

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

Type of Decision									
Meeting Date	Thursday, February 20, 2020				Report Date	Tuesday, February 11, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #20/02/20/1102 - Clerk/Treasurer participation in MAP at County of Renfrew									

SUBJECT:

Interim Clerk/Treasurer participation in Municipal Administration Program at the County of Renfrew.

RECOMMENDATION:

Council approve payment of Municipal Administration Program fees for the Interim Clerk/Treasurer and reschedule affected Council meeting dates as outlined below.

BACKGROUND/EXECUTIVE SUMMARY:

Upon hire as the Interim Clerk/Treasurer, Charlotte Toope was offered a spot in the Municipal Administration Program taught by Bruce Beakley at the County of Renfrew.

The course starting on April 2, 2020 is Unit 3 – Municipal Financial Management. This course is taught in class and dates have been scheduled in advance, and will impact two Council meeting dates, outlined below:

Lesson	Date (7:45 am – 4:00 pm)	Impact to Council meeting
Lesson 1	April 2, 2020	No impact
Lesson 2	April 23, 2020	No impact
Lesson 3	May 7, 2020	No impact
Lesson 4	May 21, 2020	Reschedule Council meeting
Lesson 5	June 4, 2020	No impact
Lesson 6	June 18, 2020	Reschedule Council meeting
Unit Exam	June 25, 2020 (two hours)	No impact

Other considerations include:

- Cost of course for other municipal employees currently enrolled in MAP directly through AMTCO was paid for by municipality; however those employees are completing the course through correspondence with no impact to working hours. To ensure fairness, Charlotte will work back the hours that she is required to be out of the office to attend sessions at COR office.
- If this offer is refused, the next course through AMTCO does not start until fall 2020.

Financial Considerations/Budget Impact:

Cost of MAP, including all unit materials is \$500.00

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk/Treasurer