

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan
West Room, Lower Level – TCU Place – Saskatoon, SK

9:30 a.m. – Tuesday, February 3, 2015

PRESENT

President: – Rodney Audette
Vice President: – Jason Chorneyko
Directors: – Chris Costley, Joni Mack, Kim Gartner,
Aileen Garrett, Ronda Heisler, Jan Hoffart,
Therese Chartier, Nicole Lerat
Executive Director: - Rick Dolezsar
Absent: - Brad Hvidston

CALL TO ORDER

President Rodney Audette called the meeting to order at 9:30 a.m.

AGENDA

1-15 CHORNEYKO That the agenda be adopted as presented.
CARRIED

MINUTES

2-15 HOFFART That the minutes of the November 21st & 22nd
Executive Meetings be approved as amended.
CARRIED

WORKSHOPS

Discussions on potential 2015 workshop topics:

- Payroll/GST/PST
- Yearend & Financial Statement preparation.
September timing was proposed.

3-15 CHORNEYKO That we work towards development and
presentation of “Yearend Accounting and Financial Statement
Preparation” workshops to be scheduled for September.
CARRIED

DRAFT AUDITED FINANCIAL STATEMENT & REPRESENTATION LETTER

4-15 LERAT That we accept the Dec 31, 2014 Draft Audited
Financial Statement and Auditor’s Representation Letter.
CARRIED

DRAFT CONVENTION PROGRAM REVIEW

- First time attendees program on Tuesday hosted by Jan Hoffart.
 - o Different colored tags
- Invitations to Minister and SUMA President for banquet.
- Thursday afternoon/evening changes and options.
- Tour proposal vs workshop option
- List of new members to Jan (Name, Phone #, email)
- Registration forum
 - o Add jacket order & sizes
 - o 60th Anniversary jacket
- Arrange sound system and a/v contractor.
- 60th Anniversary Presidents supper – Tuesday evening confirmed. Prepare invitation list.
- Confirm “James Williams” band.

DISCIPLINARY COMMITTEE

5-15 GARTNER That the Disciplinary Committee’s report as verbally
presented by Director Garret be acknowledged.
CARRIED

BOARD OF EXAMINERS

6-15 MACK That we acknowledge the December 8, 2014 Board of
Examiner’s Report.
CARRIED

BYLAW AMENDMENTS

7-15 HOFFART That we approve Draft Bylaw No. 4-15 relating to an amendment of Bylaw No. 1-00 by removing the requirement for Board approval of multi-municipality administrative positions for presentation at the annual conference.

CARRIED

FRATERNAL CONFERENCE DELEGATES

8-15 COSTLEY That the following 2015 fraternal delegate appointments be made:

- LGAA – Mar 4-6/15 – Red Deer – Jason Chorneyko
- MMAA – Apr 26-29/15 – Brandon – Joni Mack
- RMAA – May 11-14/15 – Saskatoon – Jan Hoffart
- SASBO – Apr 29-May 1/15 – Kim Gartner

CARRIED

TAX ENFORCEMENT – THRESHOLD FOR EXPEDITED PROCESS

9-15 CHORNEYKO That we forward a letter of support for the proposed amendment to update the assessment threshold to 17,500 as it relates to the expedited tax enforcement process.

CARRIED

DRAFT MUNICIPAL GROWTH READINESS CHECKLIST

10-15 GARTNER That we acknowledge the Draft Municipal Growth Readiness Checklist without additional comment.

CARRIED

BOARD OF EXAMINER’S SECRETARY – RETIREMENT

11-15 CHORNEYKO That we accept with regret the retirement of Joyce Aitken as Board of Examiner’s Secretary as of March 31, 2015.

CARRIED

BOARD OF EXAMINER’S SECRETARY – INTERIM CONTRACT

12-15 GARRETT That after April 1, 2015 as an interim measure we offer a contract to Joyce Aitken to maintain the role of Board of Examiner’s Secretary on a month to month basis, until such time as a suitable alternative is secured.

CARRIED

CORRESPONDENCE

13-15 HEISLER That the correspondence be acknowledged and filed.

CARRIED

ACCOUNTS

14-15 CHARTIER That the accounts be approved.

CARRIED

NEXT MEETING DATE & SITE

Next meeting to be determined by President and Executive Director.

ADJOURNMENT

15-15 CHARTIER That we do now adjourn at 11:30 a.m.

CARRIED

President

Executive Director