

# 2006 APPLICATION FOR MEMBERSHIP AND MEMBERSHIP REGISTER

(Please print or type)

Please complete the membership Application annually as we must maintain Annual Registers

NAME \_\_\_\_\_  
(Surname) (Given Name)

ADDRESS (in full) \_\_\_\_\_  
(Box No) (Place) (Postal Code)

EMAIL ADDRESS: \_\_\_\_\_

DIVISION NO.: \_\_\_\_\_

## DETAILS OF MUNICIPAL ADMINISTRATION CERTIFICATE HELD

Please specify type of certificate:

Class	CERTIFICATE FEES	URBAN TYPE & NO.	DATE ISSUED	RURAL TYPE & NO.	DATE ISSUED
1) Associate } (Conditional)	\$85.00	_____	_____	_____	_____
2) "D" } "C" } Please (Standard) } state which	\$105.00	_____	_____	_____	_____
3) "A" OR } ADVANCED LEVEL I } Please state SUPERIOR "A" OR } ADVANCED LEVEL II } which	\$130.00	_____	_____	_____	_____

Name of Municipality

Office Held

Dates

### \* Population shown Municipal Directory

Have you ever had a Membership Certificate from U.M.A.A.S. or any fraternal organization suspended or revoked Yes No  
If yes, please provide details in full in a separate document.

Under Bylaw, failure to pay the annual membership fee shall render a member liable to have their name struck from the register.  
A \$25.00 fee is payable for reinstatement.

I hereby agree to abide by the Urban Municipal Administrators Act and by the Bylaws and the Code of Ethics of the Association and any other requirements as set forth from time to time by the Association.

### SEND COMPLETED APPLICATION AND FEE TO:

**UMAAS**  
Box 730  
Hudson Bay, SK. S0E 0Y0  
GST #13053 5842 RT  
GST Included

(For Office Use Only)  
Membership Certificate Issued:

Associate \_\_\_\_\_

Regular \_\_\_\_\_

Receipt No. \_\_\_\_\_

\_\_\_\_\_  
(Signature)

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**EDITOR - Richard Dolezsar, R.M.A.**

Hudson Bay, SK. S0E 0Y0  
Executive Director UMAAS

**CONTRIBUTING DIRECTOR**

Rodney Audette, Carnduff  
Director Division No. 1

Phone: 865-2261

Fax: 865-2800

email: [umaas@sasktel.net](mailto:umaas@sasktel.net)

website: [www.umaas.ca](http://www.umaas.ca)

### IN THIS ISSUE:

- 2006 CONVENTION MINUTES -
- RECRUITMENT OF EMPLOYEES -
- WINNING QUALITIES -

### YOUR BOARD OF DIRECTORS 2005-2006

PRESIDENT - Michele Schmidt, Leader

VICE-PRESIDENT - Vacant

PAST-PRESIDENT - Kim Gartner, Macklin

EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay

ADMINISTRATIVE ASSISTANT - Eileen Danyluk, Hudson Bay

DIRECTORS:

- District No. 1 - Rodney Audette, Carnduff  
No. 2 - Deb Machay, Maple Creek  
No. 3 - Orrin Redden, Watrous  
No. 4 - Kathy Reschney, Luseland  
No. 5 - Cathy Coleman, Watson  
No. 6 - Shelley Funk, Dalmeny  
No. 7 - Dianne McCallum, Ille A La Crosse

Associate Director - Bertha Hopfauf, Lancer

Ex Officio - Don Schlosser S.U.M.A. President

Volume 17,  
Issue #2  
Sept, 2006

## President's Message

This has been one of those summers that seems to just be flying by - it seems that the Annual Convention was only a couple of weeks ago! Here we are in the middle of August - time to start setting our plans and agenda's for the upcoming year. The Convention Committee, once again did an excellent job and deserves a huge bouquet. We had a few minor glitches, but all went very well.

At our Annual Convention, I assumed the position of President. I would like to thank everyone for their support. I look forward to the challenges this position will bring and hope that the learning curve will not be too drastic. I look forward to working with everyone and hope that I don't have to call Kim on a daily basis.

The new Executive will meet for the first time in late September and we welcome the new members: Division #2 Deb Machay, Maple Creek, Division #4 Kathy Reschny, Denzil, Division #7 Diane McCallum, Ile a la Crosse. Congratulations to everyone as they begin their terms.

Unfortunately, since the Convention we have experienced some changes to the Executive. Coralie Ylioja has accepted a position within the LaRonge Credit Union and Diane McCallum of Ile a la Crosse is now your Division #7 Director. Vice President Kim

**- Michele A. Schmidt,  
President UMAAS**

Hauta has tendered his resignation from the Executive. I would like to take this opportunity to wish each of them success in their future endeavours. With Kim Hauta's resignation this will leave the Vice President seat vacant until our next Convention. I would ask each member to consider stepping forward and join the Executive.

Change in the Executive is important, however, in order to have change we must say goodbye to someone. As our longest Past President, Jim Toye looks for something to fill the void, Kim Gartner assumes the Past President position and I do have Kim's phone number on speed dial. I would like to thank both Jim and Kim for their dedication, wisdom and the excellent job they both have done on our behalf.

This year is an Election year. The Election Workshops will be held in September. An Election year always brings new challenges and I know that each and every one of you is up to the challenge. There is also a Tax Enforcement Workshop scheduled in October. This workshop will deal with the tax enforcement process. Hopefully, everyone will be able to attend both the Election and Tax Enforcement Workshops.

## Board of Examiners Report

The Urban Board of Examiners met on Wednesday, March 22, 2006 at 6:30 p.m. via conference call.

The following certificates were issued:

### PERMITS:

- Sharon Rodgers - Town of Whitewood

### CONDITIONAL:

- Shawn-Lee Bertram - Village of Climax  
- Kristie Gvanovich - Village of Theodore  
- Karen Maureen Herman -  
Resort Village of Saskatchewan Beach  
- Lorna Ingram - Village of Conwood  
- R. Christina Miskolczi - Village of Prud'homme  
- R. Christina Miskolczi - Town of Vonda  
- Sandra Moore - Town of Aberdeen  
- Brad Vanbeselaere - Town of Oxbow

### STANDARD:

- Marlene L. Bausmer - Village of Lipton  
- Cliff Skauge - City of Prince Albert  
- Linda Boser - RM of Clinworth No. 230  
- Crystal Campbell - Village of Neudorf  
- Deidra Downie - RM of Waverley No. 44  
- Craig Geisler - Town of Balcarres  
- Lorelei Karcha - Town of Preeceville  
- Trudy Richards - Town of Yellow Grass  
- Verdeen Studney - Town of Battleford

Michele A. Schmidt  
Board of Examiners Chairman

*"It's nice to be important  
and its more important  
to be nice."*

*"The ripest peach  
is highest on the tree"*

*"If you haven't got all  
the things you want, be grateful  
for the things you don't have  
that you don't want."*

*"Don't find fault,  
find a remedy."*

*"The harder you work,  
the harder it is to  
surrender."*

*"Beware of little expenses.  
A small leak  
will sink a  
great ship."*

## Executive Director's Editorial - Richard Dolezsar, RMA

Congratulations to our new Executive Members:

- President, Michele Schmidt of Leader  
- Division 2 Director, Deb Machay of Maple

Creek

- Division 4 Director, Kathy Reschney of  
Luseland

- Division 7 Director, Dianne McCallum of Ile  
a la Crosse

Welcome aboard, I am looking forward to working with all of you.

Our 2006 Conference in Saskatoon was a great event with attendance up about 10% from 2005. Evaluations were extremely complimentary, but as always, there were valuable suggestions for improving next years program.

Delegates were overwhelmingly supportive of the Saskatoon location, the Travelodge facilities and most of the speakers and entertainers. Seems as though there is barely time to catch ones breath and planning is underway for the 2007 conference.

Current events at work bring to mind the importance of creativity and maintaining a team atmo-

sphere between your staff and Council as a group. Coming up is an evening get together at the Town Shop to decorate the Town's float for the Heritage Day Parade and at the end of August we'll be having our annual Texas Scramble fun golf tournament and barbeque at the local Golf Club.

In December, we usually plan a little fun 'spiel and supper down at the curling rink as a Christmas Party.

While none of these happenings on their own appear very significant, cumulatively they help to maintain a general atmosphere of comradery, which can stay with you through tough times, difficult processes and assist in keeping good relations between individual staff members as well as Council members.

Municipal Elections are coming up this fall and I'm sure all of you who will be involved as election officials will be attending the UMAAS Election Workshop. Best of luck in this regard and may you all end up with a skilled and appreciative Council.

In closing, here's a little food for thought, "The only job where you start at the top is digging a hole."



### ADVERTISING RATES - UMAAS UPDATE

Published 3 times a year -  
April, Sept., Dec.

	Member	Other
Page	\$150	\$200
1/2 Page	\$75	\$100
1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

YEARLY RATES FOR ALL 3 ISSUES -

DISCOUNT 20%

PLEASE ADD GST

**DEADLINES: 15th day of the  
preceding month.**

**MINUTES OF THE FIFTY FIRST ANNUAL CONVENTION OF THE URBAN  
MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN HELD AT THE TRAVELODGE HOTEL IN  
SASKATOON, JUNE 7<sup>TH</sup> TO 9<sup>TH</sup>, 2006.**

**PRESENT WERE:** 179 Delegates  
19 Spouses  
4 Fraternal  
40 Sponsors & Exhibitors  
242

**WEDNESDAY, JUNE 7<sup>TH</sup>**

**CALL TO ORDER**

President Gartner called the meeting to order at 9:00 a.m. Wednesday, June 7<sup>th</sup>, 2006.

**INVOCATION**

Rev. Dr. Jan Bigland Pritchard, Director of the Prairie Center for Ecumenism.

**WELCOME AND INTRODUCTIONS**

President Gartner introduced the Head Table and gave his welcoming remarks.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Richard Dolezsar provided his annual Report on the operation of the Association and announcements relating to the 2006 Convention Program.

**2005 CONVENTION MINUTES**

Moved by Richard Dolezsar that the 2005 Annual Convention Minutes be approved as circulated.

CARRIED

**2005 AUDITED FINANCIAL STATEMENT**

Moved by Richard Dolezsar that the 2005 Audited Financial Statement be accepted as circulated.

CARRIED

**KEYNOTE SPEAKER - STEVE SHANNON**

Steve Shannon provided an inspiring Conference Kickoff presentation entitled "Get Your Act Together"

**CALL FOR NOMINATIONS**

Phil Boivin, Government Relations, Advisory Services, conducted the Call for Nominations for President and Vice President of UMAAS.

**PRESIDENTIAL NOMINATIONS**

Jim Toye nominated Michele Schmidt for the position of President.

No further nominations for the office of President were received upon third call.

Phil Boivin declared Michele Schmidt elected as President by acclamation.

**VICE PRESIDENT NOMINATIONS**

At this point, no nominations were received after three calls. Another call for nominations and the election process was deferred until the designated Election time at 10:15 a.m. Friday, June 9, 2006 as per the Conference Agenda.

**EXHIBITORS' PARADE**

Exhibitors were each given 1 - 2 minutes to introduce themselves and their products to the Delegates

**WORKSHOP**

"Building Standards - What's New"

Wayne Meier of Municode Services Ltd. Conducted a Workshop on new Building Standard Regulations, highlighting the registration of interests on titles in cases of code infractions.

**NOON LUNCHEON**

Greetings on behalf of the City of Saskatoon by Deputy Mayor Owen Fortoski.

The following Fraternal Delegates brought greetings:

**MMAA** - Wally Melnyk

**RMAA** - Don McCallum

**SUMA** - Donna Birkmaier

**LGAA** - Terry Hurlbut

**DISTRICT MEETINGS**

District Meetings took place from 1:00 to 1:45 p.m.

**WORKSHOP-MUNICIPALACT-UPDATE/PROGRESS TO DATE/AMENDMENTS**

Dept. of Gov't Relations Staff including Carol Ingham, Colleen Christopherson, Bonnie Bjordalen and Phil Boivin provided an information session on current processes and new amendments respecting the Municipal Act since its January 1, 2006 inception.

**PRESENTATION RE: NEW SCHOOL DIVISION YEAREND DATE**

Michael Back of SASBO made a presentation respecting changes affecting municipalities relative to the new School Division yearend date of August 31<sup>st</sup>.

**KEYNOTE SPEAKER**

Sponsor representative, Brian Kelly, Business Manager Sales, Sask Power, introduced the keynote speaker, Doug DeNance, whose presentation was titled "Public Relations Act 1, Act 2, Act 3"

**ANNUAL BANQUET AND AWARDS**

The annual Banquet and Awards Program included the following items:

-Guest Speaker Hon. Harry Van Mulligan, Minister of Government Relations

-Recognition of Outgoing Executive Members

-Retirement Certificates

-Length of Membership Pins

-Recognition of New Certificate Holders

**THURSDAY, JUNE 8<sup>TH</sup>**

**WORKSHOP - TOURISM SASKATCHEWAN "SELLING YOUR COMMUNITY"**

Joe Chad of Tourism Saskatchewan presented a valuable Workshop relating to the Tourism Industry and promoting Saskatchewan Destination points.

**WORKSHOP - ENGINEER/CLIENT RESPONSIBILITIES**

Bert Munroe, P. Eng. Vice President of the Association of Professional Engineers of Saskatchewan, gave a presentation on Engineer/Client project responsibilities relating to:

-Relationships/Contracts - Agreements - Fees - Consultant Selection

**NETWORKING AFTERNOON**

Delegates participated in a Networking Afternoon with a choice of either a Texas Scramble Golf Tournament in Delisle or a Tour of the Agrium Potash Mine. Both options were followed by a BBQ at the Delisle Golf Club. This was followed by a Golf Awards and Prizes evening and a social. Winners of the Texas Scramble were the team of:

Mark Dubkowski, Monica Merkowski, Keith Cook (SaskTel), Harold Halyk (B of M)

Ladies' Longest Drive - Bertha Hopfauf

Ladies' Closest to the Pin - Coralie Ylioja

Men's Longest Drive - Rick Dolezsar

Men's Closest to the Pin - Keith Cook

**FRIDAY, JUNE 9<sup>TH</sup>**

**WORKSHOP - "NEW DEAL" INFRASTRUCTURE PLANS**

Cathy Rintoul of the New Deal Secretariat presented a Workshop on "The New Deal Infrastructure Plans" going through important issues relating to applications including:

-Development of Infrastructure Plans

-Accumulation of Funds

-Timing of Payments and Project Work

-Project Eligibility

-Eligible Costs

-Stacking of Grant Funds

-FAQ's

**CALL FOR NOMINATIONS - VICE PRESIDENT**

Phil Boivin of Government Relations, Advisory Services, conducted the call for Nominations for Vice President of UMAAS. Rodney Audette nominated Kim Hauta as Vice President.

No further nominations for the Office of Vice President were received upon third call.

Phil Boivin declared Kim Hauta elected as Vice President by acclamation.

**UMAAS STRATEGIC PLAN PRESENTATION**

Past President Kim Gartner provided a comprehensive presentation reviewing the updated UMAAS Strategic Plan clarifying the Association's Goals and Objectives for all members.

**INTRODUCTION OF 2006-07 EXECUTIVE**

Division 1

Rodney Audette, Carnduff

Division 2

Deb Machay, Maple Creek

Division 3

Orrin Redden, Watrous

Division 4

Kathy Reschny, Denzil

Division 5

Cathy Coleman, Watson

Division 6

Shelley Funk, Dalmeny

Division 7

Coralie Ylioja, LaRonge

Associate

Bertha Hopfauf, Lancer

Vice President

Kim Hauta, Kindersley

President

Michele Schmidt, Leader

Past President

Kim Gartner, Macklin

Executive Director

Richard Dolezsar, Hudson Bay

Executive Assistant

Eileen Danyluk, Hudson Bay

**PRESIDENT'S ADDRESS**

President Michele Schmidt thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year.

**ADJOURNMENT**

President Michele Schmidt declared the Convention adjourned at 11:10 a.m.

## “SHOP TALK”

### LOOK WITHIN OR DO WITHOUT

13 QUALITIES WINNERS ALL SHARE

1. DISCIPLINED - almost all winners have this. Not perfect but understand own weakness.
2. SELF-CONFIDENT - not egotism; believe they are a winner; pleased but not necessarily satisfied
3. PERSISTANT - doesn't quit; tenacious - like a bulldog, everlastingly at it.
4. PROGRESSIVE - continuous effort to move away from “The Pack” to win. Even by an inch at the finish line.
5. DECISIVE - tied together. A decision-maker not a procrastinator.
6. FOCUSED - go after it. Ability to prioritize, they make list; list makers are good. These people accomplish much.
7. VISIONARY - not afraid to fail, almost all great winners are risk takers; not a “yes man” but not a “no man” either, dreamers are great in business if they can also accomplish things.
8. LUCKY - a clear image if succeeding; a “sense” most winners have a sense of luck.
9. EXCELS - knowing that you can never be “perfect” in the effort to be perfect can achieve excellence.
10. ENTHUSIASTIC - very important, cynics almost never win; “makes it happen” gets excited - an Arnold Palmer.
11. PURPOSEFUL - a “life with meaning” march to their own drummer; seems to Know what he wants to do. Sometimes a little different.
12. IMPOWER - wants to improve things.
13. SPIRITUAL - a winner makes commitments and a loser makes promises. Believe in some being greater than themselves; never walking alone.

## NOTICE

**Need Legal advice on issues between yourself as Administrator and your Council**

**CALL FOR FREE INITIAL PHONE CONSULTATION:**

**Benedict E. Nussbaum  
Nussbaum and Company  
204 - 2102 8th St. East  
Saskatoon, SK S7H 0V1  
Phone: 955-8890  
Fax: 955-1293**

Mr. Nussbaum is under annual retainer to your Association and is available to members for initial consultations.

## **E.F.A.P.** EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

*Do You. . .*

- have difficulty coping at work?
- live in fear and apprehension?
- have more bills than money?
- require legal advice?
- find living stressful instead of exciting?
- have trouble talking with your spouse or children?
- use alcohol and/or other drugs to cope with life?
- want someone confidential to talk to?

**Wonder What To Do???**

If you need information or assistance to sort out a problem we invite you to have a private discussion with your Program Manager, Internal Referral Agent, Supervisor, Employee Group Representative or your Counselling Service.



Human Resources Services Ltd. (HRS)

Yorkton: 786-6454      Saskatoon: 1-800-305-4477  
Regina: 352-4166      Melfort: 1-800-305-4477  
Estevan: 1-800-305-4477

Website: www.hrs-stress.com    E-mail: hrs2@sk.sympatico.ca  
24 HOUR SERVICE/7 DAYS A WEEK  
1-800-305-4477

## Administrator Profile

**Rodney Audette, RMA - Town of Carnduff**

I graduated from Milestone High School in 1988, and attended the University of Saskatchewan for a year and then enrolled in the LGA Course through the University of Regina in 1990.

I completed the LGA Course in 1991 and “trained” under my father in the Town of Milestone/R.M. of Caledonia #99. After a few months, I was told to start sending out my resume.

In November 1991, I was employed with the Town of Lampman as Assistant Administrator. In June 1992, upon receiving my Class “C” Certificate, I was appointed Administrator. In June 1997, I received my Urban Class “A” Certificate and Rural Class “C” Certificate. In May 2002, we moved to Carnduff, where I assumed the Administrator responsi-

bilities there.

My most enjoyable times are when I am involved in my family's activities. My wife, Linda, and I are very active in the community and supportive in our children's activities. Matthew, Jennifer, and Shaelyn are involved in a number of sports and programs in Carnduff and it makes us extremely proud to see them participating in activities that make them smile.

I am very active in the community being involved with the Lions Club, 2005 Centennial Committee, Economic Development Committee, Millennium Estates Inc., and various other committees. I enjoy hockey, baseball, golfing, fishing, well heck anything outdoors and that has to do with family.

I was elected as Division I Director in 2004.

## Editorial

**Rodney Audette, Administrator, Town of Carnduff,  
Director Division No. 1**

Well, the summer has quickly come and gone and everyone has used up the majority of their annual holidays. So now we Administrators must prepare ourselves for a busy fall with upcoming municipal elections and the normal day-to-day, month-to-month agendas of municipal administration.

As I contemplate what this editorial would be about a number of topics ran through my mind. The price of gas, upcoming elections, daylight savings, the Roughriders or employee recruitment/retention first came to mind. I have chosen the latter as the Roughriders have enough critics and, well I am writing this at 8:00 p.m. out on my patio and it is too dark to sit outside and see what I am writing down. (YES, a little play on the old daylight savings issue!)

This issue of employee recruitment/retention is more important today than ever before. Lack of well-trained and educated labour resources have certainly put a strain on a Municipality's ability to recruit suitable candidates for public works, recreational and Administrative Managerial positions. Over and above this is the financial costs that are tied to recruiting people to move to your community.

Recruitment is no longer the practice of putting a “help wanted” sign in the window. Perspective employees must now be courted to your community and your Council has to, in a sense, sell your Organization and Community to entice new personnel to apply for positions.

When you are advertising for employment opportunities one has to take into consideration the material you include in the information you are sending out. First, the importance of the position should be taken into consideration. Generally, the scale of the advertisement reflects proportionally to the position that needs to be filled and how

far reaching the recruitment campaign should be.

Secondly, one has to consider the logistical area to be covered with advertising an employment opportunity. Would it be effective to concentrate advertising in areas of low employment or in areas where, say there are a half of dozen or more advertisements for similar positions? Some homework should be done to ensure the potential employee pool you are trying to recruit from is actually there.

However, what is sometimes mostly overlooked is the salesmanship put into the advertisement. Not only do you have to emphasize the position you are trying to fill, you have to make sure people seeing the advertisements know the positions of the Community and what it can offer them and possibly their family. Although sometimes it is difficult and perhaps expensive, to convey in an advertisement all necessary information, it is still important to do. As stated earlier, the old days of the “help wanted - apply within” are all but gone.

Employer flexibility is also key in recruiting personnel. Employers have to work hard to accommodate the needs of personnel that are relocating to your Community. Moving costs, housing availability, the time of year (those with children are sometimes not willing to consider immediate moves if the school year is split) and the community's ability to welcome new residents is greatly important to entice the right individual to your organization.

The processes of employment recruitment have not so much changed, but have definitely become more refined as employers try to find innovative solutions to fill vacant position. Remember where it starts though, page one of the Careers Section of the paper. So make sure all your homework is done and you will get positive results.

## Community Profile

**Town of Dalmeny**

The Community of Carnduff is located in the southeast corner of the Province at the junctions of Highway #18 and #318 just west and north of the Manitoba and U.S. borders.

Incorporated in 1892 as a Village and 1905 as a Town, Carnduff now has a population of 1,100. Agriculture and petroleum industries are the major economic factors in our area. Carnduff offers its residents and visitors a number of quality activities and facilities in areas of sports and recreation; professional services; service clubs; and educational programs.

In August of 2006, Carnduff will be playing host to the Western Canadian Men's and Ladies Fast Pitch Championships.

Teams representing British Columbia, Alberta, Saskatchewan, Manitoba and the North West Territories are scheduled to attend. This event will showcase our premier ball diamond facilities and our small town hospitality.

As with many rural communities, recreation activities play a major role in the Community. Recreational facilities like the skating and curling rinks, ball diamonds, bowling alley, and others allow for year-round activities and programs.

Carnduff is also home to a beautiful 9-hole grass green golf course, which is rated as one of the toughest in the Province.

Excellent fishing and boating is just 15 minutes away at the Alameda Dam and Reservoir project. This area is becoming a great tourist attraction and benefits of this have been felt in the community.

Carnduff is a wonderful community rich in community pride. This is a testament to the number of quality volunteer groups that provide so many of the services and programs offered to residents.

Next time your driving through stop in and experience what we have to offer!!