

2006 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)

EMAIL ADDRESS: _____

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" } Please (Standard) } state which	\$105.00	_____	_____	_____	_____
3) "A" OR } ADVANCED LEVEL I } Please state SUPERIOR "A" OR } ADVANCED LEVEL II } which	\$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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EDITOR - Richard Dolezsar, R.M.A.
Hudson Bay, SK. S0E 0Y0
Executive Director UMAAS

CONTRIBUTING DIRECTOR
Cathy Coleman, Watson
Director Division No. 5

Phone: 865-2261 Fax: 865-2800
email: umaas@sasktel.net
website: www.umaas.ca

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YOUR BOARD OF DIRECTORS 2005-2006

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President's Message

- Kim Gartner - Macklin

Plus 14 degrees and its November 21st, WOW! This is why we continue to live in Saskatchewan, I think we should start marketing ourselves as a winter travel destination. An all inclusive, seven day, three town vacation for only \$329.00. You start your vacation in Macklin at the lovely Gartner Villa where you will enjoy a revitalizing two days of entertainment (watching my children) and a diverse menu of ethnic foods (whatever is on the menu at the arena booth). You will then enjoy a scenic cruise of Highway 14 with your second stop being the Hotel Brooks. Here you will spend two more fun-filled days, including a side excursion onto a CP freight train (yes, you can blow the whistle). Chef Julie prepares full seven course meals in her renowned kitchen (also known as "Hell's Kitchen"). You will once again board your cruise bus and head for your final destination "Toye Towers". Here you will be treated to excellent Chinese cuisine, homemade wine and full body massages supplied by your hosts Jim and Colleen. One final opportunity to visit the liquor store or the Gold Eagle Casino and you are off back home. Don't forget your swim trunks, sun tan oil, sleeping bag and tent as some items are not included.

Where did that come from? Well, we have spent an entire year celebrating our 100th year in Confederation and maybe we need to look at what we can do different. After meeting and speaking to many people who returned to the province for celebrations we should all be questioning how we view and market ourselves as communities. As administrators, we have the ability to present a positive image of our communities every day of the week. As vital members of our communities let's be proud of our accomplishments and the role we have played in the development of this province. At the same

Executive Director's Editorial - Richard Dolezsar, RMA

Most of us have now attended workshops on the New Municipal Act and are busy preparing new Bylaws for dealing with Nuisances, Public Notice and Administration of our Municipalities under the new Act. Quite a way to finish up the year when we are normally trying to finish up all the jobs we have put off during the year, to clean up when we get "caught up" just before year end. The New Act effective January 1, 2006, while giving Municipalities new powers and flexibility also brings with it increased accountability and responsibility. Many of these responsibilities and the accountability that goes with new authority will end up on the shoulders of Municipal Administrators so keep your head up and be prepared.

One of the goal areas included in our new Strategic Plan is "Compensation", with the goal of keeping our Salary Guideline in a fair, equitable and credible position. The 2006 Salary Guideline appears on Page 4 of this Newsletter and reflects a 2.5% increase over 2005. In the future, in addition

time we need to be leaders, with the ability and willingness to change, in order to guide our communities into the next 100 years.

The next century for Saskatchewan municipalities begins with the introduction of a new Municipal Act. By now hopefully every administrator has taken advantage of the act preparedness workshops. Hats off to the working committee and the presenters for a well-planned and thought provoking series of workshops. It is now incumbent on us as administrators to ensure our municipalities have the proper bylaws and procedures in place. The manual presented to every workshop participant will be extremely helpful and should be used in conjunction with the Government Relations website, Municipal Advisory Services and advice from fellow administrators.

As an Association we are just completing a renewal process of our Strategic Plan. Our original Strategic Plan was articulated in 1998 establishing a five-year goal horizon. Through this renewal process we will ensure that the Association activities are in tune with the membership goals and that we act in a positive and proactive manner. As your Executive we represent the interests of the membership on many Boards and Committees. It is imperative that we know and understand the values and long term goals we hold as an Association.

This has been an exceptional year for all communities in this Province and we should take great pride in the service we are providing to our communities. With the new year fast approaching, and a new Municipal Act on the horizon, we can be guaranteed that our jobs will be just as challenging tomorrow as they were 100 years ago. On behalf of the entire Executive, UMAAS staff, myself and my family may everyone have a wonderful and safe Christmas season.

to surveying Saskatchewan Municipalities, your Executive intends to gather comparable information from other professional organizations which reflect the level of responsibility associated with municipal management as additional background information in preparation of our annual Salary Guideline. We realize there are many variances within municipal situations and it is extremely difficult to develop the perfect formula. We are making a sincere effort in this regard and have found from surveys that over 70% of our membership, particularly in larger communities, use the Salary Guidelines in their individual negotiations with Council. So again, although not everyone is on schedule it is definitely a very worthwhile exercise and a valuable tool for our members benefit.

I'd like to take this opportunity to wish everyone the best in the upcoming holiday season. Celebrate safely, enjoy your families and be as happy as you want to be!

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.

Board of Examiners Report

The Urban Board of Examiners met on Tuesday, October 25, 2005 at 7:00 p.m. via conference call.

The Board has passed the necessary motions to have the NACLAA Program recognized for credits by the Urban Board of Examiners. These credits are to be utilized to acquire Advance Level Certification.

A discussion was held regarding Administrators not completing the necessary paper work and making application for a Conditional Certificate. Some applicants wait till they have completed the necessary hours of experience required, which could mean that they are working in the field for approximately 2 years with no certificate, and then making application for their Standard Certificate. The Board feels that this is an education process and that UMAAS should look at some avenues to educate Council members of the necessary requirements and process to ensure that their Administrator is properly certified.

The following certificates were issued:

Permits:

Melinda Hammer - Village of Richmond

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

Conditional:

Deanna Braun - Town of Hague
Shandy Claypool - Village of Leask
Joanne Hamilton - Town of Nokomis
Melody Mills - Village of Stenen
Elaine Moosomin - Village of Cando

Standard:

Pam Armstrong - Village of Beatty
Jason Chorneyko - Town of Wynyard
Gail Dakue - Town of Kipling
Judith Graham - Village of Kisbey
Glenda Hislop - Town of Arcola
Richelle Raffey, Assistant - Town of Kipling
Valerie Schlosser - Village of Viscount
Lila Sippola, Assistant - Town of Whitewood
Brenda Thiessen, Assistant -
Village of Caronport
Lee Torrance - Village of Smiley
Angelika Walker, Assistant -
Town of Rosetown
Regan MacDonald - Village of Dodsland

Advanced - Level 1:

Susan Chase - Town of Herbert

UMAAS 2006 SALARY GUIDELINE

POPULATION 1000 & OVER

Points	1000 - 1499	1500 - 2999	3000 Plus
1-3	43,029 - 47,053	47,053 - 51,783	61,853 - 65,963
4-6	47,053 - 51,098	51,783 - 56,481	65,963 - 69,932
7-9	51,098 - 56,481	56,481 - 61,200	69,832 - 75,305
10-12	56,481 - 61,864	61,200 - 65,963	75,305 - 78,000
13-15	61,864 - 63,865	65,963 - 69,932	78,000 - 80,687

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 2006 SALARY GUIDELINE

POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1-2	10.00/hr - 11.63/hr	11.63/hr - 13.38/hr	24,206 - 28,240	31,122 - 33,623
3-5	11.63/hr - 13.38/hr	13.38/hr - 14.79/hr	28,240 - 32,949	33,623 - 37,657
6-8	13.38/hr - 14.79/hr	14.79/hr - 16.31/hr	32,949 - 37,657	37,657 - 44,377
9-12		16.31/hr - 17.95/hr	37,657 - 44,377	44,377 - 51,098
13-17				51,098 - 56,481

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 2006 SALARY GUIDELINE

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

1. Represents a 2.5% increase from the 2005 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.

Administrator Profile

Cathy Coleman - Town of Watson

I was born and raised in Quill Lake, Saskatchewan where I lived until I graduated from High School in 1976. I then moved to Saskatoon, where I attended Saskatoon Business College. In 1979, I returned to Quill Lake to raise my two children, Tanya and Todd.

In 1990, I took the position of Assistant Administrator in the combined office of the Village of Quill Lake and the RM of Lakeside No. 338 under the direction of Administrator Judy Kanak. In 1993, I enrolled in the LGA program and received both my Rural and Urban C Certificates in 1995. I continued

working in Quill Lake until January of 1997 when I assumed the position of Administrator for the Town of Star City. In September of 1998, I moved to Watson where I still reside and work as the Administrator in the Town Office.

I am currently living with my special friend Bob on an acreage just outside of town right across the road from the No. 4 tee-off of the McNab Regional Park golf course. Life couldn't be better. Over the years, my life experiences have taught me that life is not just looking forward to the destination, but to enjoy the journey along the way.

Editorial

Cathy Coleman, Administrator, Town of Watson Director Division No. 4

As I sit here contemplating a topic to write on, it comes to mind that I am doing it again - procrastinating!!! Today is the deadline to have this into the Director. If you're like me, you've been in this predicament before. We sometimes think that it is easier to put off the unknown than to deal with it head on. Writing this article and having it printed so that everyone can read it is unknown territory for me.

Have you ever sat down to start something that you do not want to do? Not that you don't want to, but you are unsure of the procedure. Or you have to make that phone call that you really don't want to because you're not sure of the reaction at the other end. It seems that everything else on your desk becomes priority.

Well, I've been there. You let it sit in the back of your mind always lying on the edge of your thoughts. The longer you wait, the bigger the job becomes to you. Then in a panic you set yourself up to do it. You make that first phone call - surprisingly the person on the other end is happy to help you. You get down to business and it's done before you know it. Now that wasn't so bad, I should have done it long ago. Well, the new year is coming - my New Year's Resolution - don't put off until tomorrow what I can do today.

I joined the group of UMAAS Directors at our annual Convention in June of this year, and attended my first Directors' meeting in September. As I sat back and listened to this group, I realized the wisdom and dedication that these people hold. I know that being a part of this will enrich me and inevitably help me in my profession.

My first big involvement was to sit down with the group under the guidance of Peter Krebs of Prud'Homme, and work

on our new UMAAS Strategic Plan for the next five years. As our previous plan had run its course, we were now to plan for the future. In the last few years we, as administrators, have seen many changes in our field, and continue to be challenged with big changes in the future.

One of our objectives is to ensure adequate access for training to prepare for the new Municipal Act and subsequent information after the implementation of the Act to deal with inevitable issues that will arise along the way.

In our plan, we also want to focus on bringing attention to our members and municipal employers the value of continued education and professional development of municipal administrators, while at the same time endeavoring to ensure administration compensation packages are fair and equitable within the management market place. By utilizing our association with SUMA and the "Urban Voice", we hope to convey to Councils the amount of professionalism and guidance that is brought to the table through their Administrator. We also hope that Councils will recognize the importance of encouraging their Administrator to be involved in our Association through the attendance of workshops and our annual Convention.

I have touched on a couple of issues of our new Strategic Plan in progress. In conclusion, over the next five years, our Association will continue its work to maintain the integrity of our status as a publicly recognized professional organization specializing in municipal government administration.

As Christmas is just around the corner, I wish everyone a fun and safe holiday with family and friends.

Community Profile

Town of Watson

The Town of Watson is located in the south central part of the Province at the intersection of Highways No. 5 and 6, 200 km north of Regina, 150 km east of Saskatoon, 200 km south of Prince Albert, and 200 km west of Yorkton. Watson, with a population of 800, is primarily agricultural based with pockets of small industry throughout the area.

Watson was incorporated in 1906 and next year will be our 100th birthday! We will be celebrating with a homecoming July 28, 29 and 30.

We have a very active minor sports committee, which looks after the ball in the summer and hockey during the winter. We are the home of the Watson Rockets "AA" Midget hockey team. If your kids are not interested in ball or hockey, we have a very active dance club which offers jazz, tap, ballet and highland dance instruction.

In 1999, McNab Regional Park, located within the boundaries of the Town, received a complete overhaul. The golf course was doubled in size and made into grass greens. A new larger swimming pool was installed at the new location, and a new large club house/pool house was constructed. We also increased the number of campsites, all of which have complete services. In the past five years the Park has matured into a beautiful course and while the weather is nice, is a busy little place.

Lastly, as you drive into Watson, you will be greeted by a 25 foot Santa Claus. In 1932, Jake Smith decided that he should dress up as Santa and give out candies to the children of the Town. This was to be the first Santa Claus Day ever recorded; thus Watson has been known as "Home of the Original Santa Claus Day."