

Agreement between

- the Urban Municipal Administrators Association of Saskatchewan; and
- the Saskatchewan Urban Municipalities Association

to form a Board of Examiners pursuant to Section 16 of the Urban Administrators Act dated this 17th day of October, 2013.

1 SHORT TITLE

This agreement may be referred to as *The Board of Examiners Agreement*.

2 DEFINITIONS

In this agreement:

- a) “administrator” means the chief administrative officer of a municipality;
- b) “board” means the Board of Examiners appointed pursuant to section 3;
- c) “certificate” means a Standard Certificate, an Advanced Certificate Level 1 or 2 or a Conditional Certificate issued by the Board;
- d) “municipality” means:
 - i) an urban municipality within the meaning of *The Municipalities Act*; or
 - ii) a northern municipality within the meaning of *The Northern Municipalities Act*;

3 BOARD

- a) The board shall consist of:
 - i) one person appointed by the Saskatchewan Urban Municipalities Association [SUMA];
 - ii) one person appointed by the Urban Municipal Administrators Association of Saskatchewan [UMAAS], who shall act as chairperson of the Board; and
 - iii) one person appointed jointly by SUMA and UMAAS.
- b) The members of the board appointed pursuant to subsections 3(a)(i) and 3(a)(ii) shall hold office at pleasure of SUMA or UMAAS as the case may be, and continue to hold office until a successor is appointed.
- c) The member of the board appointed pursuant to subsection 3(a)(iii) shall hold office from the effective date of this agreement until December 31st 2003, and thereafter the term of office shall expire every two years.
- d) The board may meet at any time and place and in any manner that it considers necessary or desirable for the proper conduct of its business.
- e) All questions at meetings of the board are to be decided by a majority vote of the members present, and two members constitute a quorum.
- f) UMAAS shall determine, and shall be responsible for:
 - i) the remuneration payable to members of the board or its officials; and
 - ii) the allowances for travel and other expenses payable to members of the board or its officials.

4 AUTHORITY

- a) The Board shall establish the criteria to determine qualifications for the issuance of certificates.
- b) The Board shall establish the fee, and the procedure, to make application for a certificate.
- c) The Board may appoint a person to act as secretary to the Board to perform any duties that the Board -assigns.
- d) The Board shall perform any other duties and establish any policies that it considers necessary in order to carry out the intent of this agreement in an efficient manner.

5 CERTIFICATION

- a) The criteria to determine qualifications for the issuance of a certificate are contained within Schedule "A".
- b) The board may, in accordance with Schedule "A":
 - i) issue certificates of qualification to clerks and treasurers of municipalities and to other persons who qualify for those offices ;
 - ii) cancel a certificate that was issued in error; or
 - iii) cancel or suspend a certificate.

6 EFFECTIVE DATE

This agreement shall be effective upon execution by the parties hereto and replace any previous agreements, relating to these matters, completed by these parties.

7 SCHEDULE

- a) Schedule "A" is appended hereto and forms a part of this agreement.
- b) Upon recommendation of either the UMAAS Board of Directors or the SUMA Board of Directors, the Board may amend Schedule "A".

8 DURATION

- a) It is agreed and understood that this agreement shall be continuous subject to subsection (b).
- b) The agreement may be terminated by either party to the agreement by giving six (6) months written notice thereof to the other party.