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

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)

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
 - Association of Saskatchewan REALTORS (2 representatives)
 - Canadian Energy Pipeline Association
 - Canadian Association of Petroleum Producers

- Saskatchewan Mining Association
- Building Owners and Managers Association
- Saskatchewan Home Builders' Association Inc.
- Canadian Property Tax Association
- Saskatchewan Assessment Appraisers' Association
- Saskatchewan Hotel & Hospitality Association
- Inland Terminal Association of Canada
- Western Grain Elevator Association Tax Committee
- Railway Association of Canada
- Saskatoon Broadway Business Improvement District
- Regina Downtown Business Improvement District
- Saskatoon Regional Economic Development Authority
- Appraisal Institute of Canada
- Saskatchewan Chapter of the National Golf Course Owners Association
- Regina & District Chamber of Commerce
- Tourism Saskatchewan
- Observers:
 - Ministry of Municipal Affairs
 - Saskatchewan Industry and Resources, Industry Development
 - Saskatchewan Industry and Resources, Resource Development
 - 1 representative from administration for each of the cities of North Battleford, Regina, Saskatoon, Moose Jaw, Prince Albert and Swift Current
 - 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 other committee members shall select another 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.
- A majority of the 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 \$100 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

Member	Organization	Appointed
Neal Hardy, Committee Chair	SAMA Board Chair	7456/10 July 8, 2010
Sharon Armstrong (non-voting)	SAMA Board Member, Urban Sector	7456/10 July 8, 2010
Ray Orb (non-voting)	SAMA Board Member, Rural Sector	7456/10 July 8, 2010
Jim Angus (non-voting)	SAMA Board Member	7456/10 July 8, 2010
Myron Knafelc (non-voting)	SAMA Board Member	7456/10 July 8, 2010
John Kearley	Saskatoon Broadway Business Improvement District	6271/06 February 23-24, 2006
Michael Huber	Regina Downtown Business Improvement District	7028/08 October 30, 2008
Vacant	Saskatoon Regional Economic Development Authority	6547/07 January 23-24, 2007
Rob Lawrence	Association of Saskatchewan REALTORS	7356/10 January 22, 2010
Vacant	Association of Saskatchewan REALTORS	6547/07 January 23-24, 2007
James Camplin	Saskatchewan Chamber of Commerce	7294/09 October 22-23, 2009
John Hopkins	Regina & District Chamber of Commerce	6879/08 April 4, 2008
Marilyn Braun-Pollon	Canadian Federation of Independent Business	7404/10 April 20, 2010

Member	Organization	Appointed
Kerry Hidalgo	Building Owners and Managers Association	7404/10 April 20, 2010
Frank Zinner	Canadian Property Tax Association	7028/08 October 30, 2008
Alan Thomarar	Saskatchewan Home Builders' Association	7404/10 April 20, 2010
Tom Mullin	Saskatchewan Hotel & Hospitality Association	7356/10 January 22, 2010
Rick Jukes	National Golf Course Owners Association, Saskatchewan Chapter	7028/08 October 30, 2008
Andy Travers	Inland Terminal Association of Canada	7356/10 January 22, 2010
Rod Braddock	Western Grain Elevator Association Tax Committee	7404/10 April 20, 2010
Ken Marsh	Canadian Energy Pipeline Association	6879/08 April 4, 2008
David Loader	Canadian Association of Petroleum Producers	7356/10 January 22, 2010
Kelly Currie	Saskatchewan Mining Association	7404/10 April 20, 2010
Kevin Olmstead	Railway Association of Canada	7404/10 April 20, 2010
Jonathan Potts	Tourism Saskatchewan	7028/08 October 30, 2008
Robert Schultze	Saskatchewan Assessment Appraisers' Association	7028/08 October 30, 2008
Grace Muzyka	Saskatchewan Association of the Appraisal Institute of Canada	6879/08 April 4, 2008
Observers:		
Norm Magnin	Ministry of Municipal Affairs	7356/10 January 22, 2010
Jeremy Karwandy	Enterprise Saskatchewan	7404/10 April 20, 2010
Cam Pelzer	Ministry of Energy and Resources	7294/09 October 22-23, 2009
Gerry Krismer	City of Regina	7356/10 January 22, 2010
Les Smith	City of Saskatoon	7028/08 October 30, 2008
Brian Moore	City of Prince Albert	7356/10 January 22, 2010
Vacant	City of Moose Jaw	
Cameron Duncan	City of North Battleford	7356/10 January 22, 2010
Michael Kehler	City of Swift Current	7356/10 January 22, 2010
Irwin Blank	SAMA CEO	7356/10 January 22, 2010
Administration:		
Stuart McDonald, Committee Secretary	SAMA	