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

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**Background**

The City Advisory Committee is a 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)
- Resolution 8099/13 (October 30, 2013)
- Resolution 8147/14 (January 30, 2014)
- Resolution 8165/14 (February 28, 2014)
- Resolution 8270/14 (September 26, 2014)
- Resolution 8343/15 (January 30, 2015)
- Resolution 8356/15 (February 27, 2015)
- Resolution 8440 /15 (September 25, 2015)
- Resolution 8527/16 (February 26, 2016)
- Resolution 8577/16 (May 28, 2016)
- Resolution 8622/16 (September 16, 2016)
- Resolution 8707/17 (January 31, 2017)
- Resolution 8723/17 (February 24, 2017)
- Resolution 8787/17 (June 29, 2017)
- Resolution 8920/18 (March 27, 2018)
- Resolution 9021/18 (October 26, 2018)
- Resolution 9124/19 (April 9, 2019)

**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 reassessments 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 nominated by their respective councils.
  - SUMA: 1 SUMA Board Member nominated by SUMA
  - School Divisions: 1 trustee nominated by Saskatchewan School Boards Association (SSBA)
  - Saskatchewan Assessment Appraisers' Association (SAAA): 1 representative nominated by SAAA.
- Observers (8):
  - 1 representative SUMA administration
  - 1 representative from Ministry of Government Relations
  - 1 school administrator nominated by SSBA
  - 1 representative (administration) from each of the four cities (4)
  - 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 SAMA Board Chair shall select a SAMA Board 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.
- Four (4) 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 (SUMA), Saskatchewan School Boards Association (SSBA) and Saskatchewan Assessment Appraisers' Association (SAAA) will be paid for each committee meeting attended:
  - An honorarium of \$200 per meeting day, except the SAAA 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

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Dawn Luhning, Committee Chair	SAMA Board Member, City Sector	9048/18 December 14, 2018
Myron Knafelc	SAMA Board Chair (ex officio)	9048/18 December 14, 2018
John Wagner	SAMA Board Member	9048/18 December 14, 2018
Jim Puffalt	City of Moose Jaw	9124/19 April 9, 2019
Fraser Tolmie	City of Moose Jaw	8787/17 June 29, 2017
Vanessa Vaughan	City of Prince Albert	9124/19 April 9, 2019
Vacant	City of Prince Albert	8787/19 June 29, 2017
Joel Murray	City of Regina	9124/19 April 9, 2019

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Gerry Krismer	City of Regina	8577/16 May 28, 2016
Darcy Huisman	City of Saskatoon	8920/18 March 27, 2018
Bev Dubois	City of Saskatoon	8707/17 January 31, 2017
Gordon Barnhart	Saskatchewan Urban Municipalities Association (SUMA), Board Member	8787/17 June 29, 2017
Eric Bloch-Hansen	Saskatchewan School Boards Association (SSBA), Trustee	8622/16 September 16, 2016
Andrew Workman	Saskatchewan Assessment Appraisers' Association	8920/18 March 27, 2018
<b>Observers:</b>		
Elissa Aitken	Ministry of Government Relations	9021/18 October 26, 2018
Ron Boechler	Saskatchewan School Boards Association (SSBA), Trustee	8622/16 September 16, 2016
Jean-Marc Nadeau	Saskatchewan Urban Municipalities Association (SUMA), Administration	8920/18 March 27, 2018
Brenda Hendrickson	City of Moose Jaw	8577/16 May 28, 2016
Vacant	City of Prince Albert	
Debra Bryden	City of Regina	9124/19 April 9, 2019
Mike Voth	City of Saskatoon	8920/18 March 27, 2018
Irwin Blank, CEO	SAMA	
<b>Administrative Support:</b>		
Shaun Cooney, Committee Secretary	SAMA	