

UMAAS UPDATE

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April 2011



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"RESPONDING TO CHALLENGES" 2011 UMAAS CONFERENCE PROGRAM JUNE 7 TO 10TH, SASKATOON TRAVELODGE YOUR BOARD OF DIRECTORS 2010-2011

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President's Message

It's March 7, 2011 and -25C outside! Luckily I am heading to Mexico tomorrow! I am actually thankful that it is cold out, partly because of my trip, but mostly because I don't want it to melt quickly this year. We have a potential flood situation in at least half of the province, if we have a fast spring! And, with 20% of our total winter snow normally falling in March, we could have much more yet! So, let's all hope for more winter, at least until Easter!

We definitely live in a challenging place, which is why this year's convention theme is "Responding to Challenges". Our profession is never boring or simple. We never lack something to do, there is always a pile on our desks waiting for us! The challenge for us is to find the best way to get it all done and still have time for "us". The solution is to come to the Convention. There you will find tips on best practices to manage assets, manage growth, manage change, and manage fun! Our able Convention Chair, Jason Chorneyko and his Committee have retained motivational speakers to provide you with messages on how to recharge and refresh yourselves, so you can face the challenges of the profession. Come and spend time with your peers to network, catch up, and make new friends. The Convention has always been a highlight in my work year and I know it will be yours too.

Your Executive has met twice since the last convention and continues to work diligently on your behalf. VP Rodney is working on a joint office salary

**- Shelley Funk, President
UMAAS**

schedule and will present it to the Executive as soon as it is ready. At the February 1/11 meeting, the Executive reluctantly accepted the resignation of Division 1 member Deb Mackay from her position as the Board of Examiners Secretary, effective March 31/11. The position is being advertised and we encourage you to consider this. I want to publicly thank Deb at this time for her dedicated work for the Board of Examiners.

Your Executive asked SUMA to accept the 2011 salary guideline and we are pleased to report that the SUMA Board has provided a written endorsement. Thank you to the SUMA board members for their support of our profession.

Staff in the Ministry of Municipal Affairs have been working to find a way for our membership to have an internship program for Urban Administrators. Rural funding was made available by SARM using MOGG funds, but that is not possible in the multi-layered urban world. Our Executive will ensure that this endeavour continues until we are successful, as part of our efforts to deal with the Administrator shortage that looms in the near future.

Finally our Executive will update the UMAAS Strategic Plan at the April meeting. Much of the original plan has been completed, but much remains to be done. A copy of the updated plan will be available on the UMAAS website when completed.

I hope to see you all at the Convention! Until then, stay dry!

2011 Convention Chair Report

**- Jason Chorneyko, Director
- Division 3**

Contrary to the rumours, Elvis has not left the building. Elvis is alive and well and will be performing in the Travelodge Galaxy Room on Wednesday, June 8, 2011. Technically it will be Matt Fairbrother performing, but we will see if anyone can tell the difference.

The theme for the 2011 UMAAS Convention is "Responding to Challenges". The UMAAS Convention Committee (Committee) believes that the 2011 theme is very relevant considering the turmoil experienced by Municipal Administrators over the past two years. Not only did we undergo a fundamental change in accounting standards with tangible capital assets, but many Municipalities have had to deal with disaster situations caused by excessive moisture and weather conditions. Along with many other challenges posed by increasing and decreasing populations, we still have to manage the day-to-day operations of our Municipalities on an ever tightening budget. The "challenge" that we will be "responding" to at the 2011 UMAAS Convention is the challenge to have fun, reconnect with colleagues and hopefully learn a thing or two.

The Committee is composed of Chair Jason Chorneyko (Town of Wynyard), Nicole Lerat (Town of Rosthern), Huguette Lutz (Town of Carlyle), UMAAS President Shelley Funk (Town of Dalmeny) and Executive Director Richard Dolezsar (Town of Hudson Bay). The Committee gets the credit (or blame) for the UMAAS Convention; however, the real workhorse is Executive Director Richard Dolezsar. The Committee has been working hard to put together a valuable and rewarding Convention.

Registration begins on Tuesday, June 7, 2011 at 7:00 p.m. and again on Wednesday morning at 8:30 a.m. The highlights for the 2011 UMAAS Convention include kickoff speaker Betty-Ann Heggie, a much touted speaker who will be giving a presentation on mentorship; Mr. Jim Toye, City Manager from North Battleford, who will be giving a presentation on the Canadian Association of Municipal Administrators (CAMA); and Darren Lang, who will be giving a presentation called "Staying Up in an Upside-Down World". The entertainment for the Convention is Elvis impersonator Matt Fairbrother on the Wednesday Banquet evening and comedian Tom Liske at the Thursday golf and tour awards ceremony.

Education and presentation sessions will include a Tangible Capital Asset/Asset Management presentation on Wednesday afternoon and an EMO presentation and a Community Planning Subdivision Update presentation on Thursday morning. The TCA/Asset Management presentation was chosen as this topic is going to be in the forefront for administrators for the foreseeable

future. The timely EMO presentation, which still needs to be confirmed, was chosen because of the disaster situations that occurred all over the Province. The Community Planning presentation was chosen because many communities are experiencing growth with our booming economy.

Interspersed throughout the Convention will be greetings from dignitaries and fraternal delegates, refreshment breaks, tradeshow viewing, district/division meetings, updates from Municipal Affairs and SUMA, a Wednesday luncheon, the Wednesday evening banquet, and the Thursday evening steak supper at Rodeo's Bar. Both the banquet and steak supper are considered casual dressed affairs. In fact, and in honour of Elvis, 1950's regalia will be encouraged for the Wednesday evening banquet.

And now for the good stuff. We are hoping that the weather will cooperate with us in 2011 so that our golf tournament and tour will not be negatively affected. I have a vested interest in the golf tournament as I am a member of the 2010 UMAAS Golf Tournament championship team. The golf tournament will take place on nine holes of the newly built Legends Golf Club located at Warman, or as I like to call it, Ivan's playground. Let us have a good turnout and check out Warman's beautiful new facility.

For those that do not golf, or as Deb and Kathy would say the golf is for those who do not tour - the event tentatively planned for Thursday afternoon is a cooking and wine tasting tour. Similar events have proven to be very popular when held at other events such as the SUMA Convention. The Committee believes that this cooking and wine tasting event will be very interesting and enjoyable and we hope for a large participation rate amongst our members.

Other items to be aware of are: first, throughout the Convention we will be drawing door prizes, both major and minor. Please remember that you must be in attendance at the time of the draws to be eligible. And second, for those who wish to partake in the steak supper but are not going to golf or attend the tour, please note that the registration form has been modified to accommodate this group.

As Convention Chair there is a lot of pressure to put on a good event. You cannot please all of the people all of the time; however, I believe that the Committee has worked very hard to put on a first-rate Convention. Make sure to turn off your cell phones and see you in June.

**Respectfully Submitted by:
Jason Chorneyko
2011 UMAAS Convention Chair**

Administrator Profile

I was born and raised on a farm for the first few years of my life and then moved into town at Three Hills, Alberta. I couldn't wait to join the big city life so as soon as I turned 18, I moved to Calgary, Alberta where I stayed for 6 years. I decided to move to Estevan, Saskatchewan in 2006 after meeting a man from Macoun, Saskatchewan. We lived in Estevan for a year before moving to little old Macoun in August 2007, 19 days before our beautiful son was born. Eight months later, I started as Assistant Administrator for the Village of Macoun, training to take over as Administrator. I had no prior Administration experience and very little office experience, but Council

had faith in me and here I am 3 years later as Administrator and recently hired an Assistant.

Since starting as Administrator of Macoun, I have married the man I moved down here for and we recently found out we are expecting our second child. I am just weeks away from completing my LGA course through the University of Regina. I have learned very quickly that there is always something new to learn and even more places and people to turn to when I feel overwhelmed and need a little shove in the right direction.

**- Carmen Dodd-Vicary
Village of Macoun**

Community Profile

The Village of Macoun is located 25 km west of Estevan on Highway #39. It is a small, quiet community where everyone knows their neighbors and we are all neighbors. The 2006 census reported there were 168 residents in Macoun and in the last 3 years that number has grown to over 200 and rising.

The community offers its residents a year-round indoor Gun Club, a Happy Gang Club for senior residents in and around Macoun, and a Parks & Recreation Board made up of residents from and surrounding Macoun that provides different activities throughout the year. Some of the more popular family activities that have been held in the past include both Snowmobile Derby's and Quad Derby's, Parade and kid activities for a Family Day, musical entertainment, comedy, fireworks, UFC Fight Nights, Village wide garage sale, Village wide scavenger hunt and Street Hockey and baseball tournament, to name a

few. The Village has a CO-OP store offering a small variety of groceries, a bulk-agro selection and newly installed 24-hr card-lock gas pumps, a small Canada Post outlet and a location for the Saskatchewan Transportation Company bus stop.

The Village also offers the community a school for Kindergarten to Grade 8, then the children are bussed into Estevan to complete Grades 9 through 12. In the fall of 2010, the Village opened its first ever Preschool for all the new and growing 3-4 year old children in and around Macoun. It was a very significant step for the community as the school had been on review for a few years due to lower attendance.

Macoun is a great growing community for business owners to plant roots. As more and more families move into the area, it would be great to see more businesses to open jobs to residents and more services offered to people in and around Macoun.

**- Carmen Dodd-Vicary
Village of Macoun**

UMAAS - Executive Editorial

"The Learning Curve"

I came into the field of Administration completely blind folded and for awhile felt like I was being feed to the sharks. New to the community, I sort of fell into the role of Administrator by coincidence. I was only 7 months into a maternity leave and 7 months living in the community, when I walked into the Village Office one day to make a bill payment. While visiting with the Administrator she mentioned she was looking to hire her replacement and had been advertising for awhile, but had not yet found a replacement. I had no idea what the job entailed but chose to submit a resume and see what happened. Sure enough, I was hired and the fun began.

The Administrator training me was trained for 1 day for her job when she started and had filled the role for 6 years before deciding it was time to move on. So when she told me I would receive a few months of training I was pleased and figured I would have it all down pat by the end of my training. Boy was I wrong.

I have been the Administrator of a Village for 3 years now and I am still constantly having to research and ask questions on a very regular basis. Fortunately I have only ever received happy, positive feedback from any of the many resources I have had to tap into, everyone from Administrators in other Municipalities, Government Officials, Advisors, Instructors, far too many to recall.

I have been very fortunate to have always had the support of great council members, wonderful residents and a growing community to keep thing interesting and busy enough for me to never get bored. With all the new growth brings a lot of new situations never before dealt with in this small Community, new experiences for the Administrator, the new and old Council members and for the residents, most of which have never seen growth of this kind in their community. The general feeling from residents regarding the growth has been positive, however

there are the few that are set in their ways and the fear of change is a little overwhelming.

With all the growth brings the daunting job of preparing the infrastructure for the future to keep up with the growing demand on services. Everything from providing more gravel for new roads, more streets to remove snow from in the winter, more water and sewer lines and making sure there is enough capacity in the water plant and sewer lagoon to withstand more usage. While having to add more services to handle the demand for new services, the old infrastructure cannot be ignored. In fact the old infrastructure needs more attention to be sure it can keep up.

With the unstable economy it makes it harder for Municipalities to rely on outside revenue such as Federal and Provincial grants, leaving it ever more present that a Municipality must take into consideration the possibility of receiving all its revenue from within the community. With that as a possibility it makes it more important for Councils to budget wisely and put any extra revenue away they can, creating a reserve for the future. Creating a reserve will provide a financial cushion in case of an emergency.

With all the possibilities of what is and what can happen now and in the future it is important that Councils and their Administration be prepared for whatever may come their way. It is reassuring to know that whatever life may throw to a Municipality that there are other Administrators and Councils that have most likely been there or are currently in the same boat and are willing to help in any way they can. On the other side of the equation, there are many resources and organizations with representatives looking to point us in the right direction. We have and never will be alone in the process of running a Municipality, so good luck now and in the future.

**- Carmen Dodd-Vicary
Associate Director**

Board of Examiners Report

September 28, 2010

The Board of Examiners met September 28, 2010 at 5:00 via conference call.

The following certificates were approved.

PERMIT ACTING CLERK:

- Joanne Barber - Village of Stockholm - March 31, 2011

CONDITIONAL:

- Susan Gawryluk - Village of Tantallon - Clerk
- December 31, 2012
- Colette Hauser - Village of Middle Lake - Clerk
- December 31, 2012
- Bill Jamroziak - Village of Meota - Clerk
- December 31, 2012
- Jenna Johnson - Village of Bulyea - Clerk
- December 31, 2012
- Carla Kaeding - Town of Churchbridge - Clerk
- December 31, 2012
- Tanya Kolbeck - Village of Broderick, Strongfield
- Clerk - December 31, 2012
- Colleen Reilly - Village of Conquest - Clerk
- December 31, 2012
- Karyl Yvonne Richardson - Town of Luseland - Clerk
- December 31, 2012
- Cynthia Dawn Kimball - Town of Mossbank - Clerk
- December 31, 2012

CONDITIONAL EXTENSION:

- Cindy Larson - Resort Village of Chitek Lake - Clerk
- December 31, 2011

STANDARD:

- Amanda Bors - Town of Rosetown
- Assistant Administrator
- Courtney Bourassa - Town of Canora
- Administrative Assistant
- Barbara Fern Cornelson - Village of Waldeck
- Administrator
- Carrie Dresser - Town of Unity - Director of Finance
- Claire Elliott - City of Meadow Lake
- Assistant Administrator
- Gina Hallborg - Village of Chaplin - Administrator
- Charlotte Helfrich - Village of Flaxcombe & Smiley
- Administrator
- Lorie Jackson - RM of Fertile Belt No. 183
- Administrator
- Beverley Laird - Resort Village of Manitou Beach
- Assistant Administrator
- Corie Lanceleve - Village of Stewart Valley
- Administrator
- Lorelei Paulsen - Village of Quinton - Administrator

ADVANCED LEVEL 1:

- Lila Sippola - Town of Wapella - Administrator

Board of Examiners Report

January 18, 2011

The Board of Examiners met January 18, 2011 at 5:00 p.m. via conference call.

NEW BUSINESS:

1. That UMAAS establishes an Office Inspection Committee to complete office inspections of Conditional Certificate holders that wish to make application for a Standard Certificate when their Mentor does not meet the minimum standards established.
2. That the Chair of the Board of Examiners hereby be authorized to issue Permits, as required and within the Board of Examiners policy, between the Board of Examiners meetings. Said Permits shall be presented to the Board of Examiners at their next Regular Meeting.

PERMIT ACTING CLERK:

- Margaret Brown - Village of Mankota - June 30, 2011
- Nicole Czemerer - Village of Dysart - March 31, 2011
- Sheri Kosar - Village of Hvas - June 30, 2011

CONDITIONAL:

- Brenda Aumack - Village of Rabbit Lake - June 30, 2013
- Cindy Baumgartner - Village of Buena Vista - June 30, 2013
- Annette Brown - Town of Carnduff - June 30, 2013
- Angie Carver - Resort Village of Cochin - June 30, 2013
- Katherine Clarke - Village of Bjorkdale - June 30, 2013
- Jacquie Code - Village of Meota - June 30, 2013
- Donna Colley - Village of Punnychy - June 30, 2013
- Sheree Emmerson - Village of Abernethy - June 30, 2013
(Office Inspection)
- Carman Fowler - Village of Kenaston - June 30, 2013
- Susan Gawryluk - Village of Spy Hill - June 30, 2013

- Lisa Hrapstead - Town of Arcola - June 30, 2013
- Jeff Murray - Town of Craik - June 30, 2013
(Office Inspection)
- Ann Welton - Town of Star City - June 30, 2013
- Brenda Lockhart - Village of Leask - June 30, 2013

CONDITIONAL EXTENSION:

- Tracy Edwards (Extension) - Resort Village of South Lake
- June 30, 2011

STANDARD:

- Carol Argue, Assistant Administrator - Town of Kyle
- Cheryl Brown, Administrator - Northern Village of Air Ronge
- David Connauton - CAO - Town of Assiniboia
- Cheryl Dodds, City Clerk - City of Meadow Lake
- Valerie Fendeleit, Administrator - Town of Hafford
- Sharie Hall, Administrator - RV Saskatchewan Beach
- Guy Lagrandeur, Administrator - Town of Rouleau
- Gail Meyer, Administrator - RV Of Grandview Beach
- Debra Parry, Administrator - Village of Annaheim
- Angela Romanson, Administrator - Town of Ituna
- Lori Wood, Administrator - Town of Maidstone

ADVANCED LEVEL 1:

- Marjorie Zarowny, Administrator - Town of Rose Valley
- Gord Murray, Administrator - Town of Gravelbourg

Congratulations and good luck in the Municipal Administrative careers.

Michele A. Schmidt
Board of Examiners, Chairman

*"The biggest mistake people make in life is not trying to make a living at doing what they most enjoy."
- Malcolm Forbes*

NOTICE!!!

The Travelodge Hotel, Saskatoon
offers the following
special rate for on-site Convention Rooms

\$129.95 - Standard

\$149.95 - Business Class

Phone (306) 242-8881

Please book by May 6th, 2011
and advise you are with the UMAAS Group

ADVERTISING RATES - UMAAS UPDATE

Published 3 times a year -
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	<u>Member</u>	<u>Other</u>
Page	\$150	\$200
1/2 Page	\$75	\$100
1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

YEARLY RATES FOR ALL 3 ISSUES -
DISCOUNT 20%

PLEASE ADD GST

**DEADLINES: 15th day of the
preceding month.**

"If you want children to keep their feet on the ground, put some responsibility on their shoulders."
- Abigail Van Buren

"If you don't know where you are going, any road will get you there."
- Lewis Carroll

NOTICE

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

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INITIAL PHONE
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Fax: 955-1293**

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

E.F.A.P.

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ASSISTANCE PROGRAM**

Do You. . .

- have difficulty coping at work?
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Wonder What To Do???

If you need information or assistance to sort out a problem we
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