

**Department of Municipal Affairs & Environment  
Fall 2017 Training Circular**

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Training/Event</b>	<b>Hosting Agency, Registration &amp; Contact</b>
<b>Department of Municipal Affairs &amp; Environment (MAE)</b>				
Oct. 11	9:00 – 4:30	Gander	<a href="#">Municipal Budget</a>	<p><b>Hosting Agency:</b> <b>MAE</b></p> <p><b>Registration:</b> Send <a href="#">Registration Form</a> by fax, mail or email:</p> <p><b>Fax:</b> 729-4475</p> <p><b>Mail:</b> Dept. of Municipal Affairs &amp; Environment, Local Governance &amp; Planning Division, P.O Box 8700, St. John's, NL, A1B 4J6</p> <p><b>Email:</b> <a href="mailto:MATraining@gov.nl.ca">MATraining@gov.nl.ca</a></p> <p><b>Contact:</b> <b>Kim MacPherson</b> Manager of Municipal Training Programs</p> <p><b>Phone:</b> 729-5107</p> <p style="text-align: center;"><b>Venue details will be sent to all registrants</b></p> <p style="text-align: center;"><b><i>Please register early to avoid course cancellation</i></b></p>
Oct. 11	9:00 – 4:30	Deer Lake	<a href="#">Municipal Budget</a>	
Oct. 11	9:00 – 4:30	St. John's	<a href="#">Municipal Budget</a>	
Oct. 13	9:00 – 4:30	L'Anse au Clair	<a href="#">Municipal Budget</a>	
Saturday Oct. 14	9:00 – 4:30	L'Anse au Clair	<a href="#">Councillor Orientation</a>	
Oct. 18	9:00 – 4:30	Grand Falls-Windsor	<a href="#">Municipal Budget</a>	
Oct. 19	9:00 – 4:30	Clarenville	<a href="#">Councillor Orientation</a>	
Saturday Oct. 21	9:00 – 4:30	St. John's	<a href="#">Councillor Orientation</a>	
Oct. 24	9:00 – 4:30	Burin	<a href="#">Councillor Orientation</a>	
Oct. 25	9:00 – 4:30	Springdale	<a href="#">Councillor Orientation</a>	
Saturday Oct. 28	9:00 – 4:30	Deer Lake	<a href="#">Councillor Orientation</a>	
Oct. 30	9:00 – 4:30	Stephenville	<a href="#">Councillor Orientation</a>	
Nov. 8	9:00 – 4:30	Harbour Breton	<a href="#">Councillor Orientation</a>	
Nov. 15	9:00 – 4:30	Whitbourne	<a href="#">Councillor Orientation</a>	
Nov. 15	9:00 – 4:30	Gander	<a href="#">Councillor Orientation</a>	
Nov. 17	9:00 – 4:30	Harbour Grace	<a href="#">Councillor Orientation</a>	
Saturday Nov. 18	9:00 – 4:30	Wabush	<a href="#">Councillor Orientation</a>	
Nov. 24	9:00 – 4:30	Happy Valley-Goose Bay	<a href="#">Municipal Budget</a>	
Saturday Nov. 25	9:00 – 4:30	Happy Valley-Goose Bay	<a href="#">Councillor Orientation</a>	
Saturday Nov. 25	9:00 – 4:30	Grand Falls-Windsor	<a href="#">Councillor Orientation</a>	

**Department of Municipal Affairs & Environment  
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**MAE - Water Resources Management Division**

**Drinking Water & Waste Water Training**

Courses on the operation and maintenance of drinking water and wastewater systems are scheduled for Fall. Please refer to the following website for full details:

[http://www.mae.gov.nl.ca/waterres/training/operator\\_education/index.html](http://www.mae.gov.nl.ca/waterres/training/operator_education/index.html)

Oct. 3	9:00 – 12:30	St. Anthony Polar Center – Common Room	<b>Source Water Protection</b>
Oct. 3	8:30 – 4:30	Gander Fire Hall	<b>Wastewater Collection Basics</b>
Oct. 4	8:30 – 4:30	Gander Fire Hall	<b>Wastewater Collection Day 2</b>
Oct. 5	8:30 – 12:00	Gander Fire Hall	<b>Certification Exam</b>
Oct. 17	8:30 – 4:30	Grand Falls- Windsor Corduroy Brook Centre	<b>Water Distribution System Basics</b>
Oct. 18	8:30 – 4:30	Grand Falls- Windsor Corduroy Brook Centre	<b>Water Distribution System Hydraulics</b>
Oct. 19	8:30 – 4:30	Grand Falls- Windsor Corduroy Brook Centre	<b>Water Quality Issues</b>
Oct. 20	8:30 – 12:00	Grand Falls- Windsor Corduroy Brook Centre	<b>Certification Exam</b>
Oct. 25	1:00 – 4:00	Baie Verte CNA	<b>Proper Handling of Chlorine &amp; Chlorine Containers</b>
Oct. 31- Nov.2	8:30 – 4:30	St. John's Bay Bulls-Big Pond WTP	<b>Water Treatment Level 1-2</b>
Nov. 3	8:30 – 12:00	St. John's Bay Bulls-Big Pond WTP	<b>Certification Exam</b>
Nov. 21	8:30 – 4:30	Corner Brook City Hall	<b>Water Distribution System Basics</b>
Nov. 22	8:30 – 4:30	Corner Brook City Hall	<b>Water Distribution System Hydraulics</b>
Nov. 23	8:30 – 4:30	Corner Brook City Hall	<b>Water Quality Issues</b>
Nov. 24	8:30 – 12:00	Corner Brook City Hall	<b>Certification Exam</b>
Dec. 5	8:30 – 4:30	Harbour Grace Fireman's Social Building	<b>Wastewater Collection Basics</b>
Dec. 6	8:30 – 4:30	Harbour Grace Fireman's Social Building	<b>Wastewater Collection Day 2</b>
Dec. 7	8:30 – 12:00	Harbour Grace Fireman's Social Building	<b>Certification Exam</b>

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

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

**Phone:** 729-1158

**Email:** [dspracklin@gov.nl.ca](mailto:dspracklin@gov.nl.ca)

**Department of Municipal Affairs & Environment  
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**MAE - Fire Services Division & Emergency Services Division**

**Fire Services & Emergency Services Training**

Various courses offered in various locations.

Please see the following website link for all training, schedules, course information, & 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, & skills): <http://www.gov.nl.ca/fes/certification/index.html>

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

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

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

**Access to Information & Protection of Privacy – Coordinator Training**

Under the *Access to Information & Protection of Privacy Act, 2015* (ATIPP Act), all municipalities must appoint an ATIPP Coordinator to respond to access to information requests & 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 & 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](mailto:erindrover@gov.nl.ca)  
**Fax:** 729-2129

**Department of Tourism, Culture, Industry & 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 distinct areas:

- Strategy & Planning – *Project Management & Proposal Writing* (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.tcii.gov.nl.ca/regionaldev/capacitybuilding.html>

**Hosting Agency:**  
**TCII**

**Contact:**  
**Regional & Field TCII offices**  
or **Natalie Falk**  
**Phone:** 729-7146  
**Email:** [NatalieFalk@gov.nl.ca](mailto:NatalieFalk@gov.nl.ca)  
**Fax:** 729-4858

**Workplace NL**

**Prevention Workshops & Webinars - Occupational Health & 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](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@workplaceni.ca](mailto:workshops@workplaceni.ca)  
**Fax:** 778-1587

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**Municipalities Newfoundland & Labrador (MNL)**

Nov. 1 – 4	TBD	Corner Brook City Hall	<b>Annual Convention</b>	<p><b>Hosting Agency:</b> MNL</p> <p><b>Registration/Contact:</b> <b>Christine Carter</b> Administration &amp; 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>
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**Professional Municipal Administrators (PMA)**

Oct. 4 – 6	8:30 – 5:00	Hotel Gander	<b>Fall Forum</b>	<p><b>Hosting Agency:</b> PMA</p> <p><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</p>
Nov. 24	9:00 – 4:00	Avalon Peninsula – Location TBD	<b>Regional Meeting/ Training Session</b>	

**Municipal Assessment Agency (MAA)**

<p><b>Moving Forward: Working Together to Improve the Property Assessment System in Newfoundland and Labrador</b></p> <p>Training will be offered in St. John's, Clarenville &amp; Corner Brook. Dates TBD. Please contact MAA for details.</p>			<p><b>Hosting Agency:</b> MAA</p> <p><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></p>
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