



Professional Municipal Administrators
Board Meeting
September 28, 2016
Hotel Gander

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

09/28/16 – 17 Resolved that the Agenda be adopted as presented.
Moved by Curtis Richards, seconded by Dawn Chaplin.
All in favor, motion carried.

3. Adoption of Minutes

09/28/16 – 18 Resolved that the minutes of June 23-24, 2016, be adopted with
revision to Brian Peckford as President, not Vice President.
Moved by Brian Peckford, seconded by Nigel Black.
All in favor, motion carried.

4. Action Report

1. Survey was forwarded to all municipalities from Survey Monkey. Member participation was very high.

2. Transcontinental has been contacted regarding advertising costs. Follow up will be conducted.
3. IIMC designation information has been forwarded to all members.
4. Meeting took place with Minister Joyce regarding PMA's involvement in the Premier's Forum. The Minister stated that PMA would not be active participants in this, the first annual Forum, but would be considered for future events.
5. Website continues to be upgraded and a review of its functions is ongoing.
6. Strategic Plan has been updated by Image 4 and copies to be forwarded to all municipalities.
7. Policy manual has been updated, with the addition of the donation policy.
8. Letter was forwarded to COD-NL declining a monetary donation to their golf tournament.
9. Review of PMA constitution is ongoing with gender neutral language incorporated.

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.

Added that an update of the Core Program brochure has been professionally developed and printed, as has the Strategic Plan. A draft RFP has been developed and will continue to be explored in the coming months. Presenting reviewing rewards programs offered by other associations in various provinces. Hoping to implement into the AGM 2017.

Discussion ensued around the annual Fall Forum and where our focus needs to be as an association. Do we continue with the Fall Forum or do we focus our attention on regional meetings and the AGM. It was agreed that further discussion needs to take place coupled with a financial analysis of the event.

Survey was developed and forwarded to members on topics including communications, education and legislation. One of the topics included dates for convention 2017 and if we should arrange for April, May or June. Results indicated very even on all dates. Much discussion ensued by the PMA Board, outlining all scenarios, weather, conflicting meetings, Symposium, CAMA, etc. It was agreed to leave the AGM in April.

09/28/16 – 19 Resolved that the Communications and Public Awareness report be adopted as presented.
 Moved by Dawn Chaplin, seconded by Vida Greening.
 All in favor, motion carried.

5.1.2 *Education, Training and Professional Development*

Education Chair, Cathy Etsell, recapped the report provided on the August 30th meeting of the Education committee. Topics included the Fall Forum agenda, training topics on government legislation and potential partnerships with other universities and associations. It was agreed that we would share information from these association.

It was agreed that a survey, focusing specifically on training needs for 2017, would be forwarded to members in the coming months.

09/28/16 –20 Resolved that the Education and Professional Development report be adopted as presented.
Moved by Cathy Etsell, seconded by Nigel Black.
All in favor, motion carried.

5.1.3 *Finance and Administration*

PMA Treasurer, Tony Pollard, led the finance report with discussion on the current financial position of PMA. Discussion took place on non-members and what this means in lost revenue for PMA. It was agreed to reach out again to non-member towns and encourage them to join. Board members were encouraged to submit any committee projections for the 2017 budget. Also discussed the PMA annual operating grant for 2017. It was agreed that we would provide an in depth report on the activities of PMA, thus asking for an increase beyond the \$25,000 received in previous years.

5.1.3.1 Adoption of Financial Statements

09/28/16 – 21 Resolved that the financial report for June 21-Sept. 26, 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

09/28/16 – 22 Resolved that the cheque log for March 3-Sept 26, 2016, be adopted as presented.
Moved by Tony Pollard, seconded by Vida Greening.
All in favor, motion carried.

5.1.3.3 Approval of Board Meeting Expenses

09/28/16 –23 Resolved to pay all expenses associated with this meeting.
Moved by Brian Peckford and seconded by Nigel Black.
All in favor. Motion Carried.

09/28/16 –24 Resolved to waive Fall Forum registration fees for attending Board members.
Moved by Nigel Black and seconded by Dawn Chaplin.
All in favor. Motion Carried.

5.1.4 *External Relations and Legislative Review*

Committee Chair, Curtis Richards, recapped the report of August 4 that was previously circulated for Board review. Topics included the Municipalities Act, Elections Act and Tendering Act. It was stated that we need to engage members on issues with various acts and submit feedback to Municipal Affairs. It was also suggested that we ensure that issues with the Elections Act are addressed before the 2017 elections.

COR training requirements are a concern for towns that don't have the time or financial resources to complete. MSC-NL is presently lobbying on behalf of municipalities to have this requirement reversed or amended. The most recent correspondence indicated three alternatives that Municipalities can pick from.

Discussion ensued on partnerships with MNL and NLAFS. It was stated that a follow-up meeting took place with MNL to discuss the MOU between organizations. No draft has been presented yet.

The topic of Oath of Office was presented and the importance of having it legislated. It was agreed to lobby with Municipal Affairs to have it incorporated into the revisions of the M. Act.

06/23/16 –25 Resolved to accept the External Relations and Legislative Review Committee report as presented.
Moved by Curtis Richards and seconded by Tony Pollard.
All in favor. Motion Carried.

5.1.5 *Constitution/Membership*

Nothing further on this committee at this time.

5.1.6 *Municipal Assessment Agency*

MAA met in Channel-Port aux Basques on July 29 at which time Terry Peckham, Residential Manger, was appointed for the western region.

The Town of Small Point-Broad cove is now a new client

A review of the Municipal Assessment Act is ongoing between MAA, MNL and MA.

06/23/16 –26 Resolved to accept the Municipal Assessment Agency report as presented.
Moved by Vida Greening and seconded by Jeanie Stokes.
All in favor. Motion Carried

5.1.7 *TRIO*

TRIO representative, Brian Peckford, gave an update on the business of Trio. It was stated that they are looking to launch a new EAP program for first responders.

General Manager, Terry Taylor, has renewed contract for 5 years.

It has been recommended to the Trio Board to consider investments in three different stages – Private Equity USD, Infrastructure, and Sustainable Investments. Some concern has been raised. Further presentation to follow in October.

A discussion was had outlining the impact that below average investment returns in 2016 will have on future special payments requirements. The Board agreed to revisit the issue in October. All reasonable steps will be taken to avoid special payments increases.

06/23/16 –27 Resolved to accept the TRIO report as presented.
Moved by Brian Peckford and seconded by Tony Pollard.
All in favor. Motion Carried

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 stated that MSC-NL is currently reviewing their constitution with changes to follow. PMA is presently not a voting member, only ex-officio. It was agreed to lobby the Board to become a voting member.

06/28/2016 – 28 Resolved to accept the OHS Committee report as presented.
Moved by Nigel Black and seconded by Cathy Etsell.

5.2 **Strategic Plan**

Image 4 was contracted to update the strategic plan to give it a professional look and feel. Copies have been printed and will be distributed to all associate organizations and municipalities.

6. New Business

6.1 Fall Forum 2016

The Fall Forum taking place Sept. 29-30 was reviewed by the Board and everyone's roles identified. The registrations are very positive with upwards of 100 in attendance.

Special mention was made of Vincent Bougleri, IIMC President, who will be joining the event this year to speak on the Municipal Clerk designation program.

6.2 MTF Status – MTDC

PMA has been informed that effective January 2017, the MTDC will be dissolved with the MTF to be administered in house at Municipal Affairs. For PMA, this means the loss of a \$25,000 special assistance grant provided to administer the fund.

6.3 Legislative Review and submissions by PMA

It was agreed that a separate survey to address legislation will be developed and forwarded to all members. It was suggested that a teleconference be organized to discuss specific Acts and relevant questions.

6.4 PMA/MNL/NLAFS Partnership – Meeting of June 25/2016

Meeting took place with MNL Executive Director to discuss topics to be included in an MOU. Draft MOU has not been presented to date.

6.5 MNL Convention

PMA would be participating in the Trade Show component of the MNL convention. President Peckford will be bringing greetings on behalf of PMA.

7. Round Table

Each Director was given the opportunity to add comments.

Tony Pollard: Encouraged all Board members to forward projected figures for 2017 budget.

- Cathy Etsell: No further comment.
- Dawn Chaplin: Productive meeting and look forward to continuing discussions. Excited to have IIMC President attend our Fall Forum and look forward to the partnership possibilities this may bring.
- At this time Dawn made a gift presentation to Executive Director, from the Board, on her recent wedding.
- Vida Greening: Read email received from Arnold's Cove outlining gratitude for the work that PMA does.
- Nigel Black: Nothing to add.
- Curtis Richards: Nothing to add.
- Jeanie Stokes: Nothing to add.
- Brian Peckford: Thanked everyone for coming. Discussed the idea of a Core School in November for members to complete the required 5 modules to progress into the advanced stream.
- Also asked for consideration on a charity of choice for PMA. This will be in lieu of presenter gifts at the 2017 AGM.
- Krista Planke: Thanked everyone for the beautiful gift and continued support of her.

8. Next Board Meeting

Nov. 24-25, Avalon.

9. Adjournment

Meeting adjourned at approximately 9:30 pm.

09/28/2016 - 29 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	Committees to forward projected budget needs for 2017.	All internal committees	
2	Provide report to MA when requesting AOG in 2017. Request larger grant with backup of why.	Finance & Administration Committee	
3	Review existing policies for Board travel.	Finance & Administration Committee	
4	Develop survey specifically for legislation.	External Relations & Legislative Review Committee	
5	Contact LW regarding potential week Core School for November	Krista	