

**IMA COMMITTEE  
MANDATES AND MEMBERS**



**2024/2025**

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**EXECUTIVE MEMBERS EX-OFFICIO TO  
COMMITTEES**

Executive Title	Name	Ex-Officio To
President	Carlos Resendes, M.I.M.A.	Annual Conference Committee Scholarship Trust Fund Trustees Education Committee Strategic Growth Committee
1 <sup>st</sup> Vice-President	Drew Samuels, M.I.M.A.	Membership Committee
2 <sup>nd</sup> Vice-President	Erin Johnston, M.I.M.A.	CPD Committee
3 <sup>rd</sup> Vice-President	Andrew Loney, M.I.M.A.	Accreditation Committee
Immediate Past President	Janice Hunter Desjarlais, M.I.M.A.	Nominations Committee
Executive Director	Ejona Balashi, B.A., CMP, SFC	Annual Conference Committee IMA Scholarship Trustee Communication Services Committee Nominations Committee Education Committee

# STANDING COMMITTEES



# ACCREDITATION COMMITTEE

## PURPOSE OF THE COMMITTEE

Sets standards for academic qualifications leading to the granting of professional designations.

## MANDATE

- i. Monitor the course content of the full-time diploma program "Real Property Administration" at Seneca College and the Certificate Program in Real Property Assessment at the University of British Columbia (UBC), to ensure that IMA standards are being maintained.
- ii. Maintain and update the Accreditation Policy and Procedures manual.
- iii. Review and grant course exemptions and/or equivalency applications through the Prior Learning Assessment Recognition Program (PLAR).
- iv. Administer the written exam and oral interviews for M.I.M.A. candidates.
- v. Administer the annual Fast Track Designation Program
- vi. Where applicable, review and make recommendations for approval for the following:
  - a. M.I.M.A. Accreditation
  - b. A.I.M.A. Designation
  - c. Affiliate application
  - d. Reinstatement applications.
- vii. Recommend to the Board of Directors any proposed changes to any existing certification programs.
- viii. Communicate any relevant issues with the Continuing Professional Development Committee and Education Committee
- ix. Complete any other assignments as directed by the Executive Committee and/or Board of Directors.
- x. Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- xi. Submit a report for each Board of Directors Meeting and an Annual Report thirty (30) days prior to the Annual General Meeting.
- xii. **Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.**

## SPECIAL PROJECT:

- Upon direction of the IMA Board of Directors, evaluate the need for and support the development of a 400 course addressing Assessment Law in NS.

## COMPOSITION

- Chair
- Two (2) Vice Chairs
- Five (5) Members
- One (1) Corresponding Member (Chair, CPD Committee or Designate)
- Ex-Officio – 3rd Vice-President

## MEMBERS

Chair	Diane Douglas, A.I.M.A.	<a href="mailto:dsdouglas@rogers.com">dsdouglas@rogers.com</a>
Vice Chairs	Larry Hummel, M.I.M.A.	<a href="mailto:hummella@rogers.com">hummella@rogers.com</a>
	Don Hearn, M.I.M.A.	<a href="mailto:dhearn@maa.ca">dhearn@maa.ca</a>
Members	Margaret Chan, M.I.M.A.	<a href="mailto:cwmarg@gmail.com">cwmarg@gmail.com</a>
	Simon Goldstein, M.I.M.A.	<a href="mailto:simon.goldstein@mpac.ca">simon.goldstein@mpac.ca</a>
	Jessica Martini, M.I.M.A.	<a href="mailto:jessica.martini@mpac.ca">jessica.martini@mpac.ca</a>
	Brian Moore, M.I.M.A.	<a href="mailto:mbmoore47@gmail.com">mbmoore47@gmail.com</a>
	Morgan Timberg, A.I.M.A.	<a href="mailto:timbergmorgan@gmail.com">timbergmorgan@gmail.com</a>
	Rosemary Dyni M.I.M.A.	<a href="mailto:rosemary.dyni@mpac.ca">rosemary.dyni@mpac.ca</a>
Ex-Officio	Andrew Loney, M.I.M.A.	<a href="mailto:andrew.loney@mpac.ca">andrew.loney@mpac.ca</a>

# COMMUNICATION SERVICES COMMITTEE

## PURPOSE OF THE COMMITTEE

Plan, organize, and publish *Insti-News* and *Connections* eNewsletters

## MANDATE

- i. Compile a minimum of three (3) annual *Insti-News* publications.
- ii. Develop and activate a strategy for soliciting original material.
- iii. Peruse other valuation and related periodicals for material that would be suitable to include in *Insti-News*
- iv. Develop and publicize incentives, e.g., contests, prizes, and awards etc. to encourage members to write material for publication.
- v. Complete any assignments as directed by the Executive Committee and/or Board of Directors.
- vi. Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- vii. Submit a report for each Board of Directors Meeting and the Annual Report thirty (30) days prior to the Annual General Meeting.
- viii. Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

## SPECIAL ASSIGNMENT

- i. Create a standing “Case Law” feature for each issue of the publication.

## COMPOSITION

- Chair
- One (1) Vice Chair
- Four (4) Members
- Ex-Officio – Executive Director

## MEMBERS

Chair	Lori-Ann Seethaler, M.I.M.A.	lori-ann.seethaler@mpac.ca
Vice Chair	Mark Doble, M.I.M.A. (Life)	doblema@sympatico.ca
Members	Jason Brimstin, M.I.M.A.	jason.brimstin@gmail.com
	Nicole McAninch, A.I.M.A.	nicole.mcaninch@altusgroup.com
	Dayna Griffin, Affiliate	dayna.griffin@mnp.ca
	Justin Graham, A.I.M.A.	justin.graham@mpac.ca
Ex-Officio	Ejona Balashi	ebalashi@theima.ca

# CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE

## PURPOSE OF THE COMMITTEE

Manage the Continuing Professional Development (CPD) Program.

## MANDATE

- i. Approve events and activities for CPD credit hours, as needed.
- ii. Approve requests for partial or full exemption from the CPD program.
- iii. Complete any assignments as directed by the Executive Committee and/or the Board of Directors.
- iv. Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- v. Submit a report for each Board of Directors Meeting and the Annual Report thirty (30) days prior to the Annual General Meeting.
- vi. Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

## SPECIAL ASSIGNMENTS

- i. Incorporate an Ethics CPD category into the IMA CPD program. Complete CPD project with Board of Directors approval.
- ii. Support the Board and ED in developing an Ethics CPD offering for 2024-2026 CPD Cycle.

## COMPOSITION

- Chair
- Two (2) Vice Chairs
- Four (5) Members
- One (1) Corresponding Member (Chair, Accreditation Committee or Designate)
- Ex-Officio – 2nd Vice-President

## MEMBERS

Chair (Acting)	Natalie Holmes A.I.M.A.	Natalie.holmes@ryanlawyers.com
Vice Chairs	Judith Regis, M.I.M.A.	judith.regis@mpac.ca
	Sabrina Vizzacchero, M.I.M.A.	Sabrina.Vizzacchero@mpac.ca
Members	Stacey Armstrong, M.I.M.A.	stacey.armstrong@mpac.ca
	Lynne Cunningham, M.I.M.A.	lynne.cunningham@mpac.ca
	Drew Samuels, M.I.M.A.	dsamuels@dmainc.com
	Reginald Stoyles, M.I.M.A.	rstoyles@stjohns.ca
Corresponding Member	Diane Douglas, A.I.M.A. Chair, Accreditation Committee	diane.douglas@senecacollege.ca
Ex-Officio	Erin Johnston, M.I.M.A.	erintjohnston@gmail.com

## MEMBERSHIP COMMITTEE

### PURPOSE OF THE COMMITTEE

- i. Maintain an ongoing communication strategy with members and non-members.
- ii. Promote the growth and retention of IMA membership.
- iii. Support the development of value added membership benefits and programs.

### MANDATE

- i. Promote the benefits of membership to potential members in the assessment field.
- ii. Recommend promotional programs of new members.
- iii. Manage communications necessary to retain members.
- iv. Manage member onboarding, including personalized calls from Committee members.
- v. Support the ED, in attending the annual RPA class information sessions at Seneca College to promote the IMA.
- vi. Formulate and circulate a Membership Survey program as approved by the IMA Executive/Board of Directors, when needed.
- vii. Report and make recommendations on any membership related issues to the Executive Committee and/or the Board of Directors.
- viii. Complete any assignments as directed by the Executive Committee and/or the Board of Directors.
- ix. Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- x. Submit a report for each Board of Directors Meeting and an Annual Report thirty (30) days prior to the Annual General Meeting.
- xi. Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

#### \*Special Projects:

- Support the ED in developing and piloting an online mentorship platform for all IMA members fulfilling Board of Directors' Strategic Plan
- Pilot new member onboarding webinars.

### MEMBERS

Chair	Jason Vink, M.I.M.A.	jason.vink@mpac.ca
Members	Enzo Fonte, M.I.M.A.	fontee@orlandocorp.com
	Dianne Dumalag, Affiliate	ddumalag@equitablevalue.com
	Reilly Mawhinney, Affiliate	rmawhinney@storagevaultcanada.com
	Tomas Baca M.I.M.A.	tomas.baca@mpac.ca
	Pierre-Luc Pelletier	pierre-luc.pelletier@snb.ca
Ex-Officio	Drew Samuels, M.I.M.A.	dsamuels@dmains.com

# NOMINATING COMMITTEE

## PURPOSE OF THE COMMITTEE

Manage the annual nominations and election processes for the IMA Executive positions: President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice-Presidents.

## MANDATE

- i. Administer the nominations for the IMA Executive positions: President, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Vice-Presidents.
- ii. Review nominations to ensure the candidates and nominators are members of the Institute in good standing.
- iii. Solicit nominations for Executive positions prior to March 31<sup>st</sup>.
- iv. Where multiple nominations are received, administer the election process through an electronic voting process. Members without email, administer ballots by mail.
- v. Communicate the IMA Executive positions at the Annual General Meeting (AGM).
- vi. Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

## COMPOSITION

- Chair (Immediate Past President)
- Three (3) Members (Past Presidents)
- Ex-Officio – 3<sup>rd</sup> Vice-President

## SPECIAL ASSIGNMENTS

- Evaluate the need for a skills and experience matrix that reflects the leadership needs of the IMA, to leverage during the nominations process. Submit a recommendation to the Board of Directors for approval.

## MEMBERS

Chair	Janice Hunter-Desjarlais	Janice.Desjarlais@mpac.ca
Members	Elizabeth Gibson, M.I.M.A.	Elizabeth.Gibson@mpac.ca
	Domenic Mariano, M.I.M.A.	domenic.mariano@cadillacfairview.com
	Terry Tomkins, M.I.M.A.	terrytomkins@hotmail.com
	Greg Martino, M.I.M.A., PLE	Greg.martino@mpac.ca
Ex-Officio	Janice Hunter-Desjarlais	Janice.Desjarlais@mpac.ca

# SPECIAL COMMITTEES



## Strategic Partnerships and Collaborations Committee

### PURPOSE OF THE COMMITTEE

Develop and implement, with Board approval, operational tactics and strategic recommendations for collaboration-focused partnerships.

### MANDATE

- i. Develop and implement, with Board approval, operational tactics and strategic recommendations for collaboration-focused partnerships.
- ii. Move forward the IMA/AAA strategic partnership with an eye to strengthen current, and develop new, strategic partnerships with peer associations and stakeholders across Canada.
- iii. Report directly to the IMA Board of Directors
- iv. **Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.**
  - I. Because of the complex nature of these initiatives, members of this committee will have a minimum mandate of 3 years.

### COMPOSITION

- Chair
- Vice-Chair- Executive Director
- Two (2) Members
- One (1) Corresponding Member of the Accreditation Committee
- Ex-Officio – IMA President
- Consulting Member – Optional

### MEMBERS

Committee members shall be appointed by the IMA Board of Directors .

Chair	Greg Martino, M.I.M.A.	Greg.martino@mpac.ca
Vice-Chair	Ejona Balashi, B.A., CMP, SFC	executivedirector@theima.ca
Members	Janice Hunter-Desjarlais, M.I.M.A.	janice.desjarlais@mpac.ca
	Drew Samuels M.I.M.A.	dsamuels@dmaint.com
	Caterina Chiarandini, M.I.M.A.	caterina.chiarandini@richmondhill.ca
Ex-Officio	Carlos Resendes, M.I.M.A.	cresendes@ipti.org
Consulting Member		

# TRUSTEES



# IMA SCHOLARSHIP TRUST FUND TRUSTEE

## PURPOSE OF THE TRUSTEE

Manage the IMA Scholarship Trust Fund Program

### MANDATE

- i. Promote the Scholarship Trust Fund fundraising events and raise funds for the various IMA scholarships and awards.
- ii. Maintain and update the criteria within each of the scholarships.
- iii. Review the criteria within each of the scholarships to determine the award recipient.
- iv. Ensure that the funds of the Scholarship Trust Fund are well documented and maintained.
- v. Ensure that the [IMA Statement on Diversity](#) and Inclusion is a cornerstone of work.

### COMPOSITION

- Chair
- Vice Chair
- IMA President
- Three Trustee (3) Members
- Ex-Officio – President

### MEMBERS

Chair	Frank Shea, Affiliate	shea@cdglaw.net
Vice-Chair	Belinda Schubert, Affiliate	bschubert@mccarthy.ca
Members	Greg Martino, M.I.M.A.	Greg.martino@theima.ca
	Karen Russell, M.I.M.A.	Karen.Russell@mpac.ca
	Sean Martin, M.I.M.A.	smartinnf@gmail.com
Ex-Officio	Carlos Resendes, M.I.M.A.	cresendes@ipti.com

# EVENT COMMITTEES



# ANNUAL CONFERENCE COMMITTEE

## PURPOSE OF THE COMMITTEE

Plan and organize the annual in person IMA Conference.

## MANDATE

- i. Conference Co-Chairs in consultation with the Executive Director, appoint Conference Subcommittee Chairs.
- ii. Plan the Annual Conference, by establishing: Program, Entertainment, Fundraising, Social Pre-Conference Event, and any other subcommittees as required.
- iii. As developed, submit to the IMA Executive Director, Conference plans such as conference theme, entertainment package, costs, speakers, presenters, workshops, format, etc.
- iv. Executive Director to submit conference plans to the Executive Committee and/or Board of Directors for approval.
- v. Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

## COMPOSITION

- Conference – Co-Chairs
- Fundraising – Co-Chairs
- Social Program – Co-Chairs
- Local Hosts – Chair
- Executive Director
- Current President – Ex-officio
- Other members as appointed or required

## MEMBERS

Members to be finalized by end of November 2024.

# EDUCATION COMMITTEE

## PURPOSE OF THE COMMITTEE

Ensure the educational offerings of the IMA continuously meet and exceed labour market and membership needs.

## MANDATE

- i) Identify educational, employer, industry and member stakeholders for input into educational offerings review.
- ii) Ensure that stakeholders are being engaged on a regular basis to support the evaluation of IMA educational offerings.
- iii) Recommend to the Board of Directors any proposed changes to any existing educational offerings.
- iv) Upon the direction of the IMA Board of Directors, engage in industry wide educational gap analysis and, if needed, collaborate with IMA staff and external stakeholders to develop a change management plan.
- v) Communicate any relevant issues with the Accreditation Committee and Continuing Professional Development Committee.
- vi) Complete any other assignments as directed by the Executive Committee and/or Board of Directors.
- vii) Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- viii) Submit a report for each Board of Directors Meeting and an Annual Report thirty (30) days prior to the Annual General Meeting.
- ix) Ensure that the [IMA Statement on Diversity and Inclusion](#) is a cornerstone of work.

## SPECIAL PROJECTS:

- Support the ED and applicable external stakeholders in a review and update of IMA designation and accreditation courses, with an eye of ensuring the language and examples in the content sufficiently address the needs of IMA members across the country and in various roles in the industry, to see themselves reflected in the educational journey.
- Upon the direction of the IMA Board of Directors, engage in industry wide educational gap analysis and, if needed, collaborate with IMA staff and external stakeholders to develop a change management plan.

## COMPOSITION

- Chair
- Two (2) Vice Chairs
- Five (5) Members
- One (1) Corresponding Member (Accreditation Committee Chair or designate member)
- Ex-Officio – IMA President (supported by ED)

## MEMBERS

Chair	Charles Johnston, M.I.M.A.	Charles.Johnstone@ryan.com
Vice Chairs	Terry Peckham, M.I.M.A.	tpeckham@maa.ca
	Diane Douglas A.I.M.A.	dsdouglas@rogers.com
Members	Francois Gallant M.I.M.A.	francois.gallant@snb.ca

	Emily Hopkins, M.I.M.A.	emily.hopkins@mpac.ca
	NS Representative Vacant	
	Greg Martino, M.I.M.A.	Greg.martino@mpac.ca
	Scott Powell, M.I.M.A.	scott.powell@ryan.com
	Robert Andrews, NS/Assessment Council Rep (consulting role only)	
Corresponding Member	Diane Douglas A.I.M.A.	dsdouglas@rogers.com
Ex-Officio	Carlos Resendes, M.I.M.A.	cresendes@ipti.org