

**The Corporation of the Town of South Bruce Peninsula**

**By-Law Number 30-2024**

**Being a By-Law to Amend By-Law Number 44-2009 Being a By-Law to Adopt the Manual Governing the Policies and Procedures for the Corporation of the Town of South Bruce Peninsula (Training and Development, Council and Senior Staff)**

**Whereas** Section 8 of the *Municipal Act, 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**And whereas** Section 11 of the *Municipal Act, 2001, c.25*, as amended, authorizes municipalities to pass by-laws regarding the accountability and transparency of the municipality and its operations;

**And whereas** Section 270 (1) 5 of the *Municipal Act, 2011, c.25*, as amended authorizes the municipality to adopt and maintain policies with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**And whereas** the Council of the Corporation of the Town of South Bruce Peninsula adopted a Municipal Policy Manual and desires to amend said by-law by revising the policy with regard to Training and Development, Council and Senior Staff.

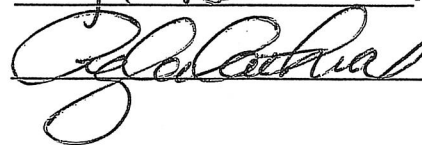
**Now therefore the Council of the Corporation of the Town of South Bruce Peninsula enacts as follows:**

- 1) **That** policy CO.6.1 Training and Development, Council and Senior Staff be revised and included in the Municipal Policy Manual as attached hereto.
- 2) **That** all by-laws and polices inconsistent with this by-law are hereby repealed.
- 3) **That** this by-law shall come into full force and effect upon the final passing thereof.

**Read a first and second time this 7th day of May, 2024.**

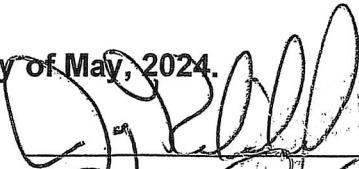


**Mayor**

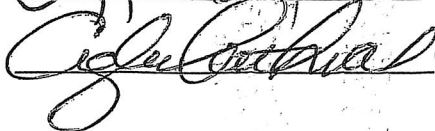


**Clerk**

Read a third time and finally passed this 7th day of May, 2024.



Mayor



Clerk

<b>Section:</b> Council	<b>Policy Number:</b> CO 6.1
<b>Sub-section:</b> Conferences	<b>Effective Date:</b> September 18, 2009
<b>Subject:</b> Training and Development Council and Senior Staff	<b>Revision Date:</b> October 12, 2010, January 20, 2015, May 7, 2024
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## Training and Development Council and Senior Staff

### 1.0 Purpose

To support Council member and senior staff training and development as an opportunity to improve understanding of the municipal environment, build skills, enhance job performance, meet future needs and establish a network of contacts.

### 2.0 Definitions

- 2.1 **Companion** – An associate or mate; one who accompanies another
- 2.2 **Spouse** – Being related by marriage or under any other formal union recognized by law, or your partner of the opposite sex or of the same sex who has been publicly represented as your partner for at least the last year
- 2.3 **Senior Staff** – Employees who are the Directors of departments and the Chief Administrative Officer
- 2.4 **Training and Development** – Means and includes but is not limited to courses, conferences, networking sessions, meetings, lectures and instructional opportunities, all of which would be expected to be germane to the goals, objectives and purpose of the Town and the particular role/position held by the individual

### 3.0 Policy

- 3.1.1 A specified amount will be placed in the budget each year for members of Council to attend training and development opportunities.
- 3.1.2 An equal amount shall be included for each member of Council.
- 3.1.3 Members of Council will be permitted to identify training and development opportunities which they wish to attend and will advise staff; staff will register members of Council for training and development opportunities.

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- 3.2.1 Notwithstanding Section 3.1.2, where a member of Council identifies, during the budget process, a specific training and development opportunity which is of interest to the member of Council, Council shall consider such request and if deemed appropriate, place adequate money in the budget for the member's attendance at the training and development opportunity.
- 3.2.2 It will be at the discretion of Council whether any amount identified for a specific training and development opportunity for a specific member of Council will be in addition to the annual specified budget amount or if the annual specified amount is to include the identified specific training and development opportunity.
- 3.3 Senior Staff will include their training and development needs in their respective budgets with the understanding that budgets are subject to approval by Council, which may affect the training and development opportunities for Senior Staff.
- 3.4.1 The respective spouses or companions of members of Council and Senior Staff will be permitted to attend Companion Programs at their own expense.
- 3.4.2 Any additional expenses incurred as a result of the spouse or companion attending must be paid by the individual and not the Town.
- 3.5 The Town will pay expenses related to registration, accommodation, including incidentals (parking, taxi, telephone), mileage and meal allowance for the members of Council and Senior Staff in accordance with current relevant policies and by-laws.
- 3.6.1 Members of Council attending training and development opportunities shall make a verbal report at a Council meeting after attendance at the training and development opportunity.
- 3.6.2 The verbal report shall be made during the agenda item titled "Reports from Council Members" or at other such opportunity during the agenda as is permitted.
- 3.6.3 Senior Staff participating in training and development opportunities (courses or conferences of more than one day in duration) shall be required to make a written report of each opportunity attended, on the internal forms deemed appropriate for the purpose with the report being placed in the personnel file.
- 3.7.1 Any individual who contravenes this policy may lose the privilege to attend future training and development opportunities.

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- 3.7.2 Purported contraventions of the policy by Senior Staff, excluding the Chief Administrative Officer, will be reviewed and determined by the Chief Administrative Officer.
- 3.7.3 Purported contraventions of the policy by the Chief Administrative Officer will be reviewed and determined by Council.
- 3.7.4 Purported contraventions of the policy by members of Council will be reviewed and determined by Council.