

GENERAL STATEMENT OF POLICY

50.01 It shall be the policy of the Region of Queens Municipality to have clear direction for the training of its staff and elected officials to ensure the public is represented by the most effective staff and council within fiscal limitations.

POLICY PROCEDURE:

Role of Council

50.02 To ensure that Council adopts, reviews regularly and maintains a current training policy.

50.03 To budget a reasonable, adequate amount towards the training of staff and elected officials.

50.04 To ensure that opportunities for participation in educational events the Union of Nova Scotia Municipalities and Federation of Canadian Municipalities are afforded annually to interested elected officials.

Role of Senior Staff

50.05 To discuss with each member annually during performance appraisals, goals for training during the upcoming year for each staff member.

50.06 To promote training opportunities that might be available to their staff for consideration during the year as they arise.

50.07 Ensure that new employees have the appropriate Municipal orientation and training.

Role of Staff

50.08 Assist in identifying training and development opportunities related to career aspirations, Region goals and performance evaluation objectives.

50.09 To seek out opportunities for training on an ongoing basis to keep abreast of issues and technology to provide the residents of Queens with the most competent staffing available.

50.10 The Chief Administrative Officer shall coordinate the provision of training opportunities in the budget each fiscal year and shall ensure that all staff have identified their needs for the upcoming year during the appraisal process as needs are shown.

Approvals

50.11 Requests for staff, other than the Chief Administrative Officer, to participate in training opportunities must be submitted to and approved by the Chief Administrative Officer.

50.12 Requests for elected officials and the Chief Administrative Officer to participate in training must be approved by Council.