

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan

Piero Room – Delta Regina

9:00 a.m. – Saturday, November 26, 2022

PRESENT

President: - Chris Costley
Vice President: - Barry Elliott
Past President: - Jason Chorneyko
Directors: - Aileen Garrett, Stephen Schury,
Kelly Hoare, Landon Chambers,
Renea Paridaen, Janelle Desautels,
Pamela Wintringham
Absent: - Meredith Norman
Executive Director: - Rick Dolezsar
Executive Assistant: - Teresa Parkman
Future Exec. Assistant: - Lovely Magnaye

CALL TO ORDER

President Chris Costley called the meeting to order at 9:10 a.m.

AGENDA

77-22 DESAUTELS That the agenda be approved as amended.

CARRIED

SEPT 17, 2022 EXECUTIVE MEETING MINUTES

78-22 CHAMBERS That the September 17, 2022 Executive Meeting Minutes be approved as amended.

CARRIED

FINANCIAL STATEMENT – OCTOBER 31, 2022

79-22 WINTRINGHAM That the Financial Statement for the period ended October 31, 2022 be accepted.

CARRIED

CONVENTION COMMITTEE – 2023 CONVENTION PROPOSALS

- Dakota Dunes Option – only have 150 rooms; we need 200 room
- Have a short list available for hotel options for 2024.
- If we stay with Travelodge, request that the block of rooms be together, cleanliness of rooms. Block of rooms could be near the California Rooms for UMAAS convention guests.
- Golf Options: Dakota Dunes – intimidating course play, do we want to change locations? Rosthern (9 holes) - \$90/person; Dakota (18 holes) - \$120/person + bussing fees
- Option – bring both tour and golf groups back together for a supper rather than separate.

80-22 CHAMBERS That we accept the Saskatoon Travelodge's proposal for the June 6-9, 2023 UMAAS Convention as presented and that a short list of hotels be explored as options for 2024.

CARRIED

2023 CONVENTION – GOLF/TOUR/SUPPER

81-22 CHORNEYKO That golf for convention 2023 be hosted at the Rosthern Valley Regional Park and that supper be hosted at the Red Zone which will bring together the tour and golf participants.

CARRIED

UMAAS PULL UP BANNER/SIGNAGE

82-22 CHORNEYKO That we budget \$2000 to upgrade UMAAS's signage to purchase pull up banners.

CARRIED

BOARD OF EXAMINERS

83-22 GARRETT That the October 19, 2022 Board of Examiner's Minutes be acknowledged.

CARRIED

MUNICIPAL PROGRAM & SERVICES STEERING COMMITTEE

84-22 DESAUTELS That the Municipal Program & Services Steering Committee report by President Costley be acknowledged.

CARRIED

SUSTAINABILITY ADVISORY COMMITTEE

85-22 SCHURY That the Sustainability Advisory Committee by President Costley be acknowledged.

CARRIED

APPOINTMENT OF BOARD OF EXAMINERS SECRETARY EFFECTIVE JAN 1, 2023

86-22 SCHURY That we appoint Brad Hvidston as Board of Examiners Secretary effective January 1, 2023, as per contract attached hereto and forming a part of these minutes.

CARRIED

2023 CONVENTION FEES

87-22 CHORNEYKO That we increase the 2023 UMAAS Convention fees to the following rates:

Delegate	- \$200.00
Spouse	- \$100.00
Golf/Tour	- \$ 60.00

CARRIED

2023 MEMBERSHIP FEES

88-22 WINTRINGHAM That we increase the 2023 UMAAS membership to the following rates:

Regular Membership	- \$250.00
Associate Membership	- \$200.00

CARRIED

2023 BUDGET

89-22 PARIDAEN That the 2023 budget be approved as amended and attached hereto and forming a part of these minutes.

CARRIED

2023 SALARY GUIDELINE

90-22 GARRETT That we approve a 3.9% increase to the UMAAS Salary Guideline for 2023, and to the 2023 Joint Office Salary Guideline.

CARRIED

JOINT UMAAS/RMAA/GR WORKSHOP SERIES PROPOSAL

91-22 HOARE That we support the concept of the Joint UMAAS/RMAA/GR Workshop series proposal as presented and continue to move forward in 2023 with the suggestion to add Intermunicipal Cooperation in Module 5.

CARRIED

DAVE ZARAZUN – NAD- QUALIFIED MUNICIPAL ADMINISTRATORS DOCUMENT

92-22 ELLIOTT That we acknowledge and support the Northern Municipal Administrators District’s guide to municipal administration qualifications and offer a similar document for other municipalities under the Municipalities Act.

CARRIED

GR – REQUEST FOR FEEDBACK TAXATION AND ASSESSMENT LEGISLATION

93-22 CHORNEYKO That we welcome the Province’s review of taxation and assessment legislation and advise UMAAS will be pleased to be a part of the conversations as stakeholder discussions move forward.

CARRIED

AM-SK BOARD APPOINTMENT

94-22 WINTRINGHAM That Stephen Schury be appointed as the AM-SK Board member representing UMAAS, with Barry Elliott being the alternate, replacing Rick Dolezsar.

CARRIED

Rick Dolezsar, Executive Director and Teresa Parkman, Executive Assistant left the meeting at 11:35 a.m. as an In Camera meeting was called to discuss their evaluations and retirement gifts.

Rick and Teresa returned to the meeting at 12:00 noon and the regular meeting was called back in session.

Jason Chorneyko and Lovely Magnaye left the meeting at 12:00 noon to discuss their future appointments.

THANK YOU AND RETIREMENT GIFTS

95-22 ELLIOTT That UMAAS send a thank you letter to the Town of Hudson Bay for their years of support and service as UMAAS's office; that Lifetime Memberships to UMAAS be awarded to Rick Dolezsar - Executive Director, Teresa Parkman - Executive Assistant, Joyce Aitken - Board of Examiners Secretary and \$500 be gifted to each Rick, Teresa and Joyce on their retirements.

CARRIED

EXECUTIVE DIRECTOR EVALUATIONS

96-22 ELLIOTT That we acknowledge Executive Director, Rick Dolezsar's evaluation as presented by Vice President Barry Elliott.

CARRIED

JASON CHORNEYKO – PAST PRESIDENT/BOARD RESIGNATION

97-22 DESAUTELS That we accept Jason Chorneyko's resignation as Past President of UMAAS effective immediately.

CARRIED

PAST PRESIDENT

98-22 HOARE That we reappoint Rodney Audette as Past President to the UMAAS board effective immediately.

CARRIED

APPOINTMENT OF EXECUTIVE DIRECTOR EFFECTIVE JANUARY 1, 2023

99-22 GARRETT That Jason Chorneyko be appointed as Executive Director of UMAAS as of January 1, 2023 as per contract attached hereto and forming a part of these minutes.

CARRIED

APPOINTMENT OF EXECUTIVE ASSISTANT EFFECTIVE JANUARY 1, 2023

100-22 HOARE That Lovely Magnaye be appointed as Executive Assistant of UMAAS as of January 1, 2023 as per contract attached hereto and forming a part of these minutes.

CARRIED

IPAD POLICY

101-22 HOARE That we amend the iPad Policy #17 in the Policy Book to include all electronics, not just ipads.

CARRIED

Jason Chorneyko and Lovely returned to the meeting at 12:15 p.m.

EXECUTIVE DIRECTOR/ EXECUTIVE ASSISTANT – HONORARIUM

102-22 SCHURY That an honorarium equal to one month's 2022 gross salary be approved for Rick Dolezsar – Executive Director, Teresa Parkman – Executive Assistant and Joyce Aitken – Board of Examiners Secretary, paid in December, 2022, as compensation for the transition period of the new Executive Director, Executive Assistant and Board of Examiners Secretary, expecting to go on throughout the 2023 year.

CARRIED

SIGNING AUTHORITY

103-22 ELLIOTT That UMAAS's signing authority for all bank accounts, investments, Visa and Debit cards be changed, effective January 1, 2023 to two signatures consisting of the following:

One signature from either:

Chris Costley, President

OR

Barry Elliott, Vice President

AND

One signature from either:

Jason Chorneyko, Executive Director

OR

Lovely Magnaye, Executive Assistant

and that the Hudson Bay Scotiabank account be transferred to the Wynyard Scotiabank Branch.

CARRIED

CORRESPONDENCE

104-22 PARIDAEN That the correspondence be acknowledged and filed.

CARRIED

ACCOUNTS

105-22 DESAUTELS That the accounts be approved.

CARRIED

NEXT MEETING DATE & SITE

Next UMAAS meeting to be held Saturday, February 4, 2023 at Saskatoon Travelodge.

ADJOURNMENT

106-22 CHAMBERS That we do now adjourn at 12:30 p.m.

CARRIED

President

Executive Director