

URBAN MUNICIPAL ADMINISTRATORS'
ASSOCIATION
OF
SASKATCHEWAN

P O L I C Y B O O K

Updated to September 16, 2020

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Issue | Address Book
Updated | Sept 20, 2020

UMAAS EXECUTIVE

updated: September 16, 2020

		Office	Address	Fax	Email (work / home)
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Chris Costley	Vice President	354-2294	Box 370 Mossbank S0H 3G0	354-7725	caomossbank@sasktel.net
Rodney Audette	Past President	638-3188	Box 67 Bethune, S0G 0H0	638-3102	villageofbethune@sasktel.net
Stephen Schury	Division 1	436-2130	Box 74 Milestone, SK	436-2051	milcal@sasktel.net
Janelle Anderson	Division 2	587-2500	Box 200 Cabri S0N 0J0	587-2392	janelledesautels@icloud.com
Glenda Lemcke	Division 3	743-2432	Box 400 Langenburg S0A 2A0	743-2723	langenburgt@sasktel.net
Aileen Garrett	Division 4	228-2621	Box 1030 Unity S0K 4L0	228-4221	unity.admin@sasktel.net
VACANT	Division 5				
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Joyce Aitken	Board of Examiner Secretary	796-7633 (cell)	103 Brookhurst Cres Saskatoon, SK S7V 1C5		joyaitken@sasktel.net
Gordon Barnhart	Municipalities of Saskatchewan President				
SK Gov/t Relations				787-2680	

Policy #	3
Issue Updated	Minutes

MINUTES

1. Circulation of Minutes after Meetings:
 - (a) Within 14 days of the meeting
 - (b) Annual Convention - on or before October 1st

Policy # | **4**

Issue Updated | Travel Rates
January 1, 2017.

To follow Public Service Commission rates

MILEAGE RATES

1. Travel Rates:

(a) Kilometer .54 cents

Effective January 1, 2017

To follow Public Service Commission rates

(b) Travel & Sustenance:

Per Diem	\$38.32 plus 2.68 GST	\$41.00
Breakfast	13.34 plus .66 GST	17.00
Dinner	13.34 plus .66 GST	17.00
Supper	17.76 plus 1.24 GST	19.00

(c) The Association will pay a daily remuneration rate of \$150 per day only in instances where an Executive Member is required to use ETO, Holidays or other leave, including Leave of Absence from their regular employment which would result in an immediate or eventual monetary loss to the Executive Member.

(d) The Association will pay travel expenses for meetings held at the SUMA or UMAAS Conference whereby the Executive Member is not being reimbursed by their employer for same.

Policy # | 5

Issue | Membership Fees
Updated | January 1, 2015

MEMBERSHIP DUES

1. 2020 Membership Dues:

ASSOCIATE or CONDITIONAL	170.00
REGULAR	210.00

(D & C, Standard, A or Adv Lvl I, Superior A or Adv Lvl II)

GST Included

2. **Notice of Dues:**

(1) Membership notices be mailed before January 1st in each year.

* (2) Executive Director to submit "standard" letter on or before April 15th requesting payment of membership fees by the annual Convention date, otherwise their name will be struck from the Register and a \$25.00 reinstatement fee will apply.

* "Standard" letter attached.

(3) Additional letters as per disciplinary policy to be forwarded to all administrators at the dates of mid July, mid September and mid November by the Executive Director.

RE: 2020 U.M.A.A.S. MEMBERSHIP

Upon a review of our current membership registry it is noted you have not yet paid your 2019 membership.

As Executive Director I wish to remind you of the requirements of Section 18(1) of the U.M.A. Act which states,

"No person other than a person whose name appears in the register shall serve or hold himself out as qualified to serve as an administrator."

Should your name be struck off the register there is, under Bylaw No. 1-00, a \$25.00 fee for reinstatement. Also, membership is a prerequisite of registration and attendance at our annual Convention.

In view of the above I would recommend payment of your annual membership fee prior to our June Convention. Any memberships not paid by that time will be struck from the register and subject to the reinstatement fee. The Ministry of Municipal Affairs and Saskatchewan Urban Municipalities Association will also be advised of administrators in communities of 100 population or over who have not complied with Section 18 of the U.M.A. Act.

I trust this matter warrants your immediate attention.

Yours truly,

URBAN MUNICIPAL ADMINISTRATORS
ASSOCIATION OF SASKATCHEWAN

Executive Director

RD/tp

Policy # | **6**

Issue Updated | Disciplinary

DISCIPLINARY POLICY

A. MEMBERSHIPS

late April Standard letter sent to all Administrators who have not obtained current year membership.

mid July Second letter to Administrator to warn that a letter will be sent to the Mayor within 60 days where membership is required by legislation.

mid September Registered letter to Mayor and copies to the Administrator and Saskatchewan Urban Municipalities Association and the Ministry of Municipal Affairs.

mid November Legal notice in the Regina Leader Post and Saskatoon Star Phoenix stating that the individuals have been removed as members and can no longer use the R.M.A. designation.

B. COMPLAINTS

GENERAL PROVISIONS

Written complaints, in the form shown by “Schedule B”, shall be filed with the Executive Director of the Urban Municipal Administrators’ Association of Saskatchewan (UMAAS) on account of an act or omission carried out by a registered member:

UMAAS Disciplinary Committee
c/o Rick Dolezsar
P.O. Box 730
Hudson Bay, SK S0E 0Y0
Email: rdolezsar@sasktel.net

Prior to filing your complaint, please ensure that your complaint falls within the jurisdiction of UMAAS:

- UMAAS has no authority over municipal councils and any complaint received by UMAAS should be based on the actions or omissions of the administrator, not the resolutions/bylaws/policies of a municipal council:
- Only registered members and those who became former members in the past two years fall under the jurisdiction of UMAAS.

When possible, complainants should indicate the nature of the complaint in the context of the bylaws of UMAAS, which include its Code of Ethics, or some other piece of applicable legislation. Accompanying evidence is also required as UMAAS may dismiss complaints if, in the opinion of the Disciplinary Committee, there is insufficient evidence to justify an inquiry.

The Executive Director may advise the complainant regarding the provisions of the complaint procedures described herein.

COMPLAINT PROCEDURES

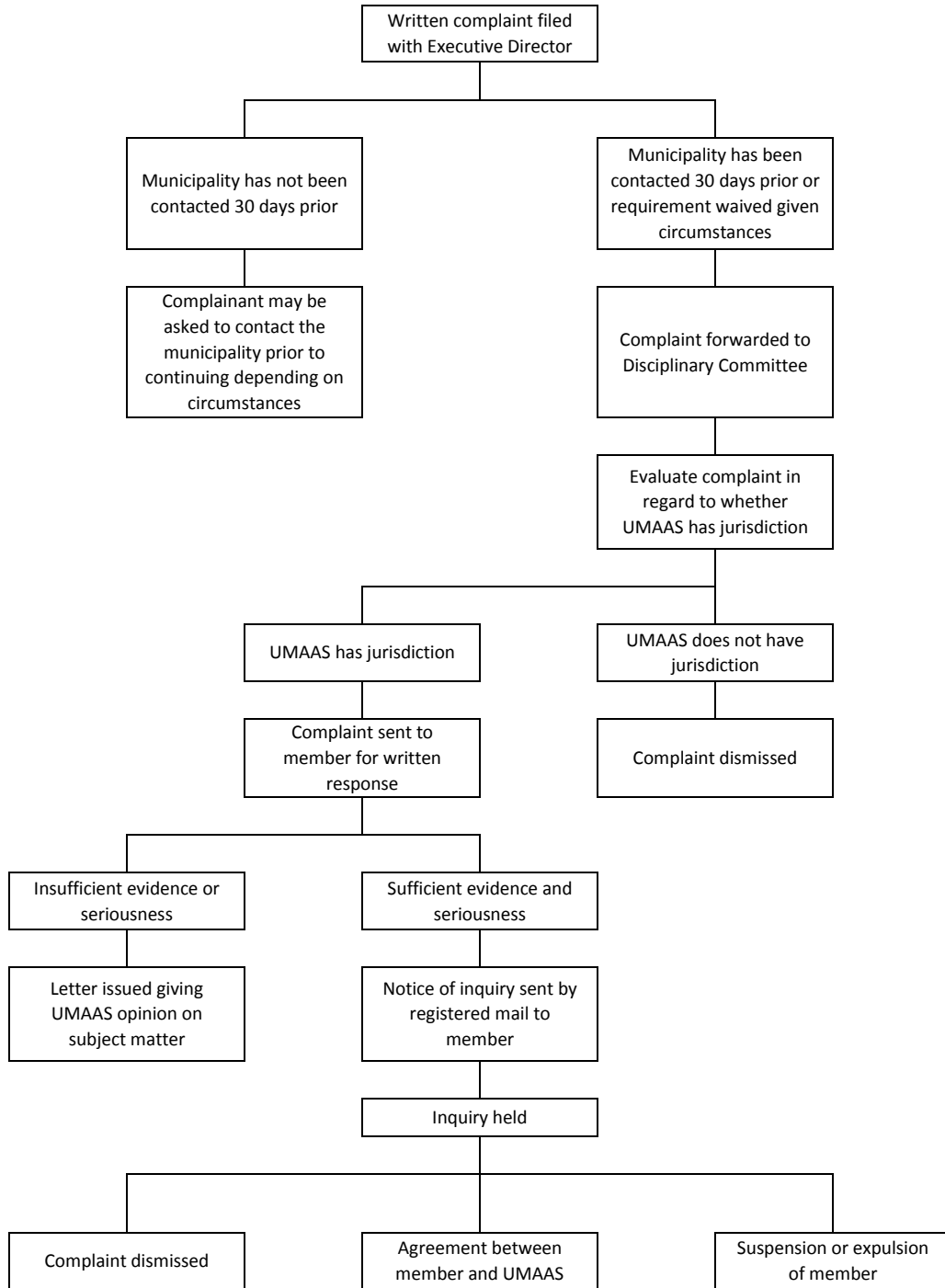
The procedures undertaken in response to a complaint will vary depending on the type of allegation but will typically proceed as follows:

- 1) A written complaint is filed with the Executive Director in the prescribed form (see “Schedule B”):
 - a. If the complainant indicates that the municipality has not been contacted, in writing, at least 30 days prior to submitting the complaint, the Executive Director may advise the complainant to do so depending on the nature of the complaint; or
 - b. If the municipality has been contacted at least 30 days prior and the complainant is not satisfied with the action taken (or the municipality is itself the complainant), the complaint is forwarded, along with any evidence provided, to all members of the Disciplinary Committee.
- 2) The Disciplinary Committee will determine if the complaint falls under the jurisdiction of UMAAS (see “General Provisions”):
 - a. If the majority of the Committee determines that the complaint falls outside the jurisdiction of UMAAS, the complainant will be notified. The matter is then considered resolved and no further action is taken; or
 - b. If the majority of the Committee feels the complaint falls within the jurisdiction of UMAAS, the member accused shall be sent a copy of the complaint and evidence provided and asked to provide a written response within 30 days.
- 3) Upon receiving a response from the member or the expiration of 30 days, whichever is sooner, the Disciplinary Committee will determine if an inquiry is warranted:
 - a. If the matter is such that a letter, outlining the opinion of UMAAS on the subject matter, seems most appropriate given the circumstances, this will be provided to the member and the complainant. The matter is then considered resolved and no further action is taken. This shall be done in instances wherein there is insufficient evidence or seriousness to justify an inquiry; or
 - b. If it is determined that an inquiry is warranted, a notice of inquiry will be sent by registered mail to the accused and an inquiry will commence on the date specified in accordance with *The Urban Municipal Administrators Act*. The complainant may be called upon to present evidence and/or testify.
- 4) The result of an inquiry shall be a recommendation by the Disciplinary Committee for one of the following (the UMAAS executive has final authority over the action taken):
 - a. The complaint to be dismissed and no further action taken;
 - b. An agreement between the member and UMAAS, outlining requirements for additional education, mentoring or other similar measures, in order to avoid expulsion from the association (may include a suspension as part of the agreement); or
 - c. That the member be suspended or expelled from the association.

MEMBER PROTECTION

Efforts shall be taken to maintain confidentiality throughout and after this process. It is our goal to protect the reputation of everyone involved, to the greatest extent possible, during the course of the complaint review and ensure that our process is fair to all parties. Ensuring a high standard for the profession is in the best interest of UMAAS and all complaints will be taken seriously. However, complaints lacking in supporting evidence or best addressed by additional training will be dealt with accordingly.

SCHEDULE A FLOW CHART



**SCHEDULE B
COMPLAINT FORM**

Date complaint filed: _____

Complainant name: _____

Have you contacted the municipality at least 30 days prior regarding your complaint?

Yes

No

UMAAS member: _____

Municipality of employment: _____

Nature of complaint (please use a separate form for each incident/issue):

Bylaw or Act violated (if known): _____

Section of Bylaw/Act (if known): _____

Date of occurrence (if known): _____

Have you attached any evidence to support your claims?

Yes

No

Pending*

*If evidence is pending, your complaint will be filed until evidence is submitted.

In the event of an inquiry, are there witnesses willing and able to testify to support your claims?

Yes

No

Names of witnesses: _____

Policy # | 7

Issue Updated | Service Pins

LONG SERVICE PINS POLICY

1. Pins to be awarded for length of service to our Association, that is, membership in the UMAAS.
2. Service need not be continuous but on the accumulated total years of service.
3. Any person disagreeing with the Association's records is responsible to prove that they have been a member for the number of years in question.
4. That 20 years or over be recognized by an Honorary Life Certificate upon retirement of a member of our Association.

Policy #	8
Issue	Miscellaneous
Updated	September, 1997

MISCELLANEOUS UMAAS POLICIES

MEMBERSHIP/CONVENTION REGISTRATION (61-91 NOV. 16/91)

- UMAAS membership is a prerequisite to Convention registration.

RECORDS RETENTION (14-90 JAN. 28/90)

- Minutes, Membership Registers and Financial Statements to be kept always.
- Correspondence to be kept for three years.
- All other material to be kept for five years.

MULTI MUNICIPALITY REQUESTS (31-91 JUNE 11/91)

- Multi municipality requests will be approved when applicant does not have a certificate where cumulative population will not exceed 500.

CONVENTION SITES (20-89 APRIL 9-89)

- A minimum of 3/4 of the prior year's Convention registration must be able to be accommodated at the site considered as the central facility or within one square block walking distance.
- The central facility must be able to accommodate the banquet, the main session and must provide adequate meeting rooms.
- The facility must be able to handle food and beverage services required for the convention in-house.
- The availability of grants from the host city will be a consideration.

RETIRING PRESIDENTS AND MEMBERS (61-93 NOV. 20/93)

- Retiring Executive members be presented with an Executive pin.
- Outgoing Past Presidents be presented with a gift to be chosen by the current President up to \$125.00 value.

COMMITTEE APPOINTMENTS (62-93 NOV. 20/93)(83-94)(18-96)

- Members of the Executive who wish to volunteer for a particular committee make their views known by August 15.
- The President appoint the chairpersons for each committee and in consultation with the chairpersons select the committees taking due consideration to Executive members' requests.
- The President is authorized to appoint Executive members to attend meetings with Government Departments at his/her discretion.

EXECUTIVE SUPPER (69-93 NOV. 20/93)

- We hold an Executive supper in conjunction with the annual Convention for the Executive, Fraternal Delegates, Spouses.

EXECUTIVE MEETING AGENDAS (31-94 APR. 9/94)

- All correspondence and business for the Agenda shall be circulated 14 days prior to the Executive Board meeting.
- Once the Agenda has been accepted no further correspondence may be added except with the unanimous consent of all Board members present.
- All additional Agenda items, not circulated prior to the meeting will be numbered in red ink and the additions on the Agenda will be in red ink and presented in packages to the members upon arrival at the meeting.

INVESTMENT POLICY (32-94 APR. 9/94)

- Surplus savings of the Association shall be invested in guaranteed interest savings accounts. These accounts include but are not limited to: Treasury Bills, Guaranteed Investment Certificates and Canada/Saskatchewan Savings Bonds.

BOARD AND COMMISSION APPOINTMENTS (52-97 SEPT. 27/97)

- This Policy relates to the UMAAS representative on the Board of Examiners, Board of Reference and Municipal Employees Superannuation Commission.
 - Regular written reports to the Executive are required for those not in attendance at the meeting. Written reports are requested although verbal reports will be acceptable from those in attendance at the Board meeting.
 - Appointments will be reviewed every two years at the September Executive meeting.

RETENTION OF LEGAL SERVICES (31-95 APRIL 29/95)

- Nussbaum & Company, 204-2102 8th St. E., Saskatoon (955-8890) are on an annual retainer to provide consultations for our members on employment issues.

Policy #	9
Issue	Elections by mail
Updated	September, 2000

**ELECTIONS BY MAIL
RE: SECTION 28 UMAAS BYLAW 1-00**

Returning Officer

- The Past President or other person appointed by the President, shall be the Returning Officer.

Call for Nominations

- The Returning Officer shall call for nominations to elect a division director.
- The Returning Officer shall determine the closing date for nominations.
- Notice of Call for Nominations shall be distributed to the division membership by the Executive Director or other person appointed by the Returning Officer.
- Said Notice shall be mailed not more than 21 days, nor less than 14 days, before the final date to receive nominations.
- Nominations may be submitted by mail or by email.
- The candidate's acceptance of said nomination may be transmitted in written or verbal format to the Returning Officer.

Election Procedure

- The Returning Officer shall determine the closing date to receive ballots.
- Candidates may provide campaign literature to be included with the ballots. Said campaign literature shall be limited to one page.
- The Executive Director or other person appointed by the Returning Officer, shall distribute to the division membership, not more than 21 days, nor less than 14 days, before the final date to receive ballots, the following materials:
 - Campaign literature provided by any candidate.
 - Voting instructions to the electors.
 - Ballot.
 - Ballot envelope.
- Members wishing to exercise their right to vote shall:
 - Mark their ballot in the appropriate manner.
 - Enclose their ballot within the ballot envelope provided.
 - Enclose the ballot envelope in an envelope addressed to the Returning Officer and mail it within sufficient time to cause it to be delivered to the Returning Officer.

- The Returning Officer shall:
 - Upon receiving a ballot, ensure the ballot envelope contains nothing to identify the voter.
 - Such ballots should be considered spoiled and should not be counted unless there is a tie
 - Store all ballot envelopes in a secure place until such time as the closing date to receive ballots has expired.
 - Open the ballot envelopes and count the ballots contained therein to determine which candidate has secured the highest number of votes.
 - In the event of a tie, after including any spoiled ballots, utilize the procedure outlined in The Local Government Elections Act.
 - Provide election results to the Executive Director and the candidates.
 - Election results are limited to the identity of the successful candidate.
 - Report on number of spoiled ballots, ballots received late, etc.
 - Obtain a resolution at the next Executive meeting to destroy the ballots.
- The Executive Director shall advise the Executive of said election results. The Executive Director shall also post election results on the ComMuniLink bulletin board.

Policy #	10
Issue	Boards, Committees and Appointments
Updated	April 18, 2020

2020 - 2021 BOARDS, COMMITTEES AND APPOINTMENT

ADMINISTRATION COMMITTEE

DUTIES – Budget, Salary Guideline, Administrative Policy, Goals and Objectives

CHAIRPERSON – Chris Costley

MEMBERS – Kelly Hoare, Meredith Norman, Aileen Garret

ADVISORY COMMITTEE

DUTIES – Education, Legislative Review, Criteria for Advanced Certification, Awards and Scholarships

CHAIRPERSON – Glenda Lemcke

MEMBERS – Ferne Hebig, Meredith Norman, Betty Moller

DISCIPLINARY COMMITTEE

DUTIES - Bylaw No. 1/00 Section IX Subsections 52-55 UMAAS

CHAIRPERSON – Aileen Garret

MEMBERS – Chris Costley, Stephen Schury, Ferne Hebig

CONVENTION COMMITTEE

DUTIES - Convention, Communications & Promotions

CHAIRPERSON – Janelle Anderson

MEMBERS – Betty Moller, Kelly Hoare, Glenda Lemcke

NOTE: The President is Ex Officio Member of all Committees

The Executive Director is Advisor to all Committees (no voting Privileges)

The SUMA President is Ex Officio Member to UMAAS

BOARD APPOINTMENTS – 2-Year Term

BOARD OF EXAMINERS – Ed Sigmeth (UMAAS) 2018/19-2019/20 (April, 2018)

Aileen Garrett (UMAAS/SUMA) 2020/21-2022/23 (April, 2020)

MUNICIPAL EMPLOYEES PENSION PLAN – Brad Hvidston (4 yr. term – 2017 - 2020)

OTHER APPOINTMENTS AND ASSIGNMENTS

SAMA ADVISORY (URBAN ADVISORY)

Rodney Audette

MUNICIPAL LEADERSHIP DEVELOPMENT PROGRAM

Glenda Lemcke

SUMA - CONVENTION PLANNING COMMITTEE

Jason Chorneyko

CAPITAL GRANTS WORKING COMMITTEE

Glenda Lemcke

TOWN & VILLAGE TABLE

Chris Costley, Rodney Audette

MUNICIPAL PROGRAMS STEERING COMMITTEE

Jason Chorneyko

MUNICIPAL BOUNDARY ALTERATION COMMITTEE

Rodney Audette

UNIVERSITY OF REGINA LOCAL GOVERNMENT

AUTHORITY PROGRAM REVIEW COMMITTEE

Betty Moller,
Janelle Anderson

Policy #	11
Issue	Annual Evaluation
Updated	September, 2000

EXECUTIVE DIRECTOR'S ANNUAL EVALUATION

Effective Date: November 1st 2000
Amended Date: November 1998

Policy Statement

The Board of Directors shall conduct a job performance evaluation on the Executive Director annually. The Evaluation Form and Procedure used shall be established by policy and approved by the Board of Directors as follows:

PROCEDURE

Evaluation forms shall be distributed to each Director at the September meeting. Completed forms are to be returned to the Administration Committee Chairperson by October 15th.

The Administration Chairperson shall summarize the evaluations onto one form using averages of ratings and record all comments.

The Administration Committee and the President shall review the summarized evaluation and provide a copy to the Executive Director prior to October 30th.

The President and the Administration Committee Chairperson shall meet with the Executive Director prior to the November meeting to review and/or discuss the evaluation.

The final evaluation shall be presented to the Executive at the November meeting.

EVALUATION FORM

As attached to this policy.

PURPOSE

To develop and sustain an optimum climate for communication and efficiency between the Executive Director and the Board of Directors.

DEFINITIONS

UMAAS: Urban Municipal Administrators' Association of Saskatchewan

**UMAAS PERFORMANCE EVALUATION
EXECUTIVE DIRECTOR**

To be completed by the Board of Directors

1. The purpose of this evaluation is to achieve optimum communication and efficiency as well as provide support to the Executive Director.
2. This evaluation is to be based on observation only and is not to include subjective comments, hearsay, or past performance issues. Please mark N/A in areas you do not have any direct observation.
3. Less than satisfactory appraisals are to be supported by comments arising from direct observation, however you are encouraged to provide comments in all areas
4. Both the Executive Director and the President are required to sign this evaluation.
5. Only first year Board Members have the option of not completing this evaluation

<u>NOT ACCEPTABLE</u>		<u>SATISFACTORY</u>		<u>OUTSTANDING</u>
0	1 2 3 4	5	6 7 8 9	10

1. Financial:

- annual budget is prepared in an acceptable format and submitted to the Board at the scheduled time
- budget is based upon prioritized needs/objectives and reflects Board approved projects
- current financial reports presented at every regular scheduled executive meeting
- audited annual financial statement presented in a timely manner
- budget variances presented to Board for justification and approval

Comments:

2. Communication:

- meeting packages prepared and circulated to Board Members in accordance with policy
- relevant correspondence/information distributed to Board Members, outside agencies and/or appropriate committee chairperson in a timely manner
- responds to correspondence as directed by the Board in a timely manner
- prepares newsletters in a manner that represents UMAAS in a professional and creditable manner
- presents information to Board in a clear, concise and objective manner
- updates and distributes policy manual annually
- assists Board Members to be active in goal setting, project planning and problem solving
- few problems occur between the Executive Director and the Board due to lack of communication

Comments:

3. Convention:

- works effectively with convention planning committee
- communicates well with exhibitors, sponsors, guest speakers, performers and membership
- review hotel contracts to insure convention runs smoothly
- preparation of detailed final report
- maintains updated accurate membership register

Comments:

4. Work Habits / Interpersonal Skills

- attends all meetings as requested by the Board
- responds to suggestions and recommendations expeditiously
- information requested by Board is acquired, prepared and submitted in an accurate and timely manner
- willingness to address concerns expressed by Board
- general attitude towards job
- ability to be an ambassador for UMAAS

Comments:

Policy #	11(a)
Issue	Executive Director Job Description
Updated	May, 2019

EXECUTIVE DIRECTOR JOB DESCRIPTION

GENERAL

The Executive Director shall be responsible for conducting the affairs of the Association in accordance with the policies, practices and bylaws of the Association and shall carry out the duties of the Secretary-Treasurer of the Association in accordance with the Urban Municipal Administrators Act. The position requires a good working knowledge of management principles and local government administration and demonstrated interpersonal, public relations and communication skills. Reporting to the Executive Board, the Executive Director shall have a full working knowledge of the Executive Board and its committees, their structures and functions. Essential to the job are motivational and organizational skills and the ability to work independently, complete assigned tasks and to plan, organize and supervise meetings, workshops and conventions.

The Executive Director shall possess and maintain a valid Saskatchewan Advanced Level I (Urban Class A) Certificate of Qualification issued by the Board of Examiners or better, for the term of this Agreement and shall be a member of the Association in good standing.

The Executive Director will strive to establish and maintain satisfactory relationships with the Executive Board, the members of the Association, the Saskatchewan Urban Municipalities Association, the Ministry of Government Relations and other Federal and Provincial Departments and organizations dealing with the Executive Board. He shall bring to the attention of the Executive Board any matter or practices of concern or inconsistent with the Association practice or policies and must exercise good judgment in making decisions, referring where possible to established precedents.

DUTIES OF THE EXECUTIVE DIRECTOR

A. NORMAL OPERATIONS

1. To take charge of and safely keep all books, documents and records of the Association committed to his charge and deliver them to his successor in office or any other person that the Executive Board may designate on his ceasing to hold office.
2. To summon all meetings of the Executive Board, communicate the resolutions and instructions of the Executive Board to the parties concerned and conduct the general office correspondence of the Executive Board.
3. To attend all meetings of the Executive Board and to truly record in the minutes all resolutions, decisions and other proceedings of the Executive Board. In the absence of the Executive Director, the Executive Assistant may be designated to act as Secretary to attend and record the minutes of meetings.
4. To enter in the minutes the names of the Executive Board members present at meetings.
5. To have custody of the seal of the Association.
6. To collect and receive all moneys paid to the Association and issue receipts therefor.
7. To safely keep all funds and securities of the Association.
8. To deposit all moneys received in a bank or credit union designated by the Executive Board of the Association such deposits to be made when collections have accumulated to the amount of \$5000.00 or more frequently as the Executive Director may in his discretion decide upon but in any case not less than once a month.
9. To disburse the funds of the Association only to those persons and in the manner directed by the bylaws or resolutions of the Executive Board.
10. To make all payments on behalf of the Association by cheque on the bank or credit union in which the moneys of the Association are deposited, signed by the Executive Director or Executive Assistant and the President or, in his absence, the Vice-President of the Association.

11. To keep and make use of books to record and account for the purpose of maintaining a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the Association.
12. To obtain and maintain a bond or policy of guarantee in a sum of no less than \$10,000.00, the premiums for which are to be paid by the Association.
13. To submit to the Executive Board for approval at its meetings:
 - a list of accounts paid or payable
 - a financial statement for that part of the fiscal period ending on the last day of the calendar month previous to the meeting showing all receipts and payments to that date.
14. To arrange for an audit of the books and accounts of the association on an annual basis and to submit the audited financial statement to the Executive Board no later than 90 days after the fiscal year end.
15. To prepare an annual operating budget and submit it to the Executive Board for approval on or before January 15th in each year.
16. To forward to all administrators and clerks, in December of each year, a Membership Dues Notice for the following calendar year, such notice to set out the membership fee payable and the due date for payment thereof.
17. To forward to Government Relations in January of each calendar year, the annual return and the list of current members of the Association in accordance with Section 41 of the Urban Municipal Administrators Act.
18. To maintain and regularly update separate registers of Regular and Associate members in good standing and to provide the Regional Directors of the Executive Board at least annually with a listing of the members in good standing in their Districts.
19. To supervise the compilation and circulation of a tri yearly Newsletter to all Municipalities and communicate other pertinent information to all Municipalities from time to time as directed by the Executive Board with the consent of the President or, in his absence, the Vice President of the Association.
20. In consultation with the President or the appropriate committee chairperson to meetings, complete the following tasks including reserving suitable accommodations for members and suitable rooms for meetings, circulating material including agendas, copies of previous minutes, listings of accounts to be approved and copies of the financial statements, correspondence and reports to members at least ten (10) days in advance of the meeting, arranging for refreshments and lunches to be brought into the meeting room and ensuring that adequate materials and supplies are on hand for the use of the Executive Board.
21. To ensure that sufficient supplies and stationery are on hand and to make supplies and stationery available to the Executive Board in accordance with Board policies.
22. To arrange conference calls when required by the Executive Board.
23. To communicate regularly with the President, or, in his absence, the Vice President of the Association.
24. To respond courteously and promptly to inquiries from members and prospective members and to ensure that responses are accurate with reference to established practices, bylaws or policies of the Association, referring inquiry where appropriate.
25. To promote membership in, and objectives of, the Association when the opportunity arises.
26. To perform such duties and carry out such instructions as may be lawfully required by the Executive Board of the Association.

B. ANNUAL CONVENTION

1. Arrange for hotel accommodations by reserving a block of approximately 100 to 130 rooms as soon as practicably can be arranged after the site of the convention is selected.
2. Reserve suitable rooms for the Executive Board at the earliest opportunity.
3. Prepare a budget for the convention for approval of the Executive Board on or before January 15th in each year.
4. Reserve conference and meeting rooms and other facilities for convention functions, including general session workshops and social events.
5. Consult with the Executive Board and the host municipality in preparing preliminary agenda, including items such as entertainment, meal prices, golf tournament, companions' program, guest speakers, administrative services, transportation and awards.
6. Solicit corporate donations and sponsorships including such items as registration kit materials and prizes.
7. Make arrangements for trade show exhibits.
8. Confirm the attendance of the convention speakers as well as workshop and seminar leaders.
9. Distribute preliminary agendas, pre-registration materials and any notices to the membership required by statute or bylaw to all administrators and clerks as far in advance of the convention as may be required by statute or bylaw, as the case may be and in no case less than forty-five days in advance of the convention.
10. Receive pre-registration materials and maintain a register of pre-registered convention delegates and guests.
11. In consultation with Convention Chair along with the host municipality and convention hotel staff, ensure that details such as arrangements for the annual Executive Board supper, opening registration social, bus services, photocopy services, sound services, liquor permits, companions' programs, dance band or entertainment and luncheon and banquet menus are finalized well in advance of the convention date.
12. Have the final convention agenda printed after confirmation of all participants and events, which confirmation is to be completed on or before June 1st of each year.
13. Prepare registration kits, ensuring that sufficient supplies are available and arrange for individuals to assist with registration.
14. Oversee convention registration procedures, both pre-registrations and on-site convention registrations.
15. Receive and disburse convention funds in a like manner as other funds of the Association.
16. Arrive at the main convention hotel sufficiently early to ensure that all is in readiness.
17. Forward letters of thanks to contributors, speakers and workshop and seminar leaders on or before June 30th in the year of the convention.
18. Conduct necessary correspondence and carry out the procedures required to give effect to all resolutions passed at the annual convention.
19. A financial statement detailing the convention receipts and expenditures and comparing them to budgeted figures is to be prepared and submitted to the Executive Board at the first meeting after September 1st in the year of the convention.

C. PUBLICITY

1. To assist, as requested or required by the Executive, with the preparation of press releases and other relevant reports to be released by the President and/or Executive to various government agencies and/or news media.
2. To represent the Executive of the Association when delegated to do so.
3. To promote and maintain a liaison with Executive Directors of other similar organizations within the Province as well as those of neighboring provinces and senior officials of various provincial departments and related agencies.

POLICY # 12

Issue Junior Scholarship Program

Updated June 11, 2012

**URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
CERTIFICATE IN LOCAL GOVERNMENT AUTHORITY PROGRAM SCHOLARSHIP**

OBJECTIVE:

To provide 3 annual scholarships in the amount of \$600 each to Clerks or Assistant Administrators desiring to obtain their education requirement for the Standard Certificate.

- 2 scholarships shall be provided to town or village Clerks
- 1 scholarship shall be provided to an Assistant Administrator

CRITERIA:

- Must be employed by an urban or northern municipality
- Must be a member of UMAAS
- Shall have completed the first semester of the program

APPLICATION PROCEDURE:

- Applicants shall submit a letter of application for funding assistance to the Advisory Committee
- The application shall address the following issues:
 - Length of service as an Administrator or Assistant Administrator
 - How long the applicant has been a member of UMAAS
 - Indicate if employing Council will be providing any assistance
 - Outline community activities
 - Outline education previously obtained
 - Confirm successful completion of at least one semester under the Local Government Administration Certificate Program
 - Provide any additional information which may assist the Committee to reach a decision
- Application deadline is October 1st of each year

PAYMENT PROCEDURE:

- 50% of the scholarship shall be paid upon successful completion of the 2nd semester
- The remaining 50% shall be paid upon successful completion of the 3rd semester and proof of enrollment into the 4th semester.
 - The Committee will be permitted to consider the spring semester in the awarding of the scholarships
 - The Committee may award partial scholarships on a per semester basis, provided applications are received in advance of the semester start date

GENERAL:

- The Committee’s decision shall be final
- The Committee shall not be required to provide reasons for its decision
- The Committee shall, from time to time, recommend amendments to the criteria or application procedure

POLICY #	13
Issue	Web Link Policy
Updated	September, 2000

WEB PAGE LINK POLICY

1. This policy shall apply to all requests for permission to add web page links to the UMAAS Web Page.

2. All requests for links shall be made in writing to the UMAAS Executive Director.
3. Requests for Web page links shall show a direct and obvious relation to urban administration or urban government or in any way that will directly assist municipal administrators or their respective councils.
4. Links to Administrator Associations, Urban Municipality Associations or similar organizations will be added to the UMAAS Web page subject to payment of any costs associated with having the link added to the Web page, plus a charge of \$100.00 per calendar year or any portion thereof.
5. Links to private businesses will be permitted provided they meet the criteria in Clause 3.

POLICY# 14

Issue Long Term Service

Updated September, 2000

LONG TERM SERVICE RECOGNITION POLICY

1. This policy shall apply to all members of UMAAS who retire with 20 or more years of municipal

administrative service.

2. The retiree's total years of service must include a minimum of 10 years membership in UMAAS.
3. In addition to the Honorary Life Certificate presented to retiring members after 20 years of service, each retiring member shall receive either a plaque, engraved pin, framed print or other gift deemed appropriate by the Executive.
4. Retiring members shall be recognized at the annual UMAAS Convention.
5. It shall be the duty of every member of UMAAS to notify the Executive of members who are retiring.

POLICY # 15

Issue Retired Members

Updated September, 2003

COUNCIL OF RETIRED MEMBERS POLICY

1. This policy shall apply to members who have retired from UMAAS and who wish to maintain contact with the Association.
2. Retiring members will be added to the “Council of Retired Members” roster upon annual request and shall be considered a member of this group.
3. Members shall receive the quarterly UMAAS newsletter along with any other pertinent information from the Association deemed appropriate by the Executive.
4. Membership shall continue subject to annual confirmation by the member or until such time as deemed appropriate by the Executive.

POLICY # 16
Issue Compassionate Policy
Updated September, 2004

COMPASSIONATE POLICY

1. If we become aware that an Association Member or a member of their immediate family passes away the Association will provide a Sympathy Card and a Donation of \$25.00 to the specified Charity.

POLICY # 17
Issue Ipad Policy
Updated April, 2013

IPAD POLICY

Ipad Policy related to personal use and buy out of iPads provided by UMAAS to Executive and staff:

After 4 years of tenure the iPad shall become the property of the individual, in the case of departure prior to a 4 year period the individual, at their choice, may purchase the iPad at assumed market value based on the following scale:

\$400 within the 1st year

\$300 within the 2nd year

\$200 within the 3rd year

\$100 within the 4th year

Or in the alternative if an individual wishes to use their own ipad they be provided an allowance of \$100 per year.