

# EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan

Room 5 – Queensbury Convention Centre – Regina, SK

February 4, 2020 – 1:00 p.m.

## PRESENT

President: - Jason Chorneyko  
Vice President: - Chris Costley  
Past President: - Rodney Audette  
Directors: - Aileen Garrett, Stephen Schury,  
Meredith Norman, Janelle Anderson,  
Glenda Lemcke, Ferne Hebig  
Absent: Kelly Hoare, Betty Moller,  
Municipalities of Saskatchewan President  
Gordon Barnhart  
Executive Director: - Rick Dolezsar  
Executive Assistant: - Teresa Parkman

## CALL TO ORDER

President Jason Chorneyko called the meeting to order at 1:05 p.m.

## AGENDA

1-20 LEMCKE That the agenda be approved as amended.

CARRIED

## NOVEMBER 22, 2019 EXECUTIVE MEETING MINUTES

2-20 GARRETT That the November 22, 2019 Executive Meeting Minutes be approved as presented.

CARRIED

## NOVEMBER 23, 2019 EXECUTIVE MEETING MINUTES

3-20 HEBIG That the November 23, 2019 Executive Meeting Minutes be approved as presented.

CARRIED

## BOARD OF EXAMINERS – APPOINTMENT POLICY

The Board of Examiners – Appointment Policy was tabled to April, 2020 Meeting.

## DRAFT PROFESSIONAL DEVELOPMENT BYLAW

4-20 AUDETTE That we approve, in principle, the draft Professional Development Bylaw, as amended to be presented at the UMAAS Convention

CARRIED

- Change to read “maternity/parental leave” in clause 4.

## DECEMBER 31, 2019 FINANCIAL STATEMENT

5-20 COSTLEY That the December 31, 2019 Financial Statement be accepted.

CARRIED

DISCIPLINARY COMMITTEE FILES

Disciplinary Committee members still working on their files.

Saltcoats - Staying it for 24 months – no hearing as she is out of the profession – leave it for 24 months, if she does not return to profession after 48 months complaint no longer valid.

Canora – Letter being drafted.

BOARD OF EXAMINERS – DEC 12, 2019 MEETING

6-20 HEBIG That the Board of Examiners – Dec 12, 2019 Minutes be acknowledged.

CARRIED

BOARD OF REVISION – RENEWAL STEERING COMMITTEE

7-20 AUDETTE That the Board of Revision Renewal Steering Committee Report presented by Past President Audette be received.

CARRIED

TARGETED SECTOR SUPPORT STEERING COMMITTEE – MUNICIPAL ADMINISTRATOR PROGRAM

8-20 LEMCKE That the Targeted Sector Support Steering Committee – Municipal Administrator Program Report presented by President Chorneyko be acknowledged.

CARRIED

CONVENTION COMMITTEE – DRAFT PROGRAM

Draft Convention Agenda was reviewed, including suggestions to fill in the gaps.

- Rick to look after sponsors, Minister, SUMA, etc invites, greetings, Divisions up for elections.
- Golf – Rosthern – Committee to do more work as Nicole is away.
- Tour – Glenda to book Solar Gardens through Women on the Go.
- Open Forum- Steve, SUMA; Jason, Rod, Govt Relations
- Speaker Gifts and major door prizes – Janelle
- Door prizes – each Executive bring 2 - \$20 gifts, can expense it.
- Delegate Gifts – Jacket? Hoodie? Being 65 year anniversary. (Rick to get proposals)

SUMA ENDORSEMENT 2020 SALARY GUIDELINE

SUMA's endorsement of the 2020 Salary Guidelines was presented.

TOWN OF HUDSON BAY – OFFICE EXPENSE ALLOWANCE – 2%

9-20 AUDETTE That we increase the Town of Hudson Bay's monthly fee by 2% to \$428.00/mos plus GST for office supplies and services for our Executive Office, effective January 1, 2020.

CARRIED

BOARD OF EXAMINERS – UPCOMING CERTIFICATION REQUIREMENTS <100

10-20 AUDETTE That we send a letter to Government Relations requesting a transition period on the upcoming certification requirements for administrators in communities < 100.

CARRIED

MARTINE SMITH – ASSOCIATE MEMBERSHIP APPLICATION

11-20 COSTLEY That we accept Martine Smith's Associate Membership Application as submitted.

CARRIED

U OF R COURSE – LG206 – INSTRUCTOR COMPLAINT

12-20 AUDETTE That we advise the recent U of R student that her complaint regarding the LG206 instruction quality be forwarded to the U of R for their advice.

CARRIED

REVIEW OF THE STATEMENTS OF PROVINCIAL INTEREST

No further comments on the review of the statements of provincial interest.

FRATERNAL CONFERENCE REPRESENTATIONS

13-20 AUDETTE That the following be appointed to attend fraternal conferences:

RMAA–May 11-14/20 – Saskatoon – Jason Chorneyko

SASBO–Apr 22-24/20–Saskatoon–Chris Costley (tentatively)

LGAA – April 22-24/20 – Red Deer – Ferne Hebig

MMAA – Apr 26-29/20 – Winnipeg – Glenda Lemcke

CARRIED

BAKER TILLY SK LLP – AUDIT ENGAGEMENT LETTER

14-20 AUDETTE That we accept Baker Tilly SK LLP's Audit Engagement Letter as presented.

CARRIED

RMAA/UMAAS CERTIFICATION

15-20 AUDETTE That UMAAS contact RMAA to request consideration and consent to provide for cross certification equivalency through the respective associations Board of Examiners for certification holders of an Urban Advance Level 1 and Level 2 to Rural "A" and Rural Superior "A" and vice versa, which would follow the intent of the New West Trade Partnership Agreement and further recognize the professional attributes of long term municipal administrators in the field.

CARRIED

ASSET MANAGEMENT

Information was given that Asset Management of Saskatchewan was successful in their funding application for more workshop and training opportunities to take place in 2020.

CORRESPONDENCE

16-20 LEMCKE That the correspondence be acknowledged and  
filed. CARRIED

ACCOUNTS

17-20 AUDETTE That the accounts be approved. CARRIED

NEXT MEETING DATE & SITE

Next UMAAS meeting to be held at Saskatoon Travelodge on Saturday,  
April 18, 2020 at 9:00 a.m.

ADJOURNMENT

18-20 NORMAN That we do now adjourn at 3:05 p.m. CARRIED

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President

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Executive Director