



**Professional Municipal Administrators  
Annual General Meeting  
Holiday Inn, St. John's  
April 22, 2016**

**MINUTES**

**1. WELCOME**

Acting President Brian Peckford addressed the membership and welcomed everyone present. The meeting was called to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

**Motion 04/22/2016 - 190 Resolved that the Agenda be adopted as presented.**

Moved by Lisa Niblock and seconded by Yvonne Young.  
All in favour. Motion carried.

**3. ADOPTION OF MINUTES FROM APRIL 17, 2015 ANNUAL GENERAL MEETING**

**Motion 04/22/2016 - 191 Resolved that the Minutes of April 17, 2015 be adopted as presented in the Convention Guide.**

Moved by Yvonne Young and seconded by Dawn Chaplin.  
All in favour. Motion carried.

**4. PRESIDENT'S REPORT**

Acting President Peckford reflected on the year of change for PMA. He referenced the change in the Board losing Derrick Bragg to the House of Assembly, and Hayward Broomfield and Michelle Brown stepping down. He spoke on the success of the core modules with approximately 250 enrolled to date, with 50 having completed all 5 modules to date. He thanked all members of the Board for their hard work and dedication on behalf of the membership.

**Motion 04/22/2016 - 192 Resolved that the President's Report be adopted as presented.**

Moved by Brian Peckford and seconded by Dawn Chaplin.  
All in favour. Motion carried.

**5. COMMITTEE AND OTHER REPORTS**

**5.1 Communication and Public Awareness**

Chair of the Communication Committee, Brian Peckford, gave an overview on the various mediums used by PMA to promote their activities and get information to its members. The PMA Informer is used quarterly, Municipal Focus is used on a monthly basis, MNL InfoNote is used weekly, and the Website continues to be updated. Twitter has been added to the various communications methods and PMA will be launching a Facebook page to augment the communication efforts.

**Motion 04/22/2016 - 193      Resolved that the Communication and Public Awareness Report be adopted as presented.**

Moved by Brian Peckford and seconded by Craig Drover.

All in favour. Motion carried.

## **5.2 Education, Training and Professional Development**

Vida Greening, Chair, gave an overview of the training that took place over the past year and stated that this is one of the most active committees. PMA has offered 4 of the core modules with the 5<sup>th</sup> to be offered at the upcoming Fall Forum. Approximately 200 municipal administrators are enrolled in the program with elected officials adding another 20. PMA will continue work on this program with the possibility of expanding into an advanced stream in the coming year. Regional meetings continued in each region covering a variety of topics including public purchasing, climate change, and legal matters affecting your municipality.

**Motion 04/22/2016 - 194      Resolved that the Education, Training and Professional Development Report be adopted as presented.**

Moved by Vida Greening and seconded by Jean Blackwood-Lush.

All in favour. Motion carried.

## **5.3 Finance and Administration**

Rodney Cumby, Chair, provided a report on the financial reports for year ending Dec. 31, 2015. It was stated that the audited financial statements were prepared by Harris Ryan Chartered Accountants in St. John's. It indicated that PMA is currently operating on a surplus without having to access its investments in GICs.

**Motion 04/22/2016 - 195      Resolved that the draft financial statements be adopted as presented in the Convention Guide.**

Moved by Rodney Cumby and seconded by Barb Tilley.

All in favour. Motion carried.

## 5.4 External Relations and Legislative Review

Chairperson Curtis Richards informed the membership of this committee's involvement in reviewing current legislation that affects municipalities, and making recommendations. In the past year, the committee met on four occasions to discuss various pieces of legislation including the Municipalities Act, Tendering Act and currently revisions of the Crown Lands Act. PMA continues to compile a database of regulations and policies that members can access through the website or by calling the office. Members are encouraged to contact committee members with any recommendations of actions for this committee.

**Motion 04/22/2015 - 196**      **Resolved that the External Relations and Legislative Review Report be adopted as presented.**

Moved by Curtis Richards and seconded by Tony Pollard.

All in favour. Motion carried.

## 5.5 Constitution and Membership

Chairperson Brian Peckford presented the report which outlined the mandate of the committee, its members, and key initiatives of PMA in the past year. A full review of the PMA Constitution has taken place with recommendations to be made today. It was stated that approximately 82% of municipalities in this province are PMA members. Personal contact will be made with the remaining towns to ensure they are reminded of the benefits of membership.

**Motion 04/22/2016 - 197**      **Resolved that the Constitution and Membership Report be adopted as presented.**

Moved by Brian Peckford and seconded by Barb Tilley.

All in favour. Motion carried.

## 5.6 Occupational Health and Safety

Chair, Nigel Black, gave the first report of the OHS committee which was formed in June 2015.

The primary focus over the past year is to ensure that safety is at the forefront in municipalities and that PMA ensures relevant OHS related training is offered when possible.

**Motion 04/22/2016 - 198**      **Resolved that the Occupational Health & Safety Report be accepted as presented.**

Moved by Nigel Black and seconded by Lisa Niblock.  
All in favour. Motion carried.

## 5.7 Municipal Assessment Agency

Vida Greening, Chair, gave an overview of the business of the Municipal Assessment Agency for the past year. She indicated that the agency had delivered assessments to more than 200,000 property owners and business operators across the province. The 2016 annual assessments are based on market value as of January 2014.

The total assessed value for the province increased by more than 6.9 billion, an increase of 26%. All areas of the province experienced significant growth.

Appeal rates for the new assessed values have increased from the previous reassessment assessment. In 2013, there were 2018 appeals, with 4206 under appeal for 2016.

**Motion 04/22/2016 - 199 Resolved that the Municipal Assessment Agency Report be accepted as presented.**

Moved by Vida Greening and seconded by Andrew Tobin.  
All in favour. Motion carried.

## 5.8 Trio

Trio representative, Rodney Cumby, gave an overview of the Trio composition including PMA and MNL members, and stressed the importance of joining the program. He reported that most participating towns saw their premiums decrease by approximately 5% which reflects the savings that the self-administration model offers to their clients.

Their pension plan investment return in 2014 was in excess of 14%, with the targeted return at 6.50%, thus doing very well.

Trio welcomes new participants into both the group health care plan and the pension plan.

**Motion 04/22/2016 – 200 Resolved that the Trio Report be accepted as presented.**

Moved by Rodney Cumby and seconded by Neil Shute.  
All in favour. Motion carried.

## 5.9 Executive Director

Krista Planke, Executive Director, gave an overview of the administrative functions of PMA. She thanked the Board for their continued support and looks forward to improving services on behalf of the membership.

**Motion 04/22/2016 - 201 Resolved that the Executive Director's Report be accepted as presented.**

Moved by Brian Peckford and seconded by Susan O'Keefe.

All in favour. Motion carried.

## 6. ELECTION OF OFFICERS (Includes 6.1 - 6.3)

The elections were conducted by Rodney Cumby, CAO, Town of Paradise.

Following seats were vacated:

President	Derrick Bragg (former – Derrick resigned in November 2015)
Acting President	Brian Peckford
Vice President	Nigel Black
Treasurer	Rodney Cumby
Avalon Director	Nigel Black

<b>Position</b>	<b>Candidate</b>
President	Brian Peckford
Vice President	Nigel Black
Treasurer	Tony Pollard
Avalon	Dawn Chaplin
Central	Jeanie Stokes
Labrador	Cathy Etsell
Trio Representative	Wayne Bolt Norm Snelgrove

**The following candidates were elected by acclamation.**

Brian Peckford, Nigel Black, Dawn Chaplin, Tony Pollard, Jeanie Stokes and Cathy Etsell.

**Elections took place for the Trio Representative.**

**Successful candidate announced:**

Norm Snelgrove – City of Mount Pearl

**Motion 04/22/2016 - 202 Resolved to destroy ballots of 2016 elections.**

Moved by Barb Tilley and seconded by Susan O'Keefe  
All in favour. Motion carried.

**7. HONORARY MEMBERSHIP**

Blanche Bennett,  
Former Town Clerk, Fogo Island, awarded Honorary membership designation.

**GRAND PRIZE DRAW:**

The draw for \$1000 VISA card sponsored by Cal LeGrow, was Sharon Brown, Town of Pasadena.

**8. ADJOURNMENT**

The Annual General Meeting adjourned at 10:30 am.

**Motion 04/22/2016 - 203 Resolved to adjourn Annual General Meeting 2016.**

Moved by Gail Osmond and seconded by Irene Myers.  
All in favour. Motion carried.