

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 (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)	\$70.00	_____	_____	_____	_____
2) "D" } "C" } Please (Standard) } state which	\$90.00	_____	_____	_____	_____
3) "A" OR } ADVANCED LEVEL I } Please state SUPERIOR "A" OR } ADVANCED LEVEL II } which	\$115.00	_____	_____	_____	_____

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

(For Office Use Only)
Membership Certificate Issued:

Associate _____

Regular _____

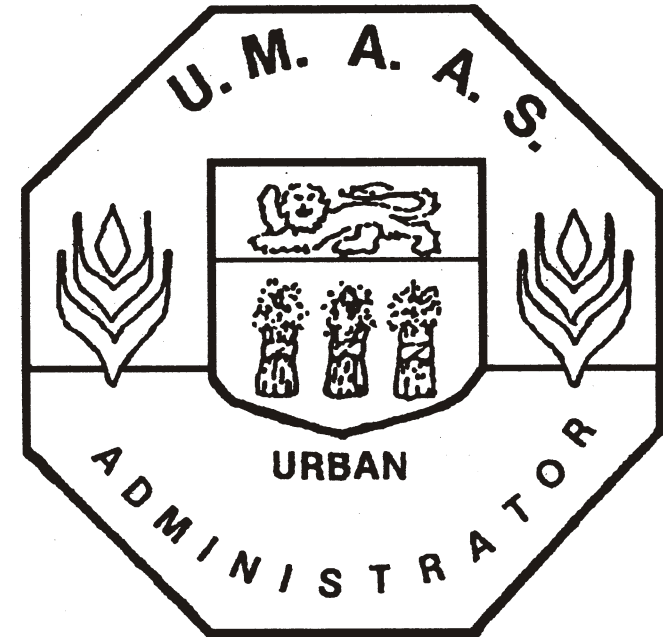
Receipt No. _____

(Signature)

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

CONTRIBUTING DIRECTOR
Michael Hotsko, Wadena
Director Division No. 3

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

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YOUR BOARD OF DIRECTORS 2002-2003

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

DIRECTORS:
District No. 1 - Ed Sigmeth, Pilot Butte
No. 2 - Charmaine Bernath, 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

Points	1000 - 1499	1500 - 2999	3000 Plus
1-3	39,570 - 43,270	43,270 - 47,620	56,880 - 60,660
4-6	43,270 - 46,990	47,620 - 51,940	60,660 - 64,310
7-9	46,990 - 51,940	51,940 - 56,280	64,310 - 69,250
10-12	51,940 - 56,890	56,280 - 60,660	69,250 - 71,730
13-15	56,890 - 58,730	60,660 - 64,310	71,730 - 74,200

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 2003 SALARY GUIDELINE

POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1-2	9.20/hr - 10.70/hr	10.70/hr - 12.30/hr	22,260 - 25,970	28,620 - 30,920
3-5	10.70/hr - 12.30/hr	12.30/hr - 13.60/hr	25,970 - 30,300	30,920 - 34,630
6-8	12.30/hr - 13.60/hr	13.60/hr - 15.00/hr	30,300 - 34,630	34,630 - 40,810
9-12		15.00/hr - 16.50/hr	34,630 - 40,810	40,810 - 46,990
13-17				46,900 - 51,940

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 _____ Total Points _____

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) 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.

BOARD OF EXAMINER'S REPORT

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

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

The calculation of hours worked shall:

- 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.

b) The Board will recognize only those hours where the applicant is legally entitled to serve in the capacity of clerk or treasurer of an urban municipality pursuant to Section 63 of *The Urban Municipality Act, 1984*.

The following certificates were issued:

Conditional Certificates:

Lorna Vollmin - Village of Macoun
Gloria J. Weppeler - Town of Monse
Lise Costley - Town of Mossbank

Standard Certificates:

Kathleen Ambrose - Village of Lintlaw
Kelly Jackson - Town of Strasbourg
Shelley L. Holmes - Village of Weldon
Kristi Zeller - Town of Cabri
L. Jean Jones - Village of Conquest



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!



LOCAL GOVERNMENT LEADERSHIP DEVELOPMENT SCHOLARSHIP PROGRAM REPORT

Richard Levesque, Administrator, Town of Meadow Lake

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 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 Halifax 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 moved 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.

“If the grass is greener on the other side, yours may need watering.”

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

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 (4HRS)

PAST PRESIDENT'S MESSAGE

After more than 20 years in local government, I decided to accept a position with Government Relations and Aboriginal Affairs as a Municipal Advisor. This was not an easy decision, however I am enjoying the challenges in my new role. As a result of this change, there is an impact on the Urban Municipal Administrators Association and the Urban Board of Examiners.

I have served in a dual capacity within the Urban Board of Examiners since last July as its Chairman and its Secretary. Following the annual Conference last July, I asked that a member of the Executive assume the role of Chairman. Mr. John Wade, Director for Division 7, was appointed to this position at the September Executive meeting.

UMAAS and SUMA have partnered to be solely responsible for the certification of urban administrators - the Province's role was eliminated in 2001. To continue in the office of Secretary to the Board of Examiners, my new role may have blurred this distinction. Executive Director Rick Doleszar has accepted the additional duties 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

within the division in which he was elected, he or she must vacate 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 Advisor, 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 on 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 comradeship 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

PRESIDENT'S MESSAGE

Kim Gartner, V.P. Town Administrator, Macklin

It has been a very busy time for the Executive since convention in June, but nothing took us all by surprise more than the resignation of Phil Boivin from the position of President. To borrow a quote from St. Ambrose "No duty is more urgent than that of returning thanks".

Since becoming President at the 2000 Convention Phil performed the duties of President in an exemplary fashion. Phil was always willing to lend a sympathetic ear or to research problems for a solution. This is beginning to sound like an obituary, but not unlike a funeral Phil will be missed but certainly not forgotten.

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

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.

On another note, congratulations are in order for Richard Levesque (Meadow Lake) recipient of the Local Government Leadership Scholarship for 2002. Also congratulations to Helen Hounjet (Vonda) and Barb Webber (Frontier) recipients of the Jr. Local Government Scholarships and Lana Gerein (Wilkie) successful applicant for the Assistant Administrator Scholarship.

Once again congratulations Phil on your new job, we wish you well in all future pursuits. Just remember you can always come home again.

ADVERTISING RATES - UMASS UPDATE

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

Published 3 times a year - April, Sept., Dec.
YEARLY RATES FOR ALL 3 ISSUES - DISCOUNT 20%
PLEASE ADD GST

DEADLINES: 15th day of the preceding month.

EDITORIAL

Mark Dubkowski, Administrator, Town of Delisle Director Division 4

The topic I have chosen is not one that we as administrators like to dwell on, but, unfortunately, it appears to be becoming 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 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 it 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 machine shop, an auto-body business, a transmission shop and a 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 Motel 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.

We are very proud of our beautiful, new Community Hall, that was completed and opened in 2000 and also our new Fitness Centre that was opened in the spring of 2002.

Originally, our village was called EATON and the first store was called "The Eaton Supply Co". In 1955, Eaton's Main Street was featured on the cover of the Eaton's mail order catalogue. The name Eaton was changed to Eatonia, due to confusion with Eston, which is approximately 35 miles east.

The Town has paved streets, a campground and an up-to-date water and sewer system, complete with a reservoir and water treatment plant.

Our population has declined over the years, but our strong community spirit and volunteerism keeps our community prospering.

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 I retire!

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

ADMINISTRATOR PROFILE: DARLENE OLSON - EATONIA:

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 traded teaching and disciplining children for complaints about garbage pick-up, stray cats and dogs and too high taxes, etc!!!

EXECUTIVE DIRECTOR'S UPDATE **RICHARD DOLEZAR R.M.A.**

Congratulations to Phil Boivin 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!

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 unsuitable. A careful review of the other expressions of interest led to the selection of the Saskatoon Travelodge. 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 Conference. 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

This 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 stack, but first I'll look through a pile of mail and see if there are any bills to be paid. Yes, now 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

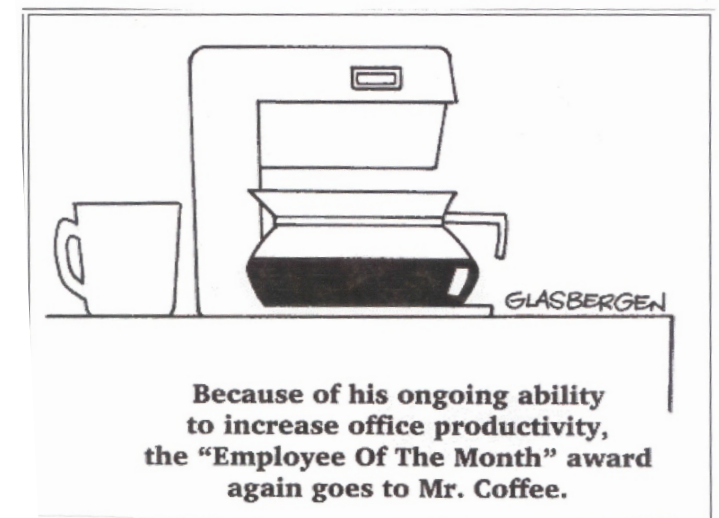
there's the remote for the TV on the kitchen counter. What's it doing here? I'll just put it away . . . but first I need to water the plants. I head for the door and - Aaaagh! Stepped on the dog. The dog needs to be fed. OK, I'll put the remote away and water the plants, but first I need to feed the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

© 1996 by Randy Glasbergen. E-mail: randyg@norwich.net



"It is important to learn from your mistakes, Bob...but let's try not to learn quite so much."



Because of his ongoing ability to increase office productivity, the "Employee Of The Month" award again goes to Mr. Coffee.