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

Background

The City Advisory Committee is statutory committee established by Board resolution in accordance with section 11 of *The Assessment Management Agency Act*.

Enabling Resolutions:

- Resolution 5839/04 (September 29,30 and October 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 7461/10 (July 8, 2010)

Mandate

Provide advice to the Board, with respect to cities with greater than 30,000 population, on the following:

- Assessment policies and practices, as they apply to urban municipalities with greater than 30,000 population including manuals, reassessments, schedules, modeling etc.
- The legislative amendments required to implement a successful revaluation.
- Appropriate communications strategies for implementing reassessment in urban municipalities with greater than 30,000 population.
- Any other matters referred to the Committee by the SAMA Board.

Membership

- Chairperson:
 - SAMA Board Member, City Sector
- SAMA Board:
 - SAMA Board Chair
 - SAMA Board Member

- Other Members:
 - Cities (8): 2 representatives from each of the cities of Regina, Saskatoon, Moose Jaw and Prince Albert
 - SUMA: 1 SUMA Board Member nominated by SUMA
 - School Divisions: 1 trustee nominated by SSBA
 - Saskatchewan Assessment Appraisers' Association: 1 representative
- Observers (12):
 - SUMA Executive Director
 - 2 representatives from Ministry of Municipal Affairs
 - 1 school administrator nominated by SSBA
 - 2 representatives (administration) from each of the four cities (8)
- 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 Urban Municipalities Association, Saskatchewan School Boards Association and Saskatchewan Assessment Appraisers' Association will be paid for each committee meeting attended:
 - 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 City Advisory Committee is standing committee required under *The Assessment Management Agency Act* that cannot be terminated by the Board.

City Advisory Committee Members

Member	Organization	Appointed
Fred Clipsham, Committee Chair	SAMA Board Member, City Sector	7456/10 July 8, 2010
Neal Hardy (ex officio)	SAMA Board Chair	7456/10 July 8, 2010
John Wagner	SAMA Board Member	7456/10 July 8, 2010
Glenn Hagel	City of Moose Jaw	7356/10 January 22, 2010
Garry McKay	City of Moose Jaw	7356/10 January 22, 2010
Darren Whitehead	City of Prince Albert	7356/10 January 22, 2010
Greg Dionne	City of Prince Albert	7356/10 January 22, 2010
Pat Fiacco	City of Regina	7356/10 January 22, 2010
Don Barr	City of Regina	7356/10 January 22, 2010
Pat Lorje	City of Saskatoon	7356/10 January 22, 2010
Marlys Bilanski	City of Saskatoon	7404/10 April 20, 2010
Allan Earle	Saskatchewan Urban Municipalities Association, Board Member	7356/10 January 22, 2010
Vicky Bonnell	Saskatchewan School Boards Association, Trustee	7356/10 January 22, 2010
Charla Weber	Saskatchewan Assessment Appraisers' Association	6879/08 April 4, 2008
Observers:		
Vacant	Ministry of Municipal Affairs	
John Edwards	Ministry of Municipal Affairs	7356/10 January 22, 2010
Rod Quintin	Saskatchewan School Boards Association, Administrator	7294/09 October 22-23, 2009
Laurent Mougeot	Saskatchewan Urban Municipalities Association, Executive Director	7356/10 January 22, 2010

Member	Organization	Appointed
Ray Goruick	City of Moose Jaw	6879/08 April 4, 2008
Brian Moore	City of Prince Albert	7356/10 January 22, 2010
Joe Day	City of Prince Albert	7356/10 January 22, 2010
Deborah Bryden	City of Regina	7356/10 January 22, 2010
Gerry Krismer	City of Regina	7356/10 January 22, 2010
Les Smith	City of Saskatoon	7404/10 April 20, 2010
Vacant	City of Saskatoon	
Administrative Support:		
Irwin Blank, CEO	SAMA	
Shaun Cooney, Committee Secretary	SAMA	