



# RURAL BOARD OF EXAMINERS

Province of Saskatchewan



P.O. Box 130  
Wilcox, Saskatchewan  
S0G 5E0

Phone: (306) 732-2030  
Fax: (306) 732-4495  
Email: rural.board.exam@sasktel.net

## APPLICATION FOR A RURAL "SUPERIOR 'A'" CERTIFICATE OF QUALIFICATION

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Presently Employed at: \_\_\_\_\_  
(Name of Municipality)

Telephone No.:(Work):\_\_\_\_\_ (Res.):\_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Particulars of Education:**

(Certificates, Diplomas, Degrees, Other; please indicate date obtained)

Please indicate if you hold a Rural Class "A" Certificate, the number and date of the Certificate:

\_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Particulars of Municipal Employment Experience:**

(Give position held and exact dates of commencement and termination of office)

	<u>Municipality</u>	<u>Position</u>	<u>Date of Commencement</u>	<u>Date of Termination</u>
--	---------------------	-----------------	-----------------------------	----------------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Particulars of Employment Experience:**

(Give position held and exact dates of commencement and termination)

	<u>Employer</u>	<u>Position</u>	<u>Date of Commencement</u>	<u>Date of Termination</u>
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Please complete both sides of this application form.**



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## Supplementary Information

- 1) Have you previously applied for a Rural Class Superior "A" Certificate?  
Yes: Date \_\_\_\_\_ No: \_\_\_\_\_
- 2) Have you ever been refused or had difficulty obtaining a fidelity bond?  
Yes: \_\_\_\_\_ Please comment below No: \_\_\_\_\_
- 3) Do you maintain all records required?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 4) Do you prepare a monthly statement of receipts and payments for council?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 5) Do you prepare the annual financial statements before the records are audited?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 6) Do you complete all journal entries at year end?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 7) Do you prepare an agenda for each council meeting?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 8) Do you draft all municipal bylaws?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 9) Do you carry out tax enforcement procedures for the municipality?  
Yes \_\_\_\_\_ No: \_\_\_\_\_ Please comment below.
- 10) Is an assistant employed in your office?  
Yes \_\_\_\_\_ No: \_\_\_\_\_
- 11) Your Auditor for Last Year: Name \_\_\_\_\_  
Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (306) \_\_\_\_\_

Comments:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Please include:

- (1) The required fee of \$500.00 payable to *The Rural Board of Examiners*
- (2) Documentation to verify education.
- (3) Ensure Council Members Address Listing is completed and attached.

Forward to: Secretary, Rural Board of Examiners, at above address.



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## SCHEDULE A

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### 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: \_\_\_\_\_



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Inspector

## 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"/>



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<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"/>



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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	



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		<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"/>



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

		<u>Yes</u>	<u>No</u>	<u>N/A</u>
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"/>





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<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"/>



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Yes   No   N/A

## GENERAL

- |        |  |                          |                          |                          |
|--------|--|--------------------------|--------------------------|--------------------------|
| 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"/> |

## INSURANCE

- |                      |                          |                          |                          |
|----------------------|--------------------------|--------------------------|--------------------------|
| 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"/> |

## SASKATCHEWAN MUNICIPAL HAIL INSURANCE ASSOCIATION

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 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"/> |
|--|--------------------------|--------------------------|--------------------------|

## COMPUTER

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 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"/> |