

2004 APPLICATION FOR MEMBERSHIP AND MEMBERSHIP REGISTER

(Please print or type)

Please complete the membership Application annually as we must maintain Annual Registers

NAME _____
(Surname) (Given Name)

ADDRESS (in full) _____
(Box No) (Place) (Postal Code)

DIVISION NO.: _____

DETAILS OF MUNICIPAL ADMINISTRATION CERTIFICATE HELD

Please specify type of certificate:

Class	CERTIFICATE FEES	URBAN TYPE & NO.	DATE ISSUED	RURAL TYPE & NO.	DATE ISSUED
1) Associate } (Conditional)	\$85.00	_____	_____	_____	_____
2) "D" } "C" } Please (Standard) } state which	\$105.00	_____	_____	_____	_____
3) "A" OR } ADVANCED LEVEL I } Please SUPERIOR "A" OR } state ADVANCED LEVEL II } which	\$130.00	_____	_____	_____	_____

Name of Municipality	Office Held	Dates
_____	_____	_____

* Population shown Municipal Directory

Have you ever had a Membership Certificate from U.M.A.A.S. or any fraternal organization suspended or revoked Yes No
If yes, please provide details in full in a separate document.

Under Bylaw, failure to pay the annual membership fee shall render a member liable to have their name struck from the register.
A \$25.00 fee is payable for reinstatement.

I hereby agree to abide by the Urban Municipal Administrators Act and by the Bylaws and the Code of Ethics of the Association and any other requirements as set forth from time to time by the Association.

SEND COMPLETED APPLICATION AND FEE TO:

UMAAS
Box 730
Hudson Bay, SK. S0E 0Y0
GST #13053 5842 RT
GST I ncluded

(For Office Use Only)
Membership Certificate Issued:

Associate _____

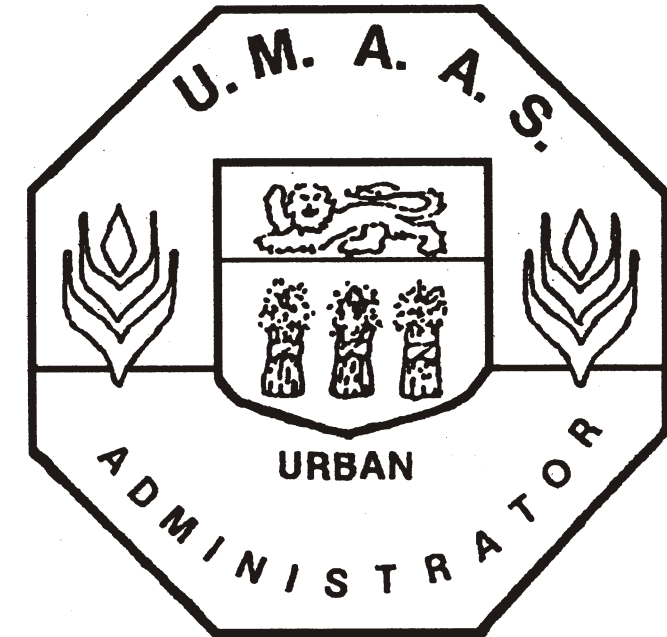
Regular _____

Receipt No. _____

(Signature)

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EDITOR - Richard Dolezsar, R.M.A.
Hudson Bay, SK. S0E 0Y0
Executive Director UMAAS

CONTRIBUTING DIRECTOR
John Wade - La Ronge
Director Division No. 7

Phone: 865-2261 Fax: 865-2800
email: umaas@sasktel.net
website: www.umaas.ca (effective January 1, 2004)

IN THIS ISSUE:
- 2004 SALARY GUIDELINE
- 2004 MEMBERSHIP APPLICATION
- 2004 CONVENTION FORMAT CHANGES
YOUR BOARD OF DIRECTORS
2003-2004

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Volume 14,
Issue #3
Dec., 2003

UMAAS 2004 SALARY GUIDELINE POPULATION 1000 & OVER

Points	1000 - 1499	1500 - 2999	3000 Plus
1-3	40,757 - 44,568	44,568 - 49,049	58,586 - 62,480
4-6	44,568 - 48,400	49,049 - 53,498	62,480 - 66,239
7-9	48,400 - 53,498	53,498 - 57,968	66,239 - 71,328
10-12	53,498 - 58,597	57,968 - 62,480	71,328 - 73,882
13-15	58,597 - 60,492	62,480 - 66,239	73,882 - 76,426

Point Scales	Points	Experience	Points
D/C (Standard Certificate)	2	1 - 2 Years	1
A (Advanced Level I)	3	3 - 5 Years	3
Superior A (Advanced Level II)	5	6 - 10 Years	5
		11 - 15 Years	7
		16 - 20 Years	9
		21 - 25 Years	10

To determine what salary range you would qualify for, fill out the following and refer to the chart for the salary range.

Points: Certificate _____ Years of Experience _____ Total Points _____

UMAAS 2004 SALARY GUIDELINE POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1-2	9.48/hr - 11.02/hr	11.02/hr - 12.67/hr	22,928 - 26,749	29,479 - 31,848
3-5	11.02/hr - 12.67/hr	12.67/hr - 14.01/hr	26,749 - 31,209	31,848 - 35,669
6-8	12.67/hr - 14.01/hr	14.01/hr - 15.45/hr	31,209 - 35,669	35,669 - 42,034
9-12		15.45/hr - 17.00/hr	35,669 - 42,034	42,034 - 48,400
13-17				48,400 - 53,498

Point Scales	Points	Experience	Points	Assessment	Points
Certificate - 0	0	1 - 2 years	1		
D/C (Standard Certificate)	2	3 - 5 years	3	1 M to 10 M	1
A (Advanced Level I)	3	6 - 10 years	5	OVER 10 M	2
Superior A (Advanced Level II)	5	11 - 15 years	7		
		16 - 20 years	9		
		21 - 25 years	10		

To determine what salary range you would qualify for, fill out the following and refer to the chart for the salary range.

Points: Certificate _____ Years of Experience _____ Total Points _____

NOTES RESPECTING THE 2004 SALARY GUIDELINE

This Guideline has been verified with a Salary Survey conducted in 2003.

1. Represents a 3% increase from the 2003 Guideline.
2. Dividing guideline into population segments more accurately takes into account the employer's ability to pay.
3. Population categories already take into consideration budget factors.
4. Hourly rate basis for the under 300 communities will assist them in applying the guidelines to their situations.
5. Circumstances caught on dividing lines of these ranges may have to look at the next range or an average thereof (i.e. 499 population) may have to look at an average of 300 to 499 and 500 to 999 or develop their own range from survey information.
6. Other factors which may affect salaries include: Northern Locations, Additional Committee obligations, Joint Offices.

2004 CONVENTION UPDATE

Colleen Digness, Director, Division 5

The 2004 UMAAS Convention is only a few months away and your Executive has met to discuss the Convention Evaluation Summary from 2003.

The comments on the summary play a large part in assisting the Executive in the planning of the next Convention. In saying that, a number of delegates have over the last few years, requested that the networking afternoon on Thursday be moved to the beginning of the Convention. This would allow those that wish to participate to do so prior to the official opening of the Convention.

The committee members presented a "shakeup" in the format of the Convention and for 2004, we will be revamping the Agenda. We are excited about the change in the format and are confident that the delegates will enjoy the Convention even more.

Changes include the Golf Networking, which will be held at 3:00 p.m. on Tuesday, June 8, 2004 and all participants will be responsible for their own transportation to the Course. As the tour and slow-pitch numbers are quite low, we will not be hosting these activities this year. This also includes the cancellation of the barbeque. In doing that we have eliminated the expense of the buses and food for the barbeque to allow

"The cost of living hasn't affected its popularity."

for entertainment at the Registration/Ice Breaker Tuesday evening. On Tuesday evening, we have added the Golf Awards and an entertainer, starting at approximately 8:30 p.m.

At the noon luncheon on Wednesday, we will now have the Minister of Government Relations as our guest speaker, honoring the members receiving Retirement Awards, Membership Pins, New Certificate Holders and New Members to our Association.

The banquet will be on Thursday evening featuring a Medieval Feast. We encourage delegates to come in a costume from medieval times and share in the challenge of enjoying the feast without the use of utensils. For those not wishing to come in costume or who wish to use plates and utensils that is your option. Delegates may also wish to choose a combination of the above. Come out and watch the games! A dance will follow the banquet for all to enjoy.

Friday morning we will be adding a speaker to close our Convention on an upbeat note.

The changes in the Convention format will inspire and rejuvenate us, and provide us with renewed energy to return to our communities.

See you at the Convention.

NOTICE

**Need Legal advice on
issues between yourself
as Administrator and
your Council**

**CALL FOR FREE
INITIAL PHONE
CONSULTATION:**

**Benedict E. Nussbaum
Nussbaum and Company
204 - 2102 8th St. East
Saskatoon, SK S7H 0V1
Phone: 955-8890
Fax: 955-1293**

Mr. Nussbaum is under annual retainer to
your Association and is available to
members for initial consultations.

E.F.A.P. EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Do You...

- have difficulty coping at work?
- live in fear and apprehension?
- have more bills than money?
- require legal advice?
- find living stressful instead of exciting?
- have trouble talking with your spouse or children?
- use alcohol and/or other drugs to cope with life?
- want someone confidential to talk to?

Wonder What To Do???

If you need information or assistance to sort out a problem we
invite you to have a private discussion with your Program
Manager, Internal Referral Agent, Supervisor, Employee
Group Representative or your Counselling Service.



Human Resources Services Ltd. (HRS)

Yorkton: 786-6454 Saskatoon: 1-800-305-4477
Regina: 352-4166 Melfort: 1-800-305-4477
Estevan: 1-800-305-4477

Website: www.hrs-stress.com E-mail: hrs2@sk.sympatico.ca
24 HOUR SERVICE/7 DAYS A WEEK
1-800-305-4477

**UMAAS/SUMA
LOCAL GOVERNMENT LEADERSHIP
SCHOLARSHIP PROGRAM**

1.0 PREAMBLE

- 1.1 The Local Government Leadership (LGL) Program at the Royal Roads University is designed for persons who wish to improve their leadership skills within the local government setting.
- 1.2 Target candidates include senior or middle managers and elected officials in municipal or regional government.
- 1.3 The UMAAS/SUMA Local Government Leadership Scholarship is made possible through UMAAS/SUMA and the Royal Roads University in Victoria.

2.0 PROGRAM DETAILS

- 2.1 The LGL Program will run February 20th - 25th, 2004.
- 2.2 Estimated LGL Program costs for budgeting purposes include:
 - registration, materials and meals - \$2250.
 - accommodation and meals are available on site. Accommodation cost is \$330 for six nights.
 - travel to/from Victoria is applicant's responsibility.

3.0 SCHOLARSHIP DETAILS

- 3.1 Nominations are due January 31, 2004 for a scholarship award for the 2004 Program.
- 3.2 \$1000.00 is provided by UMAAS, \$750.00 is provided by SUMA and \$500.00 is provided by the Royal Roads University.

4.0 ELIGIBILITY

- 4.1 Members of UMAAS will be given preference.
- 4.2 Candidates must be nominated by their organization (Principal Appointed Officer, Chief Elected Official and/or Council) as potential leaders.
- 4.3 The candidate and/or their organization must indicate a preparedness to finance remaining costs for LGL Program participation by the candidate.

5.0 CANDIDATE APPLICATION

- 5.1 Candidates will be persons who can show a progression toward or in a leadership role within local government by providing the following information:
 - (a) current role and responsibilities
 - (b) list of past and related leadership roles
 - (c) statement of personal leadership goals
 - (d) list of self-development initiatives and affiliations
 - (e) description of how the LGL experience will relate to the candidate's personal goals; and
 - (f) description of how the LGL experience will relate to the candidate's organization.

"Keep away from people who belittle your ambitions. Small people do that, but the really great make you feel that you, too, can become great."

"Many people find that sometime life is like the turtle; we don't get anywhere until we stick our necks out."

"For every person who succeeds by stubbornly holding course, ten succeed by knowing when to change course."

**APPLICATION
UMAAS/SUMA LOCAL GOVERNMENT
LEADERSHIP SCHOLARSHIP**

For the February 20th to 25th, 2004 Program applications should include the following:

1. Name of Organization
 2. Name of Applicant (first and surname)
 3. Business Address
 4. Telephone (office, fax, home, e-mail)
 5. Present Office
 6. Summary of present Major Responsibilities
 7. Principal Offices held at present (organization, position, dates)
- Professional Development Courses
Memberships and offices in Local Government Associations
Outline your Personal Leadership Goals
Describe how attendance at the LGL Program will relate to these goals
The balance of funding for my attendance will come from. . . .
The UMAAS Scholarship funding is necessary because. . . .

A letter from the principal Appointing Officer, Chief Elected Official or Council supporting your nomination must accompany this application. Deadline for receipt of application is Saturday, January 31st, 2004 for the February 2004 Program.

For application information and submission, contact:

Richard Dolezar, Executive Director
Urban Municipal Administrators' Association of
Saskatchewan
P. O. Box 730
Hudson Bay, SK., S0E 0Y0
Phone: (306) 865-2261 Fax: (306) 865-2800
E-Mail: rdolezсар@sasktel.net

For general Program information contact:
Cyndy Mason at the Royal Roads University
(250) 391-2681

lglnetwork@royalroads.ca

For further Program details contact:
Gordon McIntosh
(LGL Program Director)
Executive Director, Islands Trust
Phone: (250) 405-5160 Fax: (250) 727-0124
E-Mail: Gordon.Mcintosh@royalroads.ca

"People should regard every job they do as preparation for a bigger one."

"People who are always trying to get even can hardly expect to get ahead."

PRESIDENT'S MESSAGE

Kim Gartner, President UMAAS

One of the great benefits in this career path we have chosen is the ability of advancement. If we as administrators have the desire to be mobile and pursue advancement into larger communities the opportunities will continue to arise. Once again a member of our Association has accepted the challenge of being a City Commissioner. Mr. John Wade (a.k.a. "The Senator"), Director for Division 7, will be moving into his new position as Commissioner for the City of Melfort in late December. John has served this Association for many years in the capacity of Executive member and President. John's leadership skills and great personality will be missed. John now joins a growing list of UMAAS Alumni whom have used their time in our Association as a training ground for advancement. Thank you John, for the many hours working for the betterment of our Association, your contribution will be missed.

The ability to advance is an important aspect for any professional organization to promote while attracting young recruits. Industry recruiters agree that there are three main areas to address in the recruitment process: 1) Quality of the position 2) Ability to Advance 3) Compensation. In order to attract high caliber people in the future we must continue to address all of these areas. As our Association demographics continue to

change we must all recognize and promote the achievements of our colleagues. It will be through this self promotion that we will continue to attract very talented individuals to this profession.

Thank you to everyone for completing the demographic survey as requested. This information will assist the Association in its future planning. Approximately 20% of our membership is planning retirement over the next six years and only 6% of the membership is under the age of thirty. We as an Association will have to increase the promotion of our profession. In particular we have to do a better job of portraying this as a viable career for young graduates.

On another note, major changes are being proposed for the 2004 UMAAS Convention. You will find elsewhere in this Newsletter an update on the Convention Committee proposals. These changes are in response to the membership convention surveys from the past several years. In this profession, change is constant and the proposed program will provide for a fresh and exciting approach to our annual Conference.

Lastly, with the festive season fast approaching, I would like to wish everyone a safe and happy holiday season. On behalf of my wife and children "Merry Christmas to All!"

EXECUTIVE DIRECTOR'S EDITORIAL

Richard Dolezar, R.M.A.

Ho! Ho! Ho! May as well keep things as cheery as possible to overcome these days when the sun comes up after 9:00 a.m. and goes down before 5:00 p.m., after all laughter is the best medicine.

In this issue you will find our 2004 UMAAS Salary Guideline on page 2 and our 2004 Membership Application on page 8. It is the hope of the Executive that the 2004 Guidelines will assist you with your negotiations. The 2004 Guidelines represent a 3% increase over 2003.

Please complete the membership application and forward it early in the new year.

Membership fees have been increased by \$15.00 to balance our 2004 budget. Interestingly enough, our last membership fee adjustment was over a decade ago.

Planning is underway for our 2004 Convention which will be held June 8th to 11th at the Saskatoon Travelodge. This year's committee is taking a very proactive role with some early planning which includes some program changes which would see the Golf Tournament moved to the Tuesday afternoon followed by the registration evening which would include awards, prizes and entertainment. I am looking forward to trying something

new to shake things up after many years of following the same format.

UMAAS will be establishing our website domain name www.umaas.ca which we are proposing will take effect January 1st, 2004.

The dates for the Royal Road's University Municipal Leadership Development Program have been rescheduled to February 20th - 25th, 2004. Our Executive has decided to advertise again for Scholarship applications. Details are available on page 6 of this Newsletter. This program has proven to be an excellent Professional Development opportunity for those who have previously attended.

A lot of things keep changing within our jobs and indeed within our Association. Here's a couple of clinches which sum things up in this regard.

"You must change with the times, unless you are big enough to change the times"

"The rung of ladder was never meant to rest upon, but only to hold a person's foot long enough to put the other somewhat higher"

"The only way to have a friend is to be one."

"When rejecting the ideas of another, make sure you reject only the idea and not the person."

"A secret is what you tell someone else not to tell because you can't keep it to yourself."

EDITORIAL

John Wade - City of Melfort

By the time you read this I may or may not have left La Ronge. After 14 years with the Town of La Ronge and 24 years in the north I am moving south. On December 15th I start a new venture by taking over the position of City Manager in Melfort.

As a result of this move, I will no longer be actively involved in your Association. I have enjoyed my time with UMAAS and in particular working for you on the Executive as a Director of Division 7 and your President for 3 years. This Association is for you - the members. Please don't expect the Executive to do everything for you. If you have comments or suggestions that you feel might be beneficial to all, please pass them along. To paraphrase John F. Kennedy, "Ask not what your Association can do for you, but what you can do for your Association."

Don't be afraid to run for a Director's position. You will

find it rewarding and you will be working with a great group of people. You may see it as a little intimidating, but it is not. Just ask any past or present member of the Executive what it is all about.

There is also a change in the Board of Examiners, Chairman's position. I stepped down at the end of October and Michael Hotsko your Vice President is the new Chairman. The Secretary to the Board has also changed and will be Bev Psovsky from the Village of Margo. Bev was an office assistant to Michael in Wadena. All questions concerning certification etc. can be directed to the Board through Bev.

Again, thank you for your support and friendship over the years. I still plan on keeping in touch as much as I can especially by attending your annual Conference. Still have to show Ed how to play ball.

COMMUNITY PROFILE

NORTHERN VILLAGE OF AIR RONGE

The Northern Village of Air Ronge is situated along Highway #2, approximately 240 km north of Prince Albert and 3 km south of La Ronge. Located on the west shore of sparkling Lac La Ronge and near the mouth of the scenic Montreal River, Air Ronge is one of the prettiest places in Saskatchewan. Pristine lakes and rivers, the beautiful forest, and abundant wildlife are all around our community.

Air Ronge is a place where the clear blue sky meets the

jagged edge of the forest, where life's pace is sometimes a little slower than elsewhere, and where friendships and community are important.

Air Ronge is an active community with tennis courts, ball diamonds, playgrounds, a public beach, outdoor skating rinks and ski trails.

The majestic beauty of Northern Saskatchewan, where the air is clean and the water is clear, can be experienced in Air Ronge. It's a great place to be.

ADMINISTRATOR PROFILE FOR UMAAS

Louise Baht - Air Ronge

The first fourteen years of my life were spent on the family farm west of Lisieux, Sask. Then, my father left farming behind and became a municipal administrator. When his job took us to Stalwart, I attended and graduated from high school at Imperial. After completing a secretarial course, I married Murray Baht and returned to live in Imperial. Over the next few years, we were busy working and raising our two boys, Marcel and Derek.

After having worked for an accountant and insurance agent for ten years, I completed the LGA course and was hired as the Town Clerk in 1987. In 1989, we moved to

Sturgis when I accepted the position of Town Administrator. While there, I acquired my Urban A Certificate. In 1997, with municipal amalgamation heavy on the Provincial Government's mind, we moved to Gravelbourg. In 2001, Murray and I - our little nest now empty - moved north when I was hired as Administrator of the Northern Village of Air Ronge.

We are now both working in Air Ronge and enjoy golfing, fishing and snowmobiling in our off-hours. We are really enjoying life in Saskatchewan's north, and are looking forward to many more years here in "God's Country."

"Inflation is caused by people who believe in the romantic theory that someday wages will catch up with prices".

"You can easily judge the character of people by how they treat those who can do nothing for them."

"Middle age is the awkward period when Father Time starts catching up with Mother Nature."

STRESS

Stress and tension are normal reactions to events that threaten us. Such threats can come from accidents, financial troubles and problems on the job or with family.

The way we deal with these pressures has a lot to do with our mental, emotional and physical health.

The following are suggestions to get you started on managing the stress in your life.

1. Recognize your symptoms of stress.
2. Look at your lifestyle and see what can be changed - in your work situation, your family situation or your daily schedule.
3. Use relaxation techniques - yoga, meditation, deep breathing or massage.
4. Exercise - Physical activity is one of the most effective stress remedies around!
5. Time management - Do essential tasks and prioritize the others. Consider those who may be affected by your decisions, such as family and friends. Use a checklist so you will receive satisfaction as you check off each job as it is done.
6. Watch your diet - Alcohol, caffeine, sugar, fats and tobacco all put a strain on your body's ability to cope with stress. A balanced diet of fruits, vegetables, whole grains and foods high in protein but low in fat will help create optimum health. Talk to your doctor or local

dietician regarding the healthiest plan for you.

7. Talk with others - Talk with friends, professional counsellors, or relatives about what is bothering you.
 8. Get enough rest and sleep.
 9. Help others - Volunteer work can be an effective and satisfying stress reducer.
 10. Setup a workable financial budget - Try to prepare for emergencies, control overspending, track your expenditures and even plan for a vacation.
 11. Get away for awhile - Read a book, watch a movie, play a game, listen to music or go on vacation.
 12. Work off your anger - Get physically active, dig in the garden, start a project or hobby, get your spring cleaning done or just go for a walk and clear your mind.
 13. Give in occasionally - Avoid quarrels whenever possible.
 14. Tackle one thing at a time - Don't try to do too much at once.
 15. Don't try to be perfect. No one is perfect.
 16. Ease up on criticism of others.
 17. Don't be too competitive.
 18. Make the first move to be friendly.
 19. Have some fun! Laugh and be with people you enjoy.
- Source: Canada Mental Health Association/Hudson Bay & District Assessment & Resource Service

BOARD OF EXAMINER'S REPORT

Recent Certificates Issued:

Standard Certificates:

- Deborah Schatchel Town of Govan
- Karen Radysh Village of Theodore
- Marni Berggren Town of Assiniboia
- Laura Bingham Town of Govan
- Paula Muench Town of Creighton

Advanced Level I - Certificate:

- Kim Eklund Town of Assiniboia

ADVERTISING RATES - UMAAS UPDATE

	Member	Other
Page	\$150	\$200
1/2 Page	\$75	\$100
1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

Published 3 times a year - April, Sept., Dec.
 YEARLY RATES FOR ALL 3 ISSUES - DISCOUNT 20%
 PLEASE ADD GST

DEADLINES: 15th day of the preceding month.