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

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)

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**

Debbie-Ann Rashford, Access & Privacy Officer

Christopher Newman, Program Coordinator

*Municipal Freedom of Information and Protection of Privacy Act (*MFIPPA)

- Personal Information
- Records
- Constituent (vs City)
- Councillor access to 'records'
- Freedom of Information Requests

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