

**EXECUTIVE MINUTES**  
**Urban Municipal Administrators' Association of Saskatchewan**  
09:00 am – Saturday, February 17, 2024  
Via Zoom

PRESENT    President:                                Barry Elliott  
                 Vice President:                        Landon Chambers  
                 Past President:                        Rodney Audette  
                 Directors:                                    Jennifer Gritzfeld  
   Marty Baroni  
   Melissa Dieno  
   Kelly Hoare  
   Janelle Desautels  
   Shannon Ulsifer  
                 Executive Director:                    Jason Chorneyko  
                 Executive Assistant:                Lovely Magnaye

ABSENT  
                 Division 1 Director:                    Stephen Schury  
                 Division 7 Director:                    Meredith Norman

CALL TO ORDER

President Barry Elliott called the meeting to order at 09:00 a.m.

AGENDA

01-24    HOARE                                That the agenda be approved as amended.

CARRIED

*Delegation: Glenda Lemcke, UMAAS Representative to Municipal Employee's Pension Commission (MEPC) 9:02 am – 9:07 am.*

NOVEMBER 18, 2023 EXECUTIVE MEETING MINUTES

02-24    DESAUTELS                                That the November 18, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

DECEMBER 12, 2023 EXECUTIVE MEETING MINUTES

03-24    DIENO                                        That the December 12, 2023, Executive Meeting Minutes be approved as presented.

CARRIED

UMAAS BUSINESS CARD

04-24    DIENO                                        That we approve Option 2 of the business cards presented for the official UMAAS Executive business card.

CARRIED

DIVISION 7 DIRECTOR REPORT

05-24    HOARE                                        That we accept the report regarding the Best Practices Manual for Northern Administrators as information.

CARRIED

COMMENTS ON THE BUSINESS ARISING FROM THE MINUTES

06-24    CHAMBERS                                That we accept President Elliott's comments on the business arising from the minutes and follow-up tasks as information

CARRIED

LIST OF ACCOUNTS

FEBRUARY 17, 2024 UMAAS EXECUTIVE MEETING MINUTES

07-24 DESAUTELS That the attached list of accounts be approved as presented.  
CARRIED

FINANCIAL REPORT – NOVEMBER 2023

08-24 BARONI That the Financial Reports for the period ended November 30, 2023 be accepted and attached hereto.  
CARRIED

FINANCIAL REPORT – DECEMBER 2023

09-24 HOARE That the Financial Reports for the period ended December 31, 2023 be accepted and attached hereto.  
CARRIED

FINANCIAL REPORT – JANUARY 2024

10-24 CHAMBERS That the Financial Reports for the period ended January 31, 2024 be accepted and attached hereto.  
CARRIED

ADMINISTRATION COMMITTEE REPORT

11-24 CHAMBERS That we accept the Administration Committee Report as presented.  
CARRIED

CONVENTION COMMITTEE REPORT

12-24 DESAUTELS That we accept the Convention Committee Report as presented.  
CARRIED

BUILDING CODE CONSULTATION PACKAGE

13-24 GRITZFELD That we accept the Building Code Consultation Package as information.  
CARRIED

RMAA CONVENTION DELEGATE

14-24 HOARE That we appoint Vice President Landon Chambers as UMAAS delegate to the RMAA Convention.  
CARRIED

COST RECOVERY FRAMEWORK REQUEST FOR FEEDBACK

15-24 CHAMBERS That we accept the Cost Recovery Framework Request for Feedback as information.  
CARRIED

SAFE ROAD CHALLENGES

16-24 DESAUTELS That we accept the LCM Solutions-Medidas Technologies "Safe Road Challenges" document as information.  
CARRIED

SUMA PROCUREMENT BOOTCAMP

17-24 HOARE That we instruct the Administration to reply to SUMA that the set date for their Procurement Boot Camp is currently not going to work well and suggest moving it to Tuesday, May 28, 2024.  
CARRIED

MSGOV CERTIFICATE COURSE

18-24 HOARE That we accept the Municipal Sector Governance Certificate Course Refresh as information.  
CARRIED

WEBSITE CAREER OPENING POLICY

FEBRUARY 17, 2024 UMAAS EXECUTIVE MEETING MINUTES

19-24 CHAMBERS That we instruct the Administration to prepare a policy, including what is allowed on the site and a possible fee structure for the service, for the Website Career Opening page on the UMAAS website.

CARRIED

2024 SPRING LGA ADVISORY COMMITTEE MEETING

20-24 DESAUTELS That we accept the LGA Advisory Committee Report as information.

CARRIED

RMAA RECIPROCITY LETTER

21-24 HOARE That we instruct the Administration to revise the letter regarding UMAAS/RMAA certification reciprocity and present it to the next Executive Meeting for discussion with Brad Hvidston, Secretary of the Board of Examiners.

CARRIED

LETTER OF SUPPORT FROM SUMA

22-24 DIENO That we accept the Letter of Support from SUMA Re: 2024 UMAAS Salary Guideline and Joint Office Salary Guideline as information

CARRIED

EMAIL FROM GINA BERNIER RE: MENTORSHIP

23-24 AUDETTE That we instruct the Administration to contact SUMA to revisit or discuss the Urban Internship Program.

CARRIED

FREE IMPAIRED DRIVING RESOURCES

24-24 DESAUTELS That we accept the Free Impaired Driving Resources for Municipalities as information.

CARRIED

LIST OF MUNICIPALITIES WITH MRS GRANT WITHHELD

25-24 CHAMBERS That we accept the Government Relations letter containing the list of municipalities with Municipal Revenue Sharing Grant Withheld as information.

CARRIED

MINUTES OF CAMA AND THE PROVINCIAL/TERRITORIAL ASSOCIATIONS

26-24 HOARE That we accept the Minutes of the Executive Directors of CAMA and the Provincial/Territorial Associations as information.

CARRIED

RMAA FRATERNAL DELEGATE

27-24 CHAMBERS That we accept the RMAA letter stating that Cheryl Barrett as the Fraternal Delegate to the 2024 UMAAS Convention as information.

CARRIED

RMAA RESPONSE TO THE BEST PRACTICES MANUAL

28-24 AUDETTE That we accept the RMAA response to the Best Practices Manual as information.

CARRIED

SDG APPLICATION LETTER OF SUPPORT

29-24 BARONI That we accept the Letter of Support to SUMA for their Application to the Government of Canada's Sustainable Development Goals Funding Program.

CARRIED

MEETING WITH THE MINISTER NOTES

30-24 AUDETTE That we accept the meeting notes from the meeting with the Minister of Government Relations on November 17, 2023 as information.

CARRIED

MEETING WITH THE RMAA NOTES

31-24 CHAMBERS That we accept the meeting notes from the meeting with the RMAA representatives on November 18, 2023 as information.

CARRIED

EXECUTIVE DIRECTOR'S REPORT

32-24 AUDETTE That we accept the Executive Director's Report as presented.

CARRIED

ADJOURN

33-24 AUDETTE That we adjourn the meeting at 11:57 am.

CARRIED

---

President

---

Executive Director













**Urban Municipal Administrators' Association of Saskatchewan**  
 Statement of Financial Activities  
 For the Period Ending January 31, 2024

REVENUE	Current	Year to Date	Budget	Variance	%
<b>Executive and Admin</b>					
4101 Membership Fees	63,477.46	63,477.46	120,000.00	(56,523)	(-47%)
4103 Board of Examiners	1,094.48	1,094.48	31,000.00	(29,906)	(-96%)
4106 Advertising	0.00	0.00	1,800.00	(1,800)	(-100%)
4116 Workshop Registrations	100.00	100.00	55,000.00	(54,900)	(-100%)
4117 Interest Income	0.00	0.00	5,000.00	(5,000)	(-100%)
4130 Other Revenue	0.00	0.00	500.00	(500)	(-100%)
<b>Convention</b>					
4401 Convention Registration	0.00	0.00	42,000.00	(42,000)	(-100%)
4405 Convention Sponsors	0.00	0.00	19,500.00	(19,500)	(-100%)
4110 Convention Golf/Tour/Banquet	0.00	0.00	14,000.00	(14,000)	(-100%)
4415 Convention Exhibits	0.00	0.00	10,000.00	(10,000)	(-100%)
4420 Convention Other Revenue	0.00	0.00	2500.00	(2,500)	0%
<b>Total Revenue</b>	<b>64,671.94</b>	<b>64,671.94</b>	<b>301,300.00</b>	<b>(234,128.06)</b>	
<b>EXPENDITURES</b>					
<b>Executive Expenses</b>					
5205 Executive Meeting Room	0.00	0.00	1,550.00	1,550	100%
5210 Executive Mileage	0.00	0.00	20,000.00	20,000	100%
5212 Executive Meals	0.00	0.00	5,000.00	5,000	100%
5213 Executive Per Diem	0.00	0.00	1,500.00	1,500	0%
5215 Executive Rooms	0.00	0.00	10,000.00	10,000	100%
5220 Executive Electronic Devices	0.00	0.00	1,000.00	1,000	0%
<b>Admin Expenses</b>					
5230 Office Rent and Supplies	498.20	498.20	8,000.00	7,502	94%
5240 Bank Fees	59.75	59.75	200.00	140	70%
5245 Audit	0.00	0.00	2,500.00	2,500	100%
5250 Legal/Bond/Insurance	0.00	0.00	6,000.00	6,000	100%
5255 Computer and Website Maintenance	18.02	18.02	5,300.00	5,282	100%
5257 Newsletter/Promo	0.00	0.00	500.00	500	100%
5260 Education and Scholarship	300.00	300.00	3,300.00	3,000	91%
5268 Workshops	0.00	0.00	30,000.00	30,000	100%
5270 Other General and Admin Expenses	0.00	0.00	3,000.00	3,000	100%
5275 Strategic Planning	0.00	0.00	10,000.00	10,000	100%
<b>Payroll Expenses</b>					
5263 Board of Examiners - Salary and Benefits	1,444.35	1,444.35	17,217.00	15,773	92%
5264 Board of Examiners - Overhead/Office Inspection	2,692.58	2,692.58	12,000.00	9,307	78%
5325 ED and EA - Salary	4,909.42	4,909.42	58,913.00	54,004	92%
5327 CPP Employer Share	257.40	257.40	3,500.00	3,243	93%
5330 EI Employer Share	114.10	114.10	1,000.00	886	89%
5331 MEPP Employer Share	441.84	441.84	5,500.00	5,058	92%
5440 WCB Expense	0.00	0.00	200.00	200	100%
<b>Convention Expenses</b>					
5601 Hotels/Meals/Mileage	0.00	0.00	45,000.00	45,000	100%
5605 Convention Golf and Tours	0.00	0.00	15,000.00	15,000	100%
5615 Convention Entertainment	0.00	0.00	5,000.00	5,000	100%
5620 Convention Speakers	2,000.00	2,000.00	10,000.00	8,000	80%
5625 Hospitality Room	0.00	0.00	500.00	500	100%
5630 Convention Printing/Supplies	0.00	0.00	1,500.00	1,500	100%
5635 Convention Badges/Trophies/Pins/Gifts	1,375.56	1,375.56	13,000.00	11,624	89%
5640 Convention Equipment Rental	0.00	0.00	4,500.00	4,500	100%
5665 Other Convention Expenses	0.00	0.00	0.00	0	0.00%
<b>Total Expenditures</b>	<b>14,111.22</b>	<b>14,111.22</b>	<b>300,680.00</b>	<b>286,568.78</b>	
<b>Revenue</b>	<b>64,672</b>	<b>64,672</b>	<b>301,300</b>	<b>(234,128)</b>	
<b>Expenditures</b>	<b>14,111</b>	<b>14,111</b>	<b>300,680</b>	<b>286,569</b>	
<b>Surplus (Deficit)</b>	<b>50,560.72</b>	<b>50,560.72</b>	<b>620.00</b>	<b>(520,696.84)</b>	