

To: Council in Committee of the Whole

From: Tracy Adams, Chief Administrative Officer,  
Office of the C.A.O.

Report Number: CNCL-22-68

Date of Report: November 9, 2022

Date of Meeting: November 15, 2022

Subject: Proposed 2022 - 2026 Council Orientation Schedule

Ward: All Wards

File: 02-05

---

## **1.0 Purpose**

The purpose of this report is to present the newly elected City of Oshawa Council with an orientation schedule proposed by City staff to assist members of Council in carrying out their duties for the 2022 – 2026 term of Council.

## **2.0 Recommendation**

It is recommended to City Council:

1. That in accordance with Report CNCL-22-68 dated November 9, 2022 concerning the 2022 - 2026 Council Orientation, the schedule as outlined in Section 5.1 be approved; and,
2. That the required City and legislated policy and recommended courses as outlined in Section 5.2 be completed and signed by each member of Council and returned to Human Resource Services no later than December 31, 2022.

## **3.0 Executive Summary**

With each new term of City of Oshawa Council, staff make necessary orientation arrangements including education and training sessions that provide guidance to Council in carrying out their duties and to meet legislative requirements as per the *Municipal Act, 2001, S.O. 2001, c. 25* and other policy regulations.

## **4.0 Input From Other Sources**

Input was received from City Clerk Services, Legal Services, Human Resources Services, Finance Services and Innovation & Transformation.

## 5.0 Analysis

### 5.1 Council Orientation Schedule

City staff have prepared a schedule of orientation items for the newly elected Council for the 2022 – 2026 term of office. Recognizing that the Council composition is largely made up of returning members of Council, the orientation schedule includes education and training sessions that are mandated by City policy or legislation, except Council's Procedure By-law. At its meeting of September 26, 2022, Council adopted a new Procedure By-law. As such, staff recommend providing an overview of the changes adopted by Council. The proposed Orientation Schedule is detailed in the following chart.

| Item                                  | Date                | Agenda  |
|---------------------------------------|---------------------|---|
| Education & Training                  | November 18, 2022   | 9:30 a.m. Municipal Freedom of Information and Protection of Privacy Act (Aird & Berlis)<br><br>11:00 a.m. Overview of the new Council's Procedure By-law (City Clerk Services) |
| Education & Training                  | January 24, 2023    | 9:30 a.m. Code of Conduct and Municipal Conflict of Interest Act (Principles Integrity) as recommended by the Integrity Commissioner  |
| Council Directed Education & Training | February 2023 (TBC) | <ul style="list-style-type: none"> <li>Diversity, Equity and Inclusion Plan, Unconscious Bias and Anti-Racism</li> <li>Improving Accessibility in Oshawa</li> </ul>             |

### 5.2 Council Orientation Binder

Staff have also provided Council with a Council Orientation Binder which includes the following policies and training that are to be read and signed as being completed and returned to Human Resources no later than December 31, 2022. The policies and training listed below are available on the City's iConnect intranet.

| Item   | Policy and/ or Training |
|--|-------------------------|
| City Computer and Internet User Corporate Policy AG10.99   | Policy                  |
| City Cyber Security Fundamentals Training (City Required Training)   | Online course           |
| City's Identification Card Policy AG10.55  | Policy                  |
| Electronic Monitoring Policy (Bill 88, <i>An Act to enact the Digital Platform Workers' Rights Act, 2022 and to amend various Acts</i> ) | Policy                  |

| Item   | Policy and/ or Training           |
|--|-----------------------------------|
| Integrated Accessibility Standards Regulation Training<br>(Required under the <i>Accessibility for Ontario with Disabilities Act, 2005</i> )         | Online course                     |
| Access and Privacy Policy<br>(Council approved – June 21, 2021)  | Policy and Online course          |
| Records and Information Management Policy<br>(Council approved – June 21, 2021)  | Policy and training upon request. |
| City Respect in the Workplace – Harassment, Discrimination and Violence Policy LR14.10   | Policy and Online presentation    |
| Workplace Hazardous Materials Information System<br>(Required under the <i>Occupational Health and Safety Act</i> and <i>W.H.M.I.S. Regulation</i> ) | Online Course                     |
| Worker Health and Safety in Four Steps<br>(Recommended City Training)  | (Online Course)                   |

**6.0 Financial Implications**

Costs associated with the Council Orientation program can be accommodated from the Elections Reserve.

**7.0 Relationship to the Oshawa Strategic Plan**

The recommendations in this report respond to the Oshawa Strategic Plan goal of Accountable Leadership.



Enez Perkins, Manager, Corporate Strategic Initiatives  
 Office of the C.A.O.



Mary Medeiros, City Clerk,  
 City Clerk Services



Tracy Adams, Chief Administrative Officer,  
 Office of the C.A.O.