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President's Message

Well I wonder what 2016 will bring us Municipal CAO's, Administrators and Clerks? With the 2015 Federal Election, the 2016 Provincial Election and the upcoming 2016 Municipal Elections, a lot of change could be on the horizon. As we all know, change is inevitable, as Heraclitus stated "there is nothing permanent, except change."

Changes we will be facing this year include; changes in relationships between the Federal and Provincial levels of government- how will this impact local municipalities; changes which may be a result of the Provincial election with regards to Provincial programs, funding and shifting of responsibilities; changes at the local level with municipal elections and how that may impact what planning has been going on in your community-impacts to future years planning; and preparation for the upcoming 2017 Assessment Revaluation cycle where assessment class shifts will be taking place and we will be the ones responsible to mitigate shift changes, tax policy changes and/or corrections. Was I leaving out much so far?

Your UMAAS Executive Convention Committee has been working very hard at preparing for the 2016 UMAAS Convention. This year's theme is "You are the Managers of Change". More fitting I think, in what we must deal with on a daily, monthly or yearly basis.

The Convention Agenda is filled with a number of great sessions such as; Tenders, RFP, RFQ's - Steps and Differences; Council vs. Manager roles; Planning and Subdivisions; and Local Authority Freedom of Information and

- Rodney Audette RMA, President; UMAAS

Privacy (LAFOIP), just to name a few. When you have time to review this year's Convention Agenda, I am sure you will agree, it is packed with lots of informative sessions, workshops and keynote speakers.

In looking back to previous newsletters, I see that in April 2010 it was noted approximately 50% of our UMAAS members would be able to consider retirement. Well it is six years later and I know there have been a lot of new faces each of the past few years at the UMAAS Convention and I am sure this year will be no different. On behalf of the Executive members and UMAAS Administrative staff, welcome to this great profession! This Annual Convention is your opportunity to not only further your education needs but also to meet new friends and expand your network of colleagues. And if time and passion permits, golf the afternoon away, take in a pre-arranged tour or simply relax back at the hotel and contemplate how to prioritize the work back at the office!

So as the UMAAS Convention Committee prepares for the upcoming Convention, I wish you all the best as you work hard at finishing up the annual assessment rolls, finalize the 2016 Operating Budgets and Capital Works Budgets, prepare for upcoming elections and maybe have some time to plan a summer vacation.

On behalf of the UMAAS Executive, I look forward to seeing everyone in Saskatoon June 7-10, 2016.

Take care and be safe!

Executive Director Editorial

- Richard Dolezsar, RMA

Exciting times are ahead of us with a multitude of events aligning themselves in the months ahead. Firstly we have Human Resource Workshops planned in conjunction with RMAA coming up in April, followed by a series of Election Workshops taking place from May 25th to June 2nd and then of course the 61st annual UMAAS Convention coming up June 7th to 10th. You will receive full information on all of these events under separate emails which will include additional details and registration forms.

Another exciting item for those who have either retired in the past year or are planning for retirement in the future is the establishment of a Retirement Benefits Program Option for Municipal Retirees. The Saskatchewan Municipal Retiree Association, (SMRA) is a not for profit organization setup to house the administration of a new post-retirement health, dental and travel benefit plan for municipal retirees in Saskatchewan. The **SMRA Retiree Plan** allows Saskatchewan municipal employees to easily transition from their group plan coverage to an individual health and dental plan. The SMRA Retiree Plan is open to municipal retirees from urban municipalities, rural municipalities, northern municipalities and school divisions with the exclusion of teachers. Employees planning to retire must apply within 60 days of retirement. Municipal employees who have previously retired in 2015 and 2016 are also invited to participate in the SMRA Retiree Program **and their deadline for submitting applications is April 1, 2016.**

The Saskatchewan Municipal Retiree Association (SMRA) is a committed board of recent municipal retirees that strongly believes in the strength and viability of this new Benefit Plan. The goal of the SMRA is to provide municipal employees with enhanced options for their consideration as retirement health and dental plans are considered for themselves and their families.

On another matter, I thought it would be useful to publish the following summary respecting:

"Requirements to become an Urban Municipal Administrator in Saskatchewan"

All urban municipalities over 100 population in Saskatchewan must employ an Administrator who possesses a valid certificate from the Urban Board of Examiners.

There are 3 levels of certification depending on education and experience. A Standard certificate is the minimum certificate required for a municipality over 100 population.

There are 2 requirements to obtain a **Standard Certificate**:

1) Education :

The applicant must possess one of the following:

- a) Local Government Authority Program from the University of Regina
- b) 2 year Public Admin or business admin certificate from a college of technical institute acceptable to the board
- c) a degree in commerce, business or public admin from an accredited university

2) Experience:

Applicants must have a minimum of 1800 hrs (1 year) of experience in a municipality & demonstrate proficiency in a prescribed list of duties.

Generally the best way to be trained is to work in a municipality as an assistant administrator, etc under the supervision of a certified administrator. The supervising administrator can then fill out the required training document to submit with the Standard application after a year, providing the applicant also has the required education.

Uncertified people may apply for jobs as urban administrators. If hired they would apply to the Board of Examiners for a Conditional Certificate. This certificate would allow them to work as an administrator until they qualify for a Standard certificate. During this time the applicant must be mentored by a qualified mentor. After a minimum of 1800 hrs the applicant would be required to have an independent office inspection. Generally Conditional certificates can be issued for a period of up to 2 years (the usual time to complete the LGA program) but the length depends on each individual applicant's situation.

People who possess other educational qualifications would have to have their transcripts reviewed by the University of Regina to determine what credit, if any could be given toward the Local Government Authority program.

A Standard certificate can also be granted to anyone who possesses a certificate of qualification from a fraternal municipal body in another province.

We get a number of calls every month from Mayors and Councillors across the province, particularly from smaller centers who are having difficulty recruiting or retaining administrators. It may be useful to keep this information in your office for their future reference.

"Remember, no matter how many candles you blow out this year, there's one gal who will always think of you as young, strong, and handsome – your mother."



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Why you should attend the UMAAS Convention

- Chris Costley - Director Division 2 - 2016 Conference Chairman

Municipal administration is a constantly evolving profession because it is influenced by changing provincial and federal governments, each with their own agenda, ideology and priorities, and a variety of trends in public policy in general. This is in addition to the fact that municipal councils also change regarding their agenda, ideology and priorities with each election, and you need to have contacts in the municipal profession whom you know have already done what you are being asked to do and can provide guidance. The UMAAS Convention can help you with all of this and is therefore the single most important part of your professional development.

Choosing not to attend increases the likelihood that your municipality will remain unaware of changes and trends and the best practices others have employed to respond to them. As a result, you contribute to ensuring that your municipality is less innovative and ultimately less attractive than other municipalities.

As the administrative head of your municipality, it reflects badly on you if it becomes evident to your Councillors and the general public that you are not aware of changes and trends in municipal government. It is also damaging to your professional image if you make mistakes

that could have been avoided had you been knowledgeable about best practices.

How badly your Councillors feel they need you ultimately depends on their belief that you have knowledge that they don't have so it is crucial that you keep up-to-date and informed regarding all new developments and best practices. A clearly demonstrated value to the municipality ensures that you will be compensated properly for your efforts and well-treated by your Council.

We've also added to the amount of time available for you to interact with other administrators in your division and we hope you'll take this opportunity to discuss some issues you are facing in your municipality as I'm sure you'll find that many others are dealing with the same issues and can offer some advice.

In addition to ensuring the Convention is informative, we put a lot of effort into making sure the Convention is fun. This year will feature a Casino Night, a Women on the Go Tour to Humboldt, and golfing at the Rosthern Valley Regional Park. If nothing else, the UMAAS Convention is an opportunity for you to leave the stresses of your office at the office and I'm sure you don't get enough of those.

CAO Profile

Born and raised in Lafleche, Sask. I couldn't wait to escape my small community once I graduated from high school in 2004. I enrolled in the College Of Commerce at the University of Saskatchewan and had hopes of acceptance into accounting, but with the stiff competition I had to settle for an Agricultural Management major, taking my free senior and open electives in agriculture. Shortly thereafter, I had a phone call from my home town RM Reeve and a Councillor, looking for an RM Administrator. The thought had never crossed my mind to apply for municipal administration. My high school sweetheart had just bought his first quarter section of land and we were engaged. Moving home never looked so good.

I began employment with the RM of Wood River #74 in late Dec 2007, once finals were over. I finished my last semester by correspon-

- Brekke Masse - Town of Lafleche

dence and between learning a new job, getting married and having a couple babies, with one more on the way, I finally convoked from the U of S in 2013 and received my RMA designation shortly after. I took on the CAO position for the Town Of Lafleche in June 2015. I anticipate receiving my Standard certification this June and have recently applied for my "A" certification with the Rural Board of Examiners. As busy as my life seems, I'm very lucky that I love my job and still get excited to go to work every day (for the most part).

My husband and I have three beautiful and healthy children. We reside on my family farm that I grew up on where we are actively involved with my husband's family's farming operation. Besides the time I spend with my family and work I enjoy playing volleyball, curling, yard work and cooking.

Community Profile

The Town of Lafleche gained its town status in 1953. It's a beautiful community, located on the Red Coat Trail- Highway #13 in southern Saskatchewan and is minutes away from the attractive and bustling Thomson Lake Regional Park.


The Town offers many amenities ranging from education, sport and business. There is a Kindergarten-Grade 12 school, which includes a Pre-K program and an attached government subsidized daycare. The school is located right next to the sportsgrounds which features 4 ball diamonds, splash park, skating rink, curling rink, and 12 full hook-up campsites. The local library is one of the busiest in its region; as well as a local museum that is filled with many artifacts and displays for all to enjoy and open weekly during the summer months. Other groups active in the community are: Club 50, Lafleche and District Music

- Town of Lafleche

Festival Association, Lafleche Rec. Board, Minor hockey and minor ball associations, quilting, places of worship, Lions Club, plus many more.

The Town of Lafleche has seen diversified growth, most visibly over the last five years. There has been numerous homes constructed and refaced along with new business opportunities. The Town has implemented curb-side recycling and is proactive in promoting recycling throughout the community. The Town is in the final stages of completing the draft zoning bylaw and has worked alongside the surrounding municipality to create an official community plan.

The Town takes pride in what it has become and where it is going. It is always exciting to live and work in a community that works together to maintain a safe, fun and prosperous place to live!



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Board of Examiners Report

March 17, 2016

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Geraldine Kreway	Ituna
Heidi Berlin	Wapella
Eileen Prosser	Dundurn
Tammy Sloan	Tompkins
Marcy Johnson	R.V. South Lake
Victoria MacDonald	La Ronge
Amy Sittler	Dodsland
April Boucher	N.V. LaLoche
Kelly Dodd	Wadena

Advanced Level 1:

Kevin Trew	Carrot River
Michelle Cruise Pratchler	Glen Harbour

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 Counseling Service.



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Email: atouet@wlawgroup.com

Mr. Touet is under annual retainer to your Association and is available to members for initial consultations.

2016 UMAAS Conference NOTICE!!!

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offers the following
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June 7th - 10th, 2016

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\$169.00 - Business Class

Phone (306) 242-8881

**Please book by May 6th, 2016
and advise you are with the UMAAS**