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2015 Conference Minutes
Fall Workshops - Accounting & Year End Preparation

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President's Message

**- Rodney Audette RMA, President
UMAAS**

Well what a summer good ole Saskatchewan has given us in 2015. Our Province has seen drought in some areas; deluge of rains in others; extreme dry weather, fires and smoke in the north; and terribly poor golfing! Yes been a great summer!

It is going to be quite the fall for us administrators and CAOs. Recent announcements through the Building Canada Fund (BCF) and the Canada 150 Program on successful projects in the Province receiving funding through the respective programs will mean setting up tenders; meetings; project updates and reports; and setting up financing. Congratulations to all the successful communities who received the good news!

The fall Federal Election call will also provide for some interesting conversation around Council tables. Will the country stay with the status quo, or are the winds of change blowing? And after the Federal political excitement calms, next spring we can likely get set for a Provincial Election and then our own municipal elections in October 2016. By October 2016 everyone should be good at voicing opinions and voting, right?

Your Executive will meeting in September 2015 for the fall regular meeting and I would like to extend a welcome to our new Associate

Director Lori Foster from Osler! Thanks to Jan Hoffart, our outgoing Associate Director, for your work and contributions to the Executive over the past year!

Agenda items to date will be discussion on recent requests from the Ministry of Government Relations to provide comments on proposed legislative amendments, upcoming Year End and Financial Statement Preparation workshops scheduled for October 20-29, 2015, attendance at the 2015 University of Regina Career Fair September 28, 2015 and other items. As well the Executive will be reviewing comments from the 2015 Annual Convention to which I would like to thank Ronda Heisler and the Convention Committee for coordinating a great convention! It is indeed a challenge to incorporate the right mix of education/workshop, networking and social activities in the annual convention agenda. The right balance is in part a result of the comments received in the Convention Evaluation forms. Remember to keep filling them out and to also submit your ideas to Executive members whenever!

I hope everyone has had the opportunity to relax and recharge their batteries this summer! Please enjoy what summer we have left and not let any poor golf games, days of rain, or little complaint that passes your desk get you down!

Executive Director Editorial

- Richard Dolezsar, RMA

Another summer has come and gone as we settle in for the cooler and shorter days of fall. Time to review our budgets to ensure this year's planned projects are substantially completed prior to the freeze up and the snow flying. I have to admit that several things continue to surprise me, but I really don't know why they should after working in municipal government for over 35 years. I should know by now that the wheels of progress turn slow and other levels of government and agencies do not always carry the same sense of urgency to get things done, that most often, municipal officials do.

A couple weeks ago I noticed a press release that announced approval of funding to 26 projects under the New Building Canada Small Communities Fund the Federal and Provincial Government each funding about \$11.5m for total eligible project costs of \$34.5m. After reading through this and noting the various projects I made an inquiry as to what was happening with the balance of the applications as this allocation didn't seem near the amounts contained in any of the announcements relating to the program. I was informed that this was just the first round of approvals and there would be others forthcoming in the future. I was then informed that there would be no further announcements on BCF projects until after the Federal Election, which of course is another very significant delay which I am sure will extend well past the election because regardless of which party receives the people's mandate, it will no doubt take them several months to get all the wheels back in motion. It would seem that yet another construction season will be lost, likely even for those 26 who did receive an approval this August. Many of you will remember that the New Building Canada Fund was originally announced in the Federal Government's 2013 budget, senior levels of government took until late 2014 to work out details and develop applications, municipalities were given a miniscule 6 week window through late December 2014 and early January 2015 to develop and submit their applications. The time frame for review and advice of approvals was somewhat ambiguous and here we are 8 months later with 26 approvals and everyone else on a waiting list for an undetermined time. All in all it will be probably be at least three years from the time of the original announcement until the time any BCF dollars reach the coffers of a Saskatchewan municipality. Assuming infrastructure is a priority for all levels of government in this country, I think we should expect a higher level of performance from senior levels. Yes, I know the design of a program to fit the nation is complicated, but we have done this same thing many times over, and if a proj-

ect based program is too complicated and wieldy to be worked out quickly, then perhaps those who advised that a per capita program for qualifying municipalities, for qualified projects to be determined at the municipal level would be a more workable solution. This idea is similar to the Gas Tax Program or what if for simplicities sake, the Gas Tax Program was simply enhanced and enlarged with the BCF dollars from both senior levels. Now that could be a streamlined and predictable alternative which would be equally assessable for all municipalities and make planning for the predictable funding of capital infrastructure projects a real possibility.

On another topic there was a time 15 or 20 years ago I would have bet that by 2015 we would have resized and restructured municipalities in Saskatchewan based on reasonable economic, population and geographical factors, but it is apparent that neither the political will, nor the desire of many local municipal councilors is sufficient to address and prioritize this issue. Believe me this issue will not go away on its' own, as difficulties with even just finding adequate administrative staff become increasingly difficult, never mind the shortfall in other resources and policies which are legislated as necessary to meet provincial regulations with everything from water and sewer, to Building Standards, to Public Health and Safety, to fire and emergency measures. I have honestly always looked forward to being a part of the restructuring changes, but at this point it appears I will eventually just run out of time.

At any rate, at this point I am excited to be in the twilight years of my Municipal Administration career with only a planned couple years remaining. I have found that the start of planning for retirement of sorts to be a daunting task with many unknowns. There remains a mix of feelings on retirement, ranging from the excitement of being able to do anything you want to wondering what the heck you are going to do with all the free time you're going to have. Of course, most retired people tell me that they are busier than ever, but it's hard to gauge if they're serious or just pulling your leg. Also, being that I have a list of fairly expensive hobbies I expect I will have to pick up some part time work after retirement to ensure I can continue them all to a ripe old age.

Guess I may as well close with a couple of thoughts about aging, "I think the aging process could be slowed down a lot if it had to work its' way through Parliament or even the legislature" and remember "Once you're over the hill you begin to pick up speed"

MINUTES of the SIXTIETH (60th) ANNUAL CONVENTION of the URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN Held at the TRAVELODGE HOTEL IN SASKATOON, JUNE 2nd TO 5th, 2015.

PRESENT WERE:

208 Delegates - 9 Spouses - 3 Fraternal
48 Sponsors/Exhibitors/Guests = 268

WEDNESDAY, JUNE 3rd

CALL TO ORDER

President Rodney Audette called the meeting to order at 9:00 a.m.
Wednesday, June 3rd, 2015.

WELCOME AND INTRODUCTIONS

President Rodney Audette 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 2015 Convention Program.

2014 CONVENTION MINUTES

Moved by Stephen Schury that the 2014 Annual Convention Minutes be approved as circulated.

CARRIED

2014 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2014 Audited Financial Statement be accepted as circulated.

CARRIED

CONFERENCE KICKOFF SPEAKER

– GREG JOHNSON

Greg Johnson, the Tornado Hunter, provided an inspiring conference kickoff presentation entitled "Leaving a Legacy".

CALL FOR NOMINATIONS

– VICE PRESIDENT

Phil Boivin, Government Relations, conducted the Call for Nominations for Vice President.
Stephen Schury, Milestone 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 – INTERIM & ANNUAL SCHOOL LIABILITY STATEMENT

Monica Chu and Jennifer Peet from Government Relations and Nicole Lerat of Rosthern provided information on the process of completing the Interim and Annual School Liability Statement.

NOON LUNCHEON

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

- Don Poon, SAL Engineering
- Nish Prasad, Sask Water
- Cal Martin, Director SASBO
- Gary Hanna, MMAA Past President
- Kelly Eskeland, Director LGAA

DISTRICT MEETINGS

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

DISTRICT MEETING REPORTS

Respective division directors provided individual reports on issues addressed in their regional meetings which included the following items: Landfills (planning for decommissioning of transfer stations; concerns over new regulations); regional collaboration; bylaw enforcement; discussion on joint projects (ie: fire, planner, waste, monthly admin meetings, recreation, district planning, heavy equipment training); future education session ideas, convention ideas, new legislation that is being proposed.

EMPLOYMENT CONTRACTS

Adam R Touet from W Law Group made a presentation on do's and don'ts of an employment contract and stressed the importance of possessing one.

SUMA – GROUP PROCUREMENT

Mike Dundas of SUMA presented information on group procurement.

MUNICIPAL CAPACITY DEVELOPMENT PROGRAM

Andrea McKibben, Project Facilitator and Amanda Parkinson, Program Manager made a presentation on the Municipal Capacity Development Program.

ANNUAL BANQUET, RETIREMENTS AND SOCIAL EVENING

Conference participants enjoyed the annual banquet, retirement awards, membership pin presentations, new certificate recognition and performance by James Williams. Honorable Jim Reiter, Minister of Gov't Relations attended as guest speaker.

THURSDAY, JUNE 4TH

ASSOCIATE MEMBERS MEETING

An Associate members meeting was held and Lori Foster of Osler was elected as Associate Director.

DAVID SIEGAL

– LEADERS IN THE SHADOWS:

QUALITIES OF SUCCESSFUL CAO'S

David Siegal, Author of Leaders in the Shadows: Qualities of Successful CAO's gave a powerful presentation of the attributes of successful CAO's.

INFORMATION SERVICES

CORPORATION (ISC)

Information Services Corporation (ISC) made a presentation covering web navigation, maps and basic tax enforcement.

NETWORKING AFTERNOON

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tournament at Rosthern Valley Regional Park or Women on the Go Tour at Watrous/Manitou Beach/Mineral Springs Resort and more. This was followed by a social evening and entertainment featuring a DJ.

Winners of the Texas Scramble were a team of:
Brad Hvidston, Cam Thauberger, Karalee Davis, Colleen Digness

GOVERNMENT RELATIONS WORKSHOP

During the networking afternoon, some chose to stay for a workshop on "Everything You Didn't Learn in LGA" and an open question session with Government Relations.

FRIDAY, JUNE 5TH

SASKENERGY

– GREETINGS AND SAFETY VIDEO

Neil Barron, Customer Solutions Leader of SaskEnergy presented greetings and a safety video, emphasizing the safety of calling before you dig.

SUMASSURE – RISK MANAGEMENT

Robin Daddar and Brett Christie of SUMAssure presented on risk management in the workplace.

GOVERNMENT RELATIONS

– LEGISLATIVE UPDATES

Phil Boivin, Municipal Advisor of Government Relations gave an update on legislative amendments and additions.

SPRA

Rob Boulding of SPRA gave a presentation on what SPRA is and does, including some grant information.

INTRODUCTION OF 2015 - 16 EXECUTIVE

Division 1 Ronda Heisler, Vibank
Division 2 Chris Costley, Mossbank/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 Lorie Foster, Osler
Vice President Jason Chorneyko, Wynyard
President Rodney Audette, Bethune
Past President Kim Gartner, Macklin
Executive Director Richard Dolezsar, Hudson Bay
Executive Assistant 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 11:40 a.m.

Administrator's Profile

- Lorie Foster - Associate Director

I grew up in the Warman area and began my working career in customer service based industries including retail sales and hotels. As a young mother I learned early the need to balance raising children with a career. As my children grew it became clear to me that a more predictable career would make sense and I enrolled with Great Plains College to take their Office Education course. I began working for the Town of Osler in late 2006, where I started in a temporary reception position, and in 2007 became the Utilities Clerk. I com-

pleted the LGA Course in 2012 and am now working as the Chief Financial Officer for the Town of Osler. I am currently working under the direction of our CAO and Assistant Administrator to obtain my hours to become certified. I am a single mother of 3 (2 of which are now young adults), and I am expecting my first grandchild in November of 2015. I enjoy spending time with family, camping, reading and gardening. I am grateful for this learning opportunity and looking forward to participating on the UMAAS Board.



Community Profile

- Town of Osler

Osler is a warm, friendly close-knit community of approximately 1,200 people located in a relaxing 20-min commute north of Saskatoon and only an hour south of Prince Albert on Highway 11. Osler is a great place to raise a family, away from the big city bustle. Osler is home to numerous recreation facilities: Soccer field, ball diamonds, Osler Paddling Pool (heated), and a state-of-the-art outdoor rink. Other recreational programming includes Tae Kwon Do, dance classes and various fitness classes. In addition the Town boasts a Community Hall, the Osler Branch of Wheatland Regional Library, Osler Community Pioneers Centre, "Quiet Paths" (the Communities in Bloom Park) and Osler Heritage Museum. The recent construction of a four-bay Fire Hall has provided our volunteer fire department and first responders with much needed training and storage space. There are low-rental units, a K-9 school (10-12 are bussed to the neighbouring community of Warman), numerous churches as well as easy access to Valley Christian Academy (1 km from town). The Osler Branch Library offers various children's programs during the year including a very active summer reading program and free internet ac-

cess to all residents. Our Paddling Pool offers Cool Camp once a week for the summer months and the Osler Family Resource Centre oversees a busy Preschool Program.

The summer started the revamping of our roadways including paving projects and the construction of a Surge Pond/Soccer Field and mini storm sewer system that will alleviate water concerns during unusual rain events. Our Service Road, adjacent to Highway 11, is providing new and innovative places to stop and shop on your way to the northern lakes.

If you enjoy the atmosphere of a small town and a family oriented community, then Osler truly is "the Perfect Urban Rural Blend." The Osler Town Council is excited about the growth and development taking place and welcome travelers and friends "we haven't yet met" to stop by and say hello. To learn more about our community watch the videos on our website at: www.osler-sk.ca, or contact the Town Office at (306) 239-2155.

Editorial

- Lorie Foster - Associate Director

When you Google the "definition of learning", approximately 370,000,000 results appear. Part of the very first definition on the results page was: noun - the acquisition of knowledge or skills through experience, study, or by being taught.

This is a word that can apply to absolutely everyone; from babies taking their first step, to children counting in arithmetic all the way to Astronauts in outer space. I have worked in a municipal office for 8 years, and although I have learned many different aspects of Municipal Government, I know there is so much more to go. This is one of the main reasons I love my job as CFO. I have learned so much from my mentors, co-workers, the LGA Course and networking at conventions and workshops. I am looking forward to future meetings with the

UMAAS Executive, as I am sure there will be much more to learn from them.

There are definitely some days when the job can be stressful, like when an angry resident calls about the snow ridge on their driveway, or you have a deadline fast approaching with a million things to do. Though it is difficult to see at the time, even these things can be beneficial to all of us. It can teach us not to take things personally, to have patience, and to prioritize (one of my biggest struggles). No matter how educated we are or how much experience we have, learning will never stop. One thing we could all undoubtedly say....working in municipal government is never boring!!

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Or

"My business wants to expand. Can you help me?"

Or

"As a business owner in this town, can you help me with information about who my customers are?"

Or even,

"What new businesses do we need in our community?"

How do you respond when someone comes into your municipal office and asks these questions? They are all relevant and valid questions that entrepreneurs have likely approached you for more information on. Now there is an organization that you can connect these people to so they get the most up to date and relevant information to help them start or grow their business.

Square One is Saskatchewan's Business Resource Centre, offering support, pathfinding, market research and information about starting and growing a business as part of the Canada Business Network. Our goal is simple – to provide entrepreneurs with the information they need to be successful in their new or growing venture. And we do this with little to no cost to Saskatchewan residents as a result of our funding from Western Economic Diversification.

Here are a few examples of the type of help we can give:

- a. Assistance with name search and business registration process;
- b. Sources of funding options, depending on demographics, location,

and business type;

c. Sample business plans;

d. Customizable market research, including demographic and expenditure reports, competitive analysis, performance reports and industry and economic profiles by region;

e. Access to Guest Advisors (legal, accounting, HR, trade & export, business planning, revenue planning, branding & advertising, and insurance);

f. Pathfinding to other businesses and organizations applicable to the needs of our clients

Our office provides assistance to entrepreneurs across Saskatchewan through our walk-in assisted services, email or phone using our province-wide toll-free telephone inquiry service. Square One works with and supports a network of regional partners geared to the provision of business services in Saskatchewan, ensuring that all small business owners have access to what government has to offer. For more information, please visit our website at www.squareonesask.ca.

We appreciate you making our information available to clients looking to start or expand a business in Saskatchewan. If you have any questions, or would like more information, please contact us at info@squareonesask.ca or call 1-888-576-4444.

It's through partnerships like this that we all contribute to the growth and success of our communities and our province.



Square One "your one-stop shop for business information"

Board of Examiners Report

- Certificates Issued

CONDITIONAL

- Caroline MacMurchy - Village of Lebreton
- Denise Bernier - Village of Maymont
- Myron Belej - Village of Borden
- Janelle Anderson - Town of Cabri
- Desiree Bouvier - Town of Elrose
- Geraldine Fountain - Village of Archerwill
- Jacqueline Mann - Village of Weldon
- Bobbi Jones - Village of Conquest

STANDARD

- Karalee Davis - Resort Village of Tobin Lake
- DLori Yaworski - Village of Quill Lake
- Verna Cherry - Town of Moosomin
- Jennifer Josephson - Town of Strasbourg
- Noreen Olsen - Town of Big River
- Rhonda Beilville - Town of Shaunavon
- Kendra Lawrence - R.M. of Moosomin
- Theresa Mokry - Village of Hodgeville
- Faye Campbell - Village of Mortlach
- Melanie Huyghebaert - Village of Kincaid

NOTICE

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

**CALL FOR FREE
INITIAL PHONE
CONSULTATION:**

Adam R. Touet
The W Law Group
Suite 300, 110 - 21st Street East
Saskatoon, SK. S7K 0B6
Phone: 306-244-2242
Email: atouet@wlawgroup.com

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

IMPORTANT NOTICE FALL WORKSHOP INFORMATION

Municipal Financial & Year End Accounting Workshops

Chris de Jong of de Jong & Associates, Chartered Accountants and Municipal Advisory Services in cooperation with the Urban Municipal Administrators' Association of Saskatchewan (UMAAS) and Rural Municipal Administrators' Association (RMAA) will be conducting a series of one-day Municipal Accounting and Yearend Preparation Workshops this fall for urban, rural and northern administrators.

The workshops will deal with responsibilities of the administrator and the auditor for the year end. Preparation steps and important entries required during the year and the yearend procedures will be the main topics of these workshops.

As always, our workshops will be interactive with plenty of opportunity for you to ask questions.

DATES

October 20th
October 21st
October 22nd
October 27th
October 28th
October 29th

LOCATION

North Battleford
Prince Albert
Yorkton
Weyburn
Regina
Swift Current

WATCH FOR FURTHER DETAILS!!!!

Registrations to be forwarded separately.

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.



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During a review of Maple Creek's general insurance in 2014, we compared offerings from SUMAssure and SGI. SUMAssure offers a comprehensive insurance policy with great coverage at a cost-effective price, so we made the decision to switch to SUMAssure. We've been pleased and impressed with the services and advice we've received since then. Everything is handled quickly, professionally and pleasantly. SUMAssure understands that urban municipalities have specific insurance needs, so it's been a great change for the Town of Maple Creek.

*Barry Rudd, Mayor
Town of Maple Creek*



Top left, clockwise:

Mayor: B. Rudd;

Councillors:

M. McKenzie, T. Cresswell,
E. Hawrylak, B. Elderkin,
K. Harrigan

SUMAssure
Protection and Ownership
for Urban Municipalities

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