

1.0 General

1.1 Authority

The department of Municipal Affairs (MA) wishes to enhance training opportunities and the provision of municipal professional development for both elected officials and the municipal staff appointed in local government. It has allocated financial resources to the Municipal Training Financial Assistance Fund to achieve this objective.

The department has authorized the Municipal Training and Development Corporation (MTDC) to review applications for financial assistance and recommended expenditures from the fund.

Once application are processed and approved for payments, expenditures are made directly from the MTDC. Reports are forwarded to the Dept. of Municipal Affairs outlining all expenditures from the fund.

1.2 Objective of the Municipal Training Financial Assistance Fund

The objective is to assist elected municipal officials, municipal employees and municipal volunteers to gain access to training and professional development opportunities sponsored or sanctioned by MTDC that may not otherwise be attainable because of financial constraints.

1.3 Resource Allocation Plan

The Municipal Training Financial Assistance fund (MTFAF) supports two separate and distinct financial assistance programs:

- a) **Matched Training Financial Assistance Program...** this 50% cost shared program is available to municipalities to offset the costs associated with attendance at training and development activities sponsored of sanctioned by MTDC.
- b) **Municipal Training Partner Support Program...** This program provides financial support, on a cost-shared basis, to partner organizations who are delivering MTDC sanctioned training and development activities to elected municipal officials, municipal employees and municipal volunteers.

Expenditures in both programs are contingent upon the availability of funds.

1.4 Accountability

A sub-committee of MTDC will review application to the fund, negotiate cost sharing agreements with partners, make recommendation, and ensure the programs are administered in accordance with the eligibility criteria.

2.0 Matched Training Financial Assistance Program

2.1 Administrative Procedures

Applications to the Matched Training Financial Assistance Program will be accepted from municipalities requesting pre-approval of funding or for reimbursement.

Complete applications will be reviewed on a first come, first serves basis (See Sections 2.5.3 and 2.5.4 for more information) and administered as follows:

- a) The Municipal training and development Corporation (MTDC) has established a sub-committee to review applications from municipalities and make recommendations on the disbursement of funds.
- b) If the funds are available, MTDC will issue cheques after considering the recommendations of MTDC sub-committee.
- c) The MTDC sub-committee will forward cheques t the municipality with appropriate correspondence and do the necessary follow-up.
- d) The MTDC sub-committee will provide the Board of Directors of MTDC and the Department of Municipal Affairs with periodic and timely reports on the disbursement of training funds.

2.2 Eligibility Considerations

Municipalities may apply for financial assistance on behalf of municipal councilors, municipal employees and certain municipal volunteers (e.g. firefighters and recreation personnel).

Attendance at workshops, courses and other learning activities that is DIRECTLY related to municipal leadership, administration or operations are eligible for funding consideration.

Activities and events *NOT ELIGIBLE* for assistance under the matched training program:

- a. Special Interest Meetings c. Conferences e. Forums

b. Annual General meetings

d. Conventions

2.3 The application Process

Municipalities will make application to MTDC for assistance on a prescribed form. The municipality will make one application per person per activity.

Application will be accepted and reviewed for:

- a) **PRE-APPROVAL OF 50% funding (RECOMMENDED METHOD)...**to off-set the costs of attending a future training or development activity available in the current year (April 1 to March 31 in each year). Note: For certain training events, pre-approval is a REQUIREMENT (see the Table in Section 2.4.2 below)
 - i. A detailed estimate of costs must be provided at the time of the request for pre-approval; and
 - ii. An agenda or workshop/course outline should be attached, if available.
- b) **REIMBURSEMENT @ 50%...**of the costs associated with participation in training or development activities in the current year (April 1 to March 31 in each year).

2.4 Eligible Training and Development Activities and maximum Amounts

If funds are available, approved reimbursements will be made at 50% of eligible costs up to a maximum total reimbursement of \$1,000 per year (April 1 to March 31 of each year) per municipality.

- a) **NOTE RE: WATER QUALITY TRAINING: Reimbursements provided to municipalities for training related to water quality are funded separately and are NOT factored into the above \$1,000 maximum.**
- b) **NOTE RE: PSAB: Reimbursements provided to municipalities for training related to PSAB are funded separately and are NOT factored into the above \$1,000 maximum.**
- c) For information on funding for water quality training, please contact the Municipal Engineering Services representative at your regional Office of the Department of Municipal Affairs.
- d) For information on funding for PSAB, please contact Tony Keeping at the Department of Municipal Affairs.

The following training and professional development activities are eligible for funding under the matched training Financial Assistance Program:

Sponsoring Group and Activities	# of Applications a Municipality Can Submit
Municipal Training and Development Corporation Workshops and courses	Pre-Approval recommended Unlimited
Municipalities Newfoundland and Labrador MTDC sanctioned workshops	Pre-Approval recommended Unlimited
Newfoundland and Labrador Association of Municipal Administrators MTDC sanctioned workshops	Pre-Approval recommended Unlimited
Municipal Affairs MTDC sanctioned workshops and courses (e.g. firefighter training, emergency planning and municipal plan management training)	Pre-Approval recommended Unlimited
Combined Councils of Labrador MTDC sanctioned workshops	Pre-Approval recommended Unlimited
Other MTDC sanctioned workshops dealing directly with municipalities, including but not limited to: ...Canadian Public Works Association Newfoundland Chapter ...Municipal Assessment Agency ...Regional Economic Development Boards ...Newfoundland and Labrador Parks/Recreation Association	PRE-APPROVAL IS REQUIRED for workshops and courses provided by organizations in this category Unlimited
Other MTDC sanctioned workshops including, but not limited to: ...Memorial University ...College of the North Atlantic ...Newfoundland and Labrador Employer's Council (Occupational Health and Safety Training) ...Private Companies (e.g. computer accounting software suppliers)	PRE-APPROVAL IS REQUIRED for workshops and courses provided by organizations in this category Unlimited

2.5 Eligible and non-Eligible Expenses

ELIGIBLE EXPENSES COVERED: NOTE: applicants should endeavor to use the most economical accommodations and transportation methods available. Cost sharing of training expenses are encouraged (i.e. car pooling, room sharing, etc.).

a) **Transportation**

- Private vehicle at \$0.36 per km. Total mileage payable will be passed on the driving distance as identified by the Government Road Distance Database www.stats.gov.nl.ca.
- Taxi, airfare, etc. at cost with receipt.

b) **Accommodations**

- Hotel (room cost only, to a maximum of \$120 including HST). Additional charges to room will not be covered (i.e. phone charges, movies, games). Receipt required.
- Private accommodations at \$25.00 per night. No receipt required

c) **Meals**

- Maximum of 40.00 per full day of training and travel. Receipts not required.
- Breakdown for travel time:

Breakfast must depart from home on or before 7:00a.m to claim	\$10.00
Lunch depart home on or before 11:00am or return home on or after 1:00pm	\$12.00
Dinner must return home on or after 7:00pm to claim	\$18.00
NOTE: Claims cannot be made for meals that are provided by the sponsoring group or that are covered by a registration fee.	

d) **Registration Fees**

- All registration fees for MTDC sponsored training are NOT eligible for reimbursement

e) **Other Costs**

- The cost of textbooks and course materials not included in the registration or course fee. Receipt required.

EXPENSES NOT COVERED: Loss of wages, cost to backfill for the person in training, incidental and entertainment expenses are not eligible for reimbursement.

2.6 The reimbursement Process

Applications must be submitted with ONE MONTH of the incurred expenses. All sections of the application MUST be completed in full

Reimbursements will be made only if attendance can be confirmed.

For applications that were either pre-approved OR for workshops and courses already attended, the appropriate reimbursement will be issued **upon the successful completion of the activity** and will be based on the submission of:

- a) An application itemizing the actual costs (for applications that were *pre-approved*, a NEW application must be submitted).
- b) Copies of supporting receipts verified and signed by the Clerk or Town manager. **Please ensure that the copies you submit are LEGIBLE.**
- c) Copy of agenda, workshop or course outline, if not submitted previously during the pre-approval phase.
- d) If there was an evaluation process for the activity, **proof of successful completion is required.** (E.g. copy of official transcript of marks.
- e) Any other documents supporting the claim
- f) Proof of attendance MAY be required.

Only applications that are accompanied by the required supporting information and documentation will be reviewed.

Application received **WITHOUT** the required supporting information and documentation are **INCOMPLETE** and cannot be considered for funding until completed.

Note: The municipality will be advised if an application is incomplete. Once advised, the town will have **NO MORE THAN ONE MONTH** to complete the application after which is will declared void.

Copies of your application and the original supporting documentation should be kept on file in the council office for auditing purposes. **DO NOT SEND ORIGINAL RECEIPTS.**

3.0 MUNICIPAL TRAINING PARTNER SUPPORT PROGRAM

For Specialized And Customized Training Activities

3.1 Eligibility Considerations

Organizations wishing to partner with the MTDC, or that MTDC wished to partner with, to provide specialized or customized training and development activities to elected municipal officials and/or municipal employees and municipal volunteers, may be eligible for financial assistance on a cost-shared basis under the “Municipal Training Partner Support Program”. Partner organizations can include, but are not limited to the following:

- a) **Member organizations of the MTDC:** Newfoundland and Labrador Association of Municipal Administrators, Municipalities Newfoundland and Labrador, department of Municipal Affairs, and Combined Councils of Labrador are eligible to seek funding from the program.
- b) **Other organizations representing municipal interests:** Organizations whose mandate includes the training and development of one or more of the following: elected municipal officials; municipal employees; and municipal volunteers, are eligible to seek funding from the program.
- c) **Other organizations:** Organizations which provide educational programs and services that would be beneficial to the improvement of the leadership, administrative and operational capability of local government are eligible to seek funding from the program.

3.2 Application Process

Organizations wishing to partner with MTDC will apply, in writing, to MTDC outlining:

- a) the nature of the training or development activity;
- b) the rationale (purpose) for providing the activity;
- c) the selected target group or groups;
- d) Suggested date(s) and location(s) of the proposed activity;
- e) A detailed estimate of costs for the activity;
- f) The details of the cost-sharing proposal;
- g) Any other information pertinent to the request.

MTDC will review the application and if a decision to support the proposal is made, a contract will be drafted outlining the details of the agreement, financial and otherwise, for review by the partner organization.

Once the contract is agreeable to both MTDC and the partner organization, the heads of the respective parties to the agreement will sign the contract.

If MTDC initiates the request to partner with another organization on a cost-shared basis, it will negotiate a contract with the partnering organization to be signed by the respective official heads.

3.3 Funding Maximums

Funding maximums will be part of the contract negotiations.

Funding allocations may vary from one organization to the other.

Questions?? ... Comments??

If you have any questions or comments about the

Municipal Training Financial Assistance Fund,

please feel free to contact us...

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