



Corporation of the Township of Black River - Matheson
 429 Park Lane
 P.O. Box 601
 Matheson, Ontario
 P0K 1N0

(6m.)

RESOLUTION

DATE: January 7, 2019

NO: 2019 - _____

MOVED BY:

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

SECONDED BY:

Councillor Dubien	Councillor Gibson	Councillor Cumming
Councillor De Marchi	Councillor Charlebois	Councillor Riach

THAT Council approves the CAO's 2019 training plan as per his employment contract.

CARRIED DEFEATED

MAYOR'S SIGNATURE

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Councillor Dubien		
Councillor Gibson		
Councillor Cumming		
Councillor De Marchi		
Councillor Charlebois		
Councillor Riach		
Mayor Laderoute		

X

 Cassandra Child
 Clerk



**Township of
Black River – Matheson
January 7, 2019**

**Report CAO-01-2019
of the Chief Administrative Officer
For Consideration by Council.**

RE: CAO Training Plan

OBJECTIVE: To inform Council of the Training Plan of the CAO for 2019

RECOMMENDATIONS:

1. THAT:
 - a. That Council receive the proposed 2019 training plan (attached) from the CAO/Director, Economic Development and that Council approve the additional \$6500.00 as per the terms in the CAO/DED employment contract dated June 6, 2018 and that Council acknowledged the fact that the CAO/DED may cancel or attend other sessions pending staffing availability or other opportunities that may arise that may be more beneficial to the Township providing the CAO/DED does not exceed the 10,000 budgeted amount without the permission of Council.
 - b. That Council also approve the additional items identified as pending, subject to work load of the CAO.

Respectfully submitted:

Approved:


John Regan EcD(F), CEcD
Chief Administrative Officer
Director of Economic Development
Township of Black River-Matheson

BACKGROUND:

During negotiations with the CAO/DED it was agreed upon by Council that the CAO/DED would be allocated \$3500.00 for education/ training/ conferences at his sole discretion. Council also agreed to allocate an additional \$6500.00 with council approval subject to a training plan as per section 8.01a of the employment contract. During negotiations it was made clear that there was no issue with the \$10,000 per year, however Council did want to understand what the training would be used for. In addition, Council also indicated that should other training, meetings arise, Council would encourage the CAO/DED to bring forward for approval.

DISCUSSION:

The CAO/EDM holds both the Canadian and International designations in Economic Development. In addition, the CAO/EDM holds a fellowship with the Economic Developer Association of Canada (EDAC) and the University of Waterloo. The designations require the accumulation of points throughout a three-year period. The most effective way of obtaining points for re-certification is by attending the conferences and on occasion pre-conference workshops.

The secondary portion of this proposal is for human resources and employment law through the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO). This Course is part of a larger program to receive a diploma in Municipal Management. Though this process is a long process of several years the CAO/DED has identified this particular module as the most critical area to assist the Township and to provide a good foundation for further development. The CAO had planned to take this course last year, however due to work load and other priorities, was not able to participate.

One of the roles of the CAO is to maintain high-level information and knowledge in order to better advise Council and direct staff. This is developed through networking and attending meetings and conferences. A CAO is generally away from the office for a considerable time. The current budget is somewhat limited due to the northern environment that has an impact on travel costs and the added conferences that are specific to Northern Ontario.

In addition to the above, other opportunities arise and usually with little notice that would be of benefit to the Township that the CAO should attend. The CAO is also requesting some flexibility on the budget so the CAO can attend last minute sessions that would fall under this category.

HIGHLIGHTS:

NIL

WORK PLAN:

All training is aligned with the duties of the CAO and the Director of Economic Development roles.

COMMUNICATION PLAN:

Nil

BUDGET/LEGAL IMPLICATIONS: Interns

The training allowance for the CAO/DED is a budgeted item. \$10,000 has been accounted for in the conventions and seminars account under the administration department.

INTERDEPARTMENTAL IMPACTS:

The CAO will work with Senior Management to ensure there is coverage during his absence

LINKS TO STRATEGIC PLANS:

The training plan ties directly to the current Economic Development strategic Plan.

RECOMMENDATION:

That Council approves the training plan for the CAO/DED as per his Contract and this submitted report.

REQUIRED AND RECEIVED COMMENTS FROM: Yes or Not applicable	
CAO	Yes
Clerk	Yes
Finance	Yes
Building Control & MLEO Department	N/A
Public Works & Environmental Department	N/A
Parks, Recreation & Facilities Department	N/A
Community Development and Tourism	N/A
Planning Department	N/A
Economic Development Department	N/A
Fire Department	N/A
Other:	N/A

John Regan CAO/DED Educational Training Plan 2019

		Relevance	Cost	Pending
Training ROMA Rural Ontario Municipal Association	Reinventing and Revitalising Small Rural Communities – The Leadership Role of Local Government		\$10,000.00	\$7,800.00
EDAC Economic Developers Association of Canada	Program to be Developed I may not attend this pending the programming. This would need to be added to the Budget * required to maintain ECD designation		\$0.00	\$1,600.00
OMAA Ontario Municipal Administrators Association	Two Sessions - programming not available - High Priority Networking with CAO's. I may only attend the Fall session due to work load.		\$1,500.00	\$1,500.00
AMCTO Association of Municipal Managers, Clerks and Treasurers of Ontario	The Employment Law and Human Resources (HR) is a professional certificate program, with a strong emphasis on the municipality's legal obligations and due diligence strategies related to human resources management. Upon completion, attendees will be able to manage employees more effectively. The program consists of nine modules covering various topics surrounding HR law issues. This program is also one of four elements of the AMCTO's Diploma in Municipal Administration (DMA). I may also look for alternative training. This Course requires a great deal of time - the reason why I did not take it last year. Should I not attend this I would use the allocation towards other relevant training.		\$3,000.00	
EDCO Economic Developer Council of Ontario	a seismic shift in the economic development business model and tapping the power of "True North." Accelerate your foreign direct investment activities by learning how your community can navigate international delegations. Navigating International Relations Using Pro Forma Analysis to Support Local Economic Development Calibrating the success of BRE Programs Workforce 2019, JOBS WITHOUT PEOPLE! Looking Back at Successful Foreign Direct Investment Attraction Tips, tricks and stories from real FDI projects that were attracted to Ontario. Navigating the Cannabis Sector to Harvest the Economic Opportunity * required to maintain ECD designation		\$1,400.00	
ICSC International Council of Shopping Centres	An opportunity to meet with big and small box opportunities. compete in the rapidly changing retail real estate industry. * this conference has been recommended to me by Colleagues who have found value in the networking for investment attraction - I will decide once programming is available. Value is not known estimated at 1500.00		\$0.00	\$1,500.00
NOTS Northern Ontario Tourism Summit	Relevant information on Northern Tourism objectives and Campaigns. if the EDO is in place they will be going - separate budget. Otherwise I would attend		\$0.00	\$800.00
MIC Municipal Innovators Conference	Attended this last year at no cost. Very good conference - recommend Mayor and a staff Member go. I do not need to attend again - unless directed by Council		\$0.00	\$1,400.00
AMO Association of Municipalities of Ontario	Current Municipal programming and concerns. This is a staple Conference that Council and CAO should attend		\$1,400.00	

OGRA Ontario Good Roads Association

The last time I attended this was when I was a Councillor in 2012. It is a very comprehensive Conference that is worth attending every few years. In addition The DOW will be focusing on other training and I should attend this as should members of Council and Mayor. This may be less if traveling together.

\$1,300.00

FONOM Federation of Northern Ontario Municipalities

This Likely another Staple conference that has not been budgeted for. There are no details at this time for 2019

\$1,000.00

Misc. work shops

From time to time opportunities arise with little or no notice to take part in webinars, workshops etc. This amount would be used for only relevant sessions. Such as CAO meetings, Tourism, investment attraction etc. I would like Council to extend some flexibility on these types of opportunities should the need arise. Based on timing it may not be possible to obtain Council approval.

\$0.00