

THIRD READING

No. \_\_\_\_\_

COUNCIL OF \_\_\_\_\_ SESSION, \_\_\_\_\_ 19\_\_\_\_

Moved by Gene Bailey Seconded by Norman Corbin

That a By-law to \_\_\_\_\_

as reported by the Committee of the Whole be read a third time, passed and numbered \_\_\_\_\_ and that the said by-law be signed by the \_\_\_\_\_ and clerk, sealed with the seal of the Corporation, and be engrossed in the By-law Book.

Carried. Norman Corbin

SECOND READING

No. \_\_\_\_\_

COUNCIL OF \_\_\_\_\_ SESSION, \_\_\_\_\_ 19\_\_\_\_

Moved by R. Hech Seconded by Gene Bailey

That a By-law to \_\_\_\_\_

be read a second time and be referred to a committee of the whole council.

Carried. Norman Corbin

FIRST READING

No. 18-91-A

COUNCIL OF Wollaston Twp. SESSION, June 3 1991

Moved by Albert Vader Seconded by R. Hech

That a By-law to apply for Training and Development Grant for municipal employees.

be received and read a first time.

Carried. Norman Corbin

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THE CORPORATION OF THE TOWNSHIP OF WOLLASTON

BY-LAW NUMBER 18-91 *A*

Being a By-law to adopt an Education and Training Policy for the staff and council members of the Municipality.

Whereas Section 225b of the Municipal Act, Chapter 302 of the Revised Statutes of Ontario 1980 as amended, provides authority for Councils of municipalities to pass by-laws for participating in programs which allow such participation and which are established and administered by a ministry of the Crown in right of Ontario;

And Whereas the Municipal continuing Education program requires as a condition of participation that a by-law be passed adopting a written policy and that such policy be filed with the Ministry of Municipal Affairs;

And Whereas the council of the Township of Wollaston deems it advantageous to participate in the Municipal Continuing Education Program.

Now therefore the Council of the Corporation of the Township of Wollaston enacts as follows:

1. Council adopts the Municipal Education and Training Policy attached hereto as Schedule A.
2. A certified copy of this by-law including Schedule A shall be filed with the Ministry of Municipal Affairs.
3. This By-Law shall come into force and take effect upon third reading thereof.

Read a first and second time this 3rd day of June , 1991.

Read a third time and finally passed this 3rd day of June, 1991.

Reeve:

*Boris Danford*

Clerk:

*Betty Wilson*

**Schedule "A"**

**The Corporation of the Township of Wollaston Education and Training Policy  
For Council and Staff**

1. General Statement of Commitment: It is the policy of The Corporation of the Township of Wollaston to increase their knowledge of municipal operations and administration, to upgrade skills and qualifications of staff in order to improve job performance and encourage assumption of increased responsibilities in municipal environment.

2. Purpose of Education and Training Policy: To provide an equitable method of meeting informational needs of members of Council and training and development needs of municipal staff.

To help enrich the work experience of municipal council and staff, allowing greater satisfaction in performance of duties, and, for staff, opportunity to assume increased levels of responsibility.

3. Definitions:

3.1 Educational Courses: Programs and courses offered by educational or professional institutions which are designed to contribute to increased skills and knowledge.

3.2 Conferences and Conventions: Activities which are related to membership in professional or municipal organizations and associations usually requiring leave of absence from job.

3.3 In-House training and development: Programs and courses offered or sponsored by municipality, including on-the-job training, instructions seminars and other municipally sponsored activities.

4. Level and Nature of Assistance:

4.1 The municipality shall assume allowance costs associated with attendance at approved activities, including;

(a) Registration fees

(b) Costs of required text books and related supplies

(c) Per diem expense as set out in Schedules to the Remuneration and Expenses By-Law, as amended from time to time

(d) Mileage

Receipts are requested.

5. Council Responsibility: Identifying training and development needs and priorities and demonstrate a clear commitment to invest in continued education and training for councillors and municipal staff.

6. Participant's Responsibility:

6.1 Participate in training activities when requested by Council.

6.2 Expect to make personal contribution toward increasing skills and knowledge .

*BW*