



40th Annual Convention & Trade Show

Corner Brook, April 18-20, 2012

Achieving Municipal Excellence through Partnerships and Education



**DELEGATE
REGISTRATION
BOOKLET
2012**

2012 Registration Instructions

This package contains the necessary forms and instructions to register for the Professional Municipal Administrators Annual Convention and Trade Show. The Convention will be held at the Pepsi Centre from April 18-20, 2012.

This package contains the following information:

1. Convention Registration Information and Form
2. Accommodations Information
3. Tentative Agenda
4. Long Service Recognition Form - PMA
5. Long Service Award Form - Department of Municipal Affairs
6. Nomination Form
7. Municipal Card Ad Form
8. Honourary Membership Application

We ask that every delegate attending the Convention ***complete the enclosed Registration Form and return it to the PMA office by March 23, 2012.*** A cheque to cover the cost of registration ***MUST accompany the registration form.***

IMPORTANT: *In order to attend convention, your 2012 PMA membership fees must be paid.*

Convention Registration Form and Fees

The registration fee for PMA **delegates** is \$240 + HST (Total \$271.20), and **partners** is \$120+ HST (Total \$135.60). Each municipality may register as many delegates as they wish; however, for **voting** purposes, voting delegates must be full members, with a maximum of two voting delegates per municipality, as per the PMA Constitution.

The Partners fee includes admittance to the Opening Ceremonies, all entertainment, and the Appreciation Banquet.

Accommodations

PMA has arranged block booking at the Glynmill Inn and Greenwood Inn and Suites. Book early in order to receive the preferred rate. You are responsible for making your own arrangements. In order to get the preferred rate, when registering please specify the booking is listed under PMA.

| | | |
|----------------------------|----------------|------------------------|
| The telephone numbers are: | Glynmill Inn | Greenwood Inn & Suites |
| | 634-5181 | 634-5381 |
| | 1-800-563-4400 | 1-800-399-5381 |

Tentative Agenda

The agenda is tentative and therefore subject to change. A finalized version will be available at the Convention registration desk.

| | | |
|----------------------------|---|--------------------|
| Tuesday, April 17 | | |
| 7 pm – 9 pm | Convention Registration | Glynmill Inn |
| Wednesday, April 18 | | |
| 9 am – 12 pm | Education Sessions – LW Consulting (Gerard Lewis & Keith Warren) THIS IS UNDER SEPARATE REGISTRATION | Not yet determined |
| 11 am – 1:30 pm | Convention Registration | Pepsi Centre |
| 1:30 pm – 2:30 pm | Official Convention Opening: Greetings from PMA President, Affiliate Associations & Key Note Speaker | Pepsi Centre |
| 2:45 pm – 3:15 pm | Nutrition Break | Pepsi Centre |
| 3:15 – 4:30 pm | Education Session | Pepsi Centre |
| 7 pm – 9 pm | Trade Show Opening | Pepsi Centre |
| 9:30 pm – 10 pm | Meet new Members | Glynmill Inn |
| 9:30 pm – 11:30 pm | EMCO Hospitality Suite | Glynmill Inn |
| 11 pm – 2 pm | Entertainment | Glynmill Inn |
| Thursday, April 19 | | |
| 7:30 am – 8:30 am | Sponsored Breakfast | Glynmill Inn |
| 8:30 am – 10 am | Convention Registration | Pepsi Centre |
| 9 am – 10 am | Regional Meetings (Breakout regional sessions) | Pepsi Centre |
| 10 am – 11 am | Trade Show/Nutrition Break | Pepsi Centre |
| 11 am – 12 pm | Reports from Regional Meetings | Pepsi Centre |
| 12 pm – 1:15 pm | Sponsored Luncheon | Pepsi Centre |
| 1:30 pm – 2:45 pm | Education Session | Pepsi Centre |
| 3:00 pm – 3:30 pm | Trade Show/Nutrition Break | Pepsi Centre |
| 3:30 pm – 4:45 pm | Education Session | Pepsi Centre |
| 7 pm – 9 pm | Welcoming Reception – City of Corner Brook | City Hall |
| 10 pm – 12 am | PMA Hospitality Suite | Glynmill Inn |
| Friday, April 20 | | |
| 7:30 am – 8:30 am | Sponsored Breakfast | Glynmill Inn |
| 9 am – 11 am | AGM | Pepsi Centre |
| 11:00 am - 12 pm | Grand Prize Draws – Trade Show | Pepsi Centre |
| 12:00 pm – 1:15 pm | Sponsored Luncheon | Pepsi Centre |
| 1:30 pm – 2:30 pm | Education Session | Pepsi Centre |
| 2:45 pm – 3:15 pm | Nutrition Break | Pepsi Centre |
| 3:15 pm – 4:30 pm | Education Session | Pepsi Centre |
| 7 pm – 9 pm | Appreciation Banquet | Glynmill Inn |
| 10 pm – 2 am | Entertainment | Glynmill Inn |

Nomination Form

Nominations for the PMA Board of Directors received on or before March 23, 2012 will be printed in the Convention Guide. Nominations will also be accepted from the floor of the Convention at the Annual General Meeting on Friday morning. The positions for which nominations are being accepted are President, Vice President, Treasurer, and Western Director.

Municipal Card Ad

If you wish to have your town's Municipal Card published in the 2012 Convention Guide, please complete the form at the back of this information booklet and return it to the PMA office by the deadline of **March 23, 2012** to allow adequate time to prepare for printing. This is an excellent opportunity to advertise your town information for future use by your colleagues. The fee for a municipal card ad is **\$50 + HST (Total \$56.50)**. If you wish to have your municipal crest or logo included in the ad, please send an electronic copy to nlama@nlama.ca, or send a clean and clear paper copy, which can be scanned.

Long Service Awards – Department of Municipal Affairs

The Department of Municipal Affairs presents Long Service Awards to any Administrator who has served a minimum of twenty (20), twenty-five (25), and thirty (30) years as City/Town Manager, City/Town Clerk, or as a Department Head (as appointed and approved by the municipality). You are eligible to receive this award only once. Positions other than those stated are not used to determine eligibility.

The deadline date for applications is March 23, 2012. Any applications received after that date will be held for the 2013 convention.

Long Service Recognition – 10, 15, 20, 25 & 30 Years - PMA

PMA will be recognizing members with 10, 15, 20, 25 and 30 years of service. To be eligible for the certificate and pin, you must be a PMA member with a minimum of 10, 15, 20, 25, or 30 years accumulated service in the position of City/Town Manager, City/Town Clerk, or Department Head (as appointed and approved by your municipality). You are eligible to receive each award only once.

The deadline date for applications is March 23, 2012. Any applications received after that date will be held for the 2013 convention.

Special Requests

If you have any special needs (wheelchair accessibility, diet) or have any questions regarding the convention or how to complete any form included in this package, please call (709) 726-6405 for assistance.

Refund Policy

These guidelines are applicable to delegates, partners, trade show booths, and sponsor participants.

Any request for a refund from a delegate, partner, exhibitor, and/or sponsor received by the PMA office on or before 30 days of the Convention and Trade Show will receive a refund of 90% of the fees paid.

Any requests for a refund from a delegate, partner, exhibitor, and/or sponsor received by the PMA office after that date (30 days prior to the Convention and Trade Show), will **not** be refunded.



2012 PMA CONVENTION Delegate Registration Form

MUNICIPALITY: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 Email: _____
 Website: _____

REGISTRATION FEES: **Delegate: \$240 (Plus HST)** **Total: \$271.20**
 Partner: \$120 (Plus HST) **Total: \$135.60**
 Banquet Only: \$60 (Plus HST) **Total: \$67.80**

| NAME | POSITION | VOTING DELEGATE (yes or no) | FIRST CONVENTION (yes or no) | FEE |
|------|-------------------------|--------------------------------|---------------------------------|-----|
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| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | HST | | | |
| | Total Registration Fees | | | |

Please confirm attendance at Appreciation Banquet Friday night: Yes No

For possible clothing items, please identify your preferred sizing & gender:
 _____ **Mens:** Sm _____ Med _____ Lg _____ XL _____ 2XL _____ Other _____
 _____ **Ladies:** Sm _____ Med _____ Lg _____ XL _____ 2XL _____ Other _____

DEADLINE FOR REGISTRATION: March 23, 2012
Fax to 726-6408



LONG SERVICE RECOGNITION - 10, 15, 20, 25 & 30 YEARS - PMA

PMA will be recognizing members with 10, 15, 20, 25, and 30 years of service. To be eligible for the certificate and pin, you must be a PMA member** with a minimum of 10, 15, or 20 years accumulated service in the position.

***FULL MEMBERS & ASSOCIATE Members who have been members of the Association and employed for ten (10), fifteen (15), twenty (20), twenty - five (25), thirty (30), and thirty - five (35) years shall, upon application to the Association, be recognized at the Annual General Meeting.*

If you meet these requirements, please complete and return this form no later than March 23, 2012. It is important that the position (i.e. Manager, Clerk, or Department Head), and the time spent in each position is clearly indicated. This information is used to determine eligibility. Please note that time worked in positions other than those specified are not used to determine eligibility.

Name: _____

Municipality: _____

Position(s) held and date in each position:

| Position | Date of Position (include month and year) |
|----------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Applications received after the March 23, 2012 deadline
Will be held for the 2013 Convention.

Fax completed form to (709) 726-6408



LONG SERVICE AWARD - Municipal Affairs

The Department of Municipal Affairs, in conjunction with PMA, will be presenting Long Service Awards for Administrators at the 2012 Convention.

To be eligible for this award, you must have worked a minimum of:

- Twenty years (240 months or more),
- Twenty-five years (300 months or more), or
- Thirty years (360 months or more) ...

...as City/Town Manager, City/Town Clerk, or as Department Head (as appointed and approved by your municipality). You are eligible to receive each award only once. If you do not meet the above criteria, you will need to wait until you have attained the required months of service in order to be eligible for an award.

If you meet these requirements, please complete and return this form **no later than March 16, 2012**. It is important that the position (i.e., Manager, Clerk, or Department Head) and the time spent in each position are clearly indicated. This information will be used to determine eligibility.

Please note that time worked in positions other than those specified will not be used in determining eligibility. Please also note that years are cumulative and do not need to be served consecutively.

Name: _____

Municipality: _____

Total Number of Years Worked: _____

Position(s) held and date in each position:

| | <u>Position:</u> | <u>From</u> | | | <u>To</u> | | |
|----|------------------|-------------|-------|-------|-----------|-------|-----|
| | | Year | Month | Day | Year | Month | Day |
| 1. | _____ | _____ | _____ | _____ | _____ | _____ | |
| 2. | _____ | _____ | _____ | _____ | _____ | _____ | |
| 3. | _____ | _____ | _____ | _____ | _____ | _____ | |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | |

Applications received after the March 16, 2012 deadline will be held until the 2013 Convention.

Fax Completed Form to (709)726-6408



2012 BOARD MEMBER NOMINATION FORM

Members are invited to nominate individuals for positions on the PMA Board of Directors. (Costs related to being a Board member are borne directly by PMA.) Nominations will also be accepted from the floor.

The positions for which nominations are being accepted are President, Vice President, Treasurer, and Western Director.

We, the undersigned, hereby nominate:

Nominee's Name: _____

Administrative Position: _____

From the Municipality of: _____

For the office of, _____ on the Board of Directors of Professional Municipal Administrators.

Dated this _____ day of _____, 2012 at _____

| | Moved By | Seconded By | Witness |
|--------------|----------|-------------|---------|
| Signature | | | |
| Name | | | |
| Position | | | |
| Municipality | | | |

I, _____ accept the above nomination.
(Please print your name)

Signature: _____ Date: _____

Deadline for submission is March 23, 2012



2012 APPLICATION FOR HONOURARY MEMBERSHIP

The Professional Municipal Administrators presents the following application for Honourary Membership for Administrators. To be eligible for such an award, as outlined in the Constitution and By-Laws of the association, an HONOURARY member shall be a person who meets either of the first two requirements and the third requirement:

1. has been an exemplary active member of the Association and has left the field of municipal government; or

2. through his/her knowledge of municipal government, has assisted the Association in the development and deliverance of training programs or other contributions as deemed noteworthy by the Board of Directors; and

3. has been recommended for this designation by the Board of Directors and ratified at the Annual General Meeting.

If the above requirements have been met, please forward this application to the PMA office no later than February 15th, 2012.

I, the undersigned, hereby nominate:

Name: _____

Position Held: _____

Municipality: _____

For Honourary Membership into the Professional Municipal Administrators.

Continued on next page....

Reason for Nomination:

Please provide background information and a brief description of the nominee's municipal career.

Nominated by:

Name: _____

Position: _____

Municipality: _____

Dated this _____ day of _____ A.D., 2012 at
_____.

Signature: _____

Please note the following:

- Honourary Memberships will be presented during the PMA Annual Convention.
- An Honourary membership shall be granted full registration to the Annual Convention and Annual General Meeting the year that he/she is recommended for this designation.
- Application for honorary life membership shall be received to the Board of Directors no later than Feb.15, 2012.
- The Board of Directors shall give notification to attend the Annual Convention to the person recommended for this designation no later than Feb. 29, 2012.