



## The Corporation of the Town of Tecumseh

Corporate Services & Clerk

**To:** Mayor and Members of Council

**From:** Laura Moy, Director Corporate Services & Clerk

**Date to Council:** December 11, 2018

**Report Number:** CS-2018-41

**Subject:** 2018 Council Orientation Session Overview

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### Recommendations

That Report No. CS-2018-41 regarding the 2018 Council Orientation **be received** as information.

### Background

The 2018 Municipal Elections were the first election following the alteration of the Town of Tecumseh Ward Boundaries and change to Council Composition. The Town's former four (4) wards were restructured into five (5) wards. Previously, two (2) Councillors represented Ward 1. The new composition of Council is structured to have one (1) Councillor representative for each of the new Wards. The Mayor and Deputy Mayor continue to be elected at large.

Following an election, and before the term of office commences for the Council-elect, the Members are provided Orientation. Elected Officials and Senior Managers traditionally participate in a series of discussions to facilitate a greater understanding of municipal operations, legislative requirements and strategic priorities.

On Monday, November 19, 2018, an innovative Orientation Session was held for the 2018 Council-elect recognizing six of the seven Members were re-elected or acclaimed. One of the returning Members joined Council mid-term in 2016. In order to introduce the new Councillor and provide a 'refresher' for the returning Members on the roles of elected officials, staff and their roles, as well as effective and collaborative team dynamics, the first part of the Orientation Session was conducted by an outside facilitator. The second part of the Session consisted of one-on-one meetings for each Council Member with each of the Department Directors for 15 minutes.

In order to continue the momentum of the Orientation Session and help to ensure that there is 180-degree feedback, the following is a brief overview of the Session and key themes that emerged from the discussions.

## Comments

As previously indicated, the Orientation Session consisted of two parts; the first part being facilitated by Mike Galloway and the second being one-on-one meetings between Council Members and the Directors.

### Overview of Part 1: Facilitated

Mike Galloway provided a wealth of information based on his experience from once being an Elected Official and now as a Chief Administrative Officer. He offered a unique perspective in balancing organizational pressures with community expectations. The discussions surrounding his experience provided relevant insights with tips and tools on emerging trends in local government including: strengthening staff and council relations, building a strong leadership team, addressing systemic issues within the organization, and remedial strategies for conflict resolution. The abundance of information in this part of the Session was valuable for Council Members with or without experience, to build the foundation of a strong working relationship and how together we can strive to exceed community needs and expectations.

The first part of the session also included dialogue on other roles and legislative responsibilities, including:

- the role of the Integrity Commissioner under the Code of Conduct for Members of Council, its Committees and Boards;
- the legislative authority for open and closed meetings and the role of the Closed Meeting Investigator;
- the *Municipal Conflict of Interest Act*, and the responsibility for individual Members of Council;
- the *Municipal Freedom of Information and Protection of Privacy Act*, and
- the responsibilities of the Municipal Property Assessment Corporation (MPAC) and how the assessment information provided to municipalities is used with respect to the property tax levy.

More in-depth discussions and information regarding legislative matters and the role of MPAC will be provided at an Orientation Session scheduled for Thursday, January 31, 2019, at the Ciociaro Club for all area Municipal Councils and Administration. All Members of Council, new and re-elected, are strongly encouraged to attend this highly informative and educational session.

## Overview of Part 2: One-on-One Discussions

The Council Members met one-on-one with each Department Director in 15-minute intervals to talk about accomplishments, challenges and visions over the next 4 years. This part of the Session was a new approach to having discussions with the aim of opening the lines of communication and further strengthening the Council-Administration relationship.

The Directors highlighted several topics of importance during a Debrief Session on their one-on-one conversations with Council Members. Those conversations are summarized as including, but not limited to:

- Importance of Council and Administration collaborating;
- Continuing to enhance technology and accessibility (i.e.: webcasting, GIS, partnerships for accessible Wi-Fi);
- Need for infrastructure servicing to support current and future development and growth;
- Addressing inflow and infiltration (basement flooding);
- Traffic issues;
- Reviewing customer service processes and response system;
- Property standards and by-law enforcement;
- Improved collaboration between the City and County; and the County and Town;
- Sportsplex Project;
- Tecumseh Road Main Streetscape Project;
- Public Transit needs;
- Ward meetings;
- Retirements – succession planning and recruitment;
- Organizational Review; and
- Shared services and collaborative procurement.

These matters will assist in preparing for discussions at the Strategic Planning and Priority Setting Session scheduled for Friday, January 25, 2019 at 9:00 am, as well as deliberations on the 2019 Budget at the Special Meeting of Council on Tuesday, January 15, 2019 at 5:00 pm.

## **Feedback on Orientation Session**

Feedback on the Orientation Session gave specific mentions of the benefits of the interactive conversations between Council and Administration over the course of the day. Comments were made on the informal setting which enabled the sharing of ideas, and how that inspired an eagerness to learn more about what each Department was doing. The format allowed for “active listening” and mutual dialogue on Town goals and key visions.

Enthusiasm has been expressed for continuing similar sessions in order to proactively engage with Administration and learn about “Big Picture” items. This would help to provide a contextual basis for future discussions and open dialogue channels between Administration and Council. It would also aid in celebrating the successes and communicating them to the public.

Inquiries were made about the Council Orientation Manual traditionally provided at the beginning of each term of Council. A 2018 Council Handbook has been prepared, in the same format as the manual and is available on the Town’s Intranet. The contents will be regularly updated, as needed throughout the 2018-2022 term of Council.

## **Consultations**

Chief Administrative Officer

Fire Services

Financial Services

Information Technology & Communications

Parks & Precreation Services

Planning & Building Services

Public Works & Environmental Services

## **Financial Implications**

There are no financial implications.

## Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
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- Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
- Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
- Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
- Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
- Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

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Recommended by:

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Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None