

Type of Decision									
Meeting Date	Friday, February 8, 2013				Report Date	Tuesday, February-05-13			
Decision Required		Yes	X	No	Priority	X	High		Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed
REPORT TITLE									
Staff Training Report #08/02/13/1201									

Subject: Council notification of approved training program for Waste Management staff.

RECOMMENDATION: The Clerk has approved that Bill Donnelly attend the spring 2013 Municipal Waste Association's Workshop.

**BACKGROUND/EXECUTIVE SUMMARY:**

MWA Spring Workshop landfill session this May at Hockley Valley Resort will be - "Successful communications with your landfill neighbours" - case studies, challenges, things that worked, things that didn't and why. Additional details to follow.

Bill is working independently with neighbouring municipalities to visit their sites to learn what works and what doesn't. This venue offers a wider spread base of knowledge with employees with a considerable amount of history to share.

**Options/Discussion:**

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

Policy Impact: - according to policy

Others Consulted: Bill Donnelly;

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:** Bill Donnelly

**Status:** (if applicable) ☒ Permanent

☒ Part-time

☐ Other (specify)

**Name of Program:** Municipal Waste Association's Spring Meeting

**Program Provider:** MWA

**Type:** ☒ Professional Development

☐ Personal Development

**Program Description:** A review of many waste management practices, areas for improvement, networking etc.

**Potential Benefit to the Municipality:** Fully trained staff in all areas of responsibility is prudent, will reduce opportunity for error and liability, will improve public/staff relations and will ensure that our operations meet legislated guidelines. Sharing and learning from others in the same field is important. Legislation continually changes; precedent is set daily with new court decisions changing what we know to be best practices. Having informed and educated staff makes common sense.

**Expense Estimate:**

Course/Session Cost	\$ 350 + HST
Material Cost (books)	\$ included
Travel (if applicable)	\$ 400
Accommodation (if applicable)	\$ 250
Other (specify)	\$ 0
<b>Total Cost Approximately</b>	<b>\$1,000</b>

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

Employee: \_\_\_\_\_

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

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

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