

July 2009
Vol. 1, Issue 1

Board of Directors Meeting and Regional Training Session

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The Professional Municipal Administrators (PMA) is a non-profit, professional association, directed to support the growth and development of municipal administrators throughout Newfoundland and Labrador. PMA is committed to ensuring that members have the skills required to meet the challenges and build on the opportunities in their workplace.

In our Board of Director's meeting held from June 11-13 in Stephenville, a number of new initiatives were planned for 2009-2010. Some of these included, but are not limited to:

1. Determine training needs of membership and provide training on an ongoing basis.
2. Begin the evaluation of sustainable models of professional development and create a curriculum that is responsive to the needs of our members in the short and long term.
3. Evaluated the need to improve communications for the membership.
4. Identify new sources of revenue.
5. Work with partnering organizations for legislative changes regarding mandatory training and harassment in the municipal setting.

While in Stephenville a Northern / Western Training Session and Regional Meeting was held with over 25 administrators in attendance. A training session offering suggestions on Councillor Orientation is timely with an election only a few months away. The session was delivered by Western Director Kimberly Reid and Northern Director Martina Gale and included a panel of 2 Councillors from Deer Lake. This approach of administrators training administrators will be built upon as we move forward with new initiatives. The Board of Directors will be offering this session in other regions leading up to and shortly after the September elections.

The Board of Directors and Staff of PMA look forward to a productive and progressive year for PMA and eagerly anticipate providing improved services to the membership.

For further information on the activities of PMA, please contact the Administrative Officer, Valerie McEvoy, at 726-6405 or email at nlama@nlama.ca.

PMA COMMUNICATIONS

When the Board of Directors meet in June the Communications committee brought forward some suggestions to the Board on how to improve and have more communications with the members. It was decided to send out a PMA INFORMER quarterly and a MUNICIPAL FOCUS monthly. Towns will be given the opportunity to have announcement, special events, good news stories or municipal related stories published in both the PMA INFORMER and the MUNICIPAL FOCUS. For more information or to submit an article please contact the PMA Office at 746-6405.

TRAINING SCHEDULE

EDUCATION SESSION

“An Administrators Guide for the Introduction of Newly Elected Officials”

Join us for this training session when it comes to your area. Excellent feedback was received when the first session was presented in Stephenville.

- Administering the oath of office
- Review current financial statements and budget
- Providing information on Staff positions and roles, holidays, benefits, etc..
- Providing information and contact name and numbers for departments, and associations associated with Municipal Councils such as Dept of Municipal Affairs, Municipalities Newfoundland and Labrador and Professional Municipal Administrators
- Upcoming training sessions and conventions
- Committees of Council and their roles and responsibilities
- Copies of relative legislation such as Municipalities Act, Town Plan and / or Strategic Plan
- Municipal by-laws and regulations
- Presentation of key issues facing council and suggested approval to handling them

Sessions will be held as follows...

Avalon Region: Holyrood, Sept, 03, 2009 from 2pm to 4pm at The Star of the Sea.

Eastern Region: Clarenville, August 28, 2009 from 1pm to 3 pm at the Clarenville Fire Hall and in Marystown, August 21, 2009 from 1 pm to 3 pm at the Marystown Fire Hall.

Central Region: Appleton, August 20, 2009 from 2 pm to 4 pm at the Appleton Recreation Centre.

For more information please contact Valerie McEvoy; Administrative Officer at 762-6405.

Deadline for Registration: 12:00 noon, Friday, Aug 14 , 2009 for the sessions being held in Appleton and Marystown. For the sessions in Clarenville and Holyrood the registration deadline will be 12:00 noon Friday, Aug 21, 2009.

Fax completed form to: (709)726-6408

PMA Board of Directors

President, Dave Strong
Chief Administrative Officer
Town of Paradise
(709) 782-3601
dstrong@townofparadise.ca

Vice President, Derrick Bragg
Town Clerk Manager
Town of Greenspond
(709) 269-3111
greenspond@eastlink.ca

Treasurer, Rodney Cumby
Town Manager
Town of Portugal Cove
St. Phillips
(709) 895-8000 ext. 262
rodney.cumby@pcsp.ca

Avalon Director, Marie pretty
Town Manager
Town of Long Harbour -
Mount Arlington Heights
(709) 228-2921
longharbourtowncouncil@nf.aibn.com

Central Director, Blanche Bennett
Town Clerk/Manager
Town of Seldom –Little Seldom
(709) 627-3409
townofseldom@eastlink.ca

Eastern Director, Vida Greening
Town Clerk - Manager
Town of Port Blandford
(709) 543-2170
vgreening@nf.aibn.ca

Western Director, Kimberly Reid
Town Clerk
Town of Deer Lake
(709) 635-2451
deerlaketownclerk@nf.aibn.com

Northern Director, Martina Gale
Town Clerk /Treasurer
Town of Wabush
(709) 282-5696
mgale@wabush.ca



COMMUNITY CO-OPERATION RESOURCE CENTER

Alphabet Soup - From CCRC to ICSP

As many of you know, the CCRC recently hired a new program officer, Robert Keenan, to replace Ryan Lane who accepted a position with the Department of Municipal Affairs. This change of personnel has not altered the focus or drive of the CCRC. Recently, the CCRC Advisory committee met to review and map the CCRC's course for the next year.

Much exciting and important work is planned. From workshops on climate change, to ICSP support, to a new paper on regional government, the CCRC will remain the catalyst and active agent in promoting cooperation and collaboration among the municipalities of Newfoundland and Labrador.

In response to a CCRC posted expression of interest, and has received professional profiles, references, and samples of work from over 20 qualified consultants in the province who are interested in doing ICSP work for municipalities. To accommodate the large amount of information these consultants have submitted, the CCRC has created a CD that contains all of the information that the consultants provided.

This is a significant resource for any municipality that is interested in hiring a consultant to assist in the creation of an ICSP. This CD will provide a municipality with almost all the information it will need to decide which consultant to hire. And best of all, the CD will be provided to any interested municipality for free.

To receive a copy of this CD, please contact Robert Keenan, CCRC Program Officer, at 753-6820 or by email at ccrc@municipalitiesnl.com



TIDY TOWNS

Tidy Towns NL

A programme administered by Municipalities Newfoundland & Labrador



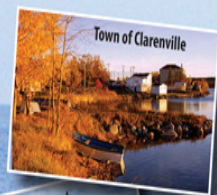
MUNICIPALITIES
NEWFOUNDLAND & LABRADOR



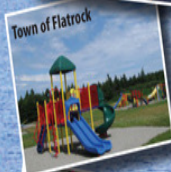
Town of Flower's Cove



Town of Trout River



Town of Clarenville



Town of Flatrock



Town of Salmon Cove

Judges will be out traveling
the province this summer.
Evaluations will begin
Monday, July 6, 2009.

Most dates have been selected, if
you have not received notification
of your town's evaluation date,
please contact Tidy Towns NL

www.municipalitiesnl.com/tidytowns

Cover Photo Town of Bonavista

Long Service Awards

15 years

*Blanche Bennett
Phylis Randell
Sandy Windsor*

20 years

*Carol Skeard
Doris Randell
Florence Harnett
Jake Turner
Ray Osmond
Wayne Bolt*

25 years

*Cynthia Fry
James Oxford
Patrick Foley*

30 years

*Blanche Gilley
Genevieve Tremblett
Lois Long
Molly Walsh
Vida Greening*

On Behalf of the PMA Board of Directors and membership we congratulate all recipients of long service awards this year. Every year it is an honor for this association to present awards to administrators in recognition of their years of service and dedication to municipal government.

TRIO

Many municipalities provide group health insurance benefits to their employees, and many of these plans have a “mandatory enrolment” provision. This means that, as of a certain date, any new full time or permanent part time employee hired by the municipality must be enrolled into the health plan. Trio chose January 1, 2008 as the mandatory enrolment date in its plans.

However, in some cases, new employees are not added to the coverage. This is because the town’s plan administrator forgets, or, even worse, the town’s finances don’t allow for the extra expense. Either way, not complying with the mandatory enrolment requirement could cost the town thousands of dollars down the road.

Let’s say a new employee comes on board, but is not added to the health care plan. And, let’s say, he/she is involved in an accident that causes a severe injury, or, worse yet, their death. Ordinarily, coverage would be available to this worker under the various provisions of the health care plan. But, since the employee was never added to the policy, the insurer will not provide any benefits. However, a court would likely find the town entirely responsible to provide the same monetary compensation that the employee would have otherwise recovered from the health plan. In fact, the court may also award punitive damages. In either case, the town would be on the hook.

This scenario, the premise of which no doubt currently exists in some municipalities, can be entirely avoided by abiding by the mandatory enrolment provision. All municipalities should check now to ensure that all eligible employees are indeed covered by their health insurance policy.

Trio is the largest provider of municipal health care benefits in the province. We can tailor a plan to meet any municipal budget. For more information, visit our website at www.triobenefits.ca



Moving Forward...Working Together to Improve Assessment System

"Moving Forward...Working Together to Improve the Property Assessment System" has been developed to provide new and improved information to municipal staff about how, in cooperation with the Municipal Assessment Agency, municipalities can get the maximum benefits from their investment in the property assessment system.

[Register Now!](#)

Seminar will commence at 9 A.M. and Conclude at Approximately 5 P.M.

Municipality	Contact Person
Municipal Address	Telephone
Postal Code	Fax #
	E-mail

- May 20th** **Stephenville** **Holiday Inn** **Registration Deadline: May 13th**
- May 21st** **St. John's** **Holiday Inn** **Registration Deadline: May 14th**
- May 27th** **Marystown** **Marystown Hotel** **Registration Deadline: May 20th**

Registration Fee: \$40.00 per person

Registration Information: Please register the following persons for the workshop

Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

Please make cheque payable to: Municipal Training and Development Corporation

Send registration form and fees to: Municipal Training and Development Corporation

460 Torbay Road, St. John's NL A1A 5J3

Fax #: (709)-753-7077

REGISTRATION FEES MUST BE PAID BEFORE ATTENDING THE COURSE.

If you do not cancel before the deadline date, and do not attend the session, payment is still due and payable. Please note: Applicable expenses are subject to Matched Training reimbursement.

For Further Information, please contact:
Greg Rumbolt at 651-4464 OR Kathryn Budgell at 753-1867.

