

**Department of Municipal Affairs and Environment**  
**2019 Spring Training Circular**

Date	Time	Location	Registration Deadline	Training/Event	Hosting Agency, Registration & Contact
<b>Department of Municipal Affairs and Environment (MAE)</b>					
April 17	9:00 – 4:30	Harbour Breton	<b>Deadline to register:</b> April 12	Cash Handling / Financial Evaluation	<p><b>Hosting Agency:</b> <b>MAE</b></p> <p><b>Registration/ Contact:</b> Send <a href="#">Registration Form</a> by email or mail:</p> <p><b>Email:</b> <a href="mailto:MATraining@gov.nl.ca">MATraining@gov.nl.ca</a></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>VENUE DETAILS WILL BE SENT TO ALL REGISTRANTS</b></p>
April 25	9:00 – 4:30	Gander	<b>Deadline to register:</b> April 18	Cash Handling / Financial Evaluation	
May 8	9:00 – 4:30	Baie Verte	<b>Deadline to register:</b> May 1	Cash Handling / Financial Evaluation	
May 9	9:00 – 4:30	Stephenville	<b>Deadline to register:</b> May 2	Financial Evaluation / Conflict of Interest	
May 10	9:00 – 4:30	Placentia	<b>Deadline to register:</b> May 3	Financial Evaluation / Conflict of Interest	
May 14	9:00 – 4:30	Ferryland	<b>Deadline to register:</b> May 7	Financial Evaluation / Conflict of Interest	
May 15	9:00 – 4:30	Grand Falls-Windsor	<b>Deadline to register:</b> May 8	Public Procurement / Financial Evaluation	
May 16	9:00 – 4:30	Deer Lake	<b>Deadline to register:</b> May 9	Public Procurement / Financial Evaluation	

Date	Time	Location	Registration Deadline	Training/Event
May 17	9:00 – 4:30	St. John's	<b>Deadline to register:</b> May 10	Public Procurement / Financial Evaluation
May 22	9:00 – 4:30	Harbour Breton	<b>Deadline to register:</b> May 15	Conflict of Interest / Conducting Council Meetings
May 22	9:00 – 4:30	Plum Point	<b>Deadline to register:</b> May 15	Cash Handling / Financial Evaluation
May 23	9:00 – 4:30	Bonavista	<b>Deadline to register:</b> May 16	Financial Evaluation / Conflict of Interest
May 24	9:00 – 4:30	Clareville	<b>Deadline to register:</b> May 17	Cash Handling / Conducting Council Meetings
May 29	9:00 – 4:30	Gander	<b>Deadline to register:</b> May 22	Conflict of Interest / Conducting Council Meetings
May 31	9:00 – 4:30	L'Anse au Clair	<b>Deadline to register:</b> May 24	Cash Handling / Financial Evaluation
June 1	9:00 – 4:30	L'Anse au Clair	<b>Deadline to register:</b> May 25	Public Procurement / Councillor Orientation
June 12	9:00 – 4:30	Springdale	<b>Deadline to register:</b> June 5	Cash Handling / Financial Evaluation
June 13	9:00 – 4:30	Carbonear	<b>Deadline to register:</b> June 6	Public Procurement / Financial Evaluation
June 17	1:00 - 4:30	Burin	<b>Deadline to register:</b> June 10	Cash Handling

Date	Time	Location	Registration Deadline	Training/Event
June 18	9:00 – 4:30	Burin	<b>Deadline to register:</b> June 11	Financial Evaluation / Conflict of Interest
June 19	9:00 – 4:30	Grand Falls- Windsor	<b>Deadline to register:</b> June 12	Councillor Orientation
June 26	9:00 – 4:30	Carbonear	<b>Deadline to register:</b> June 19	Councillor Orientation
July 5	9:00 – 4:30	St. John's	<b>Deadline to register:</b> June 28	Councillor Orientation
July 8	9:00 – 4:30	Plum Point	<b>Deadline to register:</b> July 2	Councillor Orientation

### 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:** 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:

**St. John's:** 729-1608

**Deer Lake:** 635-4153

**GFW:** 292-4414

**Clarenceville:** 466-4109

**HV-GB:** 896-7957

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

### Access to Information and Protection of Privacy (ATIPP) Training

The ATIPP Office will shortly provide details of scheduled municipal training for spring and summer 2019. Training can also be provided on request to Council, Staff, ATIPP Coordinators, and Heads of Public Bodies. Evening or weekend training may be available for councils upon request.

**Hosting Agency:**  
ATIPP Office, JPS

**Requests/Inquiries:**  
**Jacob Kimball**  
**Phone:** 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 & municipalities may apply to the Community Capacity Building component of TCII's Regional Development Fund to enhance skills essential to regional economic planning, development & implementation. Capacity building modules, planning sessions & industry development sessions are offered in four areas:

- Strategy & Planning - Project Management & Proposal Writing (popular sessions for municipalities)
- Organizational Skills & 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:**  
**Kevin Pomroy**  
**Phone:** 729-1946  
**Email:**  
[KevinPomroy@gov.nl.ca](mailto:KevinPomroy@gov.nl.ca)  
**Fax:** 729-4858

## Workplace NL

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

Upcoming **FREE** workshops include:

- Hazardous Building Materials: What's in Your Workplace? - Various locations throughout April 2019
- Psychological Health and Safety: An Emerging Issue - Various locations throughout May 2019
- Moving Forward: Taking Your OHS Program to the Next Level – Various locations throughout June 2019

Please see website for courses, schedule and registration:

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

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

Date	Time	Location	Training/Event	Hosting Agency, Registration & Contact
<b>Municipalities Newfoundland and Labrador (MNL)</b>				
April 12 -13	TBD	Gander	MNL Regional Meeting: Central	<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
May 2 - 4	TBD	Gander	Municipal Symposium	
June 14 -15	TBD	Deer Lake	MNL Regional Meeting: Northern/Western	
<b>Professional Municipal Administrators (PMA)</b>				
April 11 - 12	TBD	Mount Pearl	Advanced 3 - Municipal Budgeting	<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.dir@nlama.ca">ex.dir@nlama.ca</a> <b>Fax:</b> 726-6408
May 2 - 3	TBD	Gander	Advanced 2 - Municipal Finance	
June 5 - 7	TBD	St. John's	Annual Convention	