

Transition Plan

The following **Transition Plan** is a path of activities and training that the members of council and staff must follow prior to consideration by the Commissioner of Municipal Affairs to recommend reinstating the council's authority.

- First block – completed by December 15, 2023
- Second block – completed by January 31, 2024
- Third block – February or March 2024

During the implementation of this transition plan, it may be determined that additional steps are required prior to recommending to Cabinet to reinstate the council's authority.

Deliverables		Target
Share and sign off Transition Plan	<ul style="list-style-type: none"> • Meet with council and staff to communicate transition plan and address questions. • Mayor, councillors and staff sign intent to follow transition plan. 	Block one
Mediation	<ul style="list-style-type: none"> • Hire mediation service provider. Share reports and recommendations. • Conduct mediation on roles and responsibilities. • Identify issues and individuals requiring specific mediation objectives.* 	Block one
Training	<ul style="list-style-type: none"> • Schedule up to two days of training sessions to clarify the eight functions of council identified in the Supervisor's Report to the Commissioner. (One or two hours for each training session) 	Block one
Code of Conduct	<ul style="list-style-type: none"> • Update Code of Conduct to reflect Inspector's recommendations and 2023 observations. • Design and provide complaint forms to members of council and staff. 	Block one
Transparency and Public Communications	<ul style="list-style-type: none"> • Equip council for video recording and broadcasting meetings. • Make improvements to council agenda and minutes format. 	Block one
Organizational Risk	<ul style="list-style-type: none"> • Conduct a workshop related to receiving legal advice and how to manage organizational risk. 	Block one
Staff Competencies	<ul style="list-style-type: none"> • Arrange for coaching and training to enhance staff competencies. 	Block one
Procedures	<ul style="list-style-type: none"> • Update Procedural By-law to reflect Inspector's recommendations and 2023 observations. 	Block one
Two-year Strategic Plan	<ul style="list-style-type: none"> • Schedule a one-day Strategic Planning session for Council and staff to develop a list of priorities and actions for the next 24 months. 	Block two

Council Committees	<ul style="list-style-type: none"> Consider standing committees of council to align with the implementation of the Strategic Plan, where possible. 	Block two
New By-laws	<ul style="list-style-type: none"> Supervisor to implement CAO by-law in accordance with the <i>Local Governance Act</i>. 	Block two
Supervised council meetings	<ul style="list-style-type: none"> Conduct one or two supervised meetings of council (with Supervisor still in authority) with support from a procedural coach. 	Block three
Recommendation to Commissioner	<ul style="list-style-type: none"> Pending successful completion of the transition plan, and barring no additional matters that need to be addressed, make a recommendation to the Commissioner of Municipal Affairs to recommend to Cabinet reinstating the council's authority. 	Block three

** Mediation to resolve individual issues and interpersonal relationships will likely extend past December 15th and into 2024. The speed at which conflicts can be resolved depends upon the complexity of the issue, the individuals involved, and their ability to find consensus to conclude a resolution.*