

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan
Mezzanine E&F – Temple Gardens, Moose Jaw
Saturday, November 16, 2013 – 9:00 a.m.

- PRESENT
- President: – Rodney Audette
Vice President: – Jason Chorneyko
Directors: – Gordon Murray, Nicole Lerat, Joni Mack,
Shelley Funk, Aileen Garrett, Ronda Heisler,
Marie Selby, Therese Chartier
Executive Director: - Rick Dolezsar
SUMA: - Che Wei Chung, Senior Policy Advisor
Absent: - Brad Hvidston
- CALL TO ORDER President Rodney Audette called the meeting to order at 9:00 a.m.
- AGENDA
- 77-13 MACK That the agenda be adopted as amended. CARRIED
- MINUTES
- 78-13 CHORNEYKO That the minutes of the September 21st, 2013
Executive Meetings be approved as circulated. CARRIED
- SUMA – BOARD OF EXAMINERS AGREEMENT
- 79-13 MURRAY That the President and Executive Director be
authorized to execute the revised UMAAS/SUMA Board of
Examiner's Agreement. CARRIED
- FINANCIAL STATEMENT
- 80-13 GARRETT That we acknowledge and accept the October 31,
2013 financial statement as presented. CARRIED
- U OF R CAREER DAYS REPORT
- 81-13 CHORNEYKO That we acknowledge the Sept 23, 2013 report
regarding University of Regina Career Days. CARRIED
- LGA ADVISORY BOARD
- 82-13 MACK That we acknowledge the Sept 24, 2013 LGA Advisory
Board Meeting Report as presented. CARRIED
- CONVENTION COMMITTEE REPORT
- Theme – Ideas to be forwarded to Chairman Hvidston
 - Ideas for presentations & workshops:
 - o Office assertiveness & protection
 - o All the things you don't learn in LGA
 - o How to deal with contractors/policies
 - o Breakout session for new administrators
- DISCIPLINARY COMMITTEE
- 83-13 CHARTIER That correspondence relating to member Darrell
Webster be referred to the Disciplinary Committee for appropriate
action. CARRIED
- EXECUTIVE DIRECTOR AND EXECUTIVE ASSISTANT
- 84-13 CHARTIER That employment contracts with Richard Dolezsar,
Executive Director and Teresa Parkman, Executive Assistant be
renewed for 2014 with a 3.4% increase effective January 1, 2014.
CARRIED

BOARD OF EXAMINER'S SECRETARY

- 85-13 LERAT That the employment contract with Board of Examiner's Secretary, Joyce Aitken, be renewed for 2014 with a 3.4% increase for 2014.

CARRIED2014 BUDGET

- 86-13 HEISLER That the 2014 Budget be adopted as amended.

CARRIED2014 MEMBERSHIP FEES

- 87-13 LERAT That the following membership fees remain the same for 2014:

Regular Member - \$165
Associate Member - \$125

CARRIED2014 CONVENTION FEES

- 88-13 MACK That the following Convention Fees remain the same for 2014:

Delegate - \$150
Spouses - \$ 60
Golf & BBQ - \$ 30
Tour - \$ 30
BBQ only - \$ 20

CARRIEDBOARD OF EXAMINER'S CERTIFICATE FEES

- 89-13 MACK That effective immediately Board of Examiner's Certificate application fees be set at:

Conditional - \$200
Standard - \$175
Advanced - \$225

and application forms for Conditional Certificates be updated.

CARRIEDMUNICIPAL ANNEXATION COMPENSATION GUIDELINE

- 90-13 CHORNEYKO That we accept the proposed Municipal Annexation Compensation Guideline as prepared by the Ministry of Government Relations.

CARRIEDRMAA DELEGATION

Tim Leurer, President & Kevin Ritchie, Executive Director.

Discussion items:

- Joint Office Salary Guideline – RMAA guideline increase \$3,000 across the board.
- Joint Office session at annual conference(s)
- 2014 Workshop topics:
 - o Labour standards/OH&S
 - o Target April - UMAAS Lead Role
 - o October Workshop – RMAA Lead Role
- Future Joint meetings
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2014 WORKSHOP – LABOUR STANDARDS AND OH&S

- 91-13 FUNK That Executive Director be authorized to organize April, 2014 workshops pertaining to Labour Standards and OH & S regulations with emphasis on hands on components.

CARRIEDLEGAL CONSULTANT RETAINER

- 92-13 CHARTIER That we pursue a retainer relationship with Keir Vallance of the W. Law Group for our membership and Executive Director be authorized to negotiate a contract on behalf of UMAAS.

CARRIED

EFAP REPORT

- 93-13 GARRETT That we acknowledge the Human Resource Services 2013 EFAP Report and pay 2014 retainer of \$1200 plus GST.
CARRIED

GOVERNMENT RELATIONS – NON CERTIFIED ADMINISTRATORS

- 94-13 CHORNEYKO That we acknowledge correspondence from the Department of Government Relations to several villages pertaining to non-certified administrators.
CARRIED

MEMBERSHIP REPORT

- 95-13 CHARTIER That we acknowledge and follow-up on payments of memberships as per policy.
CARRIED

LOCAL GOVERNMENT ELECTION ACT MANAGEMENT REVIEW

- 96-13 MACK That Past President Shelley, be authorized to attend LGEA Management Review meetings December 4th & 5th, 2013 in Saskatoon.
CARRIED

DIVISION 2 – REGIONAL MEETING REPORT

- 97-13 MURRAY That we acknowledge the Oct 10, 2013 Division 2 Regional Meeting Report.
CARRIED

NIEL HALFORD – TAX CERTIFICATE

- 98-13 LERAT That we acknowledge correspondence from solicitor Niel Halford and respond outlining issues and variances in office practices relating to issuance of and payment for tax certificates.
CARRIED

ACCOUNTS

- 99-13 CHORNEYKO That the accounts be approved.
CARRIED

NEXT MEETING DATE & SITE

Next meeting to be held on February 2, 2014 at 2:30 at SUMA Conference in Regina.

CAMA CONFERENCE

- 100-13 FUNK That we approve sponsorship of half registration and expenses, other than flights, to have Director Lerat attend the CAMA Conference May 25-29, 2014 in Niagara Falls.
CARRIED

BOARD OF EXAMINER'S DELEGATION

Steven Piermantier, Chairman; Barry Gunter, Board Member; Sandra MacArthur, Board Member; Joyce Aitken, Secretary

Office Inspections:

- Recommend mandatory inspection for anyone attaining certification through conditional Certificate route to confirm information on training documents. Estimate of 50-60 files per year.
- Recommend inspections should be done on a cost recovery basis and a contract for 1, 2 or more inspectors could be appointed for the province.
- Conditional Certificate route now forms the majority of applications the Board of Examiners deals with.
- Competency checklist and inspection list should be combined.

MANDATORY INSPECTIONS

101-13 MACK That we address the following Board of Examiner's issues and recommendations:

- 1) Mandatory office inspections for all Conditional to Standard Certificate application (forms need to be amended – Drafts for February meeting)
- 2) Improved mentorship qualifications and roles and responsibilities. (Draft will be provided by the Board of Examiners)
- 3) Clarification of UMAAS membership requirements and maintaining knowledge base for retired mentors.

CARRIED

ADJOURNMENT

102-13 LERAT That we do now adjourn at 2:20 p.m

CARRIED

President

Executive Director