



## **Staff Report**

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Council Meeting Date: March 10, 2025

Subject: HR-2025-01 Staff Professional Development and Expense Policy

Report from: Emily Dance, Chief Administrative Officer

Attachments: DRAFT Professional Development and Expense Policy

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### **Recommendation**

Be It Resolved that Council approves report HR-2025-01 Staff Professional Development and Expense Policy; and directs staff to bring back a by-law to bring force and effect to the Professional Development and Expense Policy.

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### **Background**

The Municipality of Arran-Elderslie has listed Human Resources Enhancements, including employee recognition, engagement and wellness as a priority in the Corporate Strategic Plan with the goal of being a fantastic place to work.

Staff have reviewed the municipalities human resources practices to ensure alignment with current processes and legislative updates. It has been identified that certain processes require updating to meet these changes effectively.

In 2024, staff began to bring forward various policies and/or policy updates for Council consideration.

All draft policies are circulated to staff for comment and input prior to bringing them forward for Council consideration.

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### **Analysis**

#### **Staff Professional Development and Expense Policy**

Workforce is one of its most valuable assets of the Corporation, committing to investing in the necessary training and development of employees enables corporate and strategic plan objectives to be met.

Staff attendance is very important at appropriate professional conferences for the purposes of training, development, networking and generally keeping up to date with issues and trends.

The Municipality currently allows for Professional Development and expenses, mileage reimbursement and meal allowances for employees. The proposed policy will create clear expectations and considerations for education, training and development. Key Considerations:

- Employees shall be provided with the training necessary to carry out their tasks in a safe and efficient manner. Supervisors may, within their approved budgets, schedule employees for specific training.
- The Municipality shall cover the cost of tuitions, registration, materials, accommodations, mileage, parking and meals.
- Education and training opportunities are considered a privilege and no overtime will be applicable.
- Allowance for employees attending training or authorized meetings shall be as follows: Breakfast \$20.00, Lunch \$30.00 and Supper \$50.00. Must be supported with receipts and not included in registration. Alcoholic beverages are excluded.
- The Municipality will pay annual fees for employees who, for the benefit of the municipality, belong to a professional organization.

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### **Link to Strategic/Master Plan**

#### 6.5 Engaging People and Partnerships

Advance a positive culture and high employee engagement within the Municipality of Arran-Elderslie as the foundation for exceptional customer service.

Foster teamwork and efficiency through joint training and standardization across municipal departments.

Human Resources Enhancements, including employee recognition, engagement, and wellness.

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### **Financial Impacts/Source of Funding/Link to Procurement Policy**

Professional Development and Conference expenses are included in the operating budget.

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Approved by: Emily Dance, Chief Administrative Officer