

Year One (1) Training: (November 2022 to November 2023)

Month	Training Course	Duration	Trainers
November	Training for Mayor and Deputy Mayor and Alternate if appointed by time of this session as County Councillors	2 Days	Grey County
November	Training for Mayor and Deputy Mayor as Members of the Community Emergency Control Group – Role and Responsibilities	½ Day	Town Staff (Fire Chief and CEMC)
November	Council Orientation prior to November 21 Inaugural Council Meeting <ul style="list-style-type: none"> • Code of Conduct Training • Integrity Commissioner • Role and Responsibilities of Committees • Review of the Council-Staff Relationship Protocol Policy 	1 Day	Integrity Commissioner
November 21	Inaugural Meeting of Council	-	-

The Council Compensation Review Committee made the suggestion that it would be beneficial to have the Town's Alternate Grey County Councillor Representative take part in the training. This may prove difficult where the training may be completed prior to our own Council appointing an Alternate

Month	Training Course	Duration	Trainers
December	Council/SMT photos taken at Town Hall	-	-
December	Council IT, Health and Safety and Fire Safety Training, Town Hall Tour, HR Administrative Items and Review of Compensation and Benefits	½ Day	Town Staff
December	Municipal Conflict of Interest Act <ul style="list-style-type: none"> • Robert's Rules of Order – good Governance • Municipal Act <ul style="list-style-type: none"> ○ Role of Council ○ Role of Councillor ○ Role of Deputy Mayor ○ Role of Head of Council (Mayor) ○ Role of CAO ○ Role of Clerk ○ Meeting Quorum ○ Procedural By-law • Municipal Freedom of Information & Protection of Privacy Act • Closed Session Overview • Indemnification By-law • Insurance and Personal Indemnification • Municipal Conflict of Interest Act • Conservation Authorities 	1 Day	Facilitator TBD
December	Grey County Council Inaugural Meeting	1 Day	Facilitator TBD
December	Municipal Councillor Training <ul style="list-style-type: none"> • Relationship with County and Municipalities • Accessibility • Closed Sessions • Role of Council • Role of Staff • Municipal Conflict of Interest Act • Code of Conduct 	1 Day	Grey County

Month	Training Course	Duration	Trainers
December	<p>Review Current Town Strategic Plan, Objectives Timelines and Status</p> <p>Town Administration Department Overview</p> <ul style="list-style-type: none"> • Administration • Processes and relationship with County of Grey Council and Staff • Processes ad relationship South Georgian Bay Regional Partners • Review of 2018 – 2024 Corporate StrategicPlan <ul style="list-style-type: none"> ○ Clerks ○ Communications and Economic Development ○ Human Resources and Health andSafety 	1.5 Day	Town Staff
January	<p>Planning and Development Services Overview</p> <ul style="list-style-type: none"> • Planning and Development Services <ul style="list-style-type: none"> ○ Planning 101 - Policy Frameworkand Ontario Land Tribunal ○ Official Plan and Zoning By law ○ Update on Development Projects 	2 Days	Town Staff
January	<p>Town Department Overview</p> <ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> ○ Water and Wastewater Services ○ Roads and Drainage ○ Solid Waste and Sustainability ○ Review all Major Studies and Capital Projects and Processes ○ Project Tracking Report Overview 	2 Days	Town Staff
January	<p>Harassment Training (with Library Board)</p> <ul style="list-style-type: none"> • Requirements under the Municipal Act, Occupational Health and Safety Act and theOntario Human Right Code 	½ Day	Facilitator TBD
January	Financial Audits	½ Day	Financial Auditors
January	The Blue Mountains Public Library Overview	½ Day	Library Board Chair and CEO

Month	Training Course	Duration	Trainers
January	Town Department Overview (con't) <ul style="list-style-type: none"> • Fire Services • Emergency Management 	½ Day	Town Staff
January	Development Charge Workshop	1 Day	Town Staff
January / February	Standard of Care Training	½ Day	Walkerton Clean Water Agency
February	Town Department Overview (con't) <ul style="list-style-type: none"> • Community Services 	½ Day	Town Staff
March	Municipal Property Assessment Corporation	½ Day	Facilitator or TBD
May	Bus Tour with Council and key staff to provide an overview of existing and future community status and opportunities.	2 Days	Town Staff
July	Corporate Strategic Plan (2024-2028) Workshop Reflection on 2022 Citizen Satisfaction Survey	TBD	Town Staff

Year Two (2) Training: (November 2023 to November 2024)

Month	Training Course	Duration	Trainers
November	Planning and Development Services Refresher	1 Day	Town Staff
December	Annual Budget Process	Process	-
June	360 Performance Review for CAO and Mayor <ul style="list-style-type: none"> • Internal and 360 review completed by an external service provider as part of the CAO Performance Goals • Potential inclusion of a review of the Mayor to be performed by an external service provider and completed by all members of their Council 	Process	TBD

Month	Training Course	Duration	Trainers
September	Development and approval of questions for the 2024 Community Satisfaction Survey (to include questions regarding feedback on Council satisfaction questions)	½ Day	Town Staff

Year Three (3) Training: (November 2024 to November 2025)

Month	Training Course	Duration	Trainers
December	Annual Budget Process	TBD	Town Staff
April	Council Orientation Refresher <ul style="list-style-type: none"> • Municipal Act <ul style="list-style-type: none"> ○ Role of Council ○ Review of the Council-Staff Relationship Protocol Policy ○ Role of Councillor ○ Role of Deputy Mayor ○ Role of Head of Council (Mayor) ○ Role of CAO ○ Role of Clerk ○ Meeting Quorum ○ Procedural By-law • Indemnification By-law • Municipal Conflict of Interest Act • Code of Conduct • Integrity Commissioner 	1 Day	Facilitator TBD

Year Four (4) Training: (November 2025 to November 2026)

During the development of this report, and in consultation with the Town Clerk it was suggested that the fourth (4) year training be tied directly with training and information session with the municipal election process.