

## Workshops

# Municipal Workshop Hosting Policy

The innovative Municipal Dispute Resolution Services (MDRS) **Let's Resolve** program encourages collaborative governance, provides mediation and dispute resolution support, and offers education workshops to municipalities who want to improve how they deal with conflict. The goal is to promote public confidence in local government by providing effective and innovative leadership and support to municipal organizations, and by encouraging intermunicipal cooperation, self directed dispute resolution, and increased municipal capacity.

MDRS offers upwards of eight workshop titles as part of the regular workshop schedule. Workshops that have multiple sessions are offered in locations around the province, while single-session workshops are held in Edmonton.

## Municipal Dispute Resolution Services

### Workshops

Alberta Municipal Affairs  
17<sup>th</sup> Floor, Commerce Place  
10155 - 102 Street NW  
Edmonton, Alberta T5J 4L4

**780-427-2225**

[www.municipalaffairs.alberta.ca/MDRS.cfm](http://www.municipalaffairs.alberta.ca/MDRS.cfm)



## Skill Development with Peers

MDRS workshops focus on:

- **Negotiation skills**
- **Public input design and implementation**
- **Workplace conflict management**

Workshops are offered to municipal staff, elected officials, and community leaders (e.g., members of council committees, community service boards, agricultural societies, recreation boards, etc.)

### Purpose

MDRS recognizes the importance of self-directed municipal capacity building. The purpose of this policy is to establish and communicate standards for hosting MDRS workshops.

The goal is to allow municipal organizations to integrate MDRS workshops into their organizational professional development plans and enhance regional municipal capacities.

### Scope

This policy applies to municipal organizations wishing to host an MDRS workshop in their community.

Municipalities may host workshops within and outside the regular MDRS workshop schedule.

## Policy

**Approval of municipally-hosted workshops is subject to MDRS funding constraints, the availability of workshop instructors, and the terms outlined in this policy, in that order.**

### Requesting a Workshop

Municipalities wishing to host MDRS workshops in their region must submit an email request to MDRS outlining the desired workshop, the proposed date and location of the workshop, and the chosen workshop-hosting option (see below).

MDRS will contact the municipality by email or telephone within five (5) business days to discuss the opportunity.

### Facility Provisions

Workshop facilities and/or rooms must be spacious and have ample wall space. Break-out rooms (2+) or space in a larger common area is also required. Equipment needs may include a projector and screen, a TV, and/or a CD player.

Facilities must be accessible to persons with reduced mobility.

### Catering Provision

Catering must include morning and afternoon coffee service and snacks, and lunch.

Special dietary restrictions must be accommodated.

## Hosting Options

	Option 1 – Municipality hosts workshop OUTSIDE regular workshop schedule	Option 2 – Municipality hosts workshop WITHIN regular workshop schedule
<b>Workshop Scheduling</b>	Municipally-hosted workshop can be scheduled throughout the year but cannot interfere with the regular MDRS workshop schedule	Municipally-hosted workshop is scheduled prior to July 1 for inclusion in the regular MDRS workshop schedule
<b>Participant Requirement/Registration</b>	Municipality reserves a minimum of 10 seats for participants from the region and provides participant names to MDRS  Maximum of 20 participants per workshop	Municipality reserves up to 10 seats for participants from the region and must provide the participant names to MDRS  MDRS registers remaining participants through the MDRS registration website  Maximum of 20 participants per workshop
<b>Advertising</b>	Municipality advertises workshop to municipal administrative staff, elected officials, and community leaders in the region	MDRS advertises workshop on the MDRS workshop brochure and on the registration website  Municipality advertises workshop to municipal administrative staff, elected officials, and community leaders in the region
<b>Participant Fee</b>	No fee collected by MDRS for municipally-registered participants; hosting municipality may charge a fee to recuperate costs but not to generate profit	No fee collected by MDRS for municipally-registered participants; hosting municipality may charge a fee to recuperate costs but not to generate profit  Participants registering through MDRS online registration system pay \$125/person
<b>Facility rental</b>	Facility rental costs are borne by hosting municipality or partnership of municipalities	Facility rental costs are borne by hosting municipality or partnership of municipalities
<b>Catering</b>	Catering costs are borne by hosting municipality or partnership of municipalities	Catering costs are borne by hosting municipality or partnership of municipalities