

## EXECUTIVE MINUTES

### Urban Municipal Administrators' Association of Saskatchewan

Piero Room, Delta Hotel, Regina, SK  
08:00 am – Saturday, November 18, 2023

PRESENT	President:	Barry Elliott
	Vice President:	Landon Chambers
	Directors:	Stephen Schury
		Jennifer Gritzfeld
		Marty Baroni
		Melissa Dieno
	Kelly Hoare	
	Meredith Norman	
	Executive Director:	Jason Chorneyko
	Executive Assistant:	Lovely Magnaye
ABSENT	Past President:	Rodney Audette
	Division 2 Director:	Janelle Desautels
	Associate Director:	Shannon Ulsifer

#### CALL TO ORDER

President Barry Elliott called the meeting to order at 08:00 a.m.

#### AGENDA

119-23 BARONI That the agenda be approved as amended.

CARRIED

#### SEPTEMBER 16, 2023 EXECUTIVE MEETING MINUTES

120-23 HOARE That the September 16, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

#### POLICY # 10 – BOARD, COMMITTEES, AND APPOINTMENTS

121-23 GRITZFELD That we approve Policy # 10 – Boards, Committees and Appointments as amended, and attached hereto.

CARRIED

*Delegation: Brad Hvidston, Board of Examiners Secretary 8:17 am – 9:08 am*

#### BOARD OF EXAMINERS WORKING GROUP

121-23 NORMAN That we create the Board of Examiners Working Group composed of Vice President Chambers, Division 3 Director Gritzfeld and Executive Director Jason Chorneyko to assist the Board of Examiners with the proposed policy changes.

CARRIED

*Delegation: Sharon Pratchler, Ombudsman Saskatchewan 9:09 am – 9:57 am.*

*The meeting was recessed at 9:57 am.*

*The meeting resumed at 10:11 am.*

#### SAMPLE CONTRACTS

122-23 CHAMBERS That we create a database of sample contracts and upload it to our website.

CARRIED

## NOVEMBER 18, 2023 UMAAS EXECUTIVE MEETING MINUTES

LIST OF ACCOUNTS

124-23 SCHURY

That the attached list of accounts be approved as presented.

CARRIEDFINANCIAL REPORTS

125-23 BARONI

That the Financial Reports for the period ended September 30, 2023 and October 31, 2023 be accepted, and attached hereto.

CARRIED2023 SCHOLARSHIPS

126-23 GRITZFELD

That we accept the recommendation from the Advisory Committee to award the 2023 Scholarships to Brenda Beaulac from the Town of Spiritwood and Tasha Hykawy from the Town of Churchbridge.

CARRIEDADMINISTRATION DIALOGUE COMMITTEE REPORT

127-23 CHAMBERS

That we accept the Administration Dialogue Committee Report as presented.

CARRIED2023 SALARY SURVEY ANALYSIS

128-23 CHAMBERS

That we accept the 2023 Salary Survey Analysis as presented.

CARRIED2024 SALARY GUIDELINES

129-23 CHAMBERS

That we approve the 2024 UMAAS Salary Guidelines following the 4.5% increase from the RMAA as presented and attached hereto.

CARRIEDRFP FOR THE 2025 SALARY GUIDELINES

130-23 CHAMBERS

That we instruct Administration to prepare an RFP to hire a consultant to assist in preparing the 2025 Salary Guideline.

CARRIEDCOMMUNITY PLANNING

131-23 HOARE

That we send a letter of support to the Community Planning Branch in response to their request for feedback on future training opportunities.

CARRIEDBEST PRACTICES MANUAL

132-23 SCHURY

That we table the discussion on the best practices manual to allow for a meeting with the RMAA.

CARRIEDDIGITAL BUSINESS CARD

134-24 CHAMBERS

That we accept the OVOU digital business card proposal as information.

CARRIEDMUNISOFT TRAINING OPTIONS

134-23 CHAMBERS

That we accept the notification of MuniSoft training opportunities as information.

CARRIEDMEETING SOFTWARE QUOTES

## NOVEMBER 18, 2023 UMAAS EXECUTIVE MEETING MINUTES

135-23 SCHURY That we receive the E-Scribe and Catalis quotes to provide meeting software as information. CARRIED

CRA AUTHORIZED REPRESENTATIVES

136-23 NORMAN That, for Canada Revenue Agency purposes, the following officers/directors of the Urban Municipal Administrators' Association (UMAAS) hereby appoint Jason Chorneyko, Executive Director and Lovely Jane Magnaye, Executive Assistant as authorized representatives of UMAAS:

Barry Elliott – President  
 Landon Chambers – Vice President  
 Rodney Audette – Past President  
 Stephen Schury – Division 1 Director  
 Janelle Desautels – Division 2 Director  
 Jennifer Gritzfeld – Division 3 Director  
 Marty Baroni – Division 4 Director  
 Melissa Dieno – Division 5 Director  
 Kelly Hoare – Division 6 Director  
 Meredith Norman – Division 7 Director  
 Shannon Ulsifer – Associate Director

CARRIEDJOINT LETTER - POLICE ACT

137-23 HOARE That we signed the joint letter with SUMA for the review and modernization of *The Police Act, 1990*.

CARRIED2024 PROPOSED BUDGET

138-23 CHAMBERS That we table the discussion for the 2024 budget to the February 2024 meeting.

CARRIEDCOUNCIL-CAO RELATIONS

140-23 NORMAN That we instruct Administration to prepare a formal summary of the CAO-Council Relations as presented to Minister Don McMorris.

CARRIEDUMAAS RESOLUTION

141-23 BARONI That we develop an approach for UMAAS to put forward a resolution directly to the Provincial Government.

CARRIEDMOVE MEETING TO "IN CAMERA"

142-23 HOARE That we halt the meeting and move "in camera" to discuss Human Resources issues.

CARRIED

*Executive Director Jason Chorneyko and Executive Assistant Lovely Magnaye leave the Piero Room at 12:09 pm.*

*Executive Director Jason Chorneyko and Executive Assistant Lovely Magnaye return to the Piero Room at 12:23 pm.*

*President Barry Elliott calls the meeting back to order at 12:24 pm.*

TOWN OF ASQUITH

143-23 NORMAN That we reply to the letter from the Town of Asquith regarding ratepayer harassment.

CARRIED

NOVEMBER 18, 2023 UMAAS EXECUTIVE MEETING MINUTES

MESSAGE FROM BOBBI CRITTENDEN

144-23 HOARE That we accept Bobbi Crittenden’s message, regarding the state of mentorship, as information.

CARRIED

MINUTES OF CAMA AND PROVINCIAL/TERRITORIAL ASSOCIATIONS

145-23 GRITZFELD That we accept the Minutes of the Quarterly Meeting of the Executive Directors of CAMA and the Provincial/Territorial Associations as information.

CARRIED

RMAA SHARE TO THE FALL WORKSHOP

146-23 BARONI That we pay the RMAA their share of the 2023 Fall Workshop in the amount \$13,507.72 subject to finalization of the workshop financial information.

CARRIED

EXECUTIVE DIRECTOR’S REPORT

147-23 SCHURY That we accept the Executive Director’s Report as presented.

CARRIED

2024 CONVENTION COMMITTEE REPORT

148-23 NORMAN That we accept the Convention Committee Report as presented.

CARRIED

ADJOURN

149-23 SCHURY That we adjourn the meeting at 1:35 pm.

CARRIED

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President

\_\_\_\_\_  
Executive Director