



## Special Council Minutes

November 18, 2022, 9:30 a.m.  
Whitby Operations Centre  
333 McKinney Drive

Present: Mayor Roy  
Councillor Bozinovski  
Councillor Cardwell  
Councillor Leahy  
Councillor Lee  
Councillor Lundquist (arrived at 9:45 a.m.)  
Councillor Mulcahy  
Councillor Shahid  
Councillor Yamada (arrived at 11:30 a.m.)

Also Present: M. Gaskell, Chief Administrative Officer  
S. Klein, Director of Strategic Initiatives  
J. Long, Head of Organizational Effectiveness  
J. Romano, Commissioner of Community Services  
F. Santaguida, Commissioner of Legal and Enforcement Services/Town Solicitor  
F. Wong, Commissioner of Financial Services/Treasurer  
R. Saunders, Commissioner of Planning and Development  
D. Speed, Head of Operations & Fire Chief  
C. Harris, Town Clerk  
K. Narraway, Manager of Legislative Services/Deputy Clerk  
K. Douglas, Legislative Specialist (Recording Secretary)

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1. Call to Order: The Mayor  
The meeting began at 9:35 a.m.
  2. Declarations of Pecuniary Interest  
There were no declarations of pecuniary interest.
  3. Orientation

### 3.1 Orientation

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 Town's organizational structure;
- the role of Council and staff in delivering services to the community;
- an introduction to the Town's Senior Leadership Team and departmental structure;
- the role of Council in setting policies, priorities, and direction that are enacted by Town staff;
- the Chief Administrative Officer's role as Council's agent in the civil service;
- the importance of mutual respect and communication between Council and staff; and,
- delivering Council's priorities, including the design of the new Whitby Sports Complex, the creation of more jobs, and building a connected community through special events, attractions, parks and more.

C. Harris, Town Clerk, provided a PowerPoint presentation regarding constituent inquiries and meeting efficiencies. Highlights of the presentation included:

- an overview of the Mayor and Council (MOC) Cityworks process, including the roles of staff and Members of Council;
- the plan to pair a Regional Councillor with a Ward Councillor;
- responding to customer inquiries in accordance with defined service level standards;
- matters that are not applicable to the MOC Cityworks process;
- the process of identifying agenda items that require Council decision;
- an overview of the Procedure By-law;

- best practices for ensuring an effective meeting, including preparation and the consent agenda; and,
- the process of circulating resident correspondence to Council and staff prior to a meeting.

Members of Council met with the senior management from each department and received an overview of their roles and responsibilities within the organization.

It was the consensus of Council to recess for lunch at 12:15 p.m. Council reconvened at 1:15 p.m.

S. Klein, Director of Strategic Initiatives, provided a PowerPoint presentation regarding the Whitby hospital. Highlights of the presentation included:

- the purpose of the Hospital Task Force;
- a timeline of key milestones accomplished to date;
- characteristics of the proposed development site, including its central location and ability to close the gap to service growth;
- an overview of the hospital funding model; and,
- next steps, including securing a planning grant and completing the land acquisition process with the Ministry of Transportation.

Chief Speed and Director Thistle facilitated a walking tour for Council of the Whitby Operations Centre.

#### 4. Adjournment

Motion to Adjourn

Moved by Councillor Yamada

Seconded by Councillor Bozinovski

That the meeting adjourn.

**Carried**

The meeting adjourned at 4:15 p.m.

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Christopher Harris, Town Clerk

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Elizabeth Roy, Mayor