

Manitoba Municipal Relations
in Partnership with the Association of Manitoba Municipalities
Presents: **Elected Municipal Officials Education Session**

9:30 a.m. Introduction to the Session

10:00 a.m. Governance: Are you prepared to govern?

Governance refers to the structures, systems, and practices an organization has in place to:

- assign decision-making authorities, define how decisions are to be made, and establish the organization's strategic direction;
- oversee the delivery of its services; the implementation of its policies, plans, programs, and projects; and the monitoring and mitigation of its key risks; and
- report on its performance in achieving intended results and use performance information to drive ongoing improvements and corrective actions.

11:00 a.m. Council Meetings: Are your meetings effective?

Effective meetings are productive, inclusive, and collaborative. Effective meetings:

- build stronger relationships
- establish alignment
- result in better and more timely decisions
- promote inclusion
- enable creative thinking and innovation
- invite feedback and continuous improvement
- improve employee engagement

12:00 p.m. LUNCH

1:00 p.m. Council Behaviour and Council Conduct

How elected officials conduct themselves in their relationships with elected colleagues, staff and the public is directly connected to how a community is governed. Responsible conduct is grounded in elected officials conducting themselves according to principles such as integrity, accountability, respect, and leadership and collaboration in a way that furthers a local government's ability to provide good governance to their community. If a local government faces issues related to less-than-responsible conduct, it may affect the local government's ability to provide good governance to their community.

2:00 p.m. Financial Governance: Financial literacy

A key issue for many council members is that they do not have the knowledge or experience in municipal finance to adequately provide the oversight they are responsible to do. Common components of policies and procedures for financial governance include: accounting procedures, internal controls, budgeting, financial record keeping and reporting, and asset protection. It is your responsibility to be sufficiently financially literate to understand your municipality's finances, read financial statements and ask appropriate questions.

3:00 p.m. Open Forum: An opportunity to ask questions and/or comment on the day

3:50 p.m. Closing Remarks with Adjournment at 4:00 p.m.