



UMAAS UPDATE

URBAN MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN

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PRESIDENT'S MESSAGE

Barry Elliott, CAO, Town of Maple Creek

“Resolutions—Let's make it Ours Again”

Suddenly, as happens every year, the season has changed and the holiday season is well upon us. And in the spirit of growth and renewal, we find ourselves giving thought to those resolutions we intend to commit to achieving over the course of the upcoming year. In much the same vein, the Board of Directors has also recently reflected on the matter of “resolutions”.

On November 17th, the Board again had the pleasure of meeting with the Honourable Minister of Government Relations, Don McMorris. Joining Minister McMorris were Sheldon Green, Assistant Deputy Minister, Bonnie Chambers, Executive Director of Advisory Services, and Ryan Bellamy, Minister McMorris' recently minted Chief of Staff. During this meeting, Minister McMorris and his colleagues listened intently and sincerely to those matters and concerns raised by the Board on behalf of our association.

During this conversation, the Board was reminded that, not so very long ago, UMAAS as an organization had submitted “resolutions” on its behalf directly to the Provincial Government. As a result of these discussions, the Board has instructed our administration to develop an approach that would enable UMAAS to reactivate these opportunities. We look forward to reviewing this information and discussing this matter further at our February meeting with every intent to incorporate, at the very least, a “first” resolution to convention for consideration by the entire membership. Stay tuned for further information.

The recent Fall Workshop series was again a huge success. We are very appreciative of the strong showing of participants who attended these workshops, which focused on the topics of bylaws, streets and roads and public utilities. This offering was the second workshop of the Enhanced Municipal Administration Program, which is a four-part workshop series delivered by Advisory Services with the Ministry of Government Relations.

On a somewhat disconcerting note, Brad Hvidston, Board of Examiners (BOE) Secretary, had asked to appear to speak to a series of concerns that the BOE are encountering with respect to the lack of preparedness of new administrators. In an alarming number of cases, the Office Inspector who is evaluating the readiness of the Conditional Certificate holder is finding the mentor has failed to provide the necessary guidance and support to the Candidate. Although the UMAAS Mentor Policy requires a minimum of one on-site visit per month, we are hearing from several applicants who state that they do not know who their mentor is ... nor have they ever been visited by the mentor. Clearly, this is indicative of a system that needs to be revisited.

Suffice it to say that the Board unanimously supports the efforts of the BOE in ensuring the professional integrity of our association. And we do recognize that the entire membership are very appreciative of those experienced mentors who repeatedly step above and beyond in order to help new colleagues get their land legs under them. In support of their efforts, and in order to ensure all new members are afforded the highest caliber of mentorship and support, the Board has resolved to strike a Board of Examiners Working Group to work alongside the BOE in strengthening this process.

Reverting back to a more positive note, I would like to extend a warm welcome to Melissa Dieno to the Board as your newly elected Division 5 Director. I would also like to extend the Board's congratulations to Brenda Beaulac from the Town of Spiritwood and Tasha Hykawy from the Town of Churchbridge, who are the recipients of the 2023 UMAAS Scholarships.

On behalf of the Board and the administrative staff, I extend sincerest best wishes to all members and your loved ones for a safe and happy holiday season, and for continued health and prosperity throughout the coming years. And to the Board and our staff, I extend my sincerest appreciation to you for your efforts on behalf of the entire association. We will collectively “roll up our sleeves” again in the New Year ... but for now, enjoy the festivities and camaraderie of this holiday season. You have all earned it ... in spades!

EXECUTIVE DIRECTOR'S EDITORIAL

Jason Chorneyko, CAO, Town of Wynyard

“What’s In A Name!”

When I became the Executive Director of UMAAS a decision was made to update a number of items, including our e-mail addresses. I contemplated using EDumaas for a brief period of time; however, I could envision all the erectile dysfunction jokes. I settled on exdumaas, but there is no escaping the scrutiny of my colleagues. It was recently brought to my attention that, when broken down phonetically, it sounds like “Ex Dumb Ass”. Red Foreman would be so happy.

But enough of the funny stuff. As most of the membership is aware, a call went out to get information regarding Council/CAO/Ratepayer relations. The UMAAS Executive has been aware of strained relations in this area for quite some time; however, we had nothing concrete to submit to the Minister of Government Relations other than “we hear it is not good in administrator world”.

On November 17th, we had our annual meeting with the Ministry of Government Relations and SUMA. At this meeting we were able to somewhat quantify what we were previously only able to describe in broad strokes. Ongoing harassment, threats of violence, threats of violence with weapons, indiscriminate terminations of employment, and other similar stories were presented, in strictest confidence, by UMAAS to the attending parties. For me, the eye-opening part was not the fact that we received these types of stories, but the severity of the stories received.

Minister McMorris was sympathetic to what he heard. The major stumbling block to any major change in Council/CAO relations will be that fact that municipal Councils are elected bodies, and anything done to restrict entry to this form of government may be seen as an impediment to democracy. The other cold, hard fact is that CAO’s are employees and, as employees, any of us can have our employment terminated at any time.

UMAAS President, Barry Elliott, who has extensive municipal experience across Western Canada, offered a remedy to the topic of indiscriminate termination of employment. President Elliott cited some other jurisdictions where two-thirds of the Council is needed to terminate the employment of a CAO. In addition, the CAO gets to address Council before termination takes place. Will this solve all the woes in Council/CAO relations? It will not. However, it will at least be an impediment to some of the rash decision-making we have seen of late.

Council/CAO relations is a tough hill to hoe. Hopefully we will see some positive results from our latest conversation with the Ministry. Only time will tell.

In closing, the UMAAS Executive continues to work hard to serve our membership. I hope everyone has a bearable winter. I know that the older I get, the more difficult it becomes to slog through a winter season. I will at least be able to break up the winter season with a two-week sojourn to Mexico. Take care everyone.

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MUNICIPALITY PROFILE

Town of Strasbourg

The Town of Strasbourg is located 80 km north of Regina along Highway #20, nestled in between Last Mountain Lake to the west and the Last Mountain Hills to the east. The earliest settlers arrived from Germany in 1884, as the area became known for its rich agricultural soil and ample pasture land. The Town's name had the original German spelling "Strassburg" – "Strass" meaning "road or street" and "Burg" meaning "castle or fortress." In 1919, after World War I, the name was changed to the French spelling of "Strasbourg." The Town officially incorporated in 1907.



With a population of just over 800, Strasbourg boasts many amenities for both residents and visitors. The proximity to Regina is close enough for commuters, but far enough away to maintain a robust business core and strong sense of community among those who live here. Strasbourg has a full business profile including multiple restaurants, speciality shops, financial institutions, hardware store, grocery stores, pharmacy, lumberyard, insurance agency, hair salons, auto body shop, vehicle repair shops, SARCAN, post office, gas station and cardlock, sign creator, implement dealer, car wash, indoor storage, landscapers, Airbnbs, hotel and bar, and numerous contractors and home-based businesses.

Strasbourg has many other community draws including an active K-12 school, a fully-licensed daycare that is expanding in 2024, fibre-optic internet by the end of 2023, strong economic incentives for building new residences and commercial businesses, a well-trained volunteer fire department, a local ambulance, enviable public works services, a large long-term senior care facility, and a fully-staffed medical clinic with a doctor, two nurse practitioners, dentist, mental health services, and nursing/lab staff. In 2015, Strasbourg was designated by the Provincial Government as one of the first "Age-Friendly" communities in Saskatchewan, due largely in part to the multitude of medical services, senior-living options, and the strong community volunteer base with year-round programming and activities for all demographics.

Strasbourg has many recreational and cultural amenities, including a hockey and curling rink, nine-hole sand green golf course, ball diamonds, dog park, rodeo grounds, a museum located in the Town's original 1907 train station, a community hall built in the 1940's with vintage theatre-style seating, a library, and a newly revitalized 3.5 acre park complete with a large splash pad, picnic shelter, asphalt walking trails, three-season washroom, memorial garden, pickleball court, community gardens, seniors exercise equipment, and a playground. The recreational and cultural facilities all play host to various year-round events throughout the community, spurred on by the community's strong volunteer base. Whether it be rodeos, barrel racing, dinner theatres, dance recitals, fundraisers, or annual events such as Show 'n' Shine Car Show, Christmas on Main Street and Hole-In-One Golf Tournaments, there is always plenty of activities to take part in. During the summer of 2023, Strasbourg was chosen as one of three communities in Saskatchewan to host the famous RCMP Musical Ride - an event that brought hundreds of people to Town from all over the province.

Strasbourg is fortunate to be located 20 minutes east of Rowans Ravine Provincial Park on Last Mountain Lake, where many locals and visitors fish, boat, swim, and camp. To the north of Strasbourg is the oldest bird sanctuary in North America. Last Mountain Lake is a migratory artery, drawing outdoor enthusiasts from all over the world.

For all that Strasbourg offers, it is a wonderful, vibrant community for all ages to either visit, work, or put down roots. Check out our website at www.townofstrasbourg.ca or follow us on Facebook to see what our community is all about!



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CAO PROFILE

Jenn Gritzfeld **Town of Strasbourg**



I was born and raised in Strasbourg, SK. After high school, I attended the University of Regina and obtained my Bachelor's Degree in Psychology and an Honours Degree in Linguistics. The goal was to attend graduate school studying languages, but the program I enrolled in was cancelled, so I moved back home to Strasbourg to look for work after five years of living in Regina.

A position of Office Clerk came available at the Town of Strasbourg & R.M. of McKillop No. 220 joint municipal office. I started with the Town & R.M. in December 2012 when I was 24 years old. Shortly thereafter, the joint CAO retired from her position and the Town & R.M. offices split their administration, so I was thrust into the Acting CAO role for the Town in March 2014. I enrolled in the Advanced LGA program through the University of Regina and received my Standard Certificate from UMAAS in June 2015. In June 2018, I received my Advanced - Level 1 certification. In September 2018, I was accepted into the Masters of Public Administration program through the Johnson Shoyama Graduate School of Public Policy where I took some higher-level administration courses. Currently, I am working towards obtaining my designation as a Professional Community and Economic Developer in Saskatchewan through SEDA.

In the past three years I have provided mentorship to two urban CAOs which has been a huge highlight of my career. The most rewarding aspect of my job is being able to be a support to my local colleagues and share the resources and knowledge that I have gained over the last eleven years working in municipal government. In June 2023, I was elected as the Division 3 Director on the UMAAS Executive, which has been a wonderful opportunity to connect with and learn from more CAOs on a larger scale.

During my free time, I keep active within the community volunteering with our local theatre company where I perform in one to two productions a year, plus provide administration for the club. In 2018, I co-founded a charity 'Foundations for Living Well' to help provide mental health resources within the Town and surrounding area – a project very near and dear to my heart. I also assist many other community organizations and their volunteer efforts including the age-friendly/recreation board committee, fire department, museum, golf club, music festival committee, and community hall groups. When I am not studying lines or at theatre rehearsal, I can be found spoiling my two cats Cheddar and Maggie, singing and playing piano, doing yoga, and spending as much time as I can with my life partner Landon.

Jenn Gritzfeld, BA (Hon), RMA
Chief Administrative Officer
Town of Strasbourg
admin.strasbourg@sasktel.net
Division 3 Director - UMAAS



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



SCHOLARSHIP PROGRAM

Get the opportunity to
obtain your education
requirement for the
Standard and
Advanced Certificate.

CRITERIA:

Applicants must meet all of the following:

1. Must be employed by an urban or northern municipality;
2. Must be a current member of UMAAS;
3. Shall have completed the first semester of the program.

Application Deadline is:

OCTOBER 1ST OF EACH YEAR

THREE (3) \$1,000

To give away every year

For More Information

Please visit our website: umaas.ca

Read Policy #12



2023 Recipients

Brenda Beaulac

Town of Spiritwood

Tasha Hykawy

Town of Churchbridge

Congratulations!!!

Saskatchewan Municipal Peer Network



Peer to Peer: Saskatchewan Municipal Peer Network

Municipal leaders can face diverse challenges and sometimes may need extra support. The Saskatchewan Municipal Peer Network is available to assist.

The Saskatchewan Municipal Peer Network connects municipal administrators and elected officials with highly experienced peers, who can provide guidance, coaching, and a variety of options to help address local issues, use best governance practices, better understand roles and responsibilities, and other related matters.

There are currently nine volunteer mentors who have widespread experience as administrators, mayors, reeves, and councillors. Mentors can be reached by phone and all conversations are confidential and free of charge.

To learn more or to find a mentor at www.saskpeernetwork.org.



December 13, 2023

Jason Chorneyko
Executive Director
Urban Municipal Administrators' Association of Saskatchewan
Box 730
Hudson Bay, SK S0E 0Y0

Dear Jason:

2024 UMAAS Salary Guideline and Joint Office Salary Guideline

In response to your November 29, 2023 request for endorsement, I am pleased to advise that the following motion was made and carried at the December 8, 2023 SUMA Board of Directors meeting:

MOTION NO. SUMABD24-015

MOVED: Bob Hawkins, Executive Member – Saskatoon/Regina CARRIED

“That the SUMA Board of Directors supports, in principle, the 2024 UMAAS Salary Guideline and Joint Office Salary Guideline, as presented.”

If you have any questions on this matter, please contact me at ceo@suma.org or call 306-525-4387.

Sincerely,



Jean-Marc Nadeau, MBA, LL.M, C.Mgr.
Chief Executive Officer

“The Voice of Saskatchewan’s Hometowns”

305-4741 Parliament Avenue
Regina, SK S4W 0T9

Telephone: 306-525-3727
Email: suma@suma.org

UMAAS 2024 SALARY GUIDELINE POPULATION 1000 & OVER

Points	1000-1499	1500-2999	3000 Plus
1 - 3	77,566 – 85,428	87,027 – 96,307	123,644 – 130,389
4 - 6	85,428 – 93,293	96,307 – 105,279	130,389 – 137,109
7 - 9	93,293 – 101,161	105,279 – 114,296	137,109 – 143,896
10 - 12	101,161 – 109,031	114,296 – 123,287	143,896 – 150,615
13 - 15	109,031 – 116,898	123,287 – 132,657	150,615 – 159,811

Point Scales	Points	Experience	Points
Conditional/Permit	0	1 - 2 Years	1
Standard Certificate (D/C)	2	3 - 5 Years	3
Advanced Level I (A)	3	6 - 10 Years	5
Advanced Level II (Superior A)	5	11 - 15 Years	7
		16 - 20 Years	9
		21 - 25 Years	10

To determine what salary range you would qualify for, fill out the following and refer to the chart for the salary range.

Points: Certificate _____ Years of Experience _____ Total Points _____

UMAAS 2024 SALARY GUIDELINE POPULATION UNDER 1000

Points	1 - 99	100 - 299	300 - 499	500 - 999
1 - 2	21.27/hr - 27.27/hr	27.69/hr – 32.29/hr	44,715 - 52,866	56,398 – 65,840
3 - 5	27.27/hr - 33.28/hr	32.29/hr – 36.89/hr	52,866 - 61,095	65,840 – 75,287
6 - 8	33.28/hr - 39.34/hr	36.89/hr – 41.49/hr	61,095 - 69,361	75,287 – 84,733
9 - 12		41.49/hr – 46.08/hr	69,361 - 77,612	84,733 – 94,175
13 - 17			77,612 – 85,695	94,175 – 103,690

Point Scales	Points	Experience	Points	Assessment	Points
Conditional/Permit	0	1 - 2 years	1		
Standard Certificate (D/C)	2	3 - 5 years	3	Up to 40 M	1
Advanced Level I (A)	3	6 - 10 years	5	OVER 40 M	2
Advanced Level II (Superior A)	5	11 - 15 years	7		
		16 - 20 years	9		
		21 - 25 years	10		

To determine what salary range you would qualify for, fill out the following and refer to the chart for the salary range.

Points: Certificate _____ Years of Experience _____ Assessment _____
Total Points _____

NOTES RESPECTING THE 2024 SALARY GUIDELINE

- The basis for this Guideline has been verified with a Salary Survey conducted in 2023 and annual comparisons to Fraternal Organizations including Rural Municipal Administrators' Association, Saskatchewan Association of School Business Officials, Manitoba Municipal Administrators' Association and Local Government Administrators' Association of Alberta.
- The 2024 schedule represents a 4.5% adjustment over 2023. This conclusion was reached after reference to survey work completed by Normadin Beaudry, PCI Compensation Consulting, Conference Board of Canada projections, CPI data and other respected forecasts, providing indicators of 2024 trends respecting related employment. This is consistent with efforts to maintain a reasonable and competitive senior management salary grid, while being respective of the Saskatchewan Municipal Marketplace.
- Results from the 2023 province wide survey showed 70% of those who participated were granted benefits in some form in addition to salary.
- Dividing the guideline into population segments assists in reflecting the employer's ability to pay.
- Population categories take into consideration budget factors, annual expenditures and size of staff.
- Hourly rate basis for the under 300 population communities will assist them in applying the guideline to their situations.
- Circumstances caught on dividing lines of these ranges may have to look at the next range or an average thereof (i.e. 499 population) may have to look at an average of 300 to 499 and 500 to 999 or develop their own range from local survey information.
- Other factors which can affect salaries include: Northern Locations, Additional Committee obligations, Joint Offices, Resort Village seasonal populations.
- SUMA recognizes this Salary Guideline as recruitment and retention of quality municipal CAOs continues to emerge as a priority issue across the province.

UMAAS
JOINT OFFICE SALARY GUIDELINE
2024

Population				Taxable Assessment			
Points	Urban	Points	Rural	Points	Urban	Points	Rural
1	0-200	1	0-200	1	0-5,000,000	1	0-72,000,000
2	201-400	2	201-400	2	5,000,001-30,000,000	2	72,000,001-172,800,000
3	401-600	3	401-600	3	30,000,001-65,000,000	3	172,800,001-288,000,000
4	601-1000			4	65,000,001-100,000,000	4	288,000,001-432,000,000
5	1001-2000			5	> 100,000,000	5	> 432,000,000
6	> 2000						

Certification				Years of Experience			
Points	Urban	Points	Rural	Points	Urban	Points	Rural
1	Standard	1	C	1	0-5	1	0-5
2	Level 1	2	A	2	6-10	2	6-10
3	Level 2	3	Superior A	3	10-15	3	10-15
				4	16-20	4	16-20
				5	>20	5	>20

TOTAL POINTS	Combined Population 0-2,000	Combined Population > 2,000
1-7	\$61,106 - \$82,900	\$96,767 - \$117,401
8-14	\$82,900 - \$103,413	\$117,401 - \$138,159
15-21	\$103,413 - \$124,402	\$138,159 - \$158,678
22-28	\$124,402 - \$145,145	\$158,678 - \$179,547
29-35	\$145,145 - \$165,664	\$179,547 - \$199,841
36-	\$165,664 - \$186,543	\$199,841 - \$220,933

Mark your calendar.
Stay tuned for more updates!



2024 U.M.A.A.S. CONVENTION

Please Join Us

MAY 28 - 31, 2024
Saskatoon Inn & Conference Centre
Saskatoon, SK

