

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

Type of Decision									
Meeting Date	Thursday, August 15, 2019				Report Date	Monday July 29, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #15/08/19/1001- Clerk's Training									

**SUBJECT: Municipal Clerk's Institute Training**

**RECOMMENDATION:**

To authorize the Clerk to attend training.

**BACKGROUND/EXECUTIVE SUMMARY:**

The AMCTO Municipal Clerks Institute (MCI) – Level 1, is an education program designed to provide the foundational needs of municipal staff new to the Clerk's department, or to a Clerks' role. The following will be covered over a three day period:

- Government & Governance (An overview of the municipal government structure focusing on the role of the Clerk within the municipal corporation)
- Information Management & Records Management (incl. MFIPPA, FOI, Privacy, Managing IT tools)
- Performance Measurement: Operational Efficiency & Effectiveness (Benchmarking, KPI, reporting, measuring service orientation, customer satisfaction)
- Communications
- Budget and Basic Finance (budget process, tracking it, debentures, procurement, fees and charges, capital vs operating, sources, basic overview of FIR and account allocation)
- Effective Meeting Management (includes: rules of procedures, protocols, closed meetings, minute taking, and the conducting of effective meetings)
- Appointed & Elected Official Relationships
- Customer Service and Service Orientation (includes Citizen Engagement, Open Government)
- By Laws and Policies & Procedures (drafting, notice periods, enforceability, vulnerability, short form wordings, set fines)
- Municipal Law: Legislative Framework - (Statutory Responsibilities re: specific legislation- incl. Planning responsibilities relevant to the Clerk - Development Charges, Cemeteries, POA, Quasi-judicial bodies; Court Structure, Drainage Act, Line Fences Act, Municipal Act (with a little more detail), Municipal Elections Act, expropriations Act, and other municipally-focused legislation; researching, reading & interpreting Legislation; Contracts & agreements {basic requirements of a legal agreement})
- Licensing & Legislative Services - (Complete overview in the legislative landscape - statutory vs optional obligations - business licensing, marriage vital statistics, lottery, vendor, taxi, administrative penalties, commissioning, marriage officiating)

**Options:**

Approve training at a cost of approximately \$2,125.

Do not approve training.

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

The training will cost approximately \$1,675 including course registration and accommodation.

There is \$6000 budgeted in 2019 for training, with \$2094 remaining.

\$733 - two semesters of MAP

\$733 - one semester of MAFP and one semester of MALP

\$1526 – MuniSoft Financial Software Training

\$720- First Aid Training

\$194 – Waste/ Dangerous Goods Training

Travel will cost approximately \$450. There is \$1000 budgeted in 2019 for mileage with \$900 remaining.

### **Others Consulted:**

<b>Approved and Recommended by the Clerk</b>
Crystal Fischer, Clerk