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## **“Ho, Ho, Ho...”**

As I sat down to start typing this editorial, I was feeling a little frustrated. I was thinking about all the complaints UMAAS receives about our colleagues, hearing stories about trouble in administrator land, people arguing about COVID-19 policies, and, even though the first snowfall occurred in mid-November, residents complaining about poor snow removal. The complaints about snow removal are particularly frustrating as my Public Works crew was plowing snow on November 11th, a statutory holiday. Then I said to myself, “Self, snap out of it”. And just like that, the frustration was gone.

Although the Delta variant of COVID-19 has knocked the stuffing out of our health care system, and the ICU beds are full, the numbers are starting to trend downwards. There is always fear of the dreaded fifth wave that is predicted if protective measures are relaxed. Everyone is tired of COVID-19 restrictions, but the people not receiving vital health care services, due to hospital beds filled and staff being used to treat COVID-19 patients, might have a different point of view. Regardless of the ever-changing information, the science is pretty strong that vaccinations are the way to move forward. Vaccinations do not offer a guarantee against contracting the virus, but the science shows that, if vaccinated, your chances of becoming critically ill from the virus are greatly reduced.

Now for some positive news. I have been out and about performing a number of office inspections over the past few months. I am thoroughly impressed with the people who are entering our profession. Regardless of the size of the municipality, I have hit a really good streak of meeting new people in our profession who not only possess the skills to become successful urban administrators, but who want to learn and also want their communities to be successful. All they need is the support of their respective Councils, and we all know that this can be a lot easier said than done. Most of us have good and supportive Councils; it is just that we hear too many instances where this is not the case.

As far as the business of UMAAS is concerned, we keep working on advancing and supporting the membership to which we serve. We are still regularly asked to comment on legislative changes. Many of the Executive members are involved in various meetings and events. You may have seen Vice-President Costley make an administrator presentation at the recently held SUMA Regional Meetings. Chris did a very good job and I heard lots of positive comments from the SUMA crowd. You should also be aware that Division 3 Director Glenda Lemke is your new representative on the MEPP Board. Glenda has taken on this challenging role with zeal and will be an excellent representative on this important Board. Finally, we have an upcoming Executive meeting at which the UMAAS Salary Guideline will be finalized and published in this same newsletter.

In closing, it is important to note that we are still planning on holding an in-person convention in June. In order for a sizeable gathering to occur we will need to continue to follow the guidelines including getting vaccinated. Stay safe and healthy everyone. Merry Christmas, Happy Hanukah, Feliz Navidad, Happy Holidays, etc., etc.



## “Let's Beat the Winter Blues”

Season's Greetings everyone. Is it just me or does everyone have that feeling that this year winter seems to have come a little early, is already dragging on slower than usual and will be a long one? This is a bit unusual for myself as I have always looked forward to the change of seasons and the different seasonal recreation opportunities we are blessed with in the Great White North.

At any rate this seems to be a common theme this year, maybe the dragging on of the Covid pandemic and the multitude of restrictions we have been under have added to our stress factors and added to this year's winter blues.

In recent days this has been weighing on my mind so I took the opportunity to do a little research on ways to combat the dog days of winter, many of which I fully embrace and have been practicing without even realizing it. Now I'm going to take the time to share, my top ten list.

Firstly, let's behave like we are from Saskatchewan, stop resisting and get the proper gear to get out there and enjoy the snow and ice. There are so many activities including X country skiing, snowmobiling, snow shoeing, ice fishing, skating, downhill skiing or just sliding down the local toboggan hill with the kids. The air is colder, but it is also fresher so just get out there and do it.

Secondly, how about starting a project that has been on your list for a while, whether it's painting, decluttering, building a model or cleaning out the garage, winter is a fine time to get at it.

Thirdly, try something new. Apparently trying something new essentially rewires your brain as the process of learning wires your neurons together. So pick up that musical instrument, learn a new game or maybe just try a few new recipes.

Here's one I really like. Hang with positive people. When negativity gets too thick it can become suffocating. The people around you can influence the way you think, whether you realize or not. So find that person who really loves winter and hang in there.

Fifthly, make a book or movie list and take the time to become distracted in someone else's stories. Comedies are especially recommended for winter.

How about experimenting with winter mood foods, use that slow cooker and of course there's nothing like the taste of homemade chicken noodle soup.

Try using a sun lamp or at least make sure your home and work spaces are brightly lit. Apparently bright light therapy has proven to be an effective treatment for depressions brought on by a lack of sunlight.

Number eight on the list would be a little extra attention to healthy living. Stock up on Vitamin C and D to be taken as a supplement in winter months, or for heaven's sake at least eat healthy and get some regular exercise. Hey what a great time to join the local gym or take that daily brisk walk at lunch hour.

Here's another simple one that I like, wear bright colors. I don't know of any research that supports this theory but I'm totally convinced that there is a link between feeling optimistic and wearing bright colors. Wearing black and grey everyday all winter just doesn't cut it.

Number ten on the list, I know you've all been waiting for this and guessing. Did you guess right? Sit by the Fire! There's something very consoling about staring into the embers and warming your face and hands by a fireplace. Remember human beings have been doing this for thousands of years and in past times their very lives may have depended on it. So get warm, enjoy and remember our lives really aren't so bad compared to days of old. It was only a century ago when our ancestors somehow survived in this country without all the modern conveniences we have today, I would think they were too busy concentrating on surviving so that there was no time to worry about the winter blues. Now doesn't that make you feel fortunate?

Happy Holidays To You And Yours!

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## Managing Stress in the Workplace

As I started researching “Stress in the Workplace” as a topic for the newsletter article I came across an article “9 Simple Ways to Deal with Stress in the Workplace”. I thought perfect! Let’s review the article and find some tips to pass onto the fellow UMAAS membership. After reading the article I believe it was not written for Administrators and little could be learned from it.

Number two on the list is “Understand Expectations”. Have you ever had that moment at the Council table where you are not sure what direction Council is pointing you in or which four directions Council is pointing you in? It can be difficult to understand the expectations when the people providing the direction don’t completely understand the legislation, requirements or possible outcomes of the situations, which causes stress.

When you don’t understand what is actually expected of you, just ask. It’s better to ensure you understand than go through the work not really sure if you are working in the right direction.

Number three, “Avoid Conflict”. Really!! How are we as Public Figures supposed to avoid conflict? More often than not we are the sounding board of complaints for our municipality. We have residents come to us to yell and complain. They feel better they got it off their chest and we feel beaten and bruised after the interaction. We have Councillors in some municipalities that love conflict and cross the line whenever they can. How do we deal with that conflict and how do we avoid it?

The truth is, we can’t in the positions we are in, but we can learn how to manage some of it. I have told unruly residents to leave the office and not come back until they can speak to me in a civilized tone. I have hung the phone up on people yelling at the staff. I have reported problems with Councillor’s to my Council. I have learned that when you stand up for yourself, most people learn you are not a push over and do not continue to mistreat you.

Number Six, “Forget Multitasking”. Currently on my computer I have the Stats Canada’s Core Public Infrastructure survey open, my e-mail open, responding to e-mails regarding Regional Landfill projects, this article, tax enforcement forms and I have a Council meeting tonight. I don’t know how we would get through a day without multitasking. I am just hoping that I don’t have a resident come in that completely throws my work plan for the day out of whack.

Most of the time we pile too much on our plates at a time. By the end of the day I did not complete the Stats Canada Infrastructure survey or my tax enforcement. But I did have a busy day completing the tasks I did have on my list and all the other tasks that came with the day I did not have listed.

We have stressful jobs, no doubt about that. Unfortunately, articles such as “9 Simple Ways to Deal with Stress in the Workplace” are not really helpful or realistic in providing helpful and useful ways to reduce the stress from our workplaces. Work stress is a significant health risk. Work stress can affect our sleep, our relationships, our mental health and our physical health. Managing stress is important for us to be our best and stay healthy. But can also be a job in its self. We are always told to take care of ourselves to be our best selves, but between work and home sometimes there are just no more hours left in the day to do something for us. So, what is the point of this article if we can’t avoid the workplace stressors in our positions, we don’t have time left in the day to do something for ourselves to manage the stress we encounter everyday? The point is, we need to do something for ourselves. You need to make time for you regardless of our day. Even if it is just 10 minutes carved out of the day for you. Find something that brings you joy and happiness each day. Maybe for you it’s reading, listening to music, watching your favourite show or listening to your favourite true crime podcast. Make the time for yourselves. Push out those resident’s complaints making a home in your brain. Don’t allow people to live rent free in your head. I know it is much easier said than done. A great resource for moving people out of your head is just to have a friend to listen and be your soundboard. Sometimes letting it all go is the best release. Let your friend be your ears and let it all fall to the floor and move on from it.

And for your information, the 9 simple ways to deal with stress at work is; avoid morning stress, understand expectations, avoid conflict, stay organized, be comfortable, forget multitasking, walk at lunch, control perfectionism and listen to music.

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The Town of Creighton is located at kilometer 327 of the Hanson Lake Road, Creighton is home to approximately 1400 people. Situated within the Precambrian Shield, this picturesque community is built upon the very rocks that provide the lifeblood in the area. Named after Thomas Creighton, a prospector who found gold on nearby Amisk Lake and also had a hand in the discovery of the large zinc-copper ore deposits in the Creighton/Flin Flon area, mining remains the main source of employment. The Hudson Bay Mining and Smelting Company Ltd., now known as HudBay Minerals, employs approximately 1200 area residents.

Next door to the border city of Flin Flon, Manitoba, Creighton is able to enjoy some bigger city amenities that Flin Flon offers while retaining its small-town atmosphere. This is a community that goes out of its way to help area residents in need. Benefit socials and meat draws are put together in record time to provide financial help for victims of a house fire or a family with a relative whose treatment requires them to be cared for in a facility away from home.

Creighton is host to many cultural and recreational activities throughout the year. In February, there is the Bust the Winter Blues Festival, a welcome three-day respite from the monotony of the season with activities for all ages. The Annual Trade and Leisure Show is held every spring, and come Canada Day, there are a variety of celebrations held throughout the entire area. Every Halloween, there is a large costume party for the children. The Christmas season brings wonderful display of local arts and crafts with the Festival of Trees.

No matter the season, there is always something to keep one occupied in the great outdoors. The many lakes and streams surrounding the region offer tremendous opportunity for the avid fisherman. There are campgrounds able to accommodate any size of outdoor abode, from the 2-man tent to more elaborate trailers and fifth wheels. Snowmobile and quad trails abound or, if you prefer, travel by foot and enjoy the abundant vegetation, waterfowl and wildlife.

Creighton is an extremely welcoming and diverse community and a terrific place to live and raise a family.

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## LOCAL GOVERNMENT ADMINISTRATION CERTIFICATE

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Our programs provide the educational requirement for **certification to work as a municipal administrator** in Saskatchewan through the Urban and Rural Boards of Examiners.

Enjoy **online and flexible learning** as well as the option to apply LGA Certificate courses towards a B.A. program.

I was born and raised in Creighton and also raised my daughter Kristen here. Creighton is a wonderful family orientated community with many outdoor activities to enjoy in the region.

I began working for the Town of Creighton when I was 15 as a wading pool attendant during the summer and in the winter months I worked in the concession at the local arena. I started full time for the Town of Creighton in 1982 as an Office Clerk, from there I moved into the Senior Clerk position in 1986. In 2000 I was promoted to Acting Administrator and once my LGA courses were completed officially became the Administrator in 2003.

I sit on the Northern Municipal Trust Account Board as chair since 2014. The board administers the funds and properties held by the Ministry of Government Relations and more recently we are trying to provide guidelines and assistance to Northern Administrators.

I find my work with the Town of Creighton fulfilling. I enjoy working in Northern Saskatchewan and try to help Northern Administrators as often as I can with guidance, governance and sharing of information. I have helped guide and mentor many people throughout my career in municipal government.

With offices in Saskatoon and Yorkton, we are pleased to work with UMAAS members and municipalities to meet their governance and regulatory needs today and over the past 80 years.

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# What Kinetic GPO can do for members



## Increased Purchasing Power

By combining the purchase demands of Kinetic GPO members, individual organizations benefit from the leveraged purchasing power of a buying group. Each solicitation contains language that advises all suppliers that the contract may be used by other MASH and Broader Public Sector entities, as well as non-profits, across Canada.



## Decreased Workload

Our procurement team manages all the stages of contracts on behalf of our members. You benefit from the expertise as well as your workload is reduced to free up time to focus on other duties.



## Reduction of Transaction Costs

Your procurement process is simplified. The solicitation's, done on your behalf, have reduced the number of contracts to be negotiated, prepared, and managed by your team.



## More Spending Dollars

A reduction in purchasing costs increases spending dollars – savings generated will mean a more efficient use of an entity's limited financial resources.



## Improvement in Best Practices

Kinetic GPO is continually updating our processes to efficiently pick quality supplier in a fair, open, and transparent manner. We strive to provide members an optimized process with increasingly competitive prices while following the compliancy guidelines of the CFTA, CETA, and regional trade agreements.



## Lower Purchasing Risk

Kinetic GPO's contracting process is fair, open, and transparent. Our competitive process protocols, procurement policy, and supplier debriefing process are publicly available under the 'Contracting Process' tab of the Kinetic website.



## Savings Beyond Price

Our goal is to procure the most products with the most savings, while never ignoring quality. Kinetic GPO encourages members to reach out to our team, with hopes of identifying qualitative improvements to our current program list.



## Continued Growth

Kinetic GPO is committed to growing our list of contract categories. Our team visits members to current and future purchasing needs. If there is a common theme, our team will start the solicitation process for a new contract category under the Kinetic GPO umbrella.



## Capturing the Kinetic GPO Advantages

Utilizing Kinetic GPO is quick and easy! Your organization will need to become a Kinetic GPO member. Membership is free! There are no costs, fees, or volume commitments needed to participate with Kinetic.



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- ✦ No Fees to Participate
- ✦ Policies & Procedures are Fair, Open, & Transparent
- ✦ No Volume Commitments
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# Urban Board of Examiners Report

Nov. 15, 2021

## Extended Permits Under 100 population:

Elaine Klyne	Leross
Kendra Busch	Macnutt

## Conditional Extentions:

Shantell Redlick	Landis
Christine Lamontagne	Southey

## Conditional Certificates Issued:

Angela Jordan	Pleasantdale
Jamie Coulson	Thode
Danielle Vandale	Clavet
Cynthia Ross	Green Lake
Jessica Loran	Shields
Jennifer Baldwin	Prelate
Melissa Masse	Kincaid
Keri Gardner	Buchanan
Andrea Goebel	Lemberg
Leticia Bossence	Mortlach
Kathryn Novack	Springside
Tara Westmacott	Chitek Lake
Janet Siever	Debus
Melissa Churchill	Tompkins

## Standard Certificates Issued:

Nicole Davies	Hodgeville	Kate Halkyard	Frobisher
Tracey Schacher	Eastend	Gary Schelageter	Maple Creek
Raelee Boehm	Lawtonia	Cheryl Martens	Moose Jaw
Norma Stumborg	Humboldt	Tammie Kwochka	Halbrite
Shelly Verbeurgt	Lang	Alexandria Slater	Heward
Rebecca Matthews	Meath Park	Jessica Matsalla	Yorkton
Dixie-Lee Cowan	Punnichy	Kerrie Chabot	Maple Creek
Preston Olson	Cutknife	Amy Railton	Fort Qu'Appelle
B.Connie Cordero	Lake Lenore	Shantell Redlick	Landis
Tricia Pickard	Redvers	Angela Dobson	Fenwood
Kayla Hauser	Melville Beach	Erin Teichrob	Tompkins
Pam Lindberg	Zelma		

## Advanced Level 1 Certificates Issued:

Renea Paridaen	Churchbridge
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## Advanced Level 2 Certificates Issues

Debra Parry	Annaheim
Raegan Minifie	Chaplin

## **Notice of Business Closing**

***Gord Krismer, President of***

***GORD KRISMER & ASSOC LTD,***

***Announces the closing of his business  
effective Jan 1, 2022.***

***Thank you to all our client municipalities for  
using our municipal board services for the  
last many years.***



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SCOTT BLEVINS | CITY MANAGER | CITY OF MARTENSVILLE

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## Municipal Revenue Sharing Grant - Declaration of Eligibility

Municipalities are required to annually report their compliance with eligibility requirements to the Ministry of Government Relations (Ministry) to receive their Municipal Revenue Sharing (MRS) Grant. The Ministry will be emailing each municipality on November 15, 2021 with a unique link and password for the online declaration. If you do not receive the email and it is not in your SPAM/JUNK folder, email the ministry at: [grcompliance@gov.sk.ca](mailto:grcompliance@gov.sk.ca) requesting the email be re-sent.

To avoid your municipality's Municipal Revenue Sharing Grant for the 2022-23 year from being withheld, ensure your municipality submits its Declaration of Eligibility to the ministry and that your municipality meets all eligibility requirements. The deadline for submission of the online Declaration of Eligibility is January 31, 2022. Please ensure the declaration is submitted by the deadline, even if the municipality does not meet all eligibility requirements.

A completed declaration requires a resolution from council confirming the eligibility requirements the municipality meets. Therefore, administrators will want to include the Declaration of Eligibility on the November, December or January council meeting agenda.

For additional information on the MRS Grant Eligibility Requirements visit the Government of Saskatchewan website at:

<https://www.saskatchewan.ca/government/municipal-administration/funding-finances-and-asset-management/funding/municipal-revenue-sharing>.

### **NOTICE**

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issues between yourself  
as Administrator/CAO and  
your Council**

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**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](mailto:atouet@wlawgroup.com)**

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

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