

## **EXECUTIVE MINUTES**

Urban Municipal Administrators' Association of Saskatchewan  
Travelodge Hotel – Regina – Windsor Room  
Saturday, September 22, 2012 – 9:00 a.m.

**PRESENT**

President:	– Rodney Audette
Vice President:	– Jason Chorneyko
Past President:	- Shelley Funk
Directors:	– Brad Hvidston, Gordon Murray, Christina Stanford, Carmen Dodd-Vicary, Nicole Lerat, Aileen Garrett
Executive Director:	- Rick Dolezsar
Absent:	- Therese Chartier, Brenda Lockhart
Guest:	- Mark Cooper, SUMA Director of Policy & Communications

**CALL TO ORDER** President Rodney Audette called the meeting to order at 9:00 a.m.

### **AGENDA**

55-12 CHORNEYKO That the agenda be adopted as amended. **CARRIED**

### **MINUTES**

56-12 FUNK That the minutes of the June 5, 2012 and June 8, 2012 Executive Meetings be approved. **CARRIED**

### **BUSINESS ARISING OUT OF MINUTES**

Review results of submission of conference resolutions:

- Utility rate approvals by SMB – correspondence forwarded, no official response to date.
- Internship Program correspondence forwarded, under review by SUMA and MA.
- Potential workshop or infrastructure debt financing and local improvements to be further reviewed.

### **FINANCIAL STATEMENT**

57-12 STANFORD That the Financial Statement for the period ended August 31, 2012 be accepted. **CARRIED**

### **CONVENTION EVALUATION**

- 2012 convention evaluation summaries were reviewed in detail
- Location input from members – suggested newsletter and 2013 conference vote - convention evaluations indicated 75% for Saskatoon.

### **SASKATOON TRAVELODGE – 2013 PROPOSAL**

58-12 HVIDSTON That we accept the proposal of the Saskatoon Travelodge as host hotel for the June 4-7, 2013 conference in Saskatoon. **CARRIED**

### **BOARD OF EXAMINERS – HONORARIUM**

59-12 LERAT That we establish an honorarium of \$150 per day and expenses for “in person” meetings of the UMAAS Board of Examiners. **CARRIED**

### **SIAST – CREDIT EQUIVALENCIES FOR ADVANCED CERTIFICATION**

60-12 MURRAY That we contact University of Regina respecting assessment of SIAST Courses for credit equivalencies for Advanced Level Certifications. **CARRIED**

### **MENTORSHIP ISSUES**

Division representatives will followup on current sites which have had difficulties securing mentorship and report back to Executive Office.

SUMA CONVENTION PLANNING COMMITTEE

61-12 CHORNEYKO That we acknowledge report on the SUMA Convention Planning Committee and confirm UMAAS does not desire an Administrator Only Session at the 2013 SUMA Conference.

CARRIED

LOCAL GOVERNMENT AUTHORITY ADVISORY GROUP

62-12 CHORNEYKO That we acknowledge the report on the August 29, 2012 LGA Advisory Board Meeting.

CARRIED

SASKATCHEWAN MUNICIPAL BOARD DELEGATION

Dianne Ford, Chairman  
Gord Hubbard, Vice Chairman  
David Wilkin, Board Member  
Mike Back, Director  
Cathy Moberly, Secretary & Director

Members of the Saskatchewan Municipal Board attended to present their 2012 Strategic Plan and intent to improve services to municipalities through improving technology, processes and communications.

UMAAS Board Members communicated our overall goals respecting removal of approval requirements for utility rates and long term debt within regulated municipal borrowing limits.

It was noted utility rate bylaws can be approved for up to three (3) year terms.

Participation and visibility of SMB at the annual UMAAS Conference is also intended.

REVENUE SHARING & INFRASTRUCTURE PROGRAM REVIEW COMMITTEE

63-12 LERAT That we acknowledge verbal report by Past President Funk on the Municipal Affairs Revenue Sharing and Infrastructure Programs Review Committee.

CARRIED

2012-2013 COMMITTEE APPOINTMENTS

64-12 CHORNEYKO That we approve 2012-2013 list of committee appointments as distributed by President Audette.

CARRIED

UNIVERSITY OF REGINA CAREER DAYS

President Audette and Director Chorneyko will attend the September 22, 2012 University of Regina Career Days on behalf of UMAAS.

ST. PETER'S OPPORTUNITIES – CAREER FAIR

65-12 MURRAY That we participate jointly with the City of Humboldt at the October 3<sup>rd</sup> St. Peter's College Opportunities Career Fair and Vice President Chorneyko be authorized to attend.

CARRIED

WORKSHOPS

66-12 LERAT That we approve the following proposed Professional Development Workshop schedule:  
October, 2012 – SPI/Planning (RMAA Hosted)  
January, 2013 – SAMA Revaluation (UMAAS Hosted)  
June, 2013 – SMB Long term Debt Infrastructure Financing & Local Improvement Projects.

67-12 HVIDSTON That President Audette and a delegation of Executive Members attend the November 25, 2012 RMAA Executive Meeting to discuss joint issues.

CARRIED

URBAN VOICE/UMAAS UPDATE

President Audette and Executive Director Richard Dolezsar will provide an article for the next Urban Voice issue and Director Chorneyko will provide articles for the next UMAAS Update Newsletter.

KELLY SCHILL – SCHOLARSHIP

68-12 GARRETT That we approve the scholarship application of Kelly Schill.

CARRIED

2013 SALARY GUIDELINE

69-12 CHORNEYKO That the 2013 UMAAS Salary be adjusted by 3% to reflect current labour market trends.

CARRIED

2013 JOINT OFFICE SALARY GUIDELINES

70-12 CHORNEYKO That 3% be added to the Joint Office Salary Guideline document and it be forwarded to RMAA for acknowledgment and endorsement and to SUMA for acknowledgement and acceptance for use as a tool for negotiations in joint rural/urban office settings.

CARRIED

2013 BUDGET CONSIDERATIONS

- Membership fee estimate - \$64,000
- Board of Examiners – self funding desired.
- Workshop revenue variables.
- Convention revenue/expenses – self sustaining
- Payroll costs to be updated.

Director Lerat will investigate costs of ipads relative to UMAAS Executive Board operations.

MEMBERSHIP REPORT

71-12 VICARY That the 2012 Membership report be acknowledged.

CARRIED

DIVISION 3 REGIONAL MEETING

72-12 CHORNEYKO That the June 6, 2012 Division 3 Regional Meeting Report be acknowledged.

CARRIED

INTERPROVINCIAL ASSOCIATIONS MEETING

73-12 CHORNEYKO That the minutes of the May 28, 2012 Interprovincial Association Meeting be acknowledged.

CARRIED

CORRESPONDENCE

74-12 STANFORD That the correspondence be acknowledged and filed.

CARRIED

75-12 FUNK that the following accounts be approved for payment:

2945	City of Saskatoon	Buses – tours	\$429.19
2946	King's Chicken & Pizza	Meal - golf	\$584.33
2947	Steve Brown	Presenter	\$344.90
2948	Rick Dolezsar	Jun/12 Payroll	\$908.12
2949	Joyce Aitken	Jun/12 Payroll	\$668.90
2950	Teresa Parkman	Jun/12 Payroll	\$883.12
2951	CRA	Jun/12 Payroll Remit	\$986.22
2952	MEPP	Jun/12 MEPP Remit	\$515.94
2953	Travelodge	Convention	\$28,615.89
2954	Town of HB	Office Serv/Supp (Jan-June)	\$2,205.00
2955	Minister of Justice & Attorney Gen	S. Magnusson Court Document	\$72.19
2956	CRA	GST Remit (Apr 1-June 30)	\$2,154.62
2957	Pineland Insurance	Insurance	\$821.00
2958	City of North Battleford	Wkshp Elect - Room Rental	\$803.25
2959	Town of HB	U of R Reg.-Career Day (MC)	\$577.50
2960	pc/nametag	duties on lanyards, etc.	\$21.13
2961	Rick Dolezsar	July/12 Payroll	\$908.12
2962	Joyce Aitken	July/12 Payroll	\$668.90
2963	Teresa Parkman	July/12 Payroll	\$883.12
2964	CRA	July/12 Payroll Remit	\$986.62
2965	MEPP	July/12 MEPP Remit	\$515.94
2966	Joyce Aitken	postage - Board of Examiners	\$23.10
2967	STC	Golf	\$893.03
2968	Rick Dolezsar	Aug/12 Payroll	\$908.12
2969	Teresa Parkman	Aug/12 Payroll	\$883.12
2970	Joyce Aitken	Aug/12 Payroll	\$668.90
2971	CRA	Aug/12 Payroll Remit	\$986.62
2972	MEPP	Aug/12 MEPP Remit	\$515.94
2973	Jason Chorneyko	LGA Adv Meeting-travel/meals	\$162.50
2974	Rick Dolezsar	Sept/12 Payroll	\$908.12
2975	Joyce Aitken	Sept/12 Payroll	\$668.90
2976	Teresa Parkman	Sept/12 Payroll	\$883.12
2977	CRA	Sept/12 Payroll Remit	\$986.62
2978	MEPP	Sept/12 MEPP Remit	\$515.94
2979	Post Review	Newsletter	\$110.00
2980	Aspen Links	Executive Meeting	\$342.00
2981	Aileen Garrett	Exec Meeting travel	\$412.50
2982	Gord Murray	Exec Meeting travel	\$330.00
2983	Rodney Audette	Exec Meeting travel	\$132.00
2984	Carmen Dodd-Vicary	Exec Meeting travel	\$150.56
2985	Jason Chorneyko	Exec Meeting travel	\$193.25
2986	Rick Dolezsar	Exec Meeting travel	\$379.25
2987	Nicole Lerat	Exec Meeting travel	\$309.92
2988	Shelley Funk	Exec Meeting travel	\$247.50
2989	Brad Hvidston	Exec Meeting travel	\$305.00
			<u>CARRIED</u>

NEXT MEETING DATE & SITE

76-12 VICARY That the next UMAAS Executive meeting be held on November 23<sup>rd</sup> and 24<sup>th</sup>, 2012 at Delta Regina or Windgate.

CARRIED

ADJOURNMENT

77-12 CHORNEYKO that we do now adjourn at 1:30 p.m

CARRIED

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President

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Executive Director