

**EXECUTIVE MINUTES**  
**Urban Municipal Administrators' Association of Saskatchewan**  
Piero Room, Delta Hotels, Regina, Saskatchewan  
9:00 am – Saturday, November 22, 2025

PRESENT	President	Barry Elliott
	Directors:	Janelle Desautels Brandi Morissette Lindsay Nordmarken Kyle Van Den Bosch Nathalie Hipkins Meredith Norman Heather Sten
	Executive Director:	Jason Chorneyko
	Executive Assistant:	Lovely Magnaye
	Ex-Officio Member:	Jean-Marc Nadeau, SUMA
	Regrets:	Rodney Audette Tamara Knight

CALL TO ORDER

President Elliott called the meeting to order at 8:54 am.

AGENDA

84-25 STEN That the agenda be adopted as presented.

CARRIED

*Delegation: Jean-Marc Nadeau spoke on behalf of Charlie Clark 8:58 am – 9:20 am.*

DELEGATION

85-25 VAN DEN BOSCH THAT the report from Jean-Marc Nadeau, be accepted as information.

EXECUTIVE MEETING MINUTES

86-25 NORDMARKEN That the September 20, 2025, Executive Meeting Minutes be approved as presented.

CARRIED

LIST OF ACCOUNTS

87-25 NORMAN That the list of accounts be approved as presented and attached hereto.

CARRIED

FINANCIAL REPORTS

88-25 NORDMARKEN That the Financial Reports for the following periods, be accepted and attached hereto:

- September 30, 2025
- October 31, 2025

CARRIED

CONVENTION PLANNING COMMITTEE UPDATES

89-25 MORISSETTE That the updates from the Convention Planning Committee be accepted, as presented.

CARRIED

NOVEMBER 22, 2025 UMAAS EXECUTIVE MEETING MINUTES

BEST PRACTICES COMMITTEE UPDATES

90-25 MORISSETTE That the updates from the Best Practices Committee, be accepted, as presented. CARRIED

ADMINISTRATION DIALOGUE COMMITTEE REPORT

91-25 DESAUTELS That the updates from the Administration Dialogue Committee, be accepted as presented. CARRIED

ADMINISTRATION COMMITTEE UPDATES

92-25 MORISSETTE That the updates from the Administration Committee, be accepted, as presented. CARRIED

UMAAS CONVENTION VENUE - 2026, 2027 & 2028

93-25 MORISSETTE That we hold the 2026 UMAAS Convention at TCU Place and book the facility for the 2027 and 2028 UMAAS Conventions. CARRIED

2026 SALARY GUIDELINES

94-25 MORISSETTE That the 2026 Salary Guidelines, with a 3% increase from the 2025 Salary Guidelines, be approved as presented. CARRIED

2026 UMAAS SALARY FEES INCREASE

95-25 STEN That we increase the 2026 Membership Fees as follows:  
• Regular Member - \$350  
• Associate Member - \$250 CARRIED

BOARD OF EXAMINERS FEES

96-25 MORISSETTE That we recommend increasing the Board of Examiners Fees for all applications by \$50. CARRIED

*The meeting recessed at 10:44 am.*

*The meeting resumed at 10:57 am.*

2026 BUDGET

97-25 NORMAN That the 2026 proposed budget be approved as amended and attached hereto. CARRIED

*Jean-Marc Nadeau left the meeting at 11:20 am.*

RESIGNATION – DIVISION 5

98-25 VAN DEN BOSCH That the resignation from Melissa Dieno, Division 5 Director be accepted with regret. CARRIED

MESSAGE FROM DIVISION 3 MEMBER

99-25 DESAUTELS That we instruct the Executive Director to respond to the concerns regarding certification and membership, in relation to medical time off work, as per the discussions held. CARRIED

NOVEMBER 22, 2025 UMAAS EXECUTIVE MEETING MINUTES

*Meredith Norman left the meeting at 11:58 am.*

*The meeting recessed at 11:59 am.*

*The meeting resumed at 12:27 pm.*

DIVISION 4 UPDATES

100-25 VAN DEN BOSCH That the updates from Division 4 be accepted as presented.

CARRIED

CORRESPONDENCE

101-25 DESAUTELS That the correspondence be acknowledged and filed.

CARRIED

SWITCH TO CREDIT UNION

102-25 DESAUTELS That we instruct the Executive Director to transfer our bank accounts to the Credit Union in Wynyard before the Wynyard Scotiabank branch closure in 2026.

CARRIED

JENA COWAN RESIGNATION

103-25 MORISSETTE That we deny the request from the Town of Redvers to pay the second half of the UMAAS scholarship awarded to Jena Cowan as she resigned from her position.

CARRIED

ALBERTA MUNICIPAL INTERSHIP PROGRAM

104-25 MORISSETTE That we refer the information about the Alberta Municipal Internship Program to the Advisory Committee for review.

CARRIED

*Kyle Van Den Bosch leaves the meeting at 1:00 pm.*

BOARD INTERPRETATION OF MEMBERSHIP

105-25 DESAUTELS That we adopt the following definition of regular member:

Any active administrator who holds a certificate issued by the Urban Board of Examiners.

Recorded Vote: In favor – 5, Opposed - 1

*In Favor: Elliott, Desautels, Morissette, Hipkins, Nordmarken*

*Oppose: None*

*Abstain: Sten*

CARRIED

DISCIPLINARY POLICY FEE

106-25 MORISSETTE That we set the filing fee for complaints to \$100 effective November 22, 2025.

CARRIED

EXECUTIVE DIRECTOR'S REPORT

107-25 HIPKINS That we accept the Executive Director's Report as presented.

CARRIED

NEXT MEETING DATE AND VENUE

108-25 HIPKINS That the next Executive Board meeting be held on February 14, 2026 at 9:00 am via zoom.

CARRIED

NOVEMBER 22, 2025 UMAAS EXECUTIVE MEETING MINUTES

ADJOURN  
109-25 STEN

That we adjourn the meeting at 1:22 pm.

CARRIED

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President

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Executive Director