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**Special Council Meeting
C#31-18**

**Wednesday, December 5, 2018
1:30 p.m.**

**Council Chambers
Richmond Hill Town Hall
225 East Beaver Creek Road
Richmond Hill, Ontario**

**His Worship
Mayor Dave Barrow**

Minutes

A Special Council Education and Training meeting of the Council of the Town of Richmond Hill was held on Wednesday, December 5, 2018 at 1:30 p.m. in the Council Chambers.

The following Members of Council were present:

Mayor Barrow
Regional and Local Councillor DiPaola
Regional and Local Councillor Perrelli
Councillor Beros
Councillor Muench
Councillor Liu
Councillor West
Councillor Cilevitz
Councillor Chan

The following members of Staff were present:

N. Garbe, Chief Administrative Officer
M. Dempster, Commissioner of Corporate and Financial Services
D. Dexter, Director of Financial Services/Treasurer
S. Huycke, Director of Legislative Services/Town Clerk
L. Conde, Manager, Policy and Inter-Governmental Affairs
G. Li, Manager, Capital and Development Financing
A. Forhan, Legislative and Project Advisor
J. Hambleton, Administrative Assistant to Members of Council
A. Daneshvar, Administrative Assistant to Members of Council

Confirmatory By-law 118-18

S. Margolin, Administrative Assistant to Members of Council
T. Au, Administrative Assistant to Members of Council
S. Kavassalis, Administrative Assistant to Members of Council
R. Healey, Outreach/Community Liaison Coordinator
G. Collier, Deputy Town Clerk
L. Sampogna, Council/Committee Coordinator
S. Dumont, Council/Committee Coordinator

Adoption of Agenda

Moved by: Councillor Cilevitz
Seconded by: Councillor West

That the agenda be adopted as distributed by the Clerk.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest by Members of Council under the *Municipal Conflict of Interest Act*.

Scheduled Business

3.1 Education and training meeting with respect to Council Orientation Presentation

David Dexter, Director, Financial Services/Treasurer, provided an overview of the Council Expense Policy. He noted that the policy identified eligible expenditures for use of Constituency Budgets, as well as the process for reimbursement.

Stephen Huycke, Director of Legislative Services/Town Clerk, provided information on the Council Communication and Mailing Policy. He highlighted the policy's principles, and general rules pertaining to newsletters, mass mailings and digital communication tools.

D. Dexter presented a high-level overview of the budget and financial planning process. He provided details on the Capital and Operating Budget process, and informed Council on the projected budget timeline.

S. Huycke presented Council with information on the Procedure By-Law and reviewed the Rules of Procedure with respect to agendas, public participation, motions, debate and voting. S. Huycke summarized the role of the Chair and the Clerk for meetings.

By-Law to Confirm the Proceedings of Council at This Meeting

Moved by: Regional and Local Councillor DiPaola
Seconded by: Councillor Chan

That By-law 118-18, A By-law to confirm the proceedings of Council at this meeting, be passed.

Carried

Adjournment

Moved by: Councillor Chan
Seconded by: Councillor Cilevitz

That the meeting be adjourned.

Carried

The meeting was adjourned at 2:45 p.m.

Dave Barrow, Mayor

Gloria Collier, Deputy Town Clerk