



## City of Hamilton

# ORIENTATION SESSION AGENDA

Date: Thursday, November 15, 2018, 8:00 A.M.  
Location: David Braley Health Sciences Centre  
100 Main Street West

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### Call to Order

1. 8:00 am to 8:30 am SET UP, ARRIVAL, REFRESHMENTS & NETWORKING
2. 8:30 am to 8:40 am OPENING REMARKS / ORGANIZATIONAL STRUCTURE

*Mike Zegarac, Interim City Manager*

- Review Department Structure
- Introduce Senior Leadership Team (SLT) and two-way department discussion format

AUDITORIUM

3. 8:40 am to 10:35 am DEPARTMENTAL INDIVIDUAL COUNCILLOR MEETINGS

*All Departments*

- One-on-one Meetings with Department Leadership Teams (DLT) to provide Councillors with 2019 priorities and challenges
- Provide Councillors an opportunity to identify their goals and ask questions

VARIOUS MEETING ROOMS

*Please refer to your individual Meeting Schedules (to be distributed at the meeting), which details the room your are scheduled in for the 20 minute one-on-one meetings*

**4. 10:35 am to 10:55 AUDIT SERVICES 101**

*Charles Brown, Director of Audit Services*

- Mandate
- Services Offered
- Authority
- Independence & Organizational Structure
- Responsibilities of an Auditor General
- Key Policies
- Audit Planning

AUDITORIUM

**5. 10:55 am to 11:15 am COUNCIL TECHNOLOGY ON-BOARDING**

*Information Technology/Clerks*

- IT Technology pick up
- Technology and eSCRIBE Tutorials

Rooms 2010 & 2011

**6. 11:15 am to 11:30 am BREAK, REFRESHMENTS & NETWORKING**

**7. 11:30 am to 12:30 pm CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST**

*Integrity Commissioner*

- Review role of the Integrity Commissioner and the Code of Conduct
- Review Municipal Conflict of Interest obligations

AUDITORIUM

**8. 12:30 pm to 1:30 pm LUNCH, REFRESHMENTS & NETWORKING**

**9. 1:30 pm to 2:30 pm PRIVACY, FREEDOM OF INFORMATION (FOI) AND LOBBYIST REGISTRY**

*Lisa Barroso, Manager, Records & Freedom of Information*

*Debbie-Ann Rashford, Access & Privacy Officer*

*Christopher Newman, Program Coordinator*

- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- Collection of personal information
- Councillor access to 'records'
- Lobbyist Registry

AUDITORIUM

**10. 2:30 pm to 3:00 pm COUNCIL PROCEDURES**

*Janet Pilon, Acting City Clerk*

- Council and Committee Structure and Schedule
- Review of the Procedural By-law
- Inaugural Meeting Overview

AUDITORIUM

**11. 3:00 pm to 3:30 pm HUMAN RESOURCES ON-BOARDING**

- New and returning Councillor assistance

Room 2023