

September 12, 2008

**Circular to Municipal Councils, Town Clerks and Auditors**

**Subject: Training for PSAB – Phase Two**

The Department of Municipal Affairs, in cooperation with the Municipal Training and Development Corporation (MTDC), will now be offering information sessions for Phase Two of the Department's Action Plan. These information sessions will focus primarily on Municipal Reporting Entities (PS1300), Government Partnerships (PS3060), Consolidation (PS2500), Obligations (PS3200, 3300, 3310 & 3390), Environmental Liabilities, and Landfill Closure Liabilities (PS3270).

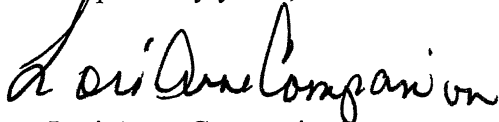
Attached is a schedule indicating dates and locations during the months of October to December, as well as suggestions of which municipalities should attend each session. It is recommended that representation from each municipality include the town/city administrator, a council member (preferably, Chair of Finance Committee) and the auditor.

Registration for this training is free of charge, and refreshments will be provided. Municipalities can avail of the Matched Training Funding to assist with other related costs of attendees (ie. mileage, travel and meals). Attached is an application form for this funding.

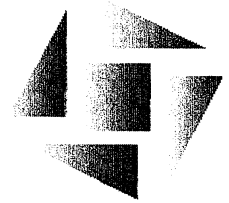
All municipalities are asked to make every effort to attend the information sessions in order to facilitate a smooth transition to PSAB reporting. If you cannot attend the session in your assigned area, please indicate on the registration form which session you would be interested in attending.

I ask that you contact our PSAB Coordinator, Sheila Tulk, at 1-877-729-4393 or [PSAB@gov.nl.ca](mailto:PSAB@gov.nl.ca) to register the names of those individuals who will be attending prior to October 3, 2008.

Respectfully yours,



Lori Anne Companion  
Assistant Deputy Minister



# PSAB

## Phase Two

### Main Topics:

- ✓ Municipal Reporting Entities
- ✓ Government Partnerships
- ✓ Basic Principals of Consolidation
- ✓ Obligations
- ✓ Environmental Liabilities
- ✓ Landfills
- ✓ How to Value Infrastructure?

### Who should attend?

- CAOs, town clerks
- Council member (preferably, Chair of Finance Committee)
- Auditors

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**Facilitator:** Anthony Keeping, CA  
Project Manager, PSAB Implementation

To accommodate everyone, we kindly request that you fill out the attached registration form and fax it to 729-5535 before October 3.

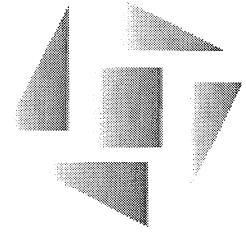
**Don't miss this very important session,  
REGISTER TODAY!!!**

All seminars will commence at 9:00 a.m. and conclude at approximately 5:00 p.m.  
Refreshments will be provided.

### LOCATIONS

Oct. 16	Milltown
Oct. 17	Gander
Oct. 22	L'Anse au Claire
Oct. 24	Happy Valley-Goose Bay
Oct. 27	Springdale
Oct. 28	Lewisporte
Nov. 4	Whitbourne
Nov. 6	Plum Point
Nov. 7	Rocky Harbour
Nov. 13	Trinity
Nov. 14	Clareville
Nov. 18	Holyrood
Nov. 20	Stephenville
Nov. 25	Witless Bay
Nov. 27	Grand Falls – Windsor
Nov. 28	New-Wes-Valley
Dec. 2	Carbonear
Dec. 4	Marystown
Dec. 9	Corner Brook
Dec. 10	Deer Lake

**FAX  
registration  
form to:  
729-5535**



## PSAB – PHASE TWO

Each municipality should have representation at their local session. This should include their town/city administrator, a member of council (preferably the Chair of the Finance Committee) and their auditor.

Seminars will commence at 9:00 a.m. and conclude at approximately 5:00 p.m.

### Register Now!

<b>Municipality</b>	<b>Contact</b>
<b>Municipal Address</b>	<b>Telephone Number</b>
<b>Postal Code</b>	<b>Fax Number</b>
<b>Email Address</b>	

- |                                      |                     |                                      |                        |
|--------------------------------------|---------------------|--------------------------------------|------------------------|
| <input type="checkbox"/> October 16  | Milltown            | <input type="checkbox"/> October 17  | Gander                 |
| <input type="checkbox"/> October 22  | L'Anse au Claire    | <input type="checkbox"/> October 24  | Happy Valley-Goose Bay |
| <input type="checkbox"/> October 27  | Springdale          | <input type="checkbox"/> October 28  | Lewisporte             |
| <input type="checkbox"/> November 4  | Whitbourne          | <input type="checkbox"/> November 6  | Plum Point             |
| <input type="checkbox"/> November 7  | Rocky Harbour       | <input type="checkbox"/> November 13 | Trinity                |
| <input type="checkbox"/> November 14 | Clarenville         | <input type="checkbox"/> November 18 | Holyrood               |
| <input type="checkbox"/> November 20 | Stephenville        | <input type="checkbox"/> November 25 | Witless Bay            |
| <input type="checkbox"/> November 27 | Grand Falls-Windsor | <input type="checkbox"/> November 28 | New-Wes-Valley         |
| <input type="checkbox"/> December 2  | Carbonear           | <input type="checkbox"/> December 4  | Marystown              |
| <input type="checkbox"/> December 9  | Corner Brook        | <input type="checkbox"/> December 10 | Deer Lake              |

**Please fax your registration form to 729-5535 BEFORE October 3<sup>rd</sup>.**

### Registration Information:

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
Name Position

For more information, please contact Sheila Tulk  
Toll Free: 1-877-729-4393  
E-mail: PSAB@gov.nl.ca

## PHASE II INFORMATION SESSIONS

<b>OCTOBER 16<sup>TH</sup></b>	<b>MILLTOWN</b>	
Belloram <b>Gaultois</b> Harbour Breton <b>Hermitage–Sandyville</b>	Milltown-Head of Bay D'Espoir <b>Morrisville</b> Pool's Cove	Rencontre East <b>Seal Cove, Fortune Bay</b> St. Alban's <b>St. Jacques–Coomb's Cove</b>
<b>OCTOBER 17<sup>TH</sup></b>	<b>GANDER</b>	
Appleton <b>Eastport</b> Fogo Island Region <b>Gander</b>	Glenwood <b>Glovertown</b> Happy Adventure <b>Sandringham</b>	Salvage <b>St. Brendan's</b> Terra Nova <b>Traytown</b>
<b>OCTOBER 22<sup>ND</sup></b>	<b>L'ANSE AU CLAIRE</b>	
Cartwright <b>Charlottetown</b> Forteau <b>L'anse Au Clair</b>	L'anse Au Loop <b>Mary's Harbour</b> Pinware <b>Port Hope Simpson</b>	Red Bay <b>St. Lewis</b> West St. Modeste
<b>OCTOBER 24<sup>TH</sup></b>	<b>HAPPY VALLEY-GOOSE BAY</b>	
Goose Bay <b>Hopedale</b> Labrador City	Makkovik <b>Nain</b> Northwest River	Postville <b>Rigolet</b> Wabush
<b>OCTOBER 27<sup>TH</sup></b>	<b>SPRINGDALE</b>	
Baie Verte <b>Beachside</b> Brent's Cove <b>Brighton</b> Burlington <b>Coachman's Cove</b> Fleur de Lys <b>King's Point</b> La Scie <b>Little Bay</b>	Little Bay Islands <b>Lushes Bight–</b> <b>Beaumont–Beaumont</b> <b>North</b> Middle Arm <b>Miles Cove</b> Ming's Bight <b>Nipper's Harbour</b> Pacquet <b>Pilley's Island</b>	Port Anson <b>Robert's Arm</b> Seal Cove, White Bay <b>South Brook</b> Springdale <b>Tilt Cove</b> Triton <b>Westport</b> Woodstock
<b>OCTOBER 28<sup>TH</sup></b>	<b>LEWISPORTE</b>	
Baytona <b>Birchy Bay</b> Campbellton <b>Change Islands</b> Comfort Cove–Newstead	Embree <b>Fogo</b> Joe Batt's Arm–Barr'd Islands–Shoal Bay <b>Lewisporte</b>	Little Burnt Bay <b>Seldom-Little Seldom</b> Summerford <b>Tilting</b> Twillingate
<b>NOVEMBER 4<sup>TH</sup></b>	<b>WHITBOURNE</b>	
Admiral's Beach <b>Branch</b> Colinet <b>Fox Harbour</b> Gaskiers–Point La Haye <b>Long Harbour–Mount</b> <b>Arlington Heights</b>	Mount Carmel–Mitchell's Brook (St. Catherine's) <b>Placentia</b> Point Lance <b>Portugal Cove South</b> Riverhead <b>St. Bride's</b>	St. Joseph's <b>St. Mary's</b> St. Shott's <b>St. Vincent's–St.</b> <b>Stephen's–Peter's River</b> Trepassy <b>Whitbourne</b>

<b>NOVEMBER 6TH</b>	<b>PLUM POINT</b>	
Anchor Point <b>Bide Arm</b> Bird Cove <b>Conche</b> Cook's Harbour <b>Englee</b> Flower's Cove	<b>Hawke's Bay</b> Goose Cove East <b>Main Brook</b> Port au Choix <b>Port Saunders</b> Raleigh	<b>River of Ponds</b> Roddickton <b>Savage Cove-Sandy Cove</b> St. Anthony <b>St. Lunaire-Griquet</b>
<b>NOVEMBER 7TH</b>	<b>ROCKY HARBOUR</b>	
Bellburns <b>Cow Head</b> Daniel's Harbour <b>Glenburnie-Birchy Head-Shoal Brook</b>	Norris Point <b>Parson's Pond</b> Rocky Harbour	St. Paul's <b>Trout River</b> Woody Point
<b>NOVEMBER 13<sup>TH</sup></b>	<b>TRINITY</b>	
Bonavista <b>Duntara</b> Elliston	Keels <b>King's Cove</b> Little Catalina	Port Rexton <b>Trinity</b> Trinity Bay North
<b>NOVEMBER 14<sup>TH</sup></b>	<b>CLARENVILLE</b>	
Arnold's Cove <b>Chance Cove</b> Chapel Arm <b>Clarenville</b>	Come by Chance <b>Musgravetown</b> Norman's Cove-Long Cove	Port Blandford <b>Southern Harbour</b> Sunnyside, T.B
<b>NOVEMBER 18<sup>TH</sup></b>	<b>HOLYROOD</b>	
Avondale <b>Bay Roberts</b> Brigus <b>Clarke's Beach</b> Colliers	Conception Bay South <b>Conception Harbour</b> Cupid's <b>Harbour Main-Chapel's Cove</b>	Holyrood <b>North River</b> Spaniard's Bay
<b>NOVEMBER 20<sup>TH</sup></b>	<b>STEPHENVILLE</b>	
Burgeo <b>Burnt Islands</b> Cape St. George <b>Port au Port East</b> Port au Port West-Aguathuna-Felix Cove	Channel-Port aux Basques <b>Isle aux Morts</b> Rose Blanche-Harbour Le Cou <b>Ramea</b>	Kippens <b>Lourdes</b> St. George's <b>Stephenville</b> Stephenville Crossing
<b>NOVEMBER 25<sup>TH</sup></b>	<b>WITLESS BAY</b>	
Aquaforte <b>Bauline</b> Bay Bulls <b>Cape Broyle</b> Fermeuse <b>Ferryland</b> Flatrock	Logy Bay-Middle Cove-Outer Cove <b>Mount Pearl</b> Paradise <b>Petty Harbour-Maddox Cove</b> Port Kirwan	Portugal Cove-St. Phillips <b>Pouch Cove</b> Renews-Cappahayden <b>St. Johns</b> Torbay <b>Wabana</b> Witless Bay
<b>NOVEMBER 27<sup>TH</sup></b>	<b>GRAND FALLS-WINDSOR</b>	
Badger	Crow Head	<b>Northern Arm</b>

**Bishop's Falls**  
Botwood  
**Buchans**  
Cottlesville

**Grand Falls–Windsor**  
Leading Tickles  
**Millertown**  
Norris Arm

Peterview  
**Point Leamington**  
Point of Bay

**NOVEMBER 28<sup>TH</sup>**

**NEW-WES-VALLEY**

Carmanville  
**Centreville-Wareham-**  
**Trinity**  
Dover

Gambo  
**Greenspond**  
Hare Bay  
**Indian Bay**

Lumsden  
**Musgrave Harbour**  
New-Wes-Valley

**DECEMBER 2<sup>ND</sup>**

**CARBONEAR**

Bay de Verde  
**Bishop's Cove**  
Bryant's Cove  
**Carbonear**  
Hant's Harbour  
**Harbour Grace**  
Heart's Content

Heart's Delight–Islington  
**Heart's Desire**  
New Perlican  
**Old Perlican**  
Small Point–Adam's  
Cove–Blackhead–Broad  
Cove

Salmon Cove  
**South River**  
Upper Island Cove  
**Victoria**  
Whiteway  
**Winterton**

**DECEMBER 4<sup>TH</sup>**

**MARYSTOWN**

Baine Harbour  
**Bay L'Argent**  
Burin  
**English Harbour East**  
Fortune  
Little Bay East  
**Lord's Cove**  
Marystown  
**Parker's Cove**

Fox Cove–Mortier  
**Frenchman's Cove**  
Garnish  
**Grand Bank**  
Point au Gaul  
**Point May**  
Red Harbour  
**Rushoon**

Grand Le Pierre  
**Lamaline**  
Lawn  
**Lewin's Cove**  
St. Bernard's–Jacques  
Fontaine  
**St. Lawrence**  
Terrenceville  
**Winterland**

**DECEMBER 9<sup>TH</sup>**

**CORNER BROOK**

Corner Brook  
**Cox's Cove**  
Gallants  
**Gillams**

Humber Arm South  
**Lark Harbour**  
Massey Drive

Mclvers  
**Mount Moriah**  
York Harbour

**DECEMBER 10<sup>TH</sup>**

**DEER LAKE**

Cormack  
**Deer Lake**  
Hampden  
**Howley**

Hughes Brook  
**Irishtown-Summerside**  
Jackson's Arm  
**Meadows**

**Pasadena**  
**Reidville**  
Steady Brook