

IMA COMMITTEE MANDATES AND MEMBERS



2021/2022

TABLE OF CONTENTS

EXECUTIVE MEMBERS EX-OFFICIO TO COMMITTEES	3
STANDING COMMITTEES.....	4
ACCREDITATION COMMITTEE	5
COMMUNICATION SERVICES COMMITTEE.....	7
CONTINUING PROFESSIONAL DEVELOPMENT COMMITTEE.....	8
MEMBERSHIP COMMITTEE	9
NOMINATING COMMITTEE	10
SPECIAL COMMITTEES.....	11
STRATEGIC GROWTH AND PARTNERSHIPS COMMITTEE.....	12
TRUSTEES	13
IMA SCHOLARSHIP TRUST FUND TRUSTEE.....	14
EVENT COMMITTEES	15
2022 ANNUAL CONFERENCE COMMITTEE	16

EXECUTIVE MEMBERS EX-OFFICIO TO COMMITTEES

Executive Title	Name	Ex-Officio To
President	Caterina Chiarandini, M.I.M.A.	Annual Conference Committee Scholarship Trustee
1 st Vice-President	Greg Martino, M.I.M.A.	Continuing Professional Development (CPD) Committee
2 nd Vice-President	Janice Hunter-Desjarlais, M.I.M.A.	Accreditation Committee
3 rd Vice-President	Carlos Resendes, M.I.M.A.	Communication Services Committee Nominating Committee
Immediate Past President	Terry Peckham, M.I.M.A.	Membership Committee
Executive Director	Tyler Callaghan, MBA	Annual Conference Committee IMA Scholarship Trustee

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. 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.
- vi. Recommend to the Board of Directors any proposed changes to any existing certification programs.
- vii. Communicate any relevant issues with the Continuing Professional Development Committee.
- viii. Complete any other assignments as directed by the Executive Committee and/or 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.

SPECIAL ASSIGNMENT

- i. Explore an "Accelerated Designation Program" for Affiliate and A.I.M.A. member to ascend to their A.I.M.A. Designation or M.I.M.A. Accreditation.

COMPOSITION

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

MEMBERS

Chair	Diane Douglas, A.I.M.A.	dsdouglas@rogers.com
Vice Chairs	Margaret Chan, M.I.M.A.	cwmarg@gmail.com
	Don Hearn, M.I.M.A.	dhearn@maa.ca

Members	Simon Goldstein, M.I.M.A.	simon.goldstein@mpac.ca
	Larry Hummel, M.I.M.A.	hummella@rogers.com
	Jessica Martini, M.I.M.A.	jessica.martini@mpac.ca
	Brian Moore, M.I.M.A.	mbmoore47@gmail.com
	Morgan Timberg, A.I.M.A.	timbergmorgan@gmail.com
Corresponding Member	Natalie Holmes, A.I.M.A.	natalie.holmes@ryanlawyers.com
Ex-Officio	Janice Hunter-Desjarlais, M.I.M.A.	janice.desjarlais@mpac.ca

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.

SPECIAL ASSIGNMENT

- i. Explore the creation of a regular feature in *Insti-News* on the topic of Equity, Diversity and Inclusion (EDI)

COMPOSITION

- Chair
- One (1) Vice Chair
- Four (4) Members
- Ex-Officio – 3rd Vice-President

MEMBERS

Chair	Gina Stone, A.I.M.A.	gina.stone@mpac.ca
Vice Chair	Paul Obara, A.I.M.A.	paul.obara@ontario.ca
Members	Jason Brimstin, M.I.M.A.	jason.brimstin@gmail.com
	Ruth Cameron, M.I.M.A.	ruthcameron@sympatico.ca
	Nicole McAninch, A.I.M.A.	nmcaninch@equitablevalue.com
	VACANT	
Ex-Officio	Carlos Resendes, M.I.M.A.	cresendes@ipti.org

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.

SPECIAL ASSIGNMENTS

- i. Monitor and support the successful completion of CPD Cycle 4 (ending March 31, 2022)
- ii. Monitor compliance to complete mandatory the *Navigating Ethical Dilemmas* CPD requirement by March 31, 2022.
- iii. Oversee development of a 90-second “*CPD Program Overview*” informational video

COMPOSITION

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

MEMBERS

Chair	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
	Beverly Harrington, M.I.M.A.	karen.marangone@altusgroup.com
	Paul Lacelle, M.I.M.A.	paul.lacelle@burlington.ca
	Reginald Stoyles, M.I.M.A.	rstoyles@maa.ca
Corresponding Member	Diane Douglas, A.I.M.A. Chair, Accreditation Committee	dsdouglas@rogers.com
Ex-Officio	Greg Martino, M.I.M.A.	greg.martino@mpac.ca

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.

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. Attend the annual RPA class information sessions at Seneca College to promote the IMA.
- v. Formulate and circulate a Membership Survey program as may be approved by the IMA Executive/Board of Directors.
- vi. Report and make recommendations on any membership related issues to the Executive Committee and/or the Board of Directors.
- vii. Complete any assignments as directed by Executive Committee and/or the Board of Directors.
- viii. Apply to the Executive Committee in writing for approval of any financial expenditure beyond the approved budget.
- ix. Submit a report for each Board of Directors Meeting and an Annual Report thirty (30) days prior to the Annual General Meeting.

SPECIAL ASSIGNMENTS

- i. Develop and launch a new IMA membership promotional video

COMPOSITION

- Chair
- Four (4) Members
- Ex-Officio – Past President

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
	Michael Temianko, A.I.M.A.	michael.temianko@outlook.com
Ex-Officio	Terry Peckham, M.I.M.A.	tpeckham@maa.ca

NOMINATING COMMITTEE

PURPOSE OF THE COMMITTEE

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

MANDATE

- i. Administer the nominations for the IMA Executive positions: President, 1st, 2nd, and 3rd 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 31st.
- 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).

COMPOSITION

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

MEMBERS

Chair	Terry Peckham, M.I.M.A.	tpeckham@maa.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.	terryhtomkins@hotmail.com
Ex-Officio	Carlos Resendes, M.I.M.A.	cresendes@ipti.org

SPECIAL COMMITTEES



STRATEGIC GROWTH AND PARTNERSHIPS COMMITTEE

PURPOSE OF THE COMMITTEE

Develop operational tactics and strategic recommendations for growth and expansion-focused partnerships.

MANDATE

- i. Review, analyze, and make recommendations based on IPTI's forthcoming research paper focused on national expansion and senior designation opportunities.
- ii. Develop/present strategies and operational tactics to achieve the IMA's "*Growth*" pillar of the 2020-23 Strategic Plan.
- iii. Strengthen current, and develop new, strategic partnerships with peer associations across Canada.
- iv. Report directly to the IMA Executive Committee
- v. Submit a report for each Executive Meeting and the Annual Report thirty (30) days prior to the Annual General Meeting.

COMPOSITION

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

MEMBERS

Committee members shall be appointed by the IMA President.

Chair	Tyler Callaghan, MBA	tcallaghan@theima.ca
Vice-Chair	Drew Samuels, A.I.M.A.	dsamuels@dmains.com
Members	Kristy Robbins, CHRL	kristy.robbins@mpac.ca
	Maureen Zabiuk, A.I.M.A., CMRP	maureen.zabiuk@vaughan.ca
Corresponding Member	Larry Hummel, M.I.M.A. (Life)	hummella@rogers.com
Ex-Officio	Terry Peckham, M.I.M.A.	tpeckham@maa.ca

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.

SPECIAL ASSIGNMENTS

- i. Develop and present recommendation report for updates to the W.J. Lettner Memorial Award

COMPOSITION

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

MEMBERS

Chair	Frank Shea, Affiliate	shea@cdglaw.net
Vice-Chair	Belinda Schubert, Affiliate	bschubert@mccarthy.ca
Members	Caterina Chiarandini, M.I.M.A.	caterina.chiarandini@ryan.com
	Karen Russell, M.I.M.A.	Karen.Russell@mpac.ca
	Sean Martin, M.I.M.A.	SMartin@maa.ca
Ex-Officio	Tyler Callaghan, MBA	tcallaghan@theima.ca

EVENT COMMITTEES



2022 ANNUAL CONFERENCE COMMITTEE

PURPOSE OF THE COMMITTEE

Plan and organize the 2022 IMA Conference.

MANDATE

- i. Conference Co-Chairs in consultation with the Executive Director, appoint Conference Subcommittee Chairs.
- ii. Plan the 2022 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.

COMPOSITION

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

MEMBERS

Members to be finalized over the summer/fall of 2021 and announced at the 2021 Fall Virtual Symposium