

## **Circular to Municipalities**

**SUBJECT: Municipal Training Financial Assistance Fund**

The Municipal Training Financial Assistance Fund (MTF) is a fund to financially assist municipalities in gaining access to training and professional opportunities.

As of January 1, 2017 the Municipal Finance Division, Department of Municipal Affairs will be administering the MTF and processing MTF applications. Please note the change in address and fax number for submissions below.

For your convenience, a copy of the revised policy and application form is attached.

Please forward the MTF application and supporting documentation by fax to: 729-3605 or by mail to the following address:

Municipal Finance Division  
Department of Municipal Affairs  
4<sup>th</sup> Floor West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6

Should you have any questions about the process or require assistance, please call 1-877-729-4393.

Sincerely,



**Paul Tucker**  
Director,  
Municipal Finance

cc: Andy Morgans, Director of Local Governance

cc: Krista Planke, Executive Director, Professional Municipal Administrators

Encl.: Policy and application form

**ANNEX A – Municipal Training Financial Assistance Fund Policy**

## **Municipal Training Financial Assistance Fund**

The Department of Municipal Affairs (MA) wishes to promote training opportunities and the provision of municipal professional development for both elected officials and municipal administrators. The Department has allocated financial resources to the Municipal Training Assistance Fund to achieve this objective.

### **1.0 Objective of the Municipal Training Financial Assistance Fund**

The objective is to assist elected municipal officials, municipal employees and municipal volunteers in gaining access to training and professional development opportunities sponsored or sanctioned by MA that may not otherwise be attainable because of financial constraints.

#### **a. Resource Allocation Plan**

The Municipal Training Financial Assistance Fund (MTF) supports two separate and distinct financial assistance programs:

- a) *Matched Training Financial Assistance Program* - this cost-shared program is available to municipalities to offset the costs associated with attendance at training and development activities sponsored or sanctioned by MA.
- b) *Municipal Training Partner Support Program* - this program provides financial support, on a cost-shared basis, to partner organizations who are delivering MA sanctioned training and development activities to elected municipal officials, municipal employees and municipal volunteers.

#### **b. Eligibility Considerations**

Municipalities may apply for financial assistance on behalf of municipal councilors, municipal employees and certain municipal volunteers (e.g. firefighters and recreation personnel).

Attendance at MNL Regional meetings, PMA Regional meetings, workshops, courses and other learning activities that are directly related to municipal leadership, administration or operations are eligible for funding consideration.

Activities and events **NOT ELIGIBLE** for assistance under the Matched Training Program:

- Special interest meetings
- Conferences
- Forums
- Annual General Meetings
- Conventions

## 2.0 The Application Process, Eligible Training and Development Activities and Maximum Amounts

Municipalities will apply to MA for assistance on a prescribed form. The municipality will make one application per person per activity.

### a. Municipalities with Populations of 500 or Less

Reimbursement @75% of the costs associated with participation in training or development activities in the current year to a maximum total reimbursement of \$1,000 (April 1 to March 31 of each year) per municipality.

### b. Municipalities with Populations of 500 or More

Reimbursement @ 50% of the costs associated with participation in training or development activities in the current year to a maximum total reimbursement of \$1,000 (April 1 to March 31 of each year) per municipality.

The following notes apply to all municipalities:

- a) *Water Quality Training*: reimbursements provided to municipalities for training related to water quality are funded separately and are not factored into the above \$1,000 maximum.
- b) *Training Offered by Private Companies*: a maximum reimbursement of \$125 is permitted for registration fees for private company training.

### c. Eligible and Non-Eligible Expenses

Eligible expenses covered: applicants should endeavor to use the most economical accommodations and transportation methods available. Cost sharing of training expenses are encouraged (e.g. carpooling, room sharing, etc.).

#### a) *Transportation*

- Private vehicle at \$0.3755 per kilometer based on the Government of Newfoundland and Labrador's reimbursement rate. The current rate is available at [http://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/auto\\_reimbursement.html](http://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html) - should there be a discrepancy between the rate in this policy and the current rate on the above noted internet site, the current rate will be used.
- Total mileage payable may be assessed on the driving distance as identified by the Government Road Distance Database [www.stats.gov.nl.ca](http://www.stats.gov.nl.ca).
- Taxi, airfare etc. at a cost with receipt.

#### b) *Accommodations*

- Hotel (room only to a maximum of \$120 including HST). Receipt required. Additional charges to room will not be covered (phone charges, movies, games etc.)
- Private accommodations at \$25 per night. Receipt not required.

#### c) *Meals*

- Maximum of \$43.70 per full day of training and travel based on the Government of Newfoundland and Labrador's reimbursement rate. The current rate is available at [http://www.exec.gov.nl.ca/exec/hrs/working\\_with\\_us/meal\\_rates.html](http://www.exec.gov.nl.ca/exec/hrs/working_with_us/meal_rates.html) - should there be a discrepancy between the rate in this policy and the current rate on the above noted internet site, the current rate will be used. Receipts for this expenditure are not required.

<b>Breakfast:</b> Must depart from home on or before 7:00am to claim.	<b>\$8.00</b>
<b>Lunch:</b> Must depart from home on or before 11:00am or return home on or after 1:00pm.	<b>\$14.00</b>
<b>Dinner:</b> Must return home on or after 7:00pm to claim.	<b>\$21.70</b>

Note: Claims cannot be made for meals that are provided by the sponsoring group or that are covered by a registration fee.

d) *Registration Fees*

- Please note that not all registration fees for MA sponsored training are eligible for reimbursement.

e) *Other Costs*

- The cost of textbooks and course materials not included in the registration or course fee. Receipt required.

d. Non-Eligible Expenses

- Loss of wages.
- Cost to backfill for the person in training.
- Incidental and entertainment expenses.

### 3.0 The Reimbursement Process

Applications must be submitted within one month of the incurred expenses. All sections of the applications must be completed in full.

- An application itemizing the actual costs
- Copies of supporting receipts verified and signed by the Town Clerk or Town Manager. Please ensure that copies you submit are legible.
- Copy of the agenda, workshop or course outline.
- If there was an evaluation process for the activity, proof of successful completion is required (i.e. copy of transcript).
- Any other documents supporting the claim.
- Proof of attendance May be required.

Only applications that are accompanied by the required supporting information and documentation will be reviewed. Any applications received without the required documentation and information will not be considered for funding until everything has been received.

**Note:** The municipality will be advised if an application is incomplete. Once advised, the municipality will have one month to complete the application and if not submitted within this time period, the application will be declared void.

Copies of the application and the original supporting documentation should be kept on file in the council office for auditing purposes. Do not send original receipts.

#### **4.0 Municipal Training Partner Support Program for Specialized and Customized Training Activities**

##### **a. Eligibility Considerations**

Organizations wishing to partner with MA, or with whom MA wish to partner for the provision of specialized or customized training and development activities targeting elected municipal officials and/or municipal employees and municipal volunteers, may be eligible for financial assistance on a cost-shared basis under the "Municipal Training Partner Support Program". Partner organizations can include, but are not limited to the following:

a) *Member organizations:*

Professional Municipal Administrators, Municipalities Newfoundland and Labrador and Combined Councils of Labrador, are eligible to seek funding from the program.

b) *Other organizations representing municipal interests:*

Organizations whose mandate includes the training and development of one or more of the following: elected municipal officials, municipal employees, and municipal volunteers, are eligible to seek funding from the program.

c) *Other organizations:* Organizations which provide educational programs and services that would be beneficial to the improvement of the leadership, administrative and operational capability of local government are eligible to seek funding from the program.

##### **c. Application Process**

Organizations wishing to partner with MA will apply, in writing, to MA outlining:

- (a) The nature of the training or development activity;
- (b) The rationale (purpose) for providing the activity;
- (c) The selected target group or groups;
- (d) Suggested date(s) and location(s) of the proposed activity;

- (e) A detailed estimate of costs for the activity;
- (f) The details of the cost-sharing proposal;
- (g) Any other information pertinent to the request.

MA will review the application and if a decision to support the proposal is made, a contract will be drafted outlining the details of the agreement, financial and otherwise, for review by the partner organization. Once the contract is agreeable to both MA and the partner organization, the heads of the respective parties to the agreement will sign the contract. If MA initiates the request to partner with another organization on a cost-shared basis, it will negotiate a contract with the partnering organization to be signed by the respective official heads.

c. Funding Maximums

Funding maximums will be part of the contract negotiations. Funding allocations may vary from one organization to the other.

If there are any questions, please contact us at:

Municipal Finance Division  
Department of Municipal Affairs  
4<sup>th</sup> Floor, West Block  
P.O Box 8700  
St. John's, NL A1B 4J6  
Phone: 709-729-4393  
Toll Free: 1-877-729-4393  
Fax: 709-729-3605

**ANNEX B – Application for Funding**



# Municipal Training Financial Assistance Fund Application



Contact Information			
Name of Municipality:	_____		
Municipal Address:	_____		
Contact Person:	_____		
Telephone:	Fax:	E-mail:	
_____	_____	_____	

Training Activity Information	
Name of Attendee	Position Title (e.g. Clerk, Councillor)
_____	_____
Name of Activity:	Date(s) of Activity:
_____	_____
Location(s):	Sponsoring Group:
_____	_____
Brief Description of Activity:	
_____	

Statement of Expenses	
<i>Reimbursements – provide copies of all receipts verified by the Clerk)</i>	
Date(s) Travelled:	To:
_____	_____
Time of Departure:	Time of Return Home:
_____	_____

Registration or Course Fee - receipt required					
Meals	# of Breakfasts	_____	x	\$8.00	= _____
(Maximum = \$43.70; No receipt required)	# of Lunches	_____	x	\$14.00	= _____
	# of Dinners	_____	x	\$21.70	= _____
Accommodations	# of Nights	_____	x	_____ (Per Night)	= _____
(Up to \$120 per night tax included- receipt required)					
Travel	# of KM	_____	x	Current Basic Rate*	= _____
(*Current Basic Rate per kilometer is available at <a href="http://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html">http://www.exec.gov.nl.ca/exec/hrs/working_with_us/auto_reimbursement.html</a> - should there be a discrepancy between the rate used in the application and the current rate on the above noted internet site, the current quarterly rate will be reimbursed)					
Other Travel Costs:	_____				= _____
(e.g. Airfare and taxi - receipt required)					
Other Costs:	_____				= _____
(e.g. Texts, Course Materials - receipt required)					

**TOTAL COSTS:** \_\_\_\_\_

<i>This verifies that council has reviewed this application, agrees to its accuracy and authorizes its submission for reimbursement.</i>	Print Name	_____
	Position:	_____
	Signature:	_____

**IMPORTANT: Claims must be submitted one month after the completion of your training.**

<b>Send application &amp; all supporting documents to:</b> Fax: (709) 729-3605 Mail: Municipal Finance Division, Department of Municipal Affairs 4th Floor West Block, Confederation Bldg P.O. Box 8700, St. John's, NL A1B 4J6	<b>For Office Use Only:</b> Reimbursement 50% _____ 75% _____ Processed By: _____ Date: _____ Approved By: _____ Date: _____
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