



TOWNSHIP OF WHITE RIVER

TRAINING: ROLES AND RESPONSIBILITIES OF COUNCIL AND STAFF

DATE: Wednesday December 13, 2023

TIME: 7:00 to 9:00 pm

PRESENTERS: Antoinette Blunt, Consultant, Ironside Consulting Services Inc.
John Hart, Ritchie Ketcheson Hart & Biggart LLP

AGENDA

- 1.0 **Introductions**
 - Council and Staff introductions
 - Presenter Introductions
- 2.0 **Code of Conduct – Antoinette Blunt**
- 3.0 **Governance – John Hart**
 - 3.1 Role of Head of Council
 - 3.2 Council and Staff: Role and Responsibilities –Governance versus Operations.
 - 3.3 Council Meetings: What is Held in Open vs. Closed Meetings
 - 3.4 Conflicts of Interest
- 4.0 **Operations – Antoinette Blunt**
 - 4.1 Staff and Council Relations – How Governance and Operations work Collaboratively.
 - 4.2 Effective Working Relationships and Communications
- 4.0 **Questions/Discussions**
- 5.0 **Closing Remarks**
- 6.0 **Adjournment**

Antoinette Blunt, MPA, CHRL, CHRE, FHRPA, Ironside Consulting Services Inc.

Ironside Consulting Services Inc. (ICS Inc.) is a company specializing in the provision of a variety of human resources, labour relations and management services for employers primarily in Northern Ontario, since 2000. ICS Inc. offers a variety of services including organizational review and design, governance review and strategic planning, workplace investigations, mediation, re-design and development of policies and procedures, compensation system review and design including pay equity services, early stage grievance management, collective bargaining for employers, performance management system design; coaching and training in numerous areas including relationship management, communication, bullying and harassment and workplace sexual harassment, team building and leadership. ICS Inc. is licensed to engage in the business of selling the services of Private Investigators under the Private Security and Investigative Services Act, 2005, and its regulations. Antoinette Blunt is a licensed Private Investigator with extensive experience in undertaking workplace investigations related to allegations of violations of the Occupational Health and Safety Act (Bullying, Harassment, Sexual Harassment, and Violence in the Workplace), and allegations of violations of the Human Rights Code. In 2018, Antoinette was appointed Integrity Commissioner for the Corporation of the Sault Ste. Marie and is responsible for investigating complaints and alleged breaches of the Code of Conduct of Council and Elected Boards. In this role Antoinette serves as an advisor and an educator for City Council, City Administration, and the Public. Since then, Antoinette has been appointed Integrity Commissioner for many other municipalities in the district of Algoma. Antoinette's educational background includes a master's degree in public administration, bachelor's degree arts and Bachelor of Science degree nursing. Antoinette also has over 23 years' experience providing consultative services to employers and over 20 years' experience in executive and senior management in the community health care sector.

John R. Hart, Partner, Ritchie Ketcheson Hart & Biggart LLP

John R. Hart practices in both the private and public sector, focusing on general litigation in business and commercial matters, real estate transactions and estates disputes. John has acted for various municipalities for more than 20 years, during which time he has been involved with virtually all aspects of municipal government, ranging from corporate governance to by-law enforcement. John has prepared and submitted reports to both Council and its committees and has appeared before Council and committees on numerous occasions. John's experience and versatility allows him to understand and respond to legal issues emanating from any municipal department. John has completed real estate transactions; commenced enforcement proceedings in connection with the responsibilities that are placed upon municipalities (including the Fire Code, the Building Code and Property Standards By-laws); and litigated as counsel both at all levels of court in Ontario and before various administrative tribunals. John's cases have been reported in the Ontario Reports, the Municipal Planning Law Reports, the Estate Law Reports, and the Business Law Reports. John has spoken about enforcement matters at conferences held by the Municipal Prosecutors Association and the Municipal Fire Prevention Officers Association.