

EXECUTIVE MINUTES

Urban Municipal Administrators' Association of Saskatchewan

Apollo 2 – Travelodge Hotel, Saskatoon

9:00 am – Saturday, February 4, 2023

PRESENT	President:	Chris Costley
	Vice President:	Barry Elliott
	Directors:	Aileen Garrett
		Stephen Schury
		Landon Chambers
		Renea Paridaen
		Pamela Wintringham
		Meredith Norman
	Executive Director:	Jason Chorneyko
	Executive Assistant:	Lovely Magnaye
ABSENT	Past President	Rodney Audette
	Directors:	Janelle Desautels
		Kelly Hoare

CALL TO ORDER

President Chris Costley called the meeting to order at 9:03 a.m.

AGENDA

01-23 GARRETT That the agenda be approved as amended.

CARRIED

NOVEMBER 25, 2022 LIAISON MEETING WITH MINISTRY OF GOVERNMENT RELATIONS

02-23 ELLIOTT That the November 25, 2022 Liaison meeting minutes with the Ministry of Government Relations be approved as amended.

CARRIED

NOVEMBER 26, 2022 EXECUTIVE MEETING MINUTES

03-23 CHAMBERS That the November 26, 2022 Executive Meeting Minutes be approved as amended.

CARRIED

REQUEST FOR REVIEW OF SALARY SCHEDULE

04-23 CHAMBERS That President Costley prepares a letter to be sent to Kelly Walker, Administrator from the Town of Govan/RM of Last Mountain Valley, regarding her concerns about the UMAAS Salary Guideline.

CARRIED

INVITATION TO RMAA

05-23 CHAMBERS That we invite RMAA to re-establish a joint fall meeting, including golfing and supper; furthermore, that UMAAS covers all expenses in 2023 and proposes to RMAA to continue this with alternating year to cover the costs.

CARRIED

FINANCIAL REPORTS – JANUARY 31, 2023

06-23 WINTRINGHAM That the Financial Reports for the period ended January 31, 2023 and December 31, 2022 be accepted, and attached hereto and forming part of the minutes.

CARRIED

CONVENTION COMMITTEE REPORT

07-23 SCHURY That we accept the verbal report from the Convention Committee as presented.

CARRIEDPEER NETWORK ADVISORY COMMITTEE APPOINTMENT

08-23 NORMAN

That we appoint Barry Elliott as the Peer Network Advisory Committee member representing UMAAS, replacing Glenda Lemcke; furthermore, that we thank Glenda Lemcke for her time representing the association to the said committee.

CARRIEDCOMMENTS/INQUIRIES FROM MEMBERS RE: BYLAW #4-21

09-23 CHAMBERS

That we authorize Administration to send letters to members who are non-compliant in their continuing education requirements, stating that we are allowing a transition period in 2022, but, moving forward, any non-compliance will be dealt with by disciplinary action.

CARRIED

The meeting was recessed at 11:08 a.m.

The meeting resumed at 11:17 a.m.

DRAFT BYLAWS AND POLICIES

10-23 ELLIOTT

That we authorize Administration to review UMAAS bylaws and policies, and to prepare draft bylaws and policies to update these documents for approval by the Board.

CARRIEDPST AMOUNTS

11-23 WINTRINGHAM

That the instruction templates for the study on PST amounts paid by municipalities, presented by President Costley, be acknowledged.

CARRIED

12-23 COSTLEY

That we authorize Administration to send out the instruction templates, to the membership, for the study on PST amounts paid by municipalities.

CARRIEDCORRESPONDENCE

13-23 PARIDAEN

That the correspondence be acknowledged and filed.

CARRIEDACCOUNTS

14-23 NORMAN

That the list of accounts be approved as presented.

CARRIEDAGENDA FORMAT

15-23 CHAMBERS

That the new agenda format be approved as presented.

CARRIEDGIC

16-23 WINTRINGHAM

That we re-invest Scotiabank GIC #BNNSP60C, for approximately \$45,500, in a 388 Day Non-Redeemable GIC at an interest rate of 5.2%.

CARRIEDINVESTMENTS

17-23 CHAMBERS

That we authorize Administration to use their discretion, and take cash-flow needs into consideration, by investing funds in GICs with a one-year term or less.

CARRIED

EXECUTIVE DIRECTOR'S REPORT

18-23 ELLIOTT That we accept the Executive Director's Report as presented.

CARRIEDBOARD OF EXAMINERS APPOINTMENT

19-23 ELLIOTT That we appoint Aileen Garrett to the Board of Examiners for another two-year period.

CARRIEDDRAFT BYLAW – UMAAS OFFICE

20-23 NORMAN That, to comply with legislation, we instruct Administration to prepare a Draft Bylaw regarding the location of the UMAAS head office.

CARRIEDUPDATE POLICY #4 – TRAVEL AND SUSTENANCE

21-23 SCHURY That we amend Policy #4 in the UMAAS Policy Book by changing *Section 1 b)* as follows:

Per Diem Daily: \$61.91 plus \$3.09 GST \$65.00

Breakfast: \$19.05 plus \$0.95 GST \$20.00

Lunch: \$19.05 plus \$0.95 GST \$20.00

Supper: \$23.81 plus \$1.19 GST \$25.00

CARRIEDNEXT MEETING

22-23 CHAMBERS The next UMAAS meeting will be on April 17, 2023 at 9:30 a.m. at TCU Place, Saskatoon.

CARRIEDADJOURNMENT

23-23 GARRETT That we adjourn the meeting at 12:40 p.m.

CARRIED

 President

 Executive Director

Urban Municipal Admin Assoc of Sask

Box 730

Hudson Bay, Sask. S0E 0Y0
 email: umaas@sasktel.net

INCOME STATEMENT

From 01/01/22 to 12/31/22

Account	Account Name	This Period		Year to Date	
		General Acct	Detail Acct	General Acct	Detail Acct
4101	Membership Fees		0.00		99055.94
4103	Board of Examiners		4500.41		33788.73
4105	Advertising Sales		0.00		1366.00
4116	Workshop Fund		100.00		57276.47
4117	Interest Income		7767.41		7767.41
4401	Registrations		0.00		30550.00
4405	Donations		0.00		18575.00
4410	Golf/Ball/Tours		0.00		6500.00
4415	Exhibits		0.00		9600.00
	Total Revenue		12367.82		264479.55
5210	Executive Mileage		979.62		10972.00
5212	Executive Meals		3671.43		3910.61
5215	Executive Rooms		4633.79		4713.47
5230	Postage/Office Supplies		2652.66		5300.11
5235	Telephone		70.00		840.00
5240	Bank Charges		0.00		166.67
5245	Audit		0.00		1802.00
5250	Legal/Bond/Insurance		170.05		1328.63
5255	Computer & Website Maint		1902.70		3221.37
5260	Education/Scholarships		0.00		5300.00
5263	Bd of Examiners - Salary		1127.50		13530.00
5264	Bd of Examin-OverH/Inspec		2689.98		12854.16
5268	Workshops		0.00		31807.65
5270	Newsletter/Promo/Pins		0.00		300.00
5295	Honorariums		7325.40		7325.40
5299	Oth Gen & Admin Expenses		0.00		3307.71
5323	Workers Compensation		0.00		160.78
5325	Salaries		4697.90		56374.80
5327	CPP Expense		234.54		2814.48
5330	EI Expense		51.95		1090.95
5331	MEPP Expense		263.36		2692.77
5601	Hotel/Meals/Mileage		0.00		33531.16
5605	Golf & Tours		0.00		14710.36
5615	Entertainment		0.00		3513.46
5620	Speakers		0.00		23114.34
5625	Hospitality Room		0.00		401.65
5630	Conv Printing/Supplies		0.00		466.11
5635	Badges/Trophies/Pins/Gift		0.00		11261.27
5640	Equipment Rental		0.00		4028.00
5666	Write Down Prior Yr Recei		0.00		0.00
	Total Expenses		30470.88		260839.91
	NET INCOME		-18103.06		3639.64



Urban Municipal Admin Assoc of Saskatchewan

Income Statement

January, 01, 2023 - January, 31, 2023

Income	
4101 - Membership Fees	64,570.34
4103 - Board of Examiners	295.24

Total Income	\$64,865.58
Expenses	
5212 - Executive Meals	167.86
5220 - Executive Electronic Devices	3,216.47
5230 - Office Rent/Postage/Office Supplies	641.26
5250 - Legal/Bond/Insurance	3,178.09
5263 - Board of Examiners - Salary and Benefits	1,380.69
5299 - Other General and Admin Expenses	579.50
5325 - Salary and Benefits	4,697.96
5327 - CPP Expense	244.82
5330 - EI Expense	107.22
5331 - MEPP Expense	422.82

Total Expenses	\$14,636.69
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NET PROFIT / LOSS	\$50,228.89
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Urban Municipal Admin Assoc of Sask

Box 730
Hudson Bay, Sask. S0E 0Y0
email: umaas@sasktel.net

BALANCE SHEET

As of 12/31/22

<u>Account</u>	<u>Account Name</u>	<u>General Acct</u>	<u>Detail Acct</u>
1101	Investments		401904.70
1110	Bank - General		82532.40
1130	Account Receivable		0.00
1135	Accrued Interest		5434.80
1160	Prepaid Expenses		1447.94
	Total Assets		<u>491319.84</u>

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BALANCE SHEET

As of 12/31/22

<u>Account</u>	<u>Account Name</u>	<u>General Acct</u>	<u>Detail Acct</u>
2130	EI Withheld		-89.18
2131	MEPP Withheld		89.06
21371	GST Collected		23.81
21372	GST Paid		-224.18
2167	Suspense		61.50
	Total Liabilities		<hr/> -138.99
3201	Prior Yrs Profit/(Loss)		442065.85
	Previous Year Earnings		45753.34
	Current Year Earnings		3639.64
	Total Equity		<hr/> 491458.83
	Total Liabilities plus Equity		<hr/> <hr/> 491319.84



Urban Municipal Admin Assoc of Saskatchewan

Balance Sheet Report

To: January, 31, 2023

ASSETS

Current Assets

1101 - Investments	396,868.51	
1110 - Bank - General	137,057.77	
1130 - Accounts Receivable	609.98	
1135 - Accrued Interest	2,703.58	
1160 - Prepaid Expenses	1,447.94	
	Total Current Assets	\$538,687.78

Fixed Assets

	Total Fixed Assets	\$0.00
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	TOTAL ASSETS	\$538,687.78
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LIABILITIES

Current Liabilities

2130 - EI Payable	-89.18	
2131 - MEPP Payable	89.06	
2141 - GST Received	3,242.06	
2142 - GST Paid	-374.44	
2167 - Suspense	61.50	
	Total Current Liabilities	\$2,929.00

Future Liabilities

Total Future Liabilities \$0.00

TOTAL LIABILITIES \$2,929.00

EQUITY

3201 - Prior Years Profit (Loss)	442,065.85
Net Profit / Loss	93,692.93
<i>Net Profit / Loss (prior year(s))</i>	43,464.04
<i>Net Profit / Loss (current year)</i>	50,228.89

TOTAL EQUITY \$535,758.78

TOTAL LIABILITIES & EQUITY \$538,687.78

Urban Municipal Admin Assoc of Sask

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Hudson Bay, Sask. S0E 0Y0
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TRIAL BALANCE

From : 12/01/22 To : 12/31/22

Account	Account Name	BEGINNING BALANCE		THIS PERIOD		CURRENT BALANCE	
		Debit	Credit	Debit	Credit	Debit	Credit
1101	Investments	396868.51		5036.19		401904.70	
1110	Bank - General	109918.24			27385.84	82532.40	
1130	Account Receivable	0.00		0.00		0.00	
1135	Accrued Interest	2703.58		2731.22		5434.80	
1160	Prepaid Expenses	1617.99			170.05	1447.94	
2130	EI Withheld	89.17		0.01		89.18	
2131	MEPP Withheld		89.06		0.00		89.06
21371	GST Collected		2499.52	2475.71			23.81
21372	GST Paid	1014.48			790.30	224.18	
2167	Suspense		61.50		0.00		61.50
3201	Prior Yrs Profit/(Loss)		442065.85		0.00		442065.85
4101	Membership Fees		195534.32		0.00		195534.32
4103	Board of Examiners		71734.19		4500.41		76234.60
4105	Advertising Sales		2841.00		0.00		2841.00
4116	Workshop Fund		57176.47		100.00		57276.47
4117	Interest Income		5655.83		7767.41		13423.24
4401	Registrations		59790.00		0.00		59790.00
4405	Donations		34225.00		0.00		34225.00
4410	Golf/Ball/Tours		6500.00		0.00		6500.00
4415	Exhibits		9600.00		0.00		9600.00
5210	Executive Mileage	16842.89		979.62		17822.51	
5212	Executive Meals	3689.80		3671.43		7361.23	
5215	Executive Rooms	3666.07		4633.79		8299.86	
5230	Postage/Office Supplies	9125.22		2652.66		11777.88	
5235	Telephone	1629.72		70.00		1699.72	
5240	Bank Charges	266.42		0.00		266.42	
5245	Audit	3498.00		0.00		3498.00	
5250	Legal/Bond/Insurance	5382.53		170.05		5552.58	
5255	Computer & Website Maint	4213.56		1902.70		6116.26	
5260	Education/Scholarships	11800.00		0.00		11800.00	
5263	Bd of Examiners - Salary	25602.50		1127.50		26730.00	
5264	Bd of Examin-OverH/Inspec	23199.92		2689.98		25889.90	
5268	Workshops	31807.65		0.00		31807.65	
5270	Newsletter/Promo/Pins	600.00		0.00		600.00	
5295	Honorariums	0.00		7325.40		7325.40	
5299	Oth Gen & Admin Expenses	3332.71		0.00		3332.71	
5323	Workers Compensation	313.64		0.00		313.64	
5325	Salaries	106676.98		4697.90		111374.88	
5327	CPP Expense	5195.94		234.54		5430.48	
5330	EI Expense	2255.56		51.95		2307.51	
5331	MEPP Expense	4904.41		263.36		5167.77	
5601	Hotel/Meals/Mileage	33531.16		0.00		33531.16	
5605	Golf & Tours	14710.36		0.00		14710.36	
5615	Entertainment	4263.46		0.00		4263.46	
5620	Speakers	34148.09		0.00		34148.09	
5625	Hospitality Room	401.65		0.00		401.65	
5630	Conv Printing/Supplies	466.11		0.00		466.11	
5635	Badges/Trophies/Pins/Gift	12396.49		0.00		12396.49	
5640	Equipment Rental	11089.93		0.00		11089.93	
5666	Write Down Prior Yr Recei	550.00		0.00		550.00	
		<u>887772.74</u>	<u>887772.74</u>	<u>40714.01</u>	<u>40714.01</u>	<u>897664.85</u>	<u>897664.85</u>



Urban Municipal Admin Assoc of Saskatchewan
Trial Balance Report

From: 12/31/2022

To: 01/31/2023

Account Number	Category Name	As Of 01/31/2023	
		Debit	Credit
1101	Investments	396,868.51	
1110	Bank - General	137,057.77	
1130	Accounts Receivable	609.98	
1135	Accrued Interest	2,703.58	
1160	Prepaid Expenses	1,447.94	
2130	EI Payable	89.18	
2131	MEPP Payable		89.06
2141	GST Received		3,242.06
2142	GST Paid	374.44	
2167	Suspense		61.50
3201	Prior Years Profit (Loss)		442,065.85
4101	Membership Fees		260,104.66
4103	Board of Examiners		75,653.36
4105	Advertising Sales		2,841.00
4116	Workshop Registrations		57,276.47
4117	Interest Income		5,655.83
4401	Convention Registrations		59,790.00
4405	Convention Donations		34,225.00
4410	Convention Golf/Ball/Tours		6,500.00
4415	Convention Exhibits		9,600.00
5210	Executive Mileage	17,822.51	
5212	Executive Meals	6,242.26	
5215	Executive Rooms	6,871.74	
5220	Executive Electronic Devices	3,216.47	
5230	Office Rent/Postage/Office Supplies	12,419.14	
5235	Utilities	1,699.72	
5240	Bank Charges	266.42	
5245	Audit	3,498.00	
5250	Legal/Bond/Insurance	8,730.67	
5255	Computer and Website Maintenance	6,116.26	
5260	Education/Scholarships	11,800.00	
5262	Board of Examiners - Benefits	25,889.90	

Urban Municipal Admin Assoc of Saskatchewan
Trial Balance Report

From: 12/31/2022

To: 01/31/2023

5263	Board of Examiners - Salary and Benefits	28,110.69		
5268	Workshops	31,807.65		
5270	Newsletter/Promo/Pins	600.00		
5295	Honorariums	7,325.40		
5299	Other General and Admin Expenses	3,912.21		
5323	Workers Compensation	313.64		
5325	Salary and Benefits	116,072.84		
5327	CPP Expense	5,675.30		
5330	EI Expense	2,414.73		
5331	MEPP Expense	5,590.59		
5601	Hotels/Meals/Mileage	33,531.16		
5605	Golf and Tours	14,710.36		
5615	Entertainment	4,263.46		
5620	Speakers	34,148.09		
5625	Hospitality Room	401.65		
5630	Convention Printing / Supplies	466.11		
5635	Convention Badges/Trophies/Pins/Gifts	12,396.49		
5640	Convention Equipment Rental	11,089.93		
5666	Write Down Prior Year Receipts	550.00		
			TOTAL	
				\$957,104.79
				\$957,104.79



List of Accounts
As of January 31, 2023

Cheque #	Vendor	Re:	Amount
4795	Wadena News Ltd	Office Supplies	\$ 55.59
4796	Chorneyko Jason	Office Transition	\$ 174.36
4797	Prystai Mike	Mileage	\$ 323.30
4798	Chorneyko Jason	January 23 Payroll	\$ 1,139.89
4799	Hvidston Brad	January 23 Payroll	\$ 1,027.40
4800	Magnaye Lovely Jane	January 23 Payroll	\$ 1,389.89
	Scotiabank Credit Card	UMAAS Laptop, 2 Ipads	\$ 3,444.62
4801	W LAW	Inv # 139937 and Retainer Fee	\$ 3,233.66
4802	Travelodge Hotel	Sept 2022 Executive Meeting	\$ 2,808.33
4803	Town of Wynyard	January 23 Rent and Supplies	\$ 539.09
4804	Canada Revenue Agency	January 23 Remittance	\$ 2,492.23
4805	M.E.P.P.	January 23 Remittance	\$ 1,060.30