

2015-16 Board of Directors

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

Acting Vice President & Avalon Director
Nigel Black
Chief Administrative Officer
Town of Bay Roberts
nblack@town.bayroberts.nf.ca

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

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

Central Director, Michelle Brown
Town Clerk
Town of Centreville-Wareham-Trinity
mbrown@bellaliant.com

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

Northern Director, - VACANT

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



PROFESSIONAL MUNICIPAL ADMINISTRATORS

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

Tel: (709) 726-6405

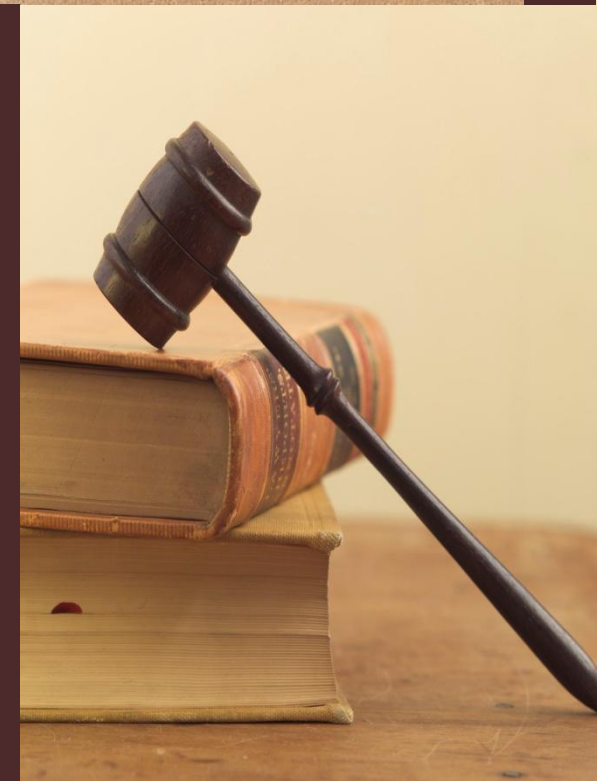
Fax: (709) 726-6408

www.pmanl.ca

PMA CORE Program

5 KEY
MODULES

FOR ADMINISTRATORS
& COUNCILLORS



Municipal Planning

- DEVELOPING POLICIES
- DEVELOPING REGULATIONS
- LAND USE PLANNING
- STRATEGIC PLANNING
- MUNICIPAL ORDERS
- DEVELOPING TOWN PLANS

Roles Responsibilities Relationships

- Council/Staff Relationships
- Roles of Staff and Council
- Sources of Conflict
- Conflict Resolution
- Dealing with Difficult People
- Rules of Procedure
- Human Resource Management
- Dealing with Media
- Elections

Municipal Accounting

- Developing Financial Reports
- Fundamental Accounting Principles
- Interpreting Audited Statements

Cash Handling/Budgeting/Financial Evaluations

- Cash Handling Fundamental Principles
- Council & Staff Financial Responsibilities
- Risks to Council
- Preparing Annual Budget
- Understanding Financial Evaluations and Submission Process

Municipal Office Administration

- Minute Taking
- Records Management
- ATIPPA
- Meeting Procedures
- Completing /Submitting Forms and Applications