

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2014**

Item 17, Report No. 1, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 28, 2014.

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**EDUCATION AND TRAINING SESSION – JANUARY 27, 2014**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Interim City Manager, dated January 14, 2014:

**Recommendation**

The Interim City Manager recommends:

1. That Council resolve into closed session on January 27, 2014 at 9:00 a.m. at The McMichael Canadian Art Collection for the purpose of education and training on the following topics:
  - a) The importance of strategic planning, types of strategic plans and processes/engagement opportunities for developing such plans;
  - b) Procedural rules, chairing and meeting management training;
  - c) Election matters, including expense eligibility in an election year, and use of City resources;
  - d) Review of code of conduct and conflict of interest guidelines for Councillor's.
2. That Council ratify the action taken.

**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.

**Communications Plan**

This report serves as the closed session resolution required under section 239(3.1) 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:

**Strategic Planning Education**

By its adoption of Item 3 of Report No. 3 of the Priorities and Key Initiatives Committee on April 23, 2013, Council requested that staff organize an education and training session on the current

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2014**

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status of the strategic plan and strategic initiatives. A brief update will be provided to inform the Mayor and Members of Council of strategic plan implementation details in the context of the general objectives of strategic planning for municipalities. Topics will include types of strategic plans (corporate versus community) and the linkages between strategic planning and the setting of priorities, as well as process and engagement techniques. No material advancement of the City's strategic plan or its key initiatives will be made at this meeting.

#### **Procedural Rules and Chairing Techniques**

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 Council's discussions can be most effective, with examples of governance practices in other jurisdictions to inform Council's understanding of the rules and practices used in Vaughan.

#### **Election Year Matters**

Council's policies include special provisions governing council office expenditures in the year of an election. Elections also present challenges beyond the direct participation of candidates and election administrators. This session will address election logistics, policies and rules to aid Members of Council in distinguishing their continuing role as councillors from their potential role as candidates.

#### **Review of Code of Conduct and Conflict of Interest Guidelines**

The requirements of the Code of Conduct and Conflict of Interest guidelines will be reviewed with Council. The City's Integrity Commissioner will participate in this session.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

The education and training session will enhance Council's understanding of topical considerations as it begins an election year, and in so doing supports the objective of demonstrating effective leadership.

#### **Regional Implications**

N/A

#### **Conclusion**

The challenges of an election year require a clear understanding of the role Members of Council play in the operation of city government. The information to be discussed at the education and training session will assist Members of Council with their duties through to the commencement of the next term of Council, and enhance their appreciation of the longer term strategic goals already established during this and prior terms.

#### **Attachments**

N/A

#### **Report prepared by:**

Jeffrey A. Abrams, City Clerk

## **COMMITTEE OF THE WHOLE – JANUARY 14, 2014**

### **EDUCATION AND TRAINING SESSION – JANUARY 27, 2014**

#### **Recommendation**

The Interim City Manager recommends:

1. That Council resolve into closed session on January 27, 2014 at 9:00 a.m. at The McMichael Canadian Art Collection for the purpose of education and training on the following topics:
  - a) The importance of strategic planning, types of strategic plans and processes/engagement opportunities for developing such plans;
  - b) Procedural rules, chairing and meeting management training;
  - c) Election matters, including expense eligibility in an election year, and use of City resources;
  - d) Review of code of conduct and conflict of interest guidelines for Councillor's.
2. That Council ratify the action taken.

#### **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.

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By its adoption of Item 3 of Report No. 3 of the Priorities and Key Initiatives Committee on April 23, 2013, Council requested that staff organize an education and training session on the current status of the strategic plan and strategic initiatives. A brief update will be provided to inform the Mayor and Members of Council of strategic plan implementation details in the context of the general objectives of strategic planning for municipalities. Topics will include types of strategic plans (corporate versus community) and the linkages between strategic planning and the setting

of priorities, as well as process and engagement techniques. No material advancement of the City's strategic plan or its key initiatives will be made at this meeting.

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#### Regional Implications

N/A

#### Conclusion

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#### Attachments

N/A

#### Report prepared by:

Jeffrey A. Abrams, City Clerk

Respectfully submitted,

Barbara Cribbett,  
Interim City Manager