



ACEC-SK Recommended Schedule of Fees – Task Group Terms of Reference	
Role or purpose	Undertake a fulsome review of ACEC-SK’s current Recommended Schedule of Fees document. Goal is to revise the document to make it more relevant in today’s marketplace
Duties and responsibilities	<ul style="list-style-type: none"> ● Review current ACEC-SK Recommended Schedule of Fees including: <ul style="list-style-type: none"> ○ Categories of practice ○ Criteria for ‘professional’ and ‘technologist’ categories ○ Develop criteria for Sector trends ○ Criteria for Key Client expectations ○ Processes for researching trends in Bordering Jurisdictions ○ Trends in Saskatchewan industry (local salary surveys) ○ Linkages to documents from authorities (e.g. Ministry of Finance Engineering PST Bulletin) ● Specific items for consideration: <ul style="list-style-type: none"> ○ The Buildings Fee Guideline is currently a separate document from the larger General Recommended Schedule of Fees. <ul style="list-style-type: none"> ▪ Investigate: <ul style="list-style-type: none"> ○ The reasons why it is currently a separate document ○ The reasons to consider incorporating Buildings fee guidelines into the larger document ○ How other jurisdictions are presenting Buildings-specific fee guidelines ▪ Make a recommendation whether it should remain a separate document or not. ○ Review the Categories and Rates with a view to whether they are appropriate in today’s market (economic climate) <ul style="list-style-type: none"> ▪ Validate whether rates are realistic relative to what clients are willing to pay ▪ Validate what is a fair rate given current consulting engineering overheads ▪ Is the private sector fee “reality” adequately built into the ACEC-SK Recommended Schedule of Fees document? ○ Who are the users of the document? ○ Research how different member firms use the document ○ Investigate the original intent of document from APEGS representatives ○ Investigate what other (provincial) jurisdictions consider when developing



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	<p>their Fee Guideline document(s) and how they present them</p> <ul style="list-style-type: none"> ○ Investigate implications of changing the current categories – will wholesale change lead to inconsistent categories, which then impacts ability to compare Saskatchewan’s data with that of other jurisdictions? ○ How does ACEC-SK make the Recommended Schedule of Fees more relevant? Salary levels have to be tied back into fees <ul style="list-style-type: none"> ▪ Determine from APEGS the origin of the rate – was it influenced by public engineers’ salaries?
Membership and Voting	<p>Voting members include:</p> <ul style="list-style-type: none"> • A minimum of five and a maximum of eight member firm principals or senior management that play in integral role within their firms in setting their company’s annual fees • Balanced representation from engineering industry sectors and client types (public and private) • E.D. as an <i>ex officio</i> member.
Chair	The Chair will be appointed by the ACEC-SK Board of Directors.
Timeline for Delivery	The board initially requests a draft final report to be delivered at the September, 2019 ACEC-SK Board meeting. However, upon fulsome consideration of the effort necessary to undertake the Task Group’s duties and responsibilities, it may make an alternative recommendation regarding appropriate timelines for deliverables.
Frequency of meetings and manner of call	<ul style="list-style-type: none"> • This Task Group will meet monthly, or as required. • The Task Group will provide an update of its progress at every board meeting (roughly scheduled every six weeks) through either: <ul style="list-style-type: none"> ○ Chair reporting in person ○ Executive Director reporting on behalf of Task Group
Quorum	A majority of the committee members entitled to vote.
Reporting	To the board.
Date of last review	High level review in 2016, 2017, 2018