

# 2005 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" } (Standard) } Please state which	\$105.00	_____	_____	_____	_____
3) "A" OR } ADVANCED LEVEL I } Please state which SUPERIOR "A" OR } ADVANCED LEVEL II } \$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 Included

(For Office Use Only)  
Membership Certificate Issued:

Associate \_\_\_\_\_

Regular \_\_\_\_\_

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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Dec., 2004



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

**CONTRIBUTING DIRECTOR**  
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Director Division No. 2

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website: [www.umaas.ca](http://www.umaas.ca)

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### YOUR BOARD OF DIRECTORS 2004-2005

PRESIDENT - Kim Gartner, Macklin  
VICE-PRESIDENT - Michael Hotsko, Wadena  
PAST-PRESIDENT - Jim Toye, North Battleford  
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ADMINISTRATIVE ASSISTANT - Eileen Danyluk, Hudson Bay  
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No. 2 - Michele Schmidt, Leader  
No. 3 - Orrin Redden, Watrous  
No. 4 - Kim Hauta, Kindersley  
No. 5 - Colleen Digness, Choiceland  
No. 6 - Ivan Gabrysh, Hague  
No. 7 - Coralie Ylioja, LaRonge

Associate Director - Vacant  
Ex Officio - Don Schlosser S.U.M.A. President

# President's Message

It would appear that winter came before fall had a chance to occur. We were hit with a very early snow fall and now we are enjoying an extended mild period. Hopefully the warm weather continues until just before Christmas and then it can snow. Work in the municipal office has been very hectic as people rush to complete some projects prior to freeze up. Members of the Executive have been busy with various Committee projects of which I will be outlining.

Over the past number of years we have jointly undertaken a review of the LGA Program and its future with the University of Regina. This Program is vital to our Association and to all urban and rural municipalities in Saskatchewan. It is through this Program that future municipal administrative officials receive the basic knowledge and understanding required to function in the realm of municipal government. The LGA has received some minor revisions to course material and remains as a two year extension field of study. The exciting news is that we are trying to obtain credit status for the LGA Program. I would like to thank the University of Regina for considering the elevation of the Local Government Authority Program into a credit studies program. The submission to have the LGA courses carry a 1.5 credit rating is an important step for the progression of this field of study. If the LGA Program were to receive credit status, present and future graduates of this Program could continue their education into other certificate and graduate programs. By having the LGA as a credit Program our members will have the ability to ladder into other fields of study to obtain their advanced certification.

A new UMAAS Promotional Brochure has been developed and will be distributed in the near future. The promotion of our Association and the career path of municipal administration must be promoted by our membership. In all walks of life there appears to be upcoming employee shortages to fill the positions of retiring individuals. The recruitment of bright young professionals has become the

battle cry for many associations and the competition will be very keen. With the assistance of current members and our SUMA partners we can help to ensure qualified administrators are available for all municipalities.

With the New Year arriving so will a new set of assessment figures as the 2005 base year roll over takes place. With this in mind workshops are being planned for January 18 - 27, 2005 at various locations throughout the Province. These workshops, assisted by SAMA, will cover a range of topics such as reading assessment field sheets, assessment service as well as the confirmation and audit process. In the last two weeks of February, 2005 a series of Board of Revision workshops will be held to assist with the assessment appeal process. As locations and agendas are solidified registration packages will be distributed.

Since our June Convention, this Executive has not had representation from a large sector of our membership. The position of Associate Director was not filled during the convention and therefore the seat has remained vacant. With in excess of 140 Associate Members registered with our Association this Director is responsible to ensure the concerns of this portion of our membership are considered. If you are a current Associate Member please consider if this Executive position is an option for you to pursue. Any member of the Executive will be able to answer your questions and outline some of our current initiatives.

With 2005 being a very special year for our Association, SUMA and the Province of Saskatchewan, I hope all of our members will make a special effort to attend and represent your municipality at the many functions. Whether it be SUMA Convention, hometown centennial celebrations or the UMAAS Convention your participation will not go unnoticed. Lastly, with the festive season fast approaching I would like to wish everyone a wonderful and safe Christmas and all the best in 2005.

**Kim Gartner, President  
UMAAS**

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

November has been glorious and Christmas is just around the corner as another year draws to a close. No doubt 2005 will prove to be a hectic and exciting year for our Association, our Province and all of our communities, as plans are underway all over Saskatchewan for Homecomings and Centennial celebrations.

2005 also marks UMAAS's 50th Anniversary and your Executive will be working overtime to make the 2005 Conference one to commemorate the occasion.

Convention dates are June 7th to 10th and the location will be in Saskatoon at the Travelodge. How about a "Back to the Fifties" theme for some part of the Program.

I am anticipating that our Agenda will be revamped from last year to once again provide a Networking afternoon Thursday.

The 2005 Salary Guideline is on page 3 of the Newsletter and represents a 3% increase over 2004. The Salary Guideline can be a very useful tool in negotiations with your council. It is based on a consistent Province wide survey of the Urban Municipal Administration marketplace and then adjusted annually.

The 2005 Membership application is on page 8 and an invoice your 2005 Membership fee is enclosed. Please complete the membership application and forward it with your fee.

Our Executive office receives a number of inquiries regularly pertaining to certification issues. The certification process is handled by the Urban Board of Examiners and inquiries should be made via:

Rochelle Francis, Secretary  
Urban Board of Examiners  
Box 39  
Leader, SK. S0N 1H0  
Ph: (306) 628-3868  
Fax: (306) 628-4337  
E-mail: town.leader@sasktel.net

The UMAAS website @ www.umaas.ca has a wealth of information and you can also download all certificate application forms under the Board of Examiner's section.

Merry Christmas and Happy New Year to all and remember "Most people are as happy as they make up their minds to be."

## UMAAS 2005 SALARY GUIDELINE

### POPULATION 1000 & OVER

Points	1000 - 1499	1500 - 2999	3000 Plus
1-3	41,980 - 45,905	45,905 - 50,520	60,344 - 64,354
4-6	45,905 - 49,852	50,520 - 55,103	64,354 - 68,226
7-9	49,852 - 55,103	55,103 - 59,707	68,226 - 73,468
10-12	55,103 - 60,355	59,707 - 64,354	73,468 - 76,098
13-15	60,355 - 62,307	64,354 - 68,226	76,098 - 78,719

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 2005 SALARY GUIDELINE

### POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1-2	9.76/hr - 11.35/hr	11.35/hr - 13.05/hr	23,616 - 27,551	30,363 - 32,803
3-5	11.35/hr - 13.05/hr	13.05/hr - 14.43/hr	27,551 - 32,145	32,803 - 36,739
6-8	13.05/hr - 14.43/hr	14.43/hr - 15.91/hr	32,145 - 36,739	36,739 - 43,295
9-12		15.91/hr - 17.51/hr	36,739 - 43,295	43,295 - 49,852
13-17				49,852 - 55,103

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 2005 SALARY GUIDELINE

This Guideline has been verified with a Salary Survey conducted in 2004.

1. Represents a 3% increase from the 2004 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.



# Raising The Standard Of Service

By: Michele A. Schmidt, Administrator, Town of Leader,  
Director - Division No. 2

It is important from time to time to reflect on and re-evaluate the standards that we have set as individuals which enable us to be viewed as professionals. There are those clearly defined qualities established through education and training which set a professional standard and enable us to fulfill our legislated duties and responsibilities.

I would like to focus on the less tangible qualifications which can certainly raise our own individual and professional standards. The first is diplomacy - the ability to deal pleasantly and tactfully with the general public. It seems that often we get confronted with important questions or get challenged on council policy at some awkward or very busy times. In spite of the pressure we must provide reasonable answers in a courteous manner, or if an answer is not immediately known, indicate that, along with the assurance of a future response.

The next two simple qualities are conscientiousness - willingness to put the affairs of the municipality at the top of our lists and loyalty - to the municipality and council. Both of these are self-explanatory qualities and on occasion circumstances will dictate that sacrifices will be necessary to uphold those qualities.

Another item is integrity - the ability to inspire confidence and trust. This is a quality which is established over time through the experience of our daily activities and interaction with our councils, ratepayers and those who require some measure of contact with our respective offices.

An item closely related and a builder of integrity is good

judgement, the ability to make decisions and express opinions. Councils routinely rely on their administrators to assist them in the decision making process by providing guidance and opinions which are formed with proper municipal interests in mind. The success and effectiveness of the resultant decision or policy can be a measure of the value of the judgement provided.

The final listed quality is responsibility - ability to work in an unsupervised environment. By the nature of our offices, this will occur automatically. Each of us may have a little different method of approaching tasks but all face similar deadlines which can only be met with the required effort.

It is evident that administrators and members of council possess these desired qualities and continue to improve upon them through career experience. However, it is incumbent upon us to conduct a self examination occasionally to make sure there is no lowering of the standard that each one of us chooses to build and maintain. Many of these qualities occur naturally within people while others are nurtured through the experiences and choices that life and work present.

Having regard for those previously stated qualities, I think it is important to be mindful of the need to participate in those little things which are not necessarily work related, but which help us build the aforementioned qualities and which offer rewards of equal proportion.

Quote by Napoleon Hill: "If you're not learning while you're earning, you're cheating yourself out of the better portion of your compensation."

## Community Profile: Town Of Leader

Leader is a prairie town situated in southwestern Saskatchewan at the junction of Highways 21 & 32. Our Town's slogan is "Where Progress Is Unlimited."

The Town of Leader was founded in 1913 as the Village of Prussia. During the First World War the name of Prussia was considered unsuitable for the Village and a petition of 40 names requested changing to a name less suggestive of a German flavor and asked for a name change. May 25, 1917, was the first meeting of the newly incorporated Town of Leader.

Through volunteers we provide a wide range of recreation

activities, groups, organizations and recreation facilities. The Town facilities include an arena, 3 sheet artificial curling rink, swimming pool, campground, baseball diamonds, playgrounds, library, golf course and a Community Centre.

The Town of Leader is served by a variety of businesses which provide us with all our amenities. We have a Kindergarten to Class 12 School which was built in 1986. A Medical Clinic with 3 doctor's, a hospital and a Senior Citizen House.

We are proud of our community and invite you to come visit us, meet our friendly residents and enjoy our breathtaking views. So next time you are in Leader make sure you stop for a visit.

## Administrator Profile: Michele A. Schmidt

When I completed my Grade 12 at Leader High School I went out to seek employment. I obtained employment with the Toronto Dominion Bank in Lethbridge, Alberta and transferred to a branch in Medicine Hat in 1981. In 1985, my husband, Allen and I moved back to our hometown and opened a welding and machine shop.

I began my local government career in 1986 as a part time Office Clerk with the Town of Leader and then as the Assistant Administrator. I obtained my Junior Local Government Administration Certificate from the U of R and was issued my Urban and Rural "C" Certificate in 1988. In 1987, I accepted the position of Administrator with the R.M. of Newcombe No.

260 and the Village of Glidden. I received my Rural "A" Certificate in 2000. I returned to Leader in 2000 as the Administrator for the Town of Leader and also still hold the position of Administrator for the R.M. of Newcombe No. 260.

I am a very community-minded individual and have been part of many organizations over the years. My favorite past time is curling, whether it be watching or participating.

I've lived in Leader and area almost my whole life and enjoy living in a small town in rural Saskatchewan. Our two children, Cody (16) and Niko (10), enjoy the free spirit that comes with living here and keep me busy with their numerous activities.

I was elected as Division 2 Director in 2003 for a two-year term.

*One way to take the monotony out of a boring job is to think of some way to improve it.*

*Never lose your temper. It won't make you feel better and you won't get what you want.*

For Your 2005 Board of Revision  
Select

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Email: gord@krismer.ca

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## ADVERTISING RATES - UMAAS UPDATE

Published 3 times a year -  
April, Sept., Dec.

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

YEARLY RATES FOR ALL 3 ISSUES -  
DISCOUNT 20%  
PLEASE ADD GST  
**DEADLINES: 15th day of the  
preceding month.**



## 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