



## **Special Council Education and Training Meeting**

### **Minutes**

**C#38-22**

**Tuesday, November 29, 2022, 1:30 p.m.**

A Special Council Education and Training meeting, pursuant to Section 239(3.1) of the Municipal Act, 2001, of the Council of the City of Richmond Hill was held on Tuesday, November 29, 2022 at 1:30 p.m. in Council Chambers via videoconference.

Council Members present in Council Chambers:

Mayor West  
Regional and Local Councillor Chan  
Councillor Davidson  
Councillor Thompson  
Councillor Liu  
Councillor Cui  
Councillor Cilevitz  
Councillor Shiu

Council Member regrets:

Regional and Local Councillor DiPaola

Staff Members present in Council Chambers:

D. Joslin, Interim City Manager  
S. Adams, Commissioner of Corporate and Financial Services  
K. Kwan, Commissioner of Planning and Infrastructure  
T. Steele, Acting Commissioner of Community Services  
S. Huycke, Director of Legislative Services/City Clerk  
G. Li, Director, Financial Services and Treasurer  
D. Alexander, Manager, Access Richmond Hill  
R. Ban, Deputy City Clerk  
L. Sampogna, Council/Committee Coordinator  
C. Connolly, Legislative Services Assistant

Staff Member present electronically:

S. Beukeboom, Manager, Fiscal Planning and Strategy

**1. Adoption of Agenda**

Moved by: Councillor Liu  
Seconded by: Councillor Davidson

a) That the agenda be adopted as distributed by the Clerk.

Carried Unanimously

**2. 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*.

**3. Scheduled Business**

**3.1 Education and training meeting with respect to Council Orientation Presentation:**

**a) Council/Committee Meeting Procedures**

Stephen M.A. Huycke, Director, Legislative Services/City Clerk, provided an overview of the procedures relating to the City's Procedure By-law, member responsibilities, *Municipal Conflict of Interest Act* (MCIA), meeting agendas, member motions, public participation, motions, debate and discussion, voting, point of order, and chairing a meeting.

**b) Access Richmond Hill Contact Centre**

Dayna Alexander, Manager, Access Richmond Hill, reviewed the role of Access Richmond Hill Contact Centre (ARH), top inquiries received, types of resident interactions and statistics, service delivery channels, language translation services, and ways to connect with ARH.

**c) Financial Control By-law; Council Expense Policy; Purchasing Card; and Budgets and Financial Planning**

Gigi Li, Director, Financial Services and Treasurer, reviewed the Financial Services Division responsibilities, provided details on the Financial Control By-law, Council Expense Policy, Purchasing Card Policy and Program, and highlighted the budgets and financial planning components and processes.

**4. Adjournment**

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

That the meeting be adjourned.

Carried Unanimously

The meeting was adjourned at 3:51 p.m.

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David West, Mayor

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Ryan Ban, Deputy City Clerk