

***THE SASKATCHEWAN ASSESSMENT
APPRAISERS' ASSOCIATION***

REGULATORY BYLAW NO. 13/1

The Saskatchewan Assessors' Association is established as a corporation under the name Saskatchewan Assessment Appraisers' Association pursuant to section 3 of *The Assessment Appraisers Act*.

PART I – DEFINITIONS

Assessment Appraiser - a person who is able to undertake valuations for assessment purposes and meets the standards for competency and proficiency established by *The Assessment Appraisers' Regulations*.

PART II – MEMBERSHIP

Section 1 Categories of Membership

1. Membership in the Association shall consist of the following categories:
 - a) Regular member
 - b) Honourary member
2. A Regular member may also be registered in the following subcategories:
 - a) Licensed Assessment Appraiser of Saskatchewan (LAAS)
 - b) Licensed Assessment Appraiser of Saskatchewan (Restricted)
 - c) Designated
 - d) Candidate
3. Regular membership entitles a person to the following privileges:
 - a) to vote and hold office in the Association;
 - b) to have voice and vote at the annual and special meetings of the Association;
 - c) to be appointed to committees of the Association;
 - d) to receive a copy of Association documents designed for distribution to members; and
 - e) to receive the newsletter of the Association.
4. All members of the Association must adhere to the Association's code of ethics.
5. Licensed, designated and candidate members must adhere to the Association's continuing professional development program (CPD).

Section 2 Regular - Licensed Assessment Appraiser of Saskatchewan (LAAS)

1. Licensed membership in the Association shall be:
 - a) limited to a person to whom a licence to practise mass assessment appraisal is issued by the Association in accordance with *The Assessment Appraisers Act*;
2. A Licensed Assessment Appraiser of Saskatchewan membership entitles a person to the following privileges:
 - a) to supervise and/or practise mass assessment appraisal in Saskatchewan;
 - b) to use the title of Licensed Assessment Appraiser of Saskatchewan (L.A.A.S.) as set out in *The Assessment Appraisers Act*.

Section 3 Regular - Licensed Assessment Appraiser of Saskatchewan (Restricted)

1. A restricted licence in the Association shall be:
 - a) limited to a person to whom a licence to practise mass assessment appraisal is issued by the Association in accordance with *The Assessment Appraisers Act*; and
 - b) subject to limitations imposed by the Association.
2. A restricted licence entitles a person to the following privileges:
 - a) to supervise and/or practise mass assessment appraisal in Saskatchewan subject to the limitations imposed by the Association;
 - b) to use the title of Licensed Assessment Appraiser of Saskatchewan (L.A.A.S. Restricted) as set out in *The Assessment Appraisers Act*.

Section 4 Regular - Designated Membership

1. Designated membership in the Association shall be:
 - a) limited to a person who has completed the educational and experience requirements of a Municipal Assessment Appraiser of Saskatchewan (MAAS) or a Municipal Rural Assessment Appraiser of Saskatchewan (MRAAS) as set out in *The Assessment Appraisers Regulations*.
2. Designated membership entitles a person to the following privileges:
 - a) to use the designation Municipal Assessment Appraiser of Saskatchewan (MAAS) or Municipal Rural Assessment Appraiser of Saskatchewan (MRAAS) as set out in *The Assessment Appraisers Regulations*.

Section 5 Regular - Candidate Membership

1. Candidate membership in the Association shall be:
 - a) limited to the person who is working towards the MAAS or the MRAAS designation.
2. Candidate membership entitles a person to the following privileges:
 - a) to practise mass assessment appraisal in Saskatchewan under the supervision of a Licensed Assessment Appraiser of Saskatchewan;

Section 6 Honourary Membership

1. Honourary membership in the Association shall be:
 - a) granted by council in recognition of distinguished service to the mass assessment appraisal profession or for valuable assistance to mass assessment appraisal in Saskatchewan.
2. Honourary membership entitles a person to the following privileges:
 - a) to receive the newsletter of the Association; and

- b) to attend the annual meeting of the Association.

Section 7 Change of Status

1. Regular members may become licensed, designated, or candidate members of the Association by payment of the required fee and compliance with current bylaws and policies governing registration.
2. Persons who have not renewed their membership will have no membership privileges in the Association.
3. Persons who have been suspended or expelled in accordance with *The Assessment Appraisers Act* will have no membership privileges in the Association during the period when the person is expelled or suspended.

PART III – LICENSURE

Section 1 Licence Required

1. Every member that qualifies as a Licensed Assessment Appraiser of Saskatchewan shall be granted a licence by the Association, subject to applicable fees.

Section 2 Duration of Licence

1. All licences will be issued annually with an expiry date of December 31st.

PART IV – REGISTRATION

Section 1 Admission as a Regular Member

1. All persons applying for admission as Regular members of the Association must:
 - a) complete the prescribed application forms and pay the fees set by the Association; and
 - b) provide references as required by the Association.

Section 2 Registration as a Licensed or Restricted Licensed Member

2. All persons applying for registration as a Licensed or Restricted Licensed member of the Association must:
 - a) meet the requirements for registration defined in section 18 of *The Assessment Appraisers Act*.

Section 3 Admission as a Designated Member

1. All persons applying for admission as a Designated member of the Association must complete the educational and experience requirements of a Municipal Assessment

Appraiser of Saskatchewan (MAAS) or a Municipal Rural Assessment Appraiser of Saskatchewan (MRAAS) as set out in *The Assessment Appraisers Regulations*.

Section 4 Admission as a Candidate Member

1. Candidates must gain designated or licensed status within six years of the date of candidacy, subject to the current policies governing extension. Candidates not gaining designated or licensed status after six years may reapply for candidacy and will be subject to the current *Assessment Appraisers' Regulations*, bylaws and policies governing registration that are in effect at the date of re-admittance.

BYLAW V – CODE OF ETHICS

Section 1 All members shall:

1. Safeguard the interests of the public by conducting themselves in an honourable, ethical and professional manner;
2. Report other members who fail to conduct themselves in an honourable, ethical and professional manner;
3. Fulfill the obligations of his/her office and membership with dignity, discretion and honesty;
4. Maintain professional competence by keeping informed and complying with developments in the acknowledged standards of the profession;
5. Conform to the Bylaws and Resolutions of the Association;
6. At all times act in a manner that will enhance the image of the Association and profession;
7. Cooperate with the Association and its officers in all matters in a positive manner.

Section 2 It is unethical for any member to:

1. Conduct himself/herself in a manner detrimental to the public, the Association or the assessment appraisal profession;
2. Put forward a licence granted by the Association as a qualification to undertake other assignments outside of the assessment profession;
3. Claim any qualification for which he/she is not competent and properly qualified;
4. Undertake assessments for which he/she is not properly qualified and competent, whether through lack of education, experience and/or ability;
5. Contravene law or legislation under which an assessment appraiser is bound;
6. Disclose confidential information except where required by law or policy;

7. Make any irresponsible public statements of value;
8. Knowingly record a biased assessment;
9. Knowingly injure directly or indirectly the professional reputation of another member; or
10. Engage in any activities in which they have, or may reasonably be considered by the public as having, a conflict of interest.

PART VI – STATUTORY COMMITTEES

Section 1 Statutory Committees

1. The statutory committees of the Association shall be:
 - a) the professional conduct committee; and
 - b) the discipline committee

Section 2 Professional Conduct Committee

1. The registrar shall notify, in writing, the member who is the subject of a report or allegation that a report or allegation has been received and ask for a written response within 30 days.
2. The committee shall notify, in writing, the person who made the report or allegation that the report or allegation will be reviewed.
3. The committee shall take appropriate action including:
 - a) an informal resolution of the matter;
 - b) request any person to answer any questions and to produce any records, notes or other documents or things in the person’s possession or under their control that are or may be relevant to the report or conduct being investigated; and
 - c) with the consent of the person producing them, copy and keep copies of any of the documents or things that are produced under clause (b).
4. The member shall be afforded an opportunity to provide a written or verbal response, as determined by the committee, to the complaint within 30 days.
5. The committee shall keep in confidence all documentation and information received.
6. The committee shall provide, in a timely manner, a report to the discipline committee pursuant to subsection 22(2) of *The Assessment Appraisers Act*.

Section 3 Discipline Committee

1. The committee may find a member of the Association guilty of professional incompetence and/or professional misconduct, who, as defined by, but not limited to, the following:
 - a) abused a client physically, sexually, verbally or psychologically;
 - b) misappropriated a client’s personal property;

- c) inappropriately used the assessment appraiser's professional status for personal gain;
- d) failed to exercise discretion with respect to the disclosure of confidential information about a client;
- e) purposefully made an inaccurate assessment for personal gain;
- f) failed to inform an employer of the assessment appraiser's inability to accept specific responsibility in an area where special training is required or where the assessment appraiser does not feel competent to function without supervision;
- g) failed to comply with the code of ethics, bylaws and/or standards of practice of the Association;
- h) failed without reasonable cause to respond to inquiries from the Association, within 30 days, regarding alleged professional misconduct or professional incompetence;
- i) engaged in the excessive or habitual use of intoxicating liquor, opiates, narcotics or other habit-forming substances;
- j) conspired to participate in any act of professional misconduct;
- k) obtained registration by misrepresentation or fraud; and/or
- l) contravened any provision of *The Assessment Appraisers Act* or bylaws.

2. Where the committee determines that the person is not guilty of professional incompetence and/or professional misconduct, written notice, within 30 days, that the complaint has been dismissed, shall be provided to:

- a) the person who was the subject of the report; and
- b) the person who made the report.

3. The committee shall hold all hearings in Regina unless otherwise directed by the Association.

4. Subject to subsection 24(14) of *The Assessment Appraisers Act*, the committee shall hold in confidence all sessions, documentation and information received, save and except findings of guilt.

5. Findings of guilt shall be matters of public interest and reported in accordance with Association policy.

PART VII – REMUNERATION

Section 1 Council and Committees

1. Members of council shall be entitled to remuneration and reimbursement for reasonable and necessary services rendered and costs incurred on behalf of the Association in an amount determined by council.
2. Members of committees shall be entitled to remuneration and reimbursement for reasonable and necessary services rendered and costs incurred on behalf of the Association in an amount determined by council.

Section 2 Members and Non-members

1. Under special circumstances, council shall have the authority to approve remuneration and reimbursement for reasonable and necessary services rendered and costs incurred for members and non-members who are acting in an official capacity on behalf of the Association in an amount determined by council.

PART VIII – ADVERTISING BY MEMBERS**Section 1 Advertising**

1. Advertising, promotion and other marketing activities must be accurate and not capable of misleading the public. Any conduct, either directly or indirectly, or through any medium or agent that:
 - a) misinterprets facts;
 - b) compares either directly, indirectly or by innuendo, the member's services or ability with any other member(s), or promises or offers more effective service or better results than those available elsewhere;
 - c) deprecates another member as to service, ability or fees;
 - d) creates an unjustified expectation about the results the member can achieve;
 - e) is undignified or otherwise offensive so as to be incompatible with the best interests of the public or members under *The Assessment Appraisers Act*, or tends to harm the standing of the mass assessment appraisal profession generally; or
 - f) makes statements that are not statements of fact or makes statements that cannot be proven to be accurate by the member;is to be strictly avoided as such conduct is contrary to the interest of the public and the profession.
2. Inappropriate advertising is prohibited and may be referred to the professional conduct committee.

PART IX – DEMANDING SPECIAL MEETINGS**Section 1 Demanding Special Meeting**

1. For the purpose of subsection 6(2) of *The Assessment Appraisers Act*, a special meeting of the Association may be demanded upon a written petition signed by at least one third of the eligible voting members of the Association.

PART X – COMING INTO FORCE

Section 1 Repeal of Previous Bylaws and Coming Into Force

1. The Regulatory Bylaw, as in force at January 18, 2003, and all amendments thereto, is rescinded effective upon the coming into force of this bylaw.
2. This bylaw shall come into force and take effect in approval of the Minister of Government Relations and publication in the Saskatchewan Gazette.

Certified a True Copy



Marilyn Steranka, Executive Director

November 27, 2013

Minister of Government Relations