



WaterWolf Planning Workshop
Tuesday, November 24th, 2009
10:00 a.m.
Lucky Lake Community Centre

1. Introductions

2. MD Ambulance

- Clayton's presentation material will be available here:
http://www.waterwolf.org/presentations_new.htm
- The GPS devices cost about \$690/each
- Interfleet's charge is \$30/month
- SaskTel's charge is \$30/month

Clayton Lund

Regional Development & MIS
M.D. Ambulance Care Ltd.
430 Melville St.
Saskatoon, SK S7J 4M2
Ph: 306-975-8812
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3. Training options from the Great Plains College – Brenda Joyes & Monica Kreiter

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Brenda Joyes

Great Plains College
104 Saskatchewan Ave., P.O. Box 1237
Outlook, SK S0L 2N0
Ph: 1-306-867-8857
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4. Administrative Capacity – Joyce Aitken

- The Municipalities Act requires that every municipality hires a certified Administrator.
- A Conditional certificate can be granted and allows people to be hired in an Urban Municipality without a certificate.
- According to a survey 54% of Administrators in Saskatchewan are retiring in the next 4 years.
- In the last 14 years only 5 Advanced Level 2 certificates have been issued.
- In the last 1 ½ years, over 70 Conditional Certificates have been issued.
- All applicants are reviewed by the board

- The level of professionalism is deteriorating in the province; people retiring are not being replaced by qualified individuals.
- The requirement of Municipal Administrators is becoming more complex (ie. Tangible Assets, Grant Proposals, etc.); this is why we need qualified and trained individuals.
- A Provincial mentorship program is needed in the province.
- If your municipality will be losing your administrator, be pro-active and plan now. Put a mentorship program in place and work the cost into your budget.

5. Regional Bulk Buying – Adam Toth

- Adam has sent out a survey to all member municipalities, some of the results that he has received indicate:
 - Members are interested in Bulk-buying
 - Emergency Plans for our communities are needed
 - Qualified Water Technicians
 - Pest Control
- Adam will be sending out a newsletter twice a month; dealing with different planning issues that may be useful for both Urban & Rural Municipalities
- A Policy Manual is also being created for our members.

6. Needs Assessment Report Summary – Dwight Mercer

- The Needs Assessment Report is available here:
http://www.waterwolf.org/PDFs/WaterWolf_NeedsAssessmentREPORT.pdf

7. WaterWolf Executive Board Update – Dave Cross

- The Executive Board has met 5 times.
- Have decided to keep WaterWolf Planning Commission as the official name, as opposed to creating a new name and a new brand that people would have to learn and become familiar with. WaterWolf is recognized provincially now, so we wanted to keep that recognition high in political circles.
- Established per diems/mileage rates for the Executive Board.
- Established the signing authority for the WaterWolf Planning Commission with 2 of the 3 executive officers: Chair – Dave Cross, First Vice-Chair – Tony Peter, Second Vice-Chair – Yvonne Arntsen
- Have discussed and reviewed the WaterWolf Planning District Agreement which will be presented to the Minister of Municipal Affairs.
- We contracted a Needs Assessment Report process to determine the highest priority needs to be pursued by the WaterWolf Planning Commission; this report is available on the WaterWolf site.
- Reviewed and discussed the results of the Needs Assessment Report.
- With the direction of Tim Cheesman, the “What the Commission Is” document was created.
- Established 2 sub-committees: Communications Committee (Dave Cross, Edna Laturus, Yvonne Arntsen) and a Finance Committee (Joyce Aitken, Edna Laturus, Yvonne Arntsen)
 - A monthly newsletter will be produced called the WaterWolf Monthly Reel
 - Adam will produce one every couple of weeks called the WaterWolf Catch
- Developed an annual budget

8. Finance Report – Russ McPherson

9. The Next 6 Months & What we need from you

10. Break-Out Sessions – Dave Cross

- The room was divided into 5 groups; each group was asked to talk about their priorities and what they viewed as being the most important issues that the WaterWolf staff & Executive Board should be looking into further. This is what was recorded:
 - Best Practices Resource Base
 - Regional Water Technician (esp. to cover during holidays)
 - Regional Pest Control Officers
 - Create a listing of qualified personnel & make list available to members; this would ensure that we use the resources within the regions vs. hiring people from outside.
 - Municipal administration support group and mentorship
 - Access to a building inspector
 - EMO Plans – who has one? Can we develop & share a template with our members?
 - Define the fire services area better as well as personnel equipment
 - Could we get more information out by using a Blog on the website or a Facebook page where ideas and questions can be shared.
 - Would like to see the WaterWolf Planning Workshops held twice a year.
 - Create a library of plans that exist in the region (ie. EMO plans) and share these plans with members.
 - Share the special costs of services (ie. Water Technician, Bylaw Officer, Water Works Assessment Surveys, etc.) as a group.
 - Create a regional waste management and recycling program; get the schools involved.
 - Aquifer & water supply management; liaise with government agencies & Crown Corporations.
 - Bylaw enforcement; is there an opportunity to retain a common lawyer who is familiar with bylaws and municipal government that would be willing to deal with regional issues
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11. Next Meeting Date

- April or June 2010