



UMAAS UPDATE

URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

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IN THIS ISSUE:

- *President Elliott talked about changes.*
- *ED Chorneyko talked about the 2023 Convention.*
- *We will get to know more about our Vice President Chambers.*
- *Learn something about the Resort Village of Cochin.*
- *Division 2 Director Desautels shared some of the work that the Board and Staff do to support Administrators.*

If you have not completed the Salary Survey and wish to participate, please complete the form on page 14.

Inside Stories:

President's Message	2
Executive Director's Editorial	3
Call to Receive Free Consultation	5
Community Profile	6
CAO Profile	8
Advocacy Update	9
BoE Reports	12-13

PRESIDENT'S MESSAGE

Barry Elliott, CAO, Town of Maple Creek

“Changing Faces and Changing Times”

I am pleased to have this first opportunity to extend a warm welcome to all of you to the fall 2023 edition of “UMAAS Update”. As I reflect on the individuals who represent each and every one of you on the UMAAS Board of Directors, I count myself very fortunate to be surrounded by such strength of character, wealth of knowledge and passion for the growth of our profession. I thank each and every one of these professionals for the significant contributions they have made, both individually and collectively, to our profession and for those contributions they will continue to make on all our behalves.

Over the past number of years, the hard work and dedication of earlier executives have positioned UMAAS as an integral participant and trusted resource in a great many municipal industry and provincial initiatives. One of the more recent initiatives we have become involved in is the development of the Municipal Administration Diploma program at Saskatchewan Polytechnic.

For many years we in the industry, and on your Board, have heard the sentiments expressed from many of our new members that the current available training does not adequately prepare them for the rigors and complexity of the tasks faced by municipal administrators. Indeed, a check of the University of Regina Local Government Authority program illustrates a series of five courses only that are oriented specifically to the municipal environment. While the University of Regina offering has been a mainstay of administrative development for those in our field, the development of this new program will provide a much needed augmentation of educational opportunities in an array of emergent municipal areas of focus. Gone are the days when the standard fare of municipal administrative concepts, local government legislation and statute law, local government accounting and management practices, and a special local government topics series of courses will suffice to meet the burgeoning needs of our profession.

The need for this program is telling in and of itself when one considers the resources and partnerships that have aligned to move this initiative forward. The partners to this initiative include the Ministry of Government Relations, SUMA, SARM, UMAAS, RMAA, New North, the Canadian Association of Municipal Administrators and Sask Polytech. This partnership speaks to the importance of this initiative.

The first year of this new two-year diploma program centers on students completing the first year of the institution’s “Business Certificate” program. All courses in this first year are somewhat generic in that they provide the students with a traditional introduction to the post-secondary business streams.

The second year is a more robust and industry-specific program that brings enhanced focus to real-time elements of municipal administration. Currently, this program consists of 10 individual municipally-oriented courses including such topics as Strategic Communications, Leadership, Project and Asset Management. Other courses that may be considered in future could include such topics as Municipal Planning and Local Development.

I have noted the changing faces of colleagues at our recent conventions with so many who are new to the field of municipal administration. Please know that your Board and your colleagues across our province welcome you into your new roles. Proper and timely education in all of these growing fields, coupled with the unique experiences each of you will live, are directly pertinent to, and reflective of, the changing nature of our profession. I strongly encourage all of us, you who are our new colleagues and those of us with prior experiences, to keep an open mind and a personal resolve to ensuring our continued personal growth. And regardless of the educational institution or specific program you choose, the communities we all serve deserve nothing less than our commitment to remain current and on point. And we owe it to ourselves to ensure we do not get left behind, particularly when one considers the wide array of resources which we all have so readily available at our disposal.

EXECUTIVE DIRECTOR'S EDITORIAL

Jason Chorneyko, CAO, Town of Wynyard

"What A Rush!"

Coming off the 2023 UMAAS Convention, I have a very elevated appreciation of what Rick and Teresa did for the past number of years. Although I have been Convention Chair in the past, this was Lovely and my first go from the perspective of Executive Director and Executive Assistant, and it is drastically more involved. Lovely and I have a supportive Council, and we try to keep the Town of Wynyard work separate from UMAAS work; however, the Town of Wynyard work was definitely put on the back burner in the three weeks leading up to the convention. I was quite surprised at how all-encompassing the convention duties were. I was also quite surprised by the number of small fires that need to be doused during the convention. I probably saw only about half of the convention due to issues that came up and to which we had to attend.

Regardless of being overwhelmed at times, the evaluation forms show that, once again, UMAAS put on an overall successful convention. There were definitely issues; however, they were not insurmountable. I do take full responsibility for the early start on Wednesday. I had my first "duh" moment bright and early as, for some unknown reason, I had it in my head that the start time was 8:30 instead of 9:00. I was actually getting quite irked with the UMAAS Executive as I was trying to round everyone up for the convention opening ceremonies. A few attendees did mention this in the evaluation forms. My apologies to the membership.

In no particular order of importance, I am going to go over some of the items revealed in the evaluation forms.

1) Convention Agenda: I agree with the evaluations that the agenda was quite crammed with little spacing between presenters. In defence of the Convention Planning Committee, we kept throwing things at them to be included in the agenda. It is always difficult to find the right balance between too much and too little. Even Goldilocks had to go through two other bowls before she found Baby Bears porridge, and it was "just right".

2) Convention Location: Although we get a number of people asking to vary the location of the convention, almost 80% wish to keep it in Saskatoon. I did ask Rick why we did not alternate locations and I was informed that attendance dropped by 20% when it was held in Regina. Regina is a perfectly fine city; however, it is just further away for more of our membership than is Saskatoon. I will never say never, but it is pretty overwhelming that the vast majority of members wants the convention held in Saskatoon.

3) Technology: We implemented a QR code and online evaluations in 2023. There were only one or two comments that stated the people did not like these items. Unfortunately for these people, you will be seeing more of this technology, not less. We are in the technology age. And this is coming from someone who has resisted technology throughout the years, until I come to realize how helpful it is. I was probably the last CAO with a flip-phone.

4) Convention Date: There are always a few people that want the convention held at another time. And our joint administrators really have a challenge attending with their hail insurance requirements. We have batted around different times; however, when most events are already established, it is difficult to find an optimum time. Someone suggested February, now that SUMA moved their convention date. I do not believe anyone wants a convention in February. Then you run into the SARM Conventions, the SUMA Convention, the RMAA Convention, summer holidays, Spring and Fall workshops, and so on.

5) Venue: Many comments were received on the state of the hotel. The Travelodge has always treated UMAAS well, and previous attempts to put out an RFP still showed the Travelodge as the best deal. However, there was a lot of negative feedback this year, more than in previous years. UMAAS is working with Destination Saskatoon to put out an RFP for the 2024 UMAAS Convention. It will be up to the UMAAS Executive to sift through those bids and pick a location for the convention. Many people state that they are prepared to pay more for a newer facility; however, we also have to be cognizant of the CAO's who do not attend due to cost constraints. A decision should be made at our September UMAAS Executive meeting.

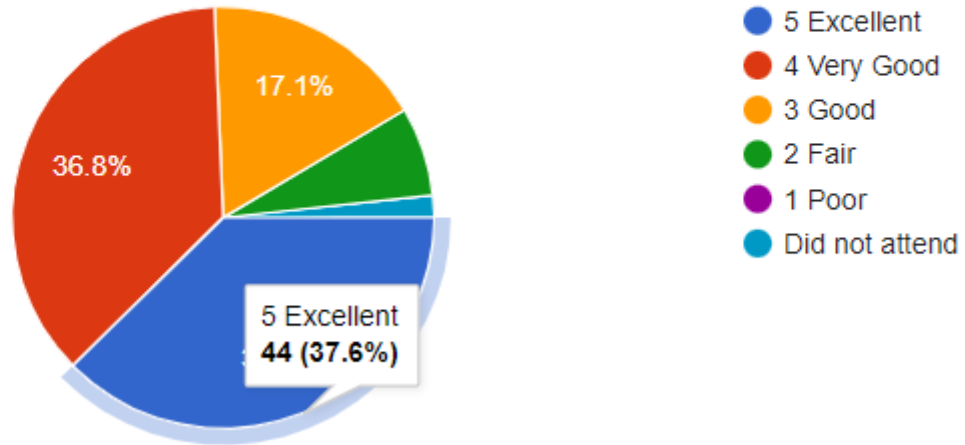
In closing, the UMAAS Executive continues to work hard to serve our membership. I hope everyone has a good summer and a pleasant fall.

Thank you for attending the 2023 UMAAS Convention!

We hope to see you again next year. Watch out for exciting updates!

CONVENTION CONTENT - You have benefited from participating in the Convention?

117 responses



You can now view some of the presentations by visiting our website: <https://umaas.ca/resources>.



More photos can be viewed on our website: <https://umaas.ca/annual-conventions>.



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Adam is under annual retainer to your
Association and is available to members
for initial consultations.

MUNICIPALITY PROFILE

Resort Village of Cochin



The Resort Village of Cochin is nestled between Murray and Jackfish Lakes on Highway 4 North. Its location stimulates the senses through the restful beauty of trees, prairie, hills, song birds, pelicans, crying loons, and paddling ducks. A quiet creek connects the two lakes making for a nature lover's paradise. Jackfish Lake was formed by a glacier that left behind "rock island" just off the coast of Martinson's Beach. It is here that you can find an area of the lake covered with birds in the summer and teeming with fish year round.

At one time the First Nations people, fur traders, adventurers, and missionaries used the trail between the two lakes as a shortcut to the north. The historic Cochin-Green Lake Trail is located 4.5 kms south of Cochin and stretches 150 kms north to the Hudson Bay post at Green Lake. While serving as a travel route for the fur trade industry, it also connected the Cochin Mission to First Nation settlements at Birch Lake and Chitek Lake. The North West Mounted Police patrolled the trail extensively during the North-West Resistance and in 1885, the Trail was crossed by troops pursuing Big Bear.

The Resort Village of Cochin is named after Father Louis Cochin, a Catholic missionary and founder of the Thunderchild Mission in 1884. Père Cochin established missions in the region to serve the First Nations and Metis people. For many years Father Cochin resided with the Cree and wintered on the shores of Jackfish Lake. He died in the community that came to be named for him in 1927. He is best remembered as the priest who ministered to Poundmaker's Band during the North West Resistance of 1885 and is credited as the 'go-between' for Major-General Middleton who negotiated the surrender of Poundmaker.

French immigrants took up land around Jackfish Lake by 1907. Stores and other businesses began to be established shortly thereafter. The Cochin Post Office opened in 1915. During the 1920s, families from the surrounding area began leasing land around the lakes for their summer vacations. Soon cabins began to dot the area and Cochin steadily developed as a summer resort destination. Commercial fishing operations and market gardens were opened during this time. Cochin was established as an organized hamlet and, on January 1, 1988, the community was incorporated as a resort village. The summer population easily surpasses 2500 when factoring in all of the neighbouring resort areas during the peak season. Cochin's economy is largely based on tourism, but it also benefits from the surrounding agricultural industry. Camping, fishing, boating, hiking, golf, and a lighthouse are key attractions.

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visit sumassure.ca



CAO PROFILE

Landon Chambers Town of Battleford



Landon Chambers has been the Chief Administrative Officer of the Resort Village of Cochin since November 1st, 2021. He obtained his Standard Certificate in March of 2023 upon completion of the Local Government Administration program from the University of Regina. He was elected Associate Director of Urban Municipal Administrators Association of Saskatchewan from 2022-2023 and was recently elected Vice-President in June of 2023.

Landon was born and raised in North Battleford, Saskatchewan. Upon graduation from North Battleford Comprehensive High

School he pursued his athletic endeavours entering into the Business Administration program at Bishops University in Lennoxville, Quebec. In his free time you can find him relaxing at the lake with family, playing a round of golf, furthering his professional skillset as a municipal nerd, or spending as much time trying to change the world with his life partner, Jenn.

After some time in the private sector working throughout the province with many Council & Administrators implementing Waste Management programs, he decided to enter the Profession to make a measurable difference and impact in communities around the province, including work on such UMAAS files as Municipal Election Candidate Resource Collaboration, Reciprocity with Rural Municipal Administrators Association, and Chairperson of the Advisory Committee. He looks forward to serving the 400+ active members of UMAAS in the spirit of transparent, respectful and mutually beneficial advocacy over the coming years and is honored to serve as the 31st Vice-President of UMAAS accordingly.

As I embark on the next chapter of my Municipal career with the Town of Battleford, starting September 1st, I encourage you to use this opportunity to jump in with both feet and reconnect with your work, staff and passion for the profession. I have always received so much more from the profession than I have given in terms of the opportunity to meaningfully contribute and make long-term change in your community as well as make life long friendships and professional contacts.

Best of luck and much respect!

Landon Chambers, RMA, MS.Gov
Chief Administrative Officer
Town of Battleford
cao.landon@battleford.ca
Vice-President - UMAAS

ADVOCACY UPDATE

Janelle Desautels Division 2 Director

So far this year, the Executive Board and Staff have been working hard to find ways to best support our administrators. We have shifted our focus slightly from trying to get the Ministry to implement changes which supports our members, to taking a more proactive approach on our own end by bringing specific recommendations to the Minister, including amendments to the Act, which will better protect administrators from rogue or dysfunctional Council's.

The Employment Contract that is available on our website is currently under review to ensure our members are adequately covered in the unfortunate, however more and more prevalent, event of being released from employment. We strongly recommend each member implementing an employment contract. While they do not safeguard against all potential threats, they may save some grief and stress.

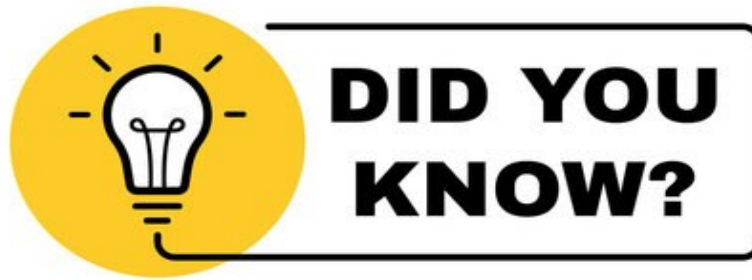
Our convention focus will also shift to our new direction of better administrator support. We believe that the Spring and Fall workshops are essential for the skill-building aspects of our jobs, however, the convention will now take more of a personal development approach with emphasis on conflict resolutions, dealing with difficult people and situations, stress management etc... while still providing advocacy updates from Government Relations and other relevant materials as in the past.

Our Board is also involved in a review of the *Saskatchewan Employment Act*. We have made recommendation to review managers hours and overtime regulations as most CAOs are considered managers and may be getting taken advantage of, either directly or indirectly, by their Council with expected hours of work.

Our Vice President, Landon Chambers, is involved in a Municipal Election Candidate Resource Collaboration Working Group which continues to advocate for mandatory council training.

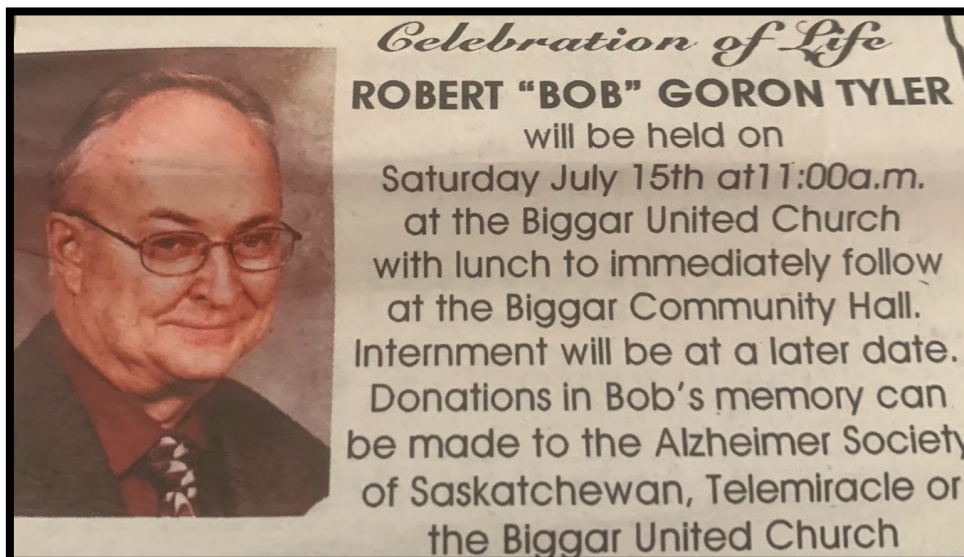
We will continue to work hard for our membership throughout the year and keep you all as up-to-date and informed as possible. Please reach out to your Division Director or our expert staff should you have any questions or concerns with the work we are doing.





- ⇒ That we have a FREE space on our website for posting of administrator career openings? If you wish to advertise, please email: urbanmaas@gmail.com. If you are looking for some job opportunities or career openings, please visit: <https://umaas.ca/careers/>.
- ⇒ That UMAAS provides three (3) annual scholarships in the amount of \$1,000 each to people desiring to obtain their education requirement for the Standard and Advanced Certificate, effective January 1, 2024? For more information, please read Policy #12 posted on our website: <https://umaas.ca/policy/>.
- ⇒ That Employers can terminate an employee without cause in Saskatchewan. Therefore, it is important to have a contract to ensure that are interest are protected. We have sample CAO Employment Contracts on our website: <https://umaas.ca/cao-contracts/>?
- ⇒ That the UMAAS membership is for the Administrator, not the Municipality? The administrator takes it wherever the Administrator goes.

In Memorial



Robert Tyler became a member of UMAAS in 1982. He received his Standard Certificate on June 10, 1982.

Let us all remember his wonderful contributions to the organization.

May eternal rest, grant unto him.

If you know of any current or former member that passed away, please send info to: urbanmaas@gmail.com.



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Certificates issued since 2022 UMAAS Convention

Standard Certificates

Chantel Anthony
Jessica Arguin
Lorrie Bannerman
Marjorie Beatty
Gisele Bouchard
Taryn Bryson
Joel Cardinal
Sheri Carritt
Landon Chambers
Jessica Dyck
Victoria Folk
Darla Fraser
Andrea Goebel
Pamela Holliday
Lisa Istace
Kristen Klassen
Sarah Koshinsky
Tammy MacDonald
Krista Manz
Julie Marshall
Ora Betty Moller
Nathalie Neal
Kathryn Novak
Sigourney O'Halligan
Jill Palichuk
Amanda Purves
Leah Richardson
Roseanne Roy
Marla Shirley
Trenton Sim
Pamela Steininger
Danielle Vandale
Silvia Virgilio
Tara Westmacott

Advanced Level 1

Lorie Foster
Catherine Mackay-Wilson
Twyla Salmond

Advanced Level 2

Chris Costley
Lisa Pierce

Urban Municipal Administrators
Association of Saskatchewan

URBAN BOARD OF EXAMINERS

Saskatchewan Urban
Municipalities Association

UMAAS
Box 220
Wynyard, SK.
S0A 4T0

September 12, 2023

The Urban Board of Examiners held its regular meeting on September 12, 2023 and would like to report to you the following Certificates were issued at that meeting:

Conditional Certificate Extensions:

Name	Municipality	Expiry Date
Monique Fehr	Village of Bracken	September 30, 2024
Cathy Murray	Village of Mistatim	December 31, 2023
Brad McKenzie	Town of Lashburn	September 30, 2024

Conditional Certificates:

Name	Municipality	Expiry Date
Shelby Guliak	Village of Pelly	September 30, 2024
Anna Lazar	Town of Wadena	September 30, 2024
Anna Finlay	Town of Mossbank	September 30, 2024
Krystal Bazylinski	Town of Luseland	September 30, 2024
Michele Bonneau	Resort Village of Elk Ridge	September 30, 2024

Standard Certificates were issued to Shanna York, Amanda Peacock, Erin Delisle, Joanne Rependa, Danielle Hoffman, Noelle Ottenbreit, Brenda Beaulac, Yvette Hamel, Jordan Hamilton, Norma Corona and Rita Brock.

Advanced Level 1 Certificate was issued to Tamara Knight.

If you have any questions please feel free to contact myself.

Yours truly,

Brad Hvidston
Secretary, Urban Board of Examiners

Phone 306-873-2735

Box 3104
Tisdale, SK S0E 1T0

Email
hvidston@tisdale.ca



**URBAN MUNICIPAL ADMINISTRATORS'
ASSOCIATION OF SASKATCHEWAN**
Office of the Executive Director

Phone: 306-554-2123 Email: exdumaas@gmail.com

Box 220 Wynyard, Saskatchewan S0A 4T0

Website: <https://umaas.ca/>

August 25, 2023

UMAAS Members,

It is time again to undertake a comprehensive salary survey to assist in updating the UMAAS Salary Guideline for 2024. The last survey was conducted in 2020.

The information gathered in the UMAAS Salary Survey is the basis for updating the salary categories and ranges. In addition to the survey information, we will also look at salary information from fraternal organizations and national and provincial data.

Please note that we are asking for this information to be submitted by September 30th. We will need time to sift through the information and provide a recommendation to the UMAAS Executive. The goal is to have an approved UMAAS Salary Guideline in place for upcoming wage and salary negotiations with your respective Councils.

Thank you in advance for providing the important information regarding administrator salaries and wages. If you have any questions, please contact my office.

Regards,

Jason Chorneyko
CAO – Town of Wynyard
Executive Director - UMAAS

“Building careers while building strong municipalities.”



URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

Phone: 306-554-3425 Email: urbanmaas@gmail.com

Box 220 Wynyard, Saskatchewan S0A 4T0

Website: <https://umaas.ca/>

2023 SALARY SURVEY

Municipality(s) _____

Population(s) _____

Office Hours _____ Total Hrs. Per Week _____

Annual Salary _____

(Split between municipalities if joint Office) _____

Hourly Rate (If applicable) _____

Certificate Held _____

Years of Experience _____

(As Administrator) _____

Do you have an Assistant Administrator? Yes _____ No _____

Total Hrs. Per Week _____

Annual Salary or Hourly Rate _____

Number of Other Office Staff _____

Benefits _____

Do you use the UMAAS Salary Guideline Yes _____ No _____

Are you on the UMAAS Salary Guideline Scale? Yes _____ No _____

Are you higher or lower than the suggested salary guideline? High _____ Low _____

Year to Planned Retirement _____ Date of Birth _____

Comments _____

***Note that specific results will be kept confidential and will only be used to support validity to verify the base, median and upper scales in the UMAAS Salary Guideline.

Please return by September 30th to:

Lovely Magnaye

Executive Assistant, UMAAS

Box 220 Wynyard, SK S0A 4T0 Email: urbanmaas@gmail.com

"Building careers while building strong municipalities."



UMAAS FALL WORKSHOP



**REGISTRATION
STARTS AT 9AM**

TOPICS

Module 1: Bylaws

Module 2: Streets/Roads

Module 3: Public Utilities

REGISTER NOW

Cost: \$100 + GST

MELVILLE

16 October, 2023

SHELLBROOK

17 October, 2023

NORTH BATTLEFORD

18 October, 2023

WEYBURN

23 October, 2023

LUMSDEN

24 October, 2023

SWIFT CURRENT

25 October, 2023



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CALL FOR NOMINATION

DIVISION 5 DIRECTOR

Submit Nomination
by October 9, 2023

A vacancy has opened for the position of UMAAS Director of Division 5. **Nominations are open to all active, certified CAO's/Administrators within Division 5** who are in good standing with UMAAS.

Division 5 includes the following municipalities:

Cities: Humboldt, Melfort, Prince Albert.

Towns: Arborfield, Birch Hills, Bruno, Carrot River, Choiceland, Cudworth, Hudson Bay, Kelvington, Kinistino, Naicam, Nipawin, Porcupine Plain, Rose Valley, Star City, St. Brieux, Tisdale, Wakaw, Watson.

Villages: Albertville, Annaheim, Archerwill, Aylsham, Beatty, Bjorkdale, Candle Lake, Christopher Lake, Codette, Endeavor, Englefeld, Fosston, Lake Lenore, Love, Meacham, Meath Park, Middle Lake, Mistatim, Muenster, Paddockwood, Pilger, Pleasantdale, Prud'homme, Quill Lake, Ridgedale, Smeaton, Spalding, St. Benedict, St. Gregor, St. Louis, Tobin Lake, Valparaiso, Wakaw Lake, Weekes, Weirdale, Weldon, White Fox, Zenon Park.