

Type of Decision									
Meeting Date	Friday, January 11, 2013				Report Date	Friday, January-04-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Staff Training Report #11/01/13/1204									

Subject: Council approval of training program.

RECOMMENDATION: That council adopt the following resolution authorizing the Clerk's participation in the HR training.

WHEREAS having staff fully trained in HR makes good sense;

AND WHEREAS AMCTO is offering their Employment Law and HR Certificate Program for Municipalities in Barry's Bay;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does authorize the Clerk to attend this training.

BACKGROUND/EXECUTIVE SUMMARY: Self-explanatory - completed form attached.

Options/Discussion: Self-explanatory.

Financial Considerations/Budget Impact: - within 2013 employee education and training budget.

Policy Impact: - according to policy

Others Consulted:

Approved and Recommended by the Clerk	
Melinda Reith, Municipal Clerk	<i>Melinda Reith</i>

Municipal Training and Development Requisition
Appendix to Council and Employee Policies

Name of Employee/Council Member: Melinda Reith

Status: (if applicable) ☒ Permanent ☐ Probationary ☐ Part ☐ Other (specify)

Name of Program: Employment Law & HR Certificate Program for Municipalities

Program Provider: AMCTO – April 29 and 30, 213

Type: ☒ Professional Development ☐ Personal Development

Program Description: Six topics covered on line, two days of training following completion of on-line training. All components have a strong emphasis on the municipality's legal obligations and due diligence strategies. Upon completion attendees should have a solid grounding in all areas covered and be able to manage employees more effectively. Sections include: legal framework, hiring/recruitment, employee motivation, performance management, training and development, compensation and benefits, discipline and termination, ESA, OHSA, Human Rights and Accessibility, Accommodation.

The course is given by an experienced labour lawyer and a human resource professional both with extensive experience in the municipal sector.

Potential Benefit to the Municipality: Fully trained staff in areas of employment, hiring, terminations etc. will protect the municipality from errors and will result in the hiring of the best persons for the positions required. With our increasingly litigious society, ensuring that staff are up to date on the important aspects of employment law, occupational health and safety, human rights and accommodation is extremely important. Legislation continually changes; precedent is set daily with new court decisions. Having informed and educated staff makes common sense.

Expense Estimate:

Course/Session Cost	\$ 980 + HST
Material Cost (books)	\$ included
Travel (if applicable)	\$ 240
Accommodation (if applicable)	\$ not applicable
Other (specify)	\$ 0
Total Cost	\$1,347.40

I have reviewed the training and development policy and am aware of my responsibilities under this program.

Employee: _____

Date: _____

Manager's/
Council Approval: _____

Date: _____