



Urban Municipal Administrators Association of Saskatchewan *(U.M.A.A.S)*

Strategic Plan 2005-2010

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December 2005

UMAAS Mission Statement

UMAAS is a professional organization of Saskatchewan municipal administrators which enables members to maintain the highest possible standards of municipal administration for local governance by providing professional development and promoting opportunities for advanced education.

UMAAS PROGRAM AREAS

Member Development	Outreach and Dialogue	Organizational Maintenance and Development
1. Education 2. Compensation 3. Membership and Support Services 4. Promotion	5. Liaison	6. Officers

Program Area: Education				
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Strategic Goal	UMAAS is an organization that ensures that its members have access to the education tools relevant to all aspects of the profession.			
Objective:	By December 31, 2006 UMAAS' members have access to training that prepares them for changes to the new Municipal Act (M.A.).			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Notify Members of "Must Do" items in Newsletter under new M.A.	Michele & Executive Director	\$150.00	December 2005	Notices received by Members.
Make sure Manuals are available to those who have not yet received them.	Michele & Department of Government Relations (Bonnie)	N/A	February 28, 2006	Mail outs complete.
Arrange Workshop at SUMA Conference.	Michele & SUMA (Brenda)	N/A	February 2006	Number of participants exceeds 25.
M.A. Workshop at UMAAS Conference.	Convention Committee & Department of Government Relations	N/A	June 2006	Workshop completed and receives positive evaluation.

Program Area: Education				
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Strategic Goal	UMAAS is an organization that ensures that its members have access to the education tools relevant to all aspects of the profession.			
Objective:	By December 31, 2007, UMAAS will bring the Local Governance Leadership Program (L.G.L.P) to its membership			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Investigate opportunities and merit of hosting L.G.L.P Workshop at Conference.	Convention Committee	\$3000.00	June 2006	Presentation completed or decision not to undertake.
Investigate opportunities of partnership with other organizations.	Executive Director	N/A	December 2007	Inquiries completed, responses received and program implemented.

Program Area: Education				
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Strategic Goal	UMAAS' membership as well as municipal employers recognize the benefits of continued education.			
Objective:	Utilize the "Urban Voice", the SUMA website, UMAAS' website and newsletter, and speaking opportunities to encourage municipal employers to recognize the value of continuing education and professional development of municipal administrators.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Letters from Minister and President of SUMA to encourage UMAAS Convention attendance.	President Gartner	N/A	May 2006	Letters forwarded prior to June 2006 Conference and annually thereafter.
Communication with SUMA to clarify roles on Administration education training.	President & Executive Board	N/A	December 2006	Agreement reached and recorded on division of responsibilities.
Ensure one article annually on website and newsletter relating to importance of continuing education.	Executive Members	N/A	Annual	Articles published annually.
Message to be included in SUMA newly elected workshops.	Executive Board Members	N/A	December 2007	Presentations complete.

Program Area: Compensation				
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Strategic Goal	UMAAS' compensation guideline is comparable to other professional organizations and reflects the level of responsibility associated with municipal management.			
Objective:	By September 30, 2006 compile and complete for presentation to the UMAAS Executive Board the salary guidelines for SASBO, RMAA, Regional Health Authorities, Government Relations, Municipal Advisors, and Policy Analysts, and other similar associations in neighbouring provinces.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Gather information from other Associations.	Administration Committee	N/A	August 2006	Comparative information received.
Distinguish roles and responsibilities in order to develop a Schedule of Comparisons.	Executive Office	N/A	November 2006	Survey Summary Schedule completed.

Program Area: Membership and Support Services				
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Strategic Goal	UMAAS maintains the integrity of municipal administration.			
Objective:	On an annual basis, preserve the currently effective "100% Membership" campaign of administrators required by legislation.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Follow up policy on Enforcement of Payment of Annual Membership fees.	Executive Director & Administrative Assistant	N/A	December 31 st Annually	100% required Membership maintained.

Program Area: Promotion				
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Strategic Goal	UMAAS is a viable organization, and municipal administration is recognized as a challenging and rewarding career.			
Objective:	By December 31, 2006 have a newsletter format in place that will increase, enhance, and sustain reader interest			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Hire Public Relations Firm for Enhancement Plan.	Promotions Committee & Executive Director	\$2000.00	December 2006	New format being used for Newsletter publication.
Develop Electronic copy and mailing list.	Executive Director & Administrative Assistant	N/A	December 2006	Electronic delivery of Newsletter where possible completed.
Content changes – Lifestyle etc..	Promotions Committee	N/A	December 2006	New type articles appear in Newsletter.

Program Area: Promotion				
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Strategic Goal	UMAAS maintains the integrity of municipal administration.			
Objective:	Within 5 years, re-establish perception of Municipal Administration as a publicly recognized professional specializing in municipal government administration and ensure that the position of Administrator is recognized as an essential component of Municipal Governance.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Encourage members to make positive presentations in communities	Executive Members	N/A	December 2010	Enhancement of public perception and increased enrollment in LGA program.
Establish Municipal Government Week	President Gartner, Department of Government Relations, SUMA, SARM, RMAA, UMAAS	\$1000.00 Advertising	June 2007	Week designated by Department of Government Relations, Province of Saskatchewan.
School Presentations at Career Days	Executive & Individual Members	\$500.00 Brochures	December 2008	Brochures are distributed at Career Days.

Program Area: Liaison				
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Strategic Goal	UMAAS is recognized for its leadership in providing advice in dialogues regarding policies, legislation, and other issues affecting municipalities.			
Objective:	Strengthen relationships and information sharing with SUMA and RMAA by meeting with them annually, and by continuing to attend annual conferences of these and other fraternal organizations.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
President to attend Annual meeting with SUMA.	President or Designate	\$300.00	Annual – December	UMAAS Representative attends Annual SUMA meeting in December.
Host Annual Joint Meeting with RMAA.	Executive Director	\$500.00	Annual – September or November	Annual Joint Meeting completed.
Attend Fraternal Conferences LGAA, MMAA, RMAA.	Executive Members	\$1500.00	Annual	Annual attendance and report back to Executive Board.

Program Area: Liaison				
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Strategic Goal	UMAAS is recognized for its leadership in providing advice in dialogues regarding policies, legislation, and other issues affecting municipalities.			
Objective:	By December 31, 2005 commence to establish a relationship with senior officials in Government Relations by meeting at least once per year to discuss policies, legislation, and other issues affecting municipalities			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Arrange meeting with Minister or Senior Officials in Regina each November.	Executive Director	\$300.00	Annual – November	Annual Meeting with Government Relations Officials achieved.
Invite Minister and Senior Officials to Annual Convention in June.	Executive Director	N/A	Annual – June	Annual attendance of officials at UMAAS Conference.
Ensure appropriate responses to all requests.	Executive Board & Executive Director	N/A	Ongoing	All consultations from Senior Governments are answered in a timely, professional manner.

Program Area: Liaison				
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Strategic Goal	UMAAS is recognized for its leadership in providing advice in dialogues regarding policies, legislation, and other issues affecting municipalities.			
Objective:	By December 31, 2005 establish links from UMAAS' website to SUMA, RMAA, SARM, SASBO, SAMA, Alberta and Manitoba fraternal organizations, and ensure that UMAAS' website has reciprocal links on their websites.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
List Websites to be linked and forward to UMAAS Web Maintenance Contractor.	Executive Director	\$400.00	April 30, 2006	Links completed online.

Program Area: Officers				
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Strategic Goal	UMAAS' membership recognizes that being a UMAAS Executive Board member is a professional and personal achievement, and beneficial for their career.			
Objective:	Each UMAAS Executive Board member hold a minimum of one divisional meeting per year, with a target of at least 50% member attendance rate.			
Tasks	Responsibility	Budget	Timeline	Indicator of Success
Create best practice template for Regional Meetings.	Executive Board Members	\$200.00	December 2006	Template Complete.
Follow established policy.	Executive Board Members	N/A	December 2006	7 District meetings completed annually.
Include a MLDP program into our district meetings.	Executive Board Members & Department of Government Relations	Positive Budget Due to Registration fee.	December 2006	MLDP Workshop part of District Meeting Agenda.
Executive Presence at District meetings.	President of Vice President	\$1000.00 Annually	Annual	Awareness of Executive Service is increased and 50% Member attendance achieved in 5 years.