

APRIL 2014

PMA Board of Directors

President, Derrick Bragg
Town Clerk/Manager
Town of Greenspond
greenspond@eastlink.ca

Vice-President, Marie Pretty
Executive Assistant
Town of Paradise
mpretty@townofparadise.ca

Treasurer, Rodney Cumby
Chief Administrative Officer
Town of Paradise
rcumby@townofparadise.ca

Avalon Director, Neil Shute
Town Clerk/Manager
Town of Upper Island Cove
neilshute@upperislandcove.ca

Central Director, Brian Peckford
Town Manager
Town of Lewisporte
brian@lewisportecanada.ca

Eastern Director, Vida Greening
Town Clerk/ Manager
Town of Port Blandford
vgreening@nf.aibn.com

Western Director, Curtis Richards
Town Manager
Town of St. Anthony
clrichards@nf.aibn.com

Northern Director,
Hayward Broomfield
Town Clerk
Town of Happy Valley-Goose Bay
townclerk@happyvalley-goosebay.com

Executive Director, Krista Planke
Ex.dir@nlama.ca

PMA Annual Convention & Trade Show

April 2-4, 2014

Hotel Gander

RE-CAP

PMA held its 42nd Annual Convention and Exhibition at Hotel Gander from April 2-4, and a great success it was!

To the municipalities who made monetary donations and donated prizes for our event, thank you for your support. To our corporate sponsors who provided funding towards the event....we could not possibly do this without your ongoing financial commitment.

Please recognize our **SPONSORS & EXHIBITORS:**

Biomaxx Wastewater Solutions
Blivet Marketing Services Ltd.
Cal LeGrow Insurance
Dept. of Innovation, Business and Rural Development
Dept. of Municipal and Intergovernmental Affairs
EMCO – Waterworks
Hickman Motors Limited
Krown Rust Control
MSC-NL
Municipal Assessment Agency
Municipalities Newfoundland and Labrador
NL Association of Fire Services
Porter Airlines
Recreation NL
takeCHARGE
TELUS
TownSuite Municipal Software
TRIO
XYLEM

MUNICIPAL DONATIONS

A big thank you to all towns who made donations to our convention:

Town of Bishop's Falls	Town of Lewisporte
Town of Botwood	Town of Northern Arm
Town of Carbonear	Town of Old Perlican
Town of Carmanville	Town of Paradise
Town of Centreville-Wareham-Trinity	Town of Placentia
Town of Cormack	Town of Port Blandford
Town of Eastport	Town of Robert's Arm
Town of Gambo	Town of South Brook
Town of Gander	Town of Springdale
Town of Grand Falls-Windsor	Town of Sunnyside
Town of Greenspond	Town of Twillingate
Town of Harbour Breton	Town of Upper Island Cove
Town of Holyrood	Town of Victoria
Town of Labrador City	Town of Wabush
Town of Leading Tickle	

AGM

The Annual General Meeting was held on Friday, April 2, with 115 members in attendance. Elections were held for the positions of President, Vice President, Treasurer, and TRIO representative; and were conducted by Brian Peckford, Town Manager, Town of Lewisporte.

Election results are as follows:

Derrick Bragg – President
Marie Pretty – Vice President
Rodney Cumby – Treasurer
Dennis Kelly – TRIO

Grand Prize Winner – 2 Return Tickets – Porter Airlines:

Patricia Rice, Town of Seal Cove-White Bay CONGRATULATIONS PATRICIA!

Notice of Motion:

The motion requesting a constitutional review to address “leave of absence for Board members” was carried. The PMA Board will review and bring forward suggested amendments at the 2015 AGM in Corner Brook.

PMA WEBSITE

Please visit the DISCUSSION BOARD component of our website. If you have inquiries, questions, or something you would like discussion on with other towns, please visit the PMA website at www.pmanl.proboards.com. Follow the steps to setting up an account and submitting the comments you have. We hope that this feature is widely used among administrators.

LONG SERVICE RECEIPIENTS

Congratulations are extended to all long service award recipients during the appreciation banquet, Friday, April 4.

10 Years

Joy Taylor Meadows
Viola Pardy Bay L'Argent

25 Years

Carol Skeard Mount Moriah
Doris Randell Englee

15 Years

Melinda Mackey Trinity Bay North

30 Years

Cynthia Bull Eastport
Gloria Porter Spaniard's Bay
Joan Wilcox Clarke's Beach

20 Years

Blanche Bennett Fogo Island
Valerie Rogers Trinity Bay North

MENTORSHIP PROGRAM

Mentoring is a collaborative partnership in which a senior administrator provides guidance, advice, and encouragement to one with less experience. The Mentee is accountable for drawing out what he/she needs and wants, while the Mentor is accountable for giving knowledge and support when requested. We are hoping this endeavor proves to be more than just answering occasional questions, but an ongoing relationship of learning, dialog, and professional development.

PMA has compiled a list of senior administrators who are willing to become mentors. In a sector where there is a large turnover of staff, new clerks are often faced with challenges and wonder where to turn. We want to be able to provide them with a contact of someone they may ask specific questions to, or even visit your town office and see how you operate on a daily basis.

This is how the process works:

1. Any new administrators looking to be mentored are encouraged to call the PMA office.
2. A committee will review the list of Mentors to determine those available in that particular region, and best suited to meet the needs of the Mentee.
3. PMA will act as the organizer and make arrangements for both parties to talk and/or meet. (Please be advised that any costs incurred for travel, etc. will be the responsibility of the Mentee and/or their respective council.
4. PMA will encourage a continued relationship of ongoing dialogue and learning.

To become part of this initiative, please contact the PMA office at 726-6405 or via email at ex.dir@nlama.ca.

CORE PROGRAM DEVELOPMENT

Work continues on the development of the PMA Core Program. The first two courses have been launched successfully with work beginning on the third.

The first course, Roles, Responsibilities and Relationships, was piloted in St. John's on June 28 with a very positive response. The course content included the fundamental ABCs of understanding the roles of the administrator, staff and council. It also covered statutory responsibilities, financial management, sources of conflict, communications, and so much more. The second offering took place at the PMA Fall Forum in Gander on Oct. 10.

The second course titled "Municipal Office Administration" took place at the PMA convention on April 2. Over 100 administrators registered to obtain information on minute taking, records management, ATIPPA, and council meeting procedures, just to name a few.

Work has already begun on the third course titled "Cash Handling/Budgeting/Financial Evaluations". The target date to pilot this course is during the Fall Forum.

The core structure is as follows:

- Roles, Responsibilities, Relationships
- Municipal Office Administration
- Cash Handling/Budgeting/Financial Evaluations
- Municipal Accounting
- Municipal Planning

LW Consulting, consisting of Gerard Lewis and Keith Warren, have been contracted to develop the modules.

Don't miss the opportunity to participate in this Project. Your feedback is important as we prepare for the development and delivery of other Courses to comprise a Core Education Program.

PMA TRAINING OPPORTUNITIES - 2014

June 20	Western Regional Meeting	Holiday Inn, Deer Lake
Sept. 18-19	Fall Training Forum	Hotel Gander
Nov. 21	Eastern Regional Meeting	TBA

Details of all events will be announced once confirmed.
All PMA sessions qualify for eligibility under the Gas Tax Agreement.