

# EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan

Piero Room – Delta Regina

9:00 a.m. – Saturday, November 20, 2021

## PRESENT

President: - Jason Chorneyko  
Vice President: - Chris Costley  
Directors: - Aileen Garrett, Stephen Schury,  
Kelly Hoare, Betty Moller, Glenda  
Lemcke, Janelle Desautels,  
Meredith Norman, Barry Elliott  
Absent: - Rodney Audette  
Executive Director: - Rick Dolezsar  
Executive Assistant: - Teresa Parkman

## CALL TO ORDER

President Jason Chorneyko called the meeting to order at 9:04 a.m.

## AGENDA

73-21 GARRETT That the agenda be approved as presented.

CARRIED

## SEPT 18, 2021 EXECUTIVE MEETING MINUTES

74-21 SCHURY That the September 18, 2021 Executive Meeting Minutes be approved as presented.

CARRIED

## FINANCIAL STATEMENT – OCTOBER 31, 2021

75-21 MOLLER That the Financial Statement for the period ended October 31, 2021 be accepted.

CARRIED

## BOARD OF EXAMINERS REPORT

76-21 GARRETT That the October 19<sup>th</sup>, 2021 Board of Examiner's Minutes be acknowledged.

## MUNICIPAL PROGRAM & SERVICES STEERING COMMITTEE

77-21 NORMAN That the Municipal Program & Services Steering Committee report by President Chorneyko be acknowledged.

CARRIED

## DISCIPLINARY COMMITTEE

78-21 That the verbal report of the Disciplinary Committee be received.

CARRIED

79-21 COSTLEY That the Executive Director be authorized to forward complaints directly to a member complainee for a response if it is deemed appropriate for the purposes of expediting the complaint review process.

CARRIED

ASSET MANAGEMENT – SASKATCHEWAN

80-21 DESAUTELS That the Asset Management – Saskatchewan report by Executive Director Dolezsar be received.

CARRIED

CONVENTION COMMITTEE – THEME/PROGRAM DRAFT

81-21 LEMCKE That the Convention Committee's report be acknowledged.

CARRIED

- Couple theme ideas: Shaping The Future or A Whole New World
- Committee to continue planning.
- Options: Twitchy, George Cuff
- Rick to forward Twitchy and Kendal Netmaker contact information to Kelly.

DRAFT 2022 SALARY GUIDELINES

82-21 COSTLEY That we approve an additional 2.5% increase to the UMAAS Salary Guideline for 2022, and to the 2022 Joint Office Salary Guideline, subject to confirming the assessment values under the Joint Salary Guideline.

CARRIED

2022 MEMBERSHIP FEES

83-21 LEMCKE That the membership fees remain the same as 2021 at the following rates:

Regular Membership	- \$220.00
Associate Membership	- \$180.00

CARRIED

2022 CONVENTION FEES

84-21 COSTLEY That the convention fees remain the same as 2022 at the following rates:

Delegate	- \$170.00
Spouse	- \$80.00
Golf & BBQ	- \$50.00
Tour	- \$50.00

CARRIED

EXECUTIVE DIRECTOR/ADMINISTRATIVE ASSISTANT – ANNUAL EVALUATION – 2022 CONTRACTS

85-21 ELLIOTT That we approve salary contract adjustment increase by 2.5% to for the Executive Director and Executive Assistant for their yearly salary effective January, 2022

CARRIED

BOARD OF EXAMINER SECRETARY – 2022 CONTRACT

86-21 GARRETT That we approve a salary adjustment by 2.5% for the Board of Examiner Secretary's yearly salary effective January, 2022.

CARRIED

DELEGATION – PEBA - 10:00 a.m.

- Tasha Lupanko, Executive Director, Client Service - PEBA
  - PEBA overview.
  - Services offered by PEBA.
  - Surveys being conducted. Encouraged to complete.
  - Any questions or comments for PEBA to address? No complaints, only compliments.
  - No plan to change the format of the plan. Continue to be a defined benefit plan.
  - EFT payments – encourage members to sign up.
  - MEPP arrears --- add the requirement to pay into MEPP on mentorship checklist.
  - How do we let MEPP know when municipalities are amalgamating? Government Relations would have that information to provide.
  - MEPP to have a time slot on the convention agenda and be included in our newsletter, if they do so chose.

DELEGATION - ADVISORY SERVICES – 10:50 a.m.

- Judy Kanak, Manager of Advisory Services; Darcie Cooper, Manager of Sector Relations;
  - Overview of Advisory Services unit and the Strategic Initiatives unit
  - Strategic initiatives unit includes Target Sector Initiatives, Peer Mentorship program, 10 minute trainers, etc.
  - Manager of Sector Relations unit includes dealing with non-compliance monitoring of municipalities. Monitors election results, all aspects of the revenue sharing eligibility requirements, certification of administrators, etc.
  - Recruitment of administrators – resources include the career spotlight, guide for municipalities to have their own career spotlight. VP Costley’s presentation of UMAAS should continue and be used wherever possible.
  - Advisory Services unit includes handling inquiries from administrators, the general public and elected officials.
    - Top inquiries are about conflict of interest and code of ethics.
    - Lack of understanding roles and responsibilities of administrators and elected officials.
    - Human resource issues, this falls under the Labor ministry rather than advisory services
  - Restructuring of municipalities (ie: establishing districts, boundary lines, etc).
  - Involved in workshops, webinars and presentations.
  - Consider having RMAA, UMAAS and Advisory Services meet as a group yearly.

2022 BUDGET FINALIZATION

87-21 HOARE That the 2022 budget be approved attached, hereto and forming a part of these minutes.

CARRIED

TOWN OF OUTLOOK COMPLAINT ISSUES

88-21 COSTLEY That we authorize President Chorneyko to sign the letter to CAO of the Town of Outlook, as amended and dated November 22, 2021, on behalf of UMAAS Disciplinary Committee.

CARRIED

W LAW LLP – PAYMENT OF RETAINER

89-21 GARRETT That we approve payment of the W Law invoice submitted and the \$2500 retainer amount for legal advice for UMAAS members.

CARRIED

RV OF KIVIMAA-MOONLIGHT BAY – COMPLAINT

90-21 NORMAN That we dismiss the RV of Kivimaa-Moonlight Bay complaint due to UMAAS’s lack of authority on items listed and that we respond appropriately.

CARRIED

CORRESPONDENCE

91-21 MOLLER That the correspondence be acknowledged and filed.

CARRIED

ACCOUNTS

92-21 GARRETT That the accounts be approved.

CARRIED

STRATEGIC PLANNING – DOCUMENT REVIEW

Staff will draft a new strategic plan document with changes and bring back to executive for review.

NEXT MEETING DATE & SITE

Next UMAAS meeting to be held on Wednesday, February 2, 2022 at 7:00 p.m. to be held virtually.

ADJOURNMENT

93-21 LEMCKE That we do now adjourn at 1:42 p.m.

CARRIED

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President

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Executive Director