



MARCH 2013

PMA INFORMER

**The Voice of Professional Municipal Administrators
In Newfoundland and Labrador**

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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, Blanche Bennett
Town Clerk
Town of Fogo Island
townclerk@townoffogoisland.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, Diane Gear
Town Clerk
Town of Labrador City
diane.gear@labcity.nf.ca

Executive Director, Krista Planke
nlama@nlama.ca

PMA Annual Convention & Trade Show April 17-19, 2013 Holiday Inn, St. John's

EDUCATION TOPICS

- 1) Municipal Elections Procedures
- 2) The Design Build Journey – Taking A New Approach
- 3) Municipal Government in Newfoundland and Labrador:
Trends, Challenges and Opportunities
- 4) Panel Discussion & Q/A Session with Government Depts.
- 5) Social Media & Your Workplace: Unlikely Allies
- 6) How to Use Your Municipal Plan and Development
Regulations to Provide Advice to Council
- 7) Municipal Enforcement: Striving for a Better Town
- 8) Municipal Safety Council - NL
- 9) TRIO: The Not-So-Wonderful News about Wonder Drugs
- 10) Wrapping up the 8 yr Gas Tax Agreement

NEW BUSINESS

CORE TRAINING PROGRAM

The PMA Board of Directors are presently reviewing proposals to develop a core set of training modules for municipal administrators. While this program will be more geared towards new administrators, it will be open to everyone. While in the early stages of discussions, it is determined that these courses will be offered in conjunction with PMA's regional meetings. The topics that have been determined most relevant are:

- 1) Municipal Accounting
- 2) Municipal Planning
- 3) Cash Handling/Budgeting/Financial Evaluations
- 4) Roles/Responsibilities/Relationships
- 5) Municipal Office Administration

It is anticipated that curriculum development will commence in April 2013 with the first course offering in June.

VICE-PRESIDENT POSITION

PMA Vice-President, Marie Pretty, is presently on a leave of absence from her position with the Town of Paradise. Subsequently, she has requested, and received, a leave of absence from her role as VP with our association. In the interim, Rodney Cumby, Treasurer of PMA, has been placed in the role of Acting VP. Ms. Pretty is expected to return to her duties in September 2013.

REGIONAL DIRECTOR SEATS OPEN FOR NOMINATIONS

The Avalon, Eastern, Central, Western, and Northern Directors shall be elected by the voting delegates from municipalities within their respective regions at the Annual General Meeting on April 19, 2013. Regional Directors hold their seats for 2 years.

FALL TRAINING FORUM 2013

PMA will be holding a fall training forum at Hotel Gander on October 10 & 11. This event will be focused on professional development sessions including budgeting, financial evaluations, and councilor orientation.

As this is an election year, both the Eastern Regional meeting and Central Regional meeting will be held during this event.

Look for more detailed information to follow in the coming months.

PMA WEBSITE

PMA has added a DISCUSSION BOARD component to its 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 amongst administrators.

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.

TRAINING OPPORTUNITIES – 2013

April 17-19	PMA Annual Convention	St. John's
May 24	Avalon Regional Meeting	Upper Island Cove
June 14	Western Regional Meeting	Rocky Harbour
Oct. 24-25	PMA Fall Training Forum	Hotel Gander

PMA has entered into a partnership with the Dept. of Environment and Conservation, and Municipalities Newfoundland and Labrador, to offer 4 workshops titled "Municipal Infrastructure and the Effects of Climate Change" this coming fall.

The dates and locations will be announced once confirmed.
All PMA sessions qualify for eligibility under the Gas Tax Agreement.



2013 PMA CONVENTION Delegate Registration Form

MUNICIPALITY: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 Email: _____
 Website: _____

REGISTRATION FEES: **Delegate: \$260 (Plus HST)** **Total: \$293.80**
 Partner: \$135 (Plus HST) **Total: \$152.55**
 Banquet Only: \$70 (Plus HST) **Total: \$79.10**

NAME	POSITION	VOTING DELEGATE (yes or no)	FIRST CONVENTION (yes or no)	FEE
	HST			
	Total Registration Fees			

Please confirm attendance at Appreciation Banquet Friday night: Yes No

For possible clothing items, please identify your preferred sizing & gender:

___ **Mens:** Sm ___ Med ___ Lg ___ XL ___ 2XL ___ Other ___
 ___ **Ladies:** Sm ___ Med ___ Lg ___ XL ___ 2XL ___ Other ___

DEADLINE FOR REGISTRATION: March 22, 2013
Fax to 726-6408