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**Saskatchewan Assessment Management Agency  
Commercial Advisory Committee  
Terms of Reference (Consolidated)**

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## **Background**

The Commercial Advisory Committee is a standing committee established by Board resolution in accordance with section 11 of *The Assessment Management Agency Act*.

### Enabling Resolutions:

- Resolution 5839/04 (Sept. 29,30 and Oct. 1, 2004)
- Resolution 6044/05 (May 12-13, 2005)
- Resolution 6739/07 (September 26-27, 2007)
- Resolution 6775/07 (November 1, 2007)
- Resolution 6776/07 (November 1, 2007)
- Resolution 7455/10 (July 8, 2010)
- Resolution 7461/10 (July 8, 2010)
- Resolution 8099/13 (October 30, 2013)
- Resolution 8147/14 (January 30, 2014)
- Resolution 8165/14 (February 28, 2014)
- Resolution 8270/14 (September 26, 2014)
- Resolution 8343/15 (January 30, 2015)
- Resolution 8356/15 (February 27, 2015)
- Resolution 8440/15 (September 25, 2015)
- Resolution 8527/16 (February 26, 2016)
- Resolution 8577/16 (May 28, 2016)
- Resolution 8622/16 and 8623/16 (September 16, 2016)
- Resolution 8707/17 (January 31, 2017)
- Resolution 8723/17 (February 24, 2017)
- Resolution 8787/17 (June 29, 2017)
- Resolution 8844/17 (October 27, 2017)
- Resolution 8865/17 (December 15, 2017)
- Resolution 8920/18 (March 27, 2018)

## **Mandate**

Provide advice to the Board on the following:

- Review policies and practices respecting assessment.
- Make recommendations to the Board relating to changes in assessment policy and practice.

- Consider any matters relating to changes in assessment policy and practices [including proposals for orders or recommendations pursuant to clauses 12(1) (c), (d) and (k) of *The Assessment Management Agency Act*], before those matters are approved by the Board.

## Membership

- Chairperson:
  - SAMA Board Chair
- SAMA Board:
  - Urban Sector Board Member (non-voting)
  - Rural Sector Board Member (non-voting)
  - SAMA Board Member (non-voting)
  - SAMA Board Member (non-voting)
- Other Members:
  - Saskatchewan Chamber of Commerce
  - Canadian Federation of Independent Business (CFIB)
  - Association of Saskatchewan Realtors (ASR) (2 representatives)
  - Canadian Energy Pipeline Association (CEPA)
  - Canadian Association of Petroleum Producers (CAPP)
  - Saskatchewan Mining Association (SMA)
  - Canadian Property Tax Association (CPTA)
  - Saskatchewan Assessment Appraisers' Association (SAAA)
  - Saskatchewan Hotel & Hospitality Association (SHHA)
  - Inland Terminal Association of Canada (ITAC)
  - Western Grain Elevator Association (WGEA)
  - Railway Association of Canada (RAC)
  - Regina Downtown Business Improvement District (RDBID)
  - Appraisal Institute of Canada (AIC)
  - Saskatchewan Chapter of the National Golf Course Owners Association
  - Regina & District Chamber of Commerce
  - Public Works and Government Services Canada (PWGSC)
  - Building Owners and Managers Association (BOMA)
- Observers:
  - Ministry of Government Relations
  - Ministry of the Economy
  - Chairman of the Saskatchewan Municipal Board
  - Tourism Saskatchewan
  - 1 representative from administration for each of the cities of Regina, Saskatoon, Moose Jaw, Prince Albert and Swift Current
  - Saskatchewan Association of Rural Municipalities (SARM)
  - CEO, SAMA

- Terms:
  - Board members are appointed for one year or until the Board appoints new committee members.
  - Other members and observers are appointed for a term of up to three years.

## **Committee Procedures**

### *Bylaw Regarding the Conduct of Board Meetings:*

- The Board shall appoint the chair of each committee and the chair shall preside over the committee and shall report to the Board following each meeting of the committee. In the absence of the chair, the SAMA Board Chair shall select a SAMA Board Member as acting chair.
- Minutes shall be kept of all meetings of the Committee and circulated among the members of the Committee and among all members of the Board.
- Meetings of the Committee shall be called by the Committee Chair or whenever a majority of the Committee so requests.
- Seven (7) members of the Committee shall represent a quorum for the transaction of business and no business shall be transacted unless a quorum is present.

### General procedures:

- The representative organization may, in writing, select two persons, either of whom may attend an advisory committee meeting where the appointed person is unable to attend the meeting.
- Observers may participate in discussion but may not put forward a motion or vote on a motion.
- A conference call may be used in place of an in-person meeting, at the call of the chairperson. The conference call meeting may be recessed if the committee wishes to move to an in-person meeting.

### Remuneration:

- Voting members representing the Saskatchewan Assessment Appraisers' Association and the Appraisal Institute of Canada will be paid for each committee meeting:
  - An honorarium of \$200 per meeting day, except the Saskatchewan Assessment Appraisers' Association member if the member is a SAMA or city employee who is being paid their regular salary.
  - Vehicular, lodging and meal travel expenses in accordance with the agency's prevailing rates.
- Other members and observers will not be paid an honorarium or travel expenses.

## Disestablishment

The Commercial Advisory Committee is disestablished upon resolution of the Board.

## Commercial Advisory Committee Members

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Audrey Trombley, Committee Chair	SAMA Board Member	8865/17 December 15, 2017
Al Heron	SAMA Board Member, Urban Sector	8865/17 December 15, 2017
Murray Purcell	SAMA Board Member, Rural Sector	8865/17 December 15, 2017
Jim Angus	SAMA Board Member	8865/17 December 15, 2017
Myron Knafelc	SAMA Board Chair (ex-officio)	8865/17 December 15, 2017
Vacant	Regina Downtown Business Improvement District	
Rob Lawrence	Association of Saskatchewan Realtors	8566/16 May 28, 2016
Kevin Johnson	Association of Saskatchewan Realtors	8566/16 May 28, 2016
Vacant	Saskatchewan Chamber of Commerce	
John Hopkins	Regina & District Chamber of Commerce	8566/16 May 28, 2016
Jennifer Henshaw	Canadian Federation of Independent Business	8844/17 October 29, 2017
Chris Johnson	Building Owners and Managers Association	8920/18 March 27, 2018
Ian Magdiak	Canadian Property Tax Association	8566/16 May 28, 2016
Jim Bence	Saskatchewan Hotel & Hospitality Association	8566/16 May 28, 2016
Barry Wiebe	National Golf Course Owners Association, Saskatchewan Chapter	8707/17 January 31, 2017
Shawn Graham	Inland Terminal Association of Canada	8566/16 May 28, 2016
Reg Hinz	Western Grain Elevator Association Tax Committee	8566/16 May 28, 2016

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Kirk Wasylik	Canadian Energy Pipeline Association	8844/17 October 29, 2017
Robert Rolfe	Canadian Association of Petroleum Producers	8707/17 January 31, 2017
Darwin Collins	Saskatchewan Mining Association	8707/17 January 31, 2017
Corinne Li	Railway Association of Canada	8707/17 January 31, 2017
Susan Quiring	Saskatchewan Assessment Appraisers' Association	8920/18 March 27, 2018
Grace Muzyka	Saskatchewan Association of the Appraisal Institute of Canada	8566/16 May 28, 2016
Ken Patsula	Public Works and Government Services Canada	8566/16 May 28, 2016
<b>Observers:</b>		
Norm Magnin	Ministry of Government Relations	8566/16 May 28, 2016
Jeremy Karwandy	Ministry of Economy	8566/16 May 28, 2016
Dianne Ford	Saskatchewan Municipal Board	8623/16 September 16, 2016
Ken Dueck	Tourism Saskatchewan	8566/16 May 28, 2016
Gerry Krismer	City of Regina	8566/16 May 28, 2016
Darcy Huisman	City of Saskatoon	8566/16 May 28, 2016
Tim Furlong	City of Prince Albert	8566/16 May 28, 2016
Brenda Hendrickson	City of Moose Jaw	8566/16 May 28, 2016
Michael Kehler	City of Swift Current	8566/16 May 28, 2016
Rod Wiens	Saskatchewan Association of Rural Municipalities	8566/16 May 28, 2016
Irwin Blank	SAMA CEO	
<b>Administration:</b>		
Darwin Kanius, Committee Secretary	SAMA	