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**Date:** June 6, 2017  
**To:** Mayor and Council  
**Author:** Peggy Van Mierlo-West, CAO  
**RE:** Council – Staff Workshop Next Steps  
**Report No.:** CAO 2017-006

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## **AIM**

To provide Council with an update of the Council – Staff Workshop.

## **BACKGROUND**

Town Council and Management Staff held a Staff-Council Workshop that was conducted by Fred Dean and Nigel Bellchamber.

## **DISCUSSION**

Council and Staff were requested to email the items that they felt required further review or education. The following items were brought forward;

- Insurance Risk Management Workshop
- Media Workshop
- Review of the Code of Conduct
- Review of Committees
- Review of Bylaws
- Develop Motion Tracker
- Develop Staff Input Session for Strategic Plan
- Workplace Incivility Training
- Google Alerts Training
- Summary of all Roles and Responsibility
- Training of Council/Staff relations
- Update Procedural Bylaw (Include Consent Agenda)
- Proactive Mandatory Council Workshops
- Open House Nights

- Develop a Morning After Council Blog
- Review of HR Policies including Hiring
- Communication of issues through Cityworks

Some requests have already occurred in preparation for other requests such as the Staff input session for Strategic Planning (May 30<sup>th</sup>, 2017) and the development of the Motion tracker, which will be communicated to Council quarterly within the CAO report.

Updates will be provided to Council via the CAO quarterly report.

## **LINK TO STRATEGIC PLAN**

To encourage leadership and management that will provide the direction and provide the resources required to achieve our Mission.

## **FINANCIAL CONSIDERATIONS**

Some items will require additional funding and will be requested within the 2018 operational budget under Council Training.

## **CONSULTATIONS**

Department Heads  
Council

## **RECOMMENDATION**

That the report titled Council-Staff Workshop is received.

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer