

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan

Piero Room – Delta Regina – Regina, SK

November 23, 2019 – 9:00 a.m.

PRESENT

President: - Jason Chorneyko
Vice President: - Chris Costley
Directors: - Aileen Garrett, Stephen Schury,
Meredith Norman, Janelle Anderson,
Kelly Hoare, Betty Moller,
Glenda Lemcke, Ferne Hebig
Absent: Past President Rodney Audette
Executive Director: - Rick Dolezsar
Executive Assistant: - Teresa Parkman
SUMA: - President Gordon Barnhart
Delegations: - Colleen Christopherson, Manager –
Advisory Services
- Amanda Wilcox, Advisory Services
- Kevin Kehler & Bill Hawkins –
Building Standards

CALL TO ORDER

President Jason Chorneyko called the meeting to order at 9:05 a.m.

AGENDA

86-19 SCHURY That the agenda be approved as amended.

CARRIED

SEPT 28, 2019 EXECUTIVE MEETING MINUTES

87-19 ANDERSON That the Sept 28, 2019 Executive Meeting Minutes be approved as amended.

CARRIED

BOARD OF EXAMINERS – APPOINTMENT POLICY

88-19 COSTLEY That we table discussion on Board of Examiners Appointment Policy to our April, 2020 meeting when Board appointments are reviewed.

CARRIED

OCTOBER 31, 2019 FINANCIAL STATEMENT

89-19 MOLLER That the October 31, 2019 Financial Statement be accepted.

CARRIED

DISCIPLINARY COMMITTEE FILES

Committee to meet after the regular meeting to discuss files.

VILLAGE OF MILDEN

90-19 NORMAN That we authorize Vice President Costley to sign the letter to Heather Maxemniuk, as presented and dated October 16, 2019, on behalf of UMAAS.

CARRIED

AM – SK BOARD

91-19 HOARE That we acknowledge the AM-SK Board Report by Executive Director Rick Dolezsar.

CARRIED

BOARD OF EXAMINERS REPORT

92-19 LEMCKE That we acknowledge receipt of the Board of Examiners Report as presented.

CARRIED

LGAA ADVISORY COMMITTEE REPORT

93-19 NORMAN That the LGAA Advisory Committee Report be acknowledged as presented by Director Moller.

CARRIED

DELEGATIONS – GOV'T RELATIONS - ADVISORY SERVICES – 9:30 a.m.

Colleen Christopherson, Manager of Advisory Services:

- March 23-30, 2020 - Election Workshops to be held.
- Difficult Conversations Workshop – coupled with the Election Workshop to create full day.
- Municipalities Act Amendments – First Reading done

Amanda Wilcox – Manager of Strategic Initiative Sector – Gov't Relations

- Targeted Sector Support Application to be released in early 2020.
- 10 Minute Trainers – newest one released - Roles and Responsibilities.
- Asked:
 - o How can we use Gov't Relations resources to help the sector.
 - o What are municipalities strategic priorities?

UMAAS spoke to:

- Harassment issues (Taxpayers, Council, Administrators, etc.)
- Targeted Sector Support Program – what was the goal for this program? What came out was very vague. Wasn't sure of the point. Use the money for better things needed.

Response:

- o Good governance and regional cooperation; building better relationships; more sustainable.
- o Training programs may come out of this; targeting both sides - the administrator and councils.
- o This is not an infrastructure funding program.
- o Encourage municipalities to speak to each other to work together to access funding they need in their areas.
- Concerns of taking this money out of revenue sharing for this program versus something like a mentorship training program.

MUNICIPAL PROGRAMS & SERVICES STEERING COMMITTEE

94-19 SCHURY That we acknowledge President Chorneyko's report on Municipal Programs & Services Steering Committee.

CARRIED

DELEGATIONS – BUILDING STANDARDS – Ministry of Gov’t Relations – 10:30 a.m.

Kevin Kehler, Director of Technical Safety Policy, Building Standards

Bill Hawkins, Executive Director - Building Standards and Licensing Branch

- Building, Accessibility & Energy Standards Act
- Consult with stakeholders and look to amending the Act.
- Modernization of the Act.
- Various updates.
- Timeline Goals - Draft Act – Spring of 2020; introduced to legislation in fall; voted on 2021; Jan 1, 2022 (may have to be Jan 1, 2023) to have the Act in place.
- Written submission by our Association will be required in December/19.
- Farming and Agriculture sector section will be reviewed to be clearer for municipalities to deal with.
- Deposits on the building permits? Pay a deposit on the permit and refunded once in compliance; tested in one community.

EXECUTIVE DIRECTOR/ADMIN ASSISTANT – EVALUATION/2020 ADJUSTMENT

95-19 MOLLER That we acknowledge the summary review of evaluations for Executive Director/Executive Assistant as presented and we approve a 2.0% salary adjustment increase on their yearly salary beginning January, 2020.

CARRIEDBOARD OF EXAMINER SECRETARY – 2020 ADJUSTMENT

96-19 GARRETT That we approve a 2.0% salary adjustment increase on the Board of Examiner Secretary’s yearly salary beginning January, 2020.

CARRIED2020 MEMBERSHIP FEES

Noted that we do not increase UMAAS Membership for 2020 and maintain them at the following rates:

Regular Membership - \$210.00
Associate Membership - \$170.00

2020 CONVENTION FEES

97-19 COSTLEY That we increase the 2020 Convention Fees by \$5 each to the following rates:

Delegate - \$170.00
Spouse - \$80.00
Golf & BBQ - \$50.00
Tour - \$50.00

CARRIEDVILLAGE OF QUINTON – INDEPENDENT HIRING PANEL

98-19 COSTLEY That we acknowledge the Village of Quinton’s request for a UMAAS Board Member to be appointed to an independent hiring panel but decline UMAAS participation in favour of individual participation by any interested Board Members.

CARRIED

SAMPLE PROFESSIONAL DEVELOPMENT BYLAW

- 99-19 COSTLEY That we request the Executive Director to draft a Professional Development bylaw to present at our February meeting.

CARRIED

HARASSMENT ISSUES/RESOURCES

- SUMA has Harassment Policy draft for municipalities.
- Gov't Relations has workshops coming up: Difficult Conversations.
- What can UMAAS do? We have workshops, harassment policies.
- Inform our members on the options of where to go or what to do?
- Workshop done by RCMP for options on harassment?
 - o Combined with RMAA workshops in the spring?
 - o At the convention?
 - o RCMP officer on the open forum panel at June Convention?

MUNISOFT CLIENT CARE – 2020 MUNISOFT CONFERENCE

- Information was provided on the MuniSoft Client Care 2020 Conference.

GOV'T RELATIONS – UPDATE ON AMENDMENTS TO MUNICIPAL LEGISLATION

- Update on amendments to the Municipal legislation was circulated for review.
- Members to review and send comments to Executive Director which he will summarize and reply on UMAAS's behalf.

WORKSHOP FINANCIAL STATEMENT

- 100-19 GARRETT That the ISC/LA FOIP Workshop Financial Statement be acknowledged as presented and we pay RMAA their portion of \$15,159.24.

CARRIED

UPCOMING CERTIFICATION REQUIREMENTS - ADMINISTRATORS < 100 POPULATION

- Concerns with current administrators that have a number of years experience in the position, close to retirement, how will this affect them with the new upcoming certification requirements.
- Have a transition period?
- Need to define the exceptions and make them clear, in order to be consistent.
- Challenge an exam? Grandfathering options?
- What provisions are already in place?

GOVERNMENT RELATIONS – ASSESSMENT APPEAL CONSULTATIONS

101-19 COSTLEY That we appoint Rodney Audette, with Chris Costley as an alternate, to sit on the Assessment Appeal Consultations Committee. CARRIED

CORRESPONDENCE

102-19 LEMCKE That the correspondence be acknowledged and filed. CARRIED

ACCOUNTS

103-19 GARRETT That the accounts be approved. CARRIED

NEXT MEETING DATE & SITE

Next UMAAS meeting to be held at SUMA Convention in Regina on Tuesday, February 4th, 2020 at 1:00 p.m.

ADJOURNMENT

103-19 HOARE That we do now adjourn at 1:10 p.m. CARRIED

President

Executive Director