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

Background

The Rural 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 (Sept. 29,30 and Oct. 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 7357/10 (January 22, 2010)
- Resolution 7461/10 (July 8, 2010)

Mandate

Provide advice to the Board, with respect to rural municipalities, on the following:

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

Membership

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

- Other Members:
 - Rural Municipalities: 6 elected representatives nominated by SARM
 - SARM: 1 SARM Board Member nominated by SARM
 - School Divisions: 1 trustee from a rural school division nominated by SSBA
 - PARCS: 1 representative (elected) nominated by PARCS
 - Saskatchewan Assessment Appraisers' Association: 1 representative nominated by SAAA
- Observers (6):
 - SARM Executive Director
 - Representative from RMAA
 - Representative from Ministry of Municipal Affairs
 - School administrator from a rural school division nominated by SSBA
 - 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

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 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.
- Observers will not be paid an honorarium or travel expenses.

Disestablishment

The Rural Advisory Committee is standing committee required under *The Assessment Management Agency Act* that cannot be terminated by the Board.

Rural Advisory Committee Members

Member	Organization	Appointed
John Wagner, Committee Chair	SAMA Board Member, Rural Sector	7456/10 July 8, 2010
Ray Orb	SAMA Board Member, Rural Sector	7456/10 July 8, 2010
Neal Hardy (ex officio)	SAMA Board Chair	7456/10 July 8, 2010
Jim Angus	SAMA Board Member	7456/10 July 8, 2010
Allan LaRose	R.M. of Hazelwood No. 94	6879/08 April 4, 2008
Delbert Schmidt	R.M. of Longlaketon No. 219	7356/10 January 22, 2010
Morgan Powell	R.M. of Miry Creek No. 229	7356/10 January 22, 2010
David Popowich	R.M. of Good Lake No. 274	7356/10 January 22, 2010
Gordon Meyer	R.M. of Progress No. 351	7356/10 January 22, 2010
Doug Oleksyn	R.M. of Shellbrook No. 493	7356/10 January 22, 2010
Darryl Senecal	Saskatchewan Association of Rural Municipalities, Board Member	7028/08 October 30, 2008
George Watson	Provincial Association of Resort Communities of Saskatchewan	7404/10 April 20, 2010
Janet Foord	Saskatchewan School Boards Association, Trustee	7294/09 October 22-23, 2009
Della Schmidt	Saskatchewan Assessment Appraisers' Association	7028/08 October 30, 2008

Member	Organization	Appointed
Observers:		
Erin McConnell	Ministry of Municipal Affairs	7294/09 October 22-23, 2009
Ken Engel	Saskatchewan Association of Rural Municipalities, Executive Director	7356/10 January 22, 2010
Maureen Sample	Saskatchewan School Boards Association, Administrator	7294/09 October 22-23, 2009
Kim McIvor	Rural Municipal Administrators Association of Saskatchewan	7356/10 January 22, 2010
Irwin Blank	SAMA CEO	7356/10 January 22, 2010
Administrative Support:		
Steve Suchan, Committee Secretary	SAMA	