



## Municipal Orientation Registration Form

**Municipal Orientation** is a comprehensive one-day information session targeted towards elected councillors and administrative staff. **Municipal Orientation** has been developed in partnership with the Department of Municipal Affairs and the Municipal Training and Development Corporation to provide information regarding how to effectively run and operate a municipality.

Municipal Orientation information sessions are being fully funded through a grant provided by the Department of Municipal Affairs, which will be administered through the MTDC office.

<p><b>Main Topics:</b></p> <ul style="list-style-type: none"> <li>❖ Roles and Responsibilities</li> <li>❖ Council and Staff Relations</li> <li>❖ Conducting Effective Meetings</li> <li>❖ Legal Responsibilities</li> <li>❖ Conflict of Interest</li> <li>❖ Municipal Regulations and Orders</li> </ul> <p><b>Who Should Attend?</b></p> <ul style="list-style-type: none"> <li>❖ Elected Councillors/Council Members</li> <li>❖ Administrative Staff</li> </ul> <p style="text-align: center;"><b><i>Please fax or email the attached registration form to the MTDC office no later than January 10, 2010</i></b></p>	<p style="text-align: center;"><b>Locations</b></p> <p>Jan.16 Plum Point- <b>Plum Point Motel</b></p> <p>Jan.16 Springdale- <b>Riverwood Inn</b></p> <p>Jan.16 Marystown- <b>Marystown Hotel</b></p> <p>Jan.23 Stephenville- <b>Holiday Inn</b></p> <p>Jan.23 Clarenville- <b>St. Jude Hotel</b></p> <p>Jan.23 Carbonear- <b>Fong's</b></p> <p>Jan.30 Deer Lake- <b>Deer Lake Motel</b></p> <p>Jan.30 Gander- <b>The Albatross Hotel</b></p> <p>Jan.30 St. John's, <b>The Fluvarium</b></p> <p>Feb.3 Wabush- <b>The Grenfell Hotel</b></p>
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All seminars will commence at 9:00am and conclude at approximately 5:00pm. Refreshments will be provided. Please FAX or Email Registration form to 709-753-7077, or [mtdc@mtdc-nl.ca](mailto:mtdc@mtdc-nl.ca)



**Register now!!!**

Municipality:	Contact Person:
Municipal Address:	Telephone:
Postal Code:	Fax:
E:mail:	

Registration Info: Please register the following person(s) for Municipal Orientation

NAME _____	POSITION _____
NAME _____	POSITION _____
NAME _____	POSITION _____
NAME _____	POSITION _____

- Plum Point- January 16, 2010
- Springdale- January 16, 2010
- Marystown- January 16, 2010
- Stephenville-, January 23, 2010
- Clarenville-, January 23, 2010
- Carbonear- January 23, 2010
- Deer Lake- January 30, 2010
- Gander- January 30, 2010
- St. John's -January 30, 2010
- Wabush- February 3, 2010

If you require any additional information, please contact Kathryn Budgell, Executive Assistant, Municipal Training and Development Corporation  
 Telephone: 709-753-1867, or E-mail: [mtdc@mtdc-nl.ca](mailto:mtdc@mtdc-nl.ca)

**Send Registration form to:**  
**Fax: 709-753-7077**  
**E-mail: [mtdc@mtdc-nl.ca](mailto:mtdc@mtdc-nl.ca)**