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## Municipal Governance Training for Council and Staff

*(AMCTO encourages Municipal Management staff to attend this workshop with elected officials from their Municipalities)*

The foundation of any successful municipality is when council and staff understand, support and work together in a comprehensive and professional way while leading the administration in implementing timely decisions, connecting with all stakeholders, and engaging its residents. And it is precisely here that one of the greatest areas of improvement within municipalities is seen: between Council and staff, within shared areas of work, within models of service delivery for both Council and staff.

This pioneering workshop will equip you with tools and techniques to dramatically increase the value of your municipal organization by fostering excellence in administration, identifying and addressing potential conflictual areas between staff and council unique to their roles and informing you on successful governance models employed by municipalities. This hands on workshop will help you develop a keen understanding on how and when to use these leadership tools to enhance your municipality.

This unique interactive session will touch upon systemic issues of governance, areas of specific conflict resolution and approaches to avoid repeating common problems of governance.

### What You Will Learn

- Many different governance models, best practices of both the political and administrative staff roles and responsibilities of elected official, the senior management team and staff
- How best to establish and effectively maintain those roles
- Identification of shared responsibility and common elements causing conflict
- How to apply proven dispute resolution techniques to resolve issues and create a politically and operationally sound climate of mutual respect
- Identification of tools that enhance understanding to resolve conflicts: tools such as strategic planning, goals setting, organizational performance measurement, performance appraisals and codes of



### Upcoming Sessions:

**Apr 4-13- Belleville**-Deadline to register: Mar 26  
 Holiday Inn Express Hotel & Suites  
 291 North Front Street  
 Belleville, ON K8P 3C3  
 613-962-1200

**Apr 8-13- Brockville**-Deadline to register: Mar 28  
 Brockville Fire Hall  
 360 Laurier Blvd.  
 Brockville, Ontario K6V 7J6  
 613-342-8772

**May 3-13- Welland**-Deadline to register: Apr 25  
 Welland Civic Square  
 60 East Main Street  
 Welland, ON L3B 3X4  
 905-735-1700

**May 10-13- Thunder Bay**-Deadline to register: May 2  
 Victoria Inn.  
 555 W. Arthur Street  
 Thunder Bay, ON P7E 5R5  
 807-577-8481

**May 13-13- Chatham**-Deadline to register: May 3  
 Park Ave Business Centre  
 25 Creek Road  
 Chatham, ON N7M 5J3  
 519-360-1998

**May 22-13- Owen Sound**-Deadline to register: May 14  
 Best Western Inn. on the Bay  
 1800 2nd Ave. East  
 Owen Sound, ON N4K 5R1  
 519-371-9200

**May 27-13- Markham**-Deadline to register: May 17  
 Holiday Inn and Suites  
 7095 Woodbine Ave  
 Markham, ON L3R 1A3  
 905-474-0444

**May 31-13- Sudbury**-Deadline to register: May 23  
 Howard Johnson Plaza Hotel  
 50 Brady Street  
 Sudbury, ON P3E 1C8  
 705-675 - 5602

Workshop Time:

*Collegiate Amcto*

conduct

- How to proactively take ownership and lead in a world of constant change and challenge

9:30am—4:30pm with registration—9:00am

#### Who Should Attend:

- CAO's and Senior Leadership Teams
- Council members
- Any municipal staff or elected official interested in understanding governance models and the role those models play in working toward a more cohesive council-staff relationship and municipal functioning

#### About the Trainer:

**Kelly G. Yerxa, B.A., LL.B., LL.M., C.S.** is the Deputy City Solicitor, Planning, Development, Real Estate and Litigation for the City of Mississauga. She has over 25 years of experience in the areas of administrative, municipal, planning and development law since her call to the Ontario Bar. Kelly is a Certified Specialist in Local Government and Land Use Planning and Development Law by the Law Society of Upper Canada. She received her LL.M. (Municipal Law) from Osgoode Hall Law School in June 2009. Kelly is a Past Chair of the Ontario Bar Association's Municipal Law Section and current Vice Chair of the Canadian Bar Association's National Municipal Law Section.

#### Fees:

##### MEMBER PRICE\*

**\$326.57** (\$289 + \$37.57 HST)

##### NON-MEMBER PRICE\*\*

**\$360.47** (\$319 + \$41.47 HST)

Prices include Materials, Refreshments & Lunch;  
HST # R106732936

Municipal Governance Training for Council and Staff  
Registration Form  
(Adobe PDF File)

\*In order to take advantage of the member price, the person attending the workshop must be an AMCTO member.

\*\*\*To verify if your municipality is entitled to vouchers, go to our 'online registration' page @ [www.amcto.com](http://www.amcto.com)

**Personal Information Protection Policy:** This information is collected in accordance with the provisions of the AMCTO's Personal Information Protection policy for the purposes of processing your registration and material delivery. This information is not shared, sold or distributed and is maintained in a confidential and secure manner. Further information about this policy is available on the AMCTO website at [www.amcto.com](http://www.amcto.com)

**Refund Policy:** All cancellations must be confirmed to AMCTO in writing. A refund levy of \$56.50 (includes HST) will be applied to all cancellations received up to seven(7) business days prior to the event. Refunds are not granted for cancellations made within 6 days or less of the event date. Cancelled registrations will also forfeit the special rebate.

**Disclaimer:** AMCTO reserves the right to decline registration based on proprietary information/material being presented at this session, and for other reasons such as copyright issues. We will endeavour to make sure all scheduled events take place, but AMCTO reserves the right to alter, change or cancel dates, venues and workshops, for any reason.

-Cost to host here— min. 10 people  $\approx$  269.10 /head.  
20 people  $\approx$  179.40 /head.