



Municipal Administrator Award

The Municipal Administrator Award of Excellence

Professional Municipal Administrators, with the support of Cal LeGrow, is pleased to open the nominations for the 2023 Administrator Award of Excellence. This award has been established to recognize the contribution of an Administrator (Town Clerk, Manager, CAO, Department Head) of a member municipality who has demonstrated an exceptional level of professionalism, leadership and innovation in his/her job.

Nominations for this award come from municipal councils or peer administrators and are the recipient is selected by a Committee comprised of PMA and Cal LeGrow representatives. This award will be presented during the Convention Gala on Wednesday, June 14, 2023.

Criteria for this award is that the nominee is an Administrator of a member municipality who has demonstrated an exceptional level of professionalism, leadership and innovation in his/her job.

Municipalities should include in their nominations the number of years of service to the municipality and in approximately 200 words; describe why this employee has been chosen. I.e. Leadership qualities, Innovative ideas, Managerial Skills, Professionalism, etc.

Municipal Administrator Award of Excellence

Nomination Guidelines

PLEASE SUBMIT BY END OF DAY MAY 12, 2023

via email to Tammy@pmanl.ca

The Nominee must be an employee of a Newfoundland and Labrador municipality who is in good standing with PMA.

Administrator Award of Excellence recognizes the contribution of an administrator of a member municipality who has demonstrated an exceptional level of professionalism, leadership, and innovation in his/her job.	
Name of Council Member (s) or Peer Administrator submitting:	Date submitted:
Name and title of Nominee:	Position titles (with dates) held during municipal service:
Describe in approximately 200 words why you are nominating this administrator. Please include detailed information which indicates innovation, leadership, professionalism, etc. You may attach additional documentation if needed.	
Particular activities/projects undertaken:	
Particular achievements:	

Purpose of the Award

Since its inception, PMA has been dedicated to excellence in municipal administration and management. It is this dedication that has allowed PMA to become recognized for the high standards of service and program delivery that our members enjoy today.

PMA's membership consists of Town Clerks, Managers, Chief Administrative officers, and Department Heads who are committed to both the ideals of our association, and to the advancement of this profession in their municipality.

The Administrator Award of Excellence was established to recognize the contribution of one such individual each year and to acknowledge, in a meaningful way, that PMA; the municipal profession/sector and their community have all benefited from this contribution.

Selection Criteria and Process

Each year, a committee comprised of representatives from PMA & Cal LeGrow will review nominations submitted by the Municipality, or peer administrator to identify a potential recipient. To qualify for consideration, nominees must meet the following eligibility requirements:

- Must currently be a member in good standing of the Association for at least five (5) years.
- Must be nominated by the Council in their respective municipality or by a peer administrator (who must be a PMA member as well)
- Must not have served on the PMA Board of Directors within the previous five (5) years.
- Nominating Councils and/or peer administrator must be in good standing.

When selecting the Award recipient, in addition to determining that the nominees have met the eligibility requirements, the Executive will assess the following factors:

- The individual's demonstrated commitment to fostering and sustaining municipal excellence through their contributions to the Association and the municipal profession.
- The individual's contribution to the training and education of municipal professionals and/or the development and implementation of sound policies and legislation that affect the delivery of municipal programs and services.
- The individual's commitment to (and involvement in) their home community on a volunteer basis.

A completed nomination form, accompanied by any additional background information, must be submitted electronically to the attention of the Awards Review Committee on the date outlined on the nomination form. Late submissions may not be considered. The winner of the Administrator Award of Excellence will be announced at the Convention Gala on Wednesday, June 14, 2023.