

Education and Training

Course Title	Date	Explanation and/or comments
<i>Municipal Administration Program</i>	September 2005 to December 2007	Completed and passed the exam.
Municipal Law Program	Winter 2008 – Fall 2009	Completed first semester.
<i>Basic Emergency Management Course</i>	October 5-7 2005	
<i>Community Emergency Management Coordinator Course</i>	2006	
<i>Lottery Licensing Workshop</i>	October 2005	
Lottery Licensing Training	October 2005	
OGRA Contract Law Workshop	November 2005	
<i>Municipal Elections Training Workshop</i>	Spring 2006	Plus travel to Peterborough – no accommodation
St. John Emergency First Aid Training	January 2006	Will need to recertify in 2009
Web Site Maintenance Course – Algonquin College	November 2006	Course and software paid for through Renfrew County Futures Development Corporation
Grants Workshop	October 2006	
MFOA Municipal Finance 101	April 2006	
Ontario Clean Water Act Training	November 2007	
MFOA PSAB training	November 2007	
Employment Law/ Discipline and Termination Workshop	November 2007	
County IT Department Adobe Training	September 2007	
Essentials of Municipal Fire Protection	June 2007	
PSAB Tangible Capital Asset Training	May 2007	
Health & Safety for Supervisors and Managers	February 2007	
EMO Senior & Elected Officials Workshop	January 2007	Pembroke
Health & Safety Association Joint committee Seminar	December 2007	Petawawa
AMO Councillor Training	January 19/08	North Bay
Buy Local Customer Service Training	January 30/08	Deep River

Renfrew County Board of Health, Pandemic Flu Exercise	February 20/08	Deep River
Accessibility Standards for Customer Service Training	February 22/08	Kemptville - AMCTO
WDO MSHW webcast	March 5/08	On-line
AMCTO Planning for non-planners course	March 6/08	Ottawa
Financial Management for Non-Financial Staff	May 15/08	North Bay
MMAH – Planning one window information seminar	May 22/08	Ottawa
Defibrillator Training	May 27/08	Stonecliffe
WDO – MHSW Agreement information session	May 28/08	Madawaska Valley Town Hall
Policy Writing Workshop AMCTO	June 5/08	Ottawa
Municipal Law Program – Unit 1 – Introduction to Municipal Law	June 2008	correspondence
County wide Emergency Management Exercise	June 18/08	Petawawa
WHMIS employee	September 2010	HCM
Ontario Blue Box Recycler Training – Fundamental Principles in Recycling Planning	October 2010	Ottawa
Achieve Training – Conflict Resolution Skills & Dealing With Difficult People	May 2012	Pembroke
Microsoft Word 2007 Advanced	September 2012	County of Renfrew
Valley EFAP Bullying/Harassment and Dealing with Difficult People	October 2012	HCM - Stonecliffe
AMCTO - Interpreting & Implementing The Integrated Accessibility Standards	October 2012	Calabogie
Situation Leadership II - Blanchard	October 2012	Pembroke
Employment Law and Human Resources Program	March 2013	Calabogie
Information Seminar for Municipal Officials – Ontario Landowner's Association	February 2013	Cobden
Accessibility Standards Regulation implementation – Creating a Multi-Year Plan	March 2013	McNab/Braeside

Freedom of Information Access Requests: A Practical Guide for Small Municipalities and Local Boards	February 2013	On-line
AMCTO - Oaths and Affidavits: Make Swearing Legal	May 2013	On-line
Strategic Planning Workshop – MMAH	June 2013	HCM In house
Renfrew County Funders/Service Providers Forum	October 2013	Pembroke
AMCTO – Elections Prep – What to do Now?	October 2013	On-line
MLEOA Part I Foundations course	October 2013	Fire College - Gravenhurst

2014 Education and Training

1. AMCTO Elections Training, Bonnechere Valley, January 29, 2014
2. County Council Invitation – “An Effective Municipal Council” February 3, 2014
3. Provincial Policy Statement One day webinar
4. OPP Billing Steering Committee Webinar
5. EORN’s presentation to the County Development and Property Committee - November
6. Municipal Law update and Council Orientation - Cunningham Swan, November
7. Working Happiness, A New Perspective on Work/Life Balance – April 2014
8. Contractor Safety and Risk Management webinar – March 2014
9. Datacall Training for Beginners - March 2014
10. Executive Diploma in Municipal Management Courses completed – 2014
 - a. Organizational Financial Management – Mike Larocque
 - b. Building Business Cases – Mike Larocque
 - c. Communication & Listening Skills for Mun Mgrs – Darlene Watman
 - d. Managing in Unionized Environments – Garth Johns
 - e. Organizational Behaviour & Leadership Development for Managers – Garth Johns
 - f. Staff-Council Relations – Mike Galloway
 - g. Municipal-Provincial Relations – Curry Clifford

2015 Education and Training

1. EDMM – AMCTO’s Executive Diploma in Municipal Management – 2015
 - a. Human Resources Law - Ashley Brown – Jun. 19, 2015
 - b. Project and Portfolio Management - James Cox – Feb. 19, 2015
 - c. Corporate Financial Integrity and Controllershship - Phil Watkins – May 28, 2015
 - d. Succession Planning for Municipalities - Garth Johns – Apr. 23, 2015
 - e. Corporate Performance Measurement - John Allen – Mar. 26, 2015
 - f. Strategic Planning Techniques - John Allen – June 18, 2015
 - g. Employee Performance Management - John Allen – Jul. 16, 2015
 - h. Internal & Public Policy Development & Evaluation - John Allen – did not attend
 - i. Managing Public and Private Partnerships - Lou Milrad – Sept. 17, 2015

- j. Public Sector Trends (Part 1) - Robert Hueton – Oct 22, 2015
- k. Public Sector Trends (Part 2) - Robert Hueton – Oct. 23, 2015
- 2. AMCTO Workshop - Mike Galloway – Municipal Governance Training – January 15, 2015
- 3. Webinar - Peter deJagar – Seven Core Questions of Change Management – Sept. 23, 2015
- 4. AMCTO Webinar - Peter deJagar – Problem Solving and Creativity for Municipal Management – April 22, 2015
- 5. AMCTO Webinar – Kathy Bradford – Emotional Intelligence – A Different Kind of Smart – Sept. 23, 2015
- 6. AMCTO Webinar – Rick O’Connor – AMCTO Code of Ethics and Values – September 29, 2015
- 7. OFMEM Note Taking Workshop – Philippe Geoffrion – Sept. 22, 2015
- 8. AGCO – Lottery Licensing Training – September 25, 2015
- 9. AMCTO Workshop – Garth Johns - Municipal Survival Guide to Organizational Change – Apr. 29, 2015
- 10. February 25, 2015 – Datacall Webinar - WDO
- 11. April 2, 2015 - AMO/CIF 2015 Blue Box Outreach Session

2016 Education and Training

- 1. The 7 Steps to ‘No Questions Asked’ Reports to Council, AMCTO Training Date: Wednesday, February 17, 2016
- 2. The Ramifications of Bill 8 for Municipalities: All You Need to Know Date: March 30, 2016
- 3. AMCTO webinar Building Blocks of Meeting Management February 24, 2016

2017 Education and Training

- 1. Planning for Non-Planners – HCM winter 2017
- 2. In house – Tony Fleming - Bill 68, Code of Conducts and MCIA – November 2017
- 3. AMCTO Workshop – Bill 68 – October 2017
- 4. Cunningham Swan – Municipal Legislation Overview – October 2017
- 5. AMCTO Workshop – 2018 Elections Training – September 2017
- 6. AMCTO Webinar – From Bill 8 – 68 – Part I: Meetings, Policies, Procedures – June 2017
- 7. AMCTO Webinar - From 8 to 68 – Part II: Codes, Conflicts and Integrity Commissioners – May 2017

Task/Resume Additions

- 1. Facility management
- 2. Project management
- 3. Teacher/instructor/facilitator
- 4. Product/program developer
- 5. Planner
- 6. Organizer
- 7. Event decorator
- 8. Guide/Coach
- 9. Manager and front line staff
- 10. Meeting planning