

URBAN MUNICIPAL ADMINISTRATORS'

ASSOCIATION

OF

SASKATCHEWAN

POLICY BOOK

Updated to November 17, 2017

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Issue | Address Book  
Updated | November 17, 2017

**UMAAS EXECUTIVE**  
updated: November 17, 2017

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Gordon Barnhart	SUMA President				
Sk Govt Relations				787-2680	

**Policy #** | **3**

**Issue Updated** | Minutes

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## **MINUTES**

1. Circulation of Minutes after Meetings:
  - (a) Within 14 days of the meeting
  - (b) Annual Convention - on or before October 1st

<b>Policy #</b>	<b>4</b>
<b>Issue</b>	Travel Rates
<b>Updated</b>	January 1, 2017.

To follow Public Service Commission rates

**MILEAGE RATES**

1. Travel Rates:

- (a) Kilometer .54 cents

Effective January 1, 2017

To follow Public Service Commission rates

- (b) Travel & Sustenance:

Per Diem	\$38.32 plus 2.68 GST	\$41.00
Breakfast	13.34 plus .66 GST	17.00
Dinner	13.34 plus .66 GST	17.00
Supper	17.76 plus 1.24 GST	19.00

- (c) The Association will pay a daily remuneration rate of \$150 per day only in instances where an Executive Member is required to use ETO, Holidays or other leave, including Leave of Absence from their regular employment which would result in an immediate or eventual monetary loss to the Executive Member.
- (d) The Association will pay travel expenses for meetings held at the SUMA or UMAAS Conference whereby the Executive Member is not being reimbursed by their employer for same.

<b>Policy #</b>	<b>5</b>
<b>Issue</b>	Membership Fees
<b>Updated</b>	January 1, 2015

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**MEMBERSHIP DUES**

1. 2017 Membership Dues:

ASSOCIATE or CONDITIONAL	145.00
REGULAR	185.00

(D & C, Standard, A or Adv Lvl I, Superior A or Adv Lvl II)

GST Included

2. **Notice of Dues:**

(1) Membership notices be mailed before January 1st in each year.

\* (2) Executive Director to submit "standard" letter on or before April 15th requesting payment of membership fees by the annual Convention date, otherwise their name will be struck from the Register and a \$25.00 reinstatement fee will apply.

\* "Standard" letter attached.

(3) Additional letters as per disciplinary policy to be forwarded to all administrators at the dates of mid July, mid September and mid November by the Executive Director.

**RE: 2017 U.M.A.A.S. MEMBERSHIP**

Upon a review of our current membership registry it is noted you have not yet paid your 2015 membership.

As Executive Director I wish to remind you of the requirements of Section 18(1) of the U.M.A. Act which states,

"No person other than a person whose name appears in the register shall serve or hold himself out as qualified to serve as an administrator."

Should your name be struck off the register there is, under Bylaw No. 1-00, a \$25.00 fee for reinstatement. Also, membership is a prerequisite of registration and attendance at our annual Convention.

In view of the above I would recommend payment of your annual membership fee prior to our June Convention. Any memberships not paid by that time will be struck from the register and subject to the reinstatement fee. The Ministry of Municipal Affairs and Saskatchewan Urban Municipalities Association will also be advised of administrators in communities of 100 population or over who have not complied with Section 18 of the U.M.A. Act.

I trust this matter warrants your immediate attention.

Yours truly,

URBAN MUNICIPAL ADMINISTRATORS  
ASSOCIATION OF SASKATCHEWAN

Executive Director

RD/tp

<b>Policy #</b>	<b>6</b>
<b>Issue Updated</b>	Disciplinary

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## **DISCIPLINARY POLICY**

### **A. MEMBERSHIPS**

late April	Standard letter sent to all Administrators who have not obtained current year membership.
mid July	Second letter to Administrator to warn that a letter will be sent to the Mayor within 60 days where membership is required by legislation.
mid September	Registered letter to Mayor and copies to the Administrator and Saskatchewan Urban Municipalities Association and the Ministry of Municipal Affairs.
mid November	Legal notice in the Regina Leader Post and Saskatoon Star Phoenix stating that the individuals have been removed as members and can no longer use the R.M.A. designation.



## **B. COMPLAINTS**

### *GENERAL PROVISIONS*

When a written complaint is filed with the Executive Director of the Urban Municipal Administrators' Association of Saskatchewan on account of any act or omission carried out by a registered member of UMAAS, the Executive Director shall examine the nature of the complaint and direct the complainant in accordance with the complaint procedures herein. Any matters of concern shall be forwarded by the Executive Director to the UMAAS Disciplinary Committee for review.

Matters shall only be considered by the Disciplinary Committee if the complainant is able to clearly demonstrate a breach of a bylaw adopted by UMAAS, which may include a breach of its Code of Ethics, or a breach of the Criminal Code of Canada. The burden of proof rests with the complainant and there is a presumption of innocence until sufficient proof, at the discretion of the Disciplinary Committee, has been provided.

### *COMPLAINT PROCEDURES*

The complaint procedures shall be as follows:

- 1) The Executive Director shall consider whether the matter is a breach of a bylaw adopted by UMAAS by a registered member and advise the complainant in writing if the complaint is unrelated.
  - a. All other complaints, with the exception of a breach of the Criminal Code of Canada, shall be considered outside the scope of the UMAAS Disciplinary Committee and may be filed with the Council of the municipality, Ombudsman Saskatchewan, and/or law enforcement depending on the nature of the concern.
  - b. The complainant should contact Municipal Advisory Services to clarify any pertinent legislation and interpretation thereof.
- 2) If the matter is an alleged breach of a bylaw adopted by UMAAS and is not related to a breach of the Criminal Code of Canada, the complainant shall first submit their complaint in writing to the municipality employing the accused. The Council or its administration, depending on the nature of the complaint and the policies of the municipality, shall review the matter in the context of an alleged breach of the municipality's code of ethics, policies, bylaws, or any applicable provincial or federal legislation.
  - a. If the alleged breach should be of concern to the municipality based on the bylaws or policies it has adopted or any relevant laws enacted by a higher level of government and there is sufficient proof that the breach occurred, it is the expectation of UMAAS that the municipality will take appropriate measures to address the matter.
  - b. In the event that the complainant is unsatisfied with the action taken by a municipality in response to said complaint, the complainant may submit the matter to the Disciplinary Committee for the additional review. In order for the matter to receive further attention from UMAAS the following documentation must be included:
    - i. A follow-up letter from the municipality, detailing the actions taken; or
    - ii. A letter from the complainant requesting a follow-up letter from the municipality at least thirty (30) days prior; and
    - iii. A reference to the section of the UMAAS bylaw alleged to have been breached.
  - c. At the discretion of the Disciplinary Committee, additional measures may be taken and the complainant will be notified in writing of any decision reached. A member of the Disciplinary Committee may contact the municipality for additional information. If a breach of a UMAAS bylaw is deemed to have occurred, the following shall serve as a non-binding guideline for the issuance of any additional discipline that may be required, if any:
    - i. On first offense, a written warning, opinion, or clarification may be issued;
    - ii. On second offense, a recommendation to the Urban Board of Examiners for the issuance of a revocation of certificate may be made.
- 3) In the event charges are laid against a member based on an alleged breach of the Criminal Code of Canada, the matter should be brought directly to the attention of the Disciplinary Committee for review.
  - a. The Disciplinary Committee may issue a recommendation to the Urban Board of Examiners that the member's certificate be suspended pending the outcome of an investigation, if deemed appropriate.
  - b. The Disciplinary Committee may issue a recommendation to the Urban Board of Examiners that the member's certificate be revoked after a criminal code conviction.

### *MEMBER PROTECTION*

Efforts shall be taken to maintain confidentiality throughout and after this process. It is our goal to protect the reputation of the local government and all participants involved to the greatest degree possible while upholding the standards of the profession.

<b>Policy #</b>	<b>7</b>
<b>Issue Updated</b>	Service Pins

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**LONG SERVICE PINS POLICY**

- 1. Pins to be awarded for length of service to our Association, that is, membership in the UMAAS.
- 2. Service need not be continuous but on the accumulated total years of service.
- 3. Any person disagreeing with the Association's records is responsible to prove that they have been a member for the number of years in question.
- 4. That 20 years or over be recognized by an Honorary Life Certificate upon retirement of a member of our Association.

<b>Policy #</b>	<b>8</b>
<b>Issue</b>	Miscellaneous
<b>Updated</b>	September, 1997

**MISCELLANEOUS UMAAS POLICIES**

**MEMBERSHIP/CONVENTION REGISTRATION (61-91 NOV. 16/91)**

- UMAAS membership is a prerequisite to Convention registration.

**RECORDS RETENTION (14-90 JAN. 28/90)**

- Minutes, Membership Registers and Financial Statements to be kept always.
- Correspondence to be kept for three years.
- All other material to be kept for five years.

**MULTI MUNICIPALITY REQUESTS (31-91 JUNE 11/91)**

- Multi municipality requests will be approved when applicant does not have a certificate where cumulative population will not exceed 500.

**CONVENTION SITES (20-89 APRIL 9-89)**

- A minimum of 3/4 of the prior year's Convention registration must be able to be accommodated at the site considered as the central facility or within one square block walking distance.
- The central facility must be able to accommodate the banquet, the main session and must provide adequate meeting rooms.
- The facility must be able to handle food and beverage services required for the convention in-house.
- The availability of grants from the host city will be a consideration.

**RETIRING PRESIDENTS AND MEMBERS (61-93 NOV. 20/93)**

- Retiring Executive members be presented with an Executive pin.
- Outgoing Past Presidents be presented with a gift to be chosen by the current President up to \$125.00 value.

**COMMITTEE APPOINTMENTS (62-93 NOV. 20/93)(83-94)(18-96)**

- Members of the Executive who wish to volunteer for a particular committee make their views known by August 15.
- The President appoint the chairpersons for each committee and in consultation with the chairpersons select the committees taking due consideration to Executive members' requests.
- The President is authorized to appoint Executive members to attend meetings with Government Departments at his/her discretion.

**EXECUTIVE SUPPER (69-93 NOV. 20/93)**

- We hold an Executive supper in conjunction with the annual Convention for the Executive, Fraternal Delegates, Spouses.

**EXECUTIVE MEETING AGENDAS (31-94 APR. 9/94)**

- All correspondence and business for the Agenda shall be circulated 14 days prior to the Executive Board meeting.
- Once the Agenda has been accepted no further correspondence may be added except with the unanimous consent of all Board members present.
- All additional Agenda items, not circulated prior to the meeting will be numbered in red ink and the additions on the Agenda will be in red ink and presented in packages to the members upon arrival at the meeting.

**INVESTMENT POLICY (32-94 APR. 9/94)**

- Surplus savings of the Association shall be invested in guaranteed interest savings accounts. These accounts include but are not limited to: Treasury Bills, Guaranteed Investment Certificates and Canada/Saskatchewan Savings Bonds.

**BOARD AND COMMISSION APPOINTMENTS (52-97 SEPT. 27/97)**

- This Policy relates to the UMAAS representative on the Board of Examiners, Board of Reference and Municipal Employees Superannuation Commission.
  - Regular written reports to the Executive are required for those not in attendance at the meeting. Written reports are requested although verbal reports will be acceptable from those in attendance at the Board meeting.
  - Appointments will be reviewed every two years at the September Executive meeting.

**RETENTION OF LEGAL SERVICES (31-95 APRIL 29/95)**

- Nussbaum & Company, 204-2102 8th St. E., Saskatoon (955-8890) are on an annual retainer to provide consultations for our members on employment issues.

<b>Policy #</b>	<b>9</b>
<b>Issue</b>	Elections by mail
<b>Updated</b>	September, 2000

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**ELECTIONS BY MAIL  
RE: SECTION 28 UMAAS BYLAW 1-00**

**Returning Officer**

- The Past President or other person appointed by the President, shall be the Returning Officer.

**Call for Nominations**

- The Returning Officer shall call for nominations to elect a division director.
- The Returning Officer shall determine the closing date for nominations.
- Notice of Call for Nominations shall be distributed to the division membership by the Executive Director or other person appointed by the Returning Officer.
- Said Notice shall be mailed not more than 21 days, nor less than 14 days, before the final date to receive nominations.
- Nominations may be submitted by mail or by email.
- The candidate's acceptance of said nomination may be transmitted in written or verbal format to the Returning Officer.

**Election Procedure**

- The Returning Officer shall determine the closing date to receive ballots.
- Candidates may provide campaign literature to be included with the ballots. Said campaign literature shall be limited to one page.
- The Executive Director or other person appointed by the Returning Officer, shall distribute to the division membership, not more than 21 days, nor less than 14 days, before the final date to receive ballots, the following materials:
  - Campaign literature provided by any candidate.
  - Voting instructions to the electors.
  - Ballot.
  - Ballot envelope.
- Members wishing to exercise their right to vote shall:
  - Mark their ballot in the appropriate manner.
  - Enclose their ballot within the ballot envelope provided.
  - Enclose the ballot envelope in an envelope addressed to the Returning Officer and mail it within sufficient time to cause it to be delivered to the Returning Officer.

- The Returning Officer shall:
  - Upon receiving a ballot, ensure the ballot envelope contains nothing to identify the voter.
  - Such ballots should be considered spoiled and should not be counted unless there is a tie
  - Store all ballot envelopes in a secure place until such time as the closing date to receive ballots has expired.
  - Open the ballot envelopes and count the ballots contained therein to determine which candidate has secured the highest number of votes.
  - In the event of a tie, after including any spoiled ballots, utilize the procedure outlined in The Local Government Elections Act.
  - Provide election results to the Executive Director and the candidates.
    - Election results are limited to the identity of the successful candidate.
    - Report on number of spoiled ballots, ballots received late, etc.
  - Obtain a resolution at the next Executive meeting to destroy the ballots.
- The Executive Director shall advise the Executive of said election results. The Executive Director shall also post election results on the ComMuniLink bulletin board.

Policy #	10
Issue	Boards, Committees and Appointments
Updated	September, 2017

**2017 - 2018 BOARDS, COMMITTEES AND APPOINTMENT**

**ADMINISTRATION COMMITTEE**

**DUTIES** – Budget, Salary Guideline, Administrative Policy, Goals and Objectives

**CHAIRPERSON** – Chris Costley

**MEMBERS** – Janelle Scott, Don McLeod, Aileen Garrett

**ADVISORY COMMITTEE**

**DUTIES** – Education, Legislative Review, Criteria for Advanced Certification, Awards and Scholarships

**CHAIRPERSON** – Therese Chartier

**MEMBERS** – Glenda Lemcke, Brad Wiebe, Brandi Morissette

**DISCIPLINARY COMMITTEE**

**DUTIES** - Bylaw No. 1/00 Section IX Subsections 52-55 UMAAS

**CHAIRPERSON** – Aileen Garret

**MEMBERS** – Don McLeod, Chris Costley, Brad Wiebe

**CONVENTION COMMITTEE**

**DUTIES** - Convention, Communications & Promotions

**CHAIRPERSON** – Brandi Morissette

**MEMBERS** – Janelle Scott, Betty Moller, Therese Chartier

**NOTE:** The President is Ex Officio Member of all Committees  
The Executive Director is Advisor to all Committees (no voting Privileges)

**BOARD APPOINTMENTS**

**BOARD OF EXAMINERS** – Steven Piermantier (UMAAS)  
Janelle Scott (UMAAS/SUMA)

**MUNICIPAL EMPLOYEES PENSION PLAN** – Brad Hvidston (2 yr. term – 2016/17 & 2017/18)

**OTHER APPOINTMENTS AND ASSIGNMENTS**

<b>SAMA ADVISORY (URBAN ADVISORY)</b>	Rodney Audette
<b>MUNICIPAL LEADERSHIP DEVELOPMENT PROGRAM</b>	Therese Chartier
<b>SUMA - CONVENTION PLANNING COMMITTEE</b>	Jason Chorneyko
<b>CAPITAL GRANTS WORKING COMMITTEE</b>	Glenda Lemcke
<b>TOWN &amp; VILLAGE TABLE</b>	Chris Costley, Rodney Audette
<b>MUNICIPAL PROGRAMS STEERING COMMITTEE</b>	Jason Chorneyko
<b>MUNICIPAL BOUNDARY ALTERATION COMMITTEE</b>	Rodney Audette
<b>UNIVERSITY OF REGINA LOCAL GOVERNMENT  AUTHORITY PROGRAM REVIEW COMMITTEE</b>	Therese Chartier, Betty Moller
<b>GTF ASSET MANAGEMENT COMMITTEE</b>	Richard Dolezsar, (Alternate to be named later)

**Policy # 11**  
**Issue Annual Evaluation**  
**Updated September, 2000**

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#### **EXECUTIVE DIRECTOR'S ANNUAL EVALUATION**

Effective Date: November 1<sup>st</sup> 2000  
Amended Date: November 1998

#### **Policy Statement**

The Board of Directors shall conduct a job performance evaluation on the Executive Director annually. The Evaluation Form and Procedure used shall be established by policy and approved by the Board of Directors as follows:

#### **PROCEDURE**

Evaluation forms shall be distributed to each Director at the September meeting. Completed forms are to be returned to the Administration Committee Chairperson by October 15<sup>th</sup>.

The Administration Chairperson shall summarize the evaluations onto one form using averages of ratings and record all comments.

The Administration Committee and the President shall review the summarized evaluation and provide a copy to the Executive Director prior to October 30<sup>th</sup>.

The President and the Administration Committee Chairperson shall meet with the Executive Director prior to the November meeting to review and/or discuss the evaluation.

The final evaluation shall be presented to the Executive at the November meeting.

#### **EVALUATION FORM**

As attached to this policy.

#### **PURPOSE**

To develop and sustain an optimum climate for communication and efficiency between the Executive Director and the Board of Directors.

#### **DEFINITIONS**

UMAAS: Urban Municipal Administrators' Association of Saskatchewan



# UMAAS PERFORMANCE EVALUATION

## EXECUTIVE DIRECTOR

To be completed by the Board of Directors

1. The purpose of this evaluation is to achieve optimum communication and efficiency as well as provide support to the Executive Director.
2. This evaluation is to be based on observation only and is not to include subjective comments, hearsay, or past performance issues. Please mark N/A in areas you do not have any direct observation.
3. Less than satisfactory appraisals are to be supported by comments arising from direct observation, however you are encouraged to provide comments in all areas
4. Both the Executive Director and the President are required to sign this evaluation.
5. Only first year Board Members have the option of not completing this evaluation

**NOT ACCEPTABLE**

**SATISFACTORY**

**OUTSTANDING**

**0**

**1 2 3 4**

**5**

**6 7 8 9**

**10**

### 1. Financial:

- annual budget is prepared in an acceptable format and submitted to the Board at the scheduled time
- budget is based upon prioritized needs/objectives and reflects Board approved projects
- current financial reports presented at every regular scheduled executive meeting
- audited annual financial statement presented in a timely manner
- budget variances presented to Board for justification and approval

Comments:

### 2. Communication:

- meeting packages prepared and circulated to Board Members in accordance with policy
- relevant correspondence/information distributed to Board Members, outside agencies and/or appropriate committee chairperson in a timely manner
- responds to correspondence as directed by the Board in a timely manner
- prepares newsletters in a manner that represents UMAAS in a professional and creditable manner
- presents information to Board in a clear, concise and objective manner
- updates and distributes policy manual annually
- assists Board Members to be active in goal setting, project planning and problem solving
- few problems occur between the Executive Director and the Board due to lack of communication

Comments:

### 3. Convention:

- works effectively with convention planning committee
- communicates well with exhibitors, sponsors, guest speakers, performers and membership
- review hotel contracts to insure convention runs smoothly
- preparation of detailed final report
- maintains updated accurate membership register

Comments:

### 4. Work Habits / Interpersonal Skills

- attends all meetings as requested by the Board
- responds to suggestions and recommendations expeditiously
- information requested by Board is acquired, prepared and submitted in an accurate and timely manner
- willingness to address concerns expressed by Board
- general attitude towards job
- ability to be an ambassador for UMAAS

Comments:

<b>Policy #</b>	<b>11(a)</b>
<b>Issue</b>	<b>Executive Director Job Description</b>
<b>Updated</b>	<b>February 6, 2009</b>

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## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **GENERAL**

The Executive Director shall be responsible for conducting the affairs of the Association in accordance with the policies, practices and bylaws of the Association and shall carry out the duties of the Secretary-Treasurer of the Association in accordance with the Urban Municipal Administrators Act. The position requires a good working knowledge of management principles and local government administration and demonstrated interpersonal, public relations and communication skills. Reporting to the Executive Board, the Executive Director shall have a full working knowledge of the Executive Board and its committees, their structures and functions. Essential to the job are motivational and organizational skills and the ability to work independently, complete assigned tasks and to plan, organize and supervise meetings, workshops and conventions.

The Executive Director shall possess and maintain a valid Saskatchewan Advanced Level I (Urban Class A) Certificate of Qualification issued by the Board of Examiners or better, for the term of this Agreement and shall be a member of the Association in good standing.

The Executive Director will strive to establish and maintain satisfactory relationships with the Executive Board, the members of the Association, the Saskatchewan Urban Municipalities Association, the Department of Municipal Affairs and Housing and other Federal and Provincial Departments and organizations dealing with the Executive Board. He shall bring to the attention of the Executive Board any matter or practices of concern or inconsistent with the Association practice or policies and must exercise good judgment in making decisions, referring where possible to established precedents.

### **DUTIES OF THE EXECUTIVE DIRECTOR**

#### **A. NORMAL OPERATIONS**

1. To take charge of and safely keep all books, documents and records of the Association committed to his charge and deliver them to his successor in office or any other person that the Executive Board may designate on his ceasing to hold office.
2. To summon all meetings of the Executive Board, communicate the resolutions and instructions of the Executive Board to the parties concerned and conduct the general office correspondence of the Executive Board.
3. To attend all meetings of the Executive Board and to truly record in the minutes all resolutions, decisions and other proceedings of the Executive Board. In the absence of the Executive Director, the Executive Board may designate an acting Secretary to attend and record the minutes of meetings and the Executive Board shall fix the remuneration of such acting Secretary.
4. To enter in the minutes the names of the Executive Board members present at meetings.
5. To have custody of the seal of the Association.
6. To collect and receive all moneys paid to the Association and issue receipts therefor.
7. To safely keep all funds and securities of the Association.
8. To deposit all moneys received in a bank or credit union designated by the Executive Board of the Association such deposits to be made when collections have accumulated to the amount of \$500.00 or more frequently as the Executive Director may in his discretion decide upon but in any case not less than once a month.
9. To disburse the funds of the Association only to those persons and in the manner directed by the bylaws or resolutions of the Executive Board.

10. To make all payments on behalf of the Association by cheque on the bank or credit union in which the moneys of the Association are deposited, signed by the Executive Director and the President or, in his absence, the Vice-President of the Association.
11. To keep and make use of books to record and account for the purpose of maintaining a complete and accurate account of assets and liabilities and all transactions affecting the financial position of the Association.
12. To obtain and maintain a bond or policy of guarantee in a sum of no less than \$10,000.00, the premiums for which are to be paid by the Association.
13. To submit to the Executive Board for approval at its meetings:
  - a list of accounts paid or payable
  - a financial statement for that part of the fiscal period ending on the last day of the calendar month previous to the meeting showing all receipts and payments to that date.
14. To arrange for an audit of the books and accounts of the association on an annual basis and to submit the audited financial statement to the Executive Board no later than 90 days after the fiscal year end.
15. To prepare an annual operating budget and submit it to the Executive Board for approval on or before January 15th in each year.
16. To forward to all administrators and clerks, in December of each year, a Membership Dues Notice for the following calendar year, such notice to set out the membership fee payable and the due date for payment thereof.
17. To forward to the Department of Consumer and Commercial Affairs and the Department of Municipal Affairs and Housing in January of each calendar year, the annual return and the list of current members of the Association in accordance with Section 41 of the Urban Municipal Administrators Act.
18. To maintain and regularly update separate registers of Regular and Associate members in good standing and to provide the Regional Directors of the Executive Board at least annually with a listing of the members in good standing in their Districts.
19. To supervise the compilation and circulation of a tri yearly Newsletter to all Municipalities and communicate other pertinent information to all Municipalities from time to time with the consent of the President or, in his absence, the Vice President of the Association.
20. In consultation with the President or the appropriate committee chairperson to meetings, including reserving suitable accommodations for members and suitable rooms for meetings, circulating material including agendas, copies of previous minutes, listings of accounts to be approved and copies of the financial statements, correspondence and reports to members at least ten (10) days in advance of the meeting, arranging for refreshments and lunches to be brought into the meeting room and ensuring that adequate materials and supplies are on hand for the use of the Executive Board.
21. To ensure that sufficient supplies and stationery are on hand and to make supplies and stationery available to the Executive Board in accordance with Board policies.
22. To arrange for and maintain telephone calling cards for the Executive Board and to arrange for conference calls when required by the Executive Board.
23. To communicate regularly with the President, or, in his absence, the Vice President of the Association.
24. To respond courteously and promptly to inquiries from members and prospective members and to ensure that responses are accurate with reference to established practices, bylaws or policies of the Association, referring inquiry where appropriate.
25. To promote membership in, and objectives of, the Association when the opportunity arises.

26. To perform such duties and carry out such instructions as may be lawfully required by the Executive Board of the Association.

**B. ANNUAL CONVENTION**

1. Arrange for hotel accommodations by reserving a block of approximately 100 rooms as soon as practicably can be arranged after the site of the convention is selected.
2. Reserve suitable rooms for the Executive Board at the earliest opportunity.
3. Prepare a budget for the convention for approval of the Executive Board on or before January 15th in each year.
4. Reserve conference and meeting rooms and other facilities for convention functions, including general session workshops and social events.
5. Consult with the Executive Board and the host municipality in preparing preliminary agenda, including items such as entertainment, meal prices, golf tournament, companions' program, guest speakers, administrative services, transportation and awards.
6. Solicit corporate donations and sponsorships including such items as registration kit materials and prizes.
7. Make arrangements for trade show exhibits.
8. Confirm the attendance of the convention speakers as well as workshop and seminar leaders.
9. Distribute preliminary agendas, pre-registration materials and any notices to the membership required by statute or bylaw to all administrators and clerks as far in advance of the convention as may be required by statute or bylaw, as the case may be and in no case less than forty-five days in advance of the convention.
10. Receive pre-registration materials and maintain a register of pre-registered convention delegates and guests.
11. In consultation with the host municipality and convention hotel staff, ensure that details such as arrangements for the annual Executive Board supper, wine and cheese social, bus services, photocopy services, sound services, liquor permits, companions' programs, dance band and luncheon and banquet menus are finalized well in advance of the convention date.
12. Have the final convention agenda printed after confirmation of all participants and events, which confirmation is to be completed on or before June 1st of each year.
13. Prepare registration kits, ensuring that sufficient supplies are available and arrange for individuals to assist with registration.
14. Oversee convention registration procedures, both pre-registrations and on-site convention registrations.
15. Receive and disburse convention funds in a like manner as other funds of the Association.
16. Arrive at the main convention hotel sufficiently early to ensure that all is in readiness.
17. Forward letters of thanks to contributors, speakers and workshop and seminar leaders on or before June 30th in the year of the convention.
18. Conduct necessary correspondence and carry out the procedures required to give effect to all resolutions passed at the annual convention.
19. A financial statement detailing the convention receipts and expenditures and comparing them to budgeted figures is to be prepared and submitted to the Executive Board at the first meeting after September 1st in the year of the convention.

**C. PUBLICITY**

1. To assist, as requested or required by the Executive, with the preparation of press releases and other relevant reports to be released by the President and/or Executive to various government agencies and/or news media.
2. To represent the Executive of the Association when delegated to do so.
3. To promote and maintain a liaison with Executive Directors of other similar organizations within the Province as well as those of neighboring provinces and senior officials of various provincial departments and related agencies.

**POLICY # 12**

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**Issue Junior Scholarship Program**  
**Updated June 11, 2012**

**URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN  
CERTIFICATE IN LOCAL GOVERNMENT AUTHORITY PROGRAM SCHOLARSHIP**

**OBJECTIVE:**

To provide 3 annual scholarships in the amount of \$600 each to Clerks or Assistant Administrators desiring to obtain their education requirement for the Standard Certificate.

- 2 scholarships shall be provided to town or village Clerks
- 1 scholarship shall be provided to an Assistant Administrator

**CRITERIA:**

- Must be employed by an urban or northern municipality
- Must be a member of UMAAS
- Shall have completed the first semester of the program

**APPLICATION PROCEDURE:**

- Applicants shall submit a letter of application for funding assistance to the Advisory Committee
- The application shall address the following issues:
  - Length of service as an Administrator or Assistant Administrator
  - How long the applicant has been a member of UMAAS
  - Indicate if employing Council will be providing any assistance
  - Outline community activities
  - Outline education previously obtained
  - Confirm successful completion of at least one semester under the Local Government Administration Certificate Program
  - Provide any additional information which may assist the Committee to reach a decision
- Application deadline is October 1<sup>st</sup> of each year

**PAYMENT PROCEDURE:**

- 50% of the scholarship shall be paid upon successful completion of the 2<sup>nd</sup> semester
- The remaining 50% shall be paid upon successful completion of the 3<sup>rd</sup> semester and proof of enrollment into the 4<sup>th</sup> semester.
  - The Committee will be permitted to consider the spring semester in the awarding of the scholarships
  - The Committee may award partial scholarships on a per semester basis, provided applications are received in advance of the semester start date

**GENERAL:**

- The Committee's decision shall be final
- The Committee shall not be required to provide reasons for its decision
- The Committee shall, from time to time, recommend amendments to the criteria or application procedure

**POLICY # 13**  
**Issue Web Link Policy**  
**Updated September, 2000**

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**WEB PAGE LINK POLICY**

1. This policy shall apply to all requests for permission to add web page links to the UMAAS Web Page.
2. All requests for links shall be made in writing to the UMAAS Executive Director.
3. Requests for Web page links shall show a direct and obvious relation to urban administration or urban government or in any way that will directly assist municipal administrators or their respective councils.
4. Links to Administrator Associations, Urban Municipality Associations or similar organizations will be added to the UMAAS Web page subject to payment of any costs associated with having the link added to the Web page, plus a charge of \$100.00 per calendar year or any portion thereof.
5. Links to private businesses will be permitted provided they meet the criteria in Clause 3.

**POLICY# 14**

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**Issue Long Term Service**

**Updated September, 2000**

### **LONG TERM SERVICE RECOGNITION POLICY**

1. This policy shall apply to all members of UMAAS who retire with 20 or more years of municipal administrative service.
2. The retiree's total years of service must include a minimum of 10 years membership in UMAAS.
3. In addition to the Honorary Life Certificate presented to retiring members after 20 years of service, each retiring member shall receive either a plaque, engraved pin, framed print or other gift deemed appropriate by the Executive.
4. Retiring members shall be recognized at the annual UMAAS Convention.
5. It shall be the duty of every member of UMAAS to notify the Executive of members who are retiring.



**POLICY # 15**

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**Issue Retired Members**

**Updated September, 2003**

**COUNCIL OF RETIRED MEMBERS POLICY**

1. This policy shall apply to members who have retired from UMAAS and who wish to maintain contact with the Association.
2. Retiring members will be added to the “Council of Retired Members” roster upon annual request and shall be considered a member of this group.
3. Members shall receive the quarterly UMAAS newsletter along with any other pertinent information from the Association deemed appropriate by the Executive.
4. Membership shall continue subject to annual confirmation by the member or until such time as deemed appropriate by the Executive.

**POLICY # 16**

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**Issue Compassionate Policy**

**Updated September, 2004**

**COMPASSIONATE POLICY**

1. If we become aware that an Association Member or a member of their immediate family passes away the Association will provide a Sympathy Card and a Donation of \$25.00 to the specified Charity.

**POLICY # 17**

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**Issue Ipad Policy**

**Updated April, 2013**

**IPAD POLICY**

Ipad Policy related to personal use and buy out of iPads provided by UMAAS to Executive and staff:

After 4 years of tenure the iPad shall become the property of the individual, in the case of departure prior to a 4 year period the individual, at their choice, may purchase the iPad at assumed market value based on the following scale:

\$400 within the 1<sup>st</sup> year

\$300 within the 2<sup>nd</sup> year

\$200 within the 3<sup>rd</sup> year

\$100 within the 4<sup>th</sup> year

Or in the alternative if an individual wishes to use their own ipad they be provided an allowance of \$100 per year.