

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2017**

Item 11, Report No. 44, of the Committee of the Whole, which was adopted, as amended, by the Council of the City of Vaughan on December 11, 2017, as follows:

***By adding "Committee of Adjustment" as a topic to the Education and Training Session of February 2, 2018.***

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### **EDUCATION AND TRAINING SESSION FEBRUARY 2, 2018**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated December 5, 2017:

#### **Recommendation**

The City Manager recommends:

1. That Council resolve into closed session on February 2, 2018 at 8:00 a.m. at the McMichael Gallery, 10365 Islington Avenue, Vaughan for the purpose of education and training on the following topics:
  - a) Lobbyist Registry
  - b) Electronic Agenda Management System and New Report Format
  - c) Municipal Election Update
  - d) Policy Review Update
  - e) Legislative Update
  - f) Techniques and Procedures for Chairing Meetings

#### **Contribution to Sustainability**

Education and training on topics that fall within the jurisdiction of municipal corporations in Ontario supports Council's ability to conduct its business in a manner which is both pragmatic and effective.

#### **Economic Impact**

The incidental expenses for conducting the education and training session, including venue and refreshments, will be funded from the Council Corporate Budget. Sessional expenses, such as fees for invited speakers, will be funded by the Office of the City Manager.

#### **Communications Plan**

This report serves as the closed session resolution required under section 239(4) of the *Municipal Act, 2001*.

#### **Purpose**

The purpose of this report is to facilitate a closed session meeting for the purpose of education and training on the topics mentioned below.

#### **Background - Analysis and Options**

The meeting will be conducted as an education and training session for Members of Council and senior management and as such is authorized to be conducted in closed session under section 239(3.1) of the *Municipal Act, 2001*, as amended.

Matters to be discussed will be confined to the following topics:

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##### *Lobbyist Registry*

The principles of accountability and transparency underpin good governance in any democracy. Council has appointed a part-time Lobbyist Registrar who will assume her duties in 2018 when the mandatory registration for lobbyists comes into force. Members of Council will be provided with an overview of the mechanisms in place to support the implementation of the mandatory lobbyist registry, including the lobbyist registry by-law, online lobbyist registry portal, Lobbyist Code of Conduct and educational resources.

##### *Electronic Agenda Management System and New Report Format*

A project has been initiated to develop an Electronic Meeting Management System for implementation in 2018. This system will enable staff to electronically build agendas and minutes, streamline processes and enhance access to meeting agendas through mobile applications. An updated template for Council and Committee reports has been launched for 2018. Council will be provided with an update on both of these initiatives.

##### *Municipal Election Update*

The 2018 Municipal and School Board Elections will be held on Monday, October 22, 2018. Several significant legislative changes will be in effect for the elections in areas such as campaign finances, nominations and Third Party Advertising. Corporate policies are also in place governing the use of elections resources by Members of Council in an election year. Members of Council will be provided with an overview of these provisions in order to enhance understanding of the legislative framework governing elections.

##### *Policy Review Update*

Members of Council will be provided with an update on the comprehensive corporate policy review being undertaken in support of the Leadership Alignment Strategic Initiative. This initiative will strengthen Vaughan's policy development approach and ensure all policies are up to date and consistent.

##### *Legislative Update*

A number of recent amendments to the Municipal Act, Planning Act, Municipal Conflict of Interest Act and other legislation will impact municipal councils and local boards. This includes new municipal and accountability measures, and an expanded role of the Integrity Commissioner. An overview of the impact and timing of these requirements will be provided to Members of Council.

##### *Techniques and Procedures for Chairing Meetings*

Council's deliberations are supported by procedural rules, chairing techniques, and all manner of interactions with staff, the public, and each other. The session will focus on the ways Members of Council can best Chair meetings, manage meeting inputs, such as reports, motions, communications and deputations. With an enhanced understanding of the techniques and procedures available to them, Members of Council will be able to ensure meetings run as effectively as possible.

#### **Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

This report supports the goals established by Council in the Term of Council Service Excellence Strategy Map by facilitating continuing advancement in a culture of excellence in governance, a specified priority of Council in the Term of Council Service Excellence Strategy Map (2014-2018).

#### **Regional Implications**

N/A

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**Conclusion**

To continue to build a culture of excellence in governance at the City of Vaughan requires a shared effort between Members of Council and staff. The education and training session will assist Members of Council in enhancing their understanding of these tools for good governance.

**Attachment**

N/A

**Report prepared by:**

Barbara A. McEwan, City Clerk