



RMAA Review

News from the Rural Municipal Administrators' Association of Saskatchewan

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"We cannot force someone to hear a message they are not ready to receive, but we must never underestimate the power of planting a seed."
— Unknown

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Plan now to attend the 2022 Convention!

The 2022 Annual RMAA Convention will be held in person in **May 2022**. We are optimistic that we will be able to meet in person. Plans are already underway to celebrate our postponed 100th Anniversary. We have much ground to cover after being apart for so long. President Lagrandeur announced last year that the 2022 convention will be held at the Double Tree in Regina. The Spring Newsletter will announce some of the convention plans and changes to the usual agenda to best make use of our time together. In the meantime please click on the link below to reserve your room! <https://www.hilton.com/en/book/reservation/deeplink/?cityhoen=YQRCCDT&groupCode=CDTRMD&arrivaldate=2022-05-15&departuredate=2022-05-20&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT> If the link doesn't work for you simply copy the link and paste into your browser.

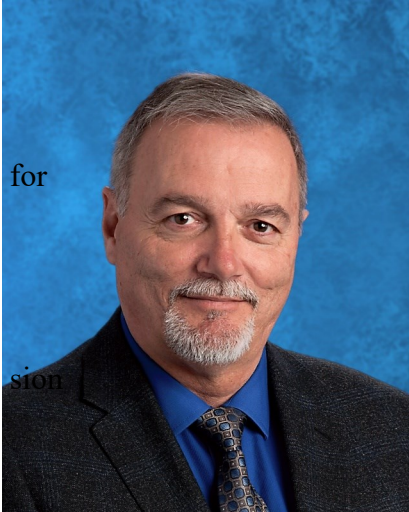
Annual RMAA Member Survey

IMPORTANT: PLEASE, we understand that you are inundated with surveys but the RMAA annual salary survey is scrutinized closely and is a key component in the collection of data used to present a sound and reputable brief that is seriously considered by all parties involved in salary negotiations. We will continue to use Survey Monkey to assist us in conducting our annual survey in hopes that our overall response rates improve. Please take the time to ensure that you have not opted out of the survey and if for some reason you do not receive it please contact your Division Director. Many thanks to each of you for making it a priority to complete and return this survey. We will send the survey out to you in late January 2022. We intentionally keep the member survey as brief as possible so that it will only take 3 to 5 minutes to complete. Note, that there will again be a question on the survey concerning retirements as we continue to track the number of Administrators who will be in a position to, or expect to, retire in the near future; this is a statistic that we feel we must track on an ongoing basis. The summary salary information is also an important statistic that we feel we must track on an ongoing basis. Please remember that your individual survey information is kept **strictly confidential** and your individual salary is not shared with the board as a whole. The summary of results will be shared in the spring newsletter.

**Please remember to complete
and return your member survey
as soon as you receive it in January!**



President's Corner by Guy Lagrandeur



As President of the Rural Municipal Administrators' Association I would like to extend my appreciation for the opportunity to serve on the board and as your President for 2022. I want to thank my fellow board members for their dedication to and the hard work for the association; great things are on the horizon 2022. The past two years will surely be remembered as the years of the Covid19 pandemic. The year when we all figured out how to mute and unmute quickly, when we had to think about and put into practice new ways to work and communicate and when we adjusted to a very different way of life. As this year winds down I wish to commend all directors and the salary committee for what the committee presented at the SARM Board meeting. At five fall divi-meetings (one wasn't held at time of proposal) the directors posed the question to all members asking for some guidance on how the committee should approach the board. The census amongst all 5 divisions was a very quiet response I am sure everyone was aware of our 2.5% ask in 2021 and for 2022 many were unsure on how to proceed. The board and committee evaluated all con-

cerns and responses and made the decision to respect for 2022 how all the RM's are facing financial restrictions and how the weather affected crops and livestock. I'm sure not all administrators will agree with our decision but everyone must also understand that this is a suggested salary schedule. Everyone must do their due-diligence in salary negotiations in order to receive the compensation they are seeking. As we move forward into 2022 we as a board have a few more challenges to tackle before this pandemic passes us. In May of 2022 we are planning to meet in person at our convention. We need to celebrate our 100th anniversary and recognize all those efforts and achievements that have been put on hold. We need to reinstate many of our training and workshops as our PD hours will resume in the new year. We all have a lot of work ahead of us before and after 2022 arrives. I am confident our board will be ready to handle the tasks at hand and welcome 2022 with a new energy to get back to doing what we do best. Thank you all for your continued patience and understanding during these difficult times. We all hope that this episode will soon be a thing of the past and life as we once knew will return better than ever. On behalf of the board and myself we want to wish all of you a Happy Holiday and enjoy the peace and serenity of the season.....and share it with special people!

NEW - 2022 RMAA Membership Dues

New for 2022 - The Regular Membership fee for active members is \$425.00 while Associate Membership is \$175.00. We have enclosed a separate membership invoice as part of your package. **NOTE:** Only regular members are granted voting privileges. Active Administrators **must** purchase a regular membership. Certificate holders who work in the office but are not active Administrators **may** purchase either a regular or associate membership. It is expected that all certificate holders that are not practicing Administrators, and those wishing to be placed on the relief list, purchase at least an associate membership. Retired members are encouraged to purchase an associate membership. This is the only notice you will receive for RMAA Membership dues! For those who wish to do so, we will allow a two part payment; one half the fee (\$212.50) is to be paid no later than January 31st and a post-dated cheque for March 31st for the other half (\$212.50) must be included. Receipts will be issued to the party whose name is on the cheque and will only be issued upon request. We want to acknowledge and thank Councils for recognizing that the RMAA member fees fund valuable committee work that not only benefits administrators but also benefits the Councils and ratepayers that our members serve!

Moving or Retiring?

Please let us know if you are moving, retiring or exiting the field. Drop us a line at rmaa@sasktel.net.



Ten Minute Trainers

10-Minute Trainers are short, group-training sessions designed for municipal council members and facilitated by the administrator. 10-Minute Trainers were developed to help councils work together more effectively using everyday examples they might face on the job. It is an excellent team-building resource that costs nothing and can be easily completed as a group before or after a council meeting.

The training includes short videos and questions designed to engage municipalities in discussions about local issues. Each 10-Minute Trainer module consists of three sections. Each section, designed to take approximately 10-15 minutes, consists of:

- written material;
- a video;
- and discussion questions.

Currently, there are two 10-Minute Trainers modules available. The first module focuses on council procedures. It contains a workbook and short videos that demonstrate different situations a council may face. It is designed to help councils help themselves, using their own legislation, such as their council procedures by-law. The second module explores the roles and responsibilities of municipal administrators and council members. It provides an opportunity to discuss what the different roles and responsibilities look like in your municipality and what problems may arise when these roles and responsibilities are unclear.

For more information about 10-Minute Trainers, contact the Ministry of Government Relations at 306-787-4984 or email patrick.chastel2@gov.sk.ca.

Elections at Large - submitted by Judy Kanak, Manager, Advisory Services

Elections at Large (Section 49.1 of *The Municipalities Act*)

Various previous communications have provided information to rural municipalities about the new requirement in legislation for councils of a rural municipality (RM) to establish a policy by January 1, 2023, for the regular review of division boundaries. The amendment also discusses the option to forego the requirement of establishing a policy, and instead, move to an election-at-large system, which will be the focus of this article. The implementation of elections at large means that existing RM division boundaries are removed and all RM council members would be elected by all voters of the RM like the reeve is elected. It also means all council members' four-year terms of office will begin and end at the same time.

The purpose of division boundaries is for electoral purposes only. Councillors are responsible for making decisions that are in the best interests of the entire municipality, not just in their respective divisions. The dynamics of RMs have changed significantly from when they were formed a century ago. Changes have been evident in population, growth concentrations in a few areas, farming practices and transportation trends, to name a few. This may be a good option for your council to consider if populations are not currently distributed equitably or low population numbers in the RM/divisions result in difficulty finding interested voters to run for council positions.

If your council chooses to have its members elected at large, an application to the ministry is required to be made to remove the existing division boundaries by Minister's Order. Advisory Services will provide more information and assistance to help you through the process. This should be discussed and planned early by your council as either decision, a policy for division boundary review OR moving to elections at large, take time. If the RM opts to have a division boundary policy, it must be established by January 1, 2023. If you do not establish a policy, you MUST adopt the election-at-large system.



Welcome New Members!

Certificate	Name	Municipality	Certification Date
1617	Amie Field	No. 8 Lake Alma	April 27, 2021
1618	Crystal Schaan	No. 501 Frenchman Butte	April 27, 2021
1619	Marjorie A. Beatty	No. 245 Garry	April 27, 2021
1620	Krystal Ferguson	No. 380 Tramping Lake	May 18, 2021
1621	Boyd Holland	No. 102 Lake Johnston	July 20, 2021
1622	Katelyn Ethier	No. 93 Wawken	August 3, 2021
1623	Tanya Howell	No. 51 Reno	August 30, 2021
1624	Mark Misquitta	No. 435 Redberry	September 17, 2021
1625	Sandra McClement	No. 63 Moose Mountain	September 17, 2021
1626	Samantha-Jo Lynn Herring	No. 317 Marriott	September 17, 2021
1627	Teja Bugera	No. 276 Foam Lake	September 17, 2021
1628	Tammy Sloan	No. 110 Piapot	September 28, 2021
1629	Nicole Davie	No. 106 Whiska Creek	September 28, 2021
1630	Rebecca Matthews	No. 490 Garden River	September 29, 2021
1631	Krista Bondy	No. 472 Wilton	November 23, 2021
1632	Kim Cassibo	No. 63 Moose Mountain	November 26, 2021
1633	Trenton Sim	No. 284 Rudy	December 7, 2021
1634	Chrissy Bodnarchuk	No. 214 Cana	December 8, 2021

Good Luck in your new profession!

Targeted Sector Support Intake

The Targeted Sector Support (TSS) Steering Committee is once again accepting grant applications from municipalities under the TSS Initiative.

The TSS Initiative provides cost-shared grants, up to 75 per cent on eligible costs, to municipalities partnering to strengthen their core municipal responsibilities through projects focused on regional co-operation, capacity building and good governance. Applicants must be a municipal government and partner with at least one other community, such as other municipalities, regional committees, First Nations or parks.

Examples of previously approved grants include:

- \$100,000 for assistance with the creation of a municipal district
- \$30,000 for a regional landfill feasibility study
- \$13,000 for governance training for municipal officials

Each year, TSS receives \$1.5 million from the Municipal Revenue Sharing Grant Program. Funds are administered by the Saskatchewan Association of Urban Municipalities (SUMA), on behalf of the TSS Steering Committee. The TSS Steering Committee consists of SUMA, the Saskatchewan Association of Rural Municipalities, the Saskatchewan Association of Northern Communities and the Ministry of Government Relations.

Applications for this intake opened on November 1, 2021, and will be accepted until February 1, 2022. Interested municipalities can learn more and apply by visiting the [Targeted Sector Support Initiative](#) webpage. Email info@targetedsector.ca for more information.



Meet Division 6 Director Michelle Buechler


Where are you from and how did your path lead to Administration?

I currently live in Paynton and my municipal career started as a summer student at the Town of Kerrobert. After going to college I was approached by the Town of Kerrobert to go back to work for them which I did until I started my family. About 8 years later I re-entered the municipal field as a casual assistant for the Village of Dodsland and the R.M. of Winslow No. 319. In 2005 I was approached by the R.M. of Marriott No. 317 in Rosetown to take the position of Assistant Administrator for a joint office that included the R.M. of Pleasant Valley No. 288; in 2007 I became the Administrator. After a brief stint in Edmonton, I accepted the position as Administrator for the R.M. of Paynton No. 470 on January 1, 2017 and have been there ever since.

What is your favorite thing to do when you are not working?

Camping and fishing.

Favorite Food?

Lobster

How long have you been an Administrator? 15 years

What is your favorite duty as an Administrator? Assessment (said no one ever)! I can't only pick one, there are many parts of the job I enjoy.

What is your least favorite duty? Assessment on a Revaluation year.

What compelled you to become a board member?

The chance to represent Division 6 Administrators and meet new and interesting people.

What is most rewarding about being on the board?

I really like working with the board and meeting new people from other organizations.

What is the most surprising thing that you have learned about what the RMAA Board's function?

How well the Board works together to make our Association the best it can be.

If you could give one piece of advice to a new Administrator what would that be?

Hang in there! Don't be afraid to reach out to other Administrators if you are having a problem with something. Most Administrators have likely ran across the same issue and will gladly give you some advice.

What advice would you give to a new Council member?

Keep an open mind! Being on council these days does not only deal with roads, it is so much more. Come with an open mind and provide constructive and informative feedback.

Anything else you would like to share?

I would just like to thank my Division 6 members for continuing to let me represent them on the R.M.A.A. Board and for being such a great Division!



Board of Examiners – Jill Palichuk



As we approach the end of the December, I would like to congratulate you all on navigating yet another challenging year of uncertainties, cancellations, restrictions, frustrations, and governance requirements year two of working through Covid has created. We have all had to adapt and make adjustments in the Administrator world, and it definitely has not always been easy. I commend you for your efforts and leadership through the ever changing unknowns Covid has created.

The Board of Examiners (BOE) has had a rather busy year. On behalf of the (BOE) I would like to take this opportunity to update you on the proceedings throughout the past year, as well as refresh you on some recent changes implemented within the past couple of years. The BOE is a three member Board made up of the Vice President of SARM, Bill Huber, the Vice President of the RMAA, Sheila Keisig, and the hired Secretary to the Board, myself.

As you should have recently received notice from your Division Directors, I am relocating offices and taking the Administrator position for the RM of St. Andrews No. 287, located in Rosetown. As of Monday December 13th I am no longer working at the RM of Vanscoy office. As a result, the mailing address and contact information for the BOE has changed. All letterhead, application forms, and information on the RMAA website has been updated to include my new contact information. However, through the transition if something is mailed to the Vanscoy address, I will make arrangements to ensure that any mail or inquiries are directed to me at my new location.

Advanced Certificate office inspections have resumed over the summer in 2021 and are continually ongoing. We thank Administrators for their patience and understanding as we have worked through the restrictions Covid has created. New policies and procedures have been implemented to proceed with in office inspections as safely as possible. However, we are continually monitoring Public Health Orders and Covid restrictions. The BOE and RMAA are cognizant that the current plans and procedures may need to be adapted or halted at any time for the safety of the applicants, the inspectors, and their communities. That being addressed, we are hopeful the advanced certificate application and office inspection process will be able to continue with some realm of normalcy going forward. Currently inspections have been completed for applicants who applied for advanced certificates in 2020. Inspectors are currently working through office inspections for applicants who applied prior to the September 1, 2021 application deadline. The next deadline to apply for an “A” or Superior “A” Certificate is March 1, 2022. As a reminder, if you have not already mailed your application, and plan to apply by the March 1, 2022 deadline, please ensure your application is mailed to the new Rosetown address for the BOE.

*****NEW ADDRESS*** Box 488, Rosetown, SK, S0L 2V0 306-882-2314 (office) 306-882-3287 (fax)**

As a reminder, a new change to the Advanced Certificate eligibility requirement that was implemented in 2020 but has not yet been enforced is the requirement to be compliant with RMAA Professional Development Hours in order to apply for an “A” or Superior “A” certificate. Because of COVID the RMAA has waived the PD Hour requirements for 2020 and 2021. Therefore, the BOE is not currently enforcing the rule. As the RMAA has provided notification that PD Hours will once again be tracked in 2022, anyone who applies for an advanced certificate AFTER September 1, 2022 will have to provide proof of PD Hour compliance from the RMAA Executive Director to accompany their application. The advanced certificate application forms will be updated to reflect this requirement at the time it is enforced next September.

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Board of Examiners – Continued from previous page

Additionally, I wanted to provide a reminder of the change to Superior “A” certification eligibility that was first introduced to the membership in June’s correspondence. To qualify for a Rural “Superior A” an applicant must meet the required education criteria, and have had their Rural “A” Certificate for at least five years. This has not changed. What has changed is if the applicant has relocated offices within the five years of holding their Rural “A”, the applicant must have worked for three calendar years at their current office location prior to applying. This rule has been instated to ensure that office inspectors have a sufficient sample size of work to objectively inspect records for a “Superior A” level certificate.

The BOE has been receiving several inquiries regarding offices working through succession planning and transitioning from the current Administrator into advertising, recruiting, and hiring a new administrator. In many cases Councils are hiring an applicant for the Administrator position who may not be a certified Administrator. Therefore, I wanted to refresh the membership on the requirements for an applicant to be eligible to obtain a Rural “C” Municipal Administrator Certificate.

In order to qualify for a Rural “C” Municipal Administrator Certificate, an applicant must have their LGA Certificate from the University of Regina, or acceptable equivalent education as identified in the Rural Board of Examiners Regulations which are available for viewing on the RMAA website. The applicant must also complete 1,800 Hours of in office training under a certified Rural Municipal Administrator mentor. This mentor must hold either a Rural “A” or Rural “Superior A” Certificate. If Council hires a candidate who does not have their Rural Municipal Administrator Certification, then in order for the RM to be compliant with legislation, the RM would need to appoint this person as an Acting Administrator, and apply to the Rural Board of Examiners for an Acting Administrator permit for the applicant to work under until they meet the qualifications above, and can apply for their Rural “C” Certificate. The Acting Administrator Permit form is available on the RMAA website under the certification tab.

In order for an Acting Administrator permit to be issued, the applicant must be enrolled in the LGA program, unless other education is approved, and the mentor must be identified on the Application and hold either a Rural “A” or “Superior A” Certificate, as well as an active, associate, or lifetime membership with the RMAA.

On behalf of Bill, Sheila, and myself I would like to wish you and yours a very Merry Christmas and all the best in 2022. I look forward to seeing you all in person as soon as possible at a SARM or RMAA function, as we all miss the ability to network, interact, and meet in person.

Please always feel free to reach out to me via telephone or email if you have any questions regarding certification at any level. I do my very best to get back to any inquiry as timely as possible. I can be reached by telephone at 306-882-2314 or by email at rural.board.exam@sasktel.net.

Advanced Certificates

A number of applications have been received for both A and Superior A Certification. The Board of Examiners has recently awarded many certificates and continues to work through the back log. A complete list of all the successful applicants will be posted in the Spring Newsletter.

2021 - 2022 RMAA Executive

President - Guy Lagrandeur - Redburn

Vice-President - Sheila Keisig - Tullymet

Director Ex-Officio - Ray Orb - Cupar

Immediate Past President - Wendy Gowda - Christopher Lake

Executive Director - Rose Zimmer - Wolseley

Division One - Cheryl Barrett - Martin

Division Two - Cathy Ripplinger - Pense

Division Three - Raylene Packet - Webb

Division Four - Barry Hvidston - Keys

Division Five - Doran Scott - Blucher

Division Six - Michelle Buechler - Paynton

The RMAA Board of Directors wishes you a Merry Christmas!

