

UMAAS UPDATE

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2012 SALARY GUIDELINE CODE OF ETHICS SHARE THE LOAD YOUR BOARD OF DIRECTORS 2011-2012

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Richard Dolezsar, RMA
Editor & Executive Director UMAAS,
Box 730,
Hudson Bay, SK. S0E 0Y0
Phone 865-2261 Fax 865-2800
website: www.umaas.ca
email: rdolezsar@sasktel.net

Eileen Danyluk,
Executive Assistant,
UMAAS Executive Office,
Box 603,
Hudson Bay, SK. S0E 0Y0
Phone 865-2825 Fax 865-2800
email: umaas@sasktel.net

President's Message

**- Shelley Funk, President
UMAAS**

Only 6 weeks left in 2011! It seems only yesterday that we were enjoying the beautiful June day at the Warman golf course during the Convention! And yet, so much has happened. One thing that our occupation is not, is boring! Challenging, frustrating, complicated, overwhelming, and comical yes! But never boring. And having the right tools to be able to do our jobs effectively is becoming more important than ever.

One of the most useful exercises that my municipality has undertaken recently is review and implementation of a new Official Community Plan and an updated Zoning Bylaw. These documents, created through a public process, provide Councils with a long term framework for development. The OCP outlines development goals, objectives and policies. It identifies the role of the Municipality, and what the developer, residents, and other contributors are responsible for. This creates certainty and consistency, so that everyone feels they are being treated the same. The Zoning Bylaw provides the CAO/Administrator, as Development Officer, new and better regulatory and enforcement tools for building and development.

I would really encourage all communities to consider implementation of an OCP and a new Zoning Bylaw. Without these tools councils and administrators are much less able to support and control appropriate development. Taxpayers will

have a better sense of ownership of the community if they participate in creation of long term plans and policies. And you as Administrator will be able to enforce these policies. I encourage you to talk to Community Planning officials to determine how you can implement these bylaws, whether on your own or in partnership with other communities.

The consistent thread in our work these days is the ongoing need for education, knowledge and training. So, I am off to the Prince Albert Bylaw Enforcement/Policy workshop tomorrow, and I hope that many of you will be able to attend these workshops. Please provide your feedback so we can continue to provide you with the educational tools that are important and relevant to you.

In two weeks our Board will meet in Regina for the pre-Christmas meeting. We will hopefully have an opportunity to meet informally with the Minister of Municipal Affairs, Darryl Hickie, and some of his staff, to convey the concerns and issues that you have communicated to us. Your Board represents you very well at these meetings, so please continue to provide them with your feedback through emails and phone calls.

I hope that all of you have a wonderful festive season, that your year end goes smoothly, and that you are able to enjoy time with family and friends. See you all in 2012!

Executive Director's Report

**- Richard Dolezsar,
RMA**

"SHARE THE LOAD"

Welcome to our 2011 Final Edition. As usual there seems to be a brief respite near the end of the year's last quarter where we have the opportunity to breathe a little easier as our Municipalities' priority projects near completion or are at least far enough along that they are now mostly carried by their own momentum.

There is a problem, or perhaps it is really an opportunity, with having a bit more time on your hands for those of us who are used to operating at high revs for most of the year. That is, we begin to look ahead, to visualize what the goals and objectives of our Organization will be, for the year ahead. The list immediately begins to grow as we look at our Municipalities' long term planning needs, capital infrastructure projects which are needed to preserve our Communities' services and competitiveness and begin searching for programs which could provide the sorrowfully needed funding resources to achieve them. Soon we are back in our comfort zone, or should I say "no comfort" zone, realizing that the tasks which lay ahead will be even larger challenges than those we have left behind the

previous year.

As individual Administrators or CAO's we must be careful not to assume the entire weight on our shoulders. Most times there is no quick fix for our local issues. Remember the old anecdote that slow and steady wins the race and success will come to those who work at it. In doing so, you must share the load by building consensus within your Council, Committees, Staff and Community as a whole. Remember to always trust the process to end up with a plan that is right for your Community and one that is more likely to be achieved because of the broad support within. Hopefully in doing so, you can share the responsibility with others, improve the projects chance of full success and lighten the load on your shoulders.

While wishing you all a very Merry Christmas and Happy New Year, I'd like to leave you with a couple of thoughts to ponder as you prepare for the year ahead.

- ❖ Ideas are funny little things, they don't work unless you do.
- ❖ It's better to look ahead and prepare than to look back and regret.

UMAAS 2012 SALARY GUIDELINE POPULATION 1000 & OVER

Points	1000-1499	1500-2999	3000 Plus
1 - 3	53,400 - 58,400	58,400 - 66,000	76,850 - 81,840
4 - 6	58,400 - 63,400	66,000 - 72,000	81,840 - 87,000
7 - 9	63,400 - 70,000	72,000 - 78,000	87,000 - 92,000
10 - 12	70,000 - 76,000	78,000 - 85,000	92,000 - 96,000
13 - 15	76,000 - 80,000	85,000 - 92,000	96,000 - 100,000

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 2012 SALARY GUIDELINE POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1 - 2	15.25/hr - 17.00/hr	20.00/hr - 22.00/hr	30,000 - 35,360	38,600 - 41,725
3 - 5	17.00/hr - 21.00/hr	22.00/hr - 24.00/hr	35,360 - 41,000	41,725 - 46,720
6 - 8	21.00/hr - 25.00/hr	24.00/hr - 25.50/hr	41,000 - 46,720	46,720 - 55,000
9 - 12		25.50/hr - 27.00/hr	46,720 - 55,000	55,000 - 63,400
13 - 17			55,000 - 60,000	63,400 - 70,000

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 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 2012 Schedule reflects a median adjustment of 3% with consideration of recent average Saskatchewan settlements and some recalibration of the 2012 guideline based on 2011 survey analysis.
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.

Administrator Profile

Administrator, Town of Unity

I was born and raised in Dinsmore, Saskatchewan. My career in Local Government began with the Village of Mildren in 1997. I obtained my Urban Standard Certificate in September of 1999. In 2000, I moved to Oxbow where I assumed the Administrator position for five years.

Aileen Garrett

UMAAS Director, Division 4

Currently I am the Administrator for the Town of Unity. I am married to Randy and have four daughters, Jacky, Christa, Courtney and Jaime. On October 15, 2010 we were blessed with a beautiful addition to our family, granddaughter Madison Leigh.

Community Profile - Town of Unity

The Town of Unity is "A Good Town In a Good District". The community is located 200 km west of Saskatoon, 90 km southwest of North Battleford.

Widely praised as a clean and beautiful Town, in 2003 the Town of Unity became the first Saskatchewan Community to win the National Communities In Bloom competition. Approaching 2500 in population, the Town of Unity has benefited from and contributed to the success of Saskatchewan. An industrial and retail center, the Town of Unity is well known for the local Sifto Salt Mine, transportation advantages as a result of the CNR and CPR main rail lines, inland grain terminals, oilfield servicing businesses, Delta Co-op facilities, agriculture service sector and a vibrant downtown business Community. In recent years, significant developments in the Town of Unity include the construction of a long-term care

facility at the Unity and District Health Centre, Luther Place adult-living condominiums, Parkview Place affordable seniors living facility, Prairie Moon Inns and Suites, Delta Co-op Garden Market Food Centre, Moody's Equipment, North West Bio-Energy Ethanol facility, and currently the Unity Group Home facility.

Residents of the Town of Unity are forward-thinking, with committees such as the New Pool Facility Committee, Ground Floor Hall Committee, Day Centre Facility Committee, and the Licensed Day Care Facility currently examining and promoting projects. Prepared for growth, the Dickson Residential Subdivision and Moffat Commercial Subdivision boast prime and abundant developed property in Unity. For many reasons, the future outlook for the Town of Unity is very positive.

Executive Editorial

As the end of 2011 is just around the corner, I would like to take this time to thank all Administrators/CAOs for their dedication to the Local Government Administration field. Administrators are a rare breed, one that is very strong minded and well a little crazy. I know it helps most of us get through the day. Reflect on 2011's accomplishments and failures, so that you can prepare for 2012 and do it all over again. Learn from your mistakes, and let go of the bad stuff. Remember don't take anything personal.

I have enclosed the Urban Municipal Administrator's Association Code of Ethics that governs our conduct as a public servant. Please read it but more importantly..... live it!

1. Be dedicated to the concepts of effective and democratic local Government by responsible elected Officials and believe that professional general Administration is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by Government and maintain a constructive, creative and practical attitude toward Municipal local Government and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the members may merit the respect and confidence of the elected Officials of other Officials and employees, and of the public.
4. Recognize that the chief function of local Government at all times is to serve the best interest of all the people.
5. Submit policy proposals to elected officials, provide them with facts and advice on matters of policy as a basis

- Aileen Garrett

Director - Division 4

for making decisions and setting Community goals, and uphold and implement Municipal policies adopted by elected officials.

6. Recognize that elected representatives of the people are entitled to the credit for the establishment of Municipal policies, responsibility for policy execution rests with the members.
7. Refrain from participation in the election of members of the employing legislative body and from all other political activities which would impair performance as a professional Administrator.
8. Keep the Community informed on Municipal affairs; encourage communication between the citizens, and all Municipal officers; emphasize friendly and courteous service to the public; seek to improve the quality and image of public service.
9. Resist any encroachment of professional responsibilities believing the member should be free to carry out official policies on the basis of principal and justice.
10. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions and discipline.
11. Seek no favour; believe that personal aggrandizement or profit secured by confidential information or misuse of public time is dishonest.

I wish everyone a safe and happy holiday. Enjoy your family and friends. Take care and see you in the new year.

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E.F.A.P.

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