

# *The Board of Examiners (Rural Development) Regulations*

## *Repealed*

by Chapter 38 of *The Statutes of Saskatchewan, 2001*  
(effective June 28, 2001).

## *Formerly*

Chapter D-22.2 Reg 1 (effective April 24, 1981)  
as amended by Saskatchewan Regulations 169/81,  
121/87 and 77/92 and by a Minister's Order  
(Gazetted August 21, 1981).

### **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 D-22.2 REG 1

### *The Department of Rural Development Act*

#### Title

**1** These regulations may be cited as *The Board of Examiners (Rural Development) Regulations*.

8 May 81 cD-22.2 Reg 1 s1; 11 Dec 87 SR 121/  
87 s3.

#### Interpretation

**2** In these regulations:

- (a) **“board”** means the Board of Examiners appointed pursuant to section 3;
- (b) **“certificate”** means a Class C certificate, Class A certificate or Superior A certificate;
- (c) **“Class A certificate”** means a rural Class A certificate of qualification issued pursuant to section 7;
- (d) **“Class C certificate”** means a rural Class C certificate of qualification issued pursuant to section 6;
- (e) **“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;
- (f) **“Superior A certificate”** means a rural Superior A certificate of qualification issued pursuant to section 8;
- (g) **“trainee”** means a person who is engaged by a rural municipality, whether for compensation or not, for the purpose of gaining experience in the administration of the government of a rural municipality.

8 May 81 cD-22.2 Reg 1 s2; 14 Aug 92 SR 77/92  
s3.

#### Board of examiners

**3(1)** The minister shall appoint a Board of Examiners consisting of:

- (a) one staff member of the department who shall act as chairman of the board; and
- (b) one nominee from the Saskatchewan Association of Rural Municipalities; and
- (c) one nominee from the Rural Municipal Administrators' Association of Saskatchewan.

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- (2) Each person appointed pursuant to subsection (1) shall remain a member of the board until his successor is appointed.
- (3) 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.
- (4) All questions at meetings of the board are to be decided by a majority vote of the members present, and two members constitute a quorum.
- (5) The minister may determine:
  - (a) the remuneration payable to members of the board, excluding the chairman; and
  - (b) the allowances for travel and other expenses payable to all members of the board.

8 May 81 cD-22.2 Reg 1 s3; 11 Dec 87 SR 121/  
87 s4.

**Authority of board**

**4** The board has the authority to:

- (a) issue certificates to administrators of municipalities and to other persons who qualify for such positions in accordance with these regulations;
- (b) cancel a certificate which was issued in error;
- (c) where a certificate has been suspended, cancelled or revoked, require the holder of the certificate to return the certificate to the board;
- (d) exercise any other duties that it considers necessary in order to carry out the intent of these regulations in an efficient manner.

8 May 81 cD-22.2 Reg 1 s4; 11 Dec 87 SR 121/  
87 s5.

**Secretary**

**5(1)** Subject to the approval of the minister, the board shall appoint a staff member of the department as secretary to the board.

(2) The secretary to the board shall perform any duties that the board assigns.

8 May 81 cD-22.2 Reg 1 s5.

**Class C certificates**

**6(1)** The board may issue a rural Class C certificate to:

- (a) a trainee or the assistant administrator of a rural municipality where the administrator is the holder of a Class A certificate or Superior A certificate;
- (b) the acting administrator of a rural municipality; or
- (c) any person in a municipal position that the board considers equivalent to one mentioned in clause (a) or (b);

where that person:

- (d) has received or is qualified to receive:
  - (i) a certificate in the Junior Local Government Administration Program from The University of Regina; or
  - (ii) a diploma in the Public Administration Diploma Program from the Saskatchewan Institute of Applied Science and Technology;

and has served satisfactorily, in the opinion of the board, for the equivalent of at least one year in any of the positions mentioned in clauses (a), (b) and (c) during the three-year period immediately preceding the day on which the person received or became entitled to receive the certificate or diploma, or during any period determined by the board following that day; or

- (e) holds educational qualifications and has fulfilled service requirements acceptable to the board.

(2) A Class C certificate is to be signed by the chairman and the minister.

(3) Subject to subsection (3.1), a Class C certificate is valid for a period of five years from the later of:

- (a) the date of its issue; or
- (b) the last day of a period of at least two years continuous service wherein the holder of the certificate was actually employed by the council of a municipality:
  - (i) as an administrator;
  - (ii) as an assistant administrator;
  - (iii) as an acting administrator; or
  - (iv) in a municipal position that the board considers equivalent to one mentioned in subclause (i), (ii) or (iii).

(3.1) A Class C certificate issued to a person pursuant to clause (5)(b) expires on the day on which the Class C certificate issued by the board of examiners mentioned in that clause expires.

(4) A Class C certificate may be renewed by the board on any terms and conditions that the board may prescribe.

(5) Notwithstanding any other provision of these regulations:

- (a) 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;
- (b) the board, on receipt of an application from a person who:
  - (i) is the holder of a valid and subsisting Class C certificate issued by a board of examiners appointed pursuant to *The Department of Urban Affairs Act*; and

(ii) was issued the certificate mentioned in clause (a) as a result of holding the position of trainee with an urban or rural municipality the administrator of which possessed a Class A certificate or Superior A certificate;

shall issue a Rural Class C certificate to the applicant;

(c) the board, on receipt of an application from a person who is the holder of a valid and subsisting Class A certificate or Superior A certificate issued by a board of examiners appointed pursuant to *The Department of Urban Affairs Act*, shall issue a Rural Class C certificate to the applicant.

8 May 81 cD-22.2 Reg 1 s6; 4 Sep 81 SR 169/81 s2; 11 Dec 87 SR 121/87 s6; 14 Aug 92 SR 77/92 s4.

#### **Class A certificates**

7(1) The board may issue a rural Class A certificate to a person who is the holder of a valid and subsisting Class C certificate and, since the date of issue of his Class C certificate, has completed at least two years of satisfactory continuous service in a municipality as an administrator or in a municipal position that the board considers equivalent.

(2) A Class A certificate is to be signed by all members of the board and the minister.

8 May 81 cD-22.2 Reg 1 s7; 11 Dec 87 SR 121/87 s7.

#### **Superior A certificates**

8(1) The board may issue a rural Superior A certificate to a person who:

- (a) is the holder of a valid and subsisting Class A certificate;
- (b) has obtained a certificate in the senior local government administration program from The University of Regina or provides the board with any other evidence of educational achievement that the board considers acceptable; and
- (c) since the date of issue of his Class A certificate, has completed at least five years of satisfactory service as an administrator or in a municipal position that the board considers equivalent.

(2) A Superior A certificate is to be signed by all members of the board and the minister.

8 May 81 cD-22.2 Reg 1 s8; 11 Dec 87 SR 121/87 s8.

#### **Fees**

9(1) An application for a certificate must be:

- (a) in the form prescribed by the board; and
- (b) accompanied by a non-refundable fee:
  - (i) in the case of a Class C certificate, of \$100;

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- (ii) in the case of a Class A certificate, of \$150; and
- (iii) in the case of a Superior A certificate, of \$150.

(2) Where an applicant has paid the fee and been issued a certificate by a Board of Examiners appointed pursuant to *The Department of Urban Affairs Act*, no fee is payable for a Class C certificate issued under these regulations.

8 May 81 cD-22.2 Reg 1 s9; 11 Dec 87 SR 121/  
87 s9; 14 Aug 92 SR 77/92 s5.

**Investigations**

**10** In considering an application for a certificate, the board may make any investigations or order any reports that it considers necessary.

8 May 81 cD-22.2 Reg 1 s10.

**Cancellation, suspension**

**11(1)** Where the board is satisfied that the holder of a certificate issued pursuant to these regulations or any former regulations:

- (a) has been dishonest or grossly negligent in the discharge of his duties as a municipal official; or
- (b) obtained his certificate in a fraudulent manner;

the board may, subject to subsection (2), cancel or revoke the certificate or suspend it for a stated period.

(2) Before arriving at a decision under subsection (1), the board shall:

- (a) set a date, time and place for a hearing;
- (b) 30 days in advance of the hearing, provide the holder of the certificate with written notice of the date, time, place and purpose of the hearing; and
- (c) afford the holder of the certificate an opportunity to be heard at the hearing.

8 May 81 cD-22.1 Reg 1 s11.

**Return of certificate**

**12(1)** 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.

(2) Upon the expiration of a period of suspension imposed pursuant to subsection 11(1), the board shall return the certificate to its holder.

8 May 81 cD-22.2 Reg 1 s12.

