



**Professional Municipal Administrators
Board Meeting
June 15, 2017
Holiday Inn Express, Deer Lake**

MINUTES

In Attendance:

Nigel Black – Vice President
Tony Pollard - Treasurer
Vida Greening – Eastern Director
Jeanie Stokes – Central Director
Paula Snook Randell – Western Director
Karen Jennings – Labrador Director
Krista Parsons – Executive Director

Regrets:

Brian Peckford – President
Dawn Chaplin - Avalon Director

1. Call to Order

Vice President Nigel Black called the meeting to order at 9:00 and welcomed everyone present.

At this time, it was agreed to begin with the Oath of Office for new members in order for them to engage in Board business. Labrador Director, Karen Jennings, and Western Director, Paula Snook Randell, read the Oath of Office and signed accordingly.

2. Adoption of Agenda

06/15/2017 – 02 Resolved that the Agenda be adopted as presented.
Moved by Vida Greening, seconded by Tony Pollard.
All in favor, motion carried.

3. Adoption of Minutes

3.1 06/15/2017 - 03 Resolved that the minutes of Nov. 24 2016, be adopted as presented.
Moved by Jeanie Stokes, seconded by Vida Greening.
All in favor, motion carried.

- 3.2 06/15/2017 - 04 Resolved that the minutes of January 18, 2017, be adopted as presented.
Moved by Tony Pollard, seconded by Karen Jennings.
All in favor, motion carried.
- 3.3 06/15/2017 - 05 Resolved that the minutes of April 13, 2017, be adopted as presented.
Moved by Jeanie Stokes, seconded by Vida Greening.
All in favor, motion carried.

4. Action Report

1. Survey was developed and forwarded to municipalities.
2. IIMC has supported credit eligibility of CORE program for CMC designation.
3. Meeting was arranged with MA but didn't take place as cancelled by MA.
4. It was agreed to schedule meeting with EDNL in conjunction with MA meeting. That meeting did not take place.
5. Community Sustainability report was revised by LW and approved by PMA Board.
6. MOU between MNL and PMA has not been finalized.
7. The PMA Strategic plan continues to be a working document at Committee and Board level.
8. Policy has been drafted and distributed to Board for discussion. It was agreed that the policy outlined in the PMA manual meets the needs of the Board.

5. Committees

5.1 Committee Structure Review

Committee structures were reviewed in detail with the entire Board agreeing that Committees need to be more streamlined. The following changes were made:

Removal of the following Committees:

- External Relations & Legislative Review
It was agreed that the workplan for this committee can be rolled into that of Communications & Public Relations.
- Constitution & Membership
Stated that the Board as a whole reviews constitutional changes.
- Occupational Health & Safety
Now that PMA has a voting seat on the MSCNL, there is no longer need for this committee.

5.2 Finance and Administration

PMA Treasurer, Tony Pollard, led the finance report with discussion on the current financial position of PMA.

5.2.1 Adoption of Financial Statements

06/15/2017 - 06 Resolved that the financial report for Jan. 1-June 12, 2017, be adopted as presented.
Moved by Jeanie Stokes, seconded by Vida Greening.
All in favor, motion carried.

5.1.3.2 Adoption of Cheque Log

06/15/2017 - 07 Resolved that the cheque log for Jan. 1 – June 12, 2017, be adopted as presented.
Moved by Jeanie Stokes, seconded by Karen Jennings.
All in favor, motion carried.

5.3 External Committee Reports

5.3.1 *Municipal Assessment Agency*

A Memorandum from Sean Marin was previously distributed for Board review. It gave an update of the business of MAA including its latest meeting which took place on June 9 in Labrador City. Discussions were held on the challenges of valuing and taxing property in Labrador West.

06/15/2017 - 08 Resolved that the MAA report of June 15, 2017, be adopted as presented.
Moved by Vida Greening, seconded by Karen Jennings.
All in favor, motion carried.

5.3.2 *TRIO*

TRIO representative, Tony Pollard, gave an update on the business of Trio. The minutes of March 5 and June 9 were previously distributed for Board review. Highlights of recent meetings were the First Responders EAP program scheduled to launch in June, awaiting response from Minister of Municipal Affairs on solvency exemption legislation, and the negotiations with Mercer and Morneau Sheppel on a new Retirees program to be launched in November.

06/15/2017 - 09 Resolved that the Trio report of June 15, 2017, be adopted as presented.

Moved by Vida Greening, seconded by Karen Jennings.
All in favor, motion carried.

5.3.3 *Municipal Safety Sector Council*

MSC-NL Board Member, Nigel Black, referenced the minutes included in the Board package. Discussion took place on the communication barrier between MSCNL and municipal staff. It was agreed that PMA will work with MSCNL to communicate its business to PMA members.

Discussion continued on the role of MSCNL staff person, Natasha Sharpe. PMA was informed that Ms. Sharpe is working with specific towns to develop safety manuals, etc. Agreements have been made whereby towns are absorbing the costs to have Ms. Sharpe visit their offices and help staff implement safety practices/policies.

06/15/2017 - 10 Resolved that the MSC-NL report of June 15, 2017, be adopted as presented.
Moved by Tony Pollard, seconded by Karen Jennings.
All in favor, motion carried.

5.4 Strategic Plan

The strategies outlined in the strategic plan were reviewed. Discussion focused on the Core Program and the need to explore other delivery mechanisms. It was agreed that we can leverage our own members so as not to lose what we have developed, and the momentum we have created. Also agreed that we need to explore online delivery for towns that are unable to attend facilitated sessions due to geography.

It was suggested that another core school could be offered in Central, with an advanced module included. Also stated that Labrador West has the facilities to house training should trainers be willing to travel. Agreed that a Core School in Labrador West could be an option if member interest in there.

6. New Business

6.1 Oath of Office

New PMA Board members, Karen Jennings and Paula Snook Randell, were sworn in at beginning of meeting.

6.2 Fall Forum – Oct. 4-6, 2017

Fall Forum will begin at 1 pm, Oct. 4 and conclude at 12 pm, Oct. 6. The PMA Board will meet at 9 am, Oct. 4.

Regional meetings for each region will be incorporated into the agenda.

6.3 Recap – Convention 2017

Executive Director referenced recap provided in Board package. Despite the inclement weather, the convention was well attended with feedback very positive. Financially, it was a very profitable convention with statements indicating surplus of \$53,000.

6.4 Core Program – Advanced Stream

The first offering of Advanced module I was scheduled for April 5 but was cancelled due to the inclement weather. The second offering scheduled for June 10/11 in Gander was cancelled due to low enrollment. The third offering is scheduled for June 22-23 in Mount Pearl. It was stated that registrations are not high as they have been for core modules. It was identified that this may be due to the structure of the program with the completion of case studies required prior to commencement, and the longer training of 1.5 days as opposed to 1.

6.5 Recap – CAMA 2017

The Executive Director and Avalon Director attended CAMA from May 28-31 in Gatineau, Quebec. The conference agenda was provided to the Board for review. It was stated that the Interprovincial meeting held prior to the start of convention, is most beneficial to all associations. It gives the opportunity to share information, provide updates on the business in each province/territory, and to collaborate on various initiatives.

Discussions at the meeting included:

- 1) Cyber Insurance - BC is presently paying 80-90 grand annually.
- 2) Next Generation Initiative – Perception of Municipal Administration positions. Speaking at career fairs, etc. How to launch to elected officials association.
- 3) CAO Performance Evaluation Toolkit – Free toolkit online. CAMA presenting to FCM.
- 4) Harassment/Respectful Workplaces

The Board was informed that in comparison to other associations, PMA is very proactive with the Core Modules, Advanced stream, and new designation partnership with IIMC.

6.6 Membership Survey Results

Results of the April membership survey were reviewed.

Coming out of the discussion are the following:

- Where incimate weather is concerned, no refund of convention fees unless the event is cancelled.
- Continue concurrent sessions for a portion of convention agenda.
- Importance of Board to have a strong understanding of presentations, etc. in order to initiate discussion on behalf of the membership.
- Continue to offer sessions on harassment and regional government.
- Importance of Board engaging with members.
- Importance of keeping focus on PMA when speaking to membership.
- Discussion on format of regional meetings, Convention and Fall Forum. It was agreed to hold the convention in June based upon a review of potential dates, and also to add a full day to the Fall Forum. In turn, we would hold training in April and November, but not titling them regional meetings. Regional meeting components would be an agenda item at both the Convention & Fall Forum.

06/15/2017 - 11 Resolved to hold convention 2018 in June, hold training events in April and November, and incorporate regional meetings into Convention and Fall Forum agendas.
Moved by Jeanie Stokes, seconded by Tony Pollard.
All in favor, motion carried.

- Discussion around Board nominations at the AGM. Comments included taking no nominations from the floor, as well as, taking nominations from the floor only if no one presents. It was agreed that more discussion is needed and to defer until the October Board meeting.
- Discussion around training and the idea of offering training around what is necessary as new clerks entering the sector. It was agreed that the Core program was developed mainly for this reason. It was suggested to develop manual outlining specific duties of clerks, expectations, timelines, etc. It was also suggested to offer courses such as excel, training around town suite, etc.

6.7 Premier's Forum 2017

The 2017 event will again be done in conjunction with the MNL convention in November. The September municipal elections are creating areas for discussions as

to the selection process for participants. It was stated that the Minister of Municipal Affairs has committed to PMA's participation again, but the number of participants is not yet confirmed. PMA has suggested a minimum of one administrator participating at each table, similar to a Council meeting format.

Discussion will be required on how to select PMA delegates. Will it automatically be the Board of Directors? If not, how to select from the membership.

6.8 MOU - IIMC

An overview was given of the IIMC conference attended by PMA Vice President and Avalon Director. Approximately 900 delegates attended the conference in Montreal with BC AB, ON and NL affiliates associations from Canada.

PMA was given tremendous recognition at the conference both at the President's dinner where the MOU was signed, but also at the AGM and Business session.

They are committed to attending our 2017 Fall Forum where we will hold an in depth session on the CMC designation process.

6.9 Municipal Asset Management Plan (MAMP)

The Board was given an overview of MAMP – Municipal Asset Management Program, a 5 year, \$50M program, by FCM to support asset skills development and information sharing efforts. This is being delivered in partnership with provincial and territorial associations. MNL is submitting a proposal to the current call for Implementing Partners.

Municipalities must have an asset management program in place by 2023 according to the latest Gas Tax Agreement. A survey conducted by MNL in January 2017 identified that less than 1/5 municipalities had begun process of AM capacity building.

MAMP has prioritized towns of 5000 and less so significant resource materials will be available through the program. MNL is proposing to develop a series of awareness building presentations for small towns.

06/15/2017 - 12 Resolved to partner with MNL in an Asset Management Campaign in NL.
Moved by Tony Pollard, seconded by Jeanie Stokes.
All in favor, motion carried.

7. Correspondence

7.1 NLAFS Conference Invitation

NLAFS conference will take place in Gander from Aug. 3-5 inclusively. PMA has been invited to bring greetings and attend the trade show. The PMA President has indicated that he is available to attend.

7.2 Letter – Minister Cathy Bennett

PMA received a letter from Minister Bennett indicating her support in the Municipal Respectful Workplace initiative by PMA, MNL, NLAFS, WRDC, and the Human Rights Commission.

8. Round Table

Karen – Enjoyed first official meeting and looking forward to committee work.

Paula - Thanks everyone for the warm welcome and looking forward to working on behalf of members.

Vida – Great meeting. Preferred format of all day Thursday.

Jeanie – Great meeting. Preferred new format.

Tony – Reiterated the importance of finding a new delivery mechanism for Core and Advanced modules. Making courses available to those members who still require one or two modules.

Thanked Nigel for a Chairing the meeting. Well done.

Nigel – Thanked everyone for participating. Preferred the full day Thursday format.

Krista – Provided a copy of the regional meeting agenda. Board and staff reviewed each item and discussed in preparation of the membership meeting.

9. Next Board Meeting

The next meeting is scheduled for 9 am, Wednesday, Oct. 4.

10. Adjournment

06/15/2017 - 13 Resolved to adjourn the PMA Board meeting of June 15, 2017.

Moved by Karen Jennings, seconded by Tony Pollard.
All in favor, motion carried.

Meeting ended approximately 3:45 pm.

ACTION Report

#	Description	Committee	Notes
1	Revise Committee Terms of Reference to reflect changes in committee structures	Krista	
2	Invite Mercer representative to present at Fall Forum.	Krista	
3	Organize Core School, with Advanced Mod I, for Central & Lab West with a target of early November.	Krista/Education Committee	
4	Begin steps for online delivery of Core Program.	Krista/Education Committee	
5	Contact Corner Brook Hotels to determine availability for June 2017 convention	Krista/Convention Committee	
6	PMA Board to develop manual on administrative duties for new clerks.	Krista & BOD	
7	Incorporate elections material on PMA website	Krista/Communications	
8	PMA regional directors to contact non-member towns	Regional Directors	