

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

Date	Time	Location	Registration Deadline	Training/Event	Hosting Agency, Registration & Contact
<b>Department of Municipal Affairs and Environment (MAE)</b>					
September 7	9:00-4:30	Spaniard's Bay	<b>Deadline to register: August 31</b>	Budget Training	<b>Hosting Agency: MAE</b>  <b>Registration/ Contact:</b> Send <a href="#">REGISTRATION FORM</a> by fax, mail, or email:  <b>Email:</b> <a href="mailto:MATraining@gov.nl.ca">MATraining@gov.nl.ca</a>  <b>Fax:</b> 729-4475  <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  <b>Phone:</b> 709-729-3090  <b><u>VENUE DETAILS WILL BE SENT TO ALL REGISTRANTS</u></b>
September 7	9:00-4:30	Happy Valley Goose Bay	<b>Deadline to register: August 24</b>	Budget Training	
September 8	9:00-4:00	Happy Valley Goose Bay	<b>Deadline to register: August 25</b>	Conflict of Interest/ Conducting Municipal Council Meetings	
September 12	9:00-4:30	Baie Verte	<b>Deadline to register: September 5</b>	Budget Training	
September 13	9:00-4:30	Placentia	<b>Deadline to register: September 6</b>	Budget Training	
September 26	9:00-4:30	Plum Point	<b>Deadline to register: September 19</b>	Budget Training	
September 27	9:00-4:00	Plum Point	<b>Deadline to register: September 20</b>	Asset Management/ Land Use Planning	

September 27	9:00-4:30	Clarenville	<b>Deadline to register: September 20</b>	Budget Training	
September 27	9:00-4:30	Lewisporte	<b>Deadline to register: September 20</b>	Budget Training	
October 10	9:00-4:30	Harbour Breton	<b>Deadline to register: October 3</b>	Budget Training	
October 11	9:00-4:30	Stephenville	<b>Deadline to register: October 4</b>	Budget Training	
October 15	9:00-4:00	Spaniard's Bay	<b>Deadline to register: October 9</b>	Public Procurement Act and RFP Evaluation	
October 16	9:00-4:00	Gander	<b>Deadline to register: October 9</b>	Public Procurement Act and RFP Evaluation	
October 17	9:00-4:00	Corner Brook	<b>Deadline to register: October 10</b>	Public Procurement Act and RFP Evaluation	
October 18	9:00-4:30	Deer Lake	<b>Deadline to register: October 11</b>	Budget Training	
October 19	9:00-4:30	Mount Pearl	<b>Deadline to register: October 12</b>	Budget Training	
October 24	9:00-4:30	Gander	<b>Deadline to register: October 17</b>	Budget Training	
October 25	9:00-4:00	Ferryland	<b>Deadline to register: October 18</b>	Conflict of Interest/ Conducting Municipal Council Meetings	

November 7	9:00-4:00	Springdale	<b>Deadline to register: October 31</b>	Conflict of Interest/ Conducting Municipal Council Meetings	
November 8	9:00-4:30	Paradise	<b>Deadline to register: November 1</b>	Conflict of Interest/ Conducting Municipal Council Meetings	
November 9	9:00-4:00	Paradise	<b>Deadline to register: November 2</b>	Asset Management/ Land Use Planning	
November 21	9:00-4:00	Grand Falls- Windsor	<b>Deadline to register: November 14</b>	Conflict of Interest/ Conducting Municipal Council Meetings	
November 22	9:00-4:00	Grand Falls- Windsor	<b>Deadline to register: November 15</b>	Asset Management/ Land Use Planning	

**MAE- Water Resources Management Division**

**Water Resources Management Training**

Please see the following website link for all training, schedules, course information, and registration requirements:

<http://www.mae.gov.nl.ca/waterres/training/index.html>

Please see the following website link for information on Operator Certifications (i.e. requirements, schedules , and skills): [http://www.mae.gov.nl.ca/waterres/training/operator\\_certification/index.html](http://www.mae.gov.nl.ca/waterres/training/operator_certification/index.html)

**Hosting Agency:**  
**MAE**

**Registration/ Contact:**  
Deneen Spracklin  
(Coordinator)

**Phone:**709- 729-1158  
**Email:** [dspracklin@gov.nl.ca](mailto:dspracklin@gov.nl.ca)

**MAE- Fire and Emergency Services**

**Fire Services and Emergency Services Training**

Please see the following website link for all training, schedules, course information, and registration requirements:

<http://www.gov.nl.ca/fes/training/index.html>

Please see the following website link for information on Certifications (i.e. flow charts, requirements, and skills):

<http://www.gov.nl.ca/fes/certification/index.html>

**Hosting Agency:**  
**MAE**

**Registration/ Contact:**  
**Phone:**

Deer Lake: 709-635-4153  
St. John's: 709-729-1608

## Access to Information and Protection of Privacy Office, Dept. of Justice and Public Safety (JPS)

### Access to Information and Protection of Privacy—Coordinator Training

Under the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015), all municipalities must appoint a Head, and an ATIPP Coordinator to respond to access to information requests and promote privacy.

The ATIPP Office offers training for Heads, ATIPP Coordinators, and other staff upon request.

**Hosting Agency:**  
ATIPP Office, JPS

**Registration/ Contact:**  
**Jacob Kimball**  
**Phone:** 709-729-7308  
**Email:**  
[JacobKimball@gov.nl.ca](mailto:JacobKimball@gov.nl.ca)  
**Fax:** 729-2129

## Department of Tourism, Culture, Industry and Innovation (TCII)

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:

- Strategy and Planning—Project Management and Proposal Writing (popular sessions for municipalities throughout the province)
- Organizational Skills and Management
- Relationship Building
- Co-operative Development

To learn more and see a full list of available sessions, please visit the website:

<http://www.tcii.gov.nl.ca/regionaldev/capacitybuilding.html>

**Hosting Agency:**  
TCII

**Registration/Contact:**  
**Regional and Field TCII offices or Kevin Pomroy**  
**Phone:** 709-729-1946  
**Email:**  
[KevinPomroy@gov.nl.ca](mailto:KevinPomroy@gov.nl.ca)  
**Fax:** 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:

- SafeWork Procedures: Development and Training- Various locations throughout September 2018
- Psychological Health and Safety: The CSA standard- Various locations throughout October 2018

Please see website for courses, schedule and registration:

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

<http://www.workplacnl.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@workplacnl.ca](mailto:workshops@workplacnl.ca)

Date	Time	Location	Training/Event	Hosting Agency, Registration & Contact
<b>Municipalities Newfoundland and Labrador (MNL)</b>				
October 3-6		Gander	MNL Conference and Trade Show	<b>Hosting Agency:</b> <b>MNL</b>  <b>Registration/Contact</b> <b>Christine Carter</b> 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
<b>Professional Municipal Administrators (PMA)</b>				
September 19-21		Gander	Fall Training Forum	<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
November 23	9:00-3:00	TBA	Avalon Regional Meeting	
<b>Municipal Safety Council Newfoundland and Labrador (MSCNL)</b>				
September 17-18		Gander	Municipal Safety Symposium (Please register through MNL)	<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>