

UMAAS UPDATE

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"MOVING FORWARD" 2012 UMAAS CONFERENCE PROGRAM JUNE 5TH TO 8TH - SASKATOON TRAVELODGE YOUR BOARD OF DIRECTORS 2011-2012

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President's Report - March 2012

- **Shelley Funk, President**
UMAAS

As I write this newsletter, my area of the province has just had its first major snowstorm, and it's March. Weather, like so many other things in our lives, has one constant change. Our Convention theme this year is "Moving Forward". For some of us, moving forward means having a new group of council members in 2012. For some it means new family members, two of our executive became parents this last year, and I am proud to say that I have a new granddaughter! For a large number of our UMAAS members, moving forward means moving to the next stage of life after work, and for many it means moving to a different municipality for work. I recently obtained a copy of the Statistics Canada population changes for all urban municipalities in Saskatchewan. It is evident that our urban communities are for the most part growing in population, whether small or large. The urban shift means we as Administrators are challenged to find innovative ways to provide the services that growth demands, to know where to place our limited resources. As CAO's/Administrators, we are expected to be able to handle it all, so moving forward will mean continued education and access to resources.

Workshops this year will include urban election training in spring, and planning and development training in fall. Municipal Affairs will provide education at both workshops. We really encourage you to attend

both sets of workshops, which will be available in various locations throughout the province. SUMA has endorsed the 2012 UMAAS salary schedule, and has indicated to us that it will communicate its support for Councils to send Administrators to workshops and the UMAAS convention. We will continue to find ways to connect with you using electronic communication tools such as was used for the asset management workshop in fall 2011.

Finally, I want to tell you about "moving forward" in asset management. Saskatchewan Municipal Asset Management (SMAM) has been formed by a group of interested individuals, to develop and promote asset management. The current TCA website information will be moved to a new website, which is now live (go to www.assetmanagementsk.ca). Resources will be placed on the site as available, and the group will continue to work on behalf of municipal stakeholders.

I hope to see many of you at the spring election workshops, or at the June convention. As always, please contact your executive members anytime if you have concerns, questions or suggestions. Let's all share our knowledge & experience as we "Move Forward" in our municipal administration experience.

Executive Director's Report UMAAS Disciplinary Policy

- **Richard Dolezsar,**
RMA

Over the past year one of the more troubling items which have crossed my desk on a more regular basis than has ever happened before are complaints from various sources, often stemming from the general public, relating to the conduct of our members. These are very difficult calls to field as for the most part the complainant gives only their side of the situation. The answer to these calls consistently is comprised of an advisement that if the complainant feels the circumstances are serious enough and warrant the filing of an official complaint, that a written submission must be made which will be followed up by the UMAAS Disciplinary Committee to determine if there are grounds for any disciplinary action. Sometimes the complaints go away at that point, because perhaps they really aren't that serious and others do file written documentation which then has to be formally dealt with. The following outlines the UMAAS Disciplinary Policy which is used to carry out such a process.

COMPLAINTS

Whenever a written complaint is filed with the Executive Director for the Urban Municipal Administrators' Association of Saskatchewan on account of any act or omission carried out by an urban municipal administrator the matter shall be dealt with by the UMAAS Discipline Committee. Any inquiry or review of a complaint shall be dealt within the context of the UMAAS Code of Ethics. The protocol for the review of such a complaint by the Discipline Committee may include but is not limited to the following:

1. Inquiry Provisions

If the complaint originates from a member of the general public, a submission in writing must have been made by the complainant to the respective Council for the municipality and the matter dealt

- with in an open council meeting;
- Initial letter to the complainant acknowledging receipt of the complaint, with a copy being sent to the administrator and municipality being affected;
- Request from all parties involved, all written information possible

- with copies being made available to all parties affected; Refer to the membership register to verify membership in this Association;
- Contact Municipal Advisory Services to clarify any pertinent legislation and interpretation thereof;
- Contact any Government agency that may provide insight into the background of the allegations;
- Contact the complainant, member affected and Mayor of the community to verbally quantify all information required.

2. Inquiry Report

Should include sufficient documentation to permit an assessment

- whether or not a full investigation is warranted;
- Should include a summary of the allegations, the information reviewed and the conclusions reached;
- Suggest, or if necessary order, recommendations and advice to the Administrator in an attempt to remedy the situation;
- Reply in writing to the Complainant, Administrator and Mayor if deemed appropriate by the committee, detailing the recommendations and advice discussed;
- If a formal investigation is warranted then a full report shall be submitted to the Urban Board of Examiners.

3. Member Protection

This process must be thorough, fair and protective of the

- confidentiality and reputations of all participants;

Best efforts should be made to protect the public confidence in the UMAAS member named in the complaint, their local government and their performance of the public trust.

Although these matters can be very difficult to deal with and work through for all concerned, a specific and consistent policy to deal with these situations works to the benefit of all affected to achieve a fair and impartial process on behalf of our members.

Hope to see you all at the June conference in Saskatoon.

Administrator Profile

- Brad Hvidston
Director - Division 5

I was born in Eatonville while my parents were living in the bright lights of Mantario, Saskatchewan. From there we had short stays in Beechy and Meath Park before finding my home town of Tisdale when I was 5 years old. After high school I followed a volleyball scholarship to Medicine Hat College and then transferred to the U of S where I took Business Economics and obtained my LGA through correspondence at

the U of R. I got my first job in the joint office of the Village of Dodsland and R.M. of Winslow in the year 2000. After a year I moved up to Spiritwood to become the Town Administrator there. In 2008 I was lucky enough to be hired as the Town Administrator back in my home town of Tisdale where I remain today. While in Spiritwood I met Shawna and we have 3 busy boys aged 8, 7 and 5.

Community Profile - Town of Tisdale

Known as the "Land of Rape and Honey" Tisdale is a vibrant growing community in North East Saskatchewan. Located east of Willerton at the junction of Highway 3 & 35 we are the proud home of Brent Butt and the world's largest honey bee. We have both the CN and CP Rail lines running through town and are considered to be the grain handling hub of Saskatchewan with numerous grain handling terminals and seed companies to boast. Westeel (formerly Northern Steel) is our largest employer but we are also home to other large manufacturing companies, the Regional Health Office, Cornerstone CU, School Region Offices, SGI Claims center, and are considered to be a full service community. We were one of the provinces first multi-use facilities with the

RECplex which includes the high school, Cumberland College, preschool, community library, community health, performing arts theatre, auditorium, shooting range, meeting rooms, 8 sheets of curling ice and the skating arena. We are in the process of constructing a multi-use interdisciplinary medical centre that will be the home to doctors, nurse practitioners, dentists, denturists, optometrists, chiropractors, massage therapists and many other medical professionals. Recently the Town has added a Canalta Hotel, a Caleb 94 unit assisted living home and a 36 bed long term care facility along with an average of over 20 new homes each year. With all the amenities, comfort and safety Tisdale truly is a great place to raise a family or in which to retire.

Executive Editorial

Regionalization - Friend or Foe?

- Brad Hvidston
Director - Division 5

I couldn't decide whether to write about the discrepancy in population between the new Stats Canada numbers and the Saskatchewan Health numbers which is 1,000 people in our community alone, or the fact that communities are ever increasingly needing to spend more money on health, even though this is supposed to be a Provincial Government mandate. Instead I have decided to write about something that seems to be an ever growing point of frustration and redundancy which is the "red tape" and "bureaucracy" associated with our day to day operations.

We can't borrow money without approval (because we are not responsible enough to make decisions for our communities), we can not subdivide new parcels on our own (because we do not have enough knowledge about the needs of our own communities), heck we even have to let the government filter through our financial statements every year (because everyone knows that our Chartered Accountants aren't as smart as those in Regina). We can't re-zone a piece of land (someone in Saskatoon has a better grasp of our community than us peons out here), annexations can't be done without permission (even if both municipalities are in complete agreement), and in the last few years we have become so unintelligent that we need the government's approval to install a new section of water line (even though we have been doing this successfully on our own for 50 years).

As you can sense I am not a fan of the processes passed down by what can be seen as a paternalistic government. The downside to all of this of course is that expediencies and efficiencies are overlooked, projects and growth are delayed and it takes up an immense amount of valuable time filling in the paper work.

But, then I must remind myself that we can not complain about how other levels of governments operate and complain about their processes without taking a look within, as we also require an amount of regulations to be followed. We force contractors to fill out permits and have inspections done (because our inspector is smarter than they are), we require business licenses (because we know what businesses are better for our communities), we control where multi-unit residences can be built, we require onerous amounts of appeals, advertising and paperwork if someone wants to change our decisions. We require you to register your dog with the Town (even though it really does us no good, unless we catch it running at large), right down to the idea that we control how long you can park on the street in front of your own house.

I guess if we see some form of value in our processes, there must be value to other levels of government's processes also. So all in all, we must remember to be patient, dot your i's and cross your t's. If we expect common sense when dealing with senior levels of government, I guess we should use it when dealing with our own.

Invitation to UMAAS Conference

Dear Friends in UMAAS:

With spring fast approaching, you know what's coming next...no, I'm not talking about the assessment roll and tax levy and utility billings, and pothole filling and street sweeping schedules. I'm talking about our UMAAS Convention! Mark your calendars: June 6th, 7th, and 8th, with registration and reception the evening of June 5th.

Your convention committee has been hard at work trying to make this an excellent event, with many topical agenda items while still allowing time for networking and socializing. We hope to see you at the Saskatoon Travelodge!

Huguette Lutz
Director, Region 1
Convention Committee Chair

Board of Examiners Report

Board of Examiners meeting held on February 22, 2012.

Present: Chairperson: Steven Piermantier
Board Members: Sandra MacArthur,
Barry Gunther
Secretary: Joyce Aitken

The following permits were approved:

Tracy Easton Village of Macoun
E. Roberta Spencer Town of Star City

The following Conditional Certificates were approved:

Bernie Morton Laura Lamenda
Laurie Lehoux Kyle Van Der Bosh
Donna deBussac Michelle Grunerud
Amanda Sauve Roy Tutschek

The following Standard Certificates were approved:

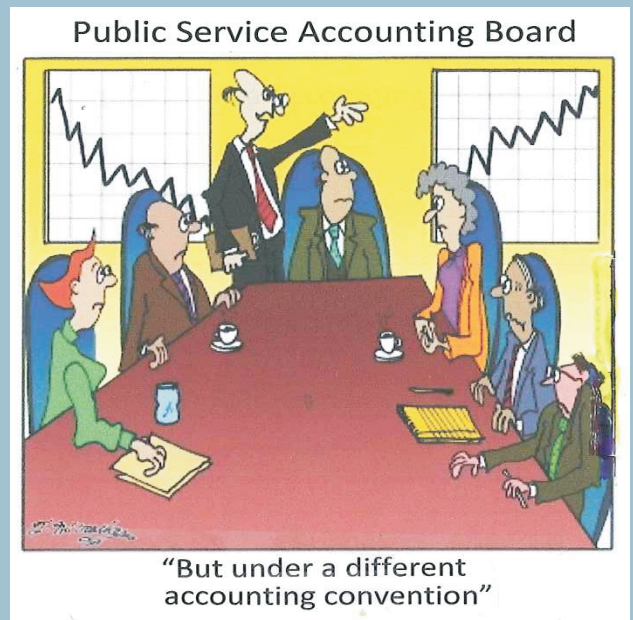
Monica Haas Christina Stanford
Tanya Kolbeck Brenda Aumack
Dawn Lugin Dawn Lugin
Joline Houk Linda Brophy
Sandra Englot Sheri Kosar
Carmen Dodd Vicay

The following Advanced Level 1 Certificates were approved:

Jason Chorneyko
Toby Duck

The following Advanced Level II Certificate was approved:

Steven Piermantier



EMPLOYMENT OPPORTUNITY **ADMINISTRATOR** **TOWN OF CARROT RIVER**

The Town of Carrot River seeks a full-time Town Administrator. Reporting to the Mayor and Council, the Administrator works collaboratively with Council by providing sound advice and must possess commitment to community and ability to work cooperatively with Council, co-workers, residents and business people. The candidate must possess a Standard Urban Certificate. Salary to be negotiated using the UMAAS scale of salary as a platform; group benefits provided via SUMA.

Carrot River is a growing community with great facilities, a strong agricultural base, extensive recreational programming, and expanding forestry and peat moss processing industries. The town is ideally located only minutes from Pasquia Regional Park, great fishing on Tobin and Codette Lakes, and the wilderness of the Pasquia Hills. Wapiti Valley Ski Resort is 45 minutes away.

We seek an Administrator who will begin in May 2012. Closing date for confidential applications is March 30, 2012 or until filled. For further information, contact the Carrot River Town Office 306-768-2515 and discover Carrot River @ www.town.carrotriver.sk.ca.

Please submit to:

Mayor Robert Gagne
Box 147, 5 Main Street
Carrot River, SK. S0E 0L0
Email: bgagne@sasktel.net

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SWEEP IT!

To date, Saskatchewan people have recycled 20 million pounds of used electronics. Now companies and organizations can keep that momentum going by contacting the Saskatchewan Waste Electronic Equipment Program (SWEEP) to recycle large volumes.



SWEEP covers **all** costs associated with pick up and processing and only uses **approved** partners for pick up, reuse, recycling and processing. Using SWEEP approved partners ensures **end-of-life material is handled responsibly** and that **data security is top of mind**.

Please call SWEEP at (306) 373-9336 to make arrangements for large volume pick-ups.

IN REGINA AND AREA? DONATE IT!

In addition to SARCAN depots, the Regina Food Bank is a new approved collector for SWEEP and can pick up large volumes of used electronics at your place of business.

By donating to the food bank, you'll help families in need by raising funds for the food bank's charitable food security programs.

CONTACT THE REGINA FOOD BANK:

(306) 791-6533 ext. 237
or 1-800-567-8008

EMAIL:

recycle@reginafoodbank.ca

FOR MORE INFO:

Visit www.sweepit.ca



2012 UMAAS Conference 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 4th, 2012
and advise you are with the UMAAS

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

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.

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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, Internal Referral Agent, Supervisor, Employee
Group Representative or your Counseling Service.



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