

UMAAS UPDATE

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President's Message

- Rodney Audette RMA, President
UMAAS

It is November 19, 2013, and the snow, with a little freezing rain, has found its way to most parts of the Province. Hard to believe last year we were already three weeks into winter, a little reprieve so to speak! Nothing like November 2005 where it hit a balmy plus 14 degrees in Macklin!

I would like to start off this editorial by thanking all members of the UMAAS Executive for their hard work and dedication to your organization. There have been a number of workshops organized, committee and division meetings attended over the past year and the dedication of the executive is appreciated. Our Executive Director Rick Dolezsar and Executive Assistant Teresa Parkman work countless hours dealing with inquiries, attending to correspondence and arranging executive meetings and the annual UMAAS convention, your efforts do not go unnoticed and are greatly appreciated. As well I would like to thank Che-Wei Chung, SUMA Policy Advisor for participating in our executive meetings on behalf of SUMA. His knowledge and expertise in wide range of areas is of great importance to our discussions and fosters information sharing between our organizations.

The executive recently held a regular meeting in Moose Jaw on November 15 and 16, 2013. We were fortunate to have Keith Comstock and Sheldon Green from the Ministry of Government Relations and Laurent Mougeot from SUMA visit with us for some great dialogue on a host of matters ranging from an explanation of the Federal Gas Tax Program roll over and the proposed national infrastructure program or "New BCF" as we were calling it. There are a number of items to be discussed at senior levels yet, so more information will be made available in the upcoming months.

As well the Executive held a delegation with the Urban Board of Examiners. Discussion centred on office inspections for Conditional to Standard Certificate applications and the need to have a strong mentorship

program in place for those starting out in the field. This is an extremely important matter and one that does reflect the education and training of our new members in preparing them for the tasks and responsibilities of being a municipal administrator. Further to this your executive is committed to continuing their work with the University of Regina Extensions on course review and accreditation challenging. Joni Mack is our representative on the LGA Advisory Committee and has reported on recent meetings.

There are a number of workshop ideas being discussed for 2014. Tendering practices, legal agreement frameworks, OH&S regulations and requirements are just a few that are being discussed for rollout to our membership. We will once again be participating with RMAA in the development and implementation of the workshops. I would like to thank President Tim Leurer and RMAA for their participation in these important workshops and for the work UMAAS and RMAA do together for the benefit of our memberships.

I would encourage all members to visit our website and read the minutes from executive meetings to stay up to date on what we discuss on your behalf. Provide your input to your Division representatives and to your Executive Director. Our goal of being a strong and professional organization can only be obtained if you provide your input and ideas.

With Christmas and the holiday season just around the corner, I want to remind everyone to take some time for themselves. Release some stress, take a little time off, travel, stay home, do some shopping (in moderation) take time to recharge yourself, year end and the New Year are almost here!

On behalf of the Executive, UMAAS staff, myself and my wife Shauna, I extend heartfelt wishes to everyone for a wonderful Christmas and holiday season! Be safe!

Executive Director's Report

- Richard Dolezsar,
RMA

Disciplinary Policy

Like it or not our Association is faced with the real need to maintain and operate a Disciplinary Committee to deal with formal complaints which may be filed pertaining to our members' on the job professional conduct.

Society as a whole is more informed, inquisitive and challenging in this new age of rapid communications.

Some examples of complaints over the past several years that the Disciplinary Committee has had to deal with range from alleged misapplication of bylaws or tax enforcement procedures, undermining other members, alleged improper use of municipality's credit card all the way to the worst end of the spectrum where a misappropriation of funds and criminal charges may be involved.

The following policy has been adopted to deal with all complaints in an orderly fashion:

B. COMPLAINTS

Whenever a written complaint is filed with the Executive Director for the Urban Municipal Administrators' Association of Saskatchewan on account of any act or omission carried out by an urban municipal administrator the matter shall be dealt with by the UMAAS Discipline Committee. Any inquiry or review of a complaint shall be dealt within the context of the UMAAS Code of Ethics. The protocol for the review of such a complaint by the Discipline Committee may include but not limited to the following:

1. Inquiry Provisions

- If the complaint originates from a member of the general public, a submission in writing must have been made by the complainant to the respective Council for the municipality and the matter dealt with in an open council meeting;
- Initial letter to the complainant acknowledging receipt of the complaint, with a copy being sent to the administrator and municipality being affected;
- Request from all parties involved, all written information possible with copies being made available to all parties affected;
- Refer to the membership register to verify membership in this Association;
- Contact Municipal Advisory Services to clarify any pertinent legislation and interpretation thereof;

- Contact any Government agency that may provide insight into the background of the allegations;
- Contact the complainant, member affected and Mayor of the community to verbally quantify all information required.

2. Inquiry Report

- Should include sufficient documentation to permit an assessment whether or not a full investigation is warranted;
- Should include a summary of the allegations, the information reviewed and the conclusions reached;
- Suggest, or if necessary order, recommendations and advice to the Administrator in an attempt to remedy the situation;
- Reply in writing to the Complainant, Administrator and Mayor if deemed appropriate by the committee, detailing the recommendations and advice discussed;
- If a formal investigation is warranted then a full report shall be submitted to the Urban Board of Examiners.

3. Member Protection

- This process must be thorough, fair and protective of the confidentiality and reputations of all participants;
- Best efforts should be made to protect the public confidence in the UMAAS member named in the complaint, their local government and their performance of the public trust.

While the policy concludes with a "best efforts" clause, UMAAS as an Association cannot and will not attempt to support members who through the disciplinary hearing process have been clearly shown to have breached the public trust and our Code of Ethics.

It is unfortunate that we ever have to deal with unpleasant disciplinary matters, however these situations do continue to arise, both as a sign of our times and a small number of regrettable and ill-advised decisions made by individuals in the course of their employment.

Human error is a fact of life and people do make mistakes, but an underlying principal may be that any mistake made "honestly" can usually be corrected.

In closing I would like to wish everyone all the best in the upcoming holiday season. Merry Christmas and Happy New Year to all!

UMAAS 2014 SALARY GUIDELINE POPULATION 1000 & OVER

Points	1000-1499	1500-2999	3000 Plus
1 - 3	56,870 - 62,195	62,195 - 70,290	81,840 - 87,165
4 - 6	62,195 - 67,520	70,290 - 76,680	87,165 - 92,655
7 - 9	67,520 - 74,550	76,680 - 83,070	92,655 - 97,980
10 - 12	74,550 - 80,940	83,070 - 90,525	97,980 - 102,240
13 - 15	80,940 - 85,200	90,525 - 97,980	102,240 - 106,500

Point Scales	Points	Experience	Points
		1 - 2 Years	1
D/C (Standard Certificate)	2	3 - 5 Years	3
A (Advanced Level I)	3	6 - 10 Years	5
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 _____

UMAAS 2014 SALARY GUIDELINE POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1 - 2	16.25/hr - 18.10/hr	21.30/hr - 23.40/hr	31,950 - 37,660	41,110 - 44,435
3 - 5	18.10/hr - 22.35/hr	23.40/hr - 25.55/hr	37,660 - 43,665	44,435 - 49,755
6 - 8	22.35/hr - 26.60/hr	25.55/hr - 27.15/hr	43,665 - 49,755	49,755 - 58,575
9 - 12		27.15/hr - 28.75/hr	49,755 - 58,575	58,575 - 67,520
13 - 17			58,575 - 63,900	67,520 - 74,550

Point Scales	Points	Experience	Points	Assessment	Points
Certificate - 0	0	1 - 2 years	1		
D/C (Standard Certificate)	2	3 - 5 years	3	1.5 M to 15 M	1
A (Advanced Level I)	3	6 - 10 years	5	OVER 15 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 2012 SALARY GUIDELINE

1. This Guideline has been verified with a Salary Survey conducted in 2011 and annual comparisons to Fraternal Organizations including Rural Municipal Administrators' Association, Saskatchewan Association of School Business Officials, Manitoba Municipal Administrators' Association and Local Government Administrators' Association of Alberta.
2. The 2014 Schedule reflects a median adjustment of 3.4% with consideration of recent average Saskatchewan settlements and 2014 Forecasts.
3. Dividing the guideline into population segments assists in reflecting the employer's ability to pay.
4. Population categories take into consideration budget factors, annual expenditures and size of staff.
5. Hourly rate basis for the under 300 communities will assist them in applying the guideline to their situations.
6. 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 local survey information.
7. Other factors which can affect salaries include: Northern Locations, Additional Committee obligations, Joint Offices.
8. SUMA is now recognizing this Salary Guideline.

UMAAS

JOINT OFFICE SALARY GUIDELINE

2014

Population				Assessment			
Points	Urban	Points	Rural	Points	Urban	Points	Rural
1	0-200	1	0-200	1	0-1,700,000	1	0-33,000,000
2	201-400	2	201-400	2	1,700,001-8,000,000	2	33,000,001-82,000,000
3	401-600	3	401-600	3	8,000,001-16,000,000	3	82,000,001-140,000,000
4	601-1000			4	16,000,000 - 33,000,000	4	140,000,001-182,000,000
5	1001-2000			5	> 33,000,000	5	> 182,000,000
6	> 2000						

Certification				Years of Experience			
Points	Urban	Points	Rural	Points	Urban	Points	Rural
1	Standard	1	C	1	0-5	1	0-5
2	Level 1	2	A	2	6-10	2	6-10
3	Level 2	3	Superior A	3	10-15	3	10-15
				4	16-20	4	16-20
				5	> 20	5	> 20

	Total Points	Combined Population < 1,500	Combined Population > 1,500
	1-8	47,925-63,900	74,550-90,525
	9-16	63,900-79,875	90,525-106,500
	17-25	79,875-95,850	106,500-122,475
	26-31	95,850-111,825	122,475-138,450
	31-33	111,825-127,800	138,450-154,430
	34 -	127,800-143,780	154,430-170,405

Executive Editorial

Joni Mack
Director Division 3

LGA Certification - what should we expect?

One of the (perhaps not so recent) issues that the executive has discussed is the LGA program and what is and should be required to obtain the necessary qualifications to become an administrator. I recently attended a LGA advisory committee meeting regarding the course content. Although the meeting and discussions were very interesting, I couldn't help but ask myself, what should we reasonably expect to gain from a certificate in Local Government Authority?

As Administrators or CAOs, do we expect that a single certificate obtained after attending and passing four university courses is going to reward us with all the knowledge that is required to guide our municipalities through all the situations that we're faced with on a daily basis? The responsibilities of a CAO are so vast and all encompassing, to expect a class or two or four will fully prepare you to have an answer for every challenge you face on a daily basis is likely an unfair expectation. How many university courses would it actually take to learn everything one needs to know to be the CAO that your municipality deserves?

As with anything, there is bound to be room for improvement of the LGA program. The LGA program teaches the basics of what is required for the job we are tasked with, but our education should not end there. In addition to the initial courses, we all must take advantage of and use the tools that are offered to us on an ongoing basis to better ourselves in the job that we are doing. This may include realizing deficiencies of our own and seeking out the appropriate training to work on that particular skill. The current subject matter presented in MLDP courses, at conventions and workshops may even be considered more valuable than the LGA for no other reason than the LGA did not nor could it touch all aspects of the job. The power of networking and the friendships forged at these meetings and events have helped me much more in my job as an administrator than sitting in any classroom and, by all accounts, are much more fun!

I personally believe that the current LGA course has the potential to prepare administrators for entry into the profession, as much as any piece of paper would prepare you for an entry into any field. Without a doubt, the most important part of learning to be a successful CAO comes from the training provided by a qualified mentor and the experience gained from doing the job.

Administrator Profile

Joni Mack
Director Division 3

I grew up on a small farm south of the Village of Jansen. After completing highschool in Lanigan, I moved to Moose Jaw and completed the electronic Engineering Diploma at SIAST in 2001. I enrolled in and completed the LGA program in 2006. I began part-time employment at the RM of Prairie Rose No. 309 in Jansen and the RM of Big Quill No. 308 in neighbouring Wynyard and became the Village of Jansen's administrator in 2007. In 2009, I briefly stepped away from urban administration and became the Administrator for the RM of Prairie Rose. In February of 2012, the councils allowed me the opportunity to combine the administration of the Village of Jansen and the RM of Prairie Rose in the office located within Jansen.

I have assisted SARM with the development of the Potash guide for rural municipalities, provided administrative support to the Mid-Sask Municipal Alliance (MSMA), was on the organizing committee for two Regional Planning Conferences in Muenster in 2012, and was on the steering committee for the Municipal Infrastructure Conference held in Humboldt the past April.

My community involvement includes being a member of the Jansen Lites up the Nite Committee, the Treasurer for the newly formed Jansen Community Development Committee (a.k.a. Jansen Community Bloomers) and was the Treasurer for the Jansen & District Kinette Club prior to its dissolving and I am also the Treasurer of the Jansen & District Fire Association.

I have been enrolled in the Advanced Local Government Authority course from the U of R since September of 2012. I am taking night classes and driving to Regina to get the necessary classes once a week. I obtained an Urban Standard Certificate in February of 2007 and a Rural Class "C" certificate in October of that year. In 2011, I qualified for and received a Rural Class "A" certificate. In August of 2013, I received an Advanced Level 1 certificate in Urban Administration as well.

My husband and I live in Jansen with our two little girls. Tynell, aged 8, and Zayden, 6, attend school in nearby Lanigan. Our family enjoys snowmobiling, fishing, boating, spending time at our cabin on Nemeiben Lake and cheering on the Riders.

Village of Janzen - Community Profile

The Village of Jansen is a small community located in the heart of the RM of Prairie Rose No. 309, in central Saskatchewan. We are just off of the #16 Yellowhead Highway within 200 km of Regina, Saskatoon, Humboldt, Melfort and Yorkton. The RM boasts several nearby agricultural industries within its boundaries, including Pound-Maker Agventures, Canada's First Integrated Feedlot / Fuel Ethanol Facility. Potash development in the area is a key employer as well, with the Lanigan PCS Potash Mine a short distance from the Village and the proposed BHP Billiton Jansen Mine Site within 2 miles of the RM boundary, within 15 km of Jansen.

Since the introduction of BHP Billiton to the area in 2008, the Village of Jansen has been a busy place, becoming more active on a regional basis as the opportunity, possibility and probability of growth have made it a necessity for us to be proactive.

Our small village has a population of 126 and a surrounding community population of approximately 250. We pride ourselves on our quality of life, engaging all of citizens from youth to seniors in all aspects of our village landscape. Jansen receives broad community and business support; our Kin Steak Fry, 4H club, dinner theatres and pie auctions (some of which have raised over \$40,000 in one evening), to name just a few. There is collaboration and teamwork within our volunteer organizations, namely, the Jansen Recreation Board, the Jansen Community Development Committee, the Jansen Kinsmen, the Jansen Community Land Project and our two local churches. Our largest event throughout the year is without a doubt our Canada Day celebration "Jansen Lites Up the Nite". Of humble beginnings, this celebration has become an Entertainment Must-See on July 1 for nearly 30 years. We've turned an evening of fireworks into a full day event complete with kids' rides, races, slo-pitch, beer gardens, program and a gigantic fireworks display. The population of the Village of Jansen swells to in excess of one-thousand people every year on this day, drawing in people from the entire region – not counting the cars that stop on the highway to take in the show!

Board of Examiner's Report:

Joyce Aitken, Board of Examiners, Secretary

The following certificates were issued at the Nov. 16, 2013 meeting:

Conditional:

Coleen Kitching
Candice Quintyn
John Sawyshyn
Kelly Dodd
Noreen Olson
Darlene Moline
Melanie Hougebaert

Advanced Level 1:

Reagan Funk
Valarie Antoniuk

Advanced Level 2:

Jennifer Thompson

Standard:

Ila Connery
Tamilyn Ritchie
Leanne Totton
Fred Puffer
Lindsay Davis
Jeff Murray
Cindy Baumgartner
Bonnie Moleski
Ferne Senft
Carey Baker
Tamara Knight
Erin McMillen
Carol White
Raylene Packett
Jamie Nagy

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)

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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

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and advise you are with the UMAAS Conference

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**DEADLINES: 15th day of the
preceding month.**