

Minutes of a Regular meeting of the Urban Board of Examiners held by video conference this 5th day of December, 2023.

Present: Chairman Ed Sigmeth, Board Members Dawn Luhnig and Aileen Garrett & Secretary Brad Hvidston

Call to Order: Meeting was called to order at 12:56pm by Chairman Ed Sigmeth.

Agenda

Garrett That the agenda be approved for this meeting.
Carried

Minutes

Luhnig That the Minutes of the September 12, 2023 meeting be approved.
Carried

Permits

Garrett That the following Permits be approved

Name	Municipality	Expiry Date
Sharon Wheeler	Village of Archerwill	December 10, 2023
Malcolm Bucholtz	Town of Lafleche	December 10, 2023
Devan Shorrocks	Town of Hafford	December 10, 2023

Carried

Conditional Extensions

Luhnig That the following Conditional Extensions be approved:

Name	Municipality	Expiry Date
Sherry Kinney	Village of Waldeck	December 31, 2024
Karen McIssac	Village of Laird	March 31, 2025
Rebecca Korchinski	Town of Arcola	December 31, 2024
Nadia Metz	Village of Fairlight	December 31, 2024
Lisa Fayant	Village of Abernethy	December 31, 2024

Carried

Conditional Applications

Garrett That Robert Gilmour be issued Conditional Certificate No. C663 with the following conditions:

- Must be mentored for a minimum of 1800 hours.
- Must complete the LGA or equivalent education.
- Must have an office inspection prior to applying for a Standard Certificate.
- Restricted to the current employer (Village of Codette)
- Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

Luhning That Rebekah Mathieu be issued Conditional Certificate No. C664 with the following conditions:

- Must be mentored for a minimum of 1800 hours.
- Must complete the LGA or equivalent education.
- Must have an office inspection prior to applying for a Standard Certificate.
- Restricted to the current employer (Village of Webb)
- Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

Garrett That Connor Piller be issued Conditional Certificate No. C665 with the following conditions:

- Must be mentored for a minimum of 1800 hours.
- Must complete the LGA or equivalent education.
- Must have an office inspection prior to applying for a Standard Certificate.
- Restricted to the current employer (Town of Wilkie)
- Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

Luhning That Teresa Dyck be issued Conditional Certificate No. C666 with the following conditions:

- Must be mentored for a minimum of 1800 hours.
- Must complete the LGA or equivalent education.
- Must have an office inspection prior to applying for a Standard Certificate.
- Restricted to the current employer (Town of Lampman)
- Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

- Garrett That Malcolm Bucholtz be issued Conditional Certificate No. C667 with the following conditions:
- Must be mentored for a minimum of 1800 hours.
 - Must complete the LGA or equivalent education, or have his education evaluated by IQAS or WES.
 - Must have an office inspection prior to applying for a Standard Certificate.
 - Restricted to the current employer (Town of Lafleche)
 - Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA or other education is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

- Luhning That Heather Collier be issued Conditional Certificate No. C668 with the following conditions:
- Must be mentored for a minimum of 1800 hours.
 - Must complete the LGA or equivalent education.
 - Must have an office inspection prior to applying for a Standard Certificate.
 - Restricted to the current employer (Village of Broderick)
 - Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

- Garrett That Devan Shorrock be issued Conditional Certificate No. C669 with the following conditions:
- Must be mentored for a minimum of 1800 hours.
 - Must complete the LGA or equivalent education.
 - Must have an office inspection prior to applying for a Standard Certificate.
 - Restricted to the current employer (Town of Hafford)
 - Certificate expires December 31, 2024. If satisfactory proof of completion of some of the LGA is provided to the board by December 31, 2024 then this certificate may be extended to December 31, 2025.

Carried

Standard Applications:

Luhning That the following Standard Certificates be approved:

Lyle Hannan	No. S-813
Leah McIntosh	No. S-814
Lorrie Champ	No. S-815
Carrie Hoffarth	No. S-816

Barry Hvidston	No. S-817
Tanya Strandlund	No. S-818
Lindsay Nordmarken	No. S-819

Carried

Advanced Level 1 Applications

That the following Advanced Level 1 Certificates be approved:

Pamela Wintringham	No. A1-66
Laura Delanoy	No. A1-67
Pierrette Woynarski	No. A1-68
Sherry Beatty-Henfrey	No. A1-69
	Carried

Business:

Denied or Outstanding Permits – Certificates were not approved to the following applicants as they were missing mandatory information:

Monique Hare	Failed Inspection
Nicole Hanson	Missing Information
Teresa Marshall	No Mentor
Renee Maitland	Missing Information

A request was reviewed from the Village of Stenen to allow certification with reduced hours. Board agreed that no exemption would be made.

Garrett THAT the Board of Examiners recommend UMAAS leave the fees for Office Inspections the same for 2023 but add \$0.50/km for travel time to complete inspections.

Carried

Luhning THAT the Board of Examiners recommend that LGA Core courses can not be used to meet the additional educational requirements for Advanced Level Certifications.

Carried

Discussion was had by the Board around RM Reciprocity and inspection requirements. A meeting is being had with the Secretary and a committee of UMAAS to propose changes to the process.

Garrett THAT the Manitoba Municipal Administration program be approved as educational equivalence to the Local Government Administration Certificate for the purposes of Standard Certification.

Carried

Meeting Date:

Luhning That the next meeting be set for March 5, 2024 at 1:00 pm.

Carried

Adjournment:

Sigmeth That this meeting be adjourned at 1:28pm.

Carried