



Professional Municipal Administrators
TELECONFERENCE Board Meeting
September 14, 2015

MINUTES

In Attendance:

Derrick Bragg – President
Brian Peckford – Vice President
Rodney Cumby – Treasurer
Nigel Black – Avalon Director
Vida Greening – Eastern Director
Michelle Brown – Central Director
Curtis Richards – Western Director
Hayward Broomfield – Northern Director
Krista Planke – Executive Director

1. Call to Order

President Derrick Bragg called the meeting to order at approximately 2:00 pm and welcomed everyone present.

2. Adoption of Agenda

09/14/2015 – 18 Resolved that the Agenda be adopted as presented.
Moved by Michelle Brown, seconded by Vida Greening.
All in favor, motion carried.

3. Adoption of Minutes

3.1 09/14/2015 – 19 Resolved that the minutes of June 18-19, 2015, be adopted as presented.
Moved by Brian Peckford, seconded by Nigel Black.
All in favor, motion carried.

4. Action Report

1. Committee lists updated and forwarded to Board members.
2. Met with MSC-NL and developed 3 hour training seminar to be offered at the 2015 Fall Forum. PMA continues discussion by its own internal OHS Committee.
3. Terms of Reference developed and forwarded to Committee members.
4. Link for FES Assessment of Fire Departments forwarded to towns.
5. Application made for funding with Dept. of IBRD.
6. Feedback from membership indicated build on existing modules, taking specific ideas from current ones.

5. Committees

5.1 Committee Reports

5.1.1 *Communications and Public Awareness*

PMA has solicited Zircon Web Design Inc. to develop a new webpage for PMA. Work has presently begun on the website with a launch expected in December.

5.1.2 *Education, Training and Professional Development*

Discussion deferred to section 6.1 on Fall Forum 2015.

5.1.3 *Finance and Administration*

5.1.3.1 Adoption of Financial Statements

09/14/2015 – 20 Resolved that the financial report for Jan. 1-Sept. 11, 2015, be adopted as presented.
Moved by Rodney Cumby, seconded by Hayward Broomfield.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

09/14/2015 – 21 Resolved that the cheque log for Mar. 5-Sept. 11, be adopted as presented. Moved by Rodney Cumby, seconded by Nigel Black.
All in favor, motion carried.

5.1.3.3 Approval of Board Meeting Expenses

09/14/2015 – 22 Resolved to pay all expenses associated with this teleconference.
Moved by Rodney Cumby and seconded by Brian Peckford.
All in favor. Motion Carried.

5.1.4 *External Relations and Legislative Review*

Ongoing review of legislation including Municipalities Act 1999 to determine if any areas need clarification by membership.

5.1.5 *Constitution/Membership*

Constitutional changes ratified at 2015 AGM have been updated and forwarded to the membership.

Membership fees collected have increased from 2014 by 6.

5.1.6 *Municipal Assessment Agency*

Meeting took place on August 8 in Happy Valley- Goose Bay. Discussions continue on GIS mapping. Also noted that 2016 is a reassessment year.

5.1.7 *TRIO*

Minutes of June 12 Trio Board meeting previously circulated for Board review.

6. New Business

6.1 Fall Forum 2015

Overview given on Fall Forum agenda including education sessions, sponsorship by Biomaxx, and OHS safety workshop. First full day of agenda consists of Module 5 or core program with concurrent workshop on Project Management facilitated by the Dept. of IBRD. Looks like attendance will hover at 100.

6.2 Community Sustainability Partnership – Accountability Measures

Discussion held over Administrators distraught with new accountability measures by MIGA. This includes a tax recovery plan along with the taxes receivable summary. It was agreed that PMA encourage MIGA to address the PMA membership on these topics.

It was also discussed that PMA has been invited to participate on a regional government advisory committee. Nigel Black has agreed to represent PMA on this committee. It was stated that PMA needs to have a collective position on this as a Board.

6.3 Email: Florence Power

PMA received a request from an individual, who is not a municipal employee or Council member, for permission to attend PMA training events. It was agreed that we should encourage participation and write her a letter allowing her to register.

6.4 Dept. of AES – Income Support Regulations Changes

Correspondence received from the Dept. of Advanced Education and Skills regarding an action to streamline the payment of taxes and fees to municipalities. Effectively immediately, they will pay in a lump sum at the beginning of each fiscal year for those in receipt of income support for two or more years.

AES will be presenting at the PMA Fall Forum to discuss these changes with Administrators.

6.5 Resources for Towns

It was brought forward to solicit the legal expertise of Stewart McKelvey to develop a “check list” for Administrators on topics that they deal with regularly. Ie. Tax Sales, removal of dilapidated property, etc.

It was suggested to bring forward 3 topics for Board discussion.

6.6 Invitations to attend Various Conferences

The Board was informed of 3 invitations for the PMA President to attend conferences on behalf of PMA. They are MNL, Association of Nova Scotia, and the Association in North West Territories. It was agreed that PMA will continue to send representatives to the CAMA conference annually but will refrain from other conventions outside NL.

It was stated that President Bragg will be unable to attend the MNL conference in November; thus, VP Peckford will attend on his behalf.

At this time a new piece of correspondence was introduced from Jim Barry with FES-NL. The email was soliciting the help of PMA in handling the registrations for an upcoming FES training event.

It was agreed that PMA would decline this request as we have a single staff person who’s time is committed to PMA business. It was added that PMA is not equipped to provide administrative support to other associations.

7. Round Table

Each Director was given the opportunity to add comments.

Brian Peckford: Encouraged committee involvement.

Derrick Bragg: Discussed his political endeavors in seeking the Liberal seat in the district of Fogo Island-Cape Freels. Stated that he will be requesting a leave of absence from the Board of PMA to pursue campaigning for the month of November.

At this time, requested that consideration be given to making a donation towards his campaign.

8. Next Board Meeting

Nov. 19-20, St. John’s.

9. Adjournment

Meeting adjourned at approximately 3:00 pm.

ACTION Report

#	Description	Performed By	Notes
1	Write Florence Power granting permission to register for PMA training events.	Krista	
2	Write Jim Barry, FES, declining PMA employee to administer registration details for FES training event.	Krista	
3	Write other Associations thanking them for invitation to attend conferences.	Krista	
4	Discuss PMA position on regional government.	Board	