

Board of Examiners

August 5, 2009

The Board of Examiners met August 5, 2009 at 7:00 p.m. via conference call.

The Board of Examiners have established the following policy regarding the issuance of a Conditional Certificate:

- Term Maximum - 2 years.
- Application can be made to the Board of Examiners for an extension.
- Municipalities shall ensure that a supervisor/mentor is under contract.

The following certificates were approved:

CONDITIONAL:

- Rhonda Jai Bacon - Town of Kinistino - December 31, 2011.
- Lani Rae Best - Village of Englefeld - December 31, 2011.
- Laurie Baron - Village of Richmond - December 31, 2011.
- Linda Brophy - Village of Goodsoil - December 31, 2011.
- Joan Caldwell - Village of Paynton - December 31, 2011.
- Darice Carlson - Town of Hanley - December 31, 2010.
- Bryan W. Dimen - Town of White City - December 31, 2011.
- Nadine K. Jensen - Village of McLean - December 31, 2011.
- Corie Lanceleve - Village of Stewart Valley - December 31, 2011.
- Gwen Lowe - Village of Lebreton - December 31, 2011.
- Sheila Ottmann - Village of Archerhill - December 31, 2011.
- Debbie Vaughan - Village of Loon Lake - December 31, 2011.
- Tawnya Moore - Village of Spy Hill - December 31, 2011.

*"The optimist sees the doughnut;
the pessimist sees the hole."*

NOTICE

**Need Legal advice on
issues between yourself
as Administrator and
your Council**

**CALL FOR FREE
INITIAL PHONE
CONSULTATION:**

**Benedict E. Nussbaum
Nussbaum and Company
204 - 2102 8th St. East
Saskatoon, SK S7H 0V1
Phone: 955-8890
Fax: 955-1293**

Mr. Nussbaum is under annual retainer to your Association and is available to members for initial consultations.

STANDARD:

- Brenda Brandon - Town of Tisdale
- Debi Breuer - Town of White City
- Therese Chartier - Northern Village of Buffalo Narrows
- Margo Lou English - Resort Village of Candle Lake
- Raegan Funk - Town of Herbert
- Suzanne Hawkshaw - Town of Grenfell
- Christine Higginson - Village of Theodore
- Brenda Maree Lawrence - Village of Kennedy
- Carol Lawrence - Town of Tisdale
- Deborah Prosper - Town of Colonsay
- Jennifer A. Sharpe - Town of Quappelle
- Alan John Tanchak - Village of Krydor
- Pauline M. Zelinski - Village of Kelliher
- Michelle Leigh Zurkowski - Village of Laird
- Rachel Kunz - Town of Star City
- Maylene Anderson - Village of Frontier

Congratulations and good luck in the Municipal Administrative careers.

**Michele A. Schmidt
Board of Examiners, Chairman**

*" The world is divided into people
who do things and people who get the credit.
Try, if you can, to belong to the first class.
There's far less competition."*

E.F.A.P. EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

Do You. . .

- have difficulty coping at work?
- live in fear and apprehension?
- have more bills than money?
- require legal advice?
- find living stressful instead of exciting?
- have trouble talking with your spouse or children?
- use alcohol and/or other drugs to cope with life?
- want someone confidential to talk to?

Wonder What To Do???

If you need information or assistance to sort out a problem we invite you to have a private discussion with your Program Manager, Internal Referral Agent, Supervisor, Employee Group Representative or your Counseling Service.



Human Resources Services Ltd. (HRS)

Yorkton: 786-6454 Saskatoon: 1-800-305-4477
Regina: 352-4166 Melfort: 1-800-305-4477
Estevan: 1-800-305-4477

Website: www.hrs-stress.com E-mail: hrs2@sasktel.net
24 HOUR SERVICE/7 DAYS A WEEK
1-800-305-4477

UMAAS UPDATE

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- Executive Articles
- Board of Examiners Report
**YOUR BOARD OF DIRECTORS
2009-2010**

PRESIDENT - Michele Schmidt, Kerrobert
VICE-PRESIDENT - Shelley Funk, Dalmeny
PAST-PRESIDENT - Kim Gartner, Macklin
EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay
EXECUTIVE ASSISTANT - Eileen Danyluk, Hudson Bay
DIRECTORS:

District	No. 1 - Rodney Audette, Carnduff
	No. 2 - Deb Machay, Maple Creek
	No. 3 - Jason Chorneyko, Wynyard
	No. 4 - Kathy Reschny, Luseland
	No. 5 - Cathy Coleman, Watson
	No. 6 - Nicole LaChance, Rosthern
	No. 7 - Therese Chartier, Buffalo Narrows
	Associate Director - Sherry Magnuson, Kindersley
	Ex Officio - Allan Earle S.U.M.A. President

President's Message

This has been a very busy summer, time has just been flying by and I just received my reminder that my President's Message is due - ASAP! Hopefully everyone had some time to take a few days of holidays and relax. The summer months have been very busy for me: water treatment plant upgrade project, new well development, lagoon expansion, tangible capital asset reporting, and the upcoming 2009 municipal election. It has been quiet as far as association business is concerned, however; I am sure that everyone is struggling with how we get everything DONE! But I know we can do it!

I would like to congratulate all the municipalities that have been successful in receiving funding under the Building Canada Fund - Good luck on your capital projects.

The Convention Committee once again did an excellent job and deserves a huge bouquet. The Convention was very educational and a great success!

The Executive will be meeting for the first time in late September and we welcome the new member:

Associate Director: Sherry Magnuson of Kindersley.

We as an Executive will be meeting jointly with the R.M.A.A. Executive in September to discuss various areas of mutual concern. This joint meeting is the only time during the

**- Michele A. Schmidt,
President UMAAS**

year that the full Executives for our two Associations meet. With more and more joint municipal offices being formed this type of dialogue should become more common. If you have any questions or suggestions please contact your Director. This is your Association and the initiatives we pursue are driven by the membership, so take the initiative and help direct our future.

We will be attending the University of Regina's Career Day on September 28, 2009. If anyone would like to help and work at the booth to promote our profession, please give me a call and we will ensure that you are given the opportunity to attend the Career Day in Regina.

The Board of Examiners have implemented a new condition that will be attached to all Conditional Certificate's that are issued effective August 6, 2009 as follows:

- the municipality in which the applicant is employed, has hired/contracted a supervisor/mentor.

If you require additional information regarding this change please feel free to contact me.

This fall there will be workshops regarding Municipal Elections and Financial Statements. Hopefully, everyone will be able to attend and find these to be very worthwhile and educational workshops.

**- Richard Dolezsar,
R.M.A.**

financial statements, ledger accounts and year end closing. I believe this workshop will be particularly interesting and valuable as it will tie together the work we've all done to date on developing Capital Asset Inventories and Amortization Schedules with how the whole process will affect the appearance of our financial reporting. Therein will be the answers as to why these new Capital Asset accounting policies are required and the cumulative information they will provide to each municipality and to senior levels of government on a consolidated basis.

Information on these workshops was distributed separately both electronically and in a SUMA mail out.

As usual throughout the summer I try to find time to work on my golf game, also as usual I periodically improve and then frustratingly digress the different parts of the game throughout the year. Overall, I think frame of mind and concentration has more to do with golf than anything else, after all once the basics are mastered it is still the same person hitting the bad shots. Here's a couple of quotes on golf to close this article:

"Golf is played by twenty million mature American men whose wives think they are out having fun."

"Let me get this straight. The less I hit the ball, the better I'm doing. Then why do it at all?"

"The secret of getting ahead is getting started."

Administrator Profile

**- Sherry L. Magnuson
Town of Kindersley**

I was born and raised on a mixed farm south of Admiral, Saskatchewan, graduated from Admiral High School, and have lived in the Province most of my life. In September 2007, I was hired as the Chief Administrative Officer for the Town of Kindersley, and currently hold a Conditional Certificate of Qualification in Local Government Authority. I have a Master of Public Administration (MPA) from the University of Regina and a Bachelor of Arts (BA) with Distinction in Political Science and History from the University of Saskatchewan. I am trained in mediation and group facilitation.

Before entering the municipal sector, I operated a research, facilitation and communication consulting business for two years working with private, public and non-profit sectors. During the 1990s, I worked at Southeast Regional College in industry program coordination, marketing and research, enrolment management and corporate planning. As Executive Director of the Southeast Education Foundation from 1998-2004, my focus was fund development and fundraising to support post-secondary education and training.

I have served on a number of local and provincial community boards and committees, including the Boards of Directors of SaskTel, SIAST, Ranch Ehrlo (Regina), 2005 RBC Cup (Weyburn) 2004 Saskatchewan Summer Games (Weyburn), and the Weyburn Community Bond Corporation. I also served on the Saskatchewan Farm Support Review Committee and as a Public Representative with the Provincial Health Council of Saskatchewan Dental Hygienists' Association (SDHA). I was a member of the Weyburn Economic Development Committee and Weyburn Rotary Club. I now belong to the Kindersley Rotary Club, serving as Vocational Services Committee Chair in 2009-2010.

I am very proud of my three beautiful grown daughters - Breanne (Calgary), Megan (Regina) and Danika (Kindersley). I enjoy travelling, golfing, reading, volunteering in the community, and staying healthy and fit.

Community Profile

- Town of Kindersley

Kindersley is a vibrant young community of almost 5000 people located along Highway 7, a primary highway linking Alberta and Saskatchewan and central to Calgary and Saskatoon. It is an established industrial base for the resource rich west central region of the Province and a service center hub to the oil and gas industry and agriculture production.

Kindersley is a growing community. In recent years, Tim Horton's and WalMart have joined the business sector. The 110 unit Caleb Village retirement community will officially open in September 2009; and the first 21 lots in a three phase residential addition to the Rosedale subdivision are now serviced, paved and ready for sale. Kindersley is home to a full service 9-hole golf course; two world class, fully irrigated baseball diamonds; a 3 mile, tri-oval speedway and the West Central Events Center (WCEC), with two ice surfaces and a curling rink. The WCEC houses the local SJHL Klippers hockey team. A very active Leisure Services department works closely with amateur sports, arts and culture, and other community groups.

Kindersley has a proud tradition of achieving success through regional municipal partnerships. Examples include the Kindersley Regional Park, the museum, library, veterinary clinic, and recreation services. The Town is now involved in the regional Water West project; and along with five other municipal partners, received 2nd place in the 2009 Saskatchewan Municipal Awards Regional Partnership Category for innovation at the regional airport. The community hosts many successful premier events through a committed and passionate base of volunteers. Most recently, Kindersley hosted the 2009 Baseball Canada Cup and is organizing for the Provincial Women's Curling Championship in January 2010. The Town was also invited into the 2009 National Communities in Bloom competition after receiving "5 Blooms" in the 2008 provincial contest.

At the end of September each year, Kindersley hosts the "Goose Festival" a four day event filled with activities and celebrations. **Kindersley turns 100 in 2010 and planning is underway for a first-class year-long celebration.** Come for a visit, "experience our energy", and plan to stay! Find out more at www.kindersley.ca.

"To win . . . you've got to stay in the game."

UMAAS - Executive

Editorial

- September/09

**Sherry Magnuson, BA, MPA -
Associate Director**

**Municipal Government, Governance,
and the Administrator**

Good governance is a challenge in many sectors and organizations. The municipal sector is not immune, as elected officials and their administrative staff operate under the increasing pressure of ratepayer expectations in times of unprecedented economic growth. Municipal staff are challenged to become more service-orientated, delivering more services faster than ever. Municipal Administrators face particular pressure to lead their people and to manage planning and processes. Administrators need councils to recognize them as both "leaders" and "managers", and support the need for their ongoing leadership and management skill-building. Besides accepting their Administrator's role as "leader/manager", Councillors' ability to view their own role as "governors" has a critical effect on the working relationship between the two. Kindersley Town Council adopted a policy governance framework to assist with this.

Kindersley Town Council adopted Carver Policy Governance in 2005, creating a policy manual that lays out Ends policies, Governance Process policies, Council-CAO Delegation policies, and Chief Administrative Officer (CAO) Limitations policies. Each month, Council reviews and updates their policies, and receives a written monitoring report from the CAO on all policies except governance. Council then provides feedback to the CAO on the reports.

Adopting Carver governance has brought more discipline to the Council-Administrator relationship in Kindersley, as each is continually reminded of their respective roles. It has helped Council to "keep their noses in, and hands out" of operational matters. The CAO has assumed more authority and responsibility to oversee and run municipal operations, with increased reporting accountability. With greater CAO accountability, all municipal staff are also in turn more accountable to deliver results. As the saying goes, "s___ runs downhill."

Carver governance has allowed Kindersley Town Council to shift its focus to results and outcomes, policy development, long-term strategic planning, regional partnership building with other municipal partners, and economic and community development. At the same time, this formal governance model has allowed Administration to make decisions faster and more efficiently in response to the increased workload and demands of our growing community and ratepayer expectations.

Kindersley Town Council fully understands and respects the authority of the Municipalities Act, and all other legislation which impacts the municipal sector. With assistance from the CAO and a Carver governance coach, along with advice from the Ministry of Municipal Affairs, Council remains acutely aware of the roles of both policy and legislation. As elected officials, Councils constitute local "government", gaining their authority to govern through the Municipalities Act. The Carver governance model helps them to focus on "how they do the things they do", and to become better governors, staying out of operations while overseeing Administration through CAO monitoring reports and an annual CAO evaluation.

Carver governance has added another layer of work to Council and Administration, but the benefits have been well worth it. The Town conducts all of its regular meetings and work as before, passing bylaws and resolutions, serving on committees and acting as the "eyes and ears of the community". In 2009, Council identified the need to continue Carver policy governance in its new strategic plan and it will continue to be a work in progress. To access the Town of Kindersley Council Policy manual, visit www.kindersley.ca. Our Council and Administrative staff will be pleased to share our experiences with you.

EDITOR'S NOTE Another excellent easy-to-read resource is [Guide to Good Municipal Governance](#), Tindal & Tindal, 2007 (Municipal Knowledge Series).

***"You can calculate the worth of a man
by the number of his enemies,
and the importance of a work of art
by the harm that is spoken of it."***

MINUTES OF THE FIFTY FOURTH ANNUAL CONVENTION OF THE URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN HELD AT THE TRAVELODGE HOTEL IN SASKATOON, JUNE 10TH TO 12TH, 2009.

PRESENT WERE: 200 Delegates
13 Spouses
4 Fraternal
40 Sponsors & Exhibitors & Guests
257

WEDNESDAY, JUNE 10TH
CALL TO ORDER

President Michele Schmidt called the meeting to order at 9:00 a.m. Wednesday, June 10th, 2009.

INVOCATION

Rev. Dr. Jan Bigland-Pritchard, Director of the Prayer Centre for Ecumenism, gave the Invocation.

WELCOME AND INTRODUCTIONS

President Michele Schmidt introduced the Head Table and gave her welcoming remarks.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Richard Dolezsar provided his annual Report on the operation of the Association and announcements relating to the 2009 Convention Program.

2008 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2008 Audited Financial Statement be accepted as circulated.
CARRIED

CONFERENCE KICKOFF SPEAKER DEZ REED

Dez Reed provided an inspiring and comical Conference Kickoff presentation entitled "Lead On".

CALL FOR NOMINATIONS

Phil Boivin, Municipal Affairs, Advisory Services, conducted the Call for Nominations for Vice President.

Michele Schmidt, Kerrobert, nominated Shelley Funk of Dalmeny for the position of Vice President.

No further nominations were received upon third call.

Phil Boivin declared Shelley Funk elected as Vice President by acclamation.

2008 CONVENTION MINUTES

Moved by Richard Dolezsar that the 2008 Annual Convention Minutes be approved as circulated.
CARRIED

MEPP UPDATE

Kent Walde, Director, Policy and Board Secretary, Public Employees Benefits Agency (PEBA) provided an update on the Municipal Employees Pension Plan.

EXHIBITORS' PARADE

Exhibitors were each given 12 minutes to introduce themselves and their products to the Delegates.

NOON LUNCHEON

Greetings on behalf of the City of Saskatoon by Mayor Don Atchison.

The following Fraternal Delegates brought greetings:

MMAA Ken Jenkins

RMAA Wendy Gowda

LGAA Daryl Joyce

SASBO Dean Biesenthal

DISTRICT MEETINGS

District Meetings took place from 1:00 to 1:45 p.m.

SUMA REGIONAL UPDATES

Tania Meyer, SUMA Advantage Programs and Laurent Mougeot, CEO provided updates on SUMA corporate programs and current issues.

MUNICIPAL ACT AMENDMENTS AND UPDATES

Carol Ingham, Senior Municipal Advisor and Advisory Services staff provided updates on Municipal and Election Act amendments and other current municipal issues.

MINISTRY OF EDUCATION - EDUCATION TAX REVISION

Christina Sanford, Directory Policy and Project Management, Ministry of Education, Education Finance and Facilities Branch update d members on Provincial Education Tax and mill rate changes.

KEYNOTE SPEAKER

Dr. Lynda Haverstock, keynote speaker, gave an inspiring presentation respecting the virtues of living and leading the way in Saskatchewan.

ANNUAL BANQUET AND AWARDS

The annual Banquet and Awards Program included the following items:

-Guest Speaker, Assistant Deputy Minister, Ministry of Municipal Affairs, Maryellen Carlson

-Recognition of Outgoing Executive Members

-Retirement Certificates with a power point presentation by Past President Kim Gartner.

-Length of Membership Pins

-Recognition of new Certificate holders

THURSDAY, JUNE 11TH

BACK TO THE BASICS WORKSHOP SESSION

Ministry of Municipal Affairs, Advisory Services staff provided a workshop on administrative practices geared for newer administrative officials including:

-Administrators' responsibilities

-Minutes and records

-Public relations and information disclosure

-Policy development

-Deadlines

-Elections

-Tax enforcement procedures

-Local improvements

HUMAN RESOURCES SESSION

Gilles Dorval, Human Resources Officer, City of Saskatoon, presented a workshop on current Human Resource issues and regulations in municipalities, along with a number of new program initiatives the City of Saskatoon is undertaking.

NETWORKING AFTERNOON

Delegates participated in a Networking Afternoon with a choice of either a Texas Scramble Golf Tournament at Rosthern Valley Regional Park or a Tour of Broadway and Riverboat Cruise. This was followed by a Golf Awards and Prizes and Tour Prizes evening and social. Winners of the Texas Scramble were the team of:

Phil Boivin, Rosalie Brown, Nito Raval, Ken Peters

Ladies' Longest Drive - Carol Audette

Ladies' Closest to the Pin - Shauna Brown

Men's Longest Drive - Jim Toye

Men's Closest to the Pin - Jason Chorneyko

FRIDAY, JUNE 12TH

MINISTRY OF MUNICIPAL AFFAIRS PRESENTATION

Associate Deputy Minister Maryellen Carlson spoke on current Department issues centered around current municipal issues and where we are going in these areas. She outlined the need for infrastructure planning.

GRANT OVERVIEW - APPLICATION WORKSHOP

Kyle Toffan, Director of Grants Administration and Jennifer Getz, Senior Policy & Program Advisor reviewed current infrastructure grant programs and components of successful applications for approvals.

SAMA SERVICE DELIVERY

Brad Korbo, Managing Director, Assessment Services, SAMA, provided an update on SAMA service delivery changes including a proposal for continuous flow maintenance requests from municipalities.

RESOLUTIONS SESSION

RESOLUTION NO. 1

Moved by Valerie Schlosser of Viscount that the UMAAS Board lobby SUMA to engage experts in engineering and community planning to assist municipalities with resources essential for community planning and grant application requirements.

CARRIED

INTRODUCTION OF 2009-10 EXECUTIVE

Division 1

Division 2

Division 3

Division 4

Division 5

Division 6

Division 7

Associate

Vice President

President

Past President

Executive Director

Executive Assistant

PRESIDENT'S ADDRESS

President Michele Schmidt thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year.

ADJOURNMENT

President Michele Schmidt declared the Convention adjourned at 11:30 a.m.

President

Executive Director

"Things turn out best for the people who make the best of the way things turn out."