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

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## **Background**

The Urban 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 (Sept. 29,30 and Oct. 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 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 8865/17 (December 15, 2017)
- Resolution 8920/18 (March 27, 2018)

## **Mandate**

Provide advice to the Board, with respect to urban and northern municipalities with less than 30,000 population, on the following:

- Assessment policies and practices, as they apply to urban municipalities with less 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 less than 30,000 population.
- Any other matters referred to the Committee by the SAMA Board.

## **Membership**

- Chairperson:
  - SAMA Board Member, Urban Sector
- SAMA Board:
  - SAMA Board Chair
  - SAMA Board Member, City Sector
  - SAMA Board Member
- Other Members:
  - Cities: 2 representatives nominated by SUMA
  - Towns: 2 representatives nominated by SUMA
  - Villages: 2 representatives nominated by SUMA
  - SUMA: 1 SUMA Board Member nominated by SUMA
  - School Divisions: 1 trustee nominated by Saskatchewan School Boards Association (SSBA)
  - PARCS: 1 representative (elected) nominated by Provincial Association of Resort Communities of Saskatchewan (PARCS)
  - Saskatchewan Assessment Appraisers' Association (SAAA): 1 representative nominated by SAAA
- Observers (5):
  - 1 representative SUMA administration
  - 1 representative from Urban Municipal Administrators Association of Saskatchewan (UMAAS)
  - 1 representative from Ministry of Government Relations
  - 1 school administrator 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**

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

**Urban Advisory Committee Members**

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Al Heron, Committee Chair	SAMA Board Member, Urban Sector	8865/17 December 15, 2017
Dawn Luhning	SAMA Board Member, City Sector	8865/17 December 15, 2017
Audrey Trombley	SAMA Board Member	8865/17 December 15, 2017
Myron Knafelc	SAMA Board Chari (ex officio)	8865/17 December 15, 2017
Kevin Tooley	SUMA (Cities)	8577/16 May 28, 2016
Walter Streelasky	SUMA (Cities)	8577/16 May 28, 2016

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Barry Elderkin	SUMA (Towns)	8577/16 May 28, 2016
Bruce Fidler	SUMA (Towns)	8920/18 March 27, 2018
Mike Strachan	SUMA (Villages)	8707/17 January 31, 2017
Dale Domeij	SUMA (Villages)	8707/17 January 31, 2017
Lee Finishen	Saskatchewan Urban Municipalities Association (SUMA), Board Member	8707/17 January 31, 2017
Howard Schweitzer	Provincial Association of Resort Communities of Saskatchewan (PARCS)	8577/16 May 28, 2016
Marla Walton	Saskatchewan School Boards Association (SSBA), Trustee	8622/16 September 16, 2016
Mindy Olm	Saskatchewan Assessment Appraisers' Association (SAAA)	8920/18 March 27, 2018
<b>Observers:</b>		
Kelly Munce	Ministry of Government Relations	8577/16 May 28, 2016
Jean-Marc Nadeau	Saskatchewan Urban Municipalities Association (SUMA), Administration	8920/18 March 27, 2018
Theresa Wilson	Saskatchewan School Boards Association, Administrator (SSBA)	8622/16 September 16, 2016
Rodney Audette	Urban Municipal Administrators Association of Saskatchewan (UMAS)	8577/16 May 28, 2016
Irwin Blank, CEO	SAMA	
<b>Administrative Support:</b>		
Kevin Groat, Committee Secretary	SAMA	