

**Department of Municipal Affairs
2017 Training Circular**

| Date | Time | Location | Training/Event | Hosting Agency, Registration & Contact |
|---|-------------|------------------------|---|--|
| Department of Municipal Affairs (MA) | | | | |
| April 12 | 9:00 – 4:30 | Harbour Grace | <u>Municipal Elections - Returning Officer & Election Officials</u> | <p>Hosting Agency: MA</p> <p>Registration: Send <u>Registration Form</u> by fax, mail or email:</p> <p>Fax: 729-4475</p> <p>Mail: Dept. of Municipal Affairs, Local Governance Division, P.O Box 8700, St. John's, NL, A1B 4J6</p> <p>Email: <u>MATraining@gov.nl.ca</u></p> <p>Contact: Kim MacPherson Manager of Municipal Training Programs</p> <p>Phone: 729-5107</p> <p style="text-align: center;">Venue details will be sent to all registrants</p> <p style="text-align: center;">Please register early to avoid course cancellation</p> |
| April 18 | 9:00 – 4:30 | L'Anse au Clair | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| April 20 | 9:00 – 4:30 | Hawke's Bay | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| April 20 | 9:00 – 4:30 | Whitbourne | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| April 25 | 9:00 – 4:30 | Mary's Harbour | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| April 27 | 9:00 – 4:30 | Clareville | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 9 | 9:00 – 4:30 | Burin | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 10 | 9:00 – 4:30 | Springdale | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 10 | 9:00 – 4:30 | Deer Lake | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 11 | 9:00 – 4:30 | Stephenville | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 12 | 9:00 – 4:30 | St. John's | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 17 | 9:00 – 4:30 | Happy Valley-Goose Bay | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 17 | 9:00 – 4:30 | Grand Falls-Windsor | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 24 | 9:00 – 4:30 | Harbour Breton | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| May 31 | 9:00 – 4:30 | Gander | <u>Municipal Elections - Returning Officer & Election Officials</u> | |
| Oct. 11 | 9:00 – 4:30 | Gander | <u>Municipal Budget</u> | |
| Oct. 12 | 9:00 – 4:30 | St. John's | <u>Municipal Budget</u> | |
| Oct. 12 | 9:00 – 4:30 | Deer Lake | <u>Municipal Budget</u> | |
| Oct. 18 | 9:00 – 4:30 | Grand Falls-Windsor | <u>Municipal Budget</u> | |

Department of Municipal Affairs 2017 Training Circular

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|---------------------|-------------|----------------------------|---|
| Oct. 19 | 9:00 – 4:30 | Clarenville | <u>Councillor Orientation</u> |
| Oct. 19 | 9:00 – 4:30 | Plum Point | <u>Municipal Budget</u> |
| Oct. 20 | 9:00 – 4:30 | Plum Point | <u>Councillor Orientation</u> |
| Saturday Oct. 21 | 9:00 – 4:30 | St. John's | <u>Councillor Orientation</u> |
| Oct. 24 | 9:00 – 4:30 | Burin | <u>Councillor Orientation</u> |
| Oct. 25 | 9:00 – 4:30 | Springdale | <u>Councillor Orientation</u> |
| Oct. 26 | 9:00 – 4:30 | Stephenville | <u>Councillor Orientation</u> |
| Oct. 27 | 9:00 – 4:30 | L'Anse au Clair | <u>Municipal Budget</u> |
| Saturday Oct. 28 | 9:00 – 4:30 | L'Anse au Clair | <u>Councillor Orientation</u> |
| Saturday Oct. 28 | 9:00 – 4:30 | Deer Lake | <u>Councillor Orientation</u> |
| Nov. 8 | 9:00 – 4:30 | Harbour Breton | <u>Councillor Orientation</u> |
| Nov. 15 | 9:00 – 4:30 | Whitbourne | <u>Councillor Orientation</u> |
| Nov. 15 | 9:00 – 4:30 | Gander | <u>Councillor Orientation</u> |
| Nov. 17 | 9:00 – 4:30 | Harbour Grace | <u>Councillor Orientation</u> |
| Nov. 17 | 9:00 – 4:30 | Port Hope Simpson | <u>Municipal Budget</u> |
| Saturday Nov. 18 | 9:00 – 4:30 | Port Hope Simpson | <u>Councillor Orientation</u> |
| Nov. 22 | 9:00 – 4:30 | Happy Valley- Goose Bay | <u>Municipal Budget</u> |
| Saturday Nov. 25 | 9:00 – 4:30 | Grand Falls- Windsor | <u>Councillor Orientation</u> |
| Saturday Dec. 2 | 9:00 – 4:30 | Happy Valley- Goose Bay | <u>Councillor Orientation</u> |

Department of Municipal Affairs 2017 Training Circular

Fire & Emergency Services Branch (FES) – Department of Municipal Affairs

Fire & Emergency Services Training

Various courses offered in various locations.

Please see the following website link for all training, schedules, course information, & registration requirements, provided by FES: <http://www.gov.nl.ca/fes/training/index.html>

Please see the following website link for information on Certifications (i.e. flow charts, requirements, & skills) provided by FES: <http://www.gov.nl.ca/fes/certification/index.html>

Hosting Agency:
FES, MA

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

Department of Environment & Climate Change (ECC)

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| March 28 – 30 | 28 th & 29 th : 8:30 – 4:30 30 th : 8:30 – 12:00 | Hotel Gander | <i>Clean & Safe Drinking Water</i> |
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Hosting Agency:
ECC

Further courses will be scheduled for Spring and Summer.
Please refer to the following website for a full list of courses as they become available:
http://www.env.gov.nl.ca/env/waterres/training/operator_education/index.html

Registration/Contact:
Deneen Spracklin
(Coordinator)
Phone: 729-1158
Email: dspracklin@gov.nl.ca

Access to Information & 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* (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.

Winter training sessions for municipalities are planned in Conception Bay North, Clarenville, Marystown, Gander, Springdale, Deer Lake, and Labrador City. Watch for an email from atippoffice@gov.nl.ca with exact dates and locations.

The ATIPP Office also offers ATIPP Coordinator training at the Confederation Building in St. John's and Quarterly Communities of Practice meetings with ATIPP Coordinators.

Hosting Agency:
ATIPP Office, JPS

Contact:
Erin Drover
Phone: 729-7939 or
(877) 895-8891
Email: erindrover@gov.nl.ca
Fax: 729-2129

Animal Health Division, Department of Fisheries, Forestry & Agrifoods (FFA)

Towns may avail of **Animal Protection Enforcement Training:**

- Spring/summer training courses may be offered to municipal staff.
- Please refer to the following website for training details, as they become available: <http://www.faa.gov.nl.ca/agrifoods/animals/health/welfare.html>
- Total of two weeks training for qualification to enforce the provincial *Animal Health & Protection Act*
- First week: In-class law enforcement training on conducting animal cruelty investigations. Topics include the Charter of Rights & Freedoms, collection of evidence, statement taking, disclosure & Summary Offence Tickets.
- Second week: Distance education courses: Animal Health Assessment, Interpreting Dog Behavior, Animal Restraint, & Media Relations.

Hosting Agency:
Animal Health Division, FFA

Contacts:
Lynn Cadigan
Phone: 729-7622
Email: Lynncadigan@gov.nl.ca
Dr. Laura Rogers
Phone: 729-6879
Email: Laurarogers@gov.nl.ca
Fax: 729-0055

Department of Municipal Affairs 2017 Training Circular

Community Capacity Building - Dept. of Business, Tourism, Culture and Rural Development (BTCRD)

Regional groups & municipalities may apply to the Community Capacity Building component of BTCRD's Regional Development Fund to enhance skills essential to regional economic planning, development & implementation. The component offers capacity building modules, planning sessions, & industry development sessions in four distinct areas:

- Strategy & Planning – *Project Management & Proposal Writing* (are popular sessions for municipalities throughout the province)
- Organizational Skills & Management
- Relationship Building
- Co-operative Development

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

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

Hosting Agency:
BTCRD

Contact:
Regional and Field BTCRD offices or Natalie Falk
Phone: 729-7146
Email: NatalieFalk@gov.nl.ca
Fax: 729-4858

Workplace NL

Prevention Workshops & Webinars - Occupational Health and Safety

Towns may avail of workshops in various locations & online webinars on topics such as: *OHS Committees, Controlling Hazards, Risk Assessment, Young Workers Safety, Supervisor Responsibilities, Certification Training Registry, Principal Contractor Duties, Implementing OHS, etc.*

Please see website for courses, schedule & registration:

http://www.whscc.nl.ca/prevention/new_workshops.whscc

<https://ctr.bluedrop.io/prevention-workshops-and-webinars.html>

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

(Click on "Certification Training" & "Workshops & Webinars")

Hosting Agency:
Workplace NL

Contact:
Heather Rogers
Phone: 778-2926
Email:
workshops@workplacnl.ca
Fax: 778-1587

Municipal Safety Council Newfoundland and Labrador (MSCNL)

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|-----------|--------------|-----------------------------|--|---|
| Jan. 27 | 8:30 – 12:00 | Gander Albatross Hotel | <i>OHS Employer Roles & Responsibilities for Town as an Employer & Return to Work</i> | <p>Hosting Agency: MSCNL</p> <p>Contact: Natasha Sharpe Municipal Safety Advisor Phone: 753-9599 Email: info@mscni.ca Fax: 738-0071</p> |
| Feb. 24 | 8:30 – 12:00 | Deer Lake Motel | <i>OHS Employer Roles & Responsibilities for Town as an Employer & Return to Work</i> | |
| March 24 | 8:30 – 12:00 | St. John's Capital Hotel | <i>OHS Employer Roles & Responsibilities for Town as an Employer & Return to Work</i> | |
| May 3 – 4 | TBD | Gander | <i>Safety Training Workshop</i> | |

Department of Municipal Affairs 2017 Training Circular

Municipalities Newfoundland & Labrador (MNL)

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| Jan. 27 – 28 | 27 th : 1:00 – 9:00 28 th : 8:30 – 3:00 | Gander Albatross Hotel | Central Regional Meeting | Hosting Agency: MNL Registration/Contact: Christine Carter Administration & Event Management Coordinator Phone: 753-6821 Email: ccarter@municipalnl.ca Fax: 738-0071 |
| Feb. 8 – 11 | TBD | Hotel North 2 | Member Roundtable at CCL AGM | |
| Feb. 24 – 25 | 24 th : 1:00 – 9:00 25 th : 8:30 – 3:00 | Deer Lake Motel | Northern / Western Regional Meeting | |
| March 24 – 25 | 24 th : 1:00 – 9:00 25 th : 8:30 – 3:00 | St. John's Capital Hotel | Avalon/Eastern Regional Meeting | |
| May 3 – 6 | TBD | Gander | MNL Symposium | |
| Nov. 1 – 4 | TBD | Corner Brook | Annual Convention | |

Professional Municipal Administrators (PMA)

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| Feb. 17 | 9:00 – 4:00 | Clarenville Inn | Regional Meeting/ Training Session | Hosting Agency: PMA Registration/Contact: Krista Planke Executive Director Phone: 726-6405 Email: ex.dir@nlama.ca Fax: 726-6408 |
| April 4 | 9:00 – 5:00 | Hotel Gander | Advanced Module 1 – Municipal Law | |
| April 5 – 7 | 8:30 – 5:00 | Hotel Gander | Annual Convention & Trade Show | |
| June 16 | 9:00 – 4:00 | Rocky Harbour Fisherman's Landing Inn | Regional Meeting/ Training Session | |
| Oct. 5 – 6 | 8:30 – 5:00 | Hotel Gander | Fall Forum | |
| Nov. 24 | 9:00 – 4:00 | Avalon Peninsula – Location TBD | Regional Meeting/ Training Session | |

Combined Councils of Labrador (CCL)

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| Feb. 8 – 11 | TBD | Happy Valley- Goose Bay Hotel North Two | 2017 Annual General Meeting | Hosting Agency: CCL Contact: Margaret Rumbolt Phone: 921-6836, Email: execdir@combinedcouncils.ca |
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