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

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**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, 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.
- Five 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 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.
  - 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

<b>Members</b>	
Chairperson	SAMA Board Member, Rural Sector
SAMA Board	SAMA Board Chair SAMA Board Member, Rural Sector SAMA Board Member
SARM Division 1 (1) SARM Division 2 (1) SARM Division 3 (1) SARM Division 4 (1) SARM Division 5 (1) SARM Division 6 (1)	One representative from each Saskatchewan Association of Rural Municipalities (SARM) Division
Saskatchewan Association of Rural Municipalities (SARM)	One SARM Board Member
Saskatchewan School Boards Association (SSBA)	One trustee from a rural school division
Provincial Association of Resort Communities of Saskatchewan (PARCS)	One representative
Saskatchewan Assessment Appraisers' Association (SAAA)	One representative
<b>Observers</b>	
SARM Executive Director	One representative
Rural Municipal Administrators' Association (RMAA)	One representative
Ministry of Government Relations	One representative
Saskatchewan School Boards Association (SSBA)	One representative from a rural school division
SAMA	CEO

## Disestablishment

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