

**EXECUTIVE MINUTES**  
**Urban Municipal Administrators' Association of Saskatchewan**  
Green Room, TCU Place, Saskatoon  
9:30 am – Monday, April 17, 2023

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

CALL TO ORDER

President Chris Costley called the meeting to order at 9:33 a.m.

AGENDA

24-23 AUDETTE That the agenda be approved as presented.

CARRIED

FEBRUARY 4, 2023 EXECUTIVE MEETING MINUTES

25-23 AUDETTE That the February 4, 2023, Executive Meeting Minutes be approved as amended.

CARRIED

SEND PST SURVEY RESULT TO SUMA

26-23 WINTRINGHAM That we instruct Administration to send the result of the PST Survey, with all the attachments provided by the membership, to SUMA.

CARRIED

BYLAW #5/23 - UMAAS HEAD OFFICE

27-23 SCHURY That Bylaw #5/23, a bylaw to establish the UMAAS Head Office be introduced and read for the first time.

CARRIED

BYLAW #5/23 - UMAAS HEAD OFFICE

28-23 CHAMBERS That Bylaw #5/23 be read for the second time.

CARRIED

BYLAW #5/23 - UMAAS HEAD OFFICE

29-23 DESAUTELS That we proceed with the third reading of Bylaw #5/23.

CARRIED UNANIMOUSLY

BYLAW #5/23 - UMAAS HEAD OFFICE

30-23 NORMAN That Bylaw #5/23 be read for the third time, adopted, and attached hereto.

CARRIED

## APRIL 17, 2023 UMAAS EXECUTIVE MEETING MINUTES

LIST OF ACCOUNTS

31-23 GARRETT

That the attached list of accounts be approved as presented.

CARRIEDFINANCIAL REPORTS

32-23 GARRETT

That the Financial Reports for the period ended February 28, 2023 and March 31, 2023 be accepted, and attached hereto.

CARRIEDBOARD OF EXAMINERS REPORT

33-23 ELLIOTT

That we accept the Board of Examiners Report as submitted by Brad Hvidston, Secretary of the Board of Examiners.

CARRIEDBOARD OF EXAMINERS MEETING MINUTES

34-23 HOARE

That we accept the March 14, 2023 Meeting Minutes of the Board of Examiners as presented.

CARRIEDADDING THE MENTOR'S NAME

35-23 PARIDAEN

That we instruct Administration to send a letter to the Board of Examiners recommending adding the mentor's name to the Board of Examiners' Reports.

CARRIEDGSM ADVISORY COMMITTEE REPORT

36-23 AUDETTE

That we accept the Governing Sustainable Municipalities Advisory Committee update report as presented.

CARRIEDTOWN OF GRAVELBOURG'S REQUEST

37-23 CHAMBERS

That we deny the Town of Gravelbourg's request for UMAAS membership fee reimbursement.

CARRIEDPUBLIC SECTOR NETWORK PROPOSAL

38-23 CHAMBERS

That, at this time, we deny the proposal for mutual promotion from the Public Sector Network.

CARRIEDBYLAW #6/23 CONTINUING PROFESSIONAL DEVELOPMENT

39-23 CHAMBERS

That Bylaw #6/23, a bylaw to provide for the continuing professional development of association members, be introduced and read for the first time.

CARRIEDBYLAW #6/23 CONTINUING PROFESSIONAL DEVELOPMENT

40-23 HOARE

That Bylaw #6/23 be read for the second time.

CARRIEDBYLAW #6/23 CONTINUING PROFESSIONAL DEVELOPMENT

41-23 PARIDAEN

That we proceed with the third reading of Bylaw #6/23.

CARRIED UNANIMOUSLY

## APRIL 17, 2023 UMAAS EXECUTIVE MEETING MINUTES

BYLAW #6/23 CONTINUING PROFESSIONAL DEVELOPMENT

42-23 ELLIOTT That Bylaw #6/23 be read for the third time, adopted and attached hereto.

CARRIEDLAMPMAN ADMINISTRATOR

43-23 SCHURY That the report regarding concerns of administration in Lampman be received as correspondence.

CARRIEDPW FOREMAN MUNICIPAL PEER NETWORK

44-23 CHAMBERS That the communication regarding the idea of establishing a PW Foreman Municipal Peer Network be received as correspondence.

CARRIEDAPPOINTMENTS OF DELEGATES

45-23 GARRETT That we appoint the following delegates to various conventions/conferences:

- Renea Paridaen - Manitoba Municipal Administrators Conference (April 30 - May 3)
- Landon Chambers - Rural Municipal Administrators' of Saskatchewan Convention (May 15-18)
- Pamela Wintringham - Local Government Administration Association of Alberta Conference (June 26-29)

CARRIEDSTRONG MAYOR LEGISLATION

46-23 COSTLEY That we instruct Administration to send a letter to SUMA regarding our stand that UMAAS must be included in any talks or discussions about the Strong Mayor Legislation recently adopted in Ontario.

CARRIEDCORRESPONDENCE

47-23 NORMAN That the correspondence be acknowledged and filed.

CARRIEDUPDATED MENTOR AND LOCUM LIST

48-23 DESAUTELS That we accept the updated mentor and locum lists as presented.

CARRIED

*The meeting was recessed at 10:46 am.*

*The meeting resumed at 10:52 am.*

UNLIMITED BUSINESS ACCOUNT

49-23 CHAMBERS That we switch our bank account to Unlimited Business Account through Scotiabank.

CARRIEDEXECUTIVE DIRECTOR'S REPORT

50-23 CHAMBERS That we accept the Executive Director's Report as presented.

CARRIED

APRIL 17, 2023 UMAAS EXECUTIVE MEETING MINUTES

NEXT MEETING

51-23 CHAMBERS      The next UMAAS meeting will be on June 6, 2023 at 2:00 pm at the California Suite, Travelodge Hotel, Saskatoon.

CARRIED

ADJOURNMENT

52-23 NORMAN      That we adjourn the meeting at 11:05 p.m.

CARRIED

\_\_\_\_\_  
President

\_\_\_\_\_  
Executive Director



**List of Accounts**  
*As of March 31, 2023*

<b>Cheque #</b>	<b>Vendor</b>	<b>Re:</b>	<b>Amount</b>
4806	Town of Springside	Scholarship	\$ 300.00
4807	Costley Chris	February 23 Executive Meeting	\$ 364.78
4808	Chorneyko Jason	February 23 Executive Meeting	\$ 244.00
4809	Magnaye Lovely Jane	February 23 Executive Meeting	\$ 263.00
4810	Stephen Schury	February 23 Executive Meeting	\$ 402.60
4811	Garrett Aileen	February 23 Executive Meeting	\$ 244.00
4812	Norman Meredith	February 23 Executive Meeting	\$ 684.42
4813	Paridaen Renea	February 23 Executive Meeting	\$ 492.36
4814	Elliott Barry	February 23 Executive Meeting	\$ 530.10
4815	Chambers Landon	February 23 Executive Meeting	\$ 257.71
4816	Wintringham Pamela	February 23 Executive Meeting	\$ 84.18
4817	McArthur Sandra	Office Inspection	\$ 619.60
4818	Listrom Paul	Office Inspection	\$ 1,147.70
4819	Town of Wynyard	Office Rent/Supplies	\$ 472.50
4820	Travelodge Hotel	February 23 Executive Meeting	\$ 2,050.98
4821	Kinakin Entertainment	Convention Entertainment	\$ 2,625.00
4822	4imprint	Convention Gifts	\$ 10,542.27
4823	Chorneyko Jason	February 23 Payroll	\$ 1,139.89
4824	Hvidston Brad	February 23 Payroll	\$ 771.20
4825	Magnaye Lovely Jane	February 23 Payroll	\$ 1,389.89
4826	Canada Revenue Agency	February 23 Remittance	\$ 2,492.23
4827	MEPP	February 23 Remittance	\$ 1,060.30
4828	Richard Dolezsar	Office Inspection	\$ 648.80
4829	Chorneyko Jason	Office Inspection	\$ 1,527.57
4830	Town of Wynyard	Office Supplies	\$ 28.62
4831	Chorneyko Jason	March 23 Payroll	\$ 1,139.89
4832	Hvidston Brad	March 23 Payroll	\$ 771.20
4833	Magnaye Lovely Jane	March 23 Payroll	\$ 1,389.89
4834	Canada Revenue Agency	March 23 Remittance	\$ 2,492.23
4835	MEPP	March 23 Remittance	\$ 1,060.30
4836	Diskotek Entertainment	Deposit - Convention Equipment Rental	\$ 1,500.00
4837	Town of Wynyard	Office Rent/Supplies	\$ 472.50
4838	Hvidston Brad	BoE Postage	\$ 115.84



**Urban Municipal Administrators' Association of Saskatchewan**  
Statement of Financial Activities  
For the Period Ending January 31, 2023

<b>REVENUE</b>	<b>Current</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
<b>Executive and Admin</b>					
4101 Membership Fees	90,953.05	90,953.05	115,000.00	- 24,046.95	-20.91%
4103 Board of Examiners	200.00	200.00	31,000.00	- 30,800.00	-99.35%
<b>Total Revenue</b>	<b>91,153.05</b>	<b>91,153.05</b>	<b>146,000.00</b>	<b>- 54,846.95</b>	
<b>EXPENDITURES</b>					
<b>Executive Expenses</b>					
5212 Executive Meals	167.86	167.86	5,500.00	5,332.14	96.95%
5220 Executive Electronic Devices	1,271.58	1,271.58	0.00	- 1,271.58	0.00%
<b>Admin Expenses</b>					
5230 Office Rent and Supplies	584.73	584.73	7,500.00	6,915.27	92.20%
5240 Bank Fees	53.20	53.20	200.00	146.80	73.40%
5250 Legal/Bond/Insurance	3,178.09	3,178.09	6,000.00	2,821.91	47.03%
5299 Other General and Admin Expenses	2,580.92	2,580.92	8,200.00	5,619.08	68.53%
<b>Payroll Expenses</b>					
5263 Board of Examiners - Salary and Benefits	1,380.69	1,380.69	15,200.00	13,819.31	90.92%
5325 ED and EA - Salary	4,697.96	4,697.96	66,400.00	61,702.04	92.92%
5327 CPP Employer Share	244.82	244.82	2,400.00	2,155.18	89.80%
5330 EI Employer Share	107.22	107.22	2,400.00	2,292.78	95.53%
5331 MEPP Employer Share	422.82	422.82	2,400.00	1,977.18	82.38%
<b>Total Expenditures</b>	<b>14,689.89</b>	<b>14,689.89</b>	<b>116,200.00</b>	<b>101,510.11</b>	
<b>Revenue</b>	91,153.05	91,153.05	146,000.00	- 54,846.95	
<b>Expenditures</b>	14,689.89	14,689.89	116,200.00	101,510.11	
<b>Surplus (Deficit)</b>	<b>76,463.16</b>	<b>76,463.16</b>	<b>29,800.00</b>	<b>- 156,357.06</b>	



**Urban Municipal Administrators' Association of Saskatchewan**  
Statement of Financial Activities  
For the Period Ending February 28, 2023

<b>REVENUE</b>	<b>Current</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
<b>Executive and Admin</b>					
4101 Membership Fees	620.14	91,573.19	115,000.00	- 23,426.81	-20.37%
4103 Board of Examiners	475.00	675.00	31,000.00	- 30,325.00	-97.82%
4106 Advertising	600.00	600.00	1,800.00	- 1,200.00	-66.67%
<b>Total Revenue</b>	<b>1,695.14</b>	<b>92,848.19</b>	<b>147,800.00</b>	<b>- 54,951.81</b>	
<b>EXPENDITURES</b>					
<b>Executive Expenses</b>					
5210 Executive Mileage	3,275.73	3,275.73	17,000.00	13,724.27	80.73%
5212 Executive Meals	728.13	895.99	5,500.00	4,604.01	83.71%
5215 Executive Rooms	1,304.47	1,304.47	10,000.00	8,695.53	86.96%
5220 Executive Electronic Devices	47.69	1,319.27	0.00	1,319.27	0.00%
<b>Admin Expenses</b>					
5230 Office Rent and Supplies	498.74	1,083.47	7,500.00	6,416.53	85.55%
5240 Bank Fees	68.70	53.20	200.00	146.80	73.40%
5250 Legal/Bond/Insurance	-	3,178.09	6,000.00	2,821.91	47.03%
5260 Education and Scholarship	300.00	300.00	6,800.00	6,500.00	95.59%
5299 Other General and Admin Expenses	-	2,580.92	8,200.00	5,619.08	68.53%
<b>Payroll Expenses</b>					
5263 Board of Examiners - Salary and Benefits	1,380.69	2,761.38	15,200.00	12,438.62	81.83%
5264 Board of Examiners - Overhead/Office Inspection	3,916.22	3,916.22	14,000.00	10,083.78	72.03%
5325 ED and EA - Salary	4,697.96	9,395.92	66,400.00	57,004.08	85.85%
5327 CPP Employer Share	244.82	489.64	2,400.00	1,910.36	79.60%
5330 EI Employer Share	107.22	214.44	2,400.00	2,185.56	91.07%
5331 MEPP Employer Share	422.82	845.64	2,400.00	1,554.36	64.77%
<b>Convention Expenses</b>					
5615 Entertainment	2,500.00	2,500.00	3,500.00	1,000.00	28.57%
5635 Convention Badges/Trophies/Pins/Gifts	10,066.64	10,066.64	10,000.00	- 66.64	-0.67%
<b>Total Expenditures</b>	<b>29,559.83</b>	<b>44,181.02</b>	<b>177,500.00</b>	<b>133,318.98</b>	
<b>Revenue</b>	<b>1,695.14</b>	<b>92,848.19</b>	<b>147,800.00</b>	<b>- 54,951.81</b>	
<b>Expenditures</b>	<b>29,559.83</b>	<b>44,181.02</b>	<b>177,500.00</b>	<b>133,318.98</b>	
<b>Surplus (Deficit) -</b>	<b>27,864.69</b>	<b>48,667.17</b>	<b>- 29,700.00</b>	<b>- 188,270.79</b>	

**BYLAW #5/23**

**A BYLAW OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO ESTABLISH A HEAD OFFICE FOR THE OPERATION OF THE ASSOCIATION UNDER THE AUTHORITY OF *THE URBAN MUNICIPAL ADMINISTRATORS ACT***

The Association in open meeting at its Annual Convention enacts as follows:

**1. ESTABLISH A HEAD OFFICE:**

- a) The Association establishes the head office at the Town Office in Wynyard, SK located at 435 Bosworth Street.
- b) The mailing address for the head office is as follows:  
  
UMAAS  
Box 220  
Wynyard, SK  
S0A 4T0
- c) The effective date of establishing the head office is January 1, 2023.

**2. COMING INTO FORCE:**

This bylaw shall come into force and take effect upon its date of adoption.

---

President

---

Executive Director



## BYLAW 6-23

### A BYLAW OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN TO PROVIDE FOR THE CONTINUING PROFESSIONAL DEVELOPMENT OF ASSOCIATION MEMBERS

The Urban Municipal Administrators' Association, in the Province of Saskatchewan, hereby enacts as follows:

1. In order to promote the continuing professional development of the Association, all regular and associate members of the Association actively employed by a municipality as Administrator, Staff or Mentor/Consultant, shall participate in a minimum of at least one professional development session each calendar year.
2. The following shall be exempt from the continuing professional development requirements specified in *Section 1*:
  - a. Lifetime Members who are not employed by a municipality,
  - b. Ex-officio Members or Honorary Members who are not practicing administrators,
  - c. Professionals from various fields who are not employed by a municipality,
  - d. Any person obtaining membership after August 31<sup>st</sup>, who just started working for a municipality.
3. For the purpose of this section, participation in the following functions/courses will qualify, to the extent hereinafter stated, for the continuing professional development requirements specified in *Section 1*:
  - UMAAS Convention
  - UMAAS Sponsored Workshop
  - SUMA Convention
  - SUMA New Elected Officers/Administrators Seminar
  - SUMA District Meeting
  - SUMA Sponsored Workshop
  - Sask. Municipal Government Sponsored Workshop
  - RMAA Convention
  - RMAA Sponsored Workshop Approved by UMAAS Executive
  - SARM Sponsored Workshop Approved by UMAAS Executive
  - SAMA Sponsored Workshop
  - The Northern Saskatchewan Administrators Association Conference/Workshops
  - Webinars offered for Municipal Administrator's training purposes
  - University or Technical School Degree/ Certificate credit classes
  - Applicable Personal Development Courses as may be approved by the UMAAS Executive
  - Other Workshops Approved by U.M.A.A.S Executive
4. Members shall be responsible to report details of their attendance and/or participation in specific professional development functions in the previous calendar year on their annual membership application.
5. Any breach of this Bylaw may render the offending member liable to such disciplinary measures, as the Executive Board of the Association may consider appropriate, by way of either suspension, expulsion or discipline, after taking into consideration any extenuating circumstances such as but not limited to, parental leave, medical leave, or leave of absence.
6. The Disciplinary Committee shall, as soon as is practical, inform the member by registered letter of the decision made by the Disciplinary Committee. A copy of the decision shall also be circulated to the Executive Board of the Association.

- 7. In the event that a practicing member wishes to appeal any decision made by the Disciplinary Committee, the appeal procedures outlined in *Sections 24.1 through 32 of The Urban Municipal Administrators Act*, shall apply.
- 8. This Bylaw repeals *Bylaw #4-21* and shall become effective upon ratification at the annual UMAAS convention.

\_\_\_\_\_  
President

\_\_\_\_\_  
Executive Director