

2025-2026 Essex County Council Annual Education and Training Plan

1. General

The Annual Council Education and Training Plan for the period from July 1, 2025 to June 30, 2026 is intended to ensure compliance with the County's Strategic Plan, while also, and more importantly, intended to assist members of Council in building their knowledge, honing their skills, and expanding their competencies in their capacity as councillors. Through a commitment to ongoing learning, Council will be better supported to perform their roles as effectively and ethically as possible, and in alignment with good governance principles.

2. Purpose

The purpose of this Annual Council Education and Training Plan is to provide structured, ongoing education and training opportunities for members of County Council, enhancing their collective understanding of governance, policy-making, and legislative and regulatory requirements and responsibilities.

3. Objectives

- To equip members of County Council with the necessary knowledge and tools to make informed decisions.
- To strengthen governance, leadership, and accountability at the County level of municipal government.
- To support continuous professional development for each member of County Council.

4. Guiding Principles

- **Relevance:** Training aligned with County Council's role and municipal priorities set by County Council.
- **Accessibility:** Providing a variety of learning formats (online, in-person, workshops, self-study, and guided learning opportunities).

- **Inclusivity:** Offering a range of tailored training and supports for new, returning, and diverse members of County Council.
- **Accountability:** Ensuring County Council has an opportunity to provide feedback so that there is the ability to continuously improve the quality of training and education options provided to Council.

5. Training and Education Overview

A. AMCTO - Communication Essentials: Taking your Leadership Skills to the Next Level (Q3 2025)

Half Day Course – External Facilitator

Intended Learning Outcomes

- Understand the impact of message clarity
- Understand and apply communication theories
- Understand and demonstrate effective use of tone, timing, and non-verbal communication
- Identify methods for building and maintaining trusted relationships
- Appreciate the need for trust in professional relationships
- Differentiate between motivational feedback and developmental feedback and importance of each
- Understand and apply a model for providing effective workplace feedback

B. AMO – Council's Responsibility to Road Users (Q1 2026)

2 Hour Course – External Facilitator and/or County Administration

Intended Learning Outcomes

- Understand the statutory duty to maintain highways and roads
- Understand the common claims and allegations brought against municipalities related to roads
- Understand the importance of the Minimum Maintenance Standards and their impact on municipal road claims
- Understand how Council can help limit the County's exposure to claims

C. Comprehensive Strategic Plan Review (Q2 2026)

Half Day Session – External Facilitator and County Administration

Intended Outcome of Session

- Council will be provided with a comprehensive update of the status of the goals outlined in the Strategic Plan
- Council will be provided with an opportunity to provide feedback on what outstanding items should be prioritized Diversity, equity, and inclusion in policymaking
- The process should allow Council to determine whether the Strategic Plan needs to be updated in advance of a fresh Strategic Plan being adopted for a period to commence in 2028

6. Evaluation

Council will be provided with an opportunity to provide feedback after each training and/or education session has been completed.

Annual training participation logs will be kept for the purpose of keeping metrics related to the relevant sections of the Strategic Plan.

Council will be provided with an opportunity once per year to provide input regarding the type of training and/or education that they would like to see implemented in the following year's Annual Training and Education Plan

7. Timeline Overview

Period	Key Activities
Q3 2025	AMCTO – Communication Essentials: Taking your Leadership Skills to the Next Level
Q1 2026	AMO – Council's Responsibility to Road Users
Q2 2026	Proposed 2026-2027 Annual Training and Education Plan to be presented to County Council
Q2 2026	Comprehensive Strategic Plan Review

8. Budget and Resources

The costs related to ongoing training and education will be addressed as part of each year's budget process.

Any amounts related to ongoing training and education will be in addition to amounts approved each year for Council attendance at external conferences, where education opportunities are also available.

Staff support will be provided by the Department of Legislative and Legal Services, and no further resources are required at this time.

9. Roles and Responsibilities

CAO and County Clerk: Collaborative oversight of training coordination in consultation with the Essex County Warden.

Council Members: Active participation and application of learning.

Legislative and Legal Services: Manages logistics and liaises with training and education providers as well as scheduling and administration of training sessions.

10. Conclusion

This Annual Training and Education Plan has been prepared in support of the County's Strategic Plan, and following input being provided by members of County Council through a survey provided to Council in March of 2025. It has further been prepared in recognition of the fact that a well-informed and continuously developing Council is key to strong municipal leadership. This Annual Training and Education Plan aims to ensure that all Members of County Council have access to the tools, knowledge, and confidence needed to serve the County effectively.