

The Treasurer and Secretary-Treasurer Certification Regulations

Repealed

by Saskatchewan Regulations 3/2003
(effective March 1, 2003).

Formerly

Chapter E-0.1 Reg 20 (effective October 3, 1996).

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 E-0.1 REG 20

The Education Act

Title

- 1 These regulations may be cited as *The Treasurer and Secretary-Treasurer Certification Regulations*.

Interpretation

- 2 In these regulations:

- (a) **“Board”** means the Board of Examiners continued pursuant to section 3;
- (b) **“certificate”** means a certificate issued pursuant to section 5;
- (c) **“permit”** means a permit issued pursuant to section 8.

11 Oct 96 cE-0.1 Reg 20 s2.

Board of Examiners continued

- 3(1) The Board of Examiners, established pursuant to *The Education Regulations, 1986*, is continued.

- (2) The minister shall appoint the following persons to the Board:

- (a) one person who is to be nominated by the Saskatchewan Association of School Business Officials;
- (b) one person who is to be nominated by the Saskatchewan School Trustees Association;
- (c) one person, to be chairperson, who is to be chosen by the minister.

- (3) Each person appointed pursuant to subsection (2) holds office for a term of two years or until a successor is appointed.

11 Oct 96 cE-0.1 Reg 20 s3.

Application

- 4 The Board shall not issue a certificate pursuant to section 5 unless a person:

- (a) applies in writing;
- (b) provides evidence satisfactory to the Board that the person:
 - (i) has completed the necessary training or possesses the necessary qualifications mentioned in section 5; and
 - (ii) except in the case of a Class C Certificate, has successfully completed at least two years of full-time employment or 3,540 hours as a treasurer or a secretary-treasurer of a school division or conseil scolaire; and
- (c) provides any other information the Board may require.

11 Oct 96 cE-0.1 Reg 20 s4.

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Certificate classes

5 The Board may issue:

- (a) subject to subsections 6(3) to (5), a Class C Certificate to a person who:
 - (i) has completed the Junior Local Government Administration Program at the University of Regina;
 - (ii) has completed the Public Administration Diploma Program at the Saskatchewan Institute of Applied Science and Technology;
 - (iii) has completed any other education, training or employment that is recognized by the Board to be equivalent to the requirements mentioned in subclause (i) or (ii); or
 - (iv) possesses a university degree, in a field related to local government administration, that is acceptable to the Board;
- (b) a Class A Certificate to a person who:
 - (i) has completed the Junior Local Government Administration Program at the University of Regina;
 - (ii) has completed the Public Administration Diploma Program at the Saskatchewan Institute of Applied Science and Technology; or
 - (iii) has completed any other education, training or employment that is recognized by the Board to be equivalent to the requirements mentioned in subclause (i) or (ii);
- (c) a Superior Class A Certificate to a person who:
 - (i) is a Certified General Accountant or a Certified Management Accountant and is a member in good standing of the respective professional association; or
 - (ii) has completed education, training or employment that is recognized by the Board to be equivalent to the requirements necessary to be a Certified General Accountant or a Certified Management Accountant; or
- (d) an Advanced Class A Certificate to a person who possesses a university degree, in a field related to local government administration, that is acceptable to the Board.

11 Oct 96 cE-0.1 Reg 20 s5.

Class C certificates

- 6(1)** Subject to subsection (5), a Class C Certificate is valid for three years from the day it is issued.
- (2) Subject to subsection (3), the Board may renew a Class C Certificate.
- (3) The Board may not issue or renew a Class C Certificate where the effective date of the certificate would be nine years or more after the date on which the applicant completed the education and training required to qualify for the certificate.

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(4) Subsection (3) does not apply where a person has been employed in a local government administrative position, or in another position recognized by the Board as requiring similar qualifications and skills, for at least one year during the six-year period prior to the application.

(5) Subsections 7(2) to (5) apply to a Class C Certificate.

11 Oct 96 cE-0.1 Reg 20 s6.

Class A, Superior Class A and Advanced Class A certificates

7(1) Subject to subsection (2), Class A Certificates, Superior Class A Certificates and Advanced Class A Certificates represent a continuing certification and need not be renewed.

(2) The Board may cancel or suspend a certificate if the Board is satisfied that the holder of the certificate:

- (a) is dishonest or grossly negligent in the discharge of his or her duties as a school business official;
- (b) obtained the certificate in a fraudulent manner; or
- (c) in the case of a person to whom section 10 applies, is not a member in good standing of the Saskatchewan Association of School Business Officials.

(3) Before cancelling or suspending a certificate pursuant to subsection (2), the Board shall:

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

(4) If the certificate is cancelled or suspended, the holder of the certificate shall return the certificate to the Board.

(5) Following the expiry of a period of suspension, the Board shall return a certificate to the person to whom it is issued.

11 Oct 96 cE-0.1 Reg 20 s7.

Permits

8(1) The Board may issue a permit authorizing a person who does not hold a certificate to act as treasurer or secretary-treasurer where the Board is satisfied:

- (a) that a board of education or a conseil scolaire is unable to employ a treasurer or secretary-treasurer who holds a certificate; or
- (b) that:
 - (i) a treasurer or secretary-treasurer who holds a certificate or a superintendent of administration employed by a board of education or a conseil scolaire is temporarily unavailable to perform his or her duties for at least one month; and

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- (ii) the board of education or the conseil scolaire is unable to obtain the services of a treasurer or secretary-treasurer who holds a certificate.
- (2) The Board may issue or renew a permit for any period up to one year that the Board considers reasonable.
- (3) The Board may renew a person's permit any number of times if that person:
 - (a) is enrolled in a program of studies that will allow him or her to apply for a certificate; and
 - (b) is making progress satisfactory to the Board.

11 Oct 96 cE-0.1 Reg 20 s8.

Qualification

9(1) A board of education or a conseil scolaire may appoint a person as the treasurer or the secretary-treasurer of the school division or conseil scolaire, as the case may be, if that person has:

- (a) an Advanced Class A Certificate;
 - (b) a Superior Class A Certificate;
 - (c) a Class A Certificate;
 - (d) a Class B Certificate issued pursuant to Order in Council 1114/49;
 - (e) a Class C Certificate; or
 - (f) a permit issued pursuant to section 8.
- (2) Notwithstanding subsection (1), a board of education may continue to employ a person as the treasurer or the secretary-treasurer of a school division if that person has been employed on a continuous full-time basis as a treasurer or secretary-treasurer with the board of education of that school division since a date no later than December 31, 1978.
- (3) The Board may allow a board of education or a conseil scolaire to employ a person who does not meet the requirements of subsection (1) as treasurer or secretary-treasurer on a part-time basis where:
- (a) the board of education or the conseil scolaire, because of its small size or limited capacity, considers that a full-time treasurer or secretary-treasurer is not warranted; and
 - (b) the board of education or the conseil scolaire is unable to obtain the services of a treasurer or secretary-treasurer who holds a certificate.

11 Oct 96 cE-0.1 Reg 20 s9.

Membership required

10(1) Subject to subsection (2), as a condition of employment, every person appointed as a treasurer or secretary-treasurer must be a member in good standing of the Saskatchewan Association of School Business Officials.

(2) Subsection (1) does not apply to a person appointed pursuant to subsection 9(3).

11 Oct 96 cE-0.1 Reg 20 s10.

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Superintendent of Administration

11 A person is eligible to be appointed as a superintendent of administration of a school division or a conseil scolaire if he or she:

- (a) holds an Advanced Class A Certificate or a Superior Class A Certificate;
or
- (b) held a valid certificate and was employed as a treasurer, secretary-treasurer or superintendent of administration on a full-time basis by a board of education on or before December 31, 1978.

11 Oct 96 cE-0.1 Reg 20 s11.

Transitional

12 Treasurer and Secretary-Treasurer certificates issued pursuant to *The Education Regulations, 1986* or any former regulations are to be governed by these regulations and may be dealt with as if they were issued pursuant to these regulations.

11 Oct 96 cE-0.1 Reg 20 s12.

Repeal

13 Sections 4 and 8 to 14 of *The Education Regulations, 1986* are repealed.

11 Oct 96 cE-0.1 Reg 20 s13.

