

## Rural Board of Examiners Regulations

Adopted 09-06-2001  
Amended 11-08-2002  
Amended 11-14-2011  
Amended 11-27-2016  
Amended 09-24-2017  
Amended 05-16-2019

**Whereas** a Rural Board of Examiners has been established pursuant to Section 51.1 of the Rural Municipality Act, 1989;

**Therefore**, pursuant to Section 11 of the Rural Municipal Administrators Act, the Rural Board of Examiners hereby establishes the following regulations with respect to prescribing examinations or tests of competence as requirements for acquiring a certificate of qualification for Administrators of Rural Municipalities.

1. In these regulations:
  - a. **“administrator”** means an administrator for a rural municipality in Saskatchewan;
  - b. **“board”** means the Rural Board of Examiners established pursuant to Section 51.1 of the Rural Municipality Act, 1989;
  - c. **“certificate”** means a rural Class C certificate, a rural Class A certificate, a rural Class B certificate or a rural Class Superior A certificate;
  - d. **“Class A certificate”** means a rural Class A certificate of qualification issued pursuant to section 6(a);
  - e. **“Class Superior A certificate”** means a rural Class Superior A certificate of qualification issued pursuant to section 7 ;
  - f. **“Class B certificate”** means a rural Class B certificate of qualification issued pursuant to section 6(b);
  - g. **“Class C certificate”** means a rural Class C certificate of qualification issued pursuant to section 5;
  - h. **“continuous service”** means employment with one or more municipalities where not more than one year elapses between the termination of employment with one municipality and the commencement of employment with another municipality;
  - i. **“R.M.A.A.”** means the Rural Municipal Administrators Association of Saskatchewan;
  - j. **“training officer”** means a person who possesses either a valid rural A or valid rural Superior A certificate
2.
  - a. The board may meet at any time and place and in any manner that it considers necessary or desirable for the proper conduct of its business; however the board shall meet at least twice a year, once no later than May 1<sup>st</sup> and once no earlier than September 1<sup>st</sup> and no later than December 1<sup>st</sup>.
  - b. Meetings of the Board may also be held by conference call if deemed necessary.
3. All questions at meetings of the board are to be decided by a majority vote of the members present, two members constituting a quorum.
4. The board has the authority to:
  - issue certificates to persons who qualify in accordance with these regulations;
  - cancel a certificate which was issued in error;
  - where a certificate has been suspended, canceled or revoked, require the holder of the certificate to return the certificate to the board;
  - exercise any other duties that it considers necessary in order to carry out the intent of these regulations in an efficient manner.
5.
  - a. The board may issue a Class C certificate to any person that:
    - i. has received or is qualified to receive:
      - (1) a certificate in Local Government Authority from the University of Regina,  
or
      - (2) Level I NACLAA (National Advanced Certificate in Local Government Authority Administration) from the University of Alberta or Dalhousie University.

- (3) a degree in Commerce, Administration, Business Administration, Public Administration or equivalent from a university acceptable to the board, or
  - (4) (Removed 11-14-2011)
  - (5) a professional accounting designation which is recognized under provincial legislation, or
  - (6) a professional designation from the Institute of Chartered Secretaries and Administrators of Canada, or
  - (7) other similar degrees, certificates, diplomas or designations approved by the board; and
- ii. has served satisfactorily, in the opinion of the board, for:
- (1) the equivalent of one year or 1,800 hours of office experience as the chief administrative officer of a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, providing the application is accompanied by a statement from the applicant municipality or local government's auditor attesting that the applicant has satisfactorily performed the duties required of the chief administrative officer, or
  - (2) the equivalent of 400 hours of office experience as the chief administrative officer of a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, providing the application is accompanied by a statement from the applicant municipality or local government's auditor attesting that the applicant has satisfactorily performed the duties required of the chief administrative officer, or
  - (3) the equivalent of one year or 1,800 hours on-the-job training in a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, where the training officer holds a rural advanced certificate in local government administration, or equivalent as deemed acceptable to the board , providing the application is accompanied by a completed Class C certificate verification form, which is attached as schedule "A" to these regulations, from the applicant's training officer attesting that the applicant possesses a competent level of skill and knowledge, or
  - (4) the equivalent of 400 hours on-the-job training in a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, where the training officer holds a rural advanced certificate in local government administration, or equivalent as deemed acceptable to the board, providing the application is accompanied by a completed Class C certificate verification form, which is attached as schedule "A" to these regulations, from the applicant's training officer attesting that the applicant possesses a competent level of skill and knowledge, or
  - (5) the equivalent of 400 hours on-the-job training in a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, where the training officer holds a rural advanced certificate in local government administration, or equivalent as deemed acceptable to the board , providing the application is accompanied by a completed Class C certificate verification form, which is attached as schedule "A" to these regulations, from the applicant's training officer attesting that the applicant possesses a competent level of skill and knowledge, and, holds a degree in Commerce, Administration, Business Administration, Public Administration or equivalent from a university acceptable to the board as outlined in Section 5 a. i. (2), or,
  - (6) less than 400 hours on-the-job training in a municipality or local government in Canada with annual operating expenditures in excess of \$200,000 over a three year average, where the training officer holds a rural advanced certificate in local government administration, or equivalent as deemed acceptable to the board , providing the application is accompanied by a completed Class C certificate verification form, which is attached as schedule "A" to these regulations, from the applicant's training officer attesting that

the applicant possesses a competent level of skill and knowledge, and, holds a degree in Commerce, Administration, Business Administration, Public Administration or equivalent from a university acceptable to the board as outlined in Section 5 a. i. (2), or

- iii. holds educational qualifications and has fulfilled service requirements acceptable to the board.
- c. A Class C certificate shall be signed by all members of the board.
  - a. Subject to subsection 5.d, a Class C certificate is valid for a period of five years from the later of:
    - i. the date of its issue, or
    - ii. the last day of a period of at least two years continuous service wherein the holder of the certificate was actually employed;  
as an administrator, or  
as an assistant administrator, or  
as an acting administrator, or  
in a municipal position that the board considers equivalent to one mentioned in subclause (1), (2) or (3).
  - d. A Class C certificate may be renewed by the board on any terms or conditions that the board may prescribe.
  - e. Notwithstanding any other provision of these regulations:
    - i. where the board is satisfied that it would be unreasonable to expect a person to meet the requirements of these regulations, the board may issue a Class C certificate to that person on any terms and conditions that the board may determine;
    - ii. the board, on receipt of an application from a person who is the holder of a valid and subsisting Advanced Certificate issued by the Urban Municipal Administrators' Association of Saskatchewan, shall issue a Class C certificate to the applicant.
6.
  - a. The board may issue a Class A certificate to a person who is the holder of a valid and subsisting Class C certificate and, since the date of issuing this Class C certificate, has completed at least two years of satisfactory continuous service as an administrator, or in a position that the board considers equivalent.
  - b. The board may issue a rural Class B certificate to a person who is the holder of a valid and subsisting rural Class C certificate and, since the date of issuing this rural Class C certificate, has completed at least two years of satisfactory continuous service as an Assistant Administrator in an office with an Administrator who has held a rural Class Superior A certificate for that two year period.

Requirements:

- An application for a rural Class B certificate must be completed and submitted to the board; and
- A rural Class C certificate verification form must be completed by the presiding administrator and submitted to the board on behalf of the applicant; and
- The verification form will be completed by the presiding administrator and only those areas of expertise with which the applicant is familiar will be commented on; and
- The applicable fee for a rural Class B certificate must accompany the application; and
- The applicant for a Rural Class B certificate will be subject to a Board of Examiners office inspection and the applicant's council members and auditor will also be surveyed.
- A rural Class B certificate may be issued by the board after considering all of the information above.
- A rural Class B certificate is to be signed by all members of the board.
- Upon relocating to another municipality in the capacity of the Administrator, the holder of a rural Class B certificate may apply to the Rural Board of Examiners for a rural Class A certificate.
- The application from a rural Class B certificate to a rural Class A certificate must occur after the applicant has been the Administrator of an R.M. for a minimum of one year but not later than two years after assuming the role of Administrator.
- A person with a rural Class B Certificate will be subject to an office inspection as part of the process to achieve a rural Class A certificate and the applicant's council members and auditor will also be surveyed.
- If the holder of a rural Class B certificate applies for a rural Class A certificate, the

applicable fee for a rural Class A certificate must accompany the application.

- If a rural Class B certificate holder is appointed the Administrator of an R.M. but fails to apply to the Board of Examiners for a rural Class A certificate within two years of being appointed the Administrator of an R.M., the rural Class B Certificate will be considered revoked by the Board of Examiners and that individual will again be considered to be a rural Class C certificate holder only.
- A rural Class B certificate holder may not act as a training officer.

NOTE: The SARM-RMAA Suggested Salary Schedule for a rural Class A Certificate shall also apply to rural Class B Certificate holders

7. a. The board may issue a Superior A certificate to a person who:
    - i is the holder of a valid and subsisting Class A certificate, and
    - ii has fulfilled one of the following educational requirements;
      - (1) an Advanced Certificate in Local Government Authority from the University of Regina
      - (2) Level II NACLAA (National Advanced Certificate in Local Government Authority Administration) from the University of Alberta or Dalhousie University.
      - (3) a degree in Commerce, Administration, Business Administration, Public Administration or equivalent from a university acceptable to the board, or
      - (4) a certificate or diploma in Commerce, Administration, Business Administration or Public Administration from a university, college; or
        - a technical institute acceptable to the board, or other similar degrees, certificates; or
        - diplomas approved by the board, or completion of a board approved designated program which consists of at least the equivalent of 15 credit hours of university level course work that meet the requirements of the Core and Elective categories outlined as follows:
          - the Core level must consist of the equivalent of at least six credit hours courses chosen from the topic areas of Management and Administration as described in the Core level topic area which is attached as schedule "B" to these regulations, (*normally this would mean the completion of two university courses of three credit hours each or some other combination of courses totaling at least six credit hours*);
          - the Elective level must consist of the equivalent of at least nine credit hours of courses chosen from at least two of the topic areas of Management and Administration or Other courses as described in the Elective level topic area which is attached as schedule "C" to these regulations, (*normally this would mean the completion of three university courses of three credit hours each or some other combination of courses totaling at least nine credit hours*);
    - iii has achieved one of the following professional designations;
      - (1) a professional accounting designation which is recognized under provincial legislation, or
      - (2) a professional designation from the Institute of Chartered Secretaries and Administrators of Canada, or
      - (3) other similar designations approved by the board, and since the date of issuing their Class A certificate, has completed at least five years of satisfactory service as an administrator, or in a position that the board considers equivalent.
    - iv. a Superior A certificate is to be signed by all members of the board.
8. An application for a certificate must be:
    - a. In the form prescribed by the board; and
    - b. Accompanied by a non-refundable fee:
      - in the case of a Class C certificate, of \$250;
      - in the case of a Class A certificate, of \$500;
      - in the case of a Class B certificate, of \$500;
      - in the case of a Superior A certificate, of \$500.

9. In considering an application for a certificate, the board may make any investigations or order any reports that it considers necessary, including at a minimum:
  - a. In the case of a Class C certificate:
    - i. evidence of satisfactorily fulfilling the educational and service requirements.
  - b. In the case of a Class A certificate:
    - i. evidence of satisfactorily fulfilling the service requirements, and
    - ii. a report from an R.M.A.A. appointed inspector, and
    - iii. a report from the applicant's auditor, and
    - iv. reports from the applicant's Reeve and Councillors.
  - c. In the case of a Class B certificate:
    - i. evidence of satisfactorily fulfilling the service requirements, and
    - ii. a report from an R.M.A.A. appointed inspector, and
    - iii. report from the presiding administrator
    - iv. a report from the applicant's auditor, and
    - v. Reports from the applicant's Reeve and Councillors
  - d. In the case of a Superior A certificate:
    - i. evidence of satisfactorily fulfilling the educational and service requirements, and
    - ii. a report from an R.M.A.A. appointed inspector, and
    - iii. a report from the applicant's auditor, and
    - iv. reports from the applicant's Reeve and Councillors.
  
10. a. Where the board is satisfied that the holder of a certificate issued pursuant to these regulations:
  - i. has been dishonest or grossly negligent in the discharge of their duties as an administrator or other municipal official; or
  - ii. obtained their certificate in a fraudulent manner;
 

the board may, subject to subsection (b), cancel or revoke the certificate or suspend it for a stated period.
 b. Before arriving at a decision under subsection (a), the board shall:
  - i. set a date, time and place for a hearing;
  - ii. provide the holder of the certificate with written notice of the date, time place and purpose of the hearing by registered mail postmarked 30 days in advance of the hearing;
  - iii. afford the holder of the certificate an opportunity to be heard at the hearing.
  
11. a. Where the board cancels, revokes or suspends a certificate and requests the return of the certificate, the holder of the certificate shall return the certificate to the board.
 b. Upon the expiration of a period of suspension imposed pursuant to subsection 10 a., the board shall return the certificate to its holder.
  
12. An applicant applying for a Class A, Class B or Class Superior A may only apply once in a twelve month period.
  
13. Every applicant for a Rural Class A, Rural Class B or Rural Class Superior A certificate must read and sign a document (identified as "SCHEDULE D" to the Rural Board of Examiners Regulations) prior to an office inspection being undertaken by the Board of Examiners office inspectors. The aforementioned document is a signed acknowledgement by the applicant that the applicant understands that all surveys, reports and other information relevant to the application for an advanced rural certificate will be held in strictest confidence by the Board of Examiners and the office inspectors and will not be shared with anyone (including the applicant) either in whole, in part, or in summary.

**SCHEDULE A**

**RURAL CLASS "A" and "SUPERIOR A" INSPECTION CHECKLIST**

ADMINISTRATOR'S NAME: \_\_\_\_\_

MUNICIPALITY: R. M. OF \_\_\_\_\_ NO. \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

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**NOTES AND RECOMMENDATIONS:**

Signed: \_\_\_\_\_  
Inspector

## SCHEDULE A, CHECK LIST

This checklist forms the basis for inspections for Class "A" and Class "Superior A" Certificates of Qualification. Administrators may also use it as a test to determine how closely they are meeting requirements of *The Municipalities Act* (the Act) or simply to check how well they are performing the job of administrator. Section numbers refer to the Act.

<u>Section</u>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>MINUTES</b>				
	Are headings used and is information correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94	Are Council members' oaths of office taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121(1)	Is first meeting of Council held within 31 days of election?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121(2)	Is written notice of first meeting properly given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114	Is the administrator appointed by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113(3)	Is the employees' bond presented to Council each January?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(b)	Are the full names of council members being recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(c)	Are the minutes being approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)(l)	Are financial statements presented to Council along with any other information requested by Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122(1)	Are regular meeting dates set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82	Are council remunerations and allowances established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128(1)	Is Public Notice provided for meetings where Council remuneration is being considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Are committees of council appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
155	Is the operating and capital budget adopted prior to the mill rate being set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103-107	Are the bylaw enactments properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69(1)	Is the hamlet allotment set by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P13(1)	Has a Pest Control Officer been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P14	If so, was the Minister informed of the appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WC6(2)	Has a Weed Inspector been appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WC7(1)	If so, was the Director notified of the appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SCHEDULE A, CHECK LIST, continued**

<u>Section</u>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
S8(1)	Are pounds and poundkeepers established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W(4)	Is a Workers' Compensation rate set for council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W(122)	Is the annual payroll statement properly prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T3(1)	Is a list of tax arrears submitted to the head of Council prior to November 15 <sup>th</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T22(1)	Did Council authorize the treasurer to start proceedings for title?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SARM	Are volunteer fire fighters listed for coverage under the municipality's SARM liability insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P214(2)	Is a Development Appeals Board appointed under <i>The Planning &amp; Development Act, 2007</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
186	Is the audited Financial Statement prepared and submitted to the Minister prior to July 1 <sup>st</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Were custom work rates established by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
144(5)	Are pecuniary interests declared and properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is correspondence acknowledged by resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are minutes clear, concise, and informative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are minutes signed by both signing officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all other pages initialed by the signing officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123	Are special meetings properly called, held and the required notices given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101	Are recorded votes properly recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BYLAW REGISTER</b>				
111(2)(h)	Is a bylaw register established and a proper index maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all bylaws signed, sealed and certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the bylaw register contain current bylaws only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are bylaws numbered, and do they include proper headings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**SCHEDULE A, CHECK LIST, continued**

Are the following bylaws in place?

<u>Section</u>		<u>Bylaw No.</u>
214(2)	Dispense with Mailing of Assessment Notices	
8(2)	General Penalty Bylaw	
159	Authorize Emergency Expenditures	
276(3)	Set Tax Certificate Fee	
272	Set Incentive (Discount + Penalty) Rates	
124,127,128	Public Notice Bylaw	
8(1)	Nuisance Bylaw	
81.1	Council Procedure Bylaw	



<b>SCHEDULE A, CHECKLIST, continued</b>		<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>ASSESSMENT</b>				
204	Is Assessment Roll prepared by May 1 <sup>st</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
217(1)	Is Notice of Assessment roll published in The Gazette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is Notice of Assessment roll published in a newspaper or in any other manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
215(1)	Does the assessment notice state the division in which the owner is entitled to vote in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
220-222	Has a Board of Revision been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
240	Is the Board of Revision completed within 90 days of publishing the assessment notice in The Gazette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
258(1)	Is the annual assessment return completed by the time and date required by SAMA? <b>(State completion date)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do amounts shown on the assessment return balance with amounts shown on the Confirmation Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
258(5)	Is Confirmation Certificate retained with assessment records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all Assessment Roll summaries completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET</b>				
155	Is the operating capital budget adopted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all supporting schedules completed? Amount of taxable assessment _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is a signed copy of the budget attached to the minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mill Rate _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mill Rate Factor _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Base Tax _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimum Tax _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GENERAL LEDGER</b>				
	Is the General Ledger in balance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is it set up to correspond with the financial statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SCHEDULE A, CHECK LIST, continued**

Levy	_____
Reserves	_____
Surplus	_____
Hamlet Surplus	_____
Tax Title Property	_____
Municipal Arrears	_____
Investment in Tangible Capital Assets	_____
Allowances	_____

**Yes      No      N/A**

111(2m)	Is Financial Statement prepared by the Administrator before June 15 <sup>th</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
185(3)	Is synopsis mailed or advertised by September 1 <sup>st</sup> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are collection liabilities paid by the 10 <sup>th</sup> of each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are Grants-in-Lieu paid appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ELECTIONS (Local Government Elections Act)**

54.1	Is preparation of a list of voters authorized at least 55 days before election day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Are polling places established for each division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Is a Returning Officer appointed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Did election officials take and subscribe to an oath of office on the prescribed form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66	Is a call for nomination of candidates published within 10 business days before nomination day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75	Are receipts for nominations issued on the prescribed form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142(5)	Are nomination papers destroyed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81	Is notice of poll published 10 days after the close of nomination period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83(2)	Is an advance poll established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
142(2)	Are ballot box contents destroyed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SCHEDULE A, CHECK LIST, continued**

		<u>Yes</u>	<u>No</u>	<u>N/A</u>
	<b>TAX ROLL</b>			
405	Are unpaid custom work amounts added to the tax roll at year-end?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
285/89/90	Are all tax tools set by bylaw applied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
263	Is the tax roll prepared by August 15th?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are separate levies made for municipal, school, hail and any other taxing authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the tax roll up-to-date and in balance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is a copy of the tax roll printed at year-end?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
269	Is the form confirming the mailing of tax notices completed, dated and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
267(1)	Were the tax notices mailed before September 1st?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the summary of tax roll completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
274(4)	Are other taxing authorities advised of all tax abatements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>CASH RECEIPTS/DEPOSITS</b>			
	Are month end totals balanced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are receipts fully completed and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are proper penalty and discounts applied on all receipts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111(2)	Are deposits made according to legislation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are deposits balanced to collections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>CASH PAYMENTS</b>			
	Are cheques recorded in numerical order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are month end totals balanced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all accounts initialed by the Reeve or presiding officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is a bank reconciliation statement prepared each month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SCHEDULE A, CHECK LIST, continued**

		<u>Yes</u>	<u>No</u>	<u>N/A</u>
<b>GENERAL</b>				
311(3)	Is the school liability statement completed by January 15?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
276	Are tax certificates properly completed and the appropriate fee collected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has a Tangible Capital Asset Policy been adopted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the Tax Title Property Record in balance with the general ledger?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all tax liens registered in ISC by January 31?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are Tax Enforcement Records kept up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are easements or right of way purchase agreements properly completed and signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all available grants been applied for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the hail roll properly completed and on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are payroll records properly completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the filing system satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	In general, does the office appear neat and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INSURANCE</b>				
	Property Insurance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Liability Insurance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Errors & Omissions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SASKATCHEWAN MUNICIPAL HAIL INSURANCE ASSOCIATION</b>				
	Does the applicant hold a valid Hail Insurance License in order to conduct business for Additional Municipal Hail Limited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPUTER</b>				
	Are computer backups generated on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is an off-site set of backups maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **SCHEDULE B**

### **Superior AA@ Certificate - core level course categories**

#### **Management and Administration Courses**

##### **General Management**

- introductory courses in administration, management theory, organizational theory, organizational behavior, management communications, etc.

##### **Financial Management**

- introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc. (other than those used in the Junior LGA Program)

##### **Human Resource Management**

- introductory courses in personnel administration, human resource management, industrial relations, etc.

##### **Public Administration**

- introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc.

# SCHEDULE C

## **Superior AA@ Certificate - elective level course categories**

### **Management and Administration Courses**

#### General Management

- introductory courses in administration, management theory, organizational theory, organizational behavior, management communications, etc.

#### Financial Management

- introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc. (other than those used in the Junior LGA Program)

#### Human Resource Management

- introductory courses in personnel administration, human resource management, industrial relations, etc.

#### Public Administration

- introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc.

### **Other Courses**

#### Computer Science

- introductory courses in computer science, problem solving, applications programs, systems analysis, etc.

#### Social Science

- introductory courses in economics, political science, sociology, psychology, etc.

#### Advanced Courses

- intermediate or advanced level courses in one of the Core or Elective level subject categories

#### Equivalent Courses

- other courses, whose content is related to local government administration, may be accepted at the discretion of the board



## SCHEDULE D

The following document must be read, completed and signed by the applicant (for any advanced rural certificate) prior to an office inspection being undertaken:

I, \_\_\_\_\_, of the R.M. of \_\_\_\_\_ No. \_\_\_\_\_  
(Applicant)

have applied for an advanced rural certificate. As such, I acknowledge and understand that the Rural Board of Examiners has, or will, survey each member of my R. M. Council as well as the R.M.'s auditor. These surveys, together with an office inspection report and any other relevant information, will be compiled and will be presented to the Rural Board of Examiners in considering my application for an advanced certificate.

I understand that the said surveys as well as the office inspection report will be considered strictly confidential at all times and none of the information, surveys or reports will be shared, either in whole, in part, or in summary, with the applicant or with anyone except the Rural Board of Examiners.

I understand that, with respect to the office inspection which is about to be undertaken, that it is my responsibility to listen carefully, ask questions, ask for explanations and to make notes as necessary.

Dated at \_\_\_\_\_, Saskatchewan this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Applicant for an advanced rural certificate)

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(Witness)