

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 11, 2018

Item 15, Report No. 14, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 11, 2018.

15 EDUCATION TRAINING SESSION – APRIL 18, 2018

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated April 4, 2018:

Purpose

This report is to facilitate a closed session meeting for the purposes of education and training on the topics mentioned in this report.

Report Highlights

- This report is to facilitate a closed session meeting for the purpose of education and training
- The education and training session will be held at Copper Creek, on April 18, 2018

Recommendations

1. That Council resolve into closed session on April 18, 2018 at 10:00 a.m. at Copper Creek, 11191 Highway 27, Vaughan for the purpose of education and training on the following topics:
 - a. Council and Administration Roles and Responsibilities
 - b. Bill 68 and the Staff-Council Relations Policy
 - c. Elections and the Code of Conduct
 - d. Electronic Agenda Management System Training

Background

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

Previous Reports/Authority

Not applicable.

Analysis and Options

The meeting will be conducted as an education and training session for Members of

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 11, 2018

Item 15, CW Report No. 14 – Page 2

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.

Given the City's rapid evolution from a small town to a large urban municipality over the last two decades, Vaughan continues to develop to appropriate balance of how elected officials and administration work together to most effectively serve the public.

Building on recent Council initiatives including:

- Prior Council Education sessions in 2017 and 2018
- Recruitment Task Force (Recruitment)
- Human Resources Task Force (Performance Management)
- Corporate Policy Modernization

This Council Education session will include the following topics:

Council and Administration Roles and Responsibilities

Developing the appropriate relationship between Council and municipal staff is very important in terms of maintaining proper accountability and ensuring good service delivery. Council and staff each bring their own expertise to the relationship. Council is attuned to community values and citizen expectations. Staff are professionals with knowledge and experience in their areas of expertise. The two must work together to deliver decisions that blend professional administrative advice with community culture and values.

Bill 68 and the Staff-Council Relations Policy

The Ontario government, through Bill 68, *Modernizing Ontario's Municipal Legislation Act*, has imposed a requirement that a governing policy for staff-council relations be implemented in every municipality. The important relationship between the municipal council and staff is a key determinant of the success of any municipality.

Elections and the Code of Conduct

The Code of Ethical Conduct for Members of Council (the "Code") establishes rules that guide Members of Council in performing their diverse roles in representing their constituents. The standards in the Code are designed to provide a reference guide and a supplement to the legislative parameters within which the Members must operate. Some of those standards relate to elections and guide Members' conduct with respect to not just municipal elections, but provincial and federal elections as well.

Electronic Agenda Management System Training

As the Electronic Agenda Management System moves towards full implementation it is

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 11, 2018

Item 15, CW Report No. 14 – Page 3

necessary to provide an overview of the eSCRIBE software, the selected provider of the agenda management system. Training for participant use of eSCRIBE will be conducted with a focus on the available mobile applications.

Financial 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.

Broader Regional Impacts/Considerations

Not applicable.

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 the relationship between Council and staff.

For more information, please contact: Todd Coles, Deputy City Clerk and Manager, Administrative Services, x.8628

Attachments

Not applicable.

Prepared by

Todd Coles, Deputy City Clerk and Manager, Administrative Services, x.8628

Item:



Committee of the Whole Report

DATE: Wednesday, April 04, 2018

WARD(S): ALL

TITLE: EDUCATION AND TRAINING SESSION – APRIL 18, 2018

FROM:

Daniel Kostopoulos, City Manager

ACTION: DECISION

Purpose

This report is to facilitate a closed session meeting for the purposes of education and training on the topics mentioned in this report.

Report Highlights

- This report is to facilitate a closed session meeting for the purpose of education and training
- The education and training session will be held at Copper Creek, on April 18, 2018

Recommendations

1. That Council resolve into closed session on April 18, 2018 at 10:00 a.m. at Copper Creek, 11191 Highway 27, Vaughan for the purpose of education and training on the following topics:
 - a. Council and Administration Roles and Responsibilities
 - b. Bill 68 and the Staff-Council Relations Policy
 - c. Elections and the Code of Conduct
 - d. Electronic Agenda Management System Training

Background

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

Previous Reports/Authority

Not applicable.

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.

Given the City's rapid evolution from a small town to a large urban municipality over the last two decades, Vaughan continues to develop to appropriate balance of how elected officials and administration work together to most effectively serve the public.

Building on recent Council initiatives including:

- Prior Council Education sessions in 2017 and 2018
- Recruitment Task Force (Recruitment)
- Human Resources Task Force (Performance Management)
- Corporate Policy Modernization

This Council Education session will include the following topics:

Council and Administration Roles and Responsibilities

Developing the appropriate relationship between Council and municipal staff is very important in terms of maintaining proper accountability and ensuring good service delivery. Council and staff each bring their own expertise to the relationship. Council is attuned to community values and citizen expectations. Staff are professionals with knowledge and experience in their areas of expertise. The two must work together to deliver decisions that blend professional administrative advice with community culture and values.

Bill 68 and the Staff-Council Relations Policy

The Ontario government, through Bill 68, *Modernizing Ontario's Municipal Legislation Act*, has imposed a requirement that a governing policy for staff-council relations be implemented in every municipality. The important relationship between the municipal council and staff is a key determinant of the success of any municipality.

Elections and the Code of Conduct

The Code of Ethical Conduct for Members of Council (the "Code") establishes rules that guide Members of Council in performing their diverse roles in representing their constituents. The standards in the Code are designed to provide a reference guide and

a supplement to the legislative parameters within which the Members must operate. Some of those standards relate to elections and guide Members' conduct with respect to not just municipal elections, but provincial and federal elections as well.

Electronic Agenda Management System Training

As the Electronic Agenda Management System moves towards full implementation it is necessary to provide an overview of the eSCRIBE software, the selected provider of the agenda management system. Training for participant use of eSCRIBE will be conducted with a focus on the available mobile applications.

Financial 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.

Broader Regional Impacts/Considerations

Not applicable.

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 the relationship between Council and staff.

For more information, please contact: Todd Coles, Deputy City Clerk and Manager, Administrative Services, x.8628

Attachments

Not applicable.

Prepared by

Todd Coles, Deputy City Clerk and Manager, Administrative Services, x.8628