UMAAS/SUMA LOCAL GOVERNMENT LEadership SCHOLARSHIP PROGRAM

1.0 PREAMBLE

1.1 The Local Government Leadership (LGL) Program at the Royal Roads University is designed for persons who wish to improve their leadership skills within the local government setting.
1.2 Target candidates include senior or middle managers and elected officials in municipal or regional government.
1.3 The UMAAS/SUMA Local Government Leadership Scholarship is made possible through UMAAS/SUMA and the Royal Roads University in Victoria.

2.0 PROGRAM DETAILS

2.1 The LGL Program will run October 25th to 28th, 2004.
2.2 Estimated LGL Program costs for budgeting purposes include:
   - registration, materials and meals is $1950
   - accommodation and meals are available on site.
   - travel to/from Victoria is applicants responsibility.

3.0 SCHOLARSHIP DETAILS

3.1 Nominations are due October 1st, 2004 for a scholarship award for the 2004 Program.
3.2 $750.00 is provided by UMAAS, $750.00 is provided by SUMA and $500.00 is provided by the Royal Roads University.

4.0 ELIGIBILITY

4.1 Members of UMAAS will be given preference.
4.2 Candidates must be nominated by their organization (Principal Appointed Officer, Chief Elected Official and/or Council) as potential leaders.
4.3 The candidate and/or their organization must indicate a preparedness to finance remaining costs for LGL Program participation by the candidate.

5.0 CANDIDATE APPLICATION

5.1 Candidates will be persons who can show a progression toward or in a leadership role within local government by providing the following information:
   (a) current role and responsibilities
   (b) list of past and related leadership roles
   (c) statement of personal leadership goals
   (d) list of self-development initiatives and affiliations
   (e) description of how the LGL experience will relate to the candidate’s personal goals; and
   (f) description of how the LGL experience will relate to the candidate’s organization.

APPLICATION

For the October 25th to 28th, 2004 Program applications should include the following:

1. Name of Organization
2. Name of Applicant (first and surname)
3. Business Address
4. Telephone (office, fax, home, e-mail)
5. Present Office
6. Summary of present Major Responsibilities
7. Principal Offices held at present (organization, position, dates)

Professional Development Courses

Memberships and offices in Local Government Associations

Outline your Personal Leadership Goals

Describe how attendance at the LGL Program will relate to these goals

The balance of funding for my attendance will come from

The UMAAS Scholarship funding is necessary because...

A letter from the principal Appointing Officer, Chief Elected Official or Council supporting your nomination must accompany this application. Deadline for receipt of application is Wednesday, October 15th, 2004 for the October’s 2004 Program.

For application information and submission, contact:
Richard Dolezsar, Executive Director
Urban Municipal Administrators’ Association of Saskatchewan
P. O. Box 730
Hudson Bay, SK., S0E 0Y0
Phone: (306) 865-2261   Fax: (306) 865-2800
E-Mail: rdolezsar@sasktel.net

General Program information please contact:
Teija Wakeman, Senior Program Associate
Phone: 250-391-2600 Ext. 4287
Toll Free: 1-877-RRU-LEAD
Fax: 250-391-2623
E-Mail: teija.wakeman@royalroads.ca

For more information on the program content, please request the Gordon McIntosh, the Program Director (250) 727-0156 or gmcintosh@institute.com to contact you.

Is there anything more embarrassing than jumping at a conclusion that isn’t there.

“You’ve removed most of the roadblocks to success when you’ve learned the difference between motion and direction.”
President’s Message

Summer is now over and our children are back to school. Hopefully everyone had some time to take a few days of holidays and relax. The summer months have been quite as association business is concerned, this being normal due to executive in September to discuss various areas of mutual concern. We will have a joint presentation by the SAMA audit division discussing reporting procedures and a proposed new annual return report form. These changes will impact every municipal administrator equally and we will have this one chance to voice our concerns. Our two associations will be taking a lead role in developing training sessions for the implementation of the new consolidated municipal act. In conjunction with the Department of Government Relations and Aboriginal Affairs we will be very busy ensuring that all municipal administrators know and understand the implications of the new act. It will be the responsibility of the SUMA and SARM to ensure that proper education sessions are developed and delivered to our elected officials.

This joint meeting is the only time during the year that the full executives for our two associations will meet. More and more joint municipal offices being formed this type of dialogue should become more common place. If you have any questions or suggestions please contact the director for your region. This is your association and the initiatives we pursue are driven by the membership, so take the initiative and help direct our future.

Kim Gartner, President
UMAAS

Executive Director’s Editorial

In contrast to last summer’s heat wave this year our corner of the Province has been blessed with over 20 inches of rain and an early frost. Seems as though the weather can’t ever make up its mind in Saskatchewan. As Executive Director and responsible for the majority of our Convention arrangements, it always nice to get past this annual event and look back to take a few holidays and work on one’s golf game. This year’s Convention Committee decided to shake things up a bit and try a revised format and an informal themed banquet evening. I think we all enjoyed the changes along with an excellent Conference program, however, it does appear from the evaluations received that the majority of attendees preferred our previous program format.

Overall, the 2004 Convention rating was Good to Excellent and the challenge before us will be to top it with our 50th Anniversary program in 2005.

I recently reviewed an article relating to the importance of being a good communicator while in a supervisory role. The following is a summary of some of the more important tips.

1) Be a better listener - pay attention to your employees.
2) Make Time For Employees - Regular one-on-one meetings with your team members are important.
3) Get the Word out to those affected as efficiently as possible - Don’t forget to tell someone who needs to know. Inspire confidence by getting the message out and look like you are in the “know”.
4) Put out a consistent message about your values - knowing who you are and what you stand for will help your employees to make better decisions on their own.
5) Give regular feedback, avoid surprises - Don’t wait for annual evaluations to deal with issues. Use the evaluation as a recap.
6) Be effective in speaking to groups - Speaking well in front of employee groups will help your credibility as a manager.
7) Don’t hide behind e-mails - Delicate matters must be discussed in person.

And above all, remember that there will be instances when you want the last word in, an argument, try saying, “I guess you’re right.”

Richard Dolezlar, RMA

Notice

Need Legal advice on issues between yourself as Administrator and your Council?

Call for Free Initial Phone Consultation:
Benedict E. NussBaum
NussBaum and Company
204 - 2102 8th St. East
Saskatoon, SK S7H 0V1
Phone: 955-8890
Fax: 955-1293
Mr. NussBaum is under annual retainer to your Association and is available to members for initial consultations.

E.F.A.P.
EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Do You...• have difficulty coping at work?
• live in fear and apprehension?
• have more bills than money?
• require legal advice?
• find living stressful instead of exciting?
• have trouble talking with your spouse or children?
• use alcohol and/or other drugs to cope with life?
• want someone confidential to talk to?

Wonder What To Do???

If you need information or assistance to sort out a problem we invite you to have a private discussion with your Program Manager. Our program can assist a Supervisor, Employee or an Unpaid Family Member. Call our toll free number to speak with one of our bilingual Deans.

NussBaum and Company
Saskatoon, SK S7H 0V1
Phone: 955-8890
Fax: 955-1293

URBAN MUNICIPAL ADMINISTRATORS’ ASSOCIATION OF SASKATCHEWAN JUNIOR LOCAL GOVERNMENT CERTIFICATE SCHOLARSHIP PROGRAM

Objective:
To provide 3 annual scholarships in the amount of $400 each to Clerks or Assistant Administrators desiring to obtain their education requirement for the Standard Certificate.
2 scholarships shall be provided to town or village Clerks.
1 scholarship shall be provided to an Assistant Administrator

Criteria:
• Must be employed by an urban or northern municipality
• Must be a member of UMAAS
• Must be employed by an urban or northern municipality
• Must be enrolled into the 4th semester

Payment Procedure:
The Committee shall not be required to provide reasons for its decision. The Committee shall, from time to time, recommend amendments to the criteria or application procedure.

General:
• Confirm successful completion of at least one semester prior to the Local Government Administration Certificate Program
• The committee may award partial scholarships on a case by case basis
• The Committee shall be permitted to consider the spring semester in the awarding of the scholarships
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Kim Gartner, President
UMAAS

Present were: 146 Delegates
18 Spouses
18 Fraternals
21 Sponsors and Exhibitors

WEDNESDAY, JUNE 9TH, 2004

CALL TO ORDER
President Gartner called the meeting to order at 9:00 a.m. Wednesday, June 9th, 2004.

INVOCATION
Joan Brown, McClure United Church gave the Invocation.

WELCOME AND INTRODUCTIONS
President Gartner introduced the head table and gave his welcoming remarks.

EXECUTIVE DIRECTOR’S REPORT
Executive Director Richard Dolezsar provided his annual report on the operation of the Association and announcements relating to the 2004 Convention Program.

2003 CONVENTION MINUTES
Moved by Richard Dolezsar that the 2003 Annual Convention minutes be approved as circulated. - CARRIED

2003 AUDITED FINANCIAL STATEMENT
Moved by Richard Dolezsar that the 2003 Audited Financial Statement be accepted as circulated. - CARRIED

KEYNOTE SPEAKER - DARCY LANG
Darcy Lang provided an inspiring Conference Kickoff presentation entitled “Magnify Your Attitude - How To Focus On What Is Important”.

CALL FOR NOMINATIONS
Phil Boivin, Gov’t Relations, Advisory Services, conducted the Call for Nominations for Vice President of UMAAS.
Colleen Digness nominated Michael Hotsko for Vice President.

No further nominations for the Office of Vice President were received upon third call.
Phil Boivin declared Michael Hotsko elected by acclamation as Vice President.

HON. LEN TAYLOR - MINISTER OF GOV’T RELATIONS & ABORIGINAL AFFAIRS
Presentation on behalf of the Department:
- Contribution and Commitment of Saskatchewan Local Government Administration
- “New Deal” negotiations with Federal Government
- New Infrastructure Programs announced with Federal Government - 38 million dollars over 5 years.
- Saskatchewan Assessment Management Agency funding from Education Sector.
- Three phase system of restructuring School Division and future funding of Education.

EXHIBITORS’ PARADE
Exhibitors were each given 1-2 minutes to introduce themselves and their products to the Delegates.

DISTRICT MEETINGS
District Meetings took place from 11:30 a.m. to 12:00 noon.

NOON LUNCHEON
Greetings on behalf of the City of Saskatoon by the Deputy Mayor.
Don Poont of SAL Engineering made a presentation as Luncheon Co-Sponsor.
Introduction of:
- New Certificate Holders
- Retirement Awards
- Membership Pins
- New Members

Fraternal Delegates representing LGAA, RMAAS and SCCA were introduced and gave remarks on behalf of their Associations.

KEYNOTE SPEAKER
Sponsor representative, Brian Kelly, Business Manager Sales, SaskPower, introduced the keynote speaker, Evan A. M. Purchase whose presentation was titled “Negotiations/Conflict Resolution and Problem Solving”.

WORKSHOP - SMALL CLAIMS COURT PROCEDURES
Christine Bogad from the City of Saskatoon, City Solicitor’s office presented a workshop on Small Claims Court Procedures.

THURSDAY, JUNE 10TH, 2004

ASSOCIATE MEMBERS MEETING - ELECTION
A meeting of Associate Members was held and there were no nominations for Associate Director.

WORKSHOP - DEALING WITH THE MEDIA
Evan A. M. Purchase of JER Business Consultants along with Chris Decker City of Saskatoon’s Media Relations, presented a workshop on “Dealing With The Media And Getting Your Message Out”.

WORKSHOP - MUNICIPAL ADMINISTRATORS’ FORUM
Benedict Nussbaum of Nussbaum & Company presented a Workshop on Employee Evaluations/Contracts/Harassment and other legal issues of concern to Municipal Administrators.

NOON LUNCHEON
Fraternal Delegates were introduced and made remarks on behalf of their respective Associations:
- Bev Wells - Manitoba Municipal Administrators Association
- Janice Mann - City Clerks Association
- Ida Mae Leek - Rural Municipal Administrators Association
- Barry Gunther - Saskatchewan Urban Municipalities Association

WORKSHOP - WATER SYSTEM ASSESSMENTS
Frank Reid of Saskatchewan Environment made a presentation on Water System Assessments.

MEPP UPDATE - BRIAN SYCH
Brian Sych, UMAAS Representative on the Municipal Employees Pension Plan Board provided an update.

EFAP UPDATE
Bob Giles of Human Resources Services provided an update and overview of the UMAAS Employee and Family Assistance Program.

KEYNOTE PRESENTATIONS - “BUILDING ENERGY”
Wendy Bodnar of The Growth Shop made a Keynote presentation entitled “Building Energy In A Low Energy World”.

ANNUAL BANQUET
The 2004 Banquet took the form of a Medieval Feast.

FRIDAY, JUNE 11TH, 2004

WORKSHOP - STRESS BITES
Wendy Bodnar conducted an informative Workshop entitled “Stress Bites, So Take The Bite Out Of Stress”.

RESOLUTIONS SESSION
There were no Resolutions received.

NACLA UPDATE
Janet Malutz provided an overview of the National Advanced Certificate in Local Authority Administration which is currently available after the Local Government Administration Program with some credit for Classes.

INTRODUCTION OF 2004-2005 EXECUTIVE
Division 1 - Rodney Audette, Carnduff
Division 2 - Michelle Schmidt, Leader
Division 3 - Orrin Redden, Watrous
Division 4 - Kim Hauta, Kindersley
Division 5 - Colleen Digness, Choseland
Division 6 - Ivan Gabrysh, Hague
Division 7 - Coralie Ylioja, LaRonge
Associate - Vacant
Vice President - Michael Hotsko, Wadena
President - Kim Gartner, Macklin
Past President - Jim Toye, North Battleford
Executive Director - Richard Dolezsar, Hudson Bay
Executive Assistant - Eileen Danylik, Hudson Bay

PRESIDENT’S ADDRESS
President Kim Gartner thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year.

ADJOURNMENT
President Kim Gartner declared the Convention adjourned at 11:00 a.m.

ADVERTISING RATES - UMAAS UPDATE
Published 3 times a year -
April, Sept., Dec.

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Board of Examiners Report

Since I took over as Chairman of the Board of Examiners, we have had two meetings during 2004 to review applications and approve certificates. The following certificates were issued:

**Standard Certificates**

- Deborah Schatchel, Town of Govan
- Karen Radish, Village of Theodore
- Mali Berggren, Town of Assiniboia
- Laura Bingham, Town of Govan
- Paula Muench, Town of Creighton
- Angela Filipchuk, Village of Ebenezer
- Barb Webber, Village of Frontier
- Beverley Pskovskey, R.M. of Invermay
- Collette Flaman, Town of Southey
- Helene Houniet, Town of Vonda
- Kathy Reschyn, Village of Denzil
- Rose Haesler, Village of Muenster
- Lana Gerein, Town of Wilkie
- Teresa Parfman, Town of Hudson Bay
- Coralie Ylioja, Town of LaRonge
- Richard Kindrachuk, R.M. of Fish Creek No. 402
- Jonja Lynn Giesbrecht, Indian Paintbrush Village of Saskatchewan Beach
- Lara Dahl, Village of Ceylon
- Lynne Hewitt, Town of Alameda
- Wanda Boon, Town of Blaine Lake
- Marie Button, Village of Vanquad

We also have a new Secretary for the Board. Rochelle Francis from the Town of Leader has recently been appointed to this position. Rochelle can be reached at (306) 628-3868 or Fax: (306) 628-4337 or email: town.leader@sasktel.net.

Informative Certificates and application forms can be found at the UMAAS website, umaas.ca.

Michael Hotsko
Chairman

Certificate in Local Government

Goes Here.

Administrator Profile

Rodney Audette - Town of Carnduff

I am proud to say that I am a second generation Municipal Administrator. Following my father’s chosen profession, I graduated from Millennium High School in 1988, and after a very careful first year of university at the University of Saskatchewan, I entered into the LGA Course through the University of Regina in 1990.

I completed the LGA Course in 1993 and started my “tutelage” under Ernie Audette at the Town of Minto. R.M. of Caledonia #99. After a few months, I was told to start sending out my resume. In November 1991, I was employed with the Town of Lanson as Assistant Administrator. In June 1992, upon receiving my Class “C” Certificate, I was appointed Administrator. In June 1997, I received my Urban Class “A” Certificate and Rural Class “C” Certificate. In May 2002, we moved to Carnduff, where I assumed the Administrator responsibilities there.

Community Profile

Town of Carnduff

The community of Carnduff is located in the southeast corner of the Province at the junctions of Highways #18 and #438 just West and North of the Manitoba and U.S. borders. Incorporated in 1892 as a village and 1905 as a town, Carnduff now has a population of 1,450. Agriculture and petroleum industries are the major economic factors in our area. Carnduff offers its residents and visitors a number of quality activities and facilities in areas of sports and recreation, professional services, service clubs, and educational programs. Recently a new $7.5 million K-12 education complex was completed in Carnduff. This state of the art facility will be a major community learning center as the regional testament to the number of quality volunteer groups that provide so many of the services and programs offered to residents.

The community offers a number of recreational facilities such as the skating and curling rinks, ball diamonds, bowling alley, and others for year-round activities and programs.

Carnduff is also home to a beautiful 9-hole grass green golf course, which is rated one of the toughest in the Province at the junctions of Highways #18 and #318 just West and North of the Manitoba and U.S. borders.

Excellent fishing and boating is just 15 minutes away at the Alameda Dam and Reservoir project. This area has become a great tourist attraction and benefits of this has been felt in the community.

Carnduff is a wonderful community rich in community pride. This is a testament to the number of volunteer groups that provide so many of the services and programs offered to residents.

As with many rural communities, recreational activities play a major role in the community, and in particular around family friendly events. The community enjoys the well known volunteer groups and organizations that are a vital part of the community. The community is very proud of the number of quality volunteer groups that provide so many of the services and programs offered to residents.