

SOP No.:	
SOP Name:	Education in response to the 57 th Call to Action from the Truth and Reconciliation Commission
Effective Date:	June 21, 2022
Revision Date:	
Related SOP, Management Directive, Council Policy, Forms	CP2022-XXX: Education in response to the 57 th Call to Action from the Truth and Reconciliation Commission

City Solicitor, Human Resources & Clerks Standard Operating Procedure

General Introduction, Background and Scope of Application

This Standard Operating Procedure will guide the implementation of CP2021-XXX: Education in response to the 57th Call to Action from the Truth and Reconciliation Commission.

At the implementation of this SOP, it is recognized that Human Resources does not have the capacity to run this education project due to limitations in staffing. Accordingly, a cross-division team, made up of the Accessibility Officer, Manager of Human Services, Office of Strategy Management (D Williams), and City Solicitor implemented the first intake of education, which saw 300 employees in the Non Union and Inside Worker employee groups, as well as all Members of Council, Committee of Adjustment and Planning Committee. Education method set out in Schedule A, item 1, was employed. Training commenced on September 30, 2021 and was completed by 100% of the employee group by December 31, 2021. Also, 100% of the members of Council were trained using this method during this period of time and engaging the Executive Assistant to the Mayor (C Briggs) to assist. This member of Staff is a valuable tool in the implementation of training, due to her training in this area.

The next implementation intake is in 2022. Outside Workers, Paramedics and Fire Fighters were identified as the target participant group. This is a group consisting of approximately 400 persons. D Williams worked with Fleming College to develop curriculum that would encapsulate the needs of these employee groups. The option for employees to attend in person or complete the learning on line is offered (education method set out in Schedule A, item 2). Training records are prepared by OSM and forwarded to HR for update in the employee file.

Authority

CP2022-XXX: Education in response to the 57th Call to Action from the Truth and Reconciliation Commission

Procedure Amendments

This procedure will be periodically reviewed and updated. Updates will be carried out by the City Solicitor in consultation with Human Resources, the Senior Management Team and with the assistance of the Office of Strategy Management as required. Any operational situations within the above scope that cannot be adequately addressed using this SOP shall be immediately brought to the attention of the City Solicitor.

Administration

This process is to explain the requirements on Human Resources in scheduling training on an annual basis in satisfaction of the requirements of Council Policy CP2022-XXX.

Operating Procedure Steps

Human Resources Division Responsibilities

1. On an annual basis, the Human Resources Division¹ will determine who requires training in accordance with this SOP and schedule mandatory training for those persons, accordingly.
2. In making its determination, Human Resources² will have regard to the following principles:
 - a. All full time permanent staff must complete the education once they have successfully completed their probation period.
 - b. All members of Council, members of Planning Advisory Committee and members of the Committee of Adjustment must complete the education.
 - c. Once education has been obtained, a certificate of the education will be kept in the file kept with the HR division pertaining to the education of the employee/ member of Council/ member of Planning Advisory Committee/ member of Committee of Adjustment.

¹ Office of Strategy Management, until Human Resources indicates that it has achieved staffing capacity to take over this training.

² See note above.

- d. Once a certificate of education has been obtained, no further education for that person is required.
 - e. Human Resources Division, in consultation with the City Solicitor and/or Office of Strategy Management as the Division may require, will accept education that meets the parameters set out in CP2022-XXX, even if that education was obtained previous to employment with the City. Schedule A will be updated by the HR Division, accordingly.
3. A list of educational programs that have been approved by Human Resources³ is attached at Schedule "A".
 4. Once Human Resources⁴ has determined the list of persons who requires training, Human Resources will select appropriate training for each person. If the person has access to a computer, training at Schedule A item 1 will be scheduled for that person. If the person does not have access to a computer, training at Schedule A item 2 will be scheduled for that person.
 5. Persons will be given 3 months to complete the training. Human Resources⁵ will communicate to Staff that training is mandatory and that failure to complete the training will have implications for performance review, including termination.

Clerks Division Responsibilities

The Clerks Division will ensure that new members of Council are made aware of CP2022-XXX at the commencement of a Term of Council. The Clerks Division will ensure that prospective new members of the Committee of Adjustment and prospective new members of the Planning Advisory Committee are aware of CP2022-XXX prior to their appointment.

Revision History:

Revision	Date	Description of changes	Requested By
0.1	June 21, 2022	Initial Release	

³ Initial list developed by the team noted in the Background section

⁴ See footnote 1.

⁵ See footnote 1.

Staff Sign-off:

C. Briggs

B. Condie

R. Carlson

D. Williams

Date reviewed by Human Resources Division	
Date accepted by Human Resources Division	
Date reviewed by Clerks Division	
Date accepted by Clerks Division	
Date of implementation	
Proposed Date of Review	

Schedule "A": Approved Educational Programs

1. First Nations University of Canada certification program consisting of 2.5 hours of online self-study
2. Fleming College Knowledge Keepers in-person or online offering
3. Sienna Living program provided to Victoria Manor staff
4. Ontario Indigenous Cultural Safety Program offered to Paramedic Services staff
5. Post-secondary Educational Equivalent