



# PROFESSIONAL DEVELOPMENT & TRAINING

Holiday Inn, St. John's  
Friday, Nov. 23, 2018  
9 am – 2:00 pm

***Municipal Administrators & Elected Officials from ALL regions are encouraged to attend this training. It qualifies under the Gas Tax Agreement and is eligible for Matched Training Financial Assistance.***

(1) **9 -11 am**

### **Writing Effective Policies**

An interactive session lead by Sandy Hounsell, Director, Municipal Support, Dept. of Municipal Affairs & Environment. He will be joined by Administrators of various member towns to discuss successful policies they have in place, and share how they are dealing with topics of interest. E.g.; social media monitoring, drug & alcohol policies, etc.

(2) **11 am – 12 pm**

### **Public Procurement Act – Member feedback since implementation**

LW Consulting will engage the PMA membership to obtain a comprehensive list of concerns and issues faced by Municipal Administrators since the implementation of the new Public Procurement Framework. This information will be used to develop a hands-on workshop/training session which will address these issues.

**LUNCH PROVIDED (12-1)**

(3) **1:00 – 2:00 pm**

### **Membership Meeting**

An opportunity for Municipal Administrators to network, discuss common issues in their municipalities, engage the PMA Board in upcoming events & initiatives, and an opportunity for the PMA Board of Directors to provide updates to the membership.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Municipality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_



**The registration fee is \$74.75 for members (\$65.00 + 9.75 HST), and \$92.00 for non-members (\$80.00 + \$12.00 HST). PLEASE FAX REGISTRATION FORM TO PMA at 726-6408. Deadline to register is 4 pm, Nov. 19, 2018. Cancellations made after this date will NOT receive a refund.**