

Subject: Learning, Development and Training Policy HRM-540**APPROVALS:**

Leslie Robertson, Acting Director
Elsie Hutton, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

That Learning, Development and Training Policy HRM-540, dated May 26, 2015, be approved.

Summary:

The Accountability, Integrity and Transparency (AIT) Audit conducted by KPMG included a finding that the Municipality lacked a documented “Learning for All” Policy approved by Council. The leading practice Policy reaffirms the Municipality’s commitment to learning, development and training that is economically efficient, aligned with its operational needs, supports implementation of Strategic and Business Plans and promotes operational excellence. The Municipality is committed to accountability and transparency.

Background:

Learning, development and training opportunities which are supported, will give preference for programs that are delivered online, locally, provincially or elsewhere in Canada; international travel will be an absolute last resort and will require approval of the Chief Administrative Officer.

The Policy differentiates and recognizes the three categories of learning, development and training opportunities including those that:

- (1) align with operational needs and requirements, including those required to maintain a professional designation or technical accreditation, and are thereby considered mandatory;
- (2) enhance performance but are optional/complementary in nature; and
- (3) support formalized succession planning.

Learning, development and training will be founded on formalized and consistent processes, established performance measures, equity in opportunities amongst staff, responsible management of allocated funds and alignment of learning, development and training activities with consideration to meeting the Municipality’s priorities and operational needs.

Budget/Financial Implications:

The Policy will result in a reduction to the Municipality's overall budget for employee learning, development and training. It will influence the execution of a prescribed, comprehensive, consistent and equitable procedure for learning, development and training and ensure alignment with the budget approval process as well as with the priorities and operational needs of the Municipality. Funding will be determined and approved on an annual basis as a component of the budget process; each year of multi-year programs will require distinct approval. All costs associated with optional courses/programs must be paid for by employees; reimbursement by the Municipality will occur only upon successful completion and with the existence of a signed Education/Learning Agreement and Return Service Agreement.

Rationale for Recommendation:

The Policy addresses the recommendations contained within Section 2.6 of the Accountability Integrity and Transparency Audit through the provision of a document that is separate from the associated Administrative Procedure and is approved by Council.

Attachment:

1. Learning, Development and Training Policy HRM-540