

MINUTES OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF  
SASKATCHEWAN EXECUTIVE HELD IN THE WEST ROOM OF TCU PLACE IN  
SASKATOON ON TUESDAY, FEBRUARY 1<sup>ST</sup>, 2011.

PRESENT	Pres –Shelley Funk Vice Pres –Rodney Audette Past Pres –Michele Schmidt Directors –Huguette Lutz, Deb Machay, Jason Chorneyko, Kathy Reschny, Steven Piermantier, Nicole Lerat, Carmen Dodd-Vicary Executive Director – Richard Dolezsar
CALL TO ORDER	Vice President Rodney Audette called the meeting to order at 8:10 a.m.
AGENDA	1-11. HUGUETTE LUTZ that the Agenda be adopted as amended.  CARRIED
MINUTES	2-11. MICHELE SCHMIDT that the minutes of the November 19th and 20 <sup>th</sup> Executive Meetings be approved. CARRIED
JOINT SALARY GUIDELINE	Vice President Rodney Audette has completed preliminary work on a draft joint office Salary Guideline, draft to be developed and distributed to Executive for review in due course.
CAO DESIGNATION STRATEGY	Typical job description detail template remains under development. Designation through Administrative Bylaw would be appropriate method of designation by individual municipalities where appropriate.  “President Shelley Funk arrived at the meeting at 8:20 a.m. and assumed the chair.”
FINANCIAL STATEMENT	3-11. KATHY RESCHNY that the draft audited Financial Statement for the year ended December 31 <sup>st</sup> , 2010 be approved.  CARRIED
BOARD OF EXAMINERS’ REPORT	4-11. MICHELE SCHMIDT that the January 18 <sup>th</sup> , 2011 Board of Examiners’ Report be acknowledged. CARRIED
OFFICE INSPECTION COMMITTEE	5-11. MICHELE SCHMIDT that we establish an Office Inspection Committee to deal with future Conditional Certificate criteria issues.  CARRIED
BOARD OF EXAMINERS’ SECRETARY RESIGNATION	6-11. MICHELE SCHMIDT that we accept the resignation of Deb Machay, Board of Examiners’ Secretary, with regret, effective March 31 <sup>st</sup> , 2011 and we advertise the position immediately.  CARRIED

NON-COMPLIANT  
MUNICIPALITIES

9-11. MICHELE SCHMIDT that we acknowledge receipt of copies of correspondence between Municipal Affairs and municipalities who have non compliant administrative situations.

CARRIED

FRATERNAL DELEGATE  
APPOINTMENTS

10-11. MICHELE SCHMIDT that the following fraternal delegate appointments be made for 2011:

LGAA	- March 16 <sup>th</sup> – 18 <sup>th</sup> , Red Deer	-Nicole Lerat
SASBO	- April 13 <sup>th</sup> – 15 <sup>th</sup> , Regina	-Therese Chartier
MMAA	- May 1 <sup>st</sup> – 4 <sup>th</sup> , Brandon	-Michele Schmidt
RMAA	- May 16 <sup>th</sup> – 19 <sup>th</sup> , Saskatoon	-Rodney Audette

CARRIED

SCHOLARSHIP  
APPLICATIONS

11-11. DEB MACHAY that we approve the certificate in Local Government Authority Program Scholarship application from Brenda Aumack of Spiritwood.

CARRIED

TAX ENFORCEMENT  
WORKSHOP SUMMARY

12-11. RODNEY AUDETTE that we acknowledge the summary Report on the 2010 Tax Enforcement Workshops as provided by Rural Municipal Administrators' Association.

CARRIED

FINANCIAL STATEMENT  
WORKSHOP SUMMARY

13-11. MICHELE SCHMIDT that we acknowledge the final summary Report on the 2010 Financial Statement workshops.

CARRIED

MENTORS/TRAINING/  
LOCUM LIST

14-11. STEVEN PIERMANTIER that we acknowledge and confirm correspondence from qualified individuals who have expressed interest in being involved with mentorship and training and confirm their agreement with posting on the UMAAS website for consideration of municipalities.

CARRIED

SAMA-PRELIMINARY  
VALUE MEETING

15-11. RODNEY AUDETTE that we authorize Huguette Lutz attendance at the SAMA 2013 Preliminary Value meeting to be held February 15<sup>th</sup>, 2011 in Regina.

CARRIED

DELEGATION-STEVE  
BROWN-MUNICIPAL  
AFFAIRS

- Update on PSAP TCA compliance in the Province.
- Presentation of Municipal Financial Analysis Capital Asset Survey results.
- Possible Future Asset Management Workshops

DELEGATION-DUSTIN  
AUSTMAN, SHELDON  
GREEN, MUNICIPAL  
AFFAIRS

- Update on internship program
- Ministry has submitted budget proposal for program
- Currently having discussions with SIAST Woodland Campus on adding Local Government Administration to their programs.

CORRESPONDENCE

16-11. RODNEY AUDETTE that the correspondence be acknow

- Bags
- UMAAS gifts for delegates
- Speaker gifts – Nicole

CONVENTION  
COMMITTEE

18-11. MICHELE SCHMIDT that Chairman Jason Chorneyko and the Convention Committee be authorized to finalize all details of the Convention Program for distribution to members and presentation at the next Executive meeting.

CARRIED

NEXT MEETING DATE  
AND SITE

President Shelley Funk and Executive Director Richard Dolezsar will determine and communicate the next meeting date and site.

ADJOURNMENT

19-11. NICOLE LERAT that we do now adjourn at 11:10 a.m.

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President

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Executive Director