

*Request for Decision      United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, May 8, 2015				Report Date	Tuesday, May-05-15			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## AMCTO Workshop Attendance - Report #08/05/15/1101

### **Subject:**

Council formal approval for attendance at AMCTO workshop and zone meeting.

### **RECOMMENDATION:**

That the following resolution be adopted by Council expressing our desire for continued efforts to provide adequate and affordable high speed for our residents.

**WHEREAS** municipal policy allows for informal permission for training, education and conference attendance outside of a Council meeting when time is of the essence;

**AND WHEREAS** a situation occurred subsequent to the April meeting which required approval on a survey basis with a favourable response received;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby formally approve mileage and workshop costs for the AMCTO Change Management workshop held in Perth in April.

### **BACKGROUND/EXECUTIVE SUMMARY:**

Notice for a training opportunity in conjunction with the spring zone meeting to be held in Perth was circulated late for inclusion in the April council meeting. The Clerk circulated request for attendance to Council via email and received three favourable responses.

Attendance at the workshop was completed however; due to health issues and workload, I did not attend the zone meeting but instead stayed in the motel and worked for 4 hours before travelling home.

### **Policy Impact:**

As per policy.

### **Financial Considerations/Budget Impact:**

Zone meeting registration costs were refunded due to failure to attend. Cost sheet attached.

## Others Consulted:

Council approval via email.

### Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk

## Municipal Training and Development Requisition Appendix to Council and Employee Policies

**Name of Employee/Council Member:** \_\_\_\_\_ Melinda Reith \_\_\_\_\_

**Status:** (if applicable) ☒ Permanent ☐ Probationary ☐ Other (specify) \_\_\_\_\_

**Name of Program:** \_\_\_\_\_ AMCTO Zone 6 Workshop and Spring Meeting \_\_\_\_\_

**Program Provider:** \_\_\_\_\_ AMCTO – Garth Johns, presenter \_\_\_\_\_ plus spring zone meeting \_\_\_\_\_

**Type:** ☐ Professional Development ☒ Personal Development

### Program Description: Municipal Survival Guide to Organizational Change

Understanding of internal and external drivers of change. The importance of communicating regularly and effectively with all types of stakeholders. Several different approaches to change management as well as the effective use of champions, steering committees and transition teams. Balancing mission, vision and values with the new order of things. The importance of celebration, follow ups and getting ready to change again.

MMAH Updates, New Professionals Network Group presentation, Importance of Health and Wellness, AMCTO update, Canadian Democracy of Lack Thereof.

### Potential Benefit to the Municipality:

The session will help me to acquire a common sense understanding of what organizational change is all about as well as an understanding of what it is not. Even more important will be gaining a better sense of how to plan and implement major change initiatives in our workplace and in our community.

### Expense Estimate:

Course/Session Cost	\$ 336.20
Material Cost (books)	\$ n/a
Travel (if applicable) 465 km	\$ 260
Accommodation (if applicable)	\$ 135
Other (specify) Meals	\$ 20
<b>Total Cost</b>	<b>\$750</b>

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

Employee: \_\_\_\_\_ Melinda Reith \_\_\_\_\_

Date: \_\_\_\_\_ April 14, 2015 \_\_\_\_\_

Manager's/  
Council Approval: \_\_\_\_\_

Date: \_\_\_\_\_