

UMAAS 2008 SALARY GUIDELINE POPULATION 1000 & OVER

Points	1000 - 1499	1500 - 2999	3000 Plus
1-3	46,535 - 50,888	50,888 - 56,003	66,894 - 71,339
4-6	50,888 - 55,263	56,003 - 61,084	71,339 - 75,632
7-9	55,263 - 61,084	61,084 - 66,188	75,632 - 81,442
10-12	61,084 - 66,906	66,188 - 71,339	81,442 - 84,357
13-15	66,906 - 69,070	71,339 - 75,632	84,357 - 87,263

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 2008 SALARY GUIDELINE POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1-2	10.82/hr - 12.58/hr	12.58/hr - 14.47/hr	26,178 - 30,542	33,658 - 36,364
3-5	12.58/hr - 14.47/hr	14.47/hr - 16.00/hr	30,542 - 35,634	36,364 - 40,726
6-8	14.47/hr - 16.00/hr	16.00/hr - 17.64/hr	35,634 - 40,726	40,726 - 47,994
9-12		17.64/hr - 19.42/hr	40,726 - 47,994	47,994 - 55,263
13-17				55,263 - 61,084

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 _____ Assessment _____ Total Points _____

NOTES RESPECTING THE 2008 SALARY GUIDELINE

1. This Guideline has been verified with Salary Surveys and annual comparisons to Fraternal Organizations.
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.

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YOUR BOARD OF DIRECTORS 2007-2008

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President's Message

Well here I sit in my office looking over my "to do" list again and wondering why it isn't any shorter than it was last week and then realize, after a friendly reminder from Rick, that it's time for me to complete my President's Message, well here it goes!

As usual everyone has had yet another busy fall - Year End & Audit Preparation Workshop, Payroll Workshop and may I not forget to mention getting ready for the accounting and reporting for tangible capital assets.

In 2002, the Public Sector Accounting Board (PSAB) released a report which recommended that municipalities record and report their financial activity in accordance with PSAB statements, which includes the Capitalization of Infrastructure Assets report. Effective January 1, 2009 we will be required to report all tangible capital assets at their actual or estimated

historical cost. We will all have a hectic year throughout 2008 working with inventory lists of capital assets, inputting information on computer software to ensure that we meet this deadline. With the tangible capital asset reporting fast approaching I know that each and everyone of you are up for the challenges that you will face. Please watch for the up and coming workshops on tangible capital asset reporting in the new year.

Well with Christmas fast approaching us, we must all remember one thing, "You Are Not Your JOB!" We must all remember to take time to enjoy life and take some time for ourselves - it is important that we recharge our batteries so that the workload and pressures of our day to day routines do not burn us out.

I would like to take this opportunity to extend each and everyone of you best wishes for a wonderful Christmas Season and a Happy New Year!

*- Michele A. Schmidt,
President UMAAS*

Executive Director's Editorial - *Richard Dolezsar, RMA*

This is the season to be jolly, so let's do exactly that. Life is great and don't we live in the most wonderful place? The crisp fall air, turning even crisper and a wonderful winter wonderland awaits us just around the corner. This is the time of year most of us manage to catch up on our administrative duties just in time to get ready for the year end, our audits and have next year's planning and budgets just around the corner.

Next year promises to be an interesting year with new challenges for us all. The first of which will be the implementation of a new Capital Asset recording system for January 1, 2009. I attended one of the recent workshops which dealt with this item and came away with the impression that a lot of our members are really concerned as to how they will manage this issue. Thinking back to my many years in the field I recalled that up to December 31st, 1987 municipalities did account for their Capital Assets. Back in the day, we had complete Capital Assets Inventories set up at cost, did separate Capital Fund accounting including inter fund accounts and yearly recorded acquisitions and disposals. Depreciation was not recorded at that time, so I would like to look at this as if it's really all old school with the addition of the depreciation step. I actually remember voicing my personal disapproval of the 1988 municipal accounting change which saw us write down all of those Capital Assets and implement a system where we only recorded Capital Assets to the extent of the long term debt against them. I felt it really downgraded the financial picture of our municipalities in terms of their net worth and was a ridiculous move away from traditional accounting principals. So, although I know my next statement may not be

popular with some people, I really believe that this is a positive step in terms of changing Saskatchewan municipal accounting policy to more closely mirror real world corporations and we may as well embrace it.

Another challenge, next year will be monitoring and familiarizing ourselves with all the program changes and new government contacts as a result of the recent election results.

The last couple of months of the operating year is also a very important time in terms of employee evaluations and budget reviews. Be sure to take this opportunity to give these matters the attention they deserve which will reflect on your competence and capabilities to your fellow employees and council alike. The whole employee evaluation process is a tremendous management tool to identify areas where improvement is desired as well as provide positive reinforcement on an official basis to those who are deserving. There's no better team building tool than a pat on the back.

The 2008 Salary Guideline is on page 6 of the newsletter for your use in dealing with salary reviews. A 3% escalation was allowed for 2008 which is quite reasonable in terms of current economic trends.

I would like to take this opportunity to wish all of you a joyous holiday season, a Merry Christmas and a Happy New Year. Be sure to take time to enjoy the festivities, your families and all the great winter activities that abound around us. Remember, when the New Year comes around with all the demands of another work year "When you think you've come to the end of your rope, tie a knot and hang on!"

See you all in 2008.

Urban Municipal Administrator's Association of Saskatchewan Certification Summary

QUALIFICATIONS

1) STANDARD CERTIFICATE

Education Requirements

Completion of any one of the following:

- Local Government Administration Course from the University of Regina
- Public Administration Diploma from the Saskatchewan Institute of Applied Science and Technology.
- A degree from an accredited University in Commerce, Administration, Business Administration, or Public Administration or a degree deemed equivalent by the UMAAS Board of Examiners.
- A certificate or diploma in Administration, Business Administration or Public Administration from a university, college or technical institute deemed acceptable by the UMAAS Board of Examiners.
- Designation as a professional accountant pursuant to any Saskatchewan Act or regulation or pursuant to any Act or regulation of any other jurisdiction in Canada.
- Designation as a professional administrator, fellow or associate from the Institute of Chartered Secretaries and Administrators of Canada.
- Any other professional designation or educational qualifications acceptable to the UMAAS Board of Examiners.

Experience Requirements

- One (1) year (1800 hours) on the job training under a qualified Administrator or other experience as deemed equivalent by the UMAAS Board of Examiners.

2) ADVANCED LEVEL I CERTIFICATE

Requires an additional 15 credit hours of approved programs and 3600 hours of service as Municipal Administrator.

3) ADVANCED LEVEL II CERTIFICATE

Requires both an additional 15 credit hours of approved programs and an additional 9000 hours of service as a Municipal Administrator after receipt of an Advanced Level I Certificate.

4) CONDITIONAL CERTIFICATES

The Board of Examiners may issue a Conditional Certificate under certain conditions to allow an

employed individual the opportunity to obtain their Standard Certificate, through meeting the education and experience requirements.

Complete information on certification can be obtained from the UMAAS Board of Examiners section of our Website at www.umaas.ca or by contacting:

Deb Machay, Secretary
Board of Examiners
Box 428
Maple Creek, SK. S0N 1N0
Ph: (306) 662-2244
Fax: (306) 662-4131
Email: dmachay@sasktel.net

UNIVERSITY OF REGINA LOCAL GOVERNMENT ADMINISTRATION PROGRAM

Information on the University of Regina, Local Government Administration Program can be obtained by contacting:

University of Regina
Credit Studies Division
Centre for Continuing Education
104 College Building
Regina, SK. S4S 0A2
Ph: (306) 585-5807
Fax: (306) 585-5825
Email: christine.crowe@uregina.ca
Website: www.uregina.ca/cce

NATIONAL ADVANCED CERTIFICATE IN LOCAL AUTHORITY ADMINISTRATION (NACLAA)

The Local Government Administration Program will provide eligible credits towards NACLAA which is a National Online Certificate Program. For information:

Ph: 1-866-492-4777
Fax: (902) 494-2598
Email: naclaa@govsource.net
Website: www.govsource.net

Board of Examiners September 27, 2007

Michele A. Schmidt
Board of Examiners, Chairman

The Board of Examiners met September 27, 2007 at 7:00 p.m. via conference call.

Application fees shall be increased, effective immediately, as follows:

- Conditional - \$100.00
- Standard - \$150.00
- Advance, Level 1 - \$200.00
- Advance, Level 2 - \$200.00

All fees are Non Refundable

The following certificates were approved:

CONDITIONAL:

- Monica Buddecka - Village of Clavet, Administrator
- Tracy Edwards - Resort Village of South Lake, Administrator
- Christine Higginson - Village of Theodore, Administrative Assistant
- Stuart Jantz - Village of Drake, Administrator
- Jaime Orr - Town of Star Cit, Administrator
- Sharon Rodgers - Town of Whitewood, Administrator
- Diane J. Smith - Northern Hamlet of Weyakwin, Administrator
- Kim Varga - Town of Bredenbury, Administrator
- Ingrid Wildman - Village of Hvas, Administrator
- Scott Blevins - Town of Martensville, Town Manager
- Glenda Hodson - District of Katepwa, Administrator

- Laurel Gilroy - Town of Bienfait, Administrator

STANDARD:

- Christin Pearl Baynes - Village of Medstead, Administrator
 - Susan Fehr - Town of Aberdeen, Administrator
 - Susan Hamm - Town of St. Walburg, Assistant Administrator
 - Amanda R. Masley - Town of Sturgis, Assistant Administrator
 - Ron McCullough - Town of Leader, Administrator
 - Trevor Regier - Town of Herbert, Administrator
 - Rita Rogers - Village of Goodsoil, Administrator
 - Susan A. Ross - Village of Lestock, Administrator
 - Stephen Schury - Town of Milestone, Assistant Administrator
 - Kelly Kim Smith - Village of Pelly, Assistant Administrator
 - Corinna Stevenson - City of Melfort, Treasurer
 - Bonnie Rutten - Town of Redvers, Assistant Administrator
 - Denise Cooke - Town of Kindersley, Assistant Administrator
- Congratulations and good luck in their Municipal Administrative careers.



"It's nice to be important, and it's more important to be nice."



Administrator Profile

Diane McCallum - Northern Village of Ile a la Crosse

I was born and raised in Ile a la Crosse and have lived here most of my life. I started working for the Village as Office Assistant in 1986. I left employment with the Village in 2002 for a few months to manage the local Northern Sunset Motel which I found was not for me I reapplied at the Village and was hired as the Assistant Administrator. I was promoted

to the Administrator position in October, 2005 after the previous Administrator retired. I obtained my LGA certification through the U of R Distance Education Program in 2006. I have three grown children that are on their own and I am currently raising three of my grandchildren ages 13, 10 and 8. This is my first term on the Executive where I represent Division 7.

Community Profile

Northern Village of Ile a la Crosse

Ile a la Crosse is situated on a peninsula and is located approximately 2 1/2 hours north of Meadow Lake with access off Highway 155 via Junction 908. Ile a la Crosse was established in 1776 and is the second oldest community in Saskatchewan and boasts a current population of about 1300 to 1400 people.

Our community is the birthplace of Louis Reil Sr. and Sister Sarah Riel (Louis Riel's sister) is buried here at the local cemetery. Ile a la Crosse has most modern

conveniences with a new integrated joint facility that includes a hospital, clinic and high school that just opened in September of this year. A new water treatment plant is currently under construction and is set to be in operation by February, 2008.

For the sports enthusiast we have an Arena with natural ice and the Curling Rink has artificial ice. We also have a cross country ski club and being surrounded by water, there is a lot of good fishing to be had by all both in the summer and winter.



"The ripest peach is highest on the tree"

"If you haven't got all the things you want, be grateful for things you don't have that you don't want."

"Many of life's failures are people who did not realize how close to success they were when they gave up."

Excellence is to do a common thing in an uncommon way."

"Don't find fault. Find a remedy."



"A raise? What do you think you got the last time the minimum wage went up?"



"You're right, Haskell, I should get more exercise. Tomorrow I'm turning your office into a gym."

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 Counseling 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@sasktel.net
24 HOUR SERVICE/7 DAYS A WEEK
1-800-305-4477