

Special Council Minutes
December 6, 2018 - 8:30 AM
Avalon Room
Port Whitby Marina
301 Watson Street West

Present: Mayor Mitchell
Councillor Alexander
Councillor Leahy (arrived at 9:25 a.m.)
Councillor Lee
Councillor Mulcahy
Councillor Newman
Councillor Roy
Councillor Shahid
Councillor Yamada (arrived at 12:45 p.m.)

Also Present: M. Gaskell, Chief Administrative Officer
S. Beale, Commissioner of Public Works
H. Ellis, Executive Advisor to the Mayor
R. Jessup, Chief Executive Officer, Whitby Public Library
P. LeBel, Commissioner of Community & Marketing Services
J. Long, Head of Human Resources
W. Mar, Commissioner of Legal and By-law Services/Town Solicitor
K. Nix, Commissioner of Corporate Services/Treasurer
R. Saunders, Commissioner of Planning and Development
C. Siopis, Manager of Corporate Communications
D. Speed, Fire Chief
C. Harris, Town Clerk

Regrets: None noted

The meeting began at 8:35 a.m.

1. Declarations of Pecuniary Interest
2. Orientation

- 2.1 M. Gaskell, Chief Administrative Officer, provided a PowerPoint Presentation regarding the organizational structure of the Town and the roles and responsibilities of Council and Staff. Highlights of the presentation included:
 - an overview of the community and services provided by the Town of Whitby;

- the various levels and roles of government including, municipal, regional, provincial and federal;
- differences between municipal and regional government;
- the role of the Chief Administrative Officer, the Senior Leadership Team and Town Staff; and,
- Council and Staff relations, 2018 accomplishments, and Council's Goals.

M. Gaskell, Chief Administrative Officer and P. Spratt, Strategic Plan Advisor, provided a PowerPoint Presentation regarding strategic priorities, issues and challenges for the Town of Whitby. Highlights of the presentation included:

- Council's goals, as well as an overview of the Corporate Strategic Plan Project;
- the Town of Whitby's Mission Statement, Vision Statement and Values; and,
- strategic priorities including goals and objectives related to the organization, customer service and employee satisfaction.

C. Siopis, Manager, Corporate Communications, provided a PowerPoint Presentation regarding communications and public engagement.

Highlights of the presentation included:

- background information related to the creation of the Corporate Communications Division;
- an overview of Corporate Communications including, branding, digital media and special events;
- an overview of the Corporate Communications goals, communications channels, publications, social media, media relations, and special events; and,
- the phases of the Community Engagement Strategy, the Community Open House Procedure and corporate projects.

Guy Giorno, Integrity Commissioner, provided a PowerPoint presentation which included an overview of the Municipal Conflict of Interest Act and the Council Code of Conduct. Highlights of the presentation included:

- detailed information related to a pecuniary interest, steps to be taken following such a declaration, exceptions and enforcement in accordance with the Municipal Conflict of Interest Act;
- an overview of the Integrity Commissioner's role under the Municipal Conflict of Interest Act, the Town's Council Code of Conduct, gifts or benefits restrictions, exceptions, and solicitation rules; and,
- an overview regarding requests for advice from the Integrity

Commissioner.

C. Harris, Town Clerk, provided a PowerPoint presentation regarding meeting efficiencies and the Town's Procedure By-law. Highlights of the presentation included:

- detailed information pertaining to Standing Committee and Council agenda publication, preparing for a meeting, the Municipal Conflict of Interest Act Form and handling resident inquiries with respect to appearing before Committee or Council;
- the rules of procedure at Standing Committee and Council meetings, delegations, live streaming and new and unfinished business
- the New and Unfinished Business List, publication of minutes and correspondence advising of Council's decisions; and,
- administrative items including Council courier services, corporate policies and procedures, Mayor's Designates and the Municipal Freedom of Information and Protection of Privacy Act as it relates to Members of Council.

Members of Council and Staff engaged in a team building exercise facilitated by Rob Luke, Allen Leigh Consulting.

3. Adjournment

3.1 Motion to Adjourn

Moved By Councillor Leahy
Seconded by Councillor Yamada

That the meeting adjourn.

Carried

The meeting adjourned at 3:34 p.m.

Christopher Harris, Town Clerk

Don Mitchell, Mayor