## **EXECUTIVE MINUTES**

Urban Municipal Administrators' Association of Saskatchewan Yorkton Room – Hilton Garden Inn – Saskatoon, SK

September 28, 2019 – 9:00 a.m.

PRESENT President: - Jason Chorneyko

Vice President: - Chris Costley
Past President: - Rodney Audette

Directors: - Aileen Garrett, Stephen Schury,

Meredith Norman, Janelle Anderson,

Kelly Hoare, Betty Moller

Directors Absent: Glenda Lemcke, Ferne Hebig Executive Director: - Rick Dolezsar

Executive Director:

Executive Assistant:

Delegations:

- Rick Dolezsar

- Teresa Parkman

Saskatoon Travelodge:

- Alana McLennan & Felicia Kobelsky

## CALL TO ORDER

President Jason Chorneyko called the meeting to order at 9:00 a.m.

## **AGENDA**

51-19 AUDETTE That the agenda be approved as amended.

**CARRIED** 

## SUMA BOARD REPRESENTATION CLARIFICATION

In UMAAS Bylaw 1-00, states in part: "together with the ex-officio members hereinafter referred to, shall constitute the Executive Board of the Association. The ex-officio members on the Executive Board shall be": "(2) The incumbent for the time being of the Office of President of the Saskatchewan Urban Municipalities Association."

President Chorneyko to respond appropriately to SUMA providing this information.

#### JUNE 4, 2019 EXECUTIVE MEETING MINUTES

52-19 AUDETTE That the June 4, 2019 Executive Meeting
Minutes be approved as presented.

CARRIED

## JUNE 7, 2019 EXECUTIVE MEETING MINUTES

53-19 GARRETT That the June 7, 2019 Executive Meeting
Minutes be approved as presented.

CARRIED

## REPLY FROM GOV'T RELATIONS - NV OF PINEHOUSE

The Disciplinary Committee will respond appropriately to Government Relations in due course, relating to UMAAS's position on issues relating to the administration in the Northern Village of Pinehouse.

## AUGUST 31, 2019 FINANCIAL STATEMENT

54-19 ANDERSON That the August 31, 2019 Financial Statement be accepted.

**CARRIED** 

## CONVENTION COMMITTEE - 2019 EVALUATION RESULTS

55-19 NORMAN That the Evaluation Results from 2019 Convention be acknowledged.

**CARRIED** 

## DISCIPLINARY COMMITTEE - CURRENT FILES

56-19 COSTLEY That current complaints received by the UMAAS Office will be referred to the Disciplinary Committee for review and response.

**CARRIED** 

57-19 ANDERSON That the complaint from Saltcoats District Regional Park be referred to the Town of Saltcoats, as the contract in question was with the town.

**CARRIED** 

## MUNICIPAL PROGRAMS & SERVICES STEERING COMMITTEE

58-19 AUDETTE That the Presidents Chorneyko's Municipal Programs & Services Steering Committee Report be acknowledged.

CARRIED

## AM-SK BOARD & STEERING COMMITTEE

59-19 MOLLER That Executive Director Dolezsar's report on the AM-SK Board & Steering Committee be received and acknowledged.

**CARRIED** 

## CAREER DAYS - U OF R

60-19 COSTLEY That the University of Regina Career Days report be acknowledged.

CARRIED

#### **BOARD OF EXAMINERS REPORT**

61-19 AUDETTE That the Board of Examiners Report be acknowledged.

**CARRIED** 

## **BOARD & COMMITTEE APPOINTMENTS**

62-19 SCHURY That the 2019/2020 Board & Committee Appointments schedule be accepted as presented and attached to and forming a part of these minutes.

CARRIED

## 2020 TRAVELODGE CONFERENCE PROPOSAL

63-19 AUDETTE That we accept the 2020 Saskatoon Travelodge Conference Proposal as presented and we make a call for proposal for the 2021 Conference.

**CARRIED** 

## <u>DEPARTMENT OF GOVERNMENT RELATIONS (GR) – LGEA REGULATION</u> AMENDMENT REVIEW

64-19 MOLLER That we acknowledge the GR – LGEA Regulation Amendment Review and submit comments to GR. CARRIED

## GR- REVIEW OF DEDICATED LANDS AND SPI REGULATIONS

65-19 AUDETTE That we acknowledge receipt of the GR Review of Dedicated Lands and Statement of Provincial Interest Regulations information.

**CARRIED** 

# <u>GR – MUNICIPAL REVENUE SHARING PROGRAM UPDATE/ELIGIBILITY REQUIREMENTS</u>

66-19 GARRETT That we acknowledge receipt of GR Municipal Revenue Sharing Program Update/Eligibility Requirements information.

**CARRIED** 

## <u>GR/PRAXIS – REVIEW OF BOARD OF REVISION ASSESSMENT APPEAL PROCESS</u>

67-19 NORMAN That GR/Praxis' review of Board of Revision Assessment Appeal Process be acknowledged.

**CARRIED** 

## GR – INPUT ON SK PLAN FOR GROWTH 2020 AND BEYOND

68-19 COSTLEY That UMAAS Input on Saskatchewan Plan for Growth 2020 and Beyond be submitted.

**CARRIED** 

Saskatoon Travelodge Delegations arrived at 10:05 a.m. for introduction of Felicia Kobelsky and to go over 2020 Convention proposal and entertainment suggestions:

- Morning smoothies in shot glasses
- o Afternoon trail mix in shot glasses
- o Popcorn break two lines to speed up
- Tues night pizza and cheese/meat, etc trays on tables.

## GR - TARGETED SECTOR SUPPORT - EXPRESSIONS OF INTEREST

69-19 NORMAN That we acknowledge receipt of information from GR regarding Targeted Sector Support – Expressions of Interest.

CARRIED

Discuss at November meeting with GR --- clarification on the practical application of this program is required.

## GR – REVIEW OF UBAS ACT

70-19 AUDETTE That GR Review of UBAS Act information be acknowledged.

CARRIED

## SUMA STEVEN DRIBNENKI – DRAFT WORKPLACE HARASSMENT POLICY.

71-19 SCHURY That we acknowledge the Draft Workplace Harassment Policy as provided by SUMA Legal Advisor Steven Dribnenki.

**CARRIED** 

## BOARD OF EXAMINERS – APPOINTMENT POLICY

72-19 COSTLEY That Janelle Scott continue to be our joint appointment (UMAAS/SUMA) on the Board of Examiners until policy review at our November meeting.

CARRIED

73-19 AUDETTE That we refer the Board of Examiners Appointment Policy to the November meeting for review.

**CARRIED** 

## MENTORSHIP GUIDELINES/OFFICE INSPECTIONS

74-19 COSTLEY That we suggest to the Board of Examiners to include a requirement for a Mentorship Log of office visits to be provided as part of the office inspection/certification process.

**CARRIED** 

## RMAA – BACK TO BASICS WORKSHOP SUMMARY

75-19 COSTLEY That we acknowledge the Back to Basics Workshop Summary as provided by RMAA.

**CARRIED** 

#### ISC/LAFOIP FALL WORKSHOPS

76-19 ANDERSON That we acknowledge reports on the ISC/LAFOIP Fall Workshop planning and registration numbers.

**CARRIED** 

## RMAA SPRING ELECTION WORKSHOPS, ETC.

77-19 MOLLER That the RMAA Spring Election Workshop proposal information be received.

**CARRIED** 

#### SOCIAL SERVICES – MUNICIPAL UTILITY INVOICES

78-19 GARRETT That information on Social Services' change in the practice of paying municipal utility invoices, as presented by President Chorneyko, be acknowledged.

CARRIED

## 2020 SALARY GUIDELINE DISCUSSION

79-19 AUDETTE That we add a 2% increase to the UMAAS Salary Guideline for 2020, recognizing overall provincial economics, 2020 wage level forecasts, together with the need to keep the guideline competitive.

CARRIED

#### 2020 PRELIMINARY BUDGET

80-19 COSTLEY That we accept the draft 2020 Preliminary Budget as presented, hereto and forming a part of these minutes.

**CARRIED** 

# SASK POLYTECHNIC – MUNICIPAL ADMIN PROGRAM

- 81-19 AUDETTE That we acknowledge Past President Audette's report regarding Sask Polytechnic's Municipal Admin Program as presented.

  CARRIED
- 82-19 GARRETT That we approve and sign the Terms of Reference as required for participation in Municipal Administrator Program (MAP) Steering Committee relating to Sask Polytechnic program development.

**CARRIED** 

## **CORRESPONDENCE**

83-19 ANDERSON That the correspondence be acknowledged and filed. CARRIED

#### ACCOUNTS

84-19 AUDETTE That the accounts be approved.

**CARRIED** 

## **NEXT MEETING DATE & SITE**

That the next UMAAS meetings be held on Friday, November 22<sup>nd</sup> with Government Relations Minister & SUMA at 7:00 p.m. and Saturday, November 23<sup>rd</sup>, 2019 – Executive Meeting in Regina.

#### **ADJOURNMENT**

85-19 MOLLER That we do now adjourn at 11:40 a.m.

J	CARRIED
President	
Executive Director	