



**SUBJECT: Proposed Council Workshop governance sessions**

**TO: Corporate Services, Strategy, Risk & Accountability Cttee.**

**FROM: Office of the City Clerk**

Report Number: CL-02-21

Wards Affected: Not applicable

File Numbers: 130-02

Date to Committee: March 3, 2021

Date to Council: March 23, 2021

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**Recommendation:**

Receive and file report CL-02-21 from the office of the city clerk, providing an update on proposed Council Workshop governance sessions for 2021 and 2022.

**PURPOSE:**

**Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

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**Background and Discussion:**

At the December 14, 2020 Council meeting, the following motion was passed,

“Direct the City Manager, Mayor and City Clerk to plan and schedule Council Governance - education and training workshops with council for 2021-2022 as outlined in Mayor's Office report MO-09-20; and

Refer the discussion of enhanced roles for the deputy mayor to the governance education and training workshops.”

### **Canvas for Proposed Governance Topics**

Clerk's staff have canvassed members of Council, and the City Manager for possible topics and have identified tentative dates available for council workshops. The following is a list of topics generated by the poll of Council.

- Deputy mayor role and how to deal with continuity of operations
- Factual understanding of governance according to the Municipal Act from seasoned, experienced professionals
- Self-evaluation – how are we doing as a team
- Consultants on specific interest areas.
- Co-mentoring: provide time at the end of each governance session for open-ended information/learning/co-mentoring sharing among council
- Share some key learnings from work-related courses council members are taking
- Social media with some industry experts to get some additional guidance on social media communication
- Session similar to what was provided at beginning of term with Mike Galloway – Governance for Elected Officials and Senior Management
- Open communication between council and staff and measure successes (i.e. staff/councillors understand and respect level of workload; improve relationship by creating level of cooperation and trust)
- Conflict of Interest training facilitated by Principles Integrity
- Enhanced Deputy Mayor role

Some of the topics above had formed part of the 2018 Council Orientation program and would serve as a refresh at this point in the term. The balance are new initiatives, that may help to clarify and strengthen the working relationship of members of Council, and that of staff.

Based on a review staff have determined that items that focus on Council Procedure will be dealt with through Procedure By-law amendments and discussion at standing committee. In addition, it is recommended that the discussion on the enhanced Deputy Mayor role be focus on continuity of operations in the context of an emergency. In addition, in Q3 of 2021 there will also be a Council Workshop dedicated to elections.

The concept of risk, regarding future trends towards mitigation will be brought forward in 2022. It is anticipated that this discussion will help to prepare Council for their second look at Vision 2040 and V2F. This Council workshop will also have connections to the Council Workshop on Strategic Plan Check-in and Review #3 and subsequent discussion held on February 8, 2021.

### **Slate of Proposed Council Governance Workshops**

All workshops will be conducted within the Council Workshop format, in open session and broadcast through the city's livestream, and may be up to 2.5 hours in length. It was

determined that an external facilitator will facilitate all governance workshops, and feature presentations from outside professionals/firms in the related field.

**May 17, 2021 – Social Media (presenter) & Risk**

- Workshop facilitated by External Facilitator
- **Presenter: Redbrick Communications/Internal Staff**
- The purpose of the session is to receive guidance and best practices on social media communication. An overview of general city communications will be provided and discussions on email etiquette and communication, both internally and externally in alignment with social media communication.
- Attendees: Council, BLT and Corporate Communications and Engagement Staff

**September 20, 2021 – Good Governance Review of Municipal Legislation**

- Workshop facilitated by External Facilitator
- **Presenter: To Be Confirmed**
- The purpose of the session is to review governance according to the Municipal Act, and review the City's Code of Good Governance, the City's Council Staff Relations Policy.
- **Presenter: Principles Integrity**
- A review of *the Municipal Conflict of Interest Act*, and Council's responsibilities in accordance with the Act.
- Attendees: Council and BLT

**February 2022 – Emergency Management and Continuity of Operations**

- Workshop facilitated by External Facilitator
- **Presenter: External Resource to be Confirmed/ Internal Staff**
- The purpose of the session is to hold a debrief for the pandemic emergency, review the continuity of operations plan and role of the Deputy Mayor.
- Attendees: Council and BLT

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**Financial Matters:**

The proposed governance sessions are expected to occur through the City's zoom virtual platform. Any costs associated with consultants or industry experts will be funded from the City Manager's Office operating budget.

## **Climate Implications**

There are no climate implications associated with this report.

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## **Engagement Matters:**

Members of Council and the City Manager were canvassed for possible governance topics.

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## **Conclusion:**

It is good practice to regularly review the governance framework at the City and enhance the professional development and leadership skills of elected officials is commonly undertaken by municipalities. The topics proposed benefit not only elected officials but also senior leadership and the broader community, from a process standpoint the sessions will be held in open session.

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Respectfully submitted,

Kevin Arjoon

City Clerk

905-335-7600 ext. 7702

Amanda Fusco

Deputy City Clerk

905-335-7600 ext. 7490

## **Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.