

# Delegate Registration Booklet



45<sup>TH</sup>

## ANNUAL CONVENTION & TRADE SHOW

Hotel Gander  
April 5-7, 2017



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# 2017 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 Hotel Gander, April 5-7, 2017.

This package contains the following information:

- Convention Registration Information and Form
- Accommodations Information
- Tentative Agenda
- Long Service Recognition Form - PMA
- Long Service Award Form - Department of Municipal Affairs
- Nomination Form
- 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 10, 2017**. A cheque to cover the cost of registration **MUST** accompany the registration form. If payment is not received by March 10, a 10% penalty fee will be added to your invoice.

## Convention Registration Form and Fees

PMA **Delegates**: \$300 + HST (Total \$345.00)

PMA **Partners**: \$155+ HST (Total \$178.25)\*

Attend **banquet only**: \$80 + HST (Total \$92.00)

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, any entertainment, and the Appreciation Banquet.**

## Accommodations

PMA has arranged block booking at the Hotel Gander. Please reserve 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.

Contact info for the Hotel Gander is as follows:

**256-3931 or 1-800-563-2988**



### IMPORTANT:

*In order to attend convention, your 2017 PMA membership fees must be paid. **This fee will be included on your invoice if unpaid at time of registering.***

# Tentative Agenda

Please note: Wednesday pre-convention workshops will come under separate registration in order to meet Matched Training Reimbursement criteria.

## WEDNESDAY, APRIL 5

9:00 a.m. - 5:00 p.m.

10:30 a.m. - 10:45 a.m.

10:00 a.m. - 4:00 p.m.

12:00 p.m. - 1:00 p.m.

2:30 p.m. - 2:45 p.m.

6:30 p.m. - 7:30 p.m.

**7:30 p.m. - 10:00 p.m.**

10:00 p.m. - 12:00 a.m.

### PRE-CONVENTION SESSIONS

**TWO TIERED AGENDA** (Advanced module I will begin Tuesday evening)

**(1) Municipal Law - Advanced Module I, LW Consulting**

**(2) Creating a Respectful Workplace - Women in**

**Resource Development & Human Rights Commission NL**

**Break**

Registration

Lunch (Not Provided)

**Break**

Convention Opening / Key Note Address

**Trade Show Opening / Meet & Greet**

Hospitality Suite - EMCO Waterworks



### NOTE:

Wednesday will come under separate registration in order to meet Matched Training Reimbursement criteria.

## THURSDAY, APRIL 6

8:30 a.m. - 11:30 p.m.

9:00 a.m. - 11:00 a.m.

**10:00 a.m. - 10:30 a.m.**

11:30 a.m. - 12:30 p.m.

12:30 p.m. - 2:00 p.m.

2:00 p.m. - 2:30 p.m.

**2:30 p.m. - 3:00 p.m.**

3:00 p.m. - 4:00 p.m.

4:00 p.m. - 4:30 p.m.

4:30 p.m. - 5:15 p.m.

Regional Government Consultation-Round Table Workshop

Registration

**Break/Networking/Trade Show**

Preparing for Municipal Elections 2017

Delegate Lunch & Presentation of Core Module Certificates

Federal Wastewater Regulations - Update

**Break/ Networking/Trade Show**

Create Your Work-Life Balance

Municipal Insurance Program: Overview & Q/A - Cal LeGrow

PMA Regional Meetings

## FRIDAY, APRIL 7

9:00 a.m. - 11:00 am.

**11:00 a.m. - 12:00 p.m.**

12:00 p.m. - 1:00 p.m.

1:00 p.m. - 3:00 p.m.

3:00 p.m. - 3:30 p.m.

3:30 p.m. - 4:30 p.m.

6:30 p.m. - 7:00 p.m.

7:00 p.m. - 9:00 p.m.

10:00 p.m. - 2:00 a.m.

Annual General Meeting

**Trade Show/Networking/Prize Draws**

Delegate Lunch - Sponsored by Trio

ROUND TABLE DISCUSSIONS - PMA Membership

OHS Roles & Responsibilities - MSCNL

Legislative Updates - Crown Lands Act & Procurement Act

Cocktails - Appreciation Banquet

Appreciation Banquet - Sponsored by Dept. of Municipal Affairs

Dance - Sponsored by Biomaxx

# Nomination Form

Nominations for the PMA Board of Directors received on or before March 10, 2017 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 Avalon Director, Eastern Director, Central Director, Western Director, and Labrador Director.

# 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 February 17, 2017. Any applications received after that date will be held for the 2018 convention.

# Long Service Recognition-PMA

## Starting at 10 Years with 5 Year Increments thereafter

PMA will be recognizing members starting with 10 years of service, and thereafter in increments of 5 years. To be eligible for this recognition, you must be a PMA member with a minimum of 10 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 10, 2017. Any applications received after that date will be held for the 2018 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.



# 2017 PMA Convention Delegate Registration Form

MUNICIPALITY: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**REGISTRATION FEES:**

**Delegate:** \$300 + HST (Total \$345.00)

**Partner:** \$155+ HST (Total \$178.25)\*

**Banquet only:** \$80 + HST (Total \$92.00)

NAME	POSITION	VOTING DELEGATE (yes or no)	FIRST CONVENTION (yes or no)	FEE
		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 10, 2017  
Fax to 726-6408



# Long Service Recognition - PMA

Members who have been employed for 10 years, and five year increments thereafter.

To be eligible for this recognition, you must be a PMA member with a minimum of 10 years accumulated service in the position.

If you meet these requirements, please complete and return this form no later than March 10, 2017. 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.



**FULL MEMBERS & ASSOCIATE MEMBERS**  
*who have been members of the Association and employed for ten (10) years, and every five (5) year increments thereafter shall, upon application to the Association, be recognized at the Annual General Meeting.*

Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Position(s) held and date in each position

POSITION	DATE OF POSITION (INCLUDE MONTH AND YEAR)

Fax completed form to PMA at (709) 726-6408



**APPLICATIONS**  
*received after the March 10, 2017 deadline will be held for the 2018 Convention*



# Long Service Award

Department of Municipal Affairs



The Department of Municipal Affairs, in conjunction with PMA, will be presenting Long Service Awards for Municipal Administrators at the 2017 Convention.

**City/Town Manager, City/Town Clerk, and Department Head** (as appointed/approved by your municipality) are the only positions eligible for this award. Long service awards are presented to individuals who have served in eligible positions for a period of **20, 25 or 30 years**.

**Completing the Form:**

- Indicate the period(s) of service and the position(s) served.
- Years of service are cumulative and do not need to be served consecutively.
- Time served in positions other than specified will not be used to determine eligibility.
- The completed form must be received by **February 17, 2017**.

Applicant Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

This Application is for:  20 Years  25 Years  30 Years

Position(s) held and dates in each position:

POSITION	FROM: YEAR/MONTH/DAY	TO: YEAR/MONTH/DAY

Is applicant attending the Long Service Awards banquet on April 7? Yes  No

If No, please provide mailing address where award is to be delivered: \_\_\_\_\_

Questions regarding this application should be directed to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Fax completed form to PMA at (709) 726-6408**

It is the responsibility of each applicant to ensure that PMA has received the application. Applicants must confirm receipt of the application with PMA once the application has been sent.

The personal information in this form is collected in accordance to section 61(c) of the Access to Information and Protection of Privacy Act and will be used for assessing eligibility for the 2017 Municipal Long Service Awards.

Please contact Kim MacPherson as needed:  
Phone: (709) 729 – 5107  
Email: kimmacpherson@gov.nl.ca



**APPLICATIONS**

*received after the February 17, 2017  
deadline will be held for the 2018 Convention*



# 2017 Board Member Nomination Form

Members are invited to nominate individuals for positions on the PMA Board of Directors. Nominations will also be accepted from the floor.

The positions for which nominations are being accepted are Avalon Director, Eastern Director, Central Director, Western Director, and Labrador Director. Please note that these positions are for a two year term.

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 \_\_\_\_\_, 2017 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 10, 2017





## 2017 Application for Honourary Membership

The Professional Municipal Administrators presents the following application for Honourary Membership for Administrators. To be eligible for such an award, applicants must meet the requirements as outlined in the Constitution and By-Laws of the association.

### **HONOURARY MEMBER**

*Honorary membership will be considered for those members who are in good standing with the Association and who have made a significant contribution to PMA and the profession of Municipal Administration, subject to the following criteria;*

- 1. A Full Member in good standing prior to retiring or leaving the field of Municipal Administration and was actively involved in PMA for a minimum of six (6) years;*
- 2. Served the Association as a member of the Board of Directors for a minimum of four (4) years;*
- 3. Has displayed outstanding commitment, dedication, and public service and is held in high regard by fellow Municipal Administrators, PMA, and his/her municipality;*
- 4. Is an outstanding example of one who meets the criteria outlined in the PMA's Code of Ethics;*
- 5. Nominated by two (2) members of PMA who are in good standing and who provides the rationale and Bio to support the nomination;*
- 6. Recommended by the Membership Committee and approved by the Board of Directors at a regularly constituted meeting; and*
- 7. More than one may be bestowed in any given year.*

If the above requirements have been met, please forward this application to the PMA office no later than February 14th, 2017.

I, the undersigned, hereby nominate:

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Municipality: \_\_\_\_\_

For Honourary Membership into the Professional Municipal Administrators.

*Continued on next page....*

