
**Saskatchewan Assessment Management Agency
City Advisory Committee
Terms of Reference**

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 including manuals, reassessments, schedules, modeling, etc.
- The legislative amendments required to implement a successful revaluation.
- Appropriate communications strategies for implementing reassessments.
- Any other matters referred to the committee by the SAMA Board.

Committee Procedures

Refer to the *Conduct of Board Meetings Bylaw* on SAMA's website.

Meetings

- If a member of the committee is unable to attend a meeting, they can send someone to represent their organization in their place.
- Four members of the committee will represent a quorum and no business will be conducted unless a quorum is met.
- Observers may participate in discussion but may not put forward a motion or vote on a motion.
- Meetings are held in-person and virtually (hybrid) two times a year in March and November.

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.
- Members are selected or nominated by the respective organization and names are provided to SAMA.

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.
 - Mileage and meal expenses are reimbursed in accordance with the agency's established rates.
 - Hotel expenses for a one-night stay per meeting will be reimbursed to a maximum of \$170 per night before taxes.
- Observers are not eligible for an honorarium or travel expense reimbursement.

Membership

Members	
Chairperson	SAMA Board Member, City Sector
SAMA Board	SAMA Board Chair SAMA Board Member
City of Regina (2) City of Saskatoon (2) City of Moose Jaw (2) City of Prince Albert (2) City of Swift Current (2)	Two representatives from each city
Saskatchewan Urban Municipalities Association (SUMA)	One SUMA Board Member
Saskatchewan School Boards Association (SSBA)	One trustee from a school division
Saskatchewan Assessment Appraisers' Association (SAAA)	One representative
Observers	
Saskatchewan Urban Municipalities Association (SUMA)	One representative from administration
Ministry of Government Relations	One representative
Saskatchewan School Boards Association (SSBA)	One representative
City of Regina City of Saskatoon City of Moose Jaw City of Prince Albert	One representative from administration for each of the four cities
SAMA	CEO

Disestablishment

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