

Committee of the Whole (2) Report

DATE: Tuesday, November 12, 2024

WARD(S): ALL

TITLE: ACQUISITION OF TRAINING SERVICES

FROM:

Michael Coroneos, Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer

ACTION: DECISION

Purpose

To provide administrative authority to staff regarding agreements and subscriptions related to staff training.

Report Highlights

- Staff training not only helps improve employee skills and abilities but improves overall productivity and increases job satisfaction. Providing relevant resources through subscriptions and learning opportunities keeps staff aligned with industry practices.
- Management routinely enters into agreements and subscriptions related to staff training and resources.
- In line with industry practice and in order to improve business efficiencies, staff are recommending that they be provided authority to enter into agreements for training and subscriptions.

Recommendations

1. That the Deputy City Manager of the relevant department, together with the Chief Human Resources Officer be authorized to enter into, renew, amend and terminate agreements for the registration or purchase of professional development training materials, courses, seminars, conferences;
2. That the City Manager or the Deputy City Manager of the relevant portfolio be authorized to enter into, renew, amend and terminate agreements for the purchase of periodicals, journals or other similar subscriptions; and

3. That all necessary by-laws be enacted.

Background

From time-to-time, staff enter into agreements for the registration or purchase of professional development training materials, courses, seminars, conferences, subscriptions, etc. for the development of City employees. Staff training develops our talent for the future and contributes to the City of Vaughan's success. Delegating the administrative authority to staff regarding agreements and subscriptions related to staff training will enable the delivery of high-impact learning opportunities to create a learning organization that is inclusive and progressive.

Previous Reports/Authority

N/A

Analysis and Options

Staff training improves employees' skills, ensuring they stay up to date with the latest tools and techniques, leading to higher productivity.

These agreements and subscriptions could include agreements relating to the registration or purchase of professional development training materials, courses, seminars, conferences, periodicals, journals or other similar subscriptions. etc. for City staff. Agreements typically include training services agreements, where a trainer or training provider seeks to outline the scope of their duties, content, duration and cost, or enrollment agreements, where the agreement may provide terms of enrollment, including fees and compliance with course policies. Agreements may also be required in order to send staff to other professional development activities, such as attendance at conferences, seminars and workshops.

Subscriptions to online and paper-based resources help in ensuring that staff are up to date on industry trends and learning.

Subscription agreements often include terms related to payment terms, duration and renewal, data protection and privacy and user restrictions.

These agreements are outside the scope of the City's Procurement Policy.

Similar to other municipalities, such as the City of Mississauga, the City of Oshawa and the City of Brampton, the City of Vaughan's Procurement Policy exempts the procurement of professional development training, periodicals, journals, subscription expenses, including membership and committee fees. Section 23.1 of the *Municipal Act*, 2001 provides that a municipality may delegate certain powers and duties to staff. Staff are recommending that it be delegated authority for the execution of agreements and subscriptions related to staff training. Staff are proposing authority be granted to the Deputy City Manager of the relevant department, together with the Chief Human

Resources Officer for the execution of agreements related to staff training. The proposed authority for the execution of agreements for the purchase of periodicals, journals or other similar subscriptions would be City Manager or the Deputy City Manager of the relevant department, or their delegate. The conditions on these authorities would be that sufficient funds are available within approved budgets.

Financial Impact

None

Operational Impact

Delegation of authority for these agreements improves business efficiency.

Broader Regional Impacts/Considerations

N/A

Conclusion

Staff are recommending that they be authorized to enter into various agreements and subscriptions related to staff training for the reasons provided above.

For more information, please contact: Mark Bond, Chief Human Resources Officer

Attachments

N/A

Prepared by

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