

UMAAS UPDATE

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Executive Update 2013 Convention Minutes SUMA ELECTION SUPPLY PROGRAM YOUR BOARD OF DIRECTORS 2013-2014

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President's Message

What a way to bring in the last week of August and the September 2013 long weekend plus 30 degree weather! Great for the lake, the pool, back yard and the golf course, just remember your sunblock!

First off, I would like to thank everyone for all the well wishes and congratulations on the arrival of mine and Shauna's little baby boy! Griffin Mac screamed his way into our lives on Tuesday June 4, 2013 letting his sister and brother know he was here!

Thanks to our Vice President Jason Chornyenko on assuming my duties at the 2013 UMAAS Convention. I appreciate his and the Executive's support in allowing myself to be with my family during this wonderful time. Thanks as well to Rick Kindrachuk for filling in during the Joint-Office Meeting during the Division Meetings sessions. From the comments received back by the Executive, the 2013 Convention was a huge success! Hats off to the Convention Committee on a job well done!

From the 2013 Convention, I would like to welcome our new members to the Executive as follows; Division #1 Ronda Heisler - Vibank; Division #3 Joni Mack - Jansen and Associate Director Marie Selby - Marshall. We look forward to your enthusiasm, input and experiences as we continue to ensure UMAAS is a strong and professional organization.

"Moving Forward Through Challenges & Opportunities" was a great theme for the 2013 UMAAS Convention. Really when you look at municipal governance and administration, every challenge we face is an opportunity to do something in a new or different way, whether infrastructure construction/replacement, balancing tax policy with service delivery or policy decision making and implementation. With this theme in mind, your Executive will be moving forward on a number of matters and issues that impact our current association

**- Rodney Audette RMA, President
UMAAS**

members as well to those who will be joining UMAAS in the coming years.

Your executive will be working diligently over the next few months on a number of issues such as: Planning and coordination of workshop and other professional development initiatives; reviews of educational criteria/class accreditation for local government administration and certification; fraternal association relations and communications; and other important matters. The time and efforts your executive members give to UMAAS is very significant and each member of the executive, our Executive Director and staff, deserve a huge thanks for their work.

Administrator recruitment and succession planning is a very important issue facing municipal Councils in Saskatchewan. For a number of years there has been an issue of mentorship and the lack of a funded mentorship program for urban municipalities to access to help in recruitment and succession planning. This topic is something that I feel is very important and one that UMAAS has to continue to lobby SUMA for consideration as we move forward.

In efforts to further promote the profession of urban administration your Executive will be again participating in the University of Regina Career Fair. We will also be looking at other venues whereby we may advertise our work and profession.

As I leave you to enjoy the last parts of the summer season, and as I get ready for the golf course, remember UMAAS is your organization. The issues and matters the Executive lobby and work for you on your behalf come from your directions!

In the words of Hal and Joanne Johnson from "Body Break", who lost out in Amazing Race Canada right here in Saskatchewan, "keep fit and have fun!"

**- Richard Dolezsar,
RMA**

Executive Director's Report

Will it never End?

After over 30 years in this occupation one would think that a person would have had the occasion to have been exposed to almost every issue that could possibly confront a Municipal Administrator, but alas, the beat goes on. Just for fun I thought I would make a list of some of the more entertaining issues which have at sometime bothered residents to the point that they have felt it necessary to bring the problem to the attention of their Town Administration to do something about. Some of these are very serious to the obsessed resident, some make you wonder what they are really thinking and some just have to make you laugh as a means to relief the pressure of being the one expected to fix this problem.

Here goes a list of some of the more recent memorable ones:

- There's a bear in the tree in front of my house, how do I get it down?
- Do you know the phone number to the local motel. (Don't these people know about 411?)
- There are birds swooping at me when I go out of my house, my husband is not home, can the Town get rid of them?
- I can't sleep at night because my neighbor, ½ block over has a squeaky whirly-bird, you have to make him fix it.
- There's a skunk under my deck, who can I call to get it out.

- I want to get a family swim pass for all my 12 grandkids from 5 different families, why not?

- The deer are eating my flowers, garden, shrubs and are a hazard, you have to get them out of Town.

- I'm concerned the fallout from the Town's July 1st fireworks will light my house on fire can you set them off outside of Town.

- The security light on the front of the Water plant is shining through my bedroom window preventing me from sleeping (ever heard of a window blind).

- The fuzz from my neighbors poplar tree is making a mess in my yard.

- How do I get rid of all the ants in my lawn?

- There's a moose in the park.

- I found cement debris buried in the private lot I bought, shouldn't the Town have made sure this was cleaned up properly.

- Do these school bus driver's really need to let their buses warm up for 15 minutes in Town?

- There are people sneaking into the Waste Disposal site after hours and stealing recyclable items before I get a chance at them.

And of course everyone's favourites that I'm sure are just around the corner again, why is my street always the last one to get the snow cleared or I just shoveled my driveway and the grader went by and filled it with a snow ridge.

**MINUTES of the
FIFTY EIGHTH (58th) ANNUAL CONVENTION of the
URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Held at the TRAVELODGE HOTEL IN SASKATOON, JUNE 5TH TO 7TH, 2013.**

PRESENT WERE: 173 Delegates - 10 Spouses - 3 Fraternal - 44 Sponsors/Exhibitors/Guests = 230

WEDNESDAY, JUNE 5TH

CALL TO ORDER

Vice President Jason Chorneyko called the meeting to order at 9:00 a.m.

Wednesday, June 5th, 2013.

INVOCATION

Father Nestor Gregoire, Pastor of St. Joseph's Parish, gave the Invocation.

WELCOME AND INTRODUCTIONS

Vice President Jason Chorneyko introduced the Head Table and gave his 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 2013 Convention Program.

2012 CONVENTION MINUTES

Moved by Richard Dolezsar that the 2012 Annual Convention Minutes be approved as circulated. CARRIED

2012 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2012 Audited Financial Statement be accepted as circulated. CARRIED

CONFERENCE KICKOFF SPEAKER - BRIAN THWAITS

Brian Thwaits provided an inspiring conference kickoff presentation entitled "Train Your Brain".

CALL FOR NOMINATIONS - VICE PRESIDENT

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

Shelley Funk, Dalmeny nominated Jason Chorneyko, Wynyard for the position of Vice President.

No further nominations were received upon third call.

Phil Boivin, Government Relations, declared Jason Chorneyko elected Vice President by acclamation.

WORKSHOP - WASTE REDUCTION COUNCIL

Joanne Fedyk, Executive Director Sask Waste Reduction Council provided a workshop on community and environmental issues centered around the three main themes of cash, composting and environmental codes.

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
- Gayle Zimmerman, Sask Water
- Lori McDonald, Division 3 Director RMAA
- Debbie Jensen, Director MMAA

DISTRICT MEETINGS

District meetings took place from 1:00 p.m. 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 which included the following items: grants for capital projects, special tax levies, regional partnerships/cooperation/OCPs, environmental regulations, water operator certification CEU, new employment act, support to new members/workshops, posting of conference presentations on website, salary guidelines, OH&S regulations/council responsibilities, PME regulations, SAMA revaluation, bylaw enforcement officers, MMRP, asset management planning, fire chiefs and personnel certification, northern housing.

ADVISORY SERVICES WORKSHOP - HOT TOPICS

Phil Boivin, Mark Caswell, Diana Lee, Municipal Advisors provided a workshop that covered current topics: legislative amendments, election systems, municipal status and special levy provisions.

ASSET MANAGEMENT WORKSHOP

Sean McEachern of SUMA conducted a workshop on the basics of asset management plans.

ANNUAL BANQUET, RETIREMENTS AND SOCIAL EVENING

Conference participants enjoyed the annual banquet, retirement awards, membership pin presentations, new certificate recognition and performance by Keith and Renee. Honorable Jim Reiter, Minister of Government Relations attended as guest speaker.

THURSDAY, JUNE 6TH

ASSOCIATE MEMBERS MEETING

An Associate members meeting was held and Marie Selby of Marshall was elected as Associate Director.

WORKSHOP - EDUCATION TAX LIABILITY STATEMENTS

Norm Magnin and Jane Laich of Government Relations provided a workshop and question period on requirements related to the School Statement of Accounts.

WORKSHOP - GROUP PURCHASING/SUMA PROGRAMS

Tania Meier of SUMA and Jason Minvielle of AON made a presentation covering the following topics: Group purchasing options, SUMA Advantage Programs, SUMAssure Program.

WORKSHOP - RED CROSS DISASTER RELIEF

Cindy Fuchs of Saskatchewan Red Cross presented a workshop on Provincial Disaster Relief Program.

WORKSHOP - MUNICIPAL CAPACITY DEVELOPMENT PROGRAM (MCDP)

Dan Way, Program Manager of Municipal Capacity Development Program provided a workshop on the Provincial MCDP and inter municipal collaboration.

NETWORKING AFTERNOON

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tournament at Rosthern Valley Regional Park or Solar Gardens Greenhouse and LB Distillers Tour. This was followed by a social evening and entertainment featuring a jazz quartet.

Winners of the Texas Scramble were a team of:

Rick Dolezsar, Teresa Parkman, Lawrence Lukey, Deb Jensen

Individual Winners:

Men's Longest Drive - Rick Kindrachuk

Ladies' Longest Drive - Nicole Lerat

Men's Closest to the Pin - Clayton Meier

Ladies' Closest to the Pin - Deb Jensen

FRIDAY, JUNE 7TH

SASKENERGY SAFETY MESSAGE

Barb Tzchowski of SaskFirst provided a safety message on behalf of SaskEnergy highlighting "Dial before you dig".

WORKSHOP - LABOUR STANDARDS

Terry Grove of the Labour Standards Division provided a workshop on current Labour Standards Regulations.

WORKSHOP - OCCUPATIONAL HEALTH & SAFETY

Shelley Chirpilo, Manager of Workplace Safety North presented an OH&S workshop relating to municipalities.

PRESENTATION AND DISCUSSIONS - BOARD OF EXAMINERS

CERTIFICATION PROCESS AND REGULATIONS

Joyce Aitken, Secretary Board of Examiners and Steven Piermantier, Chairman Board of Examiners presented a workshop on the Board of Examiner's Regulations and Certification process including: education requirements & options, mentorship requirements and qualifications, experience requirements, training document detail, proof of competency in all key issues, equivalent education requirements, additional 9 credit hours for Adv Level I, additional 18 credit hours for Adv Level II, current consideration of interprovincial reciprocity, possibility of office inspection requirements, Code of Ethics. An active question and answer period followed.

INTRODUCTION OF 2013 - 14 EXECUTIVE

Division 1	Ronda Heisler, Vibank
Division 2	Gordon Murray, Gravelbourg
Division 3	Joni Mack, Jansen
Division 4	Aileen Garrett, Unity
Division 5	Brad Hvidston, Tisdale
Division 6	Nicole Lerat, Rosthern
Division 7	Therese Chartier, Buffalo Narrows
Associate	Marie Selby, Marshall
Vice President	Jason Chorneyko, Wynyard
President	Rodney Audette, Bethune
Past President	Shelley Funk, Dalmeny
Executive Director	Richard Dolezsar, Hudson Bay
Executive Assistant	Teresa Parkman, Hudson Bay

VICE PRESIDENT'S ADDRESS

Vice President Jason Chorneyko thanked the Delegates and Executive Members for their support on behalf of President Rodney Audette 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

Vice President Jason Chorneyko declared the Convention adjourned at 11:55 a.m.

The Learning Curve

- Ronda Heisler
Director, Division No. 1

There has been a lot of discussion lately on whether the Saskatchewan LGA course provides the required educational material to prepare new administrators to confidently step into their new position which can in some cases be anything from the administrator to a bylaw officer. As a new administrator myself, I do have to agree with the valid points being brought forward regarding the issue. I also can see that such a situation would or will be a long, complicated change that would take many years to implement. With that being said I do believe us new administrators should also take the initiative to educate ourselves as well.

One hot topic I am currently researching is that of Risk Management. Unfortunately our society has changed from being responsible for your own actions to finding someone or something to blame for the situation. As Administrators we are responsible for ensuring the staff, community members and visitors are provided safe environments in which they can carry on their activities.

WHAT IS RISK MANAGEMENT

Risk Management involves analyzing, organizing, planning, directing and controlling the resources of an organization to try and minimize the potential chance for and effects of the risk involved in daily operations.

The Process of Risk Management

- 1) Identify - identify the services and assets that could

potentially cause financial losses for the municipality.

- 2) Analyze - evaluate the risk, the probability of the occurrence, the frequency it could occur, the impact or severity of the loss resulting from the risk, and the length of time it will take to recover from the loss financially.

- 3) Plan - assess the options and implement the procedures designed to eliminate the conditions that may lead to loss.

- 4) Monitor - Re-evaluate and adjust the plan on a regular basis.

SEVEN CATEGORIES OF SOURCES OF RISK

- 1) Physical Environment (snowstorms, floods, etc.)
- 2) Legal Environment (laws & legal precedents)
- 3) Operational Environment (day to day activities)
- 4) Social Environment (special events)
- 5) Economic Environment (market trends, interest)
- 6) Cognitive Environment (attitude of individuals

towards risk)

Gov. of Nova Scotia Local Government Resource Handbook, Section 6.3.1,

<http://www.gov.ns.ca/snsmr/pdf/mun-local-government-resource-handbook-6-3.pdf>

Administrator Profile

Jeanette Schaeffer
Village of Vibank

I was born and raised on a farm in the Vibank area and completed my high school education in Vibank.

I began working for the Village of Vibank as the “clerk” on June 1, 1983 believing this job would be temporary as I raised my children and that when they went to school I would get a “real” job in the city. Little did I know at that time the magnitude of what happens in a municipal office and that I would love my job and 30 years later, here I am.

I enrolled in the Local Government Program at the University of Regina in 1984 and received my “C” certificate in April of 1986 and became the Administrator.

Working in the municipal field was the best decision I ever made. Life is never dull in local government. I have worked with many different Council's in my career and had to learn to change course in the way we operate and yet sometimes direct Council down the proper path. I can honestly say I have never been bored with my job. There seems to never be enough hours in a day to do all the things that need to be done.

A couple of achievements that I am very proud of and played a big part in bringing to Vibank is the creation of the first municipally licensed daycare in the Province, and the Vibank Heritage Centre, formerly a convent, and now housing the municipal office, regional library, daycare and many businesses. This centre, although controversial when

Council first took it over in 1992 has now become the focal point of the Village.

Being a part of a small community like Vibank, residents depend on the “town office” to know everything, know everyone and if we don't we are expected to find the answer.

I have seen numerous changes in the life and operation of our municipality over the last 30 years but our goal has remained the same to put our heart and soul into our job for the health and safety of our residents and for the success of our community.

A year and a half ago the Village hired a full time assistant, Ronda Heisler. After working for so many years in a single person office it was a big change to have another person in the office to share the workload and bring new ideas to the office. Ronda will be taking over as Administrator in the near future.

My husband, Leonard and I have two daughters, Lynette and Amanda. Leonard recently retired after 40 years working for a rural municipality. My oldest daughter, Lynette and her husband David have one son Cyril, and farm just south of Vibank. Lynette has just started a position with a rural municipality as an assistant administrator and is in the process of completing her LGA classes. As you can see our family has a lot of history in municipal life. My youngest daughter Amanda, is an operations manager for a trucking company. She and her son Emerson live in Vibank.

Community Profile

Village of Vibank

The Village of Vibank is situated approximately 45km southeast of Regina. The Village was incorporated in 1911 and our current population is 374. Not only do we have a newly renovated K-12 regional school that houses many children from the surrounding areas, we also have the first municipality owned daycare in the Province of Saskatchewan. The Village office is located in our heritage centre which was the convent for the Ursulines from 1923 - mid 1980's. As in the past and now in the present the heritage center is still the main staple of our community. It houses the village office, post office, hair salon, library, restaurant (the Grotto featured in many magazines and on the news), the daycare, Judo and Dance club.

Over the last few years the Village has been busy completing a new RO water system which was put on line in the spring of 2012, a new recreation director was hired to help with the operation of the rink and other recreational activities, and renovations are starting on our heritage centre to help it become a more energy efficient building.

Not only do the many programs offered such as Judo, Dance, Hockey, Soccer, Drama, etc. make the community a great place to raise a family. The businesses such as a grocery store, meat market, gas station, restaurants, caterer, bank, license issuer and construction/gravel companies make it a community that is very accessible as well.

Board of Examiner's Report:

Recent Certificates Issued: August 20, 2013

Conditional:

Cheryl Fedirko
Norma Stumborg
Christie Peddie
Lisa Ironside
Dickson Bailey
Valarie Wheaton
Linda Senchuk
Amy Sittler
Angela Holdstock
Malerie Gabriel

Conditional Extension:

Sheree Emmerson
Donna Goertzen

Standard:

Holly Toews
Kevin Trew
Caroline Bidwell
Katherine Clarke
Joyce Palagian
Wendy Dunn
Kelly Ann Schill
Toy Tuschek
Jeannie Rip

Advanced Level 1:

Joni Mack
Michael Mykytyshyn
Teri Scafe
Glenda Hodson

Joyce Aitken
Secretary
Board of Examiners

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
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SASKATOON:

Oct. 1-3	Operator Math and Science Preparatory Course (1.8 CEU's)
Oct. 7-11	Class 1 Water Treatment & Water Distribution (3.0 CEU's)
Oct. 21-25	Class 1 Wastewater Treatment and Wastewater Collection (3.0 CEU's)
Nov. 25-29	Class 2 Water Treatment & Water Distribution (3.0 CEU's)
Dec. 2-6	Class 2 Wastewater Treatment & Wastewater Collection (3.0 CEU's)
Dec. 9-13	Class 1 Water Treatment & Water Distribution (3.0 CEU's)
October 16	Confined Space Entry Workshop (0.6 CEU's)
October 17	Wastewater Collection Maintenance Workshop (0.6 CEU's)
November 13	Hypochlorination & Feeder Maintenance Workshop (0.6 CEU's)
November 14	Filter Surveillance & Optimization Workshop (0.6 CEU's)
Nov. 20-21	Gas Chlorination Workshop (1.2 CEU's)

REGINA:

Oct. 21-25	Class 1 Water Treatment & Water Distribution (3.0 CEU's)
Oct. 28-Nov. 1	Class 1 Wastewater Treatment & Wastewater Collection (3.0 CEU's)
October 9	Membrane Filtration Workshop (0.6 CEU's)
October 10	Potable Water Reservoir Design and O&M Workshop (0.6 CEU's)
December 4	Lagoon Operation & Maintenance Workshop (0.6 CEU's)
December 5	Water Main Swabbing Workshop (0.6 CEU's)

Power Mobile Equipment (PME) Safety Training

September 11	Regina PME Safety Operator-Evaluator (Train-the-Trainer) 1-Day Course
September 12	Saskatoon PME Safety Operator-Evaluator (Train-the-Trainer) 1-Day Course

For Mayors, Councillors, and Administrators

September 17	Regina Introduction to Public Works 1-Day Workshop
September 19	Saskatoon Introduction to Public Works 1-Day Workshop

***For more information and registration forms, please call us at
306-244-8828 or visit our website at:***

www.atap.ca

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Water and Wastewater C.E.U. Workshops PME Safety Training & Evaluations