

Minutes of a Regular meeting of the Urban Board of Examiners held by video conference this 10th day of December, 2024.

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

Call to Order: Meeting was called to order at 1:00pm by Chairman Ed Sigmeth.

Agenda

Luhning That the agenda be approved for this meeting.
Carried

Minutes

Garrett That the Minutes of the September 10, 2024 meeting be approved.
Carried

Permits

Luhning That the following Permits be approved

Name	Municipality	Expiry Date
Tracey Grandbois	Town of Langenburg	March 31, 2025
Kaila Montgomerie	Town of Asquith	December 31, 2024
Heather Kruetzer	Town of Drake	December 31, 2024
Leane Johnston	Village of Belle Plaine	December 31, 2024
Tatiana Walker	Village of Bethune	December 31, 2024

Carried

Conditional Extensions

Garrett That the following Conditional Extensions be approved:

Name	Municipality	Expiry Date
Shana Hanson	N.V. of Pinehouse	June 30, 2025
Monique Fehr	Village of Bracken	June 30, 2025
Stephanie Reiter	Village of Richard	June 30, 2025
Stacey Gifford	Village of Loreburn	May 31, 2025
Heather Collier	Village of Broderick	December 31, 2025

Carried

Conditional Applications

Luhning That the following Conditional Certificates be issued with the conditions that the applicants:

- Must be mentored for a minimum of 1800 hours; and
- Must complete the LGA or equivalent education; and
- Must have an office inspection prior to applying for a Standard Certificate; and
- Restricted to their current employer; and
- Certificate expires December 31, 2025, however if satisfactory proof of completion of some of the LGA is provided to the board then this certificate may be extended to December 31, 2026.

Name	Municipality	Certificate Number
Tammy McCormick	Village of Air Ronge	CD-697
Renee Glass	Village of Fox Valley	CD-698
Heather Kreutzer	Village of Drake	CD-699
Mark Hartman	Town of Balcarres	CD-700

Carried

Standard Applications:

Garrett That the following Standard Certificates be approved:

Leane Johnston	No. S-846
Tanya Finlay	No. S-847
Rebecca Korchinski	No. S-848
Amanda Bischler	No. S-849
Kystal Prokopchuk	No. S-850
Brad McKenzie	No. S-851
Kathleen Desjarlais	No. S-852
Lauren Liebaert	No. S-853
Rhonda Hemm	No. S-854
Keri Gardner	No. S-855

Carried

Business:

Denied or Outstanding Permits

Kristine Olson	Village of Alvena	Missing Information
Melody Temrick	Village of McLean	Awaiting Inspection
Brenda Hartley	Village of Hyas	Pending – missing mentor

Reciprocity certificates – only 4 of the 9 Standard Certificate applications came with an office inspection this meeting. General agreement was that we should be implementing a policy that mandates an inspection prior to obtaining an Urban Certificate.

Luhning That the Saskatchewan Polytechnic Municipal Administration courses be added to the list of approved courses for Advanced Level Certifications.

An email was received to notify us that the RMAA is considering a mandatory mentor training program prior to allowing an Administrator to be appointed as a mentor.

Meeting Date:

Garrett That the next meeting be set for March 4, 2025 at 1:00 pm.

Carried

Adjournment:

Sigmeth That this meeting be adjourned at 1:34 pm.

Carried