



# THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN



## ORIENTATION/TRAINING AGENDA

**MEETING DATE:** Monday, January 3, 2011 - Township Administration Building, 318 Canborough Street, Smithville, Ontario. 7:00 p.m.

### 1. TRAINING ITEMS:

- (a) Mr. Greg Levine, Integrity Commissioner (7:00 p.m.)  
Re: Code of Conduct

Attachments:

1. Township of West Lincoln – Code of Conduct
2. Power Point Presentation – Integrity, Code and Commissioner–West Lincoln

- (b) Mr. Tom Richardson, Sullivan Mahoney LLP (8:00 p.m.)  
Re: Training regarding Various Matters (see page 2)

Attachments:

1. Municipal Conflict of Interest Act
2. Township of West Lincoln Procedural By-law 2003-48 As amended
3. Municipal Freedom of Information & Protection of Privacy Act

- (c) CAO  
Re: Orientation Dates

- (d) CAO  
Re: Business Cards

- (e) Clerk  
Re: 1. Accessible Customer Service Policy (Compliance Manual for  
Accessibility for Ontarians with Disabilities Act)  
**UNDER SEPARATE COVER**  
2. Technology Use Policy  
3. Software Use Policy

**Mr. Tom Richardson, Sullivan Mahoney LLP (8:00 p.m.)**  
**Re: Training regarding Various Matters**

**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. Roll of Council/ Roll 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