

Type of Decision									
Meeting Date	Friday, February 8, 2013				Report Date	Tuesday, February-05-13			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Staff Training Report #08/02/13/1202									

Subject: Council approval of training program.

RECOMMENDATION: That council adopt the following resolution authorizing the Clerk's participation in the By-Law enforcement training.

WHEREAS having staff fully trained in by-law creation and enforcement is prudent;

AND WHEREAS the Municipal Law Enforcement Officers' Association provides training for municipal employees in Gravenhurst;

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: Upon review of a number of our by-laws with Robert Labre, our CBO, he explained that there are problems with the creation when it comes to enforcement. To better understand the steps required for enforcement, with a lack of a dedicated position within the municipality it is felt that having the Clerk obtain this training would ensure that by-laws are created in a form which would stand up in court when it comes to administration, fines and enforcement.

"This is a one-week training program. The program addresses Rules and Admissibility of Evidence, the Justice System, Note Taking, Legal Terms, Report Writing, Understanding Bylaws & Statutes, Part I and III of the POA, Officer Safety, Crown Briefs, etc. Examinations are administered with a passing grade of 75%."

Options/Discussion: Self-explanatory.

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

Policy Impact: - according to policy

Others Consulted: Bob Labre; MLEOA;

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: Part I - Municipal Law Enforcement Foundations

Program Provider: The Municipal Law Enforcement Officers' Association

Type: ☒ Professional Development ☐ Personal Development

Program Description: "This is a one-week training program. The program addresses Rules and Admissibility of Evidence, the Justice System, Note Taking, Legal Terms, Report Writing, Understanding Bylaws & Statutes, Part I and III of the POA, Officer Safety, Crown Briefs, etc. Examinations are administered with a passing grade of 75%." Ontario Fire College, Gravenhurst, ON

Potential Benefit to the Municipality: Fully trained staff in areas of by-law preparation and enforcement is paramount to having policies and by-laws which are enforceable and defensible in court. Legislation continually changes; precedent is set daily with new court decisions. Having informed and educated staff makes common sense.

FALL 2013: OCTOBER 28 - NOVEMBER 1, 2013 or

NOVEMBER 4 - 8, 2013

Expense Estimate:

Course/Session Cost	\$ 1356 (-HST)
Material Cost (books)	\$ included
Travel (if applicable)	\$ 350
Accommodation (if applicable)	\$ included
Other (meals)	\$ included
Total Cost	\$1,706

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

Employee: _____

Date: _____

Manager's/
Council Approval: _____

Date: _____