

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
Amended 05-26-2020
Amended 06-01-2021
Amended 11-15-2022

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, 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 A certificate of qualification issued pursuant to section 7 ;
 - f. **“Class C certificate”** means a rural Class C certificate of qualification issued pursuant to section 5;
 - g. **“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;
 - h. **“R.M.A.A.”** means the Rural Municipal Administrators Association of Saskatchewan;
 - i. **“training officer”** means a person who possesses either a valid rural Class A or valid rural Class 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 1st and once no earlier than September 1st and no later than December 1st.
 - b. Meetings of the Board may also be held by conference call, or by any other form of communication that the board deems acceptable.
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 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
 - iii. holds educational qualifications and has fulfilled service requirements acceptable to the board.
- b. 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).
 - c. A Class C certificate may be renewed by the board on any terms or conditions that the board may prescribe.
 - d. 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; and if the applicant has relocated offices since obtaining their Class C certificate, they must have worked for two calendar years at their current office location prior to applying.
- 7. a. The board may issue a Class 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*); or

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 intake deadline of applying for and 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, and if the applicant has relocated offices within the past five years, they must have worked for three calendar years at their current office location prior to applying.

iv. a Class 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 \$350;
 - in the case of a Class A certificate, of \$700;
 - in the case of a Class Superior A certificate, of \$700.

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,
 - iv. reports from the applicant’s Reeve and Councillors, and
 - v. provide documentation from the RMAA Executive Director, that they have met or exceed the required Professional Development Hours required by the RMAA
- c. In the case of a Class 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,
 - iv. reports from the applicant’s Reeve and Councillors, and
 - v. provide documentation from the RMAA Executive Director, that they have met or exceed the required Professional Development Hours required by the RMAA

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 Rural Class A or Rural Class Superior A certificate, may only apply once in a twelve month period.
13. Every applicant for a Rural Class A or Rural Class Superior A certificate must read and sign a document (identified as SCHEDULE “D” attached to these 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 "C" Mentor Verification Form

RURAL MUNICIPAL ADMINISTRATOR 'C' CERTIFICATE VERIFICATION

Applicants Name _____ R. M. of _____ No. _____

IF YOU ANSWER 'NO' TO ANY QUESTION, PLEASE ATTACH AN EXPLANATION.

1. INTERPRET AND APPLY LEGISLATION

I have ensured that _____ is knowledgeable and competently trained in the following categories:
(Name of Trainee or Applicant)

	YES	NO
Interpretation of legislation and regulations	_____	_____
Administration and drafting of bylaws	_____	_____
Familiar with labour laws respecting municipal employees	_____	_____
Familiar with the application of election procedures	_____	_____
Familiar with the provisions of <i>The Municipal Expropriation Act</i>	_____	_____
Familiar with the provisions of <i>The Tax Enforcement Act</i>	_____	_____
Basic understanding and knowledge of municipal government and local issues	_____	_____
Familiar with land titles procedures	_____	_____

Province of Saskatchewan) I, _____, Administrator
)
 To Wit:) of the RM of _____ in the
)
) Province of Saskatchewan, do solemnly declare:

THAT I have adequately trained

_____ in the aforementioned
(Name of Trainee or Applicant)

categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

Sworn before me at _____)
 in the Province of Saskatchewan, this _____)
 day of _____, A.D. _____)
 _____)
 _____) (Administrator)

A Notary Public, Commissioner for Oaths,
 or Justice of the Peace, in the Province of
 Saskatchewan.
 My Commission expires _____

3. SECURE AND MANAGE FINANCIAL RESOURCES

I have ensured that _____ is knowledgeable and competently trained in the following categories:
(Name of Trainee or Applicant)

	YES	NO
Forecasting revenue and expenditures	_____	_____
Determining availability and applying for grants	_____	_____
Performing long range financial planning	_____	_____
Preparing a budget	_____	_____
Preparing a Capital Budget	_____	_____
Tangible Capital Asset Accounting	_____	_____
Recommending mill rates	_____	_____
Managing investments	_____	_____
Locating sources for financing	_____	_____
Arranging for borrowing	_____	_____
Selling debentures	_____	_____

Province of Saskatchewan) I, _____, Administrator
)
 To Wit:) of the RM of _____ in the
)
) Province of Saskatchewan, do solemnly declare:

THAT I have adequately trained

_____ in the aforementioned
(Name of Trainee or Applicant)

categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

Sworn before me at _____)
 in the Province of Saskatchewan, this _____)
 day of _____, A.D. _____)
 _____)
 _____)

 (Administrator)

A Notary Public, Commissioner for Oaths,
 or Justice of the Peace, in the Province of
 Saskatchewan.
 My Commission expires _____

6. PERFORM OFFICE FUNCTIONS

I have ensured that _____ is knowledgeable and competently trained in the following categories:
(Name of Trainee or Applicant)

	YES	NO
Setting up office procedures	_____	_____
Writing business correspondence	_____	_____
Keeping written records	_____	_____
Setting up and maintaining filing system	_____	_____
Maintaining and destroying records	_____	_____
Operating standard office equipment	_____	_____
Processing mail	_____	_____
Ordering supplies	_____	_____
Typing	_____	_____
Knowledge of computer systems and operations	_____	_____
Preparing tender specifications	_____	_____
Arranging for tendering process	_____	_____
Reading maps	_____	_____
Dealing with vendors	_____	_____

Province of Saskatchewan) I, _____, Administrator
)
 To Wit:) of the RM of _____ in the
)
) Province of Saskatchewan, do solemnly declare:

THAT I have adequately trained

_____ in the aforementioned
(Name of Trainee or Applicant)

categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

Sworn before me at _____)
 in the Province of Saskatchewan, this _____)
 day of _____, A.D. _____)
 _____)

 (Administrator)

A Notary Public, Commissioner for Oaths,
 or Justice of the Peace, in the Province of
 Saskatchewan.
 My Commission expires _____

7. MANAGE HUMAN RESOURCES

I have ensured that _____ is knowledgeable and competently trained in the following categories:
(Name of Trainee or Applicant)

	YES	NO
Drafting job descriptions	_____	_____
Advertising for jobs	_____	_____
Interviewing applicants	_____	_____
Checking references	_____	_____
Arranging for bonding	_____	_____
Delegating to employees	_____	_____
Training employees	_____	_____
Motivating employees	_____	_____
Evaluating employee performance	_____	_____
Counseling employees	_____	_____
Handling employee grievances	_____	_____
Administering employee benefit plans	_____	_____
Processing Workers Compensation plans	_____	_____
Participating in collective bargaining	_____	_____
Interpreting union and other contracts	_____	_____
Preparing Employee Separation documents	_____	_____

Province of Saskatchewan) I, _____, Administrator
)
 To Wit:) of the RM of _____ in the
)
) Province of Saskatchewan, do solemnly declare:

THAT I have adequately trained

_____ in the aforementioned
(Name of Trainee or Applicant)

categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

Sworn before me at _____)
 in the Province of Saskatchewan, this _____)
 day of _____, A.D. _____)
) _____)
) (Administrator)

A Notary Public, Commissioner for Oaths,
 or Justice of the Peace, in the Province of
 Saskatchewan.
 My Commission expires _____

8. DEAL WITH PUBLIC

I have ensured that _____ is knowledgeable and competently trained in the following categories:
(Name of Trainee or Applicant)

	YES	NO
Demonstrating human relation skills	_____	_____
Demonstrating communication skills	_____	_____
Explaining council/board decisions	_____	_____
Handling complaints	_____	_____
Dealing with inquiries	_____	_____
Making referrals	_____	_____
Explaining individual's assessments and taxes	_____	_____
Consulting with the public	_____	_____
Counselling people	_____	_____
Assisting public in filling out forms	_____	_____
Providing information to media	_____	_____
Disseminating information on policy/bylaws and regulations	_____	_____
Disseminating information on provincial and federal programs	_____	_____
Displaying patience and compassion	_____	_____

Province of Saskatchewan) I, _____, Administrator
)
 To Wit:) of the RM of _____ in the
)
) Province of Saskatchewan, do solemnly declare:

THAT I have adequately trained

_____ in the aforementioned
(Name of Trainee or Applicant)

categories and it is my belief that he/she now possesses a competent level of knowledge in those areas to competently and proficiently perform the duties of a rural municipal administrator.

Sworn before me at _____)
 in the Province of Saskatchewan, this _____)
 day of _____, A.D. _____)
 _____)

(Administrator)

A Notary Public, Commissioner for Oaths,
 or Justice of the Peace, in the Province of
 Saskatchewan.
 My Commission expires _____

THIS PAGE IS TO BE COMPLETED BY THE TRAINEE OR APPLICANT

9. PERSONALITY TRAITS

As the position of Rural Municipal Administrator is one of trust and integrity, a successful administrator would possess the following characteristics:

- Honesty, integrity and trustworthiness;
- Initiative and self motivation;
- Ability to work without supervision;
- Time management skills;
- Compassion and sympathy for others;
- Patience; and Leadership.

I believe that I, _____
(Name of Trainee or Applicant)

possess the aforementioned characteristics which are necessary in order to competently and proficiently perform the duties required of a rural municipal administrator.

10. CONTINUE PROFESSIONAL GROWTH

I, _____
(Name of Trainee or Applicant)

intend to further my professional growth by:

	YES	NO
Reading relevant literature	_____	_____
Participating in continuing education courses	_____	_____
Joining professional associations	_____	_____
Participating in professional conventions	_____	_____
Communicating with other administrators	_____	_____
Maintaining professional dress code	_____	_____

THAT I have and will continue performing the aforementioned activities in order to enhance my ability to competently and proficiently perform the duties of a rural municipal administrator.

(Signature of Trainee or Applicant)

SCHEDULE B

Superior A 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 A 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_____.

(Applicant for an advanced rural certificate)

(Office Inspector)