
Saskatchewan Assessment Management Agency
Commercial Advisory Committee
Terms of Reference

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 before those matters are approved by the Board.

Committee Procedures

Refer to the *Conduct of Board Meetings Bylaw* on SAMA's website.

Meetings

- If a member of the committee is unable to attend a meeting, they can send someone to represent their organization in their place.
- Seven members of the committee will represent a quorum and no business will be conducted unless a quorum is met.
- Observers may participate in discussion but may not put forward a motion or vote on a motion.
- Meetings are held in-person and virtually (hybrid) two times a year in March and November.

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.
- Members are selected or nominated by the respective organization and names are provided to SAMA.

Remuneration

- Voting members representing the Saskatchewan Assessment Appraisers' Association (SAAA) and the Appraisal Institute of Canada (AIC) 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.
 - Mileage and meal expenses are reimbursed in accordance with the agency's established rates.
 - Hotel expenses for a one-night stay per meeting will be reimbursed to a maximum of \$170 per night before taxes.
- Observers are not eligible for an honorarium or travel expense reimbursement.

Membership

Members	
Chairperson	SAMA Board Chair
SAMA Board	SAMA Board Member, Urban Sector SAMA Board Member, Rural Sector SAMA Board Member SAMA Board Member
Saskatchewan Chamber of Commerce	One representative
Canadian Federation of Independent Business (CFIB)	One representative
Saskatchewan Realtors Association® (SRA)	Two representatives
Pipeline Property Tax Group	One representative
Canadian Association of Petroleum Producers (CAPP)	One representative
Saskatchewan Mining Association (SMA)	One representative
Canadian Property Tax Association (CPTA)	One representative
Hospitality Saskatchewan	One representative
Inland Terminal Association of Canada (ITAC)	One representative
Western Grain Elevator Association (WGEA)	One representative
Railway Association of Canada (RAC)	One representative
Regina Downtown Business Improvement District (RDBID)	One representative
Saskatchewan Chapter of the National Golf Course Owners Association	One representative
Regina & District Chamber of Commerce	One representative
Public Works and Government Services Canada (PWGSC)	One representative
Building Owners and Managers Association (BOMA)	One representative
Appraisal Institute of Canada (AIC)	One representative
Saskatchewan Assessment Appraisers' Association (SAAA)	One representative

Membership continued...

Observers	
Ministry of Government Relations	One representative
Ministry of Trade and Export Development	One representative
Chairman of the Saskatchewan Municipal Board	One representative
Tourism Saskatchewan	One representative
City of Regina (1) City of Saskatoon (1) City of Moose Jaw (1) City of Prince Albert (1) City of Swift Current (1)	One representative from administration for each city
Saskatchewan Association of Rural Municipalities (SARM)	One representative from administration
SAMA	CEO

Disestablishment

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