
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*.

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
 - Rural Sector Board Member
 - SAMA Board Member
 - SAMA Board Member
- Other Members:
 - Saskatchewan Chamber of Commerce
 - Canadian Federation of Independent Business (CFIB)
 - Saskatchewan Realtors Association[®] (SRA) (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)
 - Hospitality Saskatchewan

- 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 Trade and Export Development
 - 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

Conduct of Board Meetings Bylaw:

- 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.