



**Professional Municipal Administrators
Board Meeting
Oct. 4, 2017
Quality Hotel & Suites, Gander**

MINUTES

In Attendance:

Brian Peckford – President
Nigel Black – Vice President
Dawn Chaplin - Avalon Director
Vida Greening – Eastern Director
Jeanie Stokes – Central Director
Paula Snook Randell – Western Director
Karen Jennings – Labrador Director
Krista Parsons – Executive Director

1. Call to Order

President Brian Peckford called the meeting to order at 6 pm and welcomed everyone present.

2. Adoption of Agenda

10/04/2017 - 14 Resolved that the Agenda be adopted as presented.
Moved by Dawn Chaplin, seconded by Jeanie Stokes.
All in favor, motion carried.

3. Adoption of Minutes

3.1 10/04/2017 - 15 Resolved that the minutes of June 15, 2017, be adopted as presented.
Moved by Vida Greening, seconded by Nigel Black.
All in favor, motion carried.

4. Action Report

1. Committee structures and terms of reference have been revised and forwarded to Board members.
2. It was agreed to invite Mercer representatives to speak at 2018 AGM.

3. Core School was organized for Deer Lake, Nov. 14-16, 2017.
4. Discussions have begun with College of the North Atlantic regarding next steps for online delivery of the PMA core program.
5. Glynmill Inn and Greenwood Inn & Suites have been booked for convention 2018, June 6-8.
6. LW Consulting have been hired to develop an “at a glance” manual for administrators. Targeted completion date for November/December 2017.
7. Elections heading has been added to the PMA website.
8. Non-member towns have all been contacted by PMA. PMA currently has highest membership to date at 248/275 possible.

5. Committees

5.1 Internal Committee Reports

5.1.1 Communications and Public Awareness

Communications for PMA continues to utilize emails, Facebook, Twitter, and Municipal Focus. The committee is committed to meeting prior to the next Board meeting to discuss initiatives for 2018.

5.1.2 Education, Training, and Professional Development

Discussion included the PMA/IIMC Partnership. It was agreed that IIMC would be invited to the 2018 PMA conference to discuss process for membership into IIMC and the designation process. Currently, there are 18 PMA members now involved with IIMC: 2 CMC, 3 MC, and 13 in the process.

Facilitation of the Core Program modules was discussed and it was agreed that PMA would solicit interest from its membership and compile a database of those interested.

5.1.3 Finance and Administration

Discussion began with the Treasurer position and the recent election of PMA Treasurer, Tony Pollard, to Council in the Town of Torbay. The PMA Constitution is clear in that no member of Council can serve as a PMA Board member. Thus, Tony is unable to continue serving on the PMA Board.

It was agreed by the Board that Avalon Director, Dawn Chaplin, would serve as Treasurer until the 2018 AGM, at which time the Executive seats would be up for election. Tony will be removed as signing authority for PMA and Nigel added.

10/04/2017 - 16 Resolved that Dawn Chaplin will serve as interim PMA Treasurer and Nigel Black will be added as a signing authority.
Moved by Vida Greening, seconded by Jeanie Stokes.
All in favor, motion carried.

5.1.3.1 Adoption of Financial Statements

10/04/2017 - 17 Resolved that the financial report for Jan. 1-Oct. 2, 2017, be adopted as presented.
Moved by Karen Jennings, seconded by Vida Greening.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

10/04/2017 - 18 Resolved that the cheque log for June 13-Oct. 2 2017, be adopted as presented.
Moved by Nigel Black, seconded by Dawn Chaplin.
All in favor, motion carried.

5.2 External Committee Reports

5.2.1 *Municipal Assessment Agency*

The Board of Directors for MAA met in Carbonear on July 21. Some of the issues discussed include the 2019 Re-assessment. Values and sales activity are down across the province, although Central and Western regions are showing an increase in values. Proposed changes to the assessment roll (removal of the frontage, removal of the land and building breakdown, adding a clarified property type description) were approved by the Board.

5.3.2 *TRIO*

President Peckford led the discussion on the Trio Committee. Tony Pollard had previously served as PMA Board representative on the Trio Board of Directors. It was agreed that President Peckford will replace Tony until the 2018 AGM.

It was suggested that PMA request the Trio By-Laws to review the Board structure and how representatives are selected.

5.3.3 *Municipal Safety Sector Council*

MSC-NL Board Member, Nigel Black, indicated that the Board of MSC-NL had met in September. Originally, the Board was to meet 6 times annually, that now has been reduced to 4.

Discussion from the PMA Board focused on the role of MSCNL and the level of engagement it is receiving from PMA members. It was suggested that Natasha Sharpe, Safety Officer, be invited to speak to the PMA Board on site visits presently conducted, and work that is being done on behalf of Administrators.

5.3 Strategic Plan

The strategies outlined in the strategic plan were reviewed. Discussion focused on building relationships with our partners such as NLAFS, CPWA, and EDNL. Discussion also took place around what PMA can provide legally for its members. It was agreed that we would solicit other employment lawyers and provide their names to members in the event they are looking for recommendations. It was agreed that financially, PMA is unable to provide assistance to members for legal matters.

6. New Business

6.1 Treasurer Position

Tony Pollard is no longer serving as PMA Treasurer as per the Constitution. Dawn Chaplin will act as PMA Treasurer until AGM 2018.

6.2 Board Nomination Process - AGM

Discussion on constitutional changes to be presented at the 2018 AGM:

- Nominations only accepted from the floor in the event that no nominations are submitted within the required nomination period.
- Include language to address vacancy in Treasurer position. Indicate that vacancy will be filled from existing Board members.
- Remove section 2 (4) of Article IV – Board of Directors. Labrador Directors are unable to serve as Executive and regional director as elections are held in alternating years.

6.3 Facilitation of Core Modules

An expression of interest will be forwarded to all PMA members to determine level of interest in facilitating core modules.

6.4 Premier's Forum 2017

To date, no details have been finalized from the Dept. of Municipal Affairs and Environment on the Premier's Forum. PMA has been informed that we will be permitted 6 participants at this year's event.

6.5 MNL Convention

PMA will attend the MNL convention in Corner Brook both as an exhibitor at the Trade Show, and to bring greetings at the opening ceremonies, and provide an update at the AGM.

7. Round Table

Nigel: Provided an overview of how the regional government session will run at the Fall Forum on Oct. 6.

Dawn: Discussion on the Asset Management Committee and if Tony will continue to serve on the committee. It was agreed to reach out to some smaller towns on the Avalon to bring that perspective.

Vida: Inquired on audits and if other towns were experiencing long waits and not meeting the submission timeline.

Karen: Nothing further to add.

Jeanie: Nothing further to add.

Paula: Discussion on garbage collection and what other towns are doing.

Brian: Nothing further to add.

Krista: Nothing further to add.

8. Next Board Meeting

The next meeting is scheduled for 9 am, November 24, Avalon region.

9. Adjournment

10/04/2017 - 19 Resolved to adjourn the PMA Board meeting of Oct. 4, 2017.
Moved by Jeanie Stokes, seconded by Nigel Black.
All in favor, motion carried.

Meeting ended approximately 8:45 pm.

ACTION Report

#	Description	Committee	Notes
1	Continue discussions with College of the North Atlantic on online delivery of Core Program.	Education	
2	Draft expression of interest for facilitators of Core Modules.	Krista	
3	Make arrangements with bank to have Nigel added as signing authority.	Krista	
4	Check out avenues to have core modules copyright.	Krista	
5	Invite Natasha Sharpe, MSCNL, to next PMA meeting.	Krista	
6	Make note of constitutional changes required for 2018 AGM.	Krista	
7	Solicit interest from small towns on Avalon for AM joint committee.	Krista/Dawn	