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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*.

## **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**

#### Conduct of Board Meetings Bylaw:

- 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.