

## EXECUTIVE MINUTES

### Urban Municipal Administrators' Association of Saskatchewan

Apollo 2 – Travelodge Hotel, Saskatoon

9:00 am – Saturday, February 4, 2023

PRESENT	President:	Chris Costley
	Vice President:	Barry Elliott
	Directors:	Aileen Garrett
		Stephen Schury
		Landon Chambers
		Renea Paridaen
		Pamela Wintringham
		Meredith Norman
	Executive Director:	Jason Chorneyko
	Executive Assistant:	Lovely Magnaye
ABSENT	Past President	Rodney Audette
	Directors:	Janelle Desautels
		Kelly Hoare

#### CALL TO ORDER

President Chris Costley called the meeting to order at 9:03 a.m.

#### AGENDA

01-23 GARRETT That the agenda be approved as amended.

CARRIED

#### NOVEMBER 25, 2022 LIAISON MEETING WITH MINISTRY OF GOVERNMENT RELATIONS

02-23 ELLIOTT That the November 25, 2022 Liaison meeting minutes with the Ministry of Government Relations be approved as amended.

CARRIED

#### NOVEMBER 26, 2022 EXECUTIVE MEETING MINUTES

03-23 CHAMBERS That the November 26, 2022 Executive Meeting Minutes be approved as amended.

CARRIED

#### REQUEST FOR REVIEW OF SALARY SCHEDULE

04-23 CHAMBERS That President Costley prepares a letter to be sent to Kelly Walker, Administrator from the Town of Govan/RM of Last Mountain Valley, regarding her concerns about the UMAAS Salary Guideline.

CARRIED

#### INVITATION TO RMAA

05-23 CHAMBERS That we invite RMAA to re-establish a joint fall meeting, including golfing and supper; furthermore, that UMAAS covers all expenses in 2023 and proposes to RMAA to continue this with alternating year to cover the costs.

CARRIED

#### FINANCIAL REPORTS – JANUARY 31, 2023

06-23 WINTRINGHAM That the Financial Reports for the period ended January 31, 2023 and December 31, 2022 be accepted, and attached hereto and forming part of the minutes.

CARRIED

#### CONVENTION COMMITTEE REPORT

07-23 SCHURY That we accept the verbal report from the Convention Committee as presented.

CARRIEDPEER NETWORK ADVISORY COMMITTEE APPOINTMENT

08-23 NORMAN That we appoint Barry Elliott as the Peer Network Advisory Committee member representing UMAAS, replacing Glenda Lemcke; furthermore, that we thank Glenda Lemcke for her time representing the association to the said committee.

CARRIEDCOMMENTS/INQUIRIES FROM MEMBERS RE: BYLAW #4-21

09-23 CHAMBERS That we authorize Administration to send letters to members who are non-compliant in their continuing education requirements, stating that we are allowing a transition period in 2022, but, moving forward, any non-compliance will be dealt with by disciplinary action.

CARRIED

*The meeting was recessed at 11:08 a.m.*

*The meeting resumed at 11:17 a.m.*

DRAFT BYLAWS AND POLICIES

10-23 ELLIOTT That we authorize Administration to review UMAAS bylaws and policies, and to prepare draft bylaws and policies to update these documents for approval by the Board.

CARRIEDPST AMOUNTS

11-23 WINTRINGHAM That the instruction templates for the study on PST amounts paid by municipalities, presented by President Costley, be acknowledged.

CARRIED

12-23 COSTLEY That we authorize Administration to send out the instruction templates, to the membership, for the study on PST amounts paid by municipalities.

CARRIEDCORRESPONDENCE

13-23 PARIDAEN That the correspondence be acknowledged and filed.

CARRIEDACCOUNTS

14-23 NORMAN That the list of accounts be approved as presented.

CARRIEDAGENDA FORMAT

15-23 CHAMBERS That the new agenda format be approved as presented.

CARRIEDGIC

16-23 WINTRINGHAM That we re-invest Scotiabank GIC #BNNSP60C, for approximately \$45,500, in a 388 Day Non-Redeemable GIC at an interest rate of 5.2%.

CARRIEDINVESTMENTS

17-23 CHAMBERS That we authorize Administration to use their discretion, and take cash-flow needs into consideration, by investing funds in GICs with a one-year term or less.

CARRIED

EXECUTIVE DIRECTOR'S REPORT

18-23 ELLIOTT That we accept the Executive Director's Report as presented.

CARRIEDBOARD OF EXAMINERS APPOINTMENT

19-23 ELLIOTT That we appoint Aileen Garrett to the Board of Examiners for another two-year period.

CARRIEDDRAFT BYLAW – UMAAS OFFICE

20-23 NORMAN That, to comply with legislation, we instruct Administration to prepare a Draft Bylaw regarding the location of the UMAAS head office.

CARRIEDUPDATE POLICY #4 – TRAVEL AND SUSTENANCE

21-23 SCHURY That we amend Policy #4 in the UMAAS Policy Book by changing *Section 1 b)* as follows:

Per Diem Daily: \$61.91 plus \$3.09 GST \$65.00

Breakfast: \$19.05 plus \$0.95 GST \$20.00

Lunch: \$19.05 plus \$0.95 GST \$20.00

Supper: \$23.81 plus \$1.19 GST \$25.00

CARRIEDNEXT MEETING

22-23 CHAMBERS The next UMAAS meeting will be on April 17, 2023 at 9:30 a.m. at TCU Place, Saskatoon.

CARRIEDADJOURNMENT

23-23 GARRETT That we adjourn the meeting at 12:40 p.m.

CARRIED


---

 President

---

 Executive Director