



**WATERWOLF ADVISORY PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
September 24<sup>th</sup>, 2009, 10:00 a.m.  
Mainstay Inn – Riverhurst**

**PRESENT**

**Executive Board:** Dave Cross, Joyce Aitken, Nick Patkau, Donald Shirtliff, Sylvia Matwe, Tony Peter, Edna Laturus, Yvonne Arntsen, M.L. Whittles

**Regrets:** Kevin Vollmer

**WaterWolf Staff:** Russ McPherson, Denise Stroeder, Adam Toth

**WaterWolf Planning Staff:** Karen Thogersen, Dwight Mercer, Tim Cheesman

**Mid Sask ER Staff:** Maureen Applin

**Guest:** Daryl Senecal (SARM)

**1. Call to Order:**

The meeting was called to order at 10:10 a.m. by Chairperson Dave Cross.

**2. Adoption of Agenda:**

Addition to Agenda: M.L. Whittles will deliver a report under New Business as item "L"

**Peter: Motion to adopt the agenda. CD.**

**3. Adoption of Minutes:**

**Whittles: Motion to adopt the March 31<sup>st</sup>, April 27<sup>th</sup>, and June 16<sup>th</sup>, 2009 Minutes. CD.**

**4. Business Arising: n/a**

**5. New Business:**

**A. Administrative Capacity – Joyce Aitken**

- Over the past several years the face of municipal administrators across the province has changed drastically due to significant turn-over. The Municipalities Act requires every municipality to have a certified administrator in place. Due to the large shortages of well qualified, experienced people many municipalities simply cannot obtain the services of a certified person and are having to apply to the Board of Examiners for a "Conditional Certificate". In the normal preferred route to certification, people take the LGA and then train under an experienced person with higher certification for at least a year to obtain a standard certificate. The less favored route allows people to take the LGA and work on their own for about 3 years, after which they can be eligible for a Standard certificate. In the last 14 years, the board of examiners have issued 5 advanced level certificates, in the last 10 years, only 21 advanced Level 1 certificates, and in the last 18 months, 74 conditional certificates have been issued. For most of the conditional certificates granted, they are working without any assistance whatsoever with no supervision, no mentor, and the councils are asking these individuals to just "figure it out", instead of offering them the proper training. Higher certification is not sought out by many employees because they feel like they don't have the time, or that their council will not reimburse them the expenses, or even allow them to attend the training. A policy has now been passed that another conditional certificate will not be granted if mentorship is not provided. 54% of Saskatchewan administrators will be retiring in the next 1-3 years. No certified people are applying for new administrative jobs in the province; the people who are applying are grossly under-qualified for this type of position. The government needs to be lobbied to put some mentoring money in place to assist municipalities who are hiring new administrators. Revenue sharing has been held back from one specific municipality who, for 7 years, did not worked towards certifying their administrator.
- Daryl (SARM): Saskatchewan Rural Municipalities will lose 40% of their administrators in the next 10 years. It is difficult to attract qualified people into the rural areas. Community colleges have been approached to offer the courses required. A possible loan program has been discussed.
  - Can WaterWolf help with the mentoring or with some of the overhead to create succession planning throughout our region?
  - Can WaterWolf coordinate things to lessen the load on the administrators?

- Should a presentation be made to our WaterWolf councils to give them a better understanding of what is happening in our area. (*Joyce will put together a presentation similar to one that she did today to present to our WaterWolf Planning Workshop group; we could divide into small working groups and assess the need around our region.*)
- We need an education component that can be taken into the school system to inform students that will be entering into post-secondary education in the next couple of years.
- Tim: “The Planning for Growth Program” is designed to help working groups who have already started inter-municipal planning projects to help continue the work that has been underway. This will reward groups that have specific projects. These will be matching grants available for inter-municipal planning groups such as WaterWolf. Tim will send a copy of the letter that has been prepared for the White Butte area. WaterWolf will write a letter to Deputy Minister, Van Isman, indicating that we want to see this type of program and allocation of gas tax money to further some of the WaterWolf programs. WaterWolf should also lobby Mark Cooper for money through this program. We need to show how this money, if granted to WaterWolf, will be beneficial for the province.

**B. Highway 219 Agreement – Russ**

- The agreement for the reconstruction of Highway #219 down to the Highway #15 junction remains in place. There was one particular section of the road that is currently secondary weight (pre-reconstruction), however written into the original agreement, this particular section of road was going to be changed from secondary weight to an 8 tonne weight restriction. A meeting of concerned ratepayers was held in Outlook to look at the possibility of keeping this section as secondary and not move it down to an 8 tonne restriction. Minister Jim Reiter made the decision to continue with the project; the section of highway in question that was secondary weight, will remain as secondary weight; south of the Hanley grid and all of the way down to the Highway #15 junction, it will stay restricted as 8 tonne. Highways want to continue with this model and the program. The contract will honor the reconstruction to the junction of Highway #219 and #1. The designation of Highway #219 to Chief Whitecap Trail took place this summer.
- The Community Adjustment Fund (CAF) has granted \$750,000 to transform the old orange traffic bridge in Outlook into a pedestrian bridge. This project was the ONLY identified project in the WaterWolf region that had a completed Engineering study completed in the past, and therefore allowed us to be successful in the application for development funds. We as a region, need to invest money into having engineering studies completed for the next time grant funding becomes available.

**C. Formalizing the WaterWolf Advisory Planning Commission (What is left to do?) – Russ & Denise**

- **Peter: Motion to approve the “Creation of the Advisory Planning Commission – Last steps” and to send out to any municipality that has not provided us with the appropriate signed documents to date. CD.**

**D. Not-For-Profit Structuring - Russ**

- From a financial point of view that the Advisory Planning Commission will operate under the Non-Profit Act. Once this groups sets a budget we can move forward making appropriate payments. We will be asking to strike a finance committee to set the annual budget.

**E. Needs Assessment Report – Dwight Mercer**

- We heard from 83 respondents from 22 municipalities; 5,205 checkbox comments & 12 write-ins. Will list the top items in a prioritized manner. These are a guide. Any checkboxes that triggered 20 responses or more would be 60% or above for priority; these are highlighted on page 6 of the document.
- 10 Primary Clusters have been identified:
  1. *Buildings and Bylaw Enforcement*
  2. *Regional Planning, Planning and Land Use*
  3. *Emergency Services*
  4. *Municipal Infrastructure and Operations*
  5. *Medical and Health Services*
  6. *Recreation*
  7. *Social and Education*
  8. *Inter-Municipal Initiatives*
  9. *Environment and Energy*
  10. *Taxation Issues*

**F. "What is the Commission Is Document" – Tim Cheesman**

- This document will be revised on an annual basis. The work plan objectives will be determined from the Needs Assessment Report.

**G. Timeline – Tim Cheesman**

- WaterWolf will submit for the creation of the Advisory Planning Commission under the Municipalities Act, this will allow for the bylaws that we have been collecting to be valid for the establishment of the Planning Commission. The Bylaws will be assembled together and will then be sent to the director of Community Planning. Once the Advisory Planning Commission is established, each municipality will have to advertise the adoption of the WaterWolf Growth Management Plan bylaw under the Planning & Development Act. We will ensure that the public hearing date will coincide for both the Urban and Rural Municipalities, we will then have to hold ONE open house hearing for the entire region.

**H. Retainer for Planner Services (in camera)**

- **Matwe: Motion to pay for the planning services of Tim Cheesman, Karen Thogersen & Dwight Mercer for the completion of the Needs Assessment Report and the What the Commission Is document. CD.**

**I. M.L. Whittles**

- Has written letters to several departments within the provincial government requesting financial support for the WaterWolf Planning Commission.

**J. Budget – broad discussion**

- Joyce, Sylvia, Edna have volunteered to help with setting the annual budget.
- We will put together some hard numbers indicating fixed costs and take it to these 3 individuals to be examined. Once finalized, it will be taken back to the full Executive Board.

**K. Creation of Sub-Committees**

- Communications Committee – Dave, Edna, Yvonne

6. **Correspondence: n/a**

7. **Other: n/a**

**8. Next Meeting Date:**

- Executive Board: Tuesday, October 20<sup>th</sup> – Conquest (RM office) @ 10:00 a.m.
- WaterWolf Planning Group: Tuesday, November 24<sup>th</sup> – Lucky Lake @ 10:00 a.m. Community Centre  
\*attendees will pay their own meals\*

**9. Adjourn Meeting:**

**Whittles: Motion to adjourn. CD**

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Chairperson

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Vice-Chairperson / 2<sup>nd</sup> Vice-Chairperson