



January 11, 2017

To: All Municipal Councils  
c/o Clerks and Administrators

### NOTICE OF SAMA ANNUAL MEETING

In accordance with *The Assessment Management Agency Act*, municipal councils are hereby notified that the Saskatchewan Assessment Management Agency (SAMA) will hold its Annual Meeting on **Wednesday, April 12, 2017 at the Queensbury Convention Centre in Regina**. The meeting will be held in Salon A. The theme of SAMA's 2017 Annual Meeting will be "2017 Revaluation - Results and Expectations," and will focus on the outcomes of the recent 2017 Revaluation.

SAMA will be again be offering a half day training session the day before the Annual Meeting specifically geared to administrators. The session will run the afternoon of April 11, 2017 from 1:30 – 4:30, and will be held in Salon A, the same room as the Annual Meeting. The training session will build upon previous sessions, detailing various aspects of the assessment system, and seeking to help administrators better understand the results of the 2017 Revaluation. There is no cost for the training session, however, pre-registration is required.

A block of hotel rooms has been set aside at the Residence Inn Marriott in Regina. Rooms can be booked by contacting the hotel at (306) 739-3010 and using the group code: SAMA AGM.

Municipal councils may appoint two voting delegates to attend the Annual Meeting. The voting delegates can be any person named by the municipal council to attend SAMA's Annual Meeting as a voting delegate. Other delegates, including members of council and administrators, may also attend the Annual Meeting as non-voting participants.

Registration for the annual meeting will begin at **8:15 a.m.**, with the formal meeting commencing at **9:30 a.m.** Refreshments will be provided throughout the day, and lunch is included with each delegate's registration fee.

Business conducted at the SAMA Annual Meeting will include:

- consideration of resolutions with respect to assessment policy and practices, assessment administration or assessment legislation;
- receipt of the board of directors' annual report;
- consideration of reports made by SAMA; and
- consideration of any changes proposed by SAMA to assessment legislation.

As stated in section 17(1) of the *Annual Meeting Bylaw*, a municipal council may, not less than one month before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting. A municipal council may present a resolution respecting assessment policy and practices, assessment administration or assessment legislation. **The deadline for submission of regular (non-emergent) resolutions is March 12, 2017.** Resolutions may be submitted by mail to my attention at SAMA Central Office, 200-2201-11th Avenue, Regina, Saskatchewan, S4P 0J8, by fax to 306-924-8060 or by email at [info.request@sama.sk.ca](mailto:info.request@sama.sk.ca).

Registration fees are \$75 if registered before March 31, 2017 and \$85 after March 31, 2017.

The full registration package and agenda for SAMA's Annual Meeting will be sent to municipal councils by March 1, 2017. If you have any questions about the annual meeting, please contact SAMA at 1-800-667-7262.

Sincerely,

A handwritten signature in black ink, appearing to read 'Irwin Blank', with a stylized flourish at the end.

Irwin Blank  
SAMA Chief Executive Officer