

Municipality Of Chatham-Kent

Corporate Services

Human Resources & Organizational Development

To: Mayor and Members of Council

From: Raphael Robinson
Manager, Learning and Organizational Development

Date: January 4, 2021

Subject: Training Facilitator Roster for Corporate Training

Recommendation(s)

It is recommended that:

1. The attached Training Facilitator Roster (Appendix A) be approved for use by the Municipality for corporate training purposes for a period of three years.
2. The Mayor and Clerk be authorized to sign the necessary agreements subject to approval of the terms of the agreements by the Director, Legal Services.

Background

In accordance with the Procurement By-Law #166-2020, a Training Facilitator Roster is being developed in order to expedite the process of awarding training projects under \$100,000.

Comments

Human Resources & Organizational Development has now completed its assembly of the Training Facilitator Roster for use in awarding training projects under \$100,000. Requests for Proposals (RFPs) were called and received by the Purchasing Officer on September 23, 2020. Seventeen vendors submitted for the various corporate training initiatives typically expected to be required and were assessed according to our criteria. One vendor was disqualified from the process as they did not comply with submission requirements.

The RFPs have been reviewed by the Human Resources & Organizational Development division and found to be complete. Accordingly, it is recommended that the attached Training Facilitator Roster be approved for use by the Municipality for corporate training initiatives and be valid for a period of three years.

For Council information, Mark Spicer of Spicer's Complete Safety Training is employed by Chatham-Kent as a full-time firefighter.

Areas of Strategic Focus and Critical Success Factors

The recommendation(s) in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation(s) in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The recommendations in this report have been approved by the tendering committee which included:

- Manager, Learning & Organizational Development
- Talent Acquisition & Development Officer
- Administrative Assistant II, Recreation & Community Engagement Services

The following were also consulted to ensure there was no conflict of interest adding Spicer's Complete Safety Training to the Training Facilitator Roster for Corporate Training:

- Fire Paramedic Chief
- Chief Human Resource Officer

Financial Implications

The recommendations contained within this report will not have any financial implications. Trainers hired from the Training Facilitator Roster will be paid through the existing corporate training base budget.

Prepared by:

Raphael Robinson
Manager, Learning and Organizational Development

Reviewed by:

Cathy Hoffman, MPA, CHRL
General Manager, Corporate Services /Chief Human Resource Officer

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle, Purchasing Officer

Attachment: Appendix A – Training Facilitator Roster April 2020

C: Purchasing Officer
Manager, Talent Acquisition & Development

Appendix A

Training Facilitator Roster 2020

Company Name
1. New Horizons Kingston
2. Centric Dynamix Inc.
3. Ontario Training Network
4. Global Emergency Medical Consultants & Training Ltd.
5. Performance Matters Inc
6. Mussio La Grassa Inc.
7. The Bernardi Centre
8. Spicer's Complete Safety Training Inc.
9. Employee Development Learning Solutions
10. EZSigma / Bay3000 Consulting Inc.
11. Ken Anderson & Associates
12. Sara Luther Forwardworking
13. ADR Chambers Inc.
14. Wavelength Ltd.
15. Occupational Safety Group (OSG)
16. Insight Advantage Inc.