



TOWN OF COLLINGWOOD

SPECIAL MEETING OF COUNCIL ~ ORIENTATION WORKSHOP ~

JANUARY 6th & 7th, 2011
Council Chambers, Town Hall

"Inspire confidence, wonder and a sense of possibility – deliver today's services and realize tomorrow's promise."

January 6th, 2011 – 9:00am to 4:30pm

- | | |
|------------------|---|
| 9:00am - 9:15am | <i>Call to Order, Mayor Cooper</i>
Welcome Overview of the 2 days (CAO Wingrove) |
| 9:15am - 9:30am | Housekeeping Issues (CAO Wingrove)
(per diems, payroll, insurance, computers, cell phones, expenses, handling complaints, etc...) |
| 9:30am – 10:30am | Review of Corporate Structure, Plans and Protocols (CAO Wingrove) <ul style="list-style-type: none"> - Review Corporate Structure and Responsibilities of CAO's Office - Strategic Plan - Sustainable Community Plan - Code of Ethics |
| 10:30am | <i>Break (10 mins)</i> |
| 10:40am | Department Presentations: |
| 10:40am | Human Resources - <i>Marianne Nero, Human Resource Manager</i> |
| 11:00am | Information Technology - <i>Larry Irwin, IT Director</i> |
| 11:20am | Building Services - <i>Bill Plewes, Chief Building Official</i> |
| 11:40am | Library Services – <i>Kerri Robinson, Library CEO</i> |
| 12:00pm – 1:00pm | <i>Lunch (will be provided)</i> |
| 1:00pm | Economic Development - <i>Catherine Durrant, Economic Dev. Officer</i> |
| 1:20am | Finance / Treasury – <i>Kay Blakely, Deputy Director of Finance</i> |
| 1:40pm | Fire Services - <i>Trent Elyea, Fire Chief</i> |
| 2:00pm | Planning Services – <i>Nancy Farrer, Director of Planning Services (Acting)</i> |
| 2:30pm | Leisure Services – <i>Marta Proctor, Director of Leisure Services</i> |
| 3:00pm | <i>Break (10 mins)</i> |
| 3:10pm – 4:30pm | Public Works – <i>Ed Houghton, Executive Director Public Works</i>
Collus & Public Utilities – <i>Ed Houghton, President & CEO</i> |

January 7th, 2011 – 9:00am to 3:00pm

- 8:45am *Arrive in Council Chambers*
- 9:00am Ministry of Municipal Affairs and Housing Presentation
- Council staff relationships
 - Role of Council/Role of Staff
 - Who we are what we do (meaning MMAH)
 - Q & A
- 10:15am *Break (15 mins)*
- 10:30am Legal Review, Aird & Berlis – *Leo Longo & John Mascarin*
- Municipal Act Overview
 - Municipal Conflict of Interest
 - Development Charges Act
 - Defamation
 - Update on current files **confidential files will be discussed in-camera.*
- 12:30pm Lunch
- 1:30pm Clerk Services – *Sara Almas, Clerk*
- 2:15pm – 3:00pm Questions, Next Steps, Wrap-up – *Kim Wingrove, CAO*