

# UMAAS UPDATE

Volume 3,  
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Sept. 2012



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PRESIDENT - Rodney Audette, Bethune  
VICE-PRESIDENT - Jason Chorneyko, Wynyard  
PAST-PRESIDENT - Shelley Funk, Dalmaney  
EXECUTIVE DIRECTOR - Richard Dolezsar, Hudson Bay  
EXECUTIVE ASSISTANT - Teresa Parkman, Hudson Bay  
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District    No. 1 - Carmen Dodd-Vicary, Macoun  
              No. 2 - Gordon Murray, Gravelbourg  
              No. 3 - Christina Stanford, Regina Beach  
              No. 4 - Aileen Garrett, Unity  
              No. 5 - Brad Hvidston, Tisdale  
              No. 6 - Nicole Lerat, Rosthern  
              No. 7 - Therese Chartier, Buffalo Narrows

Associate Director - Brenda Lockhart, Leask  
Ex Officio - Allan Earle S.U.M.A. President

**Richard Dolezsar, RMA**  
**Editor & Executive Director UMAAS,**  
**Box 730,**  
**Hudson Bay, SK. S0E 0Y0**  
**Phone 865-2261 Fax 865-2800**  
**website: [www.umaas.ca](http://www.umaas.ca)**  
**email: [rdolezsar@sasktel.net](mailto:rdolezsar@sasktel.net)**

**Teresa Parkman**  
**Executive Assistant,**  
**UMAAS Executive Office,**  
**Box 730,**  
**Hudson Bay, SK. S0E 0Y0**  
**Phone 865-2261 Fax 865-2800**  
**email: [umaas@sasktel.net](mailto:umaas@sasktel.net)**

# President's Message

**- Rodney Audette RMA, President  
UMAAS**

What has happened to summer? This seems to be the perennial question this time of year, as we struggle to get back into our grooves after summer holidays have passed us by. The summer months for the UMAAS Executive have been fairly quiet, as is normal, due to government department and fraternal organizations taking time off for annual holidays. I hope everyone had the ability to take some time to themselves this summer to unwind, relax and not worry about the work load that is now waiting for you back at the office. But it is that time to once again set the focus on our work.

First off, I would like to thank everyone for their support upon assuming the position of President. I look forward to working with your UMAAS Executive over the next two years. I would also like to thank the 2012 UMAAS Convention Committee for the excellent job they did in offering an educational and enjoyable convention. Once again it was a great success.

The Executive will be meeting in September and I would like to welcome the new members: Division #1 Carmen Dodd-Vicary (Macoun); Division #3 Christina Stanford (Regina Beach); Associate Member Brenda Lockhart (Leask). As well to the Vice President position, Jason Chorneyko (Wynyard). I would like to say thanks to Huguette Lutz as she leaves the Executive this past convention. Your participation and input was greatly appreciated. As well, I would like to say thanks to the outgoing Past President, Kim Gartner. Kim has served on the Executive for a number of years, and his valuable knowledge and memory will be missed!

This will be a busy fall for everyone as of course this is an election

year. Election workshops were held across the Province and were well attended. As well, 2013 is a Revaluation year for SAMA which will mean municipalities should have or just be receiving their preliminary values. Work will now begin on the review of assessment shifts and tax policy changes for each municipality.

Members of the Executive will be attending the University of Regina Career Day on September 24, 2012. This is an opportunity for UMAAS to be more visible at the university level as we work on promoting our profession. We have attended this career day in the past and have found it to be very beneficial.

The Executive will be meeting with the RMAA Executive sometime in the near future to discuss mutual matters and concerns. It is important for our fraternal organizations to come together to have discussions as the legislative frameworks we operate under are the same. The Province is in a period of unprecedented growth, and this affects each and every municipality so our goals may be more common than in the past.

Before I leave you to dive into the first of your many piles of work, I would like to extend thanks to Shelley Funk for her work and dedication as UMAAS President. The hours, the countless meetings and her commitment to further UMAAS as a professional organization is so very much appreciated. We look forward to your continued participation!

In closing, please remember if at any time you have questions, concerns or need information, do not hesitate to contact any member of the Executive. We are here to work for you and with you!

# Executive Director's Report

**- Richard Dolezsar,  
RMA**

I often struggle with a plain, matter of fact and easily understandable answer to the questions: "What does the UMAAS Executive do?" or "What do you deal with at a UMAAS Executive meeting?" As there are a number of new members in our ranks I decided it may be useful to give a current list of some of the main initiatives, programs and processes that your executive is currently involved with. As per our upcoming meeting agenda, topics currently include:

- Enhancement of Scholarship Program and lobby to Municipal Affairs and SUMA for initiation of a funded internship program.
- Participation at University of Regina Career Day and availability of Career Day materials in all divisions.
- Consultative role in province's paper on renewal of labour legislation.
- Follow through on matters referred to and dealt with by the UMAAS Disciplinary Committee.
- Annual Convention planning, completion and evaluations.
- Follow up on resolutions adopted at the Annual Conference relating to SMB approval of utility bylaws, workshop relating to infrastructure financing and support for an internship program.
- Review of a number of Provincial Ministry initiatives including:
  - Municipal Government Self Sustainability Assessment Tool.
  - Statements of Provincial Interest Regulations and draft planning documents.
- Involvement of executive members on many provincial level committees:
  - SAMA Urban Advisory Committee

- Revenue Sharing/Longterm Infrastructure Committee
- Review of proposed Municipal Act amendments.
- University of Regina, Local Government Authority Program Review
- Operator Certification Board
- Planning and coordination of professional development workshops for UMAAS members.
- Annual review and bona fide legitimate enhancement of the members' salary guideline.
- Participation on SUMA Corporate Services and Convention Committees.

As illustrated above it is plain to see there is no shortage of current issues for your executive board members to address on a continuous basis on behalf of our members.

Now, to close on a lighter note, here are a couple of funnies to bring a smile to your face:

Q: How do you keep your husband from reading your e-mail?

A: Rename the email folder "Instruction Manuals"

"It's just too hot to wear clothes today", Jack says as he stepped out of the shower, "honey, what do you think the neighbors would think if I mowed the lawn like this?"

"Probably that I married you for your money", she replied.

# MINUTES of the FIFTY SEVENTH (57<sup>th</sup>) ANNUAL CONVENTION of the URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN Held at the TRAVELODGE HOTEL IN SASKATOON, JUNE 6<sup>TH</sup> TO 8<sup>TH</sup>, 2012.

PRESENT WERE: 187 Delegates- 17 Spouses - 4 Fraternal - 55 Sponsors/Exhibitors/Guests = 263

## WEDNESDAY, JUNE 6<sup>TH</sup>

### CALL TO ORDER

President Shelley Funk called the meeting to order at 9:00 a.m. Wednesday, June 6<sup>th</sup>, 2012.

### INVOCATION

Dr. Darren Dahl, Director of the Prairie Centre for Ecumenism, gave the Invocation.

### WELCOME AND INTRODUCTIONS

President Shelley Funk 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 2012 Convention Program.

### 2011 CONVENTION MINUTES

Moved by Richard Dolezsar that the 2011 Annual Convention Minutes be approved as circulated.

CARRIED

### 2011 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2011 Audited Financial Statement be accepted as circulated. CARRIED

### CONFERENCE KICKOFF SPEAKER - AMANDA LINDHOUT

Amanda Lindhout provided an inspiring Conference Kickoff presentation entitled "Freedom in Forgiveness".

### CALL FOR NOMINATIONS - PRESIDENT

Phil Boivin, Government Relations, conducted the Call for Nominations for President.

Kim Gartner, Macklin nominated Rodney Audette, Bethune for the position of President.

No further nominations were received upon third call.

Phil Boivin, Government Relations, declared Rodney Audette elected President by acclamation.

### CALL FOR NOMINATIONS - VICE PRESIDENT

Phil Boivin, Government Relations, conducted the Call for Nominations for Vice President.

Nicole Lerat, Rosthern, nominated Jason Chorneyko, Wynyard for the position of Vice President.

No further nominations were received upon third call.

Phil Boivin declared Jason Chorneyko elected Vice President by acclamation.

### WORKSHOP - MUNICIPAL EMPLOYEE ETHICS

Kim Anderson, partner in the law firm of Robertson Stromberg Pederson LLP, presented a workshop on ethics in the municipal work place.

### NOON LUNCHEON

The following persons provided remarks and fraternal greetings at the noon luncheon:

- Mayor Don Atchison provided greetings on behalf of the City of Saskatoon.

- Don Poon, SAL Engineering

- John Eberle, Vice President of RMAA

- Brian Bosser, Director Facilities Sector, SASBO

- Brad Mason, Zone Director LGAA

- Ken Jenkins, Past Director MMAA

### DISTRICT MEETINGS

District meetings took place from 1:00 to 1:30 p.m.

JOINT OFFICE WORKSHOP 1:30 p.m. to 2:00 p.m.

A meeting of the administrator group involved in joint office administration was conducted.

### DISTRICT MEETING REPORTS

Respective Division Directors provided individual reports on issues addressed in their regional meetings.

### MUNICIPAL AFFAIRS WORKSHOP - "TOP TEN"

Bonnie Bjorndalen and Colleen Christopherson of Government Relations presented a workshop on the ten most common inquiries they receive, followed by an engaging question & answer session.

### WORKSHOP - SERVICE CANADA - CHANGES TO CPP & OAS PROGRAMS

Donna Paget and Eileen Humphreys, Citizen Service Specialists from Service Canada, provided a detailed presentation on Canada Pension Plan and Old Age Security Programs.

### ANNUAL BANQUET, RETIREMENTS AND SOCIAL EVENING

Conference participants enjoyed the annual banquet, retirement awards, membership pin presentations, new certificate recognition and performance by Damien James, Ventriloquist.

## THURSDAY, JUNE 7<sup>TH</sup>

### WORKSHOP - BOARD OF EXAMINER'S REPORT

Joyce Aitken, Secretary of the UMAAS Board of Examiners, gave an overview of the Board of Examiners role and regulations relating to certification, education and training.

### WORKSHOP - SASKATCHEWAN MUNICIPAL BOARD

Cathy Moberly, Board Secretary of the Saskatchewan Municipal Board, gave a presentation entitled Introduction to "SMB, LGC... 1, 2, 3".

### WORKSHOP - SERVICE CANADA ONLINE ROE

Donna Paget, Citizen Service Specialist provided an overview of the process and advantages of online ROE filing (ROE Web).

### WORKSHOP - WCB WORKPLACE SAFETY

David Eberle, Chairman, SK Workers' Compensation Board, and Curtis Weber gave a vivid presentation on workplace safety and the SK WCB "Mission: Zero" program.

### NETWORKING AFTERNOON

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tournament at Rosthern Valley Regional Park or Forestry Farm and River Cruise Tour. This was followed by a social evening and entertainment featuring Luz Marina and JD Greenshields.

Winners of the Texas Scramble were a team of:

Brad Hvidston, Joni Mack, David Wilkin and Nicole Lerat

Individual Winners:

Men's Longest Drive Chris Adams

Ladies' Longest Drive Nicole Lerat

Men's Closest to the Pin Ron Griffin

Ladies' Closest to the Pin Helen Martinka

## FRIDAY, JUNE 8<sup>TH</sup>

### WORKSHOP - COMMUNITY PLANNING AND SERVICE AGREEMENTS

Ralph Leibel, Director of Community Planning Branch provided a detailed presentation on current community planning issues.

### WORKSHOP - FINANCIAL MANAGEMENT TRAINING

Steve Brown, Director of Finance, City of Humboldt made a detailed presentation on the importance of analyzing your operating cost alternatives and purchasing and financing alternatives. He also promoted the concept of regional procurement of infrastructure services, group purchasing and basically challenging the status quo. He recommended starting these types of initiatives immediately.

### WORKSHOP - SAMA 2013 REVALUATION

Brad Korbo, Managing Director Assessment Services Division, SAMA provided an overview of projections related to 2013 revaluations and other SAMA services such as SAMA view.

### PRESENTATION - SUMA SERVICES/SUMA-UMAAS PARTNERSHIP AGREEMENT

Tania Meier and Laurent Mougeot of SUMA gave presentations on: SUMA services to municipalities, SUMA's advocacy role with the province, defending joint interests in various legal issues, work on Municipal Operating Grant and improved communications. SUMA President Alan Earle spoke appreciatively of municipal administrators. A signing ceremony took place to ratify a new partnership agreement between SUMA and UMAAS.

## RESOLUTION SESSION

Moved by Byron Tumbach, Lumsden:

- #1 Whereas Section 23 Municipalities Act requires that municipalities must submit their utility rate bylaws to Saskatchewan Municipal Board for approval; and  
Whereas cities are not required to have their rate setting bylaws approved; and  
Whereas the Province has other means at their disposal to ensure municipalities are maintaining their respective utilities in a self-sustaining manner;  
Therefore be it resolved the UMAAS request the province at the next legislative review of the Municipalities Act to have the requirement of SMB approval removed. CARRIED UNANIMOUSLY

Moved by Byron Tumbach, Lumsden:

- #2 Whereas municipalities are being required to do extensive upgrades of infrastructure which is requiring more utilization of debt financing and local improvement projects;  
Whereas Saskatchewan Municipal Board is endeavoring to reduce the processing time experienced at their office with applications coming in with incomplete information;  
Therefore be it resolved that we request UMAAS to coordinate a one day workshop in completing debt application forms and local improvement projects. CARRIED UNANIMOUSLY

Moved by Byron Tumbach, Lumsden:

- #3 Whereas Saskatchewan is experiencing unprecedented growth which is creating a short fall in qualified municipal administrators; and  
Whereas in the next five years municipalities will be experiencing considerable turnover in administrators who are retiring; and  
Whereas SARM continues to finance an internship training program through an allocation of a portion of their revenue sharing allotment; and  
Whereas SUMA has been asked to do the same and to date has not considered this to be a pressing need;  
Therefore be it resolved that UMAAS continue to request SUMA to put forward a portion of the revenue sharing funds to a municipal administrator internship program. CARRIED UNANIMOUSLY

## INTRODUCTION OF 2012 - 13 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

Carmen Dodd-Vicary, Macoun

Gordon Murray, Gravelbourg

Christina Stanford, Regina Beach

Aileen Garrett, Unity

Brad Hvidston, Tisdale

Nicole Lerat, Rosthern

Therese Chartier, Buffalo Narrows

Brenda Lockhart, Leask

Jason Chorneyko, Wynyard

Rodney Audette, Bethune

Shelley Funk, Dalmeny

Richard Dolezsar, Hudson Bay

Teresa Parkman, Hudson Bay

## PRESIDENT'S ADDRESS

President Rodney Audette thanked the Delegates and Executive Members for their support and looked forward to working with the new Executive and membership in the coming year. He invited delegates to communicate regularly with Executive members.

## ADJOURNMENT

President Rodney Audette declared the Convention adjourned at 12:05 p.m.



# Food For Thought

**- Christina Stanford  
Division 3**

## **E**lections Loom

Everyone knows that orientation helps new employees become more comfortable in their new environment, and will lead to them contributing more quickly. Then why is orienting new Council members to their jobs a neglected function in many municipalities? A Councillor handbook and piles of paperwork are no longer sufficient when it comes to welcoming a new member to their role. A well thought out orientation program, whether it lasts one day or six months, will help bring new members up to speed faster, and will ensure a better alignment between what they would like to do, and what the long term goals of the municipality requires them to do.

### **Purposes of Orientation:**

- Helps to reduce anxiety that results from entering into an unknown situation
- Provide guidelines for behavior and conduct
- Let's new members learn what is expected of them, what to expect from others, and what the values and attitudes of the organization mean to decision making.
- Creates the foundation for a positive working relationship between Council members and Staff

The more comfortable new members are about their position roles, the organization's policies, and pertinent administrative information, the better it allows them to focus on their role versus having to worry about extraneous details.

### **Who should be involved?**

An effective orientation program includes contributions from multiple

contacts:

- a returning Council member - mission statement, core values, job description and expectations
- the CAO/Administrator - organization's structure, general policies, reporting procedures
- finance person - benefits and compensation information, expense reporting,

The most successful orientation programs are ongoing. The first couple of days may be more of an informational approach, but that should be followed up by a more extensive, formal program. The process doesn't end the first week on the job!

### **TIPS:**

- Emphasize the "people" factor as well as the duties and procedures.
- Start the program with the most important issues. Everyone is more alert at the beginning of the day.
- Don't overwhelm new members with too many details. Space out your program to keep it interesting and digestible.
- Use a buddy/mentor system if you have returning Council members.
- Emphasize the general as well as the specific to provide the important "global" picture and how they "fit" in.

Orientation is an important part of maintaining the motivation and enthusiasm that caused people to want to become a Councillor in the first place. A positive orientation affirms people's decisions to take on this work, and identifies the support systems in place to help when needed. By explaining important information from the start, you save time and energy that would be spent on questions, misunderstandings, and misconceptions.

## UMAAS Director, Division 3

**Christina Stanford**

**R**aised in southern Ontario, Christina married a Saskatchewan boy and moved to Rouleau, SK in 1970. Their two children were born in 1974 (Cary) and 1977 (Michael). Christina spent the next twenty years working in the Community Development field. Life changed dramatically in 1990 when her husband died and she decided to return to school part-time as a mature student, studying in the social sciences.

In 1999, her children now grown, she became a full-time student completing a BA Honours, and an MA with great distinction, at the University of Regina. In 2001, she ventured back to southern Ontario to take her PhD at Carleton University, majoring in Canadian Public Policy and Political Economy.

From there, Christina went to work for the Federal Government where she was fortunate enough to be Canada's representative on a number of WHO sponsored research projects. By 2002, grandchildren were arriving on the SK scene, and Christina took a Provincial Government position in Regina leading the evaluation of Chronic Disease programs across the country.

Looking to retire, Christina, her husband of 5 years, Randy Gill, and their menagerie of pets, moved to Buena Vista, SK in 2010. Although Randy was somewhat successful at retirement, he only works part-time, Christina returned to work as the CAO of Regina Beach in 2011.

## Community Profile - Town of Regina Beach

**T**he Town of Regina Beach's vision is to be Saskatchewan's Premier Resort Community. Located 50 km northwest of Regina, the Town has been a family vacation tradition since the early 1900's. That's when holiday-goers first discovered its natural sand beach and sheltered swimming area. Today a whole new generation is discovering that a day at the beach is just the right medicine for our fast-paced world. A variety of trails, parks, beach areas, and natural amenities ensure there is something for everyone to enjoy.

The Town of Regina Beach, proud home of the Lieutenant Governor of Saskatchewan, also has an active and thriving business community and is proud of its diverse range of social, recreational and cultural activities and services for residents and visitors. The Town, long known for its old-fashioned charm, has added a new level of comfort to the community with its fully modern recreation and town facilities. All of this working together makes Regina Beach a great place to vacation and a great place to live!



# Board of Examiner's Report:

The Board met on June 27th, 2012 and the following certificates were approved:

## Conditional Certificates:

Leticia Gould  
Paula Henderson  
Melissa McCloy  
Danielle Rice  
Kevin Trew  
Megan Cadrain  
Cherie Opseth  
Charlene Neufeld

## Standard Certificates:

Muriel Stronski  
Donna Rollie  
Jay Meyer  
Shelly Homes  
Mona Chalifour  
Colleen Reilly  
Diane Jamison  
Jane Johnson  
Jacquie Code  
Rhonda Saam  
Annette Brown  
Cynthia Kimball  
Laurie Lahoux  
Loran Tessier  
Susan Gawryluk  
Laura Lomenda

Joyce Aitken  
Secretary  
Board of Examiners

The SUMA Election Supply program provides a one-stop shop with the assurance that supplies will be up to date and a staff member available to answer questions or refer you to the appropriate contacts at Municipal Affairs.

SUMA offers the following election supplies:

Ballots – white and coloured

Forms

Cardboard Ballot Boxes

Metal Seals

Template for Blind Voters

Pencils

Cardboard Polling Stations

Paper Seals



Discount offered on ballot boxes and polling booths over 50. Inquire to the SUMA office on pricing.

For order forms visit [www.suma.org](http://www.suma.org).

Questions can be directed to Tania Meier at [tmeier@suma.org](mailto:tmeier@suma.org) or 306-525-4379.

**SUMAdvantage**  
Your first call for savings

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## ADVERTISING RATES - UMAAS UPDATE

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1/3 Page	\$50	\$70
1/4 Page	\$35	\$50
Card	\$20	\$25

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**DEADLINES: 15th day of the  
preceding month.**

## 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.

## **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)**

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