Property Assessment Appeal Board

Participant Code of Conduct

1. Purpose and Interpretation

1.1 This Code of Conduct outlines the expectations and responsibilities for all Participants to appeals before the Property Assessment Appeal Board. Its purpose is to ensure appeals are conducted with fairness, respect, efficiency, and integrity, upholding the principles of procedural fairness and natural justice.

1.2 "Participant" includes a party, a party's representative (agent or counsel) and a witness to an appeal.

1.3 Where a Participant is part of a profession, the Code of Conduct does not lessen any standards of conduct that professional may otherwise have.

2. General Principles

2.1 **Respect**: All Participants must treat each other, the Board, its members, and staff with courtesy, candor, respect, and professionalism.

2.2 **Adherence to Legal and Procedural Rules**: Participants must follow the Board's applicable law and rules, including the *Assessment Act*, and the Board's *Rules*.

2.3 **Honesty and Good Faith**: Participants must present their case honestly and act in good faith at all times, avoiding misleading statements, frivolous claims and applications, and unreasonable delays.

3. Professional Conduct

3.1 **Respectful Communication**: All oral and written communication must be free of offensive, discriminatory or disrespectful language, or personal attacks.

3.2 **Cooperation**: Participants should cooperate with each other and the Board to facilitate efficient and fair resolution of matters.

3.3 **Confidentiality**: Participants must respect the confidentiality of sensitive information disclosed during appeals, as required by law, the Rules, or terms of use.

4. Responsibilities During Appeals

4.1 **Preparation**: Participants must adequately prepare for appeal management teleconferences, settlement conferences, hearings and other proceedings, including filing required documents on time and ensuring availability of expert witnesses as needed.

4.2 **Punctuality**: All Participants must attend all proceedings and other scheduled events on time. Requests for adjournments must be made with reasonable notice and valid reasons.

4.3 **Appropriate Representation**: Agents, legal or other representatives must be authorized to act on behalf of their client. Agents, legal or other representatives must adhere to their own professional codes of conduct.

4.4 **Respect for Board Orders/Directions**: Participants must comply with Board orders and directions, including deadlines and provisions.

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5. Prohibited Conduct

5.1 **Disruptive Behavior**: Participants must not engage in conduct that disrupts Board proceedings, such as interrupting, using aggressive gestures, or refusing to follow the Board's instructions.

5.2 **Harassment and Intimidation**: Participants must not harass, threaten, or intimidate other participants, Board members, or staff.

5.3 **Improper Influence**: Attempting to improperly influence Board members or staff is strictly prohibited.

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6. Evidence, Submissions and AI

6.1 **Accuracy of Evidence**: Participants must ensure that all evidence submitted is accurate, verifiable, and relevant to the matter at hand.

6.2 **Duty to Correct:** If a Participant becomes aware they or any other person has provided inaccurate or misleading evidence or submissions to the Board, they must notify the Board at their earliest opportunity.

6.3 **AI-Generated Evidence**: If evidence is generated or supported by artificial intelligence (AI), participants must clearly disclose that AI was used. The Board may require the Participant to disclose further details regarding scope of use and review prior to admitting the evidence or submission.

6.4 **Misrepresentation**: Participants are responsible for any evidence or submissions submitted by the Participant, or on their behalf, to the Board whether prepared personally, by another person, or by AI. Submitting evidence or submissions that are inaccurate, misleading, or manipulated constitutes a breach of this Code of Conduct.

6.5 **Verification of AI Evidence**: The Board may require additional verification or expert testimony to assess the reliability of AI-generated evidence.

6.6 **Sanctions for Misrepresentation**: Misrepresentation may result in sanctions, including exclusion of the evidence, adverse inferences, or other penalties as appropriate.

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7. Enforcement and Consequences

7.1 **Remedies for Non-Compliance**: Not following this Code of Conduct violates the Board's *Rules of Practice and Procedure*. The Board may take appropriate action in response to breaches of this Code of Conduct, including, as applicable, warnings, sanctions, or dismissal of the appeal pursuant to section 18 of the *Administrative Tribunals Act*.

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8. Final Provisions

8.1 **Awareness and Acknowledgment**: Participants are responsible for familiarizing themselves with this Code of Conduct.

8.2 **Amendments**: This Code of Conduct may be amended periodically to reflect changes in law or Board practices.

Conclusion This Code of Conduct ensures that appeals are conducted in a manner that respects the dignity of all Participants and maintains the integrity of the Board's processes. Compliance with these principles is essential for the fair and effective resolution of disputes.