

Just a few updates on some PMA business we'd like to share with our members:

FALL TRAINING FORUM – Oct. 5-6, Quality Hotel, Gander

A sincere thank you to everyone who came out to our 4th annual Fall Forum last week! We had 88 participants join us for a day and a half of round table discussions, networking, and presentations.

Lisa Birmingham, Workplace Diversity Specialist, WRDC, presented a full day workshop on Creating a Respectful Workshop. 22 municipal administrators and elected officials participated. Feedback has been very positive and a step in the right direction with bringing awareness to this topic. Listed below are additional offerings of this workshop, plus more. We encourage everyone to attend.

Deer Lake (Western Region):
Oct 24 - Creating a Respectful Workplace
Oct 25 - Managing a Diverse Workforce

Grand Falls (Central Region):
Nov 21 - Creating a Respectful Workplace
Nov 22 - Managing a Diverse Workforce

Happy Valley-Goose Bay (Labrador Region):
Feb 5 - Creating a Respectful Workplace
Feb 7 - Managing a Diverse Workforce

Concurrent to the RW workshop was the Advanced Module on Municipal Law. Participants gathered for the first module of the advanced stream in PMA's Core Program. A pre-requisite to these modules is successful completion of the first 5 core modules.

Again, thank you to all who participated!

CORE PROGRAM

Registrations are now being accepted for the following modules for Deer Lake Motel:

Nov. 14 – Module 4 – Municipal Accounting
Nov. 15 – Module 5 – Municipal Planning
Nov. 16-17 – Advanced Module I – Municipal Law

All administrators and elected officials are welcomed to attend the modules 4 & 5. The Core stream of modules do not have to be completed in any particular order, thus we encourage you to participate when offered.

OTHER TRAINING

November 24 has been selected as the next professional development session on the Avalon Peninsula. The venue has not yet been confirmed, but it will be taking place in St. John's. If you have suggestions for a topic, please let the PMA office know. The schedule will go as follows:

- 9-12 Training
- 1-2 Lunch (provided)
- 2-3 Membership Meeting

ANNUAL CONVENTION & TRADE SHOW 2018

PMA will be holding its 2018 convention in Corner Brook from June 6-8. Rooms have been blocked at both the Glynmill Inn and Greenwood Inn & Suites.

We want to hear from you on suggestions for training sessions, entertainment, etc. Please forward your ideas to ex.dir@nlama.ca.

“AT A GLANCE” Manual for Administrators

It has been brought to our attention that an “at a glance” guidebook for administrators would be an excellent tool, especially for those new to the sector. This manual would outline specific duties, timelines, application processes, etc. that clerks are responsible for. Something that would identify day to day activities, monthly, quarterly, etc.

This guidebook is scheduled to be completed in November, and will be distributed to all members at that time.

EXPRESSION OF INTEREST – Looking for Facilitators from Membership

Are you confident in your presentation skills? Are you knowledgeable of the municipal sector and the procedures and processes governing it? PMA is compiling a list of Administrators who may be interested in facilitating PMA training. Who better to present on roles/responsibilities, budgeting, municipal administration, etc, than those practicing these skills on a daily basis?

If this is something you'd be interested in, simply forward a resume outlining your education and municipal experience to the PMA office. Thank you in advance to everyone who will consider this.

PREMIER'S FORUM

The 2nd Premier's Forum will take place in Corner Brook on Nov. 1, 2-6 pm. Based on an expression of interest sent out to PMA members, a list of names have been compiled and forwarded to the Dept. of Municipal Affairs & Environment. This group will represent PMA as participants during the table discussions at the event. Thank you to all who have come forward to represent our Association.

BOARD OF DIRECTORS

There has been a recent change to the PMA Board of Directors. Tony Pollard, Director of Financial Operations/Town Clerk, Town of Portugal Cove-St. Philip's, has been elected as Councillor with the Town of Torbay. The PMA Constitution reads:

Section 8 No member of a municipal council shall be a member of the board of directors or employed by the Association.

As a result, Tony's seat as PMA Treasurer was vacated. Avalon Director, Dawn Chaplin, will serve as Acting Treasurer until the 2018 AGM, at which time an election will be held for the Executive positions.

A sincere thank you to Tony for his valuable contribution to the Board, and best wishes in his new role as Councillor.

CURRENT BOARD LISTING:

Name	Position	Phone	Email
Brian Peckford President	Town Manager Town of Lewisporte	535-2737	brian@lewisportecanada.ca
Nigel Black Vice-President	CAO Town of Bay Roberts	786-2126	nblack@town.bayroberts.nf.ca
Dawn Chaplin Acting Treasurer & Avalon Director	CAO Town of Torby	437-6532 Ext. 227	dchaplin@torbay.ca
Vida Greening Eastern Director	Town Clerk/Manager Town of Port Blandford	543-2170	vgreening@nf.aibn.com
Jeanie Stokes Central Director	Town Clerk/Manager Town of Lumsden	530-2309	townoflumsden@nf.aibn.com
Paula Snook-Randell Western Director	Town Manager Town of Roddickton-Bide Arm	457-2413	roddickton@nf.aibn.com
Karen Jennings Labrador Director	Town Clerk/ Director of Finance Town of Wabush	282-5696	karenwjenningscpa@gmail.com

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