals of hearing committee orders may be heard by the Benchers as soon as practicable.	Act 76(1)	A hearing shall be held by a committee on a complaint or conduct within 30 days after the date the chair refers the matter to the committee.	Act 42(2)
Time Frame to Render Decision	Benchers may make an order regarding an appeal within a reasonable time following the appeal.	Act 77(1)	<p>When a review panel or Council has made a decision, that decision shall immediately be forwarded to the Registrar who will issue the appropriate notices.</p> <p>Council shall make an appeal finding; quash, confirm, or vary a finding; substitute a finding of its own; or refer the matter to a review panel within 30 days of the conclusion of proceedings.</p>	Act 53 Act 57(4)
Time Frame to Appeal Decision	<p>Appeals may be commenced by filing a notice of appeal within 30 days of the date the hearing report was given to the member.</p> <p>Appeals to the Court of Appeal shall be commenced not more than 30 days after the date the finding, determination or order to be</p>	Act 75(3) Act 80	<p>Reviews of a notice of cancellation of registration related to continuing competence may be requested of Council within 30 days of the appellant being served the notice.</p> <p>Appeals of findings or orders regarding</p>	Act 27.1(1) Act 55 Act 58(2)(b)

<b>Professional Association</b>	<b>Law Society of Alberta</b>	<b>Where is this referenced?</b>	<b>Alberta Association of Architects</b>	<b>Where is this referenced?</b>
	appealed was made.		unskilled practice or unprofessional conduct may be commenced by filing a notice of appeal within 30 days of the date of service of the decision.  Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision.	
Time Frame to Complete ADR	Not referred to.		If a settlement is not reached or not likely to occur within 30 days of the receipt of the complaint, the complaint shall be referred forthwith to the chair.	Act 31(3)
Failure to Meet Time Frames	If a timeline cannot be met or is not done with regards to the election of Benchers, the president may order an extension or other due date.	Act 15(1)	If a timeline cannot be met or is not done, the Council may appoint a further date and extension or other due date.	Bylaw 13.2(2)
Time Frames Regarding Appeals of Dismissed Complaints	A decision to dismiss a matter may be appealed within 30 days of the date of the notice of dismissal is deemed to have been received by the complainant.	Act 86(1)	A decision to take no further action on a complaint may be appealed within 30 days of receiving notice of the decision.	Act 35(1)

<b>Professional Association</b>	<b>Alberta Dental Association and College</b>	<b>Where is this referenced?</b>	<b>College of Physicians and Surgeons of Alberta</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	Complaint director must give notice to complainant of action on the complaint within 30 days of being given the complaint.	Act 55(1)	Complaint director must give notice to complainant of action on the complaint within 30 days of being given the complaint.	Act 55(1)
Time Frame to Schedule Hearing	A hearing must be scheduled within 90 days after the hearings director receives a referral for a hearing.  An appeal of a decision to suspend, cancel or	Act 69  Act 88	A hearing must be scheduled within 90 days after the hearings director receives a referral for a hearing.  An appeal of a decision to suspend,	Act 69  Act 88



<b>Professional Association</b>	<b>Alberta Dental Association and College</b>	<b>Where is this referenced?</b>	<b>College of Physicians and Surgeons of Alberta</b>	<b>Where is this referenced?</b>
	<p>place conditions on the registration of and investigated person shall be scheduled within 45 days after the hearings director receives the notice of appeal.</p> <p>In all other cases, the appeal will be scheduled within 90 days of the date the hearings director receives the notice of appeal.</p>		<p>cancel or place conditions on the registration of and investigated person shall be scheduled within 45 days after the hearings director receives the notice of appeal.</p> <p>In all other cases, the appeal will be scheduled within 90 days of the date the hearings director receives the notice of appeal.</p>	
Time Frame for Notice of Hearing	<p>Notice of a hearing to review a registration decision must be sent to the applicant within 30 days of receiving the request for review.</p> <p>Notice of a hearing to review a suspension, refusal or conditions placed on a practice permit must be given to the applicant within 30 days of receiving the request.</p> <p>An investigated person must be given at least 30 days notice of the time, particulars, and subject-matter of a hearing.</p>	<p>Act 31(4)</p> <p>Act 41(2)</p> <p>Act 77</p>	<p>Notice of a hearing to review a registration decision must be sent to the applicant within 30 days of receiving the request for review.</p> <p>Notice of a hearing to review a suspension, refusal or conditions placed on a practice permit must be given to the applicant within 30 days of receiving the request.</p> <p>An investigated person must be given at least 30 days notice of the time, particulars, and subject-matter of a hearing.</p>	<p>Act 31(4)</p> <p>Act 41(2)</p> <p>Act 77</p>
Time Frame to Post Notice of Hearing	Not referred to.		Not referred to.	
Time Frame to Hold Hearing	<p>A review of a decision to defer, refuse or place conditions on an application for registration must be started not later than 60 days after the registrar receives a request for review.</p> <p>A review of a decision to refuse, suspend or place conditions on a practice permit must be started no later than 60 days after the registrar</p>	<p>Act 31(5)</p> <p>Act 41(3)</p>	<p>A review of a decision to defer, refuse or place conditions on an application for registration must be started not later than 60 days after the registrar receives a request for review.</p> <p>A review of a decision to refuse, suspend or place conditions on a</p>	<p>Act 31(5)</p> <p>Act 41(3)</p>

<b>Professional Association</b>	<b>Alberta Dental Association and College</b>	<b>Where is this referenced?</b>	<b>College of Physicians and Surgeons of Alberta</b>	<b>Where is this referenced?</b>
	receives a request for review.		practice permit must be started no later than 60 days after the registrar receives a request for review.	
Time Frame to Render Decision	<p>A report setting the findings of an inspection must be given to the member and the registrar within 90 days of the completion of the inspection.</p> <p>Council must make a decision regarding an appeal hearing within 90 days of the conclusion of the appeal.</p>	<p>Act 53.4(1)</p> <p>Act 89(5)</p>	<p>A report setting the findings of an inspection must be given to the member and the registrar within 90 days of the completion of the inspection.</p> <p>Council must make a decision regarding an appeal hearing within 90 days of the conclusion of the appeal.</p>	<p>Act 53.4(1)</p> <p>Act 89(5)</p>
Time Frame to Appeal Decision	<p>Decisions to refuse, defer, or to accept with conditions applications for registration may be appealed within 30 days after receiving the notice.</p> <p>Decisions to suspend, refuse or place conditions on a practice permit may be appealed within 30 days after being given a copy of the decision.</p> <p>Decisions of the hearing tribunal may be appealed within 30 days of the date of the decision is given to the investigated person.</p> <p>Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision.</p> <p>Decisions of an accreditation committee may be appealed by an operator by written notice within 15 days of receiving the decision.</p>	<p>Act 31(1)</p> <p>Act 41(1)</p> <p>Act 87</p> <p>Act 90</p> <p>Act Sched. 7, 16(1)</p>	<p>Decisions to refuse, defer, or to accept with conditions applications for registration may be appealed within 30 days after receiving the notice.</p> <p>Decisions to suspend, refuse or place conditions on a practice permit may be appealed within 30 days after being given a copy of the decision.</p> <p>Decisions of the hearing tribunal may be appealed within 30 days of the date of the decision is given to the investigated person.</p> <p>Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision.</p>	<p>Act 31(1)</p> <p>Act 41(1)</p> <p>Act 87</p> <p>Act 90</p>
Time Frame to Complete ADR	Not referred to.		Not referred to.	

<b>Professional Association</b>	<b>Alberta Dental Association and College</b>	<b>Where is this referenced?</b>	<b>College of Physicians and Surgeons of Alberta</b>	<b>Where is this referenced?</b>
Failure to Meet Time Frames	Not referred to.		Not referred to.	
Time Frames Regarding Appeals of Dismissed Complaints	<p>A decision to terminate an investigation may be appealed within 30 days of receiving notice of the decision.</p> <p>The complaint review committee must begin a review of the decision to dismiss within 60 days after being directed begin a review.</p>	Act 68	<p>A decision to terminate an investigation may be appealed within 30 days of receiving notice of the decision.</p> <p>The complaint review committee must begin a review of the decision to dismiss within 60 days after being directed begin a review.</p>	Act 68

<b>Professional Association</b>	<b>Alberta Veterinary Medical Association</b>	<b>Where is this referenced?</b>
Time Frame to Review Complaint	<p>Complaints director must give the applicant notice of the action to be taken within 30 days of receiving the complaint.</p> <p>Complaint review committee must review the complaint and make a decision within 30 days of receiving it.</p>	<p>Act 28(1)</p> <p>Act 28(4)</p>
Time Frame to Schedule Hearing	<p>A date must be set for a discipline hearing within 90 days of receiving a referral.</p> <p>An appeal of a decision to suspend, cancel or place conditions on the registration of and investigated person shall be scheduled within 60 days after the hearings director receives the notice of appeal.</p> <p>In all other cases, the appeal will be scheduled within 90 days of the date the hearings director receives the notice of appeal.</p>	<p>Act 35</p> <p>Act 44.1(1)</p>

<b>Professional Association</b>	<b>Alberta Veterinary Medical Association</b>	<b>Where is this referenced?</b>
Time Frame for Notice of Hearing	Hearings director must provide particulars of the complaint and the date of the hearing to the investigated person at least 30 days before the hearing.	Act 39
Time Frame to Post Notice of Hearing	Not referred to.	
Time Frame to Hold Hearing	Not referred to.	
Time Frame to Render Decision	Complaint Review Committee must provide notice of decision within 30 days of making the decision.  Council must make a decision on an appeal hearing within 90 days of the conclusion of the hearing.	Act 28(5)  Act 45(5)
Time Frame to Appeal Decision	Decisions to refuse applications for registration may be appealed within 30 days after receiving the notice.  Hearing Tribunal decisions may be appealed within 30 days after the date of the decision.  Appeals to the Court of Appeal may be commenced within 30 days of the date of the decision.	Act 18(3)  Act 44(2)  Act 45.1(1)
Time Frame to Complete ADR	An alternative complaint resolution process may be referred to at any time before the commencement of a hearing by the Hearing Tribunal.	Act 29(1)
Failure to Meet Time Frames	Not referred to.	

<b>Professional Association</b>	<b>Alberta Veterinary Medical Association</b>	<b>Where is this referenced?</b>
Time Frames Regarding Appeals of Dismissed Complaints	<p>A decision to terminate an investigation may be appealed within 30 days of receiving notice of the decision.</p> <p>A committee of the Council must begin a review of the decision within 60 days after the application to review is received by the Hearings Director.</p>	Act 34

**Appendix 3A – Establishing Time Frames for Notices in Discipline Matters  
Alberta Self-Regulating Professional Associations Summary and Analysis**

The tables below reference legislation from the other self-regulating professional associations in Alberta regarding time frames and required notices. The following text is quoted from the legislation and has not been modified to match APEGA’s style. Some sections of legislation are in bold to highlight sections relevant to the briefing note.

	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
Time Frame to Review Complaint	<p>ACT            Notice of preliminary investigation            48 The Registrar shall <b>forthwith</b> send notice in writing to the investigated person that a preliminary investigation is being conducted.</p>	<p>ACT            Particulars and response            69(1) The CIC secretary must, <b>within 30 days</b> after receiving a complaint, provide the complaint or particulars of the complaint to any registrant or former registrant whose conduct is the subject of a review under section 68.            (2) A registrant or former registrant who receives a complaint or particulars of a complaint under subsection (1) must respond in writing to the complaint or the particulars to the CIC secretary <b>within 30 days</b> after receiving the complaint or the particulars or within any other period agreed to by the CIC secretary.</p> <p>Notice of hearing and particulars of allegation            83(2) Unless the investigated party agrees to a shorter period, the CIC secretary must give the investigated party reasonable particulars of the alleged unprofessional conduct referred to the discipline tribunal <b>at least 30 days</b> before the date set for the discipline tribunal’s hearing.</p>	Not referred to.

	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
Time Frame to Schedule Hearing	<p>ACT  Duty of Discipline Committee  53(1) On the referral of a matter to the Discipline Committee for a formal hearing, the Discipline Committee shall hold the hearing <b>forthwith</b>.</p>	Not referred to.	<p>Hearing Committee  59(1) Subject to section 60(3), if the Conduct Committee directs that the conduct of a member is to be dealt with by a Hearing Committee,  (a) the Executive Director, on being informed of the direction, shall give the member notice of the hearing and of the acts or matters regarding the member's conduct to be dealt with, with reasonable particulars of each act or matter.</p> <p>RULES (Bylaws)  Notices  90 (1) Where the Conduct Committee, pursuant to section 59(1)(a) of the Act, directs that the conduct of a member is to be dealt with by a Hearing Committee,  (a) the chair of the Conduct Committee shall appoint the Hearing Committee, and  (b) the Executive Director shall give to the member notice of  (i) the date or dates of the hearing; and  (ii) the acts or matters regarding the member's conduct to be dealt with, with reasonable particulars of each act or matter.  (2) The date of commencement of the hearing, given under subrule (1)(b)(i) shall be <b>at least 30 days</b> after the date on which the notice referred to in subrule (1)(b) is given to the member, unless the member or the member's counsel waives the insufficiency of the</p>

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			notice, or consents to an earlier hearing date.
Time Frame for Notice of Hearing	<p>ACT Duty of Discipline Committee 53 (3) The Registrar shall serve on the investigated person and on the complainant, if any, a notice of hearing stating the date, time and place at which the Discipline Committee will hold the hearing and giving reasonable particulars of the conduct or complaint in respect of which the hearing will be held.</p> <p>Time of appeal 68(1) The Appeal Board, on receiving a notice of appeal under section 67, shall serve on the investigated person and the Investigative Committee a notice of hearing of an appeal stating the date, time and place that the Appeal Board will hear the matters appealed. (2) The Appeal Board shall hear an appeal <b>forthwith</b>.</p>	<p>ACT Notice of hearing and particulars of allegation 83(1) Unless the investigated party agrees to a shorter period, the discipline tribunal secretary must give to the investigated party, complaints inquiry committee and any other person entitled to be represented at the hearing <b>at least 30 days'</b> notice of the date, time and place at which a discipline tribunal will hold a hearing into the allegations of unprofessional conduct referred to it.</p> <p>CPAA's administrative functions 112(1) When the CPAA receives notice of an appeal, the appeal tribunal secretary must (b) if the notice of appeal meets the requirements, (ii) send a copy of the notice of appeal to the parties to the appeal, other than the appellant, (iii) serve the appellant and everyone entitled to be represented at the appeal with <b>at least 30 days'</b> notice of the date, time and place of the appeal hearing and send a copy of the notice to the complainant,</p>	<p>ACT Hearing Committee 59(1) Subject to section 60(3), if the Conduct Committee directs that the conduct of a member is to be dealt with by a Hearing Committee, (a) the Executive Director, on being informed of the direction, shall give the member notice of the hearing and of the acts or matters regarding the member's conduct to be dealt with, with reasonable particulars of each act or matter.</p> <p>RULES (Bylaws) Order Related to Indictable Offence 103 (1) If a suspension order is made against a member under section 83(2) of the Act, the Executive Director shall <b>forthwith</b> notify the member of the order and its effective date and, if the notice is not initially in writing, shall send a letter to the member confirming the order and its effective date. (2) If the Benchers propose to hold a meeting to consider the making of an order against a member under section 83(4) [indictable offence] of the Act, the Executive Director shall serve the member, <b>at least 10 days</b> before the day on which the meeting is to be held, with a notice</p> <p>Order Related to Extraprovincial</p>



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			<p>Disciplinary Action</p> <p>104 (1) If a suspension order is made against an Alberta member under section 84(2) of the Act, the Executive Director shall <b>forthwith</b> notify the member of the order and its effective date and, if the notice is not initially given in writing, shall send a letter to the member confirming the order and its effective date.</p> <p>(2) If the Benchers propose to hold a meeting to consider the making of an order against an Alberta member under section 84(3) [extra-provincial disciplinary acts] of the Act, the Executive Director shall serve the Alberta member, <b>at least 10 days</b> before the meeting is to be held, with a notice</p> <p>(a) stating the time and place at which the meeting is to be held.</p>
Time Frame to Post Notice of Hearing	Not referred to.	<p>ACT</p> <p>CPAA's administrative functions</p> <p>112(1) When the CPAA receives notice of an appeal, the appeal tribunal secretary must</p> <p>(b) if the notice of appeal meets the requirements,</p> <p>(iv) post notice of the appeal hearing in advance of the appeal hearing.</p> <p>BYLAW</p> <p>1531 For the purposes of section 83(3) of the Act, the discipline tribunal secretary must post notice of a hearing on the CPAA website <b>at least fifteen (15) days</b> in advance of the hearing, stating the</p>	Not referred to.

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		<p>time, location and date of the hearing and must post the name of the investigated party and the allegations that are the subject of the hearing.</p> <p>1532 If the hearing has been adjourned, the discipline tribunal secretary must post notice of the adjournment and of the new time, location and date of the hearing and the name of the investigated party and the allegations that are the subject of the hearing on the CPAA website <b>at least fifteen (15) days</b> in advance of the adjourned date of the hearing, or where an adjournment is less than fifteen (15) days, <b>as soon as reasonably possible</b>.</p> <p>1533 After a hearing is completed, the status of the matter will be posted on the CPAA website until notice of the discipline tribunal decision is posted in accordance with these Bylaws.</p> <p>1541 For the purposes of section 112(1)(b)(iv) of the Act, the appeal tribunal secretary must post notice of an appeal on the CPAA website, <b>at least fifteen (15) days</b> in advance of the appeal, stating the time, location and date of the appeal and must post a summary of the nature of the appeal. In the case of an appeal arising from a discipline hearing, the appeal tribunal secretary must also post the name of the investigated party.</p> <p>1542 If the appeal has been adjourned, the appeal tribunal secretary must post notice of the adjournment and of the new time, location and date of the appeal on</p>	

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		the CPAA website <b>at least fifteen (15) days</b> in advance of the adjourned date of the appeal, or where an adjournment is less than fifteen (15) days, <b>as soon as reasonably possible</b> . In the case of an appeal arising from a discipline hearing, the appeal tribunal secretary must also post the name of the investigated party.	
Time Frame to Hold Hearing	<p>ACT Duty of Discipline Committee 53(1) On the referral of a matter to the Discipline Committee for a formal hearing, the Discipline Committee shall hold the hearing <b>forthwith</b>.</p> <p>Time of appeal 68(2) The Appeal Board shall hear an appeal <b>forthwith</b>.</p>	<p>ACT Discipline tribunal hearing 82(2) A discipline tribunal must commence a hearing <b>within 120 days</b> after an allegation of unprofessional conduct is referred to the discipline tribunal roster chair or within such other time as the chair permits.</p> <p>CPAA's administrative functions 112(2) An appeal tribunal must commence an appeal hearing <b>within 120 days</b> after the matter is referred to the appeal tribunal roster chair by the appeal tribunal secretary in accordance with subsection (1) or within such other time as the chair permits.</p>	<p>ACT Hearing by Benchers 76(1) If an appeal is taken to the Benchers under section 75 [appeal to benchers], the Benchers shall, <b>as soon as practicable</b> and subject to compliance with section 75, hold a hearing to (a) consider the hearing report and the hearing record, and (b) hear any representations of the member or the member's counsel respecting the appeal.</p>
Time Frame to Render Decision	Not referred to.	<p>ACT Appeal tribunal decisions 116(4) <b>Within a reasonable time</b> after the conclusion of proceedings before it, an appeal tribunal must make a written decision on the appeal, giving reasons for its decision.</p>	<p>ACT Order by Benchers 77(1) <b>Within a reasonable time</b> after the conclusion of their appeal hearing under section 76, the Benchers may, in respect of any conduct that resulted in the order of the Hearing Committee under section 72(1), make one or more of the following orders:</p>
Time Frame to	ACT	ACT	ACT

	<b>The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</b>	<b>Chartered Professional Accountants of Alberta (CPAA)</b>	<b>Law Society of Alberta</b>
Appeal Decisions	<p>Review by the Appeal Board 32(4) An applicant whose application for registration has been refused by the Board of Examiners may, <b>within 30 days</b> after receiving a notice of refusal and the reasons for refusal, appeal the decision to the Appeal Board by serving a notice of appeal on the Registrar.</p> <p>Appeal to Appeal Board 67(1) The Investigative Committee or the investigated person may appeal to the Appeal Board any finding or order of the Discipline Committee. (2) An appeal under subsection (1) shall be commenced by a written notice of appeal that shall (a) describe the finding or order appealed from, (b) state the reasons for the appeal, and (c) be served on the Registrar <b>not more than 30 days</b> after the date that the decision of the Discipline Committee was served on the investigated person.</p> <p>Appeal to the Court of Appeal 70(3) An appeal under this section shall be commenced (b) by serving a copy of the notice of appeal on the Registrar, both <b>within 30 days</b> from the date on which the decision of the Appeal Board is served on the investigated person.</p>	<p>Appeal to appeal tribunal 37(1) An applicant whose application for registration is approved subject to conditions, whose registration is deferred or whose application is refused by the registrar or the registration committee may, <b>within 30 days</b> after being given a copy of the decision, appeal to an appeal tribunal in accordance with Part 7. Requirements for continuing registration 54(4) A registrant whose registration is suspended, cancelled or made subject to practice restrictions pursuant to this section may, <b>within 30 days</b> after being notified by the registrar under subsection (3), appeal to an appeal tribunal in accordance with Part 7.</p> <p>Practice review committee mandate 62(4) A professional accounting firm or professional service provider that receives a practice review report directing the professional accounting firm or professional service provider to do anything under subsection (1)(d) may, <b>within 30 days</b> after being given a copy of the report, appeal to an appeal tribunal in accordance with Part 7.</p> <p>How to appeal 111(1) When a person has a right to appeal to an appeal tribunal under this Act, that person may commence the appeal by sending to the CPAA a written notice of appeal, which must explain (a) what is being appealed, (b) why the appeal is being made, and</p>	<p>Appeal to Benchers 75(3) An appeal under this section shall be commenced by filing a notice of appeal with the Executive Director <b>within the 30-day</b> period after the date on which a copy of the hearing report was given to the member or the member's counsel.</p> <p>Appeal to Court of Appeal 80(1) A person found guilty of conduct deserving of sanction may appeal to the Court of Appeal any or all of the following: (a) a finding, determination or order made by a Hearing Committee that may not be appealed to the Benchers under section 75; (b) an order of the Benchers under section 76(11); (c) all or part of an order made against the member by the Benchers under section 77(1). (2) The appeal shall be commenced <b>not more than 30 days</b> after the date on which the finding, determination or order appealed from was made by (a) filing a notice of appeal with the Registrar of the Court at Edmonton or Calgary, and (b) serving a copy of the notice of appeal on the Executive Director. (3) A judge of the Court of Appeal may, <b>within the 30-day period</b> referred to in subsection (2), extend the time for filing or service under</p>

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		<p>(c) what results are sought from the appeal.</p> <p>(2) The notice of appeal must be received by the CPAA <b>within 30 days</b> from the date of service on the appellant of the final decision giving rise to the appeal.</p> <p>Appeal to the Court of Appeal 122(5) An appeal to the Court of Appeal must</p> <p>(a) be commenced <b>within 30 days</b> after service on the appellant of the decision of an appeal tribunal, and</p> <p>(b) be commenced by</p> <p>(i) filing a copy of a notice of appeal with the Registrar of the Court of Appeal, and</p> <p>(ii) serving a copy of the notice on the CPAA, the investigated party or the registrant, as the case requires.</p> <p>BYLAW 1231 An applicant whose application for approval as a pre-approved program route provider is refused, approved with conditions or restrictions, deferred, or revoked, may <b>within thirty (30) days</b> after being given a copy of the decision, appeal to an appeal tribunal in accordance with Part 7 of the Act.</p>	subsection (2).
Time Frame to Complete ADR	ACT Complaints 43(4) Notwithstanding section 47, a person designated by the Registrar as a mediator may assist in settling a	ACT Alternative complaint resolution 71(1) <b>At any time before</b> an allegation of unprofessional conduct is referred to the discipline tribunal roster chair under	Not referred to.

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	complaint if the complainant and the person about whose conduct the complaint was made agree, but if <b>within 30 days</b> from the date of receipt of the complaint, or a longer period agreed to by those persons, a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall be referred forthwith by the Registrar to the Investigative Committee.	section 80(1)(c), the CIC secretary may, with the agreement of the parties, appoint or facilitate the appointment of a mediator, conciliator or other individual who may be able to assist in resolution of the complaint. (5) If no resolution under subsection (1) is reached within the time specified by the CIC secretary or as otherwise agreed, the CIC secretary must complete the review and refer the complaint to the CIC chair under section 68(7).	
Failure to Meet Time Frames	Not referred to.		ACT Extension of time 15(1) In connection with an election of Benchers, if anything to be done within a number of days or at or before a time fixed by or under this Act or the rules cannot be or is not so done, the President may from time to time by order appoint a further or other time for doing it, whether the time at or before or within which it ought to have been done has or has not arrived or expired, as the case may be. (2) Anything done at, before or within the time specified in an order under subsection (1) is as valid as if it had been done at, before or within the time fixed by or under this Act or the rules.
Time Frames Regarding Appeals of Dismissed	ACT Termination of investigation 51(3) A complainant who is served with a notice under subsection (2)	ACT Appeal from decision to take no further action 81(1) <b>Within 30 days</b> after receiving	ACT Appeal of Complaint Dismissal 86 (1) An appeal of a direction by the Executive Director to dismiss a matter

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Complaints	informing the complainant that the investigation has been terminated may, by notice in writing to the Registrar <b>within 30 days</b> after receipt of the notice under subsection (2), appeal that decision to the Appeal Board.	notice that (a) the CIC secretary has directed under section 68(2) that no further action be taken, (b) the CIC chair has directed under section 76(1)(a) that no further action be taken, or (c) the complaints inquiry committee has decided under section 80(1)(b) that no further action be taken, the complainant may appeal the decision to an appeal tribunal. (2) The complainant and the complaints inquiry committee are the parties to an appeal under this section.	under section 53(4)(a) of the Act must be: (a) in writing using a Complaint Dismissal Appeal Form specified by the Law Society, and (b) made <b>within 30 days</b> after the date the written notice of the dismissal is deemed to have been received by the complainant. (2) The Chair of the Appeal Committee may extend the time under subrule (1)(b) for a complainant to make the appeal. (3) The Executive Director shall send the member: (a) written notice that an appeal has been received, (b) a copy of the complainant's Complaint Dismissal Appeal Form, and (c) notice that they can file a written reply <b>within 30 days</b> using a Complaint Dismissal Appeal Reply Form specified by the Law Society.

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College (Health Professions Act)</b>
Time Frame to Review Complaint	ACT Initial review by Committee chair 32(1) The chair shall review the conduct of an authorized entity <b>within 30 days</b> from the date on which a complaint respecting that conduct (a) is brought to the chair's attention by a complainant or any other person, or (b) when section 31(3) applies, is referred to the chair by a	ACT Acting on a complaint 55(1) Within 30 days after being given a complaint or treating information as a complaint, the complaints director must give notice to the complainant of the action taken with respect to it.

	Alberta Association of Architects	Alberta Dental Association and College (Health Professions Act)
	<p>mediator.</p> <p>(2) The Council may at the request of the chair extend the 30-day period mentioned in subsection (1).</p> <p>(3) The chair may, at any time during a review under this section, or on a review of conduct when no complaint has been made, conduct a preliminary investigation or appoint a person to conduct a preliminary investigation to ascertain facts relating to the conduct or alleged conduct of an authorized entity.</p>	
Time Frame to Schedule Hearing	Not referred to.	<p>ACT</p> <p>Hearing to be scheduled</p> <p>69 The hearings director must, <b>within 90 days</b> after receiving a referral for a hearing, set a date for a hearing with respect to the complaint unless</p> <p>(a) the complaints director dismisses the complaint under section 66(4),</p> <p>(b) the president grants, on reasonable grounds, an extension on application by the hearings director, or</p> <p>(c) the complaints director and the investigated person agree to an extension.</p> <p>Setting the date for an appeal</p> <p>88(1) A council must,</p> <p>(a) if conditions have been imposed on the practice permit of the investigated person under section 82(1)(c)(i), (ii), (iii) or (iv) or if the registration or practice permit of the investigated person has been suspended or cancelled under section 82(1)(g) or (h), <b>within 45 days</b> after the date a notice of appeal has been given to the hearings director, set the date for the appeal, and</p> <p>(b) in all other cases, <b>within 90 days</b> after the date a notice of appeal has been given to the hearings director, set the date for the appeal.</p> <p>(2) A council may, on the written request of the investigated person or the complaints director, extend the periods referred to in subsection (1) for one or more additional periods, but</p> <p>(a) in a case to which subsection (1)(a) applies, no</p>



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		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 complaints director.
Time Frame for Notice of Hearing	<p>ACT Review of decision 27.1(2) On being served with a request for a review, the Registrar must, <b>within 30 days</b>, notify the authorized entity that requested the review of the date, time and place at which the Council will conduct the review.</p> <p>Hearing by Committee, Board or Council 42(1) The Registrar shall serve on the investigated person a notice of hearing stating the date, time and place at which the review panel will hold a hearing, giving reasonable particulars of the complaint or conduct in respect of which the hearing will be held.</p> <p>Appeal before Council 56(1) The Council shall, on being served with a notice of appeal under section 55, direct the Registrar to serve, and the Registrar on being so directed shall serve on the investigated person and on the members of the Council a notice of hearing of an appeal stating the date, time and place at which the Council will hear the matters appealed. (2) The Council shall hear an appeal <b>within 30 days</b> after the date of service of the notice of hearing of the appeal. (3) The Council may, on the written request of the investigated person or the Registrar, extend the period mentioned in subsection (2) for one or more additional periods, each <b>not exceeding 30 days</b>.</p>	<p>ACT Review application 31(4) On being given a request for a review, the registrar must, <b>within 30 days</b>, notify the applicant of the date, time and place at which the council will conduct the review. (5) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.</p> <p>Review by council 41(2) On being given a request for a review, the registrar must, <b>within 30 days</b>, notify the applicant of the date, time and place at which the council will conduct the review.</p> <p>College duties in respect of hearing 77 The hearings director must (a) <b>at least 30 days</b> 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, advise the complainant of the date, time and location of the hearing, (c) as requested under section 74 give any person a notice to attend, and (d) as requested under section 74 give any person who is to produce documents or any substance or thing a notice to attend and a notice to produce.</p> <p>Appeal to council 87(3) A 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</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College (Health Professions Act)</b>
		member of the council or of the panel of council hearing the appeal, (b) ensure that the complaints director, 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 complaints director are given a copy of the record of the hearing.
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	ACT Hearing by Committee, Board or Council 42(2) <b>Within 30 days</b> after the date on which the chair refers a complaint or conduct to the Committee, the Committee shall hold a hearing on the complaint or conduct. (3) The Council may, on the written request of the chair of a review panel, extend the period mentioned in subsection (2) for one or more additional periods, each <b>not exceeding 30 days</b> .	ACT Review application 31(5) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.  Review by council 41(3) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.
Time Frame to Render Decision	ACT Notice of decision 34 If the chair, in accordance with section 33, (a) directs that no further action be taken, or (b) refers a complaint or conduct to the Committee the chair shall serve on the person whose conduct was reviewed by the chair and on the complainant, if any, a copy of the complaint or description of the conduct and a notice that no further action will be taken, or that the complaint or conduct has been referred to the Committee, as the case may be.  Service of decision and record of hearing 53(1) When the review panel or Council has made a decision, the chair or vice-chair of the review panel or Council shall <b>immediately</b> forward the decision to the Registrar.	ACT Report of inspection to registrar 53.4(1) <b>Within 90 days</b> after completing an inspection the inspector who conducted the inspection must give a report setting out the findings of the inspection to the regulated member and the registrar.  Acting on a complaint 55(1) <b>Within 30 days</b> after being given a complaint or treating information as a complaint, the complaints director must give notice to the complainant of the action taken with respect to it.  Council's powers on appeal 89(5) The council must, <b>within 90 days</b> from the date of the conclusion of the appeal hearing before it, make a decision and, by order, do one or more of the following:

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	<p>(2) The Registrar shall, on receiving the decision of the review panel or the Council, serve</p> <ul style="list-style-type: none"> <li>(a) a copy of the decision on <ul style="list-style-type: none"> <li>(i) the investigated person, and</li> <li>(ii) the chair or vice-chair of the review panel, and</li> </ul> </li> <li>(b) a notice of the nature of the decision on the complainant, if any.</li> </ul> <p>Council's powers on appeal 57(4) The Council shall, <b>within 30 days</b> from the date of the conclusion of all proceedings before it,</p> <ul style="list-style-type: none"> <li>(a) make any finding that, in its opinion, ought to have been made by the review panel,</li> <li>(b) quash, confirm or vary the finding or order of the review panel under this Part or substitute or make a finding or order of its own, or</li> <li>(c) refer the matter back to the review panel for further consideration in accordance with any direction that the Council may make.</li> </ul>	<ul style="list-style-type: none"> <li>(a) make any finding that, in its opinion, should have been made by the hearing tribunal,</li> <li>(b) quash, confirm or vary any finding or order of the hearing tribunal or substitute or make a finding or order of its own,</li> <li>(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</li> <li>(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.</li> </ul>
Time Frame to Appeal Decisions	<p>ACT Registration Committee 12(4) A registered architect or licensed interior designer may, <b>within 15 days</b> after publication of a notice of approval under subsection (3), request the Council to review the application and approval by serving on the Registrar a written request for review by the Council setting out the reasons why, in the architect's or interior designer's opinion, the registration of the applicant concerned should be reviewed.</p> <p>(6) An applicant whose application for registration in accordance with this Part has been refused may, <b>within 30 days</b> after receiving a notice of refusal and the reasons for the refusal, request the Council to review the refusal by serving on the Registrar a written request for review by the Council setting out the reasons why, in the applicant's</p>	<p>ACT Review application 31(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, <b>within 30 days</b> after being given a copy of the decision, request a review by the council in accordance with subsection (3).</p> <p>(2) An applicant who is not notified of a decision by the date described in section 30(5) may, <b>within 30 days</b> from that date, request a review by the council in accordance with subsection (3).</p> <p>Review by council 41(1) An applicant whose practice permit is issued subject</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College (Health Professions Act)</b>
	<p>opinion, the applicant's registration as a registered architect or licensed interior designer should be approved.</p> <p>Review of decision 27.1(1) A registered architect, restricted practitioner or licensed interior designer who is served with a written notice under section 27(3) [cancellation related to continuing competence] may, <b>within 30 days</b> after being served with the notice, request the Council to review the decision of the Registrar by serving on the Registrar a written request for review by the Council setting out the reasons why, in the authorized entity's opinion, the decision of the Registrar should be reviewed.</p> <p>Notice of appeal 55(1) An investigated person may appeal to the Council (a) a finding made by a review panel in accordance with section 48 or 49 [unskilled practice, unprofessional conduct], (b) any order of the review panel under section 50 or 51, or (c) both a finding referred to in clause (a) and an order referred to in clause (b). (2) An appeal under subsection (1) shall be commenced by a written notice of appeal that shall (a) describe the finding or order appealed, and (b) state the reasons for the appeal. (3) If the investigated person appeals a decision of a review panel, that person shall serve the notice of appeal on the Registrar <b>within 30 days</b> after the date of service of the decision of the review panel. (4) The Registrar shall, on receiving a notice of appeal under subsection (3), transmit to each member of the Council a copy of the notice of appeal.</p> <p>Appeal 58(1) An investigated person may appeal to the Court of Appeal any finding or order made by the Council under this</p>	<p>to conditions, suspended or refused by the registrar, registration committee or competence committee may, <b>within 30 days</b> 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.</p> <p>Appeal to council 87(1) An investigated person or the complaints director, on behalf of the college, may commence an appeal to the council of the decision of the 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.</p> <p>Court of Appeal 90(1) An investigated person may appeal to the Court of Appeal any finding, order or direction of the council under section 89. (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 complaints director and the complainant <b>within 30 days</b> from the date on which the decision of the council is given to the investigated person.</p> <p>ACT, Schedule 7 16(1) An operator may appeal an accreditation committee's decision under section 14 or 15 to the council by written notice to the registrar <b>within 15 days</b> of receiving a copy of the decision. (3) The council must schedule an appeal hearing <b>within 30 days</b> from the day the notice of appeal was received by the registrar.</p>

	<b>Alberta Association of Architects</b>	<b>Alberta Dental Association and College (Health Professions Act)</b>
	<p>Part.</p> <p>(2) An appeal under this section shall be commenced</p> <p>(a) by filing a notice of appeal with the Registrar of the Court of Appeal in Edmonton or Calgary, and</p> <p>(b) by serving a copy of the notice of appeal on the Registrar</p> <p>both <b>within 30 days</b> from the date on which the decision of the Council is served under section 53.</p>	
Time Frame to Complete ADR	<p>ACT</p> <p>Complaints</p> <p>31(3) A person designated by the Council as a mediator may assist in settling a complaint made to the Registrar if the complainant and the person about whose conduct the complaint was made so agree, but if <b>within 30 days</b> from the date of receipt of the complaint or a longer period agreed to by those persons a settlement of the complaint between those persons does not occur, or in the mediator's opinion is not likely to occur, the complaint shall, if it is in writing, be referred forthwith by the mediator to the chair.</p>	Not referred to.
Failure to Meet Time Frames	<p>BYLAW</p> <p>Time Extensions</p> <p>13.2(2) If any thing to be done by the Council or individual within a number of days or at a time fixed by or under these by-laws, cannot be or is not so done, the Council, in its sole discretion, from time to time may appoint a further or other time for doing it, whether the time at or within which it ought to have been done has or has not arrived or expired, as the case may be.</p> <p>(3) Any thing done at or within the time specified by the Council is as valid as if it had been done at or within the time fixed by or under this by-law.</p> <p>(4) Where by this by-law a certain day is fixed on or by which certain things are to be done or proceedings taken, if it appears that the date was fixed having regard to an earlier fixed date on or by which certain other things are to be done or proceedings taken then, notwithstanding anything in this by-law, if default is made in respect of the earlier date a like</p>	<p>ACT</p> <p>Decision on application</p> <p>30(5) If the applicant is not notified of the decision under this section by the date that is <b>120 days after</b> notice was given under section 29 that the application for registration is complete, the applicant may request a review under section 31.</p>

	Alberta Association of Architects	Alberta Dental Association and College (Health Professions Act)
	delay may be permitted by the Council in respect of the later date.	
Time Frames Regarding Appeals of Dismissed Complaints	<p>ACT</p> <p>Appeal by complainant</p> <p>35(1) A complainant who is served with a notice under section 34 that the chair has directed that no further action be taken may, by notice in writing to the Registrar <b>within 30 days</b> after receipt of the notice, appeal that direction to the Council.</p> <p>(2) The Council shall determine whether</p> <p>(a) the complaint is frivolous or vexatious,</p> <p>(b) there is insufficient evidence of unskilled practice of architecture or unprofessional conduct, or</p> <p>(c) the complaint should be referred to the Committee, and shall notify the complainant and the chair in writing of its decision.</p>	<p>ACT</p> <p>Acting on a complaint</p> <p>55(3) If the complaints director dismisses the complaint, the complaints director must, <b>within 30 days</b>, give notice to the complainant of the dismissal and the right to apply for a review by the complaint review committee under section 68</p> <p>Review of dismissal of complaint</p> <p>68(1) A complainant may apply, in writing with reasons, to the hearings director for a review of the dismissal of a complaint <b>within 30 days</b> after being notified of the dismissal under section 55 or 67.</p> <p>(2) Despite section 14(2) [hearings director may not participate in hearing or review], 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 complaints director to give a copy of the report made under section 66 to a complaint review committee.</p> <p>(3) <b>Within 60 days</b> 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.</p> <p>(6) The complaint review committee must give the complainant and the investigated person written notification, with reasons, of any action taken under subsection (5).</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
Time Frame to Review Complaint	<p>ACT Acting on a complaint 55(1) <b>Within 30 days</b> after being given a complaint or treating information as a complaint, the complaints director must give notice to the complainant of the action taken with respect to it.</p>	<p>ACT Acting on a complaint 28(1) <b>Within 30 days</b> of being given a complaint, the Complaints Director must give notice to the complainant of the action taken with respect to it. (4) The Complaint Review Committee must review a referral under subsection (2) or (3) <b>within 30 days</b> of receiving it and may (a) dismiss the complaint, 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, (b) direct the Complaints Director to conduct or appoint an investigator to conduct an investigation and to prepare a report on the investigation and submit it to the Complaint Review Committee for its consideration before acting under clause (a) or referring the matter to the Hearings Director for a hearing, or (c) make a referral in accordance with section 65.1.</p>
Time Frame to Schedule hearing	<p>ACT Review application 31(5) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.</p> <p>Review by council 41(3) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.</p> <p>Hearing to be scheduled 69 The hearings director must, <b>within 90 days</b> after receiving a referral for a hearing, set a date for a hearing with respect to the complaint unless (a) the complaints director dismisses the complaint under section 66(4),</p>	<p>ACT Hearing to be scheduled 35 <b>Within 90 days</b> of 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 Review Committee dismisses the complaint under section 33.1(3)(b), (b) the President, on reasonable grounds, grants an extension on application by the Hearings Director, or (c) the Complaints Director and the investigated person agree to an extension.</p> <p>Scheduling appeal 44.1(1) The Council must, (a) if conditions have been imposed on the annual certificate of the investigated person under section</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	<p>(b) the president grants, on reasonable grounds, an extension on application by the hearings director, or</p> <p>(c) the complaints director and the investigated person agree to an extension.</p> <p>Setting the date for an appeal</p> <p>88(1) A council must,</p> <p>(a) if conditions have been imposed on the practice permit of the investigated person under section 82(1)(c)(i), (ii), (iii) or (iv) or if the registration or practice permit of the investigated person has been suspended or cancelled under section 82(1)(g) or (h), <b>within 45 days</b> after the date a notice of appeal has been given to the hearings director, set the date for the appeal, and</p> <p>(b) in all other cases, <b>within 90 days</b> after the date a notice of appeal has been given to the hearings director, set the date for the appeal.</p> <p>(2) A council may, on the written request of the investigated person or the complaints director, extend the periods referred to in subsection (1) for one or more additional periods, but</p> <p>(a) in a case to which subsection (1)(a) applies, no extension may be granted without the consent of the investigated person, and</p> <p>(b) in a case to which subsection (1)(b) applies, no extension may be granted without the consent of the investigated person and the complaints director.</p>	<p>41.1(1)(c)(i), (ii), (iii) or (iv) or if the registration or annual certificate of the investigated person has been suspended or cancelled under section 41.1(1)(g) or (h), schedule the appeal <b>within 60 days</b> after the date of service of the notice of appeal, and</p> <p>(b) in all other cases, schedule the appeal <b>within 90 days</b> after the date of service of the notice of appeal.</p>
Time Frame for Notice of Hearing	<p>ACT</p> <p>Review application</p> <p>31(4) On being given a request for a review, the registrar must, <b>within 30 days</b>, notify the applicant of the date, time and place at which the council will conduct the review.</p> <p>(5) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.</p> <p>Review by council</p>	<p>ACT</p> <p>Review by the Council</p> <p>18(5) The applicant for registration</p> <p>(a) shall be notified in writing by the Council of the date, time and place that it will consider the matter, and</p> <p>(b) is entitled to appear with counsel and make representations to the Council when it considers the matter.</p> <p>Hearings Director duties in respect of hearing</p>



	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	<p>41(2) On being given a request for a review, the registrar must, <b>within 30 days</b>, notify the applicant of the date, time and place at which the council will conduct the review.</p> <p>College duties in respect of hearing</p> <p>77 The hearings director must</p> <p>(a) <b>at least 30 days</b> before the hearing, give the investigated person a notice to attend and give reasonable particulars of the subject-matter of the hearing,</p> <p>(b) prior to the hearing, advise the complainant of the date, time and location of the hearing,</p> <p>(c) as requested under section 74 give any person a notice to attend, and</p> <p>(d) as requested under section 74 give any person who is to produce documents or any substance or thing a notice to attend and a notice to produce.</p> <p>Appeal to council</p> <p>87(3) A hearings director must, on being given a notice of appeal,</p> <p>(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 council hearing the appeal,</p> <p>(b) ensure that the complaints director, 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</p> <p>(c) ensure that the investigated person and the complaints director are given a copy of the record of the hearing.</p>	<p>39 The Hearings Director must</p> <p>(a) <b>at least 30 days</b> before the hearing, give the investigated person a notice to attend and give reasonable particulars of the subject-matter of the hearing,</p> <p>(b) prior to the hearing, advise the complainant of the date, time and location of the hearing,</p> <p>(c) as requested under section 37.1 give any person a notice to attend, and</p> <p>(d) as requested under section 37.1 give any person who is to produce documents or any substance or thing a notice to attend and a notice to produce.</p> <p>Appeal to Council</p> <p>44(3) The Hearings Director must, on being given a notice of appeal,</p> <p>(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,</p> <p>(b) ensure that the Complaints Director, the investigated person and the complainant are given a notice of the hearing of the appeal that states the date, time and place at which the Council will hear the appeal, and</p> <p>(c) ensure that the investigated person and the Complaints Director are given a copy of the record of the hearing.</p>
Time Frame to Post Notice of Hearing	Not referred to.	Not referred to.
Time Frame to Hold Hearing	ACT Review application 31(5) A review must be commenced <b>not later than 60</b>	Not referred to.

	College of Physicians and Surgeons of Alberta (Health Professions Act)	Alberta Veterinary Medical Association
	<p><b>days</b> after the registrar is given the request for a review.</p> <p>Review by council 41(3) A review must be commenced <b>not later than 60 days</b> after the registrar is given the request for a review.</p>	
Time Frame to Render Decision	<p>ACT Report of inspection to registrar 53.4(1) <b>Within 90 days</b> after completing an inspection the inspector who conducted the inspection must give a report setting out the findings of the inspection to the regulated member and the registrar.</p> <p>Review by council 41(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.</p> <p>Council's powers on appeal 89(5) The council must, <b>within 90 days</b> from the date of the conclusion of the appeal hearing before it, make a decision and, by order, do one or more 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.</p>	<p>ACT Acting on a complaint 28(5) The Complaint Review Committee must, <b>within 30 days</b> from making a decision under subsection (4), (a) give the complainant and, subject to section 31(1)(b), give the investigated person written notification, with reasons, of the decision under subsection (4), and (b) if the complaint is dismissed, give the complainant written notification of the right to apply to the Hearings Director for a review under section 34.1.</p> <p>Council's powers on appeal 45(5) The Council must, <b>within 90 days</b> from the date of the conclusion of the appeal hearing before it, make a decision and may, 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, vary or confirm 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.</p>
Time Frame to Appeal	<p>ACT Review application</p>	<p>ACT Review by the Council</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
Decisions	<p>31(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, <b>within 30 days</b> after being given a copy of the decision, request a review by the council in accordance with subsection (3).</p> <p>(2) An applicant who is not notified of a decision by the date described in section 30(5) may, <b>within 30 days</b> from that date, request a review by the council in accordance with subsection (3).</p> <p>Review by council</p> <p>41(1) An applicant whose practice permit is issued subject to conditions, suspended or refused by the registrar, registration committee or competence committee may, <b>within 30 days</b> 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.</p> <p>Appeal to council</p> <p>87(1) An investigated person or the complaints director, on behalf of the college, may commence an appeal to the council of the decision of the hearing tribunal by a written notice of appeal that</p> <p>(a) identifies the appealed decision, and</p> <p>(b) states the reasons for the appeal.</p> <p>(2) A notice of appeal must be given to the hearings director <b>within 30 days</b> after the date on which the decision of the hearing tribunal is given to the investigated person.</p> <p>Court of Appeal</p> <p>90(1) An investigated person may appeal to the Court of Appeal any finding, order or direction of the council under section 89.</p> <p>(2) An appeal under this section may be commenced</p>	<p>18(3) An applicant whose application for registration has been refused by the Registration Committee may, <b>within 30 days</b> after receiving a notice of refusal and the reasons for the refusal, request the Council to review the application by serving on the Registrar a written request for review by the Council setting out the reasons why, in the applicant's opinion, the applicant's registration as a registered veterinarian should be approved.</p> <p>Appeal to Council</p> <p>44(1) An investigated person or the Complaints Director, on behalf of the Association, may commence an appeal to the Council of a decision of the Hearing Tribunal by a written notice of appeal that</p> <p>(a) identifies the appealed decision, and</p> <p>(b) states the reasons for the appeal.</p> <p>(2) A notice of appeal must be given to the Hearings Director <b>within 30 days</b> after the date on which the decision of the Hearing Tribunal is given to the investigated person.</p> <p>(3) The Hearings Director must, on being given a notice of appeal,</p> <p>(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,</p> <p>(b) ensure that the Complaints Director, the investigated person and the complainant are given a notice of the hearing of the appeal that states the date, time and place at which the Council will hear the appeal, and</p> <p>(c) ensure that the investigated person and the Complaints Director are given a copy of the record of the hearing.</p> <p>Court of Appeal</p> <p>45.1(1) An investigated person may appeal to the Court of Appeal any finding, order or direction of the Council under section 45.</p>

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	(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 complaints director and the complainant <b>within 30 days</b> from the date on which the decision of the council is given to the investigated person.	(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 Complaints Director and the complainant <b>Within 30 days</b> from the date on which the decision of the Council is given to the investigated person.
Time Frame to Complete ADR	Not referred to.	ACT Process 29(1) The Complaints Director may, with the agreement of the complainant and the investigated person, refer the complainant and the investigated person to an alternative complaint resolution process <b>at any time before the commencement of a hearing</b> by the Hearing Tribunal.
Failure to Meet Time Frames	ACT Decision on application 30(5) If the applicant is not notified of the decision under this section by the date that is <b>120 days after</b> notice was given under section 29 that the application for registration is complete, the applicant may request a review under section 31.	Not referred to.
Time Frames Regarding Appeals of Dismissed Complaints	ACT Acting on a complaint 55(3) If the complaints director dismisses the complaint, the complaints director must, <b>within 30 days</b> , give notice to the complainant of the dismissal and the right to apply for a review by the complaint review committee under section 68. Review of dismissal of complaint 68(1) A complainant may apply, in writing with reasons, to the hearings director for a review of the dismissal of a complaint <b>within 30 days</b> after being notified of the dismissal under section 55 or 67. (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 complaints	ACT Review of dismissal of complaint 34.1(1) A complainant may apply, in writing with reasons, to the Hearings Director for a review of the dismissal of a complaint <b>within 30 days</b> of being notified of the dismissal under section 28(5) or 34. (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 committee of the Council designated under subsection (3) and direct the Complaints Director to give a copy of the report made under section 33.1 to the committee of the Council. (3) <b>Within 60 days</b> of receipt of an application under subsection (1), the Hearings Director must designate a committee of the Council and it must commence a review of

	<b>College of Physicians and Surgeons of Alberta (Health Professions Act)</b>	<b>Alberta Veterinary Medical Association</b>
	<p>director to give a copy of the report made under section 66 to a complaint review committee.</p> <p>(3) <b>Within 60 days</b> 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.</p> <p>(6) The complaint review committee must give the complainant and the investigated person written notification, with reasons, of any action taken under subsection (5).</p>	<p>the report and the decision to dismiss the complaint.</p> <p>(6) The committee of the Council must give the complainant and the investigated person written notification, with reasons, of any action taken under subsection (5).</p>