

*The  
Saskatchewan  
Municipal Board  
Member Qualification  
Regulations, 2003*

*being*

Chapter M-23.2 Reg 5 (effective October 7, 2003) as amended  
by Saskatchewan Regulations [82/2010](#) and [65/2011](#).

**NOTE:**

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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## CHAPTER M-23.2 REG 5

### *The Municipal Board Act*

#### **Title**

**1** These regulations may be cited as *The Saskatchewan Municipal Board Member Qualification Regulations, 2003*.

#### **Interpretation**

**2** In these regulations:

- (a) “**Act**” means *The Municipal Board Act*;
- (b) “**rural municipal administrator’s certificate**” means a certificate of qualification as an administrator of a rural municipality that is issued by a board of examiners established in accordance with *The Rural Municipal Administrators Act*;
- (c) “**urban municipal administrator’s certificate**” means a certificate of qualification as an administrator of an urban municipality that is issued by a board of examiners established in accordance with *The Urban Municipal Administrators Act*.

17 Oct 2003 cM-23.2 Reg 5 s2; 13 Aug 2010 SR  
82/2010 s3.

#### **Qualifications**

**3** To be eligible to be appointed as a member of the board pursuant to subsection 4(1) of the Act, a person must:

- (a) possess at least one of the following qualifications:
  - (i) be the holder of a rural municipal administrator’s certificate or an urban municipal administrator’s certificate;
  - (ii) be the holder of a municipal administrator’s certificate recognized by the Lieutenant Governor in Council and, in the opinion of the Lieutenant Governor in Council, have satisfactory experience relative to the matters within the board’s jurisdiction;
  - (iii) be a member in good standing in an accounting profession recognized pursuant to:
    - (A) *The Chartered Accountants Act, 1986*;
    - (B) *The Certified General Accountants Act, 1994*; or
    - (C) *The Management Accountants Act*;
  - (iv) be a member in good standing in:
    - (A) the Law Society of Saskatchewan;
    - (B) the Association of Professional Community Planners of Saskatchewan;
    - (C) the National Fire Protection Association;
    - (D) the Saskatchewan Assessment Appraisers’ Association;

- (E) the Association of Professional Engineers and Geoscientists of Saskatchewan;
  - (F) the Saskatchewan Land Surveyors Association; or
  - (G) the Saskatchewan Institute of Agrologists;
- (v) have experience as a treasurer, secretary-treasurer or chief financial officer of a board of education or the conseil scolaire pursuant to *The Education Act, 1995*;
  - (vi) hold a certificate, diploma or degree from a post-secondary educational institution acceptable to the Lieutenant Governor in Council in a field of study that is relevant to some or all of the matters within the board's jurisdiction;
  - (vii) have experience in municipal road design standards, specifications or construction;
- (b) have experience in conducting public hearings, appeals or meetings that involve hearing submissions from local authorities and the public; and
  - (c) in the opinion of the Lieutenant Governor in Council, have:
    - (i) an ability to analyse issues, to impartially consider arguments and to write decisions;
    - (ii) good communication and interpersonal skills;
    - (iii) a familiarity with the board's jurisdiction and with the relationship of the board to local authorities and to the Government of Saskatchewan; and
    - (iv) technical or substantive knowledge and experience that will assist the board in determining matters within its jurisdiction.

17 Oct 2003 cM-23.2 Reg 5 s3; 13 Aug 2010 SR  
82/2010 s4.

**Additional qualifications**

**3.1** In addition to the qualifications in section 3, a full-time member must have experience in one or more of the following areas:

- (a) board or corporate governance, including:
  - (i) developing or implementing corporate governance principles and guidelines and their disclosure and communication in annual reporting or other documents; and
  - (ii) developing and monitoring processes for reviewing and evaluating the effectiveness of a board, board committees and individual board members;

- (b) business administration and management, including:
  - (i) managing, monitoring or providing guidance and direction to senior management or staff; and
  - (ii) developing and monitoring internal management decision-making, disclosure and information systems, procedures and controls;
- (c) financial and risk management, including:
  - (i) overseeing financial reporting and disclosure and systems of internal control and risk management; and
  - (ii) overseeing internal and external audit functions, including compliance with legal and regulatory requirements;
- (d) strategic planning, including:
  - (i) approving, undertaking, facilitating or developing strategic planning processes and annual strategic or business plans; and
  - (ii) developing, implementing and reviewing policies and procedures for receiving feedback from clients with respect to the affairs of a board, organization or corporation;
- (e) policy development, including developing, recommending or advising on board policy changes or new policies to correct or improve practices, procedures or address inadequacies as a result of, or in response to, emergent trends or events;
- (f) human resource management, including:
  - (i) developing or implementing codes of ethics or standards applicable to board members, officers and employees; and
  - (ii) developing or overseeing programs of continuing education for board members, management and staff to maintain or enhance skills and abilities.

16 Sep 2011 SR 65/2011 s2.

**R.R.S. c.M-23.2 Reg 2 repealed**

4 *The Municipal Board Transition Regulations, 1989* are repealed.

17 Oct 2003 cM-23.2 Reg 5 s4.

**R.R.S. c.M-23.2 Reg 4 repealed**

5 *The Municipal Board Member Qualification Regulations* are repealed.

17 Oct 2003 cM-23.2 Reg 5 s5.

**Coming into force**

6 These regulations come into force on the day on which they are filed with the Registrar of Regulations.

17 Oct 2003 cM-23.2 Reg 5 s6.

