



Professional Municipal Administrators
Board Meeting
June 23-24, 2016
Greenwood Inn & Suites, Corner Brook

MINUTES

In Attendance:

Brian Peckford – President
Nigel Black – Vice President
Tony Pollard - Treasurer
Dawn Chaplin - Avalon Director
Vida Greening – Eastern Director
Jeanie Stokes – Central Director
Curtis Richards – Western Director
Cathy Etsell – Labrador Director
Krista Planke – Executive Director

1. Call to Order

Vice President Brian Peckford called the meeting to order at approximately 6:30 pm and welcomed everyone present.

2. Adoption of Agenda

06/23/16 – 11 Resolved that the Agenda be adopted as presented.
Moved by Vida Greening, seconded by Curtis Richards.
All in favor, motion carried.

3. Adoption of Minutes

06/23/16 –12 Resolved that the minutes of March 3, 2016, be adopted as presented.
Moved by Nigel Black, seconded by Vida Greening.
All in favor, motion carried.

4. Action Report

1. Meeting took place with LW Consulting to discuss proposal for advanced stream of Core Program. It was agreed to proceed with development of 3 modules on Law, Finance and Budgeting. The first will be launched in October 2016.

2. Past President Derrick Bragg was presented with a plaque of appreciation at the 2016 AGM.
3. Members were surveyed and it was determined that topics of most interest included Roles & Responsibilities, Dealing with Difficult People, and the new Ice Control requirements.
4. Joint meeting arranged and scheduled for June 25, Greenwood Inn, Corner Brook.
5. Discussion took place on Employee Assistance Program currently available through TRIO to its members. Also noted that TRIO is discussing the launch of a new EAP through MNL in September for first responders. In addition, TRIO is currently exploring the option of buying into an EAP for small towns not presently enrolled in the current benefits program. This new option would require a minimum of 200 registered to be possible.

5. Committees

5.1 Committee Reports

5.1.1 *Communications and Public Awareness*

Communications Chair, Dawn Chaplin, gave an overview of PR methods currently being used by PMA. Those include the PMA website, Twitter account, Facebook Page, mail outs, and Municipal Focus.

Discussion took place around other areas that PMA could potentially be using to increase its profile. It was agreed that a thorough membership survey would be developed to capture the ideas of members. The survey will include questions from other committees and include ideas of training needs, issues with current legislation, and preferred methods of communications.

It was suggested that non-member towns would be contacted to stress the importance of membership to PMA and press releases would be utilized to heighten public profile through the media.

It was also recommended that a MUN student could be solicited to conduct a PR review of the association and potentially develop a new PR strategy.

5.1.2 *Education, Training and Professional Development*

Education Chair, Cathy Etsell, lead discussions on determining training needs of our members. It was agreed that this would be a key topic to be addressed in the upcoming membership survey.

Discussion ensued on modern technology and making training available through these mediums. I.e. Teleconferencing, Skype, Webinars, etc. It was noted that further investigation

into associated costs, equipment requirements, and setup would be required to determine if feasible to those who may want to avail of it.

Discussion on other training and accreditations that are available to our members. I.e.; Municipal Clerk designation through IIMC, courses offered through the Gardiner Centre, and programs through Dalhousie University and University of Alberta. It was noted that the University of AB currently will travel to other provinces to host training with a minimum requirement of 12 registrants.

5.1.3 *Finance and Administration*

PMA Treasurer, Tony Pollard, led the finance report with discussion on the current financial position of PMA. Membership fees were increased by 10% for year beginning January 2016, and it was noted the importance of a plan for spending the increased revenue. Can it be used to subsidize members in some way? Financial planning is required to determine if PMA can use funds to increase profile overall and also assist rural towns in acquiring training, etc.

The question was also raised about future regional meetings in Labrador. It was agreed that the Labrador region is very spread out geographically and thus, may be more beneficial if PMA can offer training or meetings via teleconference, as an option.

5.1.3.1 Adoption of Financial Statements

06/23/16 – 13 Resolved that the financial report for March 3-June 20, 2016, be adopted as presented.
Moved by Tony Pollard, seconded by Dawn Chaplin.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

Cheque Log for March 3-June 20 was omitted from the financial report in error. It will be forwarded to the Board for review.

5.1.3.3 Approval of Board Meeting Expenses

06/23/16 –14 Resolved to pay all expenses associated with this meeting.
Moved by Cathy Etsell and seconded by Jeanie Stokes.
All in favor. Motion Carried.

5.1.4 *External Relations and Legislative Review*

5.1.8 *Occupational Health & Safety*

OHS Chair, Nigel Black, informed the Board that MSC-NL is now operational again with a new safety officer hired to oversee the business of the council. Natasha Sharpe comes with hands on experience as a municipal safety officer with the town of Grand Falls-Windsor.

It was agreed that MSC-NL is mandated to provide support and information related to OHS in the municipal sector. Will allow them to take the lead with PMA encouraging OHS to be covered at every municipal event.

6. New Business

6.1 Oath of Office

New PMA Board members elected at the 2016 AGM, read and signed the PMA Oath of Office. New members are: Tony Pollard, Dawn Chaplin, Jeanie Stokes, and Cathy Etsell.

6.2 Fall Forum

4th Annual Fall Forum will take place at Hotel Gander on Sept. 29-30. It was agreed to solicit training topics from the membership. Some suggestions included: Legislative piece on the Municipalities Act, Water Quality, and a Mapping piece with MAA.

6.3 Recap – Convention 2016

Executive Director, Krista Planke, discussed the positive feedback on the 2016 convention. Suggestions from members did include changing the banquet to Thursday night and changing convention dates to May or June to eliminate potential for inclement weather. It was agreed to survey the membership for their thoughts.

Meeting of June 23, 2016 concluded at 9:30 pm.

Board meeting reconvened June 24, 2014 at 4:00 pm.

6.4 Core Program – Advanced Stream

Discussion began with statistics of the Core program. Currently more than 250 enrolled in the program with approximately 50 having completed. The original idea was to develop an advanced stream based on feedback from the other modules. The result is three extensive modules on law, budgeting, and finance.

It was suggested that PMA go through the channels to have the modules copyright protected.

Conversation ensued on importance of accreditation programs to those who may be interested. Agreed to investigate further with various educational centers including the Gardiner Centre, MUN, and CONA.

6.5 Recap – CAMA 2016

PMA President and Avalon Director attended the CAMA conference in Winnipeg from May 30-June 1. The Interprovincial/Territorial meeting provided an opportunity for Presidents and Staff of provincial associations to discuss initiatives of their organization and to share ideas and trends in their provinces.

6.6 MTDC - Disincorporation

Messages have been circulating regarding the potential dissolution of MTDC and the potential for PMA to take over the full administrative responsibilities of the Matched Training Fund. It was stated that if the opportunity presents, PMA would need to revisit the current special assistance grant and the increased responsibilities of PMA staff and finance committee.

6.7 Membership Services

Discussion around EAPs and the importance of these benefits in the municipal sector. Agreed to wait until Trio launches their new program to determine uptake and interest.

Jamie Martin continues to be retained by PMA for contact by its members. Members have been encouraged to provide as much info in advance of the call, as is possible. This will allow for maximum utilization of the time and basis for more informed advice by Mr. Martin.

6.8 Premier's Forum

As previously stated, PMA is impressing upon government the importance of our involvement in this event. A letter has been forwarded to the Premier's Office outlining our reasoning.

6.9 Municipal Affairs – Increased Presence at PMA Events

Agreed to continue including MA on the agenda at PMA training events.

6.10 COR Certification Requirements

The Dept. of Transportation and Works have implemented new requirements for municipalities when picking up their ice control materials at depots. It states that towns must be COR certified in order to enter the depots. This includes a 5 day training program.

It was agreed that the role of MSC-NL is to lobby with government of behalf of municipalities and PMA would follow up with them on the status of towns that are compliant under COR.

7. Correspondence

7.1 Letter – COD-NL

Agreed that PMA would not make a monetary donation to the golf fundraiser.

7.2 Letter – Office of Climate Change

PMA would not be making a formal submission on the provincial strategy for climate change. However, all PMA members may avail of this opportunity to participate in the consultations, thus giving the perspective of administrators throughout NL.

NOTE: At this time, Executive Director was asked to leave the meeting. Board held a brief in-camera session. ED was asked to return.

8. Round Table

Each Director was given the opportunity to add comments.

Tony Pollard: Looks forward to future on Board. Looks like PMA going to make great strides to benefit its members.

Informed the Executive Director that discussion was had on the current salary scale.

06/24/16 –16 Resolved to increase employee salary by 3% retro to January 2015 and 3% of that amount effective January 2016.

Moved by Tony Pollard and seconded by Dawn Chaplin.
All in favor. Motion Carried.

Cathy Etsell: Great first meeting. Very positive experience.

Dawn Chaplin: Very different perspective when on the Board as opposed to in audience. Board working very hard behind the scenes on behalf of the

membership. Looking forward to serving Avalon members and will hopefully have the opportunity to visit their towns during this term as director.

Vida Greening: Welcomed all new Board members.

Nigel Black: Great first meeting with new Board. Great to hear new ideas and perspectives from new members.

Curtis Richards: In depth and constructive Board meeting. One of the best. Look forward to year ahead.

Jeanie Stokes: Working in the municipal sector has brought its challenges both personally and professionally. Looking forward to serving on the Board and working with fellow administrators on both the struggles and rewards.

Brian Peckford: Welcomed new Board members. Very strong commitment show by all members and look forward in carrying out the initiatives discussed in the meeting.

Stressed the importance of raising the profile for municipal administrators. The ultimate objective is for this to be a job that everyone wants to do. We need to elevate this profession.

Krista Planke: Thanked everyone for continued support of her and looks forward to the year ahead.

9. Next Board Meeting

Sept. 28, Hotel Gander

10. Adjournment

Meeting adjourned at approximately 5:30 pm.

06/23/16 –16

Resolved to adjourn meeting of June 24, 2016.

Moved by Curtis Richards and seconded by Nigel Black.
All in favor. Motion Carried.

ACTION Report

#	Description	Performed By	Notes
1	Develop membership survey encompassing communications, education, convention dates and legislative topics.	Krista & Communications Committee	
2	Conduct Public Relations Analysis	Krista & Communications Committee	
3	Provide IIMC information to membership on Municipal Clerk Designation. Promote IIMC membership to members.	Krista & Education Committee	
4	Write letter to Minister Joyce requesting meeting to discuss PMA involvement in Premier's Forum	Krista	
5	Review website to determine capabilities for Chat Forum, Q/A section.	Krista	
6	Compile feedback on Municipalities Act to make formal submission to MA on suggested amendments.	Krista/Legislative Review committee	
7	Solicit professional body to update look of current strategic plan.	Krista/Communications Committee	
8	Contact Gardiner Centre to determine applicable training they may offer and possible designation programs	Krista	
9	Add "No donation" policy to PMA Policy Manual.	Krista	
10	Write letter to COD-NL declining a monetary donation to their golf tournament	Krista	
11	Revisit PMA constitution to make it gender neutral.	Krista/Constitution and Membership Committee	