



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council

**From:** David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

**Date:** Wednesday, June 18, 2025

**Subject:** Annual Council Education and Training Plan

**Report #:** 2025-0618-LLS-R31-DMS

---

### Purpose

The purpose of this Report is to present Council with the proposed plan for the annual training and education for Council required as part of the County's Strategic Plan for the period from July 1, 2025 to June 30, 2026 (the "**Annual Training Plan**").

### Background

As you know, the County's Strategic Plan for the period from 2024 to 2027 was approved by County Council. That Strategic Plan included, among other things, Strategic Direction 5 entitled "A Government Working for the People", which provided for the following Strategic Goal and Strategic Initiative:

**Strategic Goal:** *Growing as Leaders in Public Service Excellence*

**Strategic Initiative:** *Develop and implement ongoing governance education and professional development programming and learning resources for Council.*

Following training received by Council in March of 2025 a letter that included a link to a survey was circulated to County Council to obtain feedback to develop the Annual Training Plan for Council for the period of July 1, 2025 to June 30, 2026. A copy of the said letter is appended to this Report as **Appendix A**. The majority of Council that completed the survey indicated that Council is interested in the following two courses:

**(1) AMCTO – Communication Essentials: Taking your Leadership Skills to the Next Level**

This course is intended to assist participants in understanding the nuances of body language, tone of voice and the role that trusted

relationships play in establishing effective communication. It intends to help leaders to appreciate that having excellent listening skills and being able to provide feedback effectively can be inspiring and motivating. This workshop will break down how to build and deliver clear and concise communications using plain language, credible and accurate information, the right tools, timing, and channels to get your message across. Learn about core competencies to be able to hone your communication and leadership skills and develop appropriate proactive and reactive responses.

**(2) AMO – Council's Responsibility to Road Users**

This course describes the statutory duties to maintain highways and roads, as well as common claims and allegations brought against municipalities related to roads. By the end of the course, and supplementary materials to be provided by Administration, Council will understand its role related to ensuring the Minimum Maintenance Standards are met and how to help limit the exposure of the County to claims.

In light of the survey results a proposed Annual Training Plan has been drafted which includes the two (2) courses outlined above as well as a session to review the Strategic Plan and to consider if changes to the Strategic Plan are warranted. A copy of the proposed Annual Training Plan is appended to this Report as **Appendix B**.

## **Discussion**

A proposed fresh Annual Training Plan for the period from July 1, 2026 to June 30, 2027 will be presented to Council in advance of July 1, 2026 for its review and comment. Although a survey will be provided to Council in advance of that fresh Annual Training Plan, as the fresh Annual Training Plan for the period from July 1, 2026 to June 30, 2027 will overlap with a new term of Council, it will have to include orientation training related to the role of County Council that this Council would have received in or about January of 2023.

## **Financial Implications**

The portion of the Annual Training Plan that will be completed in 2025 will be covered within the existing 2025 Budget for Council Services, and any costs associated with the Annual Training Plan for 2026 will be considered as part of the 2026 Budget process.

## Consultations

Consultations were held with County Council through the survey provided to Council in March of 2025.

## Strategic Plan Alignment

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li><li><input type="checkbox"/> Focusing “Team Essex County” for Results</li><li><input type="checkbox"/> Advocating for Essex County’s Fair Share</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Being an Employer with Impact</li><li><input checked="" type="checkbox"/> A Government Working for the People</li><li><input type="checkbox"/> Promoting Transparency and Awareness</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Providing Reliable Infrastructure for Partners</li><li><input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li><li><input type="checkbox"/> Harmonizing Action for Growth</li><li><input type="checkbox"/> Advancing Truth and Reconciliation</li></ul>

## Recommendation

That Essex County Council approve Administrative Report Number 2025-0618-LLS-R31-DMS, Annual Council Education and Training Plan; and,  
That Administration be directed to schedule the training contained in the Annual Training Plan.

## Approvals

Respectfully Submitted,

*David M. Sundin*

David Sundin, BA (Hons), LL.B., Director, Legislative and Legal Services/County Solicitor

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
A	Letter to Council, dated March 5, 2025
B	Proposed Annual Training Plan