

**Department of Municipal Affairs and Environment**  
**2018 Spring Training Circular**

Date	Time	Location	Training/Event	Hosting Agency, Registration & Contact
<b>Department of Municipal Affairs and Environment (MAE)</b>				
April 11	9:00- 4:30	Gander	Conflict of Interest/ Conducting Municipal Council Meetings	<p><b>Hosting Agency:</b> <b>MAE</b></p> <p><b>Registration/ Contact:</b> Send <a href="#">REGISTRATION FORM</a> by fax, mail, or email:</p> <p><b>Email:</b> <a href="mailto:MATraining@gov.nl.ca">MATraining@gov.nl.ca</a></p> <p><b>Fax:</b> 729-4475</p> <p><b>Mail:</b> Dept. of Municipal Affairs and Environment, Local Governance and Land Use Planning Division PO Box 8700, St. John's, NL A1B 4J6</p> <p><b>Phone:</b> 709-729-3090</p> <p><b><u>VENUE DETAILS WILL BE SENT TO ALL REGISTRANTS</u></b></p>
April 13	9:00 -4:30	Spaniard's Bay	Conflict of Interest/ Conducting Municipal Council Meetings	
April 20	9:00- 4:30	St. John's	Conflict of Interest/ Conducting Municipal Council Meetings	
April 25	9:00- 4:30	Baie Verte	Conflict of Interest/ Conducting Municipal Council Meetings	
May 15	9:00-4:30	St. Anthony	Conflict of Interest/ Conducting Municipal Council Meetings	
May 16	9:00-12:30	Bonavista	Conducting Municipal Council Meetings	
May 16	9:00-12:30	Grand Falls Windsor	Conflict of Interest/ Conducting Municipal Council Meetings	

May 17	9:00-4:30	Marystown	Conflict of Interest/ Conducting Municipal Council Meetings	
May 22	9:00-4:30	Stephenville	Conflict of Interest/ Conducting Municipal Council Meetings	
May 23	9:00-4:30	Deer Lake	Conflict of Interest/ Conducting Municipal Council Meetings	
May 29	9:00-4:30	Placentia	Conflict of Interest/ Conducting Municipal Council Meetings	
May 30	9:00-4:30	Grand Falls- Windsor	Cash Handling	
June 20	9:00-4:30	L'anse au Loup	Conflict of Interest/ Conducting Municipal Council Meetings	
June 21	9:00-4:30	Clareville	Cash Handling	
<b>MAE- Water Resources Management Division</b>				
March 27-29	N/A	Gander- Quality Inn & Suites	Annual Clean and Safe Drinking Water Workshop <a href="http://www.mae.gov.nl.ca/waterres/training/Drinking_Water_Workshop/index.html">http://www.mae.gov.nl.ca/waterres/training/Drinking_Water_Workshop/index.html</a>	<b>Hosting Agency:</b> <b>MAE</b>  <b>Registration/ Contact:</b> Deneen Spracklin (Coordinator)  <b>Phone:</b> 709- 729-1158

			<b>Email:</b> <a href="mailto:dspracklin@gov.nl.ca">dspracklin@gov.nl.ca</a>
<b>MAE- Fire and Emergency Services</b>			
<b>Fire Services and Emergency Services Training</b> Please see the following website link for all training, schedules, course information, and registration requirements: <a href="http://www.gov.nl.ca/fes/training/index.html">http://www.gov.nl.ca/fes/training/index.html</a>  Please see the following website link for information on Certifications (i.e. flow charts, requirements, and skills): <a href="http://www.gov.nl.ca/fes/certification/index.html">http://www.gov.nl.ca/fes/certification/index.html</a>			<b>Hosting Agency:</b> <b>MAE</b>  <b>Registration/ Contact:</b> <b>Phone:</b> Deer Lake: 709-635-4153 St. John's: 709-729-1608
<b>Access to Information and Protection of Privacy Office, Dept. of Justice and Public Safety (JPS)</b>			
<b>Access to Information and Protection of Privacy—Coordinator Training</b> Under the Access to Information and Protection of Privacy Act, 2015 (ATIPP Act), all municipalities must appoint an ATIPP Coordinator to respond to access to information requests and promote privacy. Most municipalities appoint their Town Clerk as their ATIPP Coordinator.  The ATIPP Office offers ATIPP Coordinator training at the Confederation Building in St. John's upon request and quarterly Communities of Practice meetings with ATIPP Coordinators.			<b>Hosting Agency:</b> <b>ATIPP Office, JPS</b>  <b>Registration/ Contact:</b> <b>Erin Drover</b> <b>Phone:</b> 709-729-7939 or (877) 895-8891 <b>Email:</b> <a href="mailto:erindrover@gov.nl.ca">erindrover@gov.nl.ca</a> <b>Fax:</b> 729-2129
<b>Department of Tourism, Culture, Industry and Innovation (TCII)</b>			
Regional groups and municipalities may apply to the Community Capacity Building component of TCII's Regional Development Fund to enhance skills essential to regional economic planning, development and implementation. Capacity building modules, planning sessions and industry development sessions are offered in four distinct areas: <ul style="list-style-type: none"> <li>• Strategy and Planning—Project Management and Proposal Writing (popular sessions for municipalities throughout the province)</li> <li>• Organizational Skills and Management</li> <li>• Relationship Building</li> <li>• Co-operative Development</li> </ul> To learn more and see a full list of available sessions, please visit the website: <a href="http://www.tcii.gov.nl.ca/regionaldev/capacitybuilding.html">http://www.tcii.gov.nl.ca/regionaldev/capacitybuilding.html</a>			<b>Hosting Agency:</b> <b>TCII</b>  <b>Registration/Contact:</b> <b>Regional and Field TCII offices or Kevin Pomroy</b> <b>Phone:</b> 709-729-1946 <b>Email:</b> <a href="mailto:KevinPomroy@gov.nl.ca">KevinPomroy@gov.nl.ca</a> <b>Fax:</b> 729-4858

## Workplace NL

Prevention Workshops and Webinars—Occupational Health and Safety  
Towns may avail of workshops in various locations and online.

Upcoming **FREE** workshops include:

- Controlling the Risk of Workplace Violence- Various locations throughout May 2018
- Conducting an Effective OH&S Committee Meeting- Various locations throughout June 2018

Please see website for courses, schedule and registration:

[http://www.workplacenl.ca/prevention/new\\_workshops.whscc](http://www.workplacenl.ca/prevention/new_workshops.whscc)

<http://www.workplacenl.ca/home.whscc>

(Click on “Certification Training” and “Workshops and Webinars”)

**Hosting Agency:**  
Workplace NL

**Registration/ Contact:**  
Lisa Kavanagh/Suzanne Pike

**Phone:** 778-2926

**Email:**  
[workshops@workplacenl.ca](mailto:workshops@workplacenl.ca)

## Municipalities Newfoundland and Labrador (MNL)

March 23-24		Grand Falls-Windsor	Central Regional Meeting	<p><b>Hosting Agency:</b> MNL</p> <p><b>Registration/Contact</b> Christine Carter Administration and Event Management Coordinator <b>Phone:</b> 753-6821 <b>Email:</b> <a href="mailto:ccarter@municipalnl.ca">ccarter@municipalnl.ca</a> <b>Fax:</b> 738-0071</p>
April 13-14		Rocky Harbour	Northern/ Western Regional Meeting	
May 1-2		Gander	Economic Development/ Rural Forum	
May 2-5		Gander	Annual Symposium	

Professional Municipal Administrators (PMA)				
June 6-8		Corner Brook	Annual Convention and Trade Show	<b>Hosting Agency:</b> <b>PMA</b>  <b>Registration/Contact:</b> <b>Krista Parsons</b> Executive Director <b>Phone:</b> 726-6405 <b>Email:</b> <a href="mailto:ex.director@nlama.ca">ex.director@nlama.ca</a> <b>Fax:</b> 726-6408
Municipal Safety Council Newfoundland and Labrador (MSCNL)				
March 23	9:00-12:00	Grand Falls- Windsor	Safety Workshop: Central	<b>Hosting Agency:</b> <b>MSCNL</b>  <b>Registration/ Contact:</b> <b>Natasha Sharpe</b> Municipal Safety Advisory <b>Phone:</b> 709-753-9599 <b>Fax:</b> 709-738-0071 <b>Email:</b> <a href="mailto:info@mscni.ca">info@mscni.ca</a>
April 13	9:00-12:00	Rocky Harbour	Safety Workshop: Northern/Western	
Municipal Assessment Agency (MAA)				
<b>Moving Forward: Working Together to Improve the Property Assessment System in Newfoundland and Labrador</b>  Training will be offered throughout the province. Dates TBD. Please contact MAA for details.				<b>Hosting Agency:</b> <b>MAA</b>  <b>Registration/ Contact:</b> <b>Valerie Peddle</b> <b>Phone:</b> 651-4469 <b>Email:</b> <a href="mailto:vpeddle@maa.ca">vpeddle@maa.ca</a>