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

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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*.

**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, 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 (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

<b>Members</b>	
Chairperson	SAMA Board Member, Urban Sector
SAMA Board	SAMA Board Chair SAMA Board Member, City Sector SAMA Board Member
Saskatchewan Urban Municipalities Association (SUMA) - Cities	2 representatives from the cities
Saskatchewan Urban Municipalities Association (SUMA) - Towns	2 representatives from the towns
Saskatchewan Urban Municipalities Association (SUMA) - Villages	2 representatives from the villages
Saskatchewan Urban Municipalities Association (SUMA)	One SUMA Board Member
Saskatchewan School Boards Association (SSBA)	One trustee from a school division
Provincial Association of Resort Communities of Saskatchewan (PARCS)	One representative
Saskatchewan Assessment Appraisers' Association (SAAA)	One representative
<b>Observers</b>	
Saskatchewan Urban Municipalities Association (SUMA)	One representative from administration
Urban Municipal Administrators Association of Saskatchewan (UMAAS)	One representative
Ministry of Government Relations	One representative
Saskatchewan School Boards Association (SSBA)	One representative
SAMA	CEO

## Disestablishment

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