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

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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*.

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 7357/10 (January 22, 2010)
- 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 8270/14 (September 26, 2014)
- Resolution 8343/15 (January 30, 2015)
- Resolution 8356/15 (February 27, 2015)
- Resolution 8527/16 (February 26, 2016)
- Resolution 8577/16 (May 28, 2016)
- Resolution 8622/16 (September 16, 2016)
- Resolution 8723/17 (February 24, 2017)
- Resolution 8787/17 (June 29, 2017)
- Resolution 8844/17 (October 27, 2017)
- Resolution 8920/18 (March 27, 2018)
- Resolution 9021/18 (October 26, 2018)

**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**

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

**Rural Advisory Committee Members**

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
John Wagner, Committee Chair	SAMA Board Member, Rural Sector	8723/17 February 24, 2017
Murray Purcell	SAMA Board Member, Rural Sector	8723/17 February 24, 2017
Myron Knafelc	SAMA Board Chair	8723/17 February 24, 2017
Jim Angus	SAMA Board Member	8723/17 February 24, 2017
Jeannie DeRochers	SARM Division 1	8577/16 May 28, 2016
Delbert Schmidt	SARM Division 2	8787/17 June 29, 2017
John Chavtur	SARM Division 3	8577/16 May 28, 2016

<b>Member</b>	<b>Organization</b>	<b>Appointed</b>
Roman Charko	SARM Division 4	8577/16 May 28, 2016
Wade Sira	SARM Division 5	8787/17 June 29, 2017
Gordon Meyer	SARM Division 6	8577/16 May 28, 2016
Rod Wiens	Saskatchewan Association of Rural Municipalities (SARM), Board Member	8577/16 May 28, 2016
Garry Dixon	Provincial Association of Resort Communities of Saskatchewan (PARCS)	8577/16 May 28, 2016
Tim Weinbender	Saskatchewan School Boards Association (SSBA), Trustee	8920/18 March 27, 2018
Frances Simonson	Saskatchewan Assessment Appraisers' Association (SAAA)	8920/18 March 27, 2018
<b>Observers:</b>		
Melissa Mcloy	Ministry of Government Relations	9021/18 October 26, 2018
Jay Meyer	Saskatchewan Association of Rural Municipalities (SARM), Administration	8577/16 May 28, 2016
Scott Sander	Saskatchewan School Boards Association (SSBA), Administrator	8920/18 March 27, 2018
Mike Wirgess	Rural Municipal Administrators Association of Saskatchewan (RMAA)	9021/18 October 26, 2018
Irwin Blank	SAMA CEO	
<b>Administrative Support:</b>		
Steve Suchan, Committee Secretary	SAMA	