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

Background

The Rural 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 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 reassessments 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): 1 representative nominated by Saskatchewan Association of Rural Municipalities (SARM), from each SARM Division
 - SARM: 1 SARM Board Member nominated by SARM
 - School Divisions: 1 trustee from a rural school division nominated by Saskatchewan School Boards Association (SSBA)
 - PARCS: 1 representative (elected) nominated by the Provincial Association of Resort Communities of Saskatchewan (PARCS)
 - Saskatchewan Assessment Appraisers' Association (SAAA): 1 representative nominated by SAAA

- Observers (5):
 - SARM Executive Director
 - Representative from Rural Municipal Administrators' Association (RMAA)
 - Representative from Ministry of Government Relations
 - 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

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.
- Five (5) 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 \$200 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.