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2016 Conference Minutes ORGANIZATIONAL GUIDE FOR MUNICIPALITIES

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President's Message

This is my first editorial as President of the fine organization of UMAAS. As President, instead of having to write an editorial about every three years I now realize that I will be expected to write one for every newsletter. Another deadline – just what all CAOs dream of.

First and foremost I would like to thank all my fellow CAOs, my colleagues, for your support in taking on the role of President. Despite all the trials and tribulations that go with the job of being a CAO, I truly feel fortunate to be part of this profession. I look forward to working with the UMAAS Executive and staff to direct our profession into the future. Remember, the Executive works for your benefit. Although we cannot be all things to all people, and as an Executive we may not agree with all comments and suggestions we receive, we do discuss and debate all items that come our way. As members of UMAAS you should never hesitate to bring items of concern to our attention.

In addition I would like to thank the outgoing UMAAS Executive members. We will truly miss three time Past-President Kim Gartner for all the work he has contributed to the UMAAS Executive. Kim has a lot of knowledge and expertise gleaned over his career that will be missed around the Board table. In addition we say goodbye, sort of, to Brad Hvidston, former Director of Division 5. Although Brad is no longer a Director he is still finishing his term as the UMAAS representative to MEPP.

With the goodbyes also comes the welcoming to new executive members. With Kim's departure we see a shuffling of positions. Rodney Audette becomes the Past-President. Rodney's goal is to break Kim's record and become Past-President on four separate occasions. Chris Costley was elected to the Vice-President position at our past Convention which opened up the Division 2 Director position. New to the Executive are Division 2 Director Don McLeod and Division 5 Director Janelle Scott. Don is the CAO for the Town of Maple Creek and Janelle is the CAO for the Town of Naicam. Welcome to both and we look forward to working with you.

As I am writing this editorial the elections in Resort Villages have already occurred and the municipal elections are just over two months

**- Jason Chorneyko, President
UMAAS**

away. I am assuming that everyone is starting to get in election mode. I just looked at the election calendar and realize that there is very little time until the deadline to publish the "Notice of Call for Nominations". One word of caution to CAOs both old and new. The Local Government Election Act, 2015 is an amendment to the previous Act. Although a lot of the forms remain the same, the form identification has changed for some. As an example current Form R – Voter's Registration Form and Poll Book was previously titled Form Y under the old legislation.

The upcoming municipal election could also see some big changes in the various Council Chambers around the province. The 2012 elections saw a lot of changes being made. In Wynyard we had five of seven new people elected to Council. As CAOs it is our job to make sure we provide the resources for newly elected Council members to adjust to their positions. Make sure you are prepared prior to the election to insure you have up-to-date manuals and Council Procedure By-laws which you can distribute to the newly elected. Big changes occurred in 2015 regarding conflict of interest guidelines and we all need to be sure we are well-versed in the legislation. In addition there are new forms for Council, most notably the mandatory public disclosure statement.

In other news the Executive continues to work on UMAAS related issues such as the Local Government Program Review Committee, the SAMA Advisory Board, the Municipal Leadership Development Program, the Municipal Programs Steering Committee, and so forth. In addition we have been asked for input into many Provincial Government consultation processes such as the Municipal Whistleblower Protection Options Paper, the Education Property Tax changes, updates to The Planning and Development Act, 2007, and the 2017 Property Revaluation consultations just to name a few.

In closing I want to wish everyone good luck in running the upcoming elections. Let us keep in mind the new CAOs who may need advice in pursuing and excelling in their new careers. Let's have a good end to 2016 and a successful 2017.

Executive Director Editorial

- Richard Dolezsar, RMA

I hope everyone was able to take some well deserved time off this summer and enjoy the great outdoors. I know that the great outdoors always helps me with my outlook on work and life in general, and also sometimes when you come back after battling rain storms and something like this year's horrendous mosquito populations the old chair behind the desk doesn't look half bad again.

My remarks will be quite brief this time around as our new President Jason Chorneyko has already covered the recognition of outgoing Executive members and welcoming of the new. I truly look forward to working with Jason and our new Executive team over the year ahead.

The main reason for my brevity this time is because I would like to encourage members to read over the separate attachment submitted by one of our Past Presidents. Now when I say past President, I do mean past. Fred Sutter was UMAAS President from 1976 to 1978 when he served at the Town of Esterhazy. He also served in a number of other Saskatchewan municipalities, until his retirement, including the extremely diverse R. M. of Corman Park.

Apparently he was going through some old files and came across a "Municipal Organization Guide" that he had personally developed. After looking through it, Fred contacted me to inquire as to our organizations interest in such a document and the potential to share it somehow with our current membership.

He forwarded the document to me and when reviewing it I was impressed by its' contents, operational recommendations and the underlying principles which remain true and constant to this day. Also in light of the upcoming municipal elections and the potential for changing councils across the province we both thought it would be timely to share as it could be of assistance to CAO's to share the organizational principles and draft structure contained therein.

So without further adieu I would like to invite all of you to review the second attachment to this email, "An Organizational Guide for Municipalities" prepared by Fred Sutter, Past President of UMAAS (Retired)

MINUTES of the SIXTY FIRST (61st) ANNUAL CONVENTION of the URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN Held at the TRAVELODGE HOTEL IN SASKATOON, JUNE 7th TO 10th, 2016.

PRESENT WERE: 210 Delegates-9 Spouses-3 Fraternal-48 Sponsors/Exhibitors/Guests = 270

WEDNESDAY, JUNE 8th

CALL TO ORDER

President Rodney Audette called the meeting to order at 9:00 a.m. Wednesday, June 8th, 2016.

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 2016 Convention Program.

2015 CONVENTION MINUTES

Moved by Richard Dolezsar that the 2015 Annual Convention Minutes be approved as circulated.

CARRIED

2015 AUDITED FINANCIAL STATEMENT

Moved by Richard Dolezsar that the 2015 Audited Financial Statement be accepted as circulated.

CARRIED

CONFERENCE KICKOFF SPEAKER – DR. KEN COATES

Dr. Ken Coates, Canada Research Chair, Johnson-Shoyama Graduate School of Public Policy provided an inspiring conference kickoff presentation entitled "Managers of Change". A key theme was that innovation works only at a local level.

CALL FOR NOMINATIONS – PRESIDENT

Bonnie Chambers, Government Relations, conducted the Call for Nominations for President.

Rhonda Bacon, Kinistino nominated Rodney Audette, Bethune for the position of President. Rodney respectfully declined the nomination.

Joni Mack, Jansen nominated Jason Chorneyko, Wynyard for the position of President

No further nominations were received upon third call.

Bonnie Chambers, Government Relations, declared Jason Chorneyko elected President by acclamation.

CALL FOR NOMINATIONS – VICE PRESIDENT

Bonnie Chambers, Government Relations, conducted the Call for Nominations for Vice President.

Nicole Lerat, Rosthern nominated Chris Costley, Mossbank for the position of Vice President.

No further nominations were received upon third call.

Bonnie Chambers, Government Relations, declared Chris Costley elected Vice President by acclamation.

SASK MUNICIPAL RETIREE ASSOCIATION – RETIREE PLAN

Eric Biehn, Group Benefits Advisor, Viking Benefit Solutions gave an overview of the new Sask Municipal Retiree Association – Retirement Health Insurance Benefit Plan, including administration, underwriting, eligibility and benefit details.

NOON LUNCHEON

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

- Mayor Don Atchison, City of Saskatoon
- Don Poon, SAL Engineering
- Dawn Dierker, Sask Water
- Colleen Sailor, MMAA
- Dion Pollard, LGAA
- Darren Elder – RMAA

DISTRICT MEETINGS

District meetings took place from 1:00 to 2:00 p.m.

TAUNA KUPIEC – SUMA GROUP BENEFITS PROGRAM ADMINISTRATION

Tauna Kupiec, Senior Group Benefits Administrator from SUMA provided a presentation on SUMA's Group Benefits Program and municipal administrative requirements related thereto.

TANIA MEIER – TENDERS, RFP, RFQ

Tania Meier, Director, Corporate Programs and Member Services of SUMA provided a workshop on tenders, RFPs, RFQs – procedures and differences.

JIM WALTERS AND MARILYN GOULD – PLANNING AND SUBDIVISIONS

Jim Walters, Registered Professional Planner and Marilyn Gould, Principal Landscape Architect of Crosby Hanna Associates provided comprehensive overview of current planning and subdivisions options, processes and regulations.

JENNA ORBAN – PRIVACY LEGISLATION (LAFOIP)

Jenna Orban, Access Privacy Consultant of Saskatchewan Ministry of Justice conducted a workshop on the current local authority Freedom of Information and Protection of privacy Act (LAFOIP).

ANNUAL BANQUET, RETIREMENTS AND SOCIAL EVENING

Conference participants enjoyed the annual banquet, retirement awards, membership pin presentations, new certificate recognition and Casino Night. Assistant Deputy Minister of Government Relations, Keith Comstock attended as guest speaker and assisted with presentations of membership pins, new certificates and retirements.

THURSDAY, JUNE 9th

ASSOCIATE MEMBERS MEETING

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

LAURIE-ANNE RUSNAK – COUNCIL VS MANAGER ROLES

Laurie-Anne Rusnak, LADR Consulting presented an extremely comprehensive and detailed presentation on specific differences and policy recommendations on day to day Council vs Manager Roles.

BILL HAWKINS – BUILDING CODE

Bill Hawkins of the Dept. of Government Relations, Building Standards Branch provided an overview of current regulations respecting administration of the Building and Accessibility Standards Act.

RON CUMMINS – BOIL WATER ADVISORIES

Ron Cummins, Environmental Project Officer from Saskatchewan Environment gave a presentation to delegates on Saskatchewan Environment Water and Sewer Regulations, municipal responsibilities and boil water advisories.

SHELLEY THOEN-CHAYKOWSKI – VALUE OF RECREATION

Shelley Thoen-Chaykowski of TC Consulting gave an entertaining presentation on the value of the recreation and the workings of Recreation Boards recognizing the differences in each municipal situation.

NETWORKING AFTERNOON

Delegates participated in a networking afternoon with a choice of either a Texas Scramble Golf Tournament and BBQ at Rosthern Valley Regional Park or a bus tour and shopping trip to Humboldt. Winners of the Texas Scramble were a team of:

Rick Dolezsar, Lawrence Lukey, Marcy Johnson, Jennifer Thompson

FRIDAY, JUNE 10TH

GOVERNMENT RELATIONS – LEGISLATIVE UPDATES

Bonnie Chambers and Melissa McCloy, Municipal Advisors of Government Relations gave an update on legislative amendments and additions.

IRVWIN BLANK – SAMA 2017 REVALUATION UPDATE

Irwin Blank, CEO from SAMA provided details on the role of SAMA in setting equitable property assessments and the 2017 revaluation program which is proposed to reflect a January 1, 2015 base date.

RESOLUTIONS SESSION

Moved by Kim Gartner of Macklin:

"WHEREAS, Municipal Administration is a complex and challenging field;

AND WHEREAS, UMAAS believes effective governance begins with competent and knowledgeable administration;

AND WHEREAS, UMAAS believes all municipalities deserve and require competent and knowledgeable administration"

AND WHEREAS, current legislation exempts urban municipalities with a population less than 100 from being required to employ a certified administrator;

THEREFORE Be It Resolved, that UMAAS request the Government of Saskatchewan to amend current legislation and require all municipalities to employ a certified administrator.

CARRIED UNANIMOUSLY

DIVISION MEETING REPORTS

Division Directors gave summary reports on the District Meeting sessions which were held earlier in the conference.

INTRODUCTION OF 2016 - 17 EXECUTIVE

Division 1	Ronda Heisler, Vibank
Division 2	Don McLeod, Herbert
Division 3	Joni Mack, Jansen
Division 4	Aileen Garrett, Unity
Division 5	Janelle Scott, Naicam
Division 6	Nicole Lerat, Rosthern
Division 7	Therese Chartier, Buffalo Narrows
Associate President	Lorie Foster, Osler
Vice President	Jason Chorneyko, Wynyard
Past President	Chris Costley, Mossbank
Executive Director	Rodney Audette, Bethune
Executive Assistant	Richard Dolezsar, Hudson Bay
	Teresa Parkman, Hudson Bay

PRESIDENT'S ADDRESS

President Jason Chorneyko 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 himself and Executive members.

ADJOURNMENT

President Jason Chorneyko declared the Convention adjourned at 11:30 a.m.

Executive Editorial

- Janelle Scott, CAO -Town of Naicam

With October being just around the corner, I know our joint office has been busy answering election questions. There seems to be a “buzz” in and around the community with speculations of who is going to re-run and run for the position of unsung hero that is an elected official. One of the responses to a number of concerns that have come into the office has been “You know, there is an election this fall if you would really like to maybe see things change.” The reply you get from people is quite comical as they want a change but some are not so willing to put their names in for that change. The best part is being able to extinguish the myths about how a Council is to operate when these conversations are taking place.

Something I stumbled upon is the “Running for Municipal Office” on the Government of Saskatchewan website. I have referred to this link a number of times in the past couple of weeks as it addresses a number of common questions as well as it is in easy to understand language. I have also received positive feedback from a couple of the recipients in regards to this information being accessible to them.

At the UMAAS convention this June, there was talk of welcome/orientation packages being offered to the newly elected officials. Some municipalities already follow this practice, where there are a number that do not. From my personal experience, this is not something that I have done in great depth. I simply offered them a copy of the “Municipal Council Member’s Handbook” and a copy of the municipal policy

book if there was one. When listening to others and what they offer to the new councillors, there are a few other things I agreed that should be included with the welcome package. Some of the suggestions included an excerpt of the Official Community Plan that indicates what the municipal vision, goals, authority and mandate are. How to claim expenses, what benefits and any type of compensations Council is eligible for. And again, a copy of the municipal policy book should one be available.

An orientation would at the very least put the newly elected officials mind at ease and set them in the right direction. It will also show them what is expected from them as well as what their expectation is from the other elected officials. Orientation educates them on the proper decision making process and what to some of the key elements they should be taking into consideration when they are deciding what the future will hold for their municipality. Rather than thinking “This is what I want....” they could be thinking “This is what the community wants....”

Usually new Councillors are eager and ready to go to make changes. They have the enthusiasm and drive and we want to try and keep that momentum. As a new employee, we would expect some type of welcome or orientation package from our new employer, why wouldn’t we offer this to someone who is newly elected?



Town of Naicam

Community Profile

- Town of Naicam

The Town of Naicam is situated 55 km south of Melfort on Highway 6. The first settlers to arrive in the area were predominantly Scandinavian. They soon transformed the rich bush land into the high yielding farm land that it is today. In 1918, Mrs. Marius Knutson sold her land to the CPR to form a town site. The hamlet of Naicam received its name from two CPR officials – Naismith and Cameron. They used the first three letters of each name to form “Naicam”. Incorporated as a village in 1921, shortly after the arrival of the CPR, Naicam progressed to the extent that it was incorporated into a town in 1954 and has grown to a population of nearly 700 today.

The Town of Naicam celebrated its 95th birthday celebration in July of 2016. Attendees from as far as Ontario and B.C. registered to be a part of the festivities. It was a memorable weekend for everyone involved. This event was ran with numerous volunteers - our volunteers are a precious commodity to our community. There are many community groups and special events that could not be functional in and

around our community without our volunteers.

We have all the necessary amenities available right in Town. With two grocery stores, two banks, two insurance companies, four restaurants, one does not have to go too far to be provided a variety of facilities, services and activities to the district-wide community. Our VikingSports Plex attracts surrounding communities for competitive skating, hockey and curling and is extremely busy during the winter months. The multi-purpose field with the ball diamonds and the football field are often found filled with cheering fans. Naicam School is expecting to receive end zone seats from Mosaic Stadium once the new stadium opens next year.

With a vast majority of farming and ranching surrounding the rural area of the Town of Naicam, they also contribute to maintaining our Town as well. Naicam truly is a great place work, play, live or visit. Stop by next time you are through!

CAO PROFILE

- Janelle Scott - Town of Naicam

I was born raised in Regina, and later married into Indian Head. I have relocated to Naicam while following my career as a C.A.O. for the joint office of the Town of Naicam and the RM of Pleasantdale #398. Life is constantly busy with the daily municipal duty demands and then the off hours with my family camping, quadding/off roading and fishing as much as time allows us. When I started and completed the four LGA courses offered through the University of Regina I was on maternity leave with my youngest son. Currently I am working on achieving my ALGA certificate through correspondence offered by the Athabasca University. Starting my career

in a thriving village, to a RM with numerous developments, to a northern village; I am now enjoying a joint office environment, where I am witnessing firsthand the complexity and diversity of how municipalities deal with the day to day operations. Working within the municipal field has given me great satisfaction knowing that I am part of a team making a difference in the community around me. With regulations and requirements constantly changing, there is never a dull moment and the daily activities never get boring in the office. I look forward to the up and coming challenges and events presented as being appointed to represent Division 5 on the UMAAS Executive Board.



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Potential

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Board of Examiners Report

- Certificates Issued

June 28, 2016 Meeting

CONDITIONAL EXTENSIONS

- 1) Pamela Hawreluk Village of Sheho

CONDITIONAL APPLICATIONS APPROVED

- 1) Kimberly Johnson Village of Kincaid
2) Ward Minifie Town of Gravelbourg
3) Bradley Weibe Town of Hepburn
4) Carrie James Village of Beechy
5) Wanda Andreen R.V. Wakaw Lake
6) Glenda Moxham Village of Kelleher
7) Cynthia Villeneuve Village of Paradise Hill
8) Kristie Long Village of White Fox

STANDARD APPLICATIONS APPROVED

- 1) Andrea Kosior Village of Kenosee Lake
2) Angela Lubiends Village of Fillmore
3) Alecia Leclercq Village of Landis
4) Richard Beachey Town of Regina Beach
5) Sarah Wells Town of Craik
6) Charlene Loos R.M. of Hillsborough
7) Michelle MacDonald Town of Eston
8) Mohammed Hasan Akhtar Northern Municipal Services

ADVANCED APPLICATIONS APPROVED

- Level 1:
1) Carol White Town of Assiniboia

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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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.

