2003 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
(Box No) ____________________________
(Place) ____________________________
(Postal Code) __________________________

DIVISION NO.: __________________________

DETAILS OF MUNICIPAL ADMINISTRATION CERTIFICATE HELD

Please specify type of certificate:

<table>
<thead>
<tr>
<th>Class</th>
<th>CERTIFICATE FEES</th>
<th>URBAN TYPE &amp; NO.</th>
<th>DATE ISSUED</th>
<th>RURAL TYPE &amp; NO.</th>
<th>DATE ISSUED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) &quot;C&quot; (Standard)</td>
<td>$90.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) &quot;A&quot; OR ADVANCED LEVEL</td>
<td>$115.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Bylaws, failure to pay the annual membership fee shall render a member liable to have their name stricken 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

CONTRIBUTING DIRECTOR
Michael Hotsko, Wadena
Director Division No. 3

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

Phone: 865-2261 Fax: 865-2800
e-mail: umaas@sasktel.net
website: quantumlynx.com/umaas/

IN THIS ISSUE:
- 2003 SALARY GUIDELINE -
- 2003 MEMBERSHIP APPLICATION -

YOUR BOARD OF DIRECTORS
2002-2003

PRESIDENT - Vacant
VICE-PRESIDENT - Kim Garrett, Macklin
PAST-PRESIDENT - Jim Toye, North Battleford
EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay
ADMINISTRATIVE ASSISTANT - Eileen Danyluk, Hudson Bay

DIRECTORS:
District No. 1 - Ed Signeth, Pilot Butte
No. 2 - Charnattie Benneth, Shaunavon
No. 3 - Michael Hotsko, Wadena
No. 4 - Mark Dubkowski, Delisle
No. 5 - Colleen Digness, Choiceland
No. 6 - Ivan Gabrysh, Hague
No. 7 - John Wade, La Ronge

Associate - Sheila Leurer, Odessa
Ex Officio - Mike Badham, S.U.M.A. President
### UMAAS 2003 Salary Guideline

**Population 1000 & Over**

<table>
<thead>
<tr>
<th>Points</th>
<th>1800 - 2299</th>
<th>2300 - 2999</th>
<th>3000 Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 3</td>
<td>39,570 - 43,270</td>
<td>43,270 - 47,620</td>
<td>56,880 - 60,660</td>
</tr>
<tr>
<td>4 - 6</td>
<td>47,620 - 51,940</td>
<td>51,940 - 56,280</td>
<td>64,310 - 69,250</td>
</tr>
<tr>
<td>7 - 9</td>
<td>56,280 - 60,660</td>
<td>60,660 - 64,310</td>
<td>73,760 - 80,000</td>
</tr>
<tr>
<td>10 - 12</td>
<td>60,660 - 64,310</td>
<td>64,310 - 69,250</td>
<td>80,000 - 87,500</td>
</tr>
<tr>
<td>13 - 15</td>
<td>69,250 - 73,760</td>
<td>73,760 - 80,000</td>
<td>87,500 - 95,000</td>
</tr>
</tbody>
</table>

**Point Scales**

- D/C (Standard Certificate): 2
- A (Advanced Level I): 3
- Superior A (Advanced Level II): 5

**Experience Points**

- 1 - 2 years: 1
- 3 - 5 years: 3
- 6 - 10 years: 5
- 11 - 15 years: 7
- 16 - 20 years: 9
- 21 - 25 years: 10

**NOTES RESPECTING THE 2003 Salary Guideline**

This Guideline has been verified with a Salary Survey conducted in 1999.

1. Represents a 3% increase from the 2002 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) or develop their own range from survey information.

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**UMAAS 2003 Salary Guideline**

**Population Under 1000**

<table>
<thead>
<tr>
<th>Points</th>
<th>100 - 299</th>
<th>300 - 499</th>
<th>500 - 999</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 2</td>
<td>20.20/hr. - 24.10/hr.</td>
<td>24.10/hr. - 28.00/hr.</td>
<td>28.00/hr. - 31.90/hr.</td>
</tr>
<tr>
<td>3 - 5</td>
<td>24.10/hr. - 28.00/hr.</td>
<td>28.00/hr. - 32.00/hr.</td>
<td>32.00/hr. - 35.90/hr.</td>
</tr>
<tr>
<td>6 - 8</td>
<td>28.00/hr. - 32.00/hr.</td>
<td>32.00/hr. - 36.00/hr.</td>
<td>36.00/hr. - 39.90/hr.</td>
</tr>
<tr>
<td>9 - 12</td>
<td>32.00/hr. - 36.00/hr.</td>
<td>36.00/hr. - 40.00/hr.</td>
<td>40.00/hr. - 43.90/hr.</td>
</tr>
<tr>
<td>13 - 17</td>
<td>36.00/hr. - 40.00/hr.</td>
<td>40.00/hr. - 44.00/hr.</td>
<td>44.00/hr. - 47.90/hr.</td>
</tr>
</tbody>
</table>

**Point Scales**

- Certificate: 0
- D/C (Standard Certificate): 2
- A (Advanced Level I): 3
- Superior A (Advanced Level II): 5

**Experience Points**

- 1 - 2 years: 1
- 3 - 5 years: 3
- 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

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### BOARD OF EXAMINER’S REPORT

The Urban Board of Examiners met on September 25, 2002 via Telephone conference call.

The following will form part of the “Experience Policies” to be used by the Board in considering applications for a certificate of qualification.

- be based upon the hours the office is open to the public each week, as stated in the municipal directory; or
- a greater number that shall be confirmed by resolution of Council.

a) Where the office hours appear to be excessive, the Board retains the right to vary the “weekly hours” used in calculating “hours worked”. Typically, this will be a situation where the office is combined with some other function. As a general rule, the Board may rely upon the number of hours recognized by the council of the urban municipality.

- Other factors which may affect salaries include: Northern Locations, Additional Committee obligations, Joint Offices.

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### 11 Commandments for an Enthusiastic Team

1. Help each other be right - not wrong.
2. Look for ways to make new ideas work - not for reasons they won’t.
3. If in doubt - check it out! Don’t make negative assumptions about each other.
4. Help each other win and take pride in each other’s victories.
5. Speak positively about each other and about your organization at every opportunity.
6. Maintain a positive mental attitude. No matter what the circumstances.
7. Act with initiative and courage as if it all depends on you.
8. Do everything with enthusiasm; it’s contagious.
9. Whatever you want - give it away.
10. Don’t lose faith - never give up.
11. Have fun!
The Local Government Leadership Development Program was established seven years ago to help local government administrators, as well as other management personnel, improve their leadership, management and management skills. The program is associated with three well experienced consultants, George Cuff, Sandy Hosker and Gordon McIntosh and lawyer, Don Lidstone. The Program consists of five intensive days of group sessions and lectures, which are all aimed at helping you understand your management style and how to improve upon it. It also identifies some of the organization problems in local government and how to solve them.

There were twenty-four participants from Halloix to Victoria and they all provided additional insight into how local governments operate in the different provinces and territories. If anyone has the desire to crank up their management skills a notch, this is the place to do it. The Program helps you identify and improve upon the strengths and weaknesses in your management style, as well as identifying some of the unique as well as basic requirements needed to operate in a municipal structure.

The course has been operated from Banff to the Royal Roads University in Victoria, and is a beautiful as well as an inspirational setting. With the tuition (which included meals) being subsidized by UMAAS, SUMA and Royal Roads, the only additional costs are the airfare, transportation from the airport (20 miles) and the accommodation at the University, which in total was approximately $1,000.

I would highly recommend this program to anyone in local government administration. It has already had a positive impact on me and my interaction with my employees as well as Council.

“...A father who encourages his boy to follow in his footsteps has probably forgotten a few.”

“A father who encourages his boy to follow in his footsteps has probably forgotten a few.”

The President until the next annual Convention. Some President will remain vacant until Convention 2003. Our obituary, but not unlike a funeral Phil will be missed but also be remembered. On another note, congratulations are in order for Richard Levesque, Administrator, Town of Meadow Lake recipient of the Local Government Leadership Scholarship for 2002. Also congratulations to Lana Gerein, Assistant Administrator, town of Yorkton as Secretary to the Board of Examiners on a temporary basis until a permanent replacement is selected.

Our bylaws state that if a director ceases to be an administrator you should notify the President, or the Local Government Administration of the cancellation of your membership. If you cease to be a member, you will no longer be eligible to vote for officers or directors of the Association or for members of the Board of Examiners or the membership at large. If you cease to be a member for one year and wish to reapply for membership, you must submit a written application for readmission.

With Phil’s departure from the Executive the position of President will remain vacant until Convention 2003. Our bylaws provide for the Vice-President to assume the duties of the President until the next annual Convention. Some patience will be required by the membership during this transitional period while we work through replacing Phil on the various Boards and Committees. One such appointment will be as Secretary to the Board of Examiners. Phil had an excellent knowledge of the various certificates and their requirements. It will take his replacement some time to familiarize themselves with this information. We will keep everyone informed as to where information may be obtained regarding certificates and permits.

For those that do not yet know, Phil has taken an Advisory Services position with the Provincial Government GRAA Department. A wise man once said “It is no disgrace to start all over. It is usually an opportunity.” Phil, we wish you all the very best in your future endeavors. With Phil’s departure from the Executive the position of President will remain vacant until Convention 2003. Our bylaws provide for the Vice-President to assume the duties of the President until the next annual Convention. Some within the division in which he was elected, so it will not remove his seat. This would seem to apply even if the director accepted a position of administrator elsewhere in the Province. As President, the only requirement is that he or she holds a valid membership, and as an Officer, I will continue to retain my UMAAS membership. To me, though, it seemed fundamentally wrong that a person who is not an administrator should serve not only as President, but also as the Executive. The Executive has been asked to propose an amendment to the bylaw for consideration by the membership at the next Convention. To avoid establishing a precedent, I resigned from the UMAAS Executive effective September 28th. I wish to thank all members of the Executive for their dedication and hard work. I will miss the comradery and the successes that result from a harmonious working relationship. Rick and Eileen made it a real pleasure to serve as your President. Thank you for allowing me the privilege of serving on the Executive over the past seven years. Best wishes for the future.

Phil Boivin, RMA
EDITORIAL

Mark Dubkowski, Administrator, Town of Delisle
Director Division 4

T
he topic I have chosen is not one that was administrators
like to dwell on, but unfortunately, it appears to be becom-
ing more of a fact of life for more and more administrators. Abuse from ratepayers, both verbal and physical, is
either becoming more prevalent or else there is a growing awareness of just how serious a problem our members face.

Verbal abuse has always been present. We, as administrators, are instructed by our Councils to perform some very unpleasant tasks that often do not sit well with our ratepayers. Our ratepayers will often voice their displeasure over the phone or in person to the administrator. However, there are some individuals, either through ignorance or pettiness, who will personally attack the character of the administrator. Often, these attacks are accompanied by cursing and belittling of the administrator. In extreme cases, administrators are physically threatened or even struck. What is especially unsettling to UMAAS is that these incidents appear to be becoming more prevalent.

Whether this is a sign of the times or simply a growing awareness of the problem, it is a situation that cannot be tolerated. All incidents of verbal abuse, physical threats or physical attacks should be reported to your local police agency. Regardless of whether the police can act on the matter or not, it creates a public record on the individual that can be used if the problem persists. Each incident has to be examined individually to determine what measures can be taken. However, just because we are public officers does not give a ratepayer the right to launch a personal attack. UMAAS will be consulting with our Solicitor to see what we as an association can do to ensure the physical safety of our administrators. As a further follow-up, one or two sessions at our 2003 Annual Convention will be earmarked for this topic on what our rights are as administrators and what we can do individually to ensure our safety and well-being.

For those of you who are or have gone through a situation like this, it is important to have a network of family, friends or fellow administrators that you can confide in. If you have no one like this or wish to seek the help of a professional, then please contact our Employee Family Assistance Program. This is exactly the type of situation the program was intended for. Whatever you do, do not keep it bottled up inside. Please make your Division Director aware of whatever you do, do not keep it bottled up inside. Please make your Division Director aware of your situation. It will assist us in gauging how widespread the problem is and, who knows, we may even have a few words of wisdom that will assist you.

COMMUNITY PROFILE: TOWN OF EATONIA:

Eatonia is a prairie town situated in southwestern Saskatchewan at the junction of Highways 21 & 44. Our Town’s Logo is “The Prairie Oasis” – and truly is an oasis - with many old large beautiful trees and lovely yards, with a good supply of quality water.

Our town sits amid grain fields and serves the surrounding prairie farms via 2 grocery stores, 1 confectionary store, 2 service stations, 2 bulk fuel agencies, chemical and fertilizer sales, a welding and hardware store and lumberyard.

We also have a K-12 School, a Dr. and a Health Care Centre, with a Personal Care Home, a Restaurant and a Tea/Craft House, a new Mortal and a Bed and Breakfast, a Massage Therapist, Car Wash and a Credit Union.

For recreation, we have an Arena, Curling Rink, an outdoor Swimming Pool, Library and a Golf Course.

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The Convention Committee tossed around options for the 2003 Convention site. An attempt was made to make arrangements with the Temple Gardens Mineral Spa in Moose Jaw, but negotiations were unsatisfactory. A careful review of the other expressions of interest led to the selection of the Saskatchewan Travelodge.

The Convention dates will be June 3rd to 6th, 2003. The Hotel has reserved a room block for the Conference at a special rate of $85 single or double occupancy. Call 242-8881 for reservations and advise them you will be with the UMAAS Convention. The Board of Examiners will also be going through a transition state due to Phil’s departure as Chairman and Secretary. Our Executive Office has been handling inquiries and applications since October 7, 2002. However, this matter will be further dealt with at our Executive meeting on November 30, 2002.

Well another year has come and gone. One thing I have learnt in the past twelve months is that you will never stop learning. Municipal Administration has a way of throwing new curves at you and no matter how much technical knowledge you have there are always areas to improve upon. Dealing with Human Resources and difficult situations seems to be a growing area of emphasis for us all and there will be no end to the training needed to master these type of “human” issues. Remember to take time for yourself and your families during the upcoming holiday season. Merry Christmas and Happy New Year to all.

DAYS LIKE THIS

T
his is from a fictitious person who says she has AAADD - Age-Activated Attention Deficit Disorder.

I decided to do the laundry, start down the hall and notice the newspaper on the table. OK, I’m going to do the laundry, but first I’m going to read the newspaper.

After that, I notice the mail on the table. OK, I’ll just put the newspaper in the recycle bin, back first I’ll look through a pile of mail and see if there are any bills to be paid. Yes, where is the chequebook? Oops, there’s the empty glass from yesterday on the coffee table. I head for the kitchen, put the glass in the sink and day.”

I have been the Eatonia Town Administrator since Oct. 1, 1981

... More years than I care to count!! Recently, I have had phone calls at the office who respond “Are you still working?? So, I am considering retiring in the next year or two.

In 1958, I came to Eatonia to teach school. I married a local fellow and never left Eatonia. After 3 children and 12 years of teaching school, I took the L.G.A. Course and began a new profession, which I really enjoy. I taught teaching and disciplining children for complaints about garbage pick-up, stray cats and dogs and too high taxes, etc!!!

I enjoy working with people and community work. I am a member of the Chamber of Commerce, the Economic Development Committee and am on the Executive of the Curling Club, our Fitness Club and the Eatonia Personal Care Home. Hopefully, I will find things to occupy my spare time when retiree!

Darlene L. Olson, Town Administrator, Eatonia, Sask.

ADMINISTRATOR PROFILE: DARLENE OLSON - EATONIA

EXECUTIVE DIRECTOR’S UPDATE

RICHARD DOLEZAR R.M.A.

Congratulations to Phil Belotin our learned friend and immediate past President on his appointment as a Municipal Advisor with the Department of Government Relations and Aboriginal Affairs. I certainly enjoyed working with Phil over the past years during his time on the Executive and certainly appreciated his hands on approach to things. Phil’s motto has always been more along the line of “Do as I do” NOT “Do as I say.” I am sure he will do an excellent job in his new capacity and will be able to make it his real job to give advice as opposed to just a regular past time. Way to go Phil.

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Furthermore, there’s the remote for the TV on the kitchen counter. What’s it doing here? I’ll just put it away... but first I need to water the plants. I head for the door and... Ahahah! Stepped on the dog. The dog needs to be fed. OK, I’ll put the remote away and water the plants, but first I need to feed the dog.

“End of day. Laundry is not done, newspapers are still on the floor, glass is still in the sink, bills are not paid, chequebook is still lost, and the dog ate the remote control. When I try to figure out how come nothing got done today, I’m baffled because I know I was busy all day.”

Because of his many abilities, he is able to increase office efficiency, the “Employee Of the Month” award again goes to Mr. Coffe.