

**COUNCIL**  
**ORIENTATION/TRAINING**  
**AGENDA**

**MEETING DATE:** Tuesday, December 9, 2014 - Township Administration Building, 318 Canborough Street, Smithville, Ontario. 6:00 p.m. **SERVE DINNER**

1. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**

2. **CONFIDENTIAL MATTERS:**

**CLOSED SESSION EXEMPTIONS:**

**NOTE:** Closed session item(s) relate to the following allowable exception:

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Resolution (to go into closed session)**

**Councillor Terry Bell**

3. **TRAINING ITEMS:**

- (a) Ms. Suzanne Craig, Integrity Commissioner (6:00 p.m.)  
Re: Township of West Lincoln - Code of Conduct  
PowerPoint Presentation – Copy to be distributed at Meeting  
**NOTE:** Copy of Code of Conduct in Orientation Binder – **Refer to 1<sup>st</sup> Tab**

- (b) Mr. Tom Richardson, Sullivan Mahoney LLP (7:00 p.m.)  
Re: Training regarding Various Matters

**NOTE:** Copy of following documents in Orientation Binder

1. Municipal Conflict of Interest Act – **Refer to 2<sup>nd</sup> Tab**
2. Township of West Lincoln Procedural By-law 2003-48 – **Refer to 3<sup>rd</sup> Tab**
3. Municipal Freedom of Information & Protection of Privacy Act – **Refer to 4<sup>th</sup> Tab**

**Training Items:**

**1. Conflict of Interest Legislation**

- What is it?
- Who does it apply to?
- When should a conflict be declared?
- Who provides advice on conflict of interest?

**2. Role of Council/ Role of Staff**

- Who does what?
- What are the expectations of Council/ Senior Staff?
- Can elected officials direct staff?

**3. Freedom of Information/Protection of Privacy Act**

- How does it work?
- What information is protected?

**4. Procedural By-Law**

- Running efficient meetings
- Dealing with deputations
- Resolutions & amending resolutions/Movers/Seconders
- Committee Meetings vs. Council Meetings

**5. Minute Taking**

- How detailed should they be?
- Minutes as public records
- Examples of other municipal minutes

**6. Confidentiality**

- What does the Municipal Act say about closed door meetings?
- What can be released to the public?
- Confidentiality
- Penalties for breaching confidentiality

(c) CAO (Chris Carter)

Re: Orientation Binder, Corporate Policies & By-laws

**Resolution (to rise from closed session)**

**Councillor Dave Bylsma**

**4. ADJOURNMENT:**

The Mayor declared the meeting adjourned at the hour of \_\_\_\_\_.