

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan
Piero Room – Delta Regina – 9:00 a.m. – Saturday, November 25, 2017

PRESENT

President: – Jason Chorneyko
Directors: – Therese Chartier, Don McLeod, Janelle Scott, Brad Wiebe, Betty Moller, Brandi Morrissette, Glenda Lemcke
Missing: - Vice President Chris Costley, Past President Rodney Audette, Directors: Aileen Garrett
Executive Director: - Rick Dolezsar
Executive Assistant - Teresa Parkman

CALL TO ORDER President Jason Chorneyko called the meeting to order at 9:00 a.m.

AGENDA

76-17 MCLEOD That the agenda be approved as presented. CARRIED

MINUTES

77-17 WIEBE That the September 23, 2017 minutes be approved as circulated. CARRIED

WATER SECURITY AGENCY (WSA) WORKSHOPS SUMMARY

78-17 SCOTT That we approve WSA Workshop Summary as presented and that we submit a cheque in the amount of \$2787.83 to RMAA for their portion of rural attendees. CARRIED

FINANCIAL STATEMENT

79-17 CHARTIER That the October 31, 2017 Financial Statement be accepted. CARRIED

BOARD OF EXAMINERS

80-17 SCOTT That we acknowledge September 28, 2017 Board of Examiner's report. CARRIED

81-17 MCLEOD That we endorse the Board of Examiner's recommendations of the changes to the Office Inspection Checklist and the Mentorship Policy:
Office Inspection Checklist, add the following:
- Proof of ability to do Bank Reconciliation
- TCA Register
- Annual Waterworks Info
- Council Procedure & Code of Ethics Bylaws
Mentorship Policy, add the following:
- A subordinate staff member may not mentor an administrator in the same municipality. CARRIED

MUNICIPAL PROGRAMS AND STEERING COMMITTEE – OCTOBER 23, 2017 MEETING

82-17 WIEBE That we acknowledge the October 23, 2017 Municipal Programs and Steering Committee Meeting Report. CARRIED

JSGS GOVERNANCE PROGRAM

83-17 MOLLER That the report on the Johnson Shoyama Graduate School of Public Policy (JSGS) Governance Program be acknowledged. CARRIED

GAS TAX FUND – ASSET MANAGEMENT SUB COMMITTEE

84-17 LEMCKE That we acknowledge the Nov 20, 2017 Gas Tax Fund Asset Management Sub Committee Report as presented. CARRIED

ASSET MANAGEMENT SASKATCHEWAN – MAMP PROJECT

- 85-17 MCLEOD That the report regarding Asset Management Saskatchewan MAMP Project be acknowledged as presented.
CARRIED

SAMA – BOARD OF REVISION – STAKEHOLDER GROUP DISCUSSION

- 86-17 WIEBE That the SAMA – Board of Revision – Stakeholder Group Discussion Report be acknowledged as received.
CARRIED

RURAL CRIME INNOVATION CHALLENGE – INNOVATION SASKATCHEWAN

- 87-17 CHARTIER That the Rural Crime Innovation Challenge – Innovation Saskatchewan report be acknowledged.
CARRIED

LGA REVIEW COMMITTEE

- 88-17 MORISSETTE That the LGA Review Committee report be acknowledged.
CARRIED

NEW BUSINESSEXECUTIVE DIRECTOR/EXECUTIVE ASSISTANT – EVALUATION/2018 ADJUSTMENT

- 89-17 SCOTT That the Executive Director and Executive Assistant Evaluation be acknowledged and that we adjust 2018 salary by 2%.
CARRIED

BOARD OF EXAMINERS SECRETARY – ADJUSTMENT 2018

- 90-17 CHARTIER That the Board of Examiner's Secretary salary be adjusted by 2% for 2018.
CARRIED

2018 MEMBERSHIP FEES

- 91-17 MCLEOD That the 2018 membership fees be unchanged and remain at:
Associate - \$145
Regular - \$185
CARRIED

2018 CONVENTION FEES

- 92-17 SCOTT That the convention fees for 2018 be increased by \$10.00 to:
Delegate - \$165.00 Golf & BBQ - \$45.00
Spouses - \$75.00 Tour - \$45.00
CARRIED

2018 BUDGET

- 93-17 CHARTIER That the 2018 Budget be approved as presented and attached hereto forming a part of these minutes.
CARRIED

2018 SALARY GUIDELINE

- 94-17 SCOTT That the 2018 Urban Salary Guidelines be approved as presented and that the changes to the Joint Salary Guideline be approved and we submit both to SUMA for endorsement.
CARRIED

ASSINIBOIA/MOSSBANK – DIVISION BOUNDARIES

After extensive discussion, it was decided the division boundaries remain the same.

CAREER DEVELOPMENT – LGA PROGRAM REVIEW

- 95-17 MCLEOD That the Career Development – LGA Program Review report be acknowledged.
CARRIED

PILOT PROGRAM MUNICIPAL PEER NETWORK

96-17 MOLLER That UMAAS appoint Director Glenda Lemcke as representative on the Municipal Peer Network Pilot Project Advisory Committee.

CARRIEDPORPOSED AMENDMENTS LGEA

97-17 WIEBE That the proposed amendments of the Local Government Elections Act be acknowledged.

CARRIEDKEITH COMSTOCK – MUNICIPAL ADMINISTRATION – CONDUCT ISSUES

98-17 SCOTT That we have UMAAS member, Chris Costley, Disciplinary Committee Chair, meet with Deputy Minister Keith Comstock regarding conduct issues and UMAAS Disciplinary Policy relating to municipal administration.

CARRIEDLGA COURSE OPTIONS

99-17 MCLEOD That UMAAS, in principal, is not opposed to alternative and/or expanded education but at this point the procedural type items which have been brought forward should be included in the mentorship process or are accessible by other training means and UMAAS would support another university class based on that type of content.

CARRIEDCORRESPONDENCE

100-17 CHARTIER That the correspondence be received and filed as presented.

CARRIEDACCOUNTS

101-17 COSTLEY That the following accounts be approved:

3893	Jason Chorneyko	Mileage - Career Days	\$211.40
3894	Saskatoon Travelodge	Executive Meeting	\$1,991.60
3895	CRA	July 1- Sept 30 GST remittance	\$163.83
3896	Canadian Cancer Society	Memory of Blair Cleaveley	\$25.00
3897	Mazankowski Heart Institute	Memory of Randy Sherstobitoff	\$25.00
3898	iCompass	Agenda renewal	\$918.75
3899	Rick Dolezsar	Oct/17 Payroll	\$1,022.67
3900	Teresa Parkman	Oct/17 Payroll	\$772.67
3901	Joyce Aitken	Oct/17 Payroll	\$878.86
3902	CRA	Oct/17 Payroll Remittance	\$1,285.78
3903	MEPP	Oct/17 MEPP Remittance	\$511.60
3904	Saskatoon Travelodge	Executive Meeting	\$1,064.42
3905	Rodney Audette	Inspection	\$607.36
3906	Hugette Lutz	Inspection	\$496.12
3907	Joyce Aitken	Inspection	\$538.24
3908	Second 2 None Catering	Battleford WSA Workshop	\$1,032.30
3909	P.A. Inn	WSA Workshop	\$1,430.97
3910	Town of Hudson Bay	Flowers - Lemcke (used Town Credit Card)	\$50.70
3911	Town of Hudson Bay	Postage	\$14.50
3912	Saskatoon Travelodge	WSA Workshop - Saskatoon	\$3,683.14
3913	Town of Wynyard	Postage & Printing - workshop	\$18.90
3914	Jason Chorneyko	mileage - MPSSC, GR, RMAA meetings	\$206.40
3915	Travelodge Weyburn	WSA Workshop - Weyburn	\$1,119.69
3916	Regina Travelodge	WSA Workshop - Regina	\$3,555.09
3917	Days Inn Swift Current	WSA Workshop - Swift Current	\$864.49
3918	Rick Dolezsar	Nov/17 Payroll	\$1,022.67
3919	Teresa Parkman	Nov/17 Payroll	\$772.67
3920	Joyce Aitken	Nov/17 Payroll	\$878.86
3921	CRA	Nov/17 Payroll Remittance	\$1,285.78
3922	MEPP	Nov/17 MEPP Remittance	\$511.60
3923	City of Battleford	WSA Workshop - Don Ross Centre	\$326.55
3924	Nicole Lerat	Rural Crime InnovChallenge meeting-mileage	\$86.95

3925	Betty Moller	Nov/17 Executive Meeting	\$352.72
3926	Brandi Morissette	Nov/17 Executive meeting	\$65.38
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Accounts Continued

3927	Brad Wiebe	Nov/17 Executive Meeting	\$399.40
3928	Therese Chartier	Nov/17 Executive Meeting	\$811.83
3929	Janelle Scott	Nov/17 Executive Meeting	\$297.68
3930	Glenda Lemcke	Nov/17 Executive Meeting	\$244.00
3931	Don McLeod	Nov/17 Executive Meeting & WSA Meeting	\$801.60
3932	Rick Dolezsar	Nov/17 Executive Meeting	\$449.00
3933	Teresa Parkman	Nov/17 Executive Meeting	\$432.00
3934	Joyce Aitken	Inspections-Elrose, Lebret, Riverhurst	\$1509.96
3935	RMAA	WSA Workshop	\$2787.83
3936	Jason Chorneyko	Inspecti-Bjorkdale,Archerwill,Grayson & Exec meet	\$1891.68

CARRIED

CONVENTION COMMITTEE

- Theme: "Guardians of the Future"
- Possible speakers:
 - o Asset Management
 - o Risk Management
 - o SUMA
- Thursday Night – Free night
- Thursday full breakfast - continue
- Wednesday Night:
 - o Hypnotist?
 - o James Williams (one man band)?
 - o Casino Night?
 - o Trivia?
- Have Keynote speaker at beginning and end of convention (Leaving convention with positive impression).
- Catering – Gluten free option.
- Add Dietary Requirements to Convention Registration

NEXT MEETING DATE & SITE

That the next UMAAS Executive Meeting be held at the SUMA Conference February 6, 2018 at 9:45 a.m. at the Queensbury Convention Centre.

ADJOURNMENT

102-17 MCLEOD That we do now adjourn at 11:55 a.m.

CARRIED

President

Executive Director