

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 |

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| 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 |
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| 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 |

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| 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 |
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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