

# 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 } SUPERIOR "A" OR ADVANCED LEVEL II } Please state 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 \_\_\_\_\_

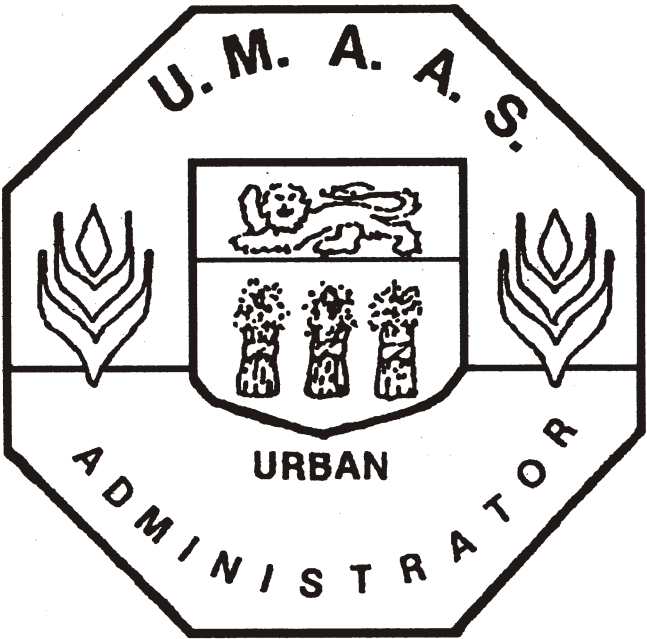
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(Signature)

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April, 2003



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

CONTRIBUTING DIRECTOR  
Colleen Digness, Choiceland  
Director Division No. 5

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

**IN THIS ISSUE:**  
- CONVENTION 2003 AGENDA  
"BASICS AND BEYOND"  
- CONVENTION REGISTRATION  
- SALARY SURVEY  
**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

OPERATOR CERTIFICATION UPDATE

The Operator Certification Board would like to make Operators and Employers aware of the procedures regarding the renewal of existing Certificates.

- Renewal notices are only issued once. It is the responsibility of the operator to maintain his or her certificate.
- Renewal notices are sent out 1.5 months prior to the expiration date of the certificate.
- All certificate expiration dates (since November 2002) and all renewals have been set to the 15th of the month for bookkeeping purposes.
- Operators must inform the Board if their place of employment and/or homeaddress changes. This willensure theOperator receives the notice.
- When renewing your certificate, please ensure that one copy of

the fee notice is included with the payment. We have received cheques previously with no indication of their purpose.

- Operators not renewing their certificates are removed from the “Certified” database and placed in the “Lost” database. The people in the “Lost” database will not be contacted unless they notify the Board as to how andwhere tocontact them.

To date, there are over 400 operators that have become certified. Congratulations to all of you that have taken this important step. For those of you still in the process of writing exams, the Board encourages you to apply as soon as possible. You DO NOT have to pay \$130.00 each time you apply. If you have only written one exam, you can apply to be certified in that area. Then, as you pass further exams, you can apply to have your certificate upgraded, at no charge, for a period of two years after your original payment was made.



“Quotes Of The Month”

“When angry, count to ten before speaking; when very angry, count to one hundred and then don’t speak.”

“Every leader needs to look back once in a while to make sure that there are followers.”

“There is no future in any job. The future lies in the person who holds the job.”

“It isn’t what you get that counts, its what you do with what you get that counts.”

“One of the hardest things to learn in life is which bridge to cross and which to burn.”

“Basics and Beyond”  
2003 CONVENTION REGISTRATION

Travelodge Hotel, Saskatoon, June 3rd to 6th  
SEND THIS SHEET TOGETHER WITH YOUR REGISTRATION FEES TO:  
Urban Municipal Administrator’s Association of Saskatchewan

c/o Richard Dolezsar, Executive Director  
P.O. Box 730  
Hudson Bay, SK S0E 0Y0

1) Town of \_\_\_\_\_ Div. No. \_\_\_\_\_

2) Name \_\_\_\_\_

3) 1st Time Attendee \_\_\_\_\_ Yes/No

4) My spouse will be attending the Convention \_\_\_\_\_ Name \_\_\_\_\_

5) a) Please register me \_\_\_\_\_ and/or my spouse: \_\_\_\_\_ Name \_\_\_\_\_ for Golfing  
b) Please provide average nine hole scores: me \_\_\_\_\_ my spouse \_\_\_\_\_

6) Please register me \_\_\_\_\_ and/or my spouse: \_\_\_\_\_ Name \_\_\_\_\_ for Slopitch

7) Please register me \_\_\_\_\_ and/or my spouse: \_\_\_\_\_ Name \_\_\_\_\_ for the tour

8) Awards Information:  
Length of Service Pins information will be generated from our records which date back to 1982 (20 years).  
Please indicate if you are eligible for a 5, 10, 15, 20, or 25 Year Membership Pin and have not received it.  
\_\_\_\_\_

9) Do you know of any Retiring Administrator? Please state the name and provide a short biography:  
1) \_\_\_\_\_ of \_\_\_\_\_  
2) \_\_\_\_\_ of \_\_\_\_\_  
3) \_\_\_\_\_ of \_\_\_\_\_

10) Pre-Registration Fees:  
Delegates & Visitors ..... @\$95.00 = \_\_\_\_\_  
Spouses ..... @\$45.00 = \_\_\_\_\_  
Golf, Slopitch or Tour ..... @\$15.00 = \_\_\_\_\_  
Sub Total= \_\_\_\_\_  
Add 7% GST = \_\_\_\_\_  
Total = \_\_\_\_\_

11) Is your current membership paid \_\_\_\_\_. If not please complete application on page 8 and submit with the required fee.

12) Questions you would like to have presented to Advisory Services Personnel at their Workshop  
1) \_\_\_\_\_  
2) \_\_\_\_\_

NOTE: THERE WILL BE NO REFUNDS AFTER JUNE 1ST.  
Payment of your 2003 membership is a pre-requisite to Convention registration.  
GST Registration #130535842



# PRESIDENT’S MESSAGE

*Kim Gartner, V.P. Town Administrator, Macklin*

As the long winter draws to a close and the smell of spring is in the air, my time these days is spent on final budget items. All municipalities, big or small, struggle with financial pressures and the ability to plan for the future while worrying about the present.

A Program your Executive has been involved with will potentially provide the leadership skills required by both administrators and members of Council to address these concerns. The “Municipal Leaders Development Program” has been in the discussion stages for some time and has now moved into the development phase. UMAAS in partnership with RMAA, SUMA, SARM, SANC and the Department of Government Relations have been developing a module based program for the advancement of municipal government. We have been very fortunate to have received approval from the Minister of Government Relations for \$20,000 of funding to assist with the initial costs of development and operation of this Program.

A new MOU with our partners is anticipated and a formal announcement will be made when the Program is fully developed later this year. It is anticipated that this MOU will operate outside of our existing “Workshop Fund” MOU and will not effect our ability to provide specific workshops for the benefit of our members. With that being said, the development of some “Elections Workshops is underway. With Urban municipal elections being held this fall it would seem like a good time to

refresh our skills in election procedures. Specific information on these sessions will be forthcoming.

The recently held “Financial Statement” workshops has generated a lot of conversation between administrators. With UMAAS being a participating Association in the development of these statements, we too must deal with the constructive criticism being brought forward by our members. We will be pursuing specific changes to the statements on your behalf based upon the suggestions of our members. Remember, these statements have provided us with a starting point on which to build our financial reporting forms and changes may be made by individual municipalities depending on their own requirements. If you are contemplating changes to the sample form please contact your auditor to ensure compliance with Public Sector Accounting Principles.

The Convention Committee has been very busy developing an exciting Agenda for our upcoming annual Convention. The annual Convention is an important opportunity to share problems and solutions with other Administrators. There is a national debate ongoing, discussing whether or not we as local administrators are professionals. Attendance at Convention and providing personal experiences with other administrators will certainly advance this discussion. On behalf of the Executive we hope to see you all in Saskatoon on June 4 - 6th for our 48th annual Convention.

# EXECUTIVE DIRECTORS EDITORIAL

*Richard Dolezsar R.M.A.*

Our 48th Annual Convention will be held June 3rd to 6th, 2003 at the Saskatoon Travelodge.

The 2003 Convention Theme is “Basics and Beyond.” This reflects the aims of your Executive and Convention Committee to provide you with a Program full of practical hands-on workshops on current material as well as provide motivational and inspirational topics some from higher profile presenters.

Preliminary review of our Conference Agenda includes the following working sessions:

- Secrets of Success - Conference Kickoff
- Legislative Review Committee Update
- Engineer/Client Responsibilities
- The Value of Recreation
- When The Going Gets Tough - Keynote Speaker
- Role of Administration vs Council
- ISC - Question and Answer Session
- EFAP Program

- Saskatchewan Municipal Board - Roles & Services
- Building Inspector Liability
- Disciplinary Policy Review
- Networking Sessions

The Travelodge Hotel has reserved a block of rooms at a special Conference rate of \$85.00. These rooms will be held until May 3, 2003. Please advise the Hotel you are with UMAAS to get the Convention rate.

Membership is a prerequisite of Convention registration. For anyone who has not yet paid their 2003 membership fee, the application is on the back of this newsletter.

Executive elections this year are for President, Vice President, Divisions 2, 4 and 6 and Associate Director. Hopefully all members will take an interest in these Executive positions.

Looking forward to seeing all of you in June.

# EDITORIAL:

*Colleen Digness, Administrator, Town of Choiceland, Director, Division 5*

The Urban Municipal Administrator’s Association of Saskatchewan’s 48th Annual Convention set for June 3-6th, 2003 in Saskatoon is approaching quickly. I, for one, am excited about the preliminary Agenda included in this issue and the Convention topics to be covered and for a chance to renew old acquaintances as well as making new ones. We have put together an Agenda that includes the issues and concerns that were mentioned on the evaluation forms handed in from our Convention in 2002; moved the District meetings back to the first morning; decreased the length of time allotted to our keynote speakers on Wednesday morning and afternoon to forty-five minutes; and organized more workshops dealing with issues that were suggested as well as ideas and concerns that have been brought to our attention throughout the year.

Your Executive feels this Agenda will provide Administrators and Clerks with the skills needed to deal with the demands of their Council and taxpayers. The Agenda includes the legislative changes affecting Municipal Governments and department updates from Government Relations. The value of recreation for our communities will be discussed along with the responsibilities

and liability when engaging the services of an engineering firm - what are the responsibilities of the Council, engineers and sub contractors. These workshops will run simultaneously so that Administrators and Clerks may choose which workshop they feel would be more advantageous to their needs. The second simultaneous workshops offered will be Land Titles-ISC and Labour Standards & Human Resources - what are the rights of employees?

Thursday morning we have a session on the roles of the Administrator versus Council. What are each responsible for, and what happens or should happen when there is gray area or the roles overlap.

We have booked a tour with Saskatoon Princess Tours, which provide participants with a Riverboat Tour, which is approximately one hour in length. We will be going to Rosthern Regional Park for golf and slo-pitch, with everyone meeting at the Park for a barbeque.

It is my hope that the Convention for 2003 will be better than ever before and I look forward to seeing each of you in Saskatoon, June 3rd.

# ADMINISTRATOR PROFILE:

*Colleen Digness, Administrator, Town of Choiceland, Director, Division 5*

When I completed my Grade 12 at Carrot River High School, I moved to Regina where I obtained employment with the Federal Government at C.M.H.C. and attended night classes at the University of Regina. In 1981, my husband, Dale and I moved back to our hometown and became partners in a grain farm operation.

I began my local government career in 1984 as an office assistant and then Assistant Administrator with the R.M. of Moose Range #486. During this time, I obtained my Junior Local Government Administration Certificate from the U of R and was issued my Rural “C” Certificate in Local Government Administration in 1986. I was hired as the Administrator of the Town of Choiceland in 1987 and obtained my Urban “A”

Certificate in 1991. 1991 was also the year that I accepted a part-time position of Administrator for the Resort Village of Tobin Lake, and continued in that position until 2001.

Over the number of years that we have been in Choiceland we have been a part of many organizations and volunteered for many groups and community fundraisers however, our most enjoyable were traveling with and cheering on our son, Braden (20) and our daughter, Tristen (16) at numerous sporting events and extracurricular activities.

When Dale passed away suddenly in 2001, I became less involved in volunteer activities and have focused my attention and time to my children and to the Administrator’s organization.

I was elected as Division 5 Director in the 1998-2000 term.

# COMMUNITY PROFILE - TOWN OF CHOICELAND

The Town of Choiceland’s organizational roots began in 1930 and was incorporated as a Town in 1979. As in many smaller towns, the population has fluctuated and over the last five years we have been just under the 500 mark. Despite our smaller population, our location, “The Choice Route” provides us with the best of both worlds - the wonder of nature and the greatness of our community.

Our volunteers provide a great deal of the atmosphere and success of our Town. By providing our community with numerous activities, groups, recreation facilities, as well as Provincial and national organizations and associations. The Town is facilitated by an arena, 3 sheet artificial curling rink, paddling pool,

campgrounds, RV park, baseball diamonds, playgrounds, sport court and youth center.

Choiceland is served by a variety of businesses providing all the essential services. An education system for Kindergarten to Grade 12 with a number of Provincial championship banners adorning the gymnasium wall, a local library with a large selection of materials as well as shut-in services and a weekly children’s story hour, four churches; and a regional ski resort twenty minutes from Town.

Choiceland has a number of the “big city” provisions with the “Small Town” atmosphere and provides a wonderful opportunity for new residents and a new business to grow and prosper.

UMAAS AGENDA 2003  
CONVENTION  
“BASICS AND BEYOND”

Tuesday, June 3, 2003

7:00 p.m. - Registration - Delta/Concorde Lobby  
to 9:00 p.m.

1:00 p.m. - Resort village Election Workshop  
to 4:30 p.m.

7:00 p.m. - Ice Breaker - Delta Room  
to 11:00 p.m. - Wine , Cheese, Hors d’oeuvres

**Sponsors: Associated Engineering  
Travelodge Hotel**

Wednesday, June 4, 2003

8:30 a.m. - Coffee and Muffins  
**Sponsor: SaskTel**  
- Registration - Galaxy Lobby

9:00 a.m. - Opening Exercises  
- O Canada  
- Invocation  
- Introduce Head Table  
- President’s Welcome  
- Executive Director’s Report  
- Announcements  
- Greetings from SUMA President

9:30 a.m. - Conference Kickoff - Doug Arden  
- Keynote - “Secrets of Success”  
**Sponsor: Dept. of Gov’t Relations**

10:15 a.m. - Call for Nominations - President  
and Vice President  
- Nutrition Break  
**Sponsor: Municode Services Ltd.**

10:30 a.m. - Towns & Villages Legislative  
Review Committee Update

11:15 a.m. - District Meetings  
- Nominations - Divisions 2, 4 , 6

12:00 noon - Luncheon  
**Sponsors: City of Saskatoon  
SAL Engineering  
- Mayor Jim Maddin - Welcome  
- Don Poon - SAL Engineering**  
- Remarks from Fraternal Delegates

1:00 p.m. - Dept. of Gov’t Relations  
- Dept. Update & Legislative Changes

1:45 p.m. - Workshops  
1) SK. Assoc. of Recreation  
Professionals Workshops - Value of  
Recreation  
- 2) Engineer/Client Responsibilities  
- W. A. Bullee  
- Gordon Beck

2:30 p.m. - Dialogue with SUMA President

TRAVELODGE HOTEL  
SASKATOON

3:00 p.m. - Coffee - **Sponsor: Fort Garry Ind.**

3:15 p.m. - Keynote: Laurel Mattison  
“When The Going Gets Tough”  
**Sponsor: SaskPower**

4:30 p.m. - Adjourn

6:30 p.m. - Cash Bar

7:00 p.m. - Banquet  
**Sponsors: Mobile Paving  
United Paving  
Wine Sponsor: Prairie Chem**  
- Guest Speaker - Dept. of Government  
Relations  
- Retirement Awards and  
Membership Pins  
- New Certificate Holders

9:00 p.m. - Entertainment  
- Latin/Polynesian Dancers  
- The Capitols - 60’s Dance Band

Thursday, June 5, 2003

8:30 a.m. - Associate Members Meeting &  
Election  
Venice Room

8:45 a.m. - Coffee and Muffins  
**Sponsor: ASL Paving**

9:00 a.m. - Rules of Admin vs Council

10:15 a.m. - Nutrition Break  
**Sponsor: Tri City Surveys**

10:30 a.m. - Workshops  
(1) Land Titles - ISC - Q & A  
(2) EFAP Program - Bob Giles

11:45 noon - Adjournment

12:15 p.m. - Buses Leave - Golf/Slopitch

12:45 p.m. - Tour

1:00 p.m. - Networking Afternoon  
- Golfing & Slo-pitch - Valley  
Regional Park, Rosthern  
- Tour - Region’s History/Museums

5:00 p.m. - Barbeque - Valley Regional Park

6:30 p.m. - Buses return to Travelodge

8:30 p.m. - **Gang of Three** - Golf & Slo-pitch  
Awards - Social Evening and  
Comedy Hour with Nestor Pister  
**Sponsors: Royal Bank, Kramer,  
Signal Industries**

ANNUAL CONVENTION  
PROGRAM  
June 4, 5 and 6, 2003

Friday, June 6, 2003

8:45 a.m. - Coffee and Muffins  
**Sponsor: EJC Dudley & Co**

9:00 a.m. - Workshops  
(1) SK. Municipal Board  
Role & Services  
(2) Building Inspector Liability  
Richard Nicolas

10:00 a.m. - Coffee  
to 10:15 a.m. **Sponsor: SaskEnergy**

10:30 a.m. - Elections  
President and Vice-President

10:40 a.m. - Division Elections - If necessary

10:45 a.m. - Resolutions Session/Bylaws  
Disciplinary Policy Review

11:30 a.m. - Elections Results  
- Introduction - New Executive  
- President Address

11:45 a.m. - Adjournment and Major Door  
Prize Draw

12:00 noon - New Executive Meets

You must be in attendance at the time of draw  
to be eligible.

Available throughout Conference:  
Dept. of Government Relations  
- Consultations

**ROOM 186**

S.A.M.A. Consultations  
**Galaxy B**

**EXHIBITS**  
**All Three Days - Galaxy B**

**NOTICE!!!**

The Travelodge Hotel, Saskatoon  
offers the following  
special rate for on-site Convention Rooms

**Single or Double - \$85**

**Phone (306) 244-8881**

**Please book by May 4th, 2003  
& advise you are with the UMAAS Group**

**ADVERTISING RATES - UMAAS UPDATE**

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

	<b>Member</b>	<b>Other</b>
Page	\$150	\$200
½ 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.

For Your 2003 Board of Revision

Select

**Gord Krismer &  
Associates Ltd.**

Combined, the three panel members  
have over 70 years experience in mass  
appraisal in all facets of property  
assessment.

For more information contact:

**Gord Krismer**

Phone: (306) 584-3429

Fax: (306) 585-6941

Email: gord@krismer.ca

**“Your decision making made easier”**

**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](http://www.hrs-stress.com) E-mail: [hrs2@sk.sympatico.ca](mailto:hrs2@sk.sympatico.ca)  
24 HOUR SERVICE/7 DAYS A WEEK  
**1-800-305-4477**