

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.

**Schedule “A”
to the Agreement between SUMA and UMAAS
17th day of October, 2013**

1 Interpretation

- a) **“administrator”** means the chief administrative officer of a municipality;
- b) **“the Agreement”** means the Board of Examiners Agreement between UMAAS and SUMA;
- c) **“Advanced Certificate – Level 1”** means an advanced certificate of qualification pursuant to section 4;
- d) **“Advanced Certificate – Level 2”** means an advanced certificate of qualification pursuant to section 5;
- e) **“board”** means the Board of Examiners appointed pursuant to section 3 of the agreement;
- f) **“certificate”** means a standard certificate, an advanced certificate Level 1 or 2 or a conditional certificate;
- g) **“Conditional Certificate”** means a conditional certificate issued pursuant to section 3;
- h) **“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*;
- i) **“Standard Certificate”** means a standard certificate of qualification issued pursuant to section 2.

2 Standard Certificate

- a) The board may issue a standard certificate to an administrator of a municipality or to any other person who has successfully completed or attained any one of the following, in addition to those requirements set out in b) of this section:
 - (1) the Local Government administration course from the University of Regina;
 - (2) the Public Administration course from the Saskatchewan Institute of Applied Science and Technology;
 - (3) a degree from an accredited university in commerce, administration, business administration or public administration or a degree deemed equivalent by the board;
 - (4) a certificate or diploma in administration, business administration or public administration from a university, college or technical institute deemed acceptable by the board;
 - (5) designation as a professional accountant pursuant to any Act or regulation or pursuant to any Act or regulation of any other jurisdiction in Canada;
 - (6) designation as a professional administrator, fellow or associate from the Institute of Chartered Secretaries and Administrators of Canada;
 - (7) any other professional designation or educational qualification acceptable to the board; and
- b) must have:
 - i) a training document, signed by a qualified mentor approved by the Board of Examiners, complete with the competency profile chart indicating satisfactory competence in all key areas AND
 - ii) Completed one year (of 1800 hours) or 1800 hours of on-the-job training in a municipal office with an administrator who holds a minimum Standard Certificate, OR
 - iii) Completed one year (of 1800 hours) or 1800 hours in a municipality in the position of administrator with a qualified mentor as approved by the Board of Examiners in place.
 - iv) achieved experience in any jurisdiction deemed by the board to be equivalent to that mentioned in above subclauses.
- c) A standard certificate issued by the board constitutes a valid and subsisting certificate for the purposes of clause 14(1)(b) of *The Urban Municipal Administrators Act*.

3 Conditional Certificate

- a) Notwithstanding any other provision herein, the board may issue a conditional certificate, on any terms and conditions that the board considers appropriate, where:
 - i) the person requesting the conditional certificate is enrolled in or has successfully completed an educational program required to qualify for a standard certificate.

4 Advanced Certificate – Level 1

- a) The Board may issue an Advanced Certificate – Level 1 to an administrator of a municipality or to any other person who:
 - i) is the holder of a valid and subsisting Standard Certificate; and
 - ii) has fulfilled the education requirements set out within Table 1 of the Appendix; and
 - iii) since the day of issue of the Standard Certificate, has completed at least three thousand six hundred (3,600) hours of service as an administrator in one urban or northern municipality.

Advanced Certificate – Level 2

- b) The Board may issue an Advanced Certificate – Level 2 to an administrator of a municipality or to any other person who:
 - i) is the holder of a valid and subsisting Advanced Certificate – Level 1; and
 - ii) has fulfilled the education requirements set out within Table 2 of the Appendix; and
 - iii) since the day of issue of the Advanced Certificate - Level 1 has completed at least nine thousand (9,000) hours of service as an administrator in an urban or northern municipality, of which at least three thousand six hundred (3,600) hours must have been served in one urban or northern municipality.

5 Application

The application for a certificate must be:

- a) in the form prescribed by the Board; and
- b) accompanied by a non-refundable fee, payable to UMAAS, of:
 - i) \$210 in the case of a Standard Certificate;
 - ii) \$250 in the case of an Advanced Certificate – Level 1;
 - iii) \$250 in the case of an Advanced Certificate – Level 2; and
 - iv) \$275 in the case of a Conditional Certificate.

6 Investigations

In considering an application for a certificate, the board may make any investigations or order any reports that it considers necessary.

7 Cancellation or suspension of certificate

- a) Subject to subsection (b), the board may cancel a certificate, or suspend a certificate for a stated period, where the board is satisfied that the holder of the certificate:
 - i) has been dishonest or grossly negligent in the discharge of his or her duties as a municipal official; or
 - ii) obtained the certificate in a fraudulent manner; or
 - iii) in the case of a conditional certificate, has failed to meet a term or condition imposed by the board on the issuance of that certificate.
- b) Before arriving at a decision pursuant to subsection (a), the board shall:
 - i) set a day, time and place for a hearing;
 - ii) 30 days in advance of the hearing, provide the holder of the certificate with written notice of the day, time, place and purpose of the hearing; and
 - iii) give the holder of the certificate an opportunity to be heard at the hearing.

- c) Notwithstanding subsections (a) and (b), if the board considers that it is necessary in order to protect the public interest, the board may immediately cancel a certificate, or suspend a certificate for a stated period, without giving the holder of the certificate an opportunity to be heard, but shall give the holder of the certificate an opportunity to be heard within 15 days after the date on which the board takes either of those actions.

8 Transitional

- a) Any person who, on the day on which the Agreement comes into force, holds:
 - i) a valid Class C certificate;
 - ii) a valid Class D certificate; or
 - iii) a Standard Certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 2 and to be the holder of a Standard Certificate, and the certificate may be cancelled, suspended or otherwise dealt with by the board.
- b) Any person who, on the day on which the Agreement comes into force, holds a valid Class A certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 4 and to be the holder of an Advanced Certificate Level 1, and the certificate may be cancelled, suspended or otherwise dealt with by the board.
- c) Any person who, on the day on which the Agreement comes into force, holds a valid Superior A certificate issued pursuant to *The Board of Examiners (Urban Affairs) Regulations, 1991* is deemed to have met the requirements set out in section 5 and to be the holder of an Advanced Certificate Level 2, and the certificate may be cancelled, suspended or otherwise dealt with by the board.