



IN THIS ISSUE:

2017 Conference Minutes STRATEGIC PLANNING - WHAT, WHY & HOW

YOUR BOARD OF DIRECTORS 2017-2018

PRESIDENT - Jason Chorneyko, Wynyard
VICE-PRESIDENT - Chris Costley, Mossbank
PAST-PRESIDENT - Rodney Audette, Bethune
EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay
EXECUTIVE ASSISTANT - Teresa Parkman, Hudson Bay

DIRECTORS:

District	No. 1 - Brandi Morissette, Pilot Butte
	No. 2 - Don McLeod, Maple Creek
	No. 3 - Glenda Lemcke, Langenburg
	No. 4 - Aileen Garrett, Unity
	No. 5 - Janelle Scott, Naicam
	No. 6 - Brad Wiebe, Hepburn
	No. 7 - Therese Chartier, Buffalo Narrows

Associate Director - Betty Moller, Cadillac
Ex Officio - Gordon Barnhart, SUMA President

Richard Dolezsar, RMA
Editor & Executive Director UMAAS,
Box 730
Hudson Bay, SK S0E 0Y0
Phone: 865-2261 Fax: 865-2800
Website: www.umaas.ca
Email: rdolezsar@sasktel.net

Teresa Parkman
Executive Assistant,
UMAAS Executive Office,
Box 730
Hudson Bay, SK S0E 0Y0
Phone: 865-2261 Fax: 865-2800
Email: umaas@sasktel.net

President's Message

- Jason Chorneyko, President
UMAAS

"The Summer of Love"

When deciding on a topic to choose for the UMAAS Newsletter editorials it is always easy to pick a topic which deals with the difficulties in being a municipal administrator simply because there are so many of them. For example, I have started writing this editorial on August 8th and I still do not have my tax levy processed due to problems with implementing our new municipal software. Regardless, I have decided to make this editorial a continuation of my closing comments made at the UMAAS Convention.

At the Convention I acknowledged the amazing group of people in my presence. The UMAAS membership, both collectively and individually, impress me more and more every year. I have been on the Executive for at least ten years and during this time I have met many administrators. I have gotten to know some better than others; however, I have yet to meet a colleague for whom I rued the day that I met them.

I see the UMAAS membership in three levels. You have the Old Guard, the Intermediaries, and the Young Guns.

The Old Guard represents a wealth of wisdom and knowledge. These individuals have basically seen and experienced everything an administrator can see and experience.

The next group is the Intermediaries of which I would consider myself a member. We are a fairly knowledgeable group of administrators; however, perhaps we do not know as much as we think we do. Regardless, we have gleaned a few nuggets of wisdom over our ever lengthening career.

The final group is the Young Guns. This group represents the future of our organization. Generally speaking this group is young, intelligent, and prepared to learn. The people whom I have met from this group thoroughly impress me and give me confidence about the future of our organization.

Get to know your colleagues and do not be afraid to lean on them for advice. My experience is that, regardless of what group you belong to, someone will be able to enlighten you on a task for which you are unsure of how to proceed. Everyone has their strengths and weaknesses, so if you are networked with enough colleagues there should be no problem that is insurmountable.

In closing, we on the Executive get a lot of pats on the back for representing our organization. As I stated at the Convention I wish to turn the acknowledgement back to the membership and thank you again for allowing us to represent this fine organization of UMAAS.

Executive Director Editorial

- Richard Dolezsar, RMA

Bits and Pieces and Random Thoughts on Decision Making !!

First things first I would like to extend my personal thank you and sincere appreciation to four Executive members who stepped down this past June, Directors Ronda Heisler, Joni Mack, Nicole Lerat and Lorie Foster. All four of these people were energetic and vibrant contributors to the work of your Executive and big contributors when it came to things like our annual conference and government committees, which UMAAS has been participating in.

Of course I also have the pleasure of welcoming new Directors, Division 1 Brandi Morissette of Pilot Butte, Division 3 Glenda Lemcke, Langenburg, Division 6 Brad Wiebe, Hepburn and Associate Director Betty Moller, Cadillac. Looking forward to working with these new people and the entire Executive Board over the year ahead.

It is also worth mentioning that this past year's conference was rated extremely high by the attendees, almost 80% in the Very Good to Excellent range, so hats off to chair Aileen Garrett and our 2017 Committee. We will be analyzing this year's evaluations and suggestions for 2018 in an effort to maintain the high content quality and fun atmosphere we have been able to achieve over recent years.

Moving on I would like to thank all the members who have completed the 2017 UMAAS Salary Survey. We require and use this information to verify and support the annual Salary Guideline, put out by the association each year. The more participation we have in supporting and validating the existing salaries in our industry the easier it will be to continue to receive endorsement from the SUMA Executive in support of the UMAAS Guideline. The survey information remains completely confidential and is used specifically to verify the high, low and median of each population range as we continue to update our data to make sure the UMAAS Guideline is credible and supported by current in field data.

I would also like to remind members about the upcoming October Saskatchewan Water Security Agency workshops relating to the responsibilities of municipal authorities. These workshops center around specific Legislation, Permits to Construct and Operate, Compliance Inspections, Monthly records and reporting all of which CAO's and Administrators must be aware of in our positions of responsibility for the wellbeing of our municipalities. Workshop registration packages with dates, locations and all details have been forwarded separately at an earlier date and are now available on our website.

I would also like to ramble a bit about a general subject which has seemed particularly challenging for the past six months or so and that is "Decision Making". I do not think I will resolve this issue totally while developing this paragraph either, but perhaps putting pen to paper on the subject will convince me that I am no different than anyone else and at some points in our life we are all challenged with choices. When we are young we tend to make decisions rather quickly and impulsively, hopefully mostly basing our choices on two guiding principles that become instilled in us through our upbringing, those are of course being right and wrong. Throughout our working careers we can also apply these principles, but we also learn that in order to develop an educated process in making decisions we also have to gather all the information and facts to formulate the proper background data, potential effect on the surrounding environment whether that be people or things and develop alternative choices. Quite simply, decisions are not quite so easy anymore and there tends to be a third color, grey, that enters our minds and delays the process. In our jobs we are also required to recognize that there are many times that we as administrators have to do all the leg work to put those facts in front of other people and then have the patience to sit back and let them make the decisions that they were elected to do. In our personal lives and in later years as life seems to grow more complicated and our decisions affect more and more people a similar thing seems to happen as we tend to procrastinate and worry more. However, one clear, consistent factor that I have noticed over the years is that a lot of the stress we create for ourselves is in all the time and worry that go into making a decision. Once it is made the stress clears away, and we move on to deal with the results. My point in all this is that delay, indecision and procrastination are actually the stress factors, more so than the actual situation you may be dealing with, so subject to reasonable review of the facts of the matter, get on with it!

I did come across a statement the other day that went something like this, "Stress is when we worry about what will happen tomorrow, life is what happens tomorrow".

Let's face it we will all encounter work or life situations at some point where there is no clear solution. In those cases, I tend to remember something my father told me at one time. "If you're not sure what to do, then don't do anything." I guess maybe the theory behind that statement is that time will hold an answer in store for you and in some instances it will take more time for an answer to become clear or maybe better yet the moral of this story, "If you're unable to come to a decision, then remember, Patience is a Virtue".

Executive Editorial

- **Brandi Morissette, CAO -Town of Pilot Butte
Director, Division No. 1**

Strategic Planning

What is Strategic Planning? “Strategic Planning is an organization’s process of defining its direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy”.

It is hard to accomplish anything without a plan. The plan involves many steps including:

1. Determining where you are; this is hard because we do not always see ourselves the way others see us.
2. Identify what is important; this sets the direction over the long term and defines the mission and value.
3. Defining what we must achieve; this sets the objectives that state what must be achieved to address priority concerns.
4. Determine who is accountable; this is how you’re going to move forward.
5. Endless review; this is to ensure that the plan performs as it was designed and measures its ongoing progress.

Administrator’s Profile

I was raised in Lafleche, SK until my early teenage years when my family moved to Vancouver Island. I spent many years of my life in Nanaimo, BC where I graduated and spent about 15 years working in the Credit Union system. My parents retired and moved back to Lafleche and I was quick to follow them home as I felt that it was a great place to raise my son Cooper.

After moving home in 2010, I was asked by the Towns CAO to come work for the Town as her assistant with expectation of taking over the position when she retired. In July 2013, I became the CAO for the Town of Lafleche. In 2015, I moved to Fort Qu’Appelle to manage the Town, and then in June 2016 I came to Pilot Butte as the Town Manager.

It is important to remember that a Strategic Plan is a long term plan that is closely tied to your Official Community Plan and is a living document so it will change based on the needs and wants of the municipality.

Community Engagement should always be a major part of the strategic plan. We all hear from our ratepayers on what we could and should be doing. Giving the community the opportunity to express what they want and need in their community makes them feel valued and helps build the strategic plan and set priorities moving forward.

Once a Strategic Plan has been adopted by Council it is vital that it be shared with the Community to ensure that they are aware that efforts made to develop the plan were valued.

Executing the Strategic Plan means linking all the elements of the plan together. This is not as easy as it sounds; as we all know things are constantly changing in the municipal world but believing in the plan you have developed is a good jumping off point and seeing the items identified in the Strategic Plan being implemented will give you a great sense of success.

- **Brandi Morissette, CAO
Town of Pilot Butte**

My move to Pilot Butte has been a great fit for me as it is closer to my friends and family in Regina and a wonderful community to work and live in. I am fortunate to have a supportive staff and Council which has made my transition to Pilot Butte a worth while one. I am a member of the Pilot Butte Kinettes and the president of the condominium association where I live.

In my spare time, I enjoy taking in live sporting events, heading to cabin to take in fishing, boating, tubing, campfires and most importantly those lazy days in the sun.

Town of Pilot Butte

Community Profile

Pilot Butte (meaning “Lookout Point”) is an isolated hill situated in the heart of the Town that provides spectacular views of the surrounding plains.

The Town of Pilot Butte has a population of 2137 and growing. Our vibrant community provides for the small town atmosphere our residents desire while still offering a close proximity to the big city. The Town offers many amenities ranging from education, recreation, public health and safety as well as home, commercial and industrial business.

The Town has seen an influx of diversified growth over the past few years with no sign of slowing down. We have seen newly constructed homes, condominium developments, and commercial complexes offering something for everyone. The Regina Bypass project, once completed, will provide safe and easy access to and from the Town Pilot Butte for our current and future residents.

Service groups in the community include the Pilot Butte Community Rodeo Committee, Minor Hockey, Minor Ball, Soccer Club, the Lions Club, the Seniors Club and many more.

The Pilot Butte Rodeo is just one of the events that draws people from far and near to take in the festivities offered. In the past we have been host to some very big names in the country music scene such as the Road Hammers, Charlie Major, Gord Bamford and many others.

The Town of Pilot Butte is a community of choice and as we continue to grow we will strive to maintain a fun, safe and thriving place to live.



What if your insurance provider paid YOU?

(With SUMAssure, it's possible!)

At SUMAssure, we are dedicated to providing the best possible property and liability insurance for urban municipalities. As the only member-owned and governed insurance reciprocal in Saskatchewan, we offer the unique opportunity for profit sharing. How does it work? Simple - whatever isn't paid out in losses each year, stays with our subscribers as equity. This unique model allows our subscribers to get paid, and protects them from unpredictable external market fluctuations.

For more information, including how to subscribe,
visit sumassure.ca





A GROUP PURCHASING PROGRAM FOR ALL SUMA MEMBERS

That's right! Your SUMA membership gives you access to our bulk purchasing program at **no additional cost**.

You'll find savings from more than 25 vendors covering:
financial services;
hotel stays;
office supplies;
materials for **public works;** and
parks and leisure.

We are committed to using best practices with a **fair** and **transparent** procurement process as we expand and improve this membership perk.

Check out our **website** to learn about our current partners and how **you can help pick** our next vendor.

SAVING YOU **TIME** AND **MONEY**

www.suma.org/sumadvantage

Things People Often Say But Hardly Ever Really Mean:

- All I want is your perfectly, frank, honest opinion.
- Don't hesitate to call if I can be of any help at all.
- Let's be sure to get together very soon.
- Just pay me what you think I'm worth.
- No, no, you aren't interrupting anything important at all.
- This is the first time I've ever done a thing like this.
- I'm always willing to listen to reason.
- I don't care what people think of me, I'm just being myself.
- It isn't whether you win or lose, it's how you play the game.
- I don't mean to interfere.
- There are lots of things more important than money.
- I always appreciate good constructive criticism.
- I would always be the first to admit I made a mistake.
- This is my first mistake of the day.
- What kind of girl do you think I am anyway?
- And this is the last word I'm going to say on the subject.

Board of Examiners Report

From June 28 & 29, 2017 Meetings

Conditional Extensions Granted:

Nadine Munroe	Village of Richmond
Colleen Stinson	Village of Grayson
John Enns Wind	Town of Battleford

Conditional Certificates Granted:

Tammy Descalchuk	Town of Kelvington
Jill Gabriel	Village of Dorintosh
Gisele Bouchard	Village of Storthoaks
Amanda Hordos	Village of Seamans
Erin Simpson	Village of Loon Lake

Standard Applications Granted:

Nadine Munroe	Village of Richmond
Ward Minifie	Town of Gravelbourg
Natalie Miller	Town of Carlyle
Linda Senchuk	Village of Briercrest
Lisa Pierce	Town of Oxbow
Maureen Moen	Town of Colonsay
Donna Pitre	Town of Sintaluta
Cynthia Villeneuve	Resort Village of Paradise Hill
Aleshia Underwood	Village of Goodwater
Ferne Herbig	Town of Naicam

Advanced Level 1 Granted:

Christine Hislop	Town of Arcola
------------------	----------------

I Believe

I believe in my community.
I believe that its' success depends on the
people who live in it.
That everyone has something to contribute
That everyone deserves respect.
That everyone's potential can be realized.
That diversity is vital.
That every person has value.
That needing help and offering help
go hand in hand.
That a safe supportive community is
everyone's responsibility.
I believe in possibility.

**Clarity is seeing
the path to your**

Potential

With offices in Saskatoon and Yorkton, Collins Barrow PQ LLP has been pleased to work with UMAAS members and municipalities to meet their governance and regulatory needs over the past 80 years.

The Professionals at Collins Barrow offer the insight you need combined with objectivity and actionable advice in virtually every area of your operation. Known as Canada's mid market alternative for audit, tax and advisory solutions, we have developed a reputation for being a real choice for quality and value-added financial advice, due to the depth and breadth of our in-house skills, customized offerings and service excellence. With offices from coast to coast, our Audit, Tax and Advisory Professionals make you our focus.

Interested in learning more about our municipal audit services... Give us a call today!



MINUTES of the SIXTY SECOND (62ND) ANNUAL CONVENTION of the URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN Held at the TRAVELODGE HOTEL IN SASKATOON, JUNE 6th TO 9th, 2017.

PRESENT WERE: 190 Delegates- 5 Spouses-3 Fraternal-54 Sponsors/Exhibitors/Guests = 252

WEDNESDAY, JUNE 7th

CALL TO ORDER

President Jason Chorneyko called the meeting to order at 9:00 a.m. Wednesday, June 7th, 2017.

WELCOME AND INTRODUCTIONS

President Jason Chorneyko 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 2017 Convention Program.

2016 CONVENTION MINUTES

Moved by Richard Dolezsar that the 2016 Annual Convention Minutes be approved as circulated.

CARRIED

2016 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2016 Audited Financial Statement be accepted as circulated.

CARRIED

CONFERENCE KICKOFF SPEAKER-LEAH KNIBBS-KNIBBS&ASSOC-HR CONSULTING
Leah Knibbs of Knibbs & Associates-HR Consulting provided a thought provoking conference kick-off presentation entitled "Harassment in the Work Place - Let's Start the Conversation".

CALL FOR NOMINATIONS - VICE PRESIDENT

Richard Dolezsar, Executive Director, conducted the Call for Nominations for Vice President. Nicole Lerat, Rosthern nominated Chris Costley, Mossbank for the position of Vice President. No further nominations were received upon third call. Richard Dolezsar, Executive Director, declared Chris Costley elected Vice President by acclamation.

WORKSHOP - COMMUNICATION, IT'S ALL CRITICAL

Dawn Hillrud of Knibbs & Associates - HR Consulting made a presentation entitled "Communication, It's All Critical" outlining the strategies and benefits of good communications in your organizations.

BYLAW ENFORCEMENT PROCESS FOR MUNICIPALITIES

Diana Lee, Advisory Services, Phil Brown, Saskatchewan Association of Municipal Enforcement Officers and Jan Whitridge, Executive Legal Officer and Registrar to Provincial Court of Saskatchewan conducted a presentation, panel discussion and question and answer session relating to various bylaw enforcement procedures.

PROCUREMENT - FINANCIAL BEST PRACTICES - INTERNATIONAL PERSPECTIVE

Matthew Clyne, Manager, Vendor Panel made a presentation outlining best practices on a global basis respecting: group procurement, strategic

sourcing, transactional purchasing and operational sourcing.

NOON LUNCHEON

The following sponsors provided remarks and fraternal greetings at the noon luncheon:

- Bev Dubois, Deputy Mayor, City of Saskatoon
- Gordon Barnhart - SUMA President
- Don Poon, SAL Engineering
- Dawn Dierker, Sask Water
- Christine Beveridge, LGAA
- Michelle Buechler - RMAA
- Phil Benson - SASBO

SUPPORTING RECREATION IN SASKATCHEWAN COMMUNITIES

Rob Boulding, Jaclyn Davis and Darren Spelay, SPRA Field Consultants presented a workshop on the benefits and alternate means of supporting recreation in Saskatchewan Communities.

MEPP UPDATE

John Hallet, Assistant Director, Pension Programs - Public Employees Benefits Agency (PEBA) gave an update on proposed changes to contribution rates and retirement benefit options based on current actuary information respecting MEPP.

ANNUAL BANQUET, RETIREMENTS AND SOCIAL EVENING

Conference participants enjoyed the annual banquet, retirement awards, membership pin presentations, new certificate recognition and Hypnotist Cory J. Minister of Government Relations, Donna Harpauer attended as guest speaker and assisted with presentations of membership pins, new certificates and retirements.

THURSDAY, JUNE 8th

ASSOCIATE MEMBERS MEETING

An Associate members meeting was held and Betty Moller of Cadillac was elected as Associate Director.

DISTRICT MEETINGS

District meetings took place from 9:00 a.m. to 10:00 a.m.

SMRA RETIREE BENEFIT PLAN

Eric Biehn provided an update on the successful establishment of the Saskatchewan Municipal Retiree's Association benefit plan, including expansion of eligibility and benefit options.

SHEPELL FGI - CHALLENGES FOR PEOPLE LEADERS IN THE WORKPLACE

Caylee Stewart of Shepell FGI conducted a workshop focused on employee wellness and challenges for people who are leaders in the workplace. Shepell is the SUMA EFAP provider.

SUMADVANTAGE PROGRAM UPDATE

Tania Wendling, Director of Corporate Programs and Member Services provided an update on SUMAdvantage Program accessibility, options and benefits for municipalities.

NETWORKING AFTERNOON

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tour-

nament and BBQ at Rosthern Valley Regional Park or a bus tour and shopping excursion Downtown Saskatoon.

Winners of the Texas Scramble were a team of: Rick Dolezsar, Lawrence Lukey, Monica Merkosky, Mona Chaulifour

FRIDAY, JUNE 9TH

ASSET MANAGEMENT - MAKING PROGRESS

Cathy Moberly, Director of Gas Tax Fund and Financial Management, Municipal Infrastructure & Finance, Ministry of Government Relations provided information on progress made to date in Saskatchewan relating to resources available to Saskatchewan Municipalities and requirements under the Federal Gas Tax Fund regulations including development of official local policies to formalize municipalities commitment towards capital infrastructure asset management.

ADVISORY SERVICES - LEGISLATIVE UPDATES

Diana Lee, Advisory Services provided key legislative updates related to:

- Organized Hamlet criteria and regulations,
- Village & Resort Village criteria and regulations
- Requirements for municipal restructuring if not meeting legislative or regulatory requirements
- Recent amendments relating to conflict of interest rules, disclosure statement and code of ethics.
- Outline of new resources and training available.

HOW TO FIT A HEART ATTACK INTO YOUR BUSY SCHEDULE

Philip Jones, motivational speaker provided a key note presentation entitled "How to Fit a Heart Attack Into Your Busy Schedule". The presentation was humorous and thought provoking, encouraging individuals to make manageable personal changes to enable personal wellness.

INTRODUCTION OF 2017 - 18 EXECUTIVE

Division 1	Brandi Morissette, Pilot Butte
Division 2	Don McLeod, Maple Creek
Division 3	Glenda Lemcke, Langenburg
Division 4	Aileen Garrett, Unity
Division 5	Janelle Scott, Naicam
Division 6	Brad Wiebe, Hepburn
Division 7	Therese Chartier, Buffalo Narrows
Associate	Betty Moller, Cadillac
Vice President	Chris Costley, Mossbank
Past President	Rodney Audette, Bethune
President	Jason Chorneyko, Wynyard
Executive Director	Richard Dolezsar, Hudson Bay
Executive Assistant	Teresa Parkman, Hudson Bay

PRESIDENT'S ADDRESS

President Jason Chorneyko thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year. He invited delegates to communicate regularly with himself and Executive members.

ADJOURNMENT

President Jason Chorneyko declared the Convention adjourned at 11:45 a.m.

What CAO's Really Do?

1. *Decide what is to be done.*
2. *Tell somebody to do it.*
3. *Listen to reasons why it should not be done.*
4. *Why it should be done by somebody else or why it should be done in a different way.*
5. *Prepare arguments and rebuttal.*
6. *Follow up to see if the thing has been done.*
7. *Listen to excuses from the person who should have done it.*
8. *Follow up a second time to see if the thing has been done.*
9. *Discover that it has been done, but not correctly.*
10. *Point out how it should have been done.*
11. *Conclude that as long as it has been done it may as well be left as it is.*
12. *Wonder if it is not time to get rid of a person who cannot do a thing correctly.*
13. *Reflect then that the person at fault has a wife and a large family, and that certainly no other employer in the world would put up with him for a moment, and that any successor may be just as bad.*
14. *Consider how much simpler and better the thing would have been done, had he done it himself.*
15. *Reflect sadly that if he had done it himself he would have been able to do it right in twenty minutes*
16. *Discover that as things turned out he himself spent two days trying to find out why it was it had taken somebody else to do it wrong.*
17. *Realize that such an idea would strike at the very foundation of the belief of all employees, and sometimes council, that the CAO has nothing to do!*

ADVERTISING RATES UMAAS UPDATE

Published 3 times a year -
April, September, December

	Member	Other
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

NOTICE

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

**CALL FOR FREE
INITIAL PHONE
CONSULTATION:**

Adam R. Touet
The W Law Group
Suite 300, 110 - 21st Street East
Saskatoon, SK. S7K 0B6
Phone: 306-244-2242
Email: atouet@wlawgroup.com

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