

Report

Date November 9, 2021
Subject 2022 Council Training Opportunities

File: 2810-10

PURPOSE

To consider training opportunities to undertake during 2022 to improve Council meeting effectiveness.

BACKGROUND

On [September 10, 2020](#), Council directed staff to coordinate a Local Government and First Nations Relationships training session, research various training opportunities and coordinate a workshop at a future Committee of the Whole meeting. This would allow Council to undertake a self-assessment to determine their training needs. During the workshop held on December 2, 2020, the Committee of the Whole requested that staff survey members to determine which training opportunities they felt were a priority to receive.

The first survey was sent out in December to determine a budget, general areas for improvement, and prioritize training options. Members of Council identified their areas for improvement in descending priority as (1) Leadership skill development, (2) Governance, (3) Communication, and finally (4) Meeting Facilitation. In January, a second survey was sent out, which focused on leadership skill development and governance training opportunities to narrow down the training opportunities further.

The following training plan (Table 1: 2021 Council Training Calendar) was presented at the [February 2, 2021](#), regular Council meeting and was endorsed, along with an annual training budget of \$15,000.

Table 1: 2021 Council Training Calendar

January 2021	February 2021	March 2021
22 GTS: Working Effectively with Indigenous People	3-4 LGLA Annual Leadership Forum	26 GTS: Planning Law Refresher and Procedural Fairness
April 2021	May 2021	June 2021
16-18 AVICC Convention	28 GTS: Dynamics in Decision Making	3-6 FCM Annual Conference
		18 GTS: Navigating the Grey
July 2021	August 2021	September 2021
21 L&L: Leading with Purpose webinar	18 L&L: Racism, Reconciliation, and Indigenous Cultural Safety webinar	13-17 UBCM Convention
October 2021	November 2021	December 2021
26-28 VIEA Economic Summit	3 L&L: Governing for Results	

DISCUSSION

The top three training opportunities identified as Council's highest priorities in the January survey were provided in 2021. Based upon the responses, the remaining training opportunities that Council

considered a priority were the *Legislative Framework* and the *Information and Privacy Fundamentals* (Table 2: January 2021 Survey Responses).

Table 2: January 2021 Survey Responses

Group Training Opportunities		Webinars, Videos & Podcasts	
Selected by # members	Session (including costs and time commitments)	Selected by # members	Session (including costs and time commitments)
5	Navigating the Grey – Option 2 <i>The cost of this five hour virtual workshop facilitated by Gordon McIntosh is \$3,000</i>	3	Racism, Reconciliation, and Indigenous Cultural Safety webinar <i>There is no charge for this one-hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>
4	Planning Law Refresher & Procedural Fairness <i>There is no charge for this half-day virtual session facilitated by Young Anderson</i>	3	Governing for Results <i>The cost to purchase this single 50-minute video from the George Cuff video series is \$150</i>
3	Mid-Term Check In <i>The cost of this full-day, in-person, session facilitated by Jerry Berry would be \$3,500</i>	2	Racism and Privilege in the Everyday <i>There is no charge for this one & half hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>
2	Legislative Framework <i>The cost of this half-day session facilitated by Young Anderson would be based upon their hourly rate + travel (if in person) and disbursement costs</i>	2	Council-Management Relations <i>The cost to purchase this single 47-minute video from the George Cuff video series is \$150</i>
1	Information and Privacy Fundamentals <i>The cost of this virtual session facilitated by Lisa Zwarn would be \$2,000 for a half-day session or \$3,000 for one full-day or two half-day sessions</i>	1	Deconstructing Racism Strategies for Organizational Change <i>There is no charge for this one & half hour recorded webinar provided through ICS as part of their Collaborative Learning Series</i>

With 2022 being an election year, staff is recommending a compressed training schedule that would include training opportunities identified in Table 2 that were not undertaken in 2021, plus a training session focused on educating public servants on the history of Aboriginal peoples, in accordance with the [Truth and Reconciliation Commission of Canada's Call to Action #57](#).

- (1) *Legislative Framework* session facilitated by Young Anderson
 - This session will cover the regulations around open and closed meetings, conflicts of interest, influence, bias, gifts and confidentiality.
 - The cost would be based upon Young Anderson's hourly rate and travel costs if held in person.
- (2) *Information and Privacy Fundamentals* session facilitated by Lisa Zwarn
 - This session will cover what every elected official needs to know about freedom of information and personal privacy related to Council's obligations under FOIPPA. You will also learn the importance of managing your records and administration of the privacy management program to ensure that you are in compliance with legislation and municipal regulations.
 - A half-day session would cost \$2,000, and a full-day session would be \$3,000 (amounts may change as these were the amounts quoted in 2020).
- (3) *Indigenous Consultation & Engagement* session facilitated by Indigenous Corporate Training Inc.
 - Indigenous Corporate Training Inc. was selected based on Council's response to the *Working Effectively with Indigenous People* session in January 2021.
 - This would be a six-hour session focusing on developing and honing practical skills and tools

that can be applied during consultation and engagement activities and learning the best practice for strengthening the consultation and engagement process.

- Up to 30 participants would cost \$4,500.

(4) *Deconstructing Racism Strategies for Organizational Change video (lunch & learn)*

- This 90-minute video discusses the mechanisms for how organizational change is the service of enhancing culturally-safe care and describes a joint deconstruction exercise that was developed under the guidance of Elders and how it was integrated into teaching modalities.
- No charge for this video.

The following training schedule (Table 3: 2022 Council Training Calendar) proposes to coordinate the above training within the first six months of the year to be held on a Friday in January, February, March and May. As Council had previously identified that Fridays were their preferred day for training in 2021, Fridays have been used to schedule the sessions in 2022.

Table 3: 2022 Council Training Calendar

January 2022		February 2022		March 2022	
21	[Training Session]	9-11	LGLA Leadership Forum	18 or 25	[Training Session]
		2	[Lunch & Learn]		
April 2022		May 2022		June 2022	
1-3	AVICC Convention	20	[Training Session]	2-5	FCM Annual Conference
July 2022		August 2022		September 2022	
				19-23	UBCM Convention
October 2022		November 2022		December 2022	
15	General Election Day	2	Inaugural Meeting New Council Orientation		New Council Orientation

If the Committee of the Whole wishes to proceed with the training opportunities listed, staff will contact each of the facilitators to schedule the training on the dates identified and bring back a report to Council to approve the session, date and facilitation cost.

OPTIONS

1. **(Recommended Option)** THAT the Committee of the Whole direct staff to coordinate the following training opportunities and report back to Council with the actual cost and facilitation date based upon the 2022 Council Training Calendar included as Table 3 in the November 9, 2021 report from the Manager of Legislative Services, for:

- (1) Legislative Framework session facilitated by Young Anderson;
- (2) Information and Privacy Fundamentals session facilitated by Lisa Zwarn; and,
- (3) Indigenous Consultation & Engagement facilitated by Indigenous Corporate Training Inc.; and,
- (4) Deconstructing Racism Strategies for Organizational Change lunch and learn video.

- This option is consistent with Council's decision regarding their 2021 training schedule and their service priority in their 2019-2022 Council Strategic Plan to have an efficient and well-run municipality. It would not require significant staff resource time to implement as it is based upon the research and analysis previously completed.

2. THAT the Committee of the Whole direct staff to:

- (1) Research which facilitators would be available to deliver the following training opportunities:
 - (a) *[Council to identify the types of training that they would like to receive]*

(2) Coordinate the training for the following dates and times:

(a) *[Council to identify the dates and times]*

- This option, like Option 1, is consistent with Council's service priority to have an efficient and well-run municipality; however, of the three options, it has the most significant impact on staff resource time.

3. THAT the Committee of the Whole direct staff to coordinate the following lunch and learn training opportunities for the 2022 calendar year:

(1) *[Council to identify which videos they would like coordinated]*

- This option would achieve a small operating budget reduction as many of the videos considered by Council previously were free of charge or had nominal costs associated with them while still contributing towards improving Council meeting effectiveness.

4. THAT the Committee of the Whole recommends that Council cancel their annual training for 2022 and subtract the \$15,000 from the 2022 operating budget.

- Though this option would achieve an operating budget reduction, it is not very significant and does not contribute towards improving Council meeting effectiveness.

IMPLICATIONS

Option 1 proposes to build on the training that Council received in 2021. The cost of the three sessions falls well within the \$15,000 training budget. Any unspent funds would be returned to general revenue or would be used as part of the orientation and training of the new Council.

Option 2 would delay other departmental projects, such as the review of the Council Procedure Bylaw or drafting the policy on the use of gender-neutral language and pronouns, in moving forward as staff resources would need to be redirected to conduct additional research.

Removing the \$15,000 from the operating budget under Options 3 and 4 would result in a 0.047% tax reduction.

RECOMMENDATION

THAT the Committee of the Whole direct staff to coordinate the following training opportunities and report back to Council with the actual cost and facilitation date based upon the 2022 Council Training Calendar included as Table 3 in the November 9, 2021 report from the Manager of Legislative Services, for:

- (1) Legislative Framework session facilitated by Young Anderson;
- (2) Information and Privacy Fundamentals session facilitated by Lisa Zwarn;
- (3) Indigenous Consultation & Engagement session facilitated by Indigenous Corporate Training Inc.;
and,
- (4) Deconstructing Racism Strategies for Organizational Change lunch and learn video.

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