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# Information Memo

To: Mayor and Council

From: Teresa Olsen, County Clerk

Date: November 25, 2021

Regarding: Governance Training Presentation

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## Recommendation(s):

THAT the Information Memo regarding Governance Training Presentation be received as information.

## Background

Council, at the November 17, 2020 Council meeting, directed staff to provide a third party consultant to provide Governance Training to Members of Council.

*14. (Huffman/Rabbits) That the County Clerk be directed to facilitate all-day governance training for Council Members.  
Carried.*

## Discussion:

David Bennett of Dave Bennett Consulting, a Professional Registered Parliamentarian, was contracted to provide the training. The training related to board effectiveness during the meeting and decision-making process, meeting decorum, and skills for better communication at meetings. Mr. Bennet conducted a written survey and phone interviews with each member of Council in advance of the training workshop. Consultations were also held with the County Clerk and CAO. The workshop was held in-person during a Special Council meeting in Council Chambers at the County Administration Building in Simcoe on Tuesday, November 16, 2021.

The meeting was held in closed session pursuant to Section 239 (3.1.) of the Municipal Act, 2001 as amended as the subject matter pertained to a meeting held for the purpose of educating or training the members.

The consultant has provided a copy of the Governance Training Presentation (Attachment 1) that can be released in open session to provide context related to the scope of training that Members of Council received.

At the conclusion of the training, the consultant provided an assessment report to the CAO related to his review and analysis of the governance training consultation with Norfolk County Council. The report is included as Attachment 2.

#### **Attachment(s):**

Attachment 1: Presentation  
Attachment 2: Final Report

#### **Conclusion:**

Accept for information.