



Professional Municipal Administrators
Board Meeting
March 3, 2016

MINUTES

In Attendance:

Brian Peckford – Acting President
Rodney Cumby – Treasurer
Nigel Black – Acting VP & Avalon Director
Vida Greening – Eastern Director
Michelle Brown – Central Director
Curtis Richards – Western Director
Vacant – Labrador Director
Krista Planke – Executive Director

1. Call to Order

Vice President Brian Peckford called the meeting to order at approximately 7:45 pm and welcomed everyone present.

2. Adoption of Agenda

03/03/16 – 2 Resolved that the Agenda be adopted as presented.
Moved by Curtis Richards, seconded by Michelle Brown.
All in favor, motion carried.

3. Adoption of Minutes

3.1 03/03/16 –3 Resolved that the minutes of Nov. 19-20, 2015, be adopted as presented.
Moved by Nigel Black, seconded by Curtis Richards.
All in favor, motion carried.

3.2 03/03/16 – 4 Resolved that the minutes of January 7, 2016, be adopted as presented.
Moved by Rodney Cumby, seconded by Nigel Black.
All in favor, motion carried.

4. Action Report

1. Analysis of members enrolled in core modules was completed and those informed of any left to complete. It was agreed that modules would be offered on an as need basis.
2. Submission was made to Municipal Affairs on blended taxes issue.
3. Members were surveyed with little response. It was agreed that surveys will be done on a regional basis prior to the regional meetings. Core modules will continue to be offered.
4. Joint meeting is organized for June 25 with MNL Board and NLAFS.

5. Committees

5.1 Committee Reports

5.1.1 *Communications and Public Awareness*

PMA has launched a new website which was developed by Zircon Web Design Inc. The new website allows the function to update in house. The PMA FB page continues to be utilized as do Twitter. Direct contact with members is ongoing via emails, notices, Municipal Focus' and Info Notes.

5.1.2 *Education, Training and Professional Development*

Review of the LW proposal for three advanced modules took place. It was agreed that these courses should be offered as a standalone training event, keeping separate from the Fall Forum. It was agreed that they will be offered in October 2016. It was discussed that the other modules continue to be offered on a demand basis with possibly doing a back to back offering in 2 days. It was also suggested that PMA utilize its own resources and have other members facilitate the training.

03/03/16 – 5 Resolved that the proposal by LW Consulting to develop 3 advanced modules be adopted as presented.
 Moved by Nigel Black, seconded by Rodney Cumby.
 All in favor, motion carried.

5.1.3 *Finance and Administration*

5.1.3.1 Adoption of Financial Statements

03/03/16 – 6 Resolved that the financial report for Jan. 1-March 1, 2016, be adopted as presented.
 Moved by Rodney Cumby, seconded by Michelle Brown.
 All in favor, motion carried.

03/03/16 – 7 Resolved that the financial report for year ending Dec. 31, 2015 be adopted as presented.
Moved by Rodney Cumby, seconded by Michelle Brown.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

03/03/16 – 8 Resolved that the cheque log for Nov. 17, 2015 – March 1, 2016, 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

03/03/16 – 9 Resolved to pay all expenses associated with this meeting.
Moved by Rodney Cumby and seconded by Michelle Brown.
All in favor. Motion Carried.

5.1.4 *External Relations and Legislative Review*

Meetings have taken place on procurement legislation with Joe Day and Leigh Puddister. In addition, a meeting took place with Minister Eddie Joyce to discuss the government renewal initiative, and a joint meeting is proposed with MNL and PMA to discuss future partnerships.

5.1.5 *Constitution/Membership*

Membership fees continue to be collected with approximately 40 thousand collected to date. It was recommended that PMA review its membership benefits to include an employee assistance program. While it is offered through TRIO, not all towns are involved in this plan. It was agreed that PMA would look into this further.

5.1.6 *Municipal Assessment Agency*

MAA met in Deer Lake on Feb. 11-12, 2016. It was noted that the Town of Trepassey is no longer with the agency; however, Chapels Arm and Adams Cove has joined. The next meeting is scheduled during the PMA convention in April. The MAA Board was informed by ED, Sean Martin, that he had met with Craig Pollett of MNL and it was determined that MAA would no longer be participating in the MNL regional meetings.

5.1.7 *CCRC*

Nothing to report at this time.

5.1.8 *TRIO*

Minutes of Feb. 4, 2016 Trio Board meeting previously circulated for Board review. Also included in Board package.

It was mentioned that TRIO was visiting the idea of a Board meeting teleconference where members could call in and ask questions.

5.1.9 *Occupational Health & Safety*

It was stated that OHS will be incorporated into convention 2016 with a session on Principal Contractors by John Morgan, Service NL

6. New Business

6.1 Core Program

Members who have successfully completed all 5 modules will receive their certificates at the upcoming AGM. There are almost 50 to date. As previously noted in the minutes, PMA has accepted the proposal by LW Consulting to develop the next phase of the program.

6.2 Joint Meeting with MNL

A joint meeting is scheduled for June 25, Greenwood Inn & Suites, Corner Brook.

6.3 Employee Assistance Program

Discussion was had around the program the provincial government currently has in place. Any potential for PMA to tap into that one? Towns who are members of TRIO have an EAS included; however for those that don't, there are topics that employees should be able to avail of...stress management, critical incident, etc.

6.4 Convention 2016

The tentative agenda was circulated for Board review. It was agreed that incorporating Barry Green into the agenda is a great idea and positive way to launch convention. It was also stated that members are willing to volunteer and we can engage them into various components of convention.

7. Round Table

Each Director was given the opportunity to add comments.

Brian Peckford: Thanked everyone for their input. Mentioned the radio show “Municipal Monday”. Maybe an opportunity to call in and raise profile for PMA.

No further comments by remaining members.

8. Next Board Meeting

June 23-24 – Corner Brook

9. Adjournment

Meeting adjourned at approximately 9:40 pm.

03/03/16 – 10 Resolved to adjourn meeting of March 3, 2016.
Moved by Curtis Richards and seconded by Nigel Black.
All in favor. Motion Carried.

ACTION Report

#	Description	Performed By	Notes
1	Inform LW of plans to move forward with advanced modules.	Krista	
2	Order plaque for past president Derrick Bragg	Krista	
3	Survey members to determine training topics for Western/Labrador joint regional meeting	Krista	
4	Arrange meeting logistics with MNL staff for June 25, Corner Brook	Krista	
5	Initiate discussions with provincial government on employee assistance program and how it could include municipalities.	Krista/Board	