

2010 APPLICATION FOR MEMBERSHIP AND MEMBERSHIP REGISTER

(Please print or type)

Please complete the membership Application annually as we must maintain Annual Registers

NAME: _____
(Surname) (Given Name)

ADDRESS: _____
(Box No) (Place) (Postal Code)

EMAIL ADDRESS: _____ PHONE NO.: _____

DIVISION NO.: _____

From UMAAS Bylaw No. 1/00

DETAILS OF MUNICIPAL ADMINISTRATION CERTIFICATE HELD

Please specify type of certificate:

Class	FEES	URBAN TYPE	DATE ISSUED	RURAL TYPE	DATE ISSUED
<u>ASSOCIATE MEMBERSHIP</u> CONDITIONAL?	\$110.00	_____	_____	_____	_____
<u>REGULAR MEMBERSHIP</u> D, C or STANDARD?	\$130.00	_____	_____	_____	_____
A OR ADV LEVEL 1? OR SUPERIOR A OR ADV LEVEL II?	\$155.00	_____	_____	_____	_____

NAME OF MUNICIPALITY	OFFICE HELD	DATES: FROM AND TO
_____	_____	_____

POPULATION FROM 2006 CENSUS _____

Have you ever had a Membership Certificate from U.M.A.A.S. or any fraternal organization suspended or revoked? Yes ☐ No ☐
If yes, please provide details in full in a separate document.

Under Bylaw, failure to pay the annual membership fee shall render a member liable to have their name struck from the Register.
A \$25.00 fee is payable for reinstatement.

I hereby agree to abide by the Urban Municipal Administrators Act and by the Bylaws and the Code of Ethics of the Association and any other requirements as set forth from time to time by the Association.

SEND COMPLETED APPLICATION AND FEE TO:
UMAAS
Box 603
Hudson Bay, SK. S0E 0Y0
GST Included GST #13053 5842 RT

(For Office Use Only)
Membership Certificate Issued:

Associate _____

Regular _____

Receipt No. _____

(Signature of Applicant)

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Volume 21,
Issue #1

April 2010



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**Draft 2010 Convention Program
"Passport To The Future"
2010 Convention Registration Form
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
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No. 5 - Cathy Coleman, Watson
No. 6 - Nicole Lerat, Rosthern
No. 7 - Therese Chartier, Buffalo Narrows
Associate Director - Sherry Magnuson, Kindersley
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**Richard Dolezsar, RMA
Editor & Executive Director UMAAS,
Box 730,
Hudson Bay, SK. S0E 0Y0
Phone 865-2261 Fax 865-2800
website: www.umaas.com
email: rdolezsar@sasktel.net**

**Eileen Danyluk,
Executive Assistant,
UMAAS Executive Office,
Box 603,
Hudson Bay, SK. S0E 0Y0
Phone 865-2825 Fax 865-2800
email: umaas@sasktel.net**

President’s Message

Well, it’s Sunday morning the day before I leave on my holiday and I realize that my President's message is due. So here it goes!

Here I sit at my desk, check my emails and finish up the last of the things to do before I leave and realize that there never seems to be enough time in a day. Spring has sprung and I hope that everyone is experiencing warm weather, birds singing and yes, spring cleaning.

The Urban Board of Examiners has implemented changes regarding the Conditional Certification. The individual that holds a Conditional Certificate now is required to have a mentor or supervisor while they gain their work experience. I would like to take this opportunity to ask for everyone's support. If you receive a call from an individual that requires to have a mentor or supervisor to oversee them while they obtain their work experience, please consider helping these individuals. We were all in their shoes at one point or another, learning and requiring support and training from someone that holds the experience and knowledge to make sure that we would succeed. If you have questions regarding the mentor or supervisor duties and responsibilities please feel free to call me directly and I would be pleased to explain what would be required of you to be mentor or supervisor.

As you are all aware, in the next 5 years our field could experience a large number of Administrator's that can/will retire. Approximately

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

50% of the UMAAS membership are eligible for retirement and succession planning is important. Does your municipality know when you can or plan to retire? Are you one of the 50%? Do you know that there are not enough trained individuals to fill the possible vacancies? Is your municipality prepared to move forward with a succession plan to fill your position?

Your UMAAS Executive has been working very hard with the Provincial Government, RMAA, SUMA and SARM to develop an Internship Program. Even with this effort, if successful, we will not have enough trained individuals to fill the large vacancy that we anticipate in the next 5 years.

The Convention Planning Committee has been very busy; securing speakers and sponsors for the upcoming UMAAS Convention, which includes excellent guest speakers whose messages will impact each person present. We will have interactive sessions, networking and educational sessions that will make this year's Convention very worthwhile and I look forward to seeing you there. Please mark **June 8 to 11, 2010** on your calendars when we will meet at the Annual UMAAS Convention in Saskatoon.

Your Executive has also been very busy attending committee meetings. I would like to take this opportunity to thank each and every one of them for their dedication and hard work.

I look forward to seeing each and everyone of you in Saskatoon.

Executive Director’s Editorial

The Regulatory Monster

Has anyone else noticed that many local projects which appear simple and straightforward to us at the local level, have suddenly lent themselves to exhaustive approval processes which can involve up to six regulatory agencies? Something like permitting a walking bridge over a stream in your community, if you ask all the required questions and approach all the potentially involved agencies could cost thousands of dollars, require engineers and consultants reports, require public consultation and take up to a year to receive approval.

Any project near a waterway that could potentially have a minnow swimming in it, if full formal inquiry is undertaken will involve Saskatchewan Environment, Saskatchewan Water Shed Authority, Aquatic Habitat Protection, Federal Department of Fisheries and Oceans, Navigable Waters, Environmental Assessment Act and separate permits for construction and ongoing operation.

In many instances the system has become so complex and cumbersome that other Federal and Provincial Departments / Agencies are having difficulty in achieving their programs because the permitting requirements are so extensive that the time which normally would have been allocated to tendering and construction is being consumed going through all of permitting processes. This regularly puts projects well behind schedule, increasing costs and requiring extension of deadline dates.

It would seem that stepping back and taking a look at this whole issue that our senior governments have gotten things way too segregated and that environment, water and fisheries should somehow be connected into one agency including both federal and provincial regulations so that a single permit application would be possible

Another thing that has proven frustrating from time to time is

the degree to which Senior Government priorities overpower local planning as to what projects are approvable. Of course every good council and administration has a community development plan which includes both infrastructure and economic development projects. Then the Federal Government will come up with something like their current “Economic Action Plan” which has its’ own set of priorities and eligibility criteria. Well guess what, if Dog River’s Community prioritized project doesn’t fit, in order for them to access funding they have to change their local plan and apply for something that does qualify if they have any hope of accessing the program. Don’t be surprised that this happens a lot and often local priorities are substantially changed by the top down pressure.

The final icing on the cake will be the 20 page survey you’ll receive two or three years later, that will take about an hour of your time, to advise the government how the program could have been better handled, ask you whether the application format was appropriate, how many jobs were created, how much energy was saved, how was the Environment improved and ask you to rate the assistance of program staff. I usually mention most of the jobs were probably created within the delivering Department dealing with the application red tape and ask for their definition of assistance at that point. Your answers of course will have no effect on this long completed program and the consultants survey results will never be considered in any future program anyway.

At any rate after going through a few of these episodes, is it any wonder that retirement and pumping gas begins to look like a more and more attractive alternative.

On a more upbeat note, please take note of all the 2010 Conference details contained in this issue and be sure to book your room at the Travelodge and get your registration in early.

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

NOTICE!!!

The Travelodge Hotel, Saskatoon
offers the following
special rate for on-site Convention Rooms
\$124.95 - Single \$134.95 - Double
Phone (306) 242-8881
Please book by May 7th, 2010
and advise you are with the UMAAS Group



"You're not the only one looking forward
to your vacation, Mr. Johnson . . . we
all are!"

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.

ADVERTISING RATES - UMAAS UPDATE

Published 3 times a year -
April, Sept., Dec.

	Member	Other
Page	\$150	\$200
½ Page	\$75	\$100
1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

**YEARLY RATES FOR ALL 3 ISSUES -
DISCOUNT 20%
PLEASE ADD GST
DEADLINES: 15th day of the
preceding month.**

Imagine if it were a perfect world:

- *We'd get paid for the time we spend preparing for, commuting to: talking about and unwinding from work.*

- *A man would be able to fix all of his relationships with WD-40 or duct tape.*

- *Political speeches would be delivered by the people who write them.*

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)

Regina: 352-4166 Saskatoon: 1-800-305-4477
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

2010 Convention Update

Kathy Reschny

Division 4 Director, Convention Committee Chair

As I am preparing for my Mexican vacation, and packing all the necessary items including my passport, I thought about this year's convention theme, *Passport to the Future*. As administrators we are the passport to our municipality's future.

We listened to your comments on the convention evaluations and have decided to shake up the agenda! Please take the time to check it out in the enclosed newsletter. There will be a great line up of speakers and activities for everyone at the UMAAS Convention from June 8-11, 2010.

- Joan McKusker and Leslie Anderson are our guest speakers
- Wednesday afternoon concurrent session
- Awards and dignitaries at the Wednesday noon luncheon
- Casual Caribbean supper and ethnic evening entertainment
- Thursday Dakota Dunes tour and golfing at

Administrator Profile

I was born and raised in Dinsmore, Saskatchewan. My career in Local Government began with the Village of Mildren in 1997. I obtained my Urban Standard Certificate in September of 1999. In 2000 I moved to

Warman

- Supper at Rodeo's (the bar attached to the Travelodge)
- Thursday evening's Double Vision twin magic act and door prize to follow
- Friday travel agency presentation for future holidays as a wind up

Division 1, 3, 5, 7 and the Associate Director positions are all up for elections this year and I would encourage everyone to consider taking this opportunity to represent your Division. As the Director for Division 4 I have found the position educational, challenging and a lot of fun as well. I really enjoy being a part of the Executive.

I hope everyone will take the time to attend this year's convention and let us whisk you away with the events we have planned as the committee is sure you will enjoy it.

- Aileen Garrett Town of Unity

Oxbow where I assumed the Administrator position for five years. Currently I am the Administrator for the Town of Unity. I am married to Randy and have four daughters, Jacky, Christa, Courtney and Jaime.

Town of Unity

term care facility at the Unity and District Health Centre, Luther Place adult-living condominiums, Parkview Place affordable seniors living facility, Prairie Moon Inns and Suites, Delta Co-op Garden Market Food Centre, Moody's Equipment, North West Bio-Energy Ethanol facility, and currently the Unity Group Home facility.

Residents of the Town of Unity are forward-thinking, with committees such as the New Pool Facility Committee, Ground Floor Hall Committee, Day Centre Facility Committee, and Licensed Day Care Facility currently examining and promoting projects. Prepared for growth, the Dickson Residential Subdivision and Moffat Commercial Subdivision boast prime and abundant developed property in Unity. For many reasons, the future outlook for the Town of Unity is very positive.

UMAAS Employee and Family Assistance Program

On behalf of Rick Dolezar, Executive Director of the Urban Municipal Administrators Association of Saskatchewan (UMAAS) Employee and Family Assistance Program (EFAP) we at Human Resources Services Ltd. (HRS) would like to provide you with information concerning your EFAP.

Typically, an EFAP acts as a bridge between employees (and/or immediate family members) and the necessary professional resources which are utilized to help deal with the problems being experienced. Your program allows for one (1) assessment and three (3) counselling sessions annually - additional sessions must be approved by the Program Coordinator; no names will be mentioned.

As the Program Provider of the UMAAS EFAP, HRS provides for twenty-four (24) hour service, seven (7) days per week throughout Saskatchewan. We can be contacted at 352-4166 in Regina - in all other parts of the Province of Saskatchewan we may be contacted through our toll-free (800) telephone number (1-800-305-4477). All calls received after hours are immediately transferred to the counsellor-on-call. The intake process is very simple: Call us, let us know that you, or a family member, are covered through the UMAAS Employee and Family Assistance Program (EFAP) and an appointment will be arranged for you to meet with us.

Confidentiality is assured. The confidentiality aspect of an EFAP is paramount and allows all employees to take advantage of the voluntary referral. Only you and the counselling service will know you have taken advantage of the program. To meet the demand for help HRS has more than 100 Associates working to provide counselling services and working to rehabilitate, rather than eliminate, employees.

Why would you want it to be any different?

HRS provides services on the consortium approach. We do not believe any one organization is able to provide all services internally. Our philosophy is to provide the appropriate professional resources to our individual and corporate clients. All of the resources that HRS refers to are properly licensed, credentialed and carry appropriate levels of liability insurance.

The reasons why an Employer would develop an EFAP include the following:

- To have a confidential approach to solving problems experienced by employees.
- Employee acceptance of the program is voluntary.
- Each program is specifically tailored to meet the organization's needs.
- Provides an intervention technique to offer assistance at an early stage.
- Offers assurance to the employee that his/her position in the organization is not in jeopardy (now or in the future) should the employee ask for assistance from the program and be successful as a result.
- Ability to provide resources to immediate family members.
- Management and development of the program is a joint responsibility of Employer/Employee groups.
- This approach does not contravene existing bargaining agreements and/or organizational operational procedures.
- Allows for the utilization of existing benefit programs and both internal and external resources.
- Provides for its own record keeping system.

The work of an EFAP provider is:

- a) Assessment of the problem(s) and referral to qualified Counsellor
- b) Short-term counselling

- c) After-care counselling and follow-up as necessary
- d) Management of and consultation on case files
- e) Education, training and communications policy development
- f) Research and statistical reporting
- g) Utilization reviews and admission certification
- h) Case management
- i) Benefits consultation
- j) Health promotion

The problems dealt with usually comprise one, or more, of the following issues:

- 1) Abuse (mental/physical/sexual)
- 2) Adolescent
- 3) Adult Children of Alcoholics (ACOA) issues
- 4) Alcohol and/ or other drugs and addictions
- 5) Blended family
- 6) Co-dependency
- 7) Communication
- 8) Critical incidence stress
- 9) Cultural
- 10) Eating disorder
- 11) Family matters
- 12) Financial
- 13) Gambling
- 14) Gender identity
- 15) Grief
- 16) Health (physical/mental/spiritual)
- 17) Legal
- 18) Marital
- 19) Mediation
- 20) Medical
- 21) Pre-and post-divorce
- 22) Psychiatric
- 23) Psychological
- 24) Self-image/value/esteem
- 25) Sexual dysfunction
- 26) Social
- 27) Stress/distress
- 28) Work-related

HRS was founded in the Province of Saskatchewan in December 1988 and initially established as a private counselling firm. In the years following inception HRS has expanded to provide consultation for program development/implementation and assessment, counselling and follow-up, client/case management, a comprehensive variety of workshops/seminars, and specialized program such as crisis intervention and career counselling.

HRS has offices in Weyburn, Melfort, Estevan, Saskatoon and Regina. Additional offices in Moose Jaw, Yorkton, Prince Albert, LaRonge, North Battleford, Buffalo Narrows and Meadow Lake are available to HRS through cooperative working arrangements.

**Yours truly,
Human Resources Services Ltd.
Bob Giles, President**

PRELIMINARY 2010 UMAAS CONVENTION AGENDA
"Passport to the Future"

Saskatoon Travelodge Hotel

Tuesday, June 8, 2010		Thursday, June 10, 2010	
7:00 - 9:00 p.m.	- Registration - Galaxy “A” Lobby	8:30 a.m.	- Associate Members Meeting & Election - Galaxy Room
7:00 - 11:00 p.m.	- Wine, Cheese, Hors d'oeuvres - Galaxy “A” Room Sponsors: Associated Engineering Saskatoon Travelodge SaskWater	8:30 a.m.	- Coffee/Muffins/Fruit/Juice Sponsor: Advoco Consulting
		9:00 a.m.	- TCA PSAB Update
		10:00 a.m.	- Coffee and Nutrition Break Sponsor: Meridian Surveys
		10:15 a.m.	- Human Resources - Your Most Valuable Assets
		11:45 a.m.	- Adjournment
8:30 a.m.	Wednesday, June 9, 201 -Coffee/Muffins/Fruit/Juice Sponsors: Saskatoon Travelodge Connect Energy	Networking Afternoon: - Texas Scramble Golf Warman Golf Course Tour/Lunch-Dakota Dunes Casino Busing will be provided for Golf and Tour	
9:00 a.m.	- Registration - Galaxy “A” Lobby - Opening Exercises- Galaxy “A” Room - O Canada - Invocation - Introduce Head Table - President's Welcome - Executive Director's Report - Announcements - Greetings from SUMA President	6:00 p.m.	- BBQ at Rodeos Bar (Travelodge)
9:30 a.m.	- Conference Kickoff - Leadership Excellence Joan McKusker	8:00 p.m.-10:00 p.m.	- Snacks, Golf and Tour Awards Galaxy “A” Room, Social and Entertainment by “ Double Vision ” Magicians Sponsors: Signal Industries Sasktel Municode Services
10:30 a.m.	- Call for Nominations President and Vice President - Coffee and Nutrition Break Sponsor: Vadim Software	Major Door Prize Draw	
10:40 a.m.	- Employee and Family Assistance Program (EFAP) Bob Giles	8:30 a.m.	- Coffee/Muffins/Fruit/Juice Sponsor: Bank of Montreal / AON
12:00 noon	- Exhibitors' Parade - Luncheon Mayor Atchison Welcome Guest Speaker-Hon. Jeremy Harrison Minister of Municipal Affairs - Membership Pins/Retirements - Remarks from Fraternal Delegates Sponsors: City of Saskatoon Don Poon, SAL Engineering	9:00 a.m.	- Leslie Anderson-Keys To Success Communications Director Sk Sch Bds
2:00 p.m.	- District Meetings Director Nominations for Divisions 1, 3, 5, 7 - Coffee Sponsor - Fort Garry Industries	10:00 a.m.	- Nutrition Break/ Fruit etc.... Sponsors: Sk Energy Dudley & Co.
2:45 p.m.	Workshops: 1) Municipal Affairs Advisory Services - Back to Basics / Updates 2) Retirement/Succession Planning/MEPP Update -Julie Brooks	10:15 a.m.	- Elections - President and Vice President - Division Elections - Resolutions Session
3:15 p.m.	- Trade show Interaction - Adjournment - Cocktail Hour-Galaxy Room - Caribbean supper - Social & Entertainment featuring Ethnic dancers	10:30 a.m.	- Election Results - Introduction-New Executive - President Address - Speaker from Travel Agency
4:30 p.m.		10:40 a.m.	- Adjournment and Major Door Prize Draw
5:00 p.m.		10:45 a.m.	- New Executive Meets
6:30 p.m.		11:30 a.m.	
7:00 p.m.		12:00 noon	
9:00 p.m.		You must be in attendance at the time of draws to be eligible	
		Available throughout Conference: Ministry of Municipal Affairs Advisory Service Consultations	
		EXHIBITS Galaxy “B” Room Wednesday, June 10th 8:30 a.m. to 5:00 p.m. Thursday, June 11th 8:30 a.m. to 12:00 noon	

“PASSPORT TO THE FUTURE”
Urban Municipal Administrators' Association of Sask.
2010 CONVENTION REGISTRATION

Travelodge Hotel, Saskatoon, June 8th to 11th, 2010.

SEND THIS SHEET TOGETHER WITH YOUR REGISTRATION FEES TO:

Urban Municipal Administrators' Association of Saskatchewan
C/O Eileen Danyluk, Executive Assistant,
P.O. Box 603,
Hudson Bay, SK. S0E 0Y0

- 1) Town of _____ Div. No. _____
- 2) Name _____
- 3) 1st Time Attendee? (Yes) _____ (No) _____
- 4) My spouse will be attending the Convention _____ Name _____
- 5) **Golf Tournament will take place at Warman Golf Course starting at 1:00 p.m. on Thursday, June 10th.
Tour with Lunch will be at the Dakota Dunes Casino
Busing will be provided for Golf and Tour.**

a) Please register me _____ and/or my spouse _____ for Golfing.
Please provide average nine hole scores: me _____ my spouse _____

b) Please register me _____ and/or my spouse _____ for the Tour.
- 6) Awards Information:
Length of Service Pins information will be generated from our records which date back to 1982 and are awarded to those present at the Conference.
- 7) Do you know of any Retiring Administrator? Please state the name and **PLEASE PROVIDE A SHORT BIOGRAPHY:**

a) _____ of _____

b) _____ of _____

c) _____ of _____
- 8) Pre-Registration Fees:

Delegates & Visitors @ \$110.00 = _____

Spouses @ \$ 45.00 = _____

Golf or Tour and BBQ @ \$ 25.00 = _____

Sub Total = _____

Add 5% GST = _____

Total = _____
- 9) Is your current Membership paid ? _____ If not please complete application on page 8 and submit with the required fee.

NOTE: THERE WILL BE NO REFUNDS AFTER JUNE 1ST.
Payment of your 2010 Membership is a pre-requisite to Convention Registration.
GST Registration # 130535842