

The Saskatchewan Association of Architects Council Policy – Licence to Practice Renewal

Introduction

The Saskatchewan Association of Architects (SAA) is the governing body for the profession of architecture in Saskatchewan. As such, the SAA is responsible for registering the members and licensing the sole proprietors, corporations, and firms that practice architecture in Saskatchewan. All licensees are required to annually renew their SAA-issued Licence to Practice (the “Licence”). In order to be fully compliant with SAA renewal requirements, each licensee must submit all requested documents and fees required by the SAA by the first business day of January of each year.

Intent

In publishing this policy, the SAA endeavors to bring more clarity to the renewal process for all licensees. *The Architects Act, 1996* (the “Act”) and the Bylaws of the SAA (the “Bylaws”) set out specific requirements for annual licence renewal. This policy document is intended to summarize the requirements that licensees must meet in order to properly complete the annual renewal process. In the event of any discrepancies between this document and the Act or the Bylaws, the Act and/or Bylaws shall prevail.

Operational Instruction

At renewal time, all licensees will be sent an invoice to the email address currently on file with the SAA. Failure to receive an invoice does not exempt any licensee from the requirement to submit renewal documents, fees, and applicable levies. Licensees should review their respective business structures and operations to ensure that they are in compliance with the SAA Bylaws and all laws of Saskatchewan.

Licence renewal is subject to the payment of fees and submission of a completed SAA Renewal Declaration. **Licence renewal fees must be submitted separate from member renewal fees.** Combined fees will be returned and may be considered late if the correct amount(s) are not received by the deadline. The SAA Renewal Declaration and payment are due to the SAA **by the first business day in January of the year in which the renewal is to be effective. After the first business day of January through January 31 is a grace period and should be treated as such.**

If there are extenuating circumstances that prohibit a licensee from being able to pay the renewal fees, the licensee may submit a letter to the SAA Council asking for special consideration, as indicated in Bylaw 26.10. The SAA office should receive requests of this nature no later than December 31 of the year preceding the renewal year. These letters will then be presented to the SAA Council in January of the renewal year and the licensee will be notified of the result.

If there are outstanding monies owing to the SAA that precede the renewal period or if the licensee is not considered to be in good standing with the SAA, the licensee is not eligible to renew its SAA Licence to Practice until such fees and penalties are paid and/or conditions set by the SAA Council are met.

As per Bylaw 26.09, failure to submit fees for the licence to renewal by the prescribed date will result in the licensee being automatically struck from the SAA Register. Partial fees or incorrect fees submitted will be deemed as fees not received, resulting in an automatic strike upon the expiry of the grace period.

Submission of correct fees but failure to submit complete renewal documents by the prescribed date will result in the licensee being non-compliant. The following steps will then be taken:

1. The licensee and its designated contact will be alerted to the non-compliance via email. This communication will provide details as to the deficiencies of the renewal documents submitted by the licensee.
2. The licensee will be given 14 days to rectify the noted deficiencies and resubmit the renewal documents to the SAA office.
3. If the renewal documents are not resubmitted to the SAA office within 14 days, the licensee's file will go to SAA Council for consideration for a strike.

Note - proper submission of renewal documents means the submission of the correct annual licence renewal fees and a properly completed SAA Renewal Declaration (with supporting documents, as necessary) to the SAA via mail or email on or before the end of the 1st business day in January of the year in which the renewal is to be effective.

Licence Renewal Timeline:

December 1	Licence renewal invoices sent to all licensees on record
1st business day of January	Licence renewal fees and SAA Renewal Declaration due Licence cancellation letters due to SAA Council, including return of Certificate of Practice
After 1st business day of January to January 31	Grace period Licence renewal fee receipts issued as processed
February 1	Strike letters issued to all licensees that have not submitted renewal fees
February 2	Renewal declaration review will begin

The issuance of a receipt by the SAA is confirmation that fees for licence renewal have been processed. **Payment of fees does not complete the renewal process for licensees.** Submission of a correct and complete SAA Renewal Declaration is also required. Renewal declaration review will begin on February 2. Confirmation of licence renewal will be issued to a licensee once the licensee's renewal fees and SAA Renewal Declaration are received and deemed complete and correct.

When a licensee is struck from the SAA Register, the licensee is required to return its Certificate of Practice (for more details see: SAA Practice Bulletin – Reclamation of SAA Certificate of Practice on the SAA website). If a licensee is struck from the SAA Register, the SAA will notify each SAA member that is associated with the particular licence. These members will not be able to practice architecture until such time as they are working under a current and valid SAA Licence to Practice. Public notification of licensees struck from the SAA Register may occur.

Licensees that are struck from the SAA Register may apply for reinstatement. Reinstatement requires that the licensee apply in writing to the SAA Council. Reinstatement fees, unpaid amounts that caused the cancellation of membership (if applicable), and a penalty fee must also accompany this letter to the SAA Council.

When a licensee elects not to renew their licence, it is necessary for the licensee to submit a letter to the SAA Council notifying them of this decision. The notification letter should state that the licensee does not have any ongoing projects in Saskatchewan and that the warranty periods on all previous projects have expired or that any projects with ongoing warranty periods have been assigned to another licensee. The licensee must also return the SAA Certificate of Practice at this time. Additionally, each SAA member associated with that licence would not be able to practice architecture in the province until they are working under a current and valid SAA Licence to Practice.

It is the licensee's responsibility to ensure compliance with all applicable laws with respect to the business they carry out in the Province of Saskatchewan. This includes any requirements that need to be fulfilled or notices that shall be given by the licensee upon their licence being struck or removed from the SAA Register and/or in the event the licensee ceases to carry on business in Saskatchewan.

For a complete list of fees and costs for licence renewals, please see the 'Renewal Fee Addendum' at the end of this document.

All fees must be paid in Canadian funds and are payable by cheque or credit card. All fees are non-refundable, as per Bylaw 26.12.



2018 Renewal Fee Addendum

Licence to Practice	$\$425.00 + \$21.25 \text{ GST} =$	\$446.25
Reinstatement Fee for Licence to Practice + Penalty Fee	$\$300.00 + \$15.00 \text{ GST} =$	\$315.00 \$250.00
Registered Member	$\$925.00 + \$170.00 \text{ (School of Architecture levy)} + \$46.25 \text{ GST} =$	\$1141.25
Retired Member	$\$50.00 + \$2.50 \text{ GST} =$	\$52.50
Associate Member	$\$200.00 + \$10.00 \text{ GST} =$	\$210.00
Intern	$\$150.00 + \$7.50 \text{ GST} =$	\$157.50
RAIC Syllabus Student (Part 2)	$\$150.00 + \$7.50 \text{ GST} =$	\$157.50
Member on Leave of Absence	$\$250.00 + \$12.50 \text{ GST} =$	\$262.50
Reinstatement Fee for a Member + Penalty Fee	$\$300.00 + \$15.00 \text{ GST} =$	\$315.00 \$250.00