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

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**Background**

The Urban 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 7461/10 (July 8, 2010)

**Mandate**

Provide advice to the Board, with respect to urban and northern municipalities with less than 30,000 population, on the following:

- Assessment policies and practices, as they apply to urban municipalities with less 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 less than 30,000 population.
- Any other matters referred to the Committee by the SAMA Board.

**Membership**

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

- Other Members:
  - Cities: 2 elected representatives nominated by SUMA
  - Towns: 2 elected representatives nominated by SUMA
  - Villages: 2 elected representatives nominated by SUMA
  - SUMA: 1 SUMA Board Member nominated by SUMA
  - School Divisions: 1 trustee nominated by SSBA
  - PARCS: 1 representative (elected) nominated by PARCS
  - Saskatchewan Assessment Appraisers' Association: 1 representative nominated by SAAA
- Observers (6):
  - SUMA Executive Director
  - Representative from UMAAS
  - Representative from Ministry of Municipal Affairs
  - City Commissioner
  - 1 school administrator 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 Urban Advisory Committee is standing committee required under *The Assessment Management Agency Act* that cannot be terminated by the Board.

**Urban Advisory Committee Members**

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Sharon Armstrong, Committee Chair	SAMA Board Member, Urban Sector	7456/10 July 8, 2010
Fred Clipsham	SAMA Board Member, City Sector	7456/10 July 8, 2010
Neal Hardy (ex officio)	SAMA Board Chair	7456/10 July 8, 2010
Myron Knafelc	SAMA Board Member	7456/10 July 8, 2010
Malcolm Eaton	City of Humboldt	7356/10 January 22, 2010
Rod Beatty	City of Estevan	7356/10 January 22, 2010
Fran Passmore	Town of White City	7404/10 April 20, 2010
Paul Topola	Town of Assiniboia	7356/10 January 22, 2010
Roni Goulet	Village of Buena Vista	7356/10 January 22, 2010
Randy Christie	Village of Dysart	7356/10 January 22, 2010
Allan Earle	Saskatchewan Urban Municipalities Association, Board Member	7356/10 January 22, 2010
Vern Noble	Provincial Association of Resort Communities of Saskatchewan	7404/10 April 20, 2010
Grant Gustafson	Saskatchewan School Boards Association, Trustee	7294/09 October 22-23, 2009
Michael Kehler	Saskatchewan Assessment Appraisers' Association	6879/08 April 4, 2008

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
<b>Observers:</b>		
Kelly Munce	Ministry of Municipal Affairs	7356/10 January 22, 2010
Laurent Mougeot	Saskatchewan Urban Municipalities Association, Executive Director	7356/10 January 22, 2010
Curt Van Parys	Saskatchewan School Boards Association, Administrator	7294/09 October 22-23, 2009
Rodney Audette	Urban Municipal Administrators Association of Saskatchewan	6879/08 April 4, 2008
Garry McKay	City Commissioner	7118/09 February 26-27, 2009
Irwin Blank, CEO	SAMA	7356/10 January 22, 2010
<b>Administrative Support:</b>		
Todd Treslan, Committee Secretary	SAMA	