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"WORKING WITH MUNICIPAL COUNCILS"

YOUR BOARD OF DIRECTORS  
2010-2011

PRESIDENT - Shelley Funk, Dalmeny  
VICE-PRESIDENT - Rodney Audette, Carnduff  
PAST-PRESIDENT - Michele Schmidt, Kerrobert  
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Associate Director - Carmen Dodd-Vicary, Macoun  
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# President's Message

When I started work in the profession as an urban administrator, and attended my first UMAAS convention, it never occurred to me that in the distant future I would be sitting here now writing a newsletter message as President. This organization has given me so much over the years, and now I am pleased to be able to give back. Thanks to all of you who gave me such kind encouragement at the 2010 Convention. I will do my best to live up to your expectations in the next two years.

As I thought about what to say in this message, I decided that I should read messages that other presidents had written in past UMAAS newsletters. I read several, and realized that the more things change, the more they stay the same. We are living in times of constant change, of instant information. But, as administrators, we can count on the stability of our organization. As our job gets more and more complicated, our UMAAS group provides members with the support network to navigate through the maze. We have a mix of new and experienced administrators in our organization, and I encourage all of you to connect to share your youthful enthusiasm or your years of wisdom. We need both!

This year the Convention elections resulted in a number of changes on the Executive. New members include Huguette Lutz from Carlyle (Div. 1), Steven Piermantier from Nipawin (Div. 5), and Carmen Dodd-Vicary from Macoun (Associate Director). Two members that have left the Executive are Cathy Coleman from Watson and Sherry Magnuson from Kindersley. Cathy has served as Division 5 rep. for 5 years, and Sherry as Associate Director for 1 year. Thanks so much, Cathy and Sherry, for all of the work that you have done for our organization, and all of the time that you have contributed.

The third member leaving our Executive is Kim Gartner from Macklin. Kim started with the Executive as Division 6 Director in 1999. He assumed the position of Vice President in 2001, then as President in 2003. He moved to Past President in 2006 and remained there until this past June.

- Shelley Funk, President  
UMAAS

Some would call that a life appointment! During his time on the Executive, Kim has provided our organization with a litany of jokes, unique golf costumes, fun-filled conventions, entertaining power point presentations, and endless travel time in his trusty SUV. Oh yes, and much wisdom and experience representing us on many joint committees with government officials. We will miss your presence at our Executive meetings, but know that you are only a phone call or email away.

In September, our new Executive will take its turn to host the RMAA Executive at our regular meeting. This has become an annual event, and provides an opportunity for networking with our fraternal partners to discuss common issues. Numbers of joint offices are increasing, so this Executive connection is very important. We now operate under the same enabling legislation, have the same financial and PSAB requirements, access the same grant pools, and generally deal with the same government officials.

I encourage all of you to attend the Financial Statement Workshops that will take place October 5, 6 & 7 in Regina, Saskatoon and Prince Albert respectively. Information on these workshops is available on the SUMA & TCA websites. These workshops are the next step in our financial reporting journey, and will provide you with additional tools to use.

Finally, I just want to thank Michele Schmidt for her service as President these last four years. Michele worked diligently for our organization, and her passionate commitment is much appreciated. We will all benefit from Michele's continuing involvement in ongoing projects such as a Provincial Internship Program, and her work on the Board of Examiners.

I encourage all of you to contact your Division Director with questions, concerns, or suggestions. The strength of our organization going into the future will be our communication with each other, and with our Executive. So, let them know what you think!

# Executive Director's Report

- Richard Dolezsar,  
RMA

In contrast to my usual long winded editorials, I'm going to shorten up my comments this month in order to make room for a humorous article which was provided to me by one of our new Executive Members and after reading seemed just too good to leave out. Be sure to peruse the rest of this month's UMAAS Update and read "One of those Days".

In other news and a couple items that need to be attended to I would like to welcome aboard our new Executive Members Huguette Lutz, Steven Piermantier and Carmen Dodd-Vicary. Also congratulations to Shelley Funk and Rodney Audette our newly elected President and Vice President respectively. Thank you to Michele Schmidt who

has now moved to the Past President's position and so long from the Executive to Kim Gartner who served for many years, most recently as Past President.

The 2010 Convention has now been wrapped up and your Executive will spend some time reviewing the evaluations, gleaning for ideas for 2011. The ratings were an overwhelming Very Good to Excellent and as usual comments varying from "loved the format" to "please change the format"

So without using up any more valuable space, please read on and enjoy a few chuckles during the course of the article "One of Those Days" provided to us by Huguette Lutz, Division 1 Director, on Page 6.

**MINUTES OF THE FIFTY-FIFTH ANNUAL CONVENTION  
OF THE  
URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN  
HELD AT THE TRAVELODGE HOTEL IN SASKATOON, JUNE 9<sup>TH</sup> TO 11<sup>TH</sup>, 2010.**

PRESENT WERE: 167 Delegates-9 Spouses-2 Fraternal-45 Sponsors/Exhibitors/Guests = 223

WEDNESDAY, JUNE 9<sup>TH</sup>

**CALL TO ORDER**

President Michele Schmidt called the meeting to order at 9:00 a.m. Wednesday, June 9<sup>th</sup>, 2010.

**INVOCATION**

Rev. Dr. Jan Bigland-Pritchard, Director of the Prayer Centre for Ecumenism, gave the Invocation.

**WELCOME AND INTRODUCTIONS**

President Michele Schmidt introduced the Head Table and gave her 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 2010 Convention Program.

**2009 CONVENTION MINUTES**

Moved by Richard Dolezsar that the 2009 Annual Convention Minutes be approved as circulated.

CARRIED

**2009 AUDITED FINANCIAL STATEMENT**

Moved by Richard Dolezsar that the 2009 Audited Financial Statement be accepted as circulated.

CARRIED

**GREETINGS FROM SUMA**

SUMA President Alan Earle provided greetings and appreciation to Municipal Administrators from the SUMA organization.

**CONFERENCE KICKOFF SPEAKER - JOAN MCKUSKER**

Joan McKusker provided an inspiring and positive Conference Kickoff presentation entitled "Leadership Excellence".

**CALL FOR NOMINATIONS**

Phil Boivin, Municipal Affairs, Advisory Services, conducted the Call for Nominations for President and Vice President.

**CALL FOR NOMINATIONS - PRESIDENT**

Cathy Coleman, Watson, nominated Shelley Funk of Dalmeny for the position of President

No further nominations were received upon third call.

Phil Boivin declared Shelley Funk elected President by acclamation.

**CALL FOR NOMINATIONS - VICE PRESIDENT**

Kim Gartner, Macklin, nominated Rodney Audette, Carnduff for the position of Vice President.

No further nominations were received upon third call.

Phil Boivin declared Rodney Audette elected Vice President by acclamation.

**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)**

Bob Giles of Human Resource Services Ltd provided an update and overview of current contracted UMAAS/EFAP Program.

**EXHIBITORS' PARADE**

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

**NOON LUNCHEON**

The following attendees brought messages at the noon luncheon:

-Mayor Don Atchison, welcome from the City of Saskatoon

-Hon. Jeremy Harrison, Minister of Municipal Affairs

-Mosquito Control Program announced

-M.O.G. 1% of PST effective 2011

-Local Gov't Election Act - effective 2012 - 4 year cycle

-Working on long term Infrastructure Program

-Planning related growth issues

-Appreciation for work of UMAAS members

-Don Poon, SAL Engineering

-Luncheon sponsor, Company overview and best wishes for the Conference.

-Kate Holmes, Manager Financial Services, Saskatoon Roman Catholic School Division

-SASBO fraternal delegate message.

-Geraldine Gervais, CAO Town of Hanna, AB, LGAA Zone 1 Representative

-Fraternal delegate message.

**DISTRICT MEETINGS**

District meetings took place from 2:00 to 2:45 p.m.

**CONCURRENT WORKSHOPS**

The following concurrent workshops were conducted:

1) Municipal Affairs Advisory Services Back to the Basics

2) Retirement/Succession Planning/MEPP Update

**JOINT OFFICE WORKSHOP**

President Michele Schmidt hosted a workshop directed to joint urban/rural office situations.

**ASSOCIATE MEMBERS MEETING**

Associate Director Sherry Magnuson hosted the Associate members meeting.

**ANNUAL BANQUET AND MULTICULTURAL EVENING**

Conference participants enjoyed a Caribbean Supper and Multicultural evening.

**THURSDAY, JUNE 10<sup>TH</sup>**

**WORKSHOP-TCA PS 3150 WHERE TO FROM HERE?**

Steve Brown of Municipal Affairs and Nicole Allen, project engineer with Vemax Management Inc. made presentations on the current status of municipalities PSAB compliance and the future use of TCA inventories as a long term asset management tool.

**WORKSHOP - HUMAN RESOURCES**

Candace Lang, Director of People Strategies, SIAST, presented an insightful workshop entitled "The HR Journey: Pack Your Suitcase With The Right Tools For Today's Trends"

**NETWORKING AFTERNOON**

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tournament at Warman or a Tour of the Dakota Dunes Casino. This was followed by a BBQ at Rodeo's and a social evening which included Golf and Tour Awards and Prizes and entertainment featuring "Double Vision".

Winners of the Texas Scramble were a team of:

Jason Chorneyko, Rick Kindrachuk, Nicole Lerat and Chuck Lerat

**FRIDAY, JUNE 11<sup>TH</sup>**

**RESOLUTIONS SESSION - CHIEF ADMINISTRATIVE OFFICER (CAO)**

Moved by Christine Dyck of Allan that UMAAS pursue initiatives to encourage councils to designate their administrators with the title, Chief Administrative Officer (CAO), under the provisions of current legislation, where appropriate authority has been designated by council.

CARRIED UNANIMOUSLY

**KEYNOTE SPEAKER - LESLIE ANDERSON**

Leslie Anderson, Communications Director, Saskatchewan School Boards, gave an inspiring keynote presentation entitled "Keys to Success".

**PRESENTATION - LEARNING TO RELAX**

Representatives from T & T Travel of Kindersley provided an interesting presentation on holiday travel options and assisted with a door prize draw for a \$1000.00 travel voucher.

**INTRODUCTION OF 2010 - 11 EXECUTIVE**

Division 1	Huguette Lutz, Carlyle
Division 2	Deb Machay, Maple Creek
Division 3	Jason Chorneyko, Wynyard
Division 4	Kathy Reschny, Denzil
Division 5	Steven Piermancier, Nipawin
Division 6	Nicole Lerat, Rosthern
Division 7	Therese Chartier, Buffalo Narrows
Associate	Carmen Dodd, Macoun
Vice President	Rodney Audette, Carnduff
President	Shelley Funk, Dalmeny
Past President	Michele Schmidt, Kerrobert
Executive Director	Richard Dolezsar, Hudson Bay
Executive Assistant	Eileen Danyluk, Hudson Bay

**PRESIDENT'S ADDRESS**

President Shelley Funk thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year. She invited delegates to communicate regularly with Executive members.

**ADJOURNMENT**

President Shelley Funk declared the Convention adjourned at 11:45 a.m.

"Wisdom is knowing what to do next,  
skill is knowing how to do it."

"Good executives never put off  
until tomorrow, what they can  
get someone else to do today."

Some people have all the luck. And they're the ones who never depend on it.

If you really want the last word in an argument, try saying, "I guess you're right".

The more you do, the more you are.

The trouble with not having a goal is that you can spend your life running up and down the field and never scoring.

A child is someone who passes through your life and then disappears into an adult.

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## ADVERTISING RATES - UMAAS UPDATE

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

	<u>Member</u>	<u>Other</u>
Page	\$150	\$200
½ Page	\$75	\$100
1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

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DEADLINES: 15th day of the  
preceding month.

## NOTICE

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

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CONSULTATION:**

Benedict E. NussBaum  
NussBaum and Company  
204 - 2102 8th St. East  
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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 Counseling Service.



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Regina: 352-4166      Saskatoon: 1-800-305-4477  
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1-800-305-4477

# UMAAS Director, Region 1

- Huguette Lutz,  
RMA

I began my career in Urban Municipal Administration in Ponteix, Saskatchewan, in 1982, where I worked as clerk for the town, while taking my LGA courses. From there, I went to Leader, where I served as Administrator from 1984 to 1986. From 1986 to 1990, I was Administrator for the Town of Assiniboia. In 1990, I left the field to follow my husband, Kelly, to Wawota, where he started his own business, and to raise our two children. In 1992, I decided to get back into the working world when I was fortunate to obtain the position of Secretary Treasurer of the Arcola School Division. In 1994, I also took on the Oxbow School Division, and then we proceeded to amalgamate into the Souris Moose Mountain School Division. I left that job in 1996, having totally run out of steam, and seeing more amalgamations

on the horizon! In 1997, after a year's rest (sort of), I went to work for the Moose Mountain Health Region. In 2002, amalgamation reared its head once more, and I left the health district to go to North Battleford to work for the North Battleford Catholic School Division until 2007. In 2007, I moved back to the south, when I obtained employment as Administrator for the Town of Carlyle. My husband stayed in North Battleford until our son, Aaron, graduated from high school, then he joined me in Carlyle in 2008. He works in the auto parts business here. We have recently purchased a house in Carlyle and are busy renovating. Our son now lives with us and works in the oilfield maintenance industry in the Carlyle area. Our daughter, Heather, lives in Shilo, Manitoba, and is employed by Hakim Optical in Brandon.

## Executive Editorial

### Working With Municipal Councils

Working with municipal councils is a challenging but rewarding undertaking. Administrators are faced, on a daily basis, with the very different personalities of the individual members of council, with all their accompanying quirks and idiosyncrasies, while at the same time making sure that the wishes and concerns of the council as a whole are met. It's sometimes like walking a tightrope.

Getting to know your council is crucial to your survival as municipal administrator. Some have a very good sense of humour, but only when they are dishing it out so you must tread carefully, so as not to offend, even though they may offend you. Some have the type of personality that can take a ribbing, and indeed, expect that type of response from you. You must remember to always keep a professional attitude and conduct yourself accordingly, but sometimes humour goes a long way to easing tensions. Some members of Council want a friendly relationship with their Administrator; other members prefer to keep aloof and deal only with the matters of the municipality. Either is okay, as long as you know the boundaries and limitations and act appropriately. It all boils down to individuality, both of the members of Council and of the Administrator.

After an election, when new members are elected, there will be a period of growing pains when each is getting to know the other, their styles and foibles, even when you think you've known the person for some time. The situation is different once they are sitting on council, and the members should be treated with the respect of their office.

It is easier if you keep your relationships with Council

professional, so that when you need to provide advice, you are viewed as an expert in your field, impartial and non-judgmental. There will undoubtedly be times when you are required to provide advice to Council that is not popular, or what they want to hear. It is your duty to provide such advice, and in the end, you will be viewed as a person of integrity that Council can rely on to be forthright and honest.

Another difficult aspect of dealing with councils is knowing the boundaries of responsibility. A council orientation shortly after a newly elected council takes office is a good idea to establish clear lines of communication as well as clear definition of duties between the Administrator and Council. An Administration bylaw is invaluable in setting out duties and responsibility unambiguously, and it needs to be referred to frequently. A Council's role is to set policy; an Administrator's role is to carry out those policies in administering the affairs of the municipality. This sounds simple enough, but it is often an area of contention that must be addressed openly and quickly so that all parties can be comfortable in knowing that they are operating within their confines. Members of council want to be accountable to the public that elected them, so in an effort to be responsive, they sometimes think that they need to provide immediate answers and actions to every voter's problems. In those instances, they need a gentle reminder that there is a process to be followed and everyone, including the public, will be better served when that process is adhered to.

- Huguette Lutz,  
Director Division 1

## Community Profile - Town of Carlyle

The Town of Carlyle is located in southeastern Saskatchewan, near the Saskatchewan/Manitoba border on Highways No. 9 and 13, and is approximately 200 km southeast of Regina. Carlyle is near the Moose Mountain Provincial Park and White Bear Resort. As with the majority of communities in eastern Saskatchewan, agriculture and the oil industry are the primary source of income for the community. The 2006 census reports a population of 1,257, and we have over 150 businesses registered in our community, offering some of the

best shopping in the southeast. We have a skating arena, a curling rink, a nine hole grass green golf course, a swimming pool, ball diamonds, and campsites. In 2008, the Town developed a 43 lot residential subdivision, and this year, we are in the process of developing a 22 lot commercial subdivision. In 2009, the Town of Carlyle won a Bronze Award in the population category of communities under 20,000 at the UN Sponsored LivCom Awards in Pilzen, Czech Republic, as one of the world's most livable communities.

# "One Of Those Days"

Contributed by Huguette Lutz, Director, Division 1

Have you ever had one of those days? You arrive at the office on time, as usual (of course), and you proceed through the morning routine of turning on the lights, the computers, unlocking the cabinets, and checking your emails. Nothing too exciting there just a few requests for information from the local Enterprise Region office, wanting a reply by the end of the day, and some newsletters. All is progressing as it should.

Then the first customer arrives to pay a utility bill and, in passing, complains about the speeding that goes on by his house. You ask if he's contacted the RCMP. "Of course not," he says. "Just stop the speeders." You tell him that you will report the complaint to the police, but that it would be better if they reported directly, so that the RCMP could ask specific questions as to time of the event, and type of vehicles. He leaves, happy because he's been heard. You know very well that he has no intention of doing anything about the problem.

A second customer arrives, almost pulling the door off its hinges as he opens it.

"I want something done about all the \*%\$#@\* stray cats in town," he bellows.

"We can provide you with a cat trap for your property," you say, "providing you are willing to check it to make sure that the cats aren't left in the trap too long."

"I don't want a trap in my yard; I have a dog," he says. "I want you to put the trap on the neighbour's property. They feed all the \*%\$#@\* cats."

As your mind rolls around this notion of a dog in the yard, yet still being troubled by stray cats, you explain that you need the neighbour's permission to put a trap on that property.

"Well, if you won't do anything, take this!" he shouts, as he scatters a tarp full of cat urine and feces onto the floor, the walls, the counter, and storms out of the office, once again practically unhinging the door as he leaves.

Another customer comes in as you are cleaning up the mess. "Alderman Soandso said that I could be on the agenda for tonight's meeting," she says, as she looks questioningly at your mop.

You think to yourself, "Alderman Soandso probably said that she should come to the office and ask if she can be placed on the agenda," but you say, "And what is the nature of your request?"

"That's none of your business," she answers, "I want to talk to Council."

"Okay," you reply, "but I need to know what to put on the agenda, and just so that you know, you're supposed to provide advance notice if you want to appear before Council."

"Oh, well then, just tell them it's about the neighbour's air conditioner."

"What is the problem with the air conditioner?" you ask.

With a sigh and a roll of the eyes, she says, "Well, if you must know, it's too close to my house."

"Does it project onto your property?" you ask.

"No, but it's too close."

"I'm sorry, but I don't think Council will be able to do anything for you, because it's on their own property."

"Well, Alderman Soandso said I could come to the meeting."

"Yes, ma'am," you tell her. "I'll schedule you for 7:30 p.m."

"I'll be here at 8:00. I want to be able to watch my favorite program on TV."

"Okay, 8:00 p.m. it is," you reply, as she struts out of the office.

By now, it's 9:00 a.m., and you need to get the bank deposit done from yesterday. The Foreman comes in just as you've starting adding the cheques. He reports that he picked up a dog that was running down Main Street. It doesn't have a tag, but it does have a collar. Together, we fill out the form that we post on our bulletin board, letting people know that the dog is in our pound.

Back to the bank deposit.

The telephone rings. "Someone stole my dog," the caller shouts.

"What does it look like?" you ask.

"It's a big black lab with a brown collar."

"Oh, it wasn't stolen. Our town guys picked it up because it was running down Main Street," you inform the caller.

"That's impossible," the caller insists. "My dog has been in the house the whole time."

"So, you're telling me that our guys went into your house and took your dog?" you ask, incredulously.

"Well, no, but it couldn't have been out for very long," comes the sheepish reply. "I'll be down later to pick it up."

"Long enough to get from your part of town to Main Street. And by the way, you'll need to buy a license for the dog, as well as pay the fine and pound fee." The caller hangs up.

Back to the bank deposit.

The telephone rings. "Yes, I want to complain about my neighbour's camper," the caller says.

"Is it parked on the street?" you ask, thinking that's the most obvious complaint.

"No, it's in their driveway."

"Oh, is it protruding onto the street?" you ask again

"No, it's in their driveway, but it's blocking my view."

"I'm sorry, but we don't have a bylaw preventing people from parking their campers in their own driveway," you say.

"Well, you should. Every house on our block has a camper in the driveway."

"Do you have one too?" you ask, trying to remain professional.

"No, we just have a semi trailer that we put in the back yard for extra storage. There's nothing wrong with that, is there?"

You try to put yourself in this person's neighbour's yard, then think better of it. "Sorry," you repeat. "There's nothing we can do about the campers in the driveways."

"Well, I'll go see the Mayor. He'll fix this problem. Thanks for nothing." The caller hangs up.

Back to the bank deposit. There, done!

The telephone rings. It's the Mayor. "Did you talk to Mr. Park about the campers?"

"Yes," you reply, not sure where this conversation is going to go.

"What did you tell him?" the Mayor asks.

"That we couldn't do anything about the trailers, because we have no bylaw saying they can't park there."

"Well, we'll just have to talk about it at Council tonight. Make sure that gets added to the agenda."

These represent real events names have been changed to protect the guilty. And we wonder why no one wants to become a Municipal Administrator?