

Type of Decision									
Meeting Date	Friday, September 21, 2012				Report Date	Wednesday, September-12-12			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction Only	X	Information Only			Type of Meeting	X	Open		Closed

REPORT TITLE									
Request for increased funding for Employee education – 21/09/12/1204									

Subject: Requests for increased funding for municipal employee education and conference attendance.

**RECOMMENDATION:** That Council approve the resolution agreeing to increase funding for municipal employee education and training.

**WHEREAS** education and training of all staff is required and important to the successful completion of the aspects of their employment;

**AND WHEREAS** the funds allocated to employee education and training is limited;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to increase the employee education budget allowance to \$5,000 per annum.

Background/Executive Summary: With ever changing legislation over so many various topics and areas of responsibility, the “normal” or historic allowance for employee education is no longer adequate. Over the past 7 years or more, new employees have come on board requiring education and training specific to their areas of responsibility.

New areas of responsibility are constantly being added.

In the past, the persons responsible for some areas of municipal responsibility i.e. landfill operations, roads, health and safety, human resources, financial administration simply did not receive training or have received very basic training.

With new employees, basic education has been required. With constantly changing legislation, increased municipal liability and to meet risk management goals, current employees should be obtaining annual training.

Attendance at position specific conventions and/or trainings will allow each individual to become more up to date on the best practises and new requirements. Specifically, Noella should be attending the MFOA annual convention. Billy should be attending the Waste Management annual convention. Terry should be attending topic specific OGRA training – snow and salt, plow operator training etc. Perhaps these do not need to be on an annual basis but at least on a bi-annual basis.

As for the Clerk/CAO position the areas of responsibility are numerous. Even with reading area specific journals and on-line education it is difficult to adequately keep up with all

areas or responsibility without attending special trainings and/or educational courses. The areas of concern are specifically those which may result in fines and liability for the municipality including: workplace health and safety, waste management, human resources, municipal legislation, Information and Privacy, Building/Planning and Zoning, Energy Conservation to name a few.

Employees have been taking advantage of free on-line resources including webinars, e-learning and on-line manuals and will continue to do so.

Resource materials including magazines and books are being purchased and read. Unfortunately, some information is too general or difficult to interpret and only by attending and asking specific questions of experts and others in your field do you learn cost effective short cuts, policies and best practises.

Financial Implications/Budget Impact: Increases budgeted costs by \$2,000.

Policy Impact: none

Others Consulted: Noella Lebreton, Wilfred Lamure, and Bill Donnelly.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*