

# Transition and Orientation

## City of Ottawa Model

Tyler Cox, CMO  
Manager, Legislative Services  
[tyler.cox@ottawa.ca](mailto:tyler.cox@ottawa.ca)

Caitlin Salter MacDonald, AOMC  
Manager, Council and Committee Services  
[caitlin.salter-macdonald@ottawa.ca](mailto:caitlin.salter-macdonald@ottawa.ca)



# Agenda

- New Start Date for Term of Council
- Transition:
  - Outgoing Members
  - Support to Mayor-Elect / Councillors-Elect
- Orientation
- Inauguration and First Meeting
- Considerations for Security?

# New Start Date for Term of Council

- Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2016* changed the beginning of the term of office from December 1 to November 15.

# Before... (2018)

October 2018						
10 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
30 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
1 day included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Voting Day: October 22, 2018

First day of term of office: December 1, 2018

# After... (2022)

October 2022							November 2022						
8 days included							15 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Voting Day: October 24, 2022

First day of term of office: November 15, 2022

# Transition: Outgoing Members

- HR: Severance letters for outgoing Members and their outgoing staff
- Archives and Information Management
- Data destruction, shredding, etc.
- Collect IT assets, keys, passes, etc.
- Final invoices and disclosure of gifts, tickets, etc.
- IT purchases by outgoing members

# Ottawa's Supports for the Newly Elected

- Day after Voting Day: Email Mayor-elect and Councillors-elect
- Each Mayor-elect and Councillor-elect is assigned:
  - Welcome letter
  - a staff liaison (“buddy”)
  - Temporary work space
  - Orientation Package and Manual
  - Ward reports for last four (4) years
  - Temporary email account and calendar

I'm a buddy!



# Feedback on “Staff Buddy”



**Scott Moffatt**

[@ScottMoffatt21](#)



Day 18 of Thanks...

From time to time, there will be tweets when I thank groups of people and then I may sometimes also individually thank a person within that group. Today is one of those days. One of my first contacts at the City post-election was Kiel Anderson.

2022-01-18, 9:15 PM



**Scott Moffatt**

[@ScottMoffatt21](#)



Upon being elected, we are assigned a staff contact that helps us figure our new City Hall lives out because it's a bit of a whirlwind, as I've mentioned before. Kiel was my contact from the Clerk's Office and he was a huge help.

2022-01-18, 9:15 PM



**Scott Moffatt**

[@ScottMoffatt21](#)



In the months and years that followed, I continued to be able to rely on Kiel in whatever role he held. He was a also tremendous leader on the ward boundary review last year as well. I have no doubt that Kiel will continue to advance within the City.

2022-01-18, 9:15 PM



# Ottawa's Supports for the Newly Elected (ii)

- Smart phone
- E-mail account
- Parking pass
- Security pass
- \$10K IT credit (all Members – for the term)

# Ottawa's Support for the Newly Elected (iii)

- Pension and benefit sessions for new Members
- Support for hiring new political staff
- Employment contracts and onboarding for new political staff
- Resignation of staff elected to Council

# Ottawa's Supports for the Newly Elected (iv)

- Portraits and Biographies
- Painting of offices
- Artwork
- New furniture if needed

# Orientation Overview

- Legislative Framework/ Role of Councillor
- Procedure By-law 101
- Orientation to Chambers and use of the electronic agenda
- Planning 101
- Budget/ Finance 101

**BOOT CAMP**

*Orientation sessions are open to the public and media.*

# Orientation Overview (ii)

- Office Management
- Casework and MFIPPA
- Accountability Framework
- Office of the Auditor General
- Major Projects (e.g. Light Rail)
- Property Acquisition and Disposition, *Safe Drinking Water Act*

**BOOT CAMP**

*Orientation sessions are open to the public and media.*

# Orientation Overview (iii)

- Media training
- Invitation to observe any standing committee or council meetings
- Consultations on Governance Report
- After term begins:
  - Training for Chairs and Vice-Chairs of Committees (after appointed)
  - Training sessions for political staff

# Transition and Orientation: Considerations

- Do you have a work plan with clear roles and responsibilities?
- Do you seek executive support for Transition?
- What tools and training to you provide to Members and their political staff?
- How do you evaluate?

# What to focus on?

Toronto

## Toronto mayor never read conflict of interest act



CBC News · Posted: Sep 05, 2012 10:03 AM ET | Last Updated: September 5, 2012



Mayor Rob Ford is seen leaving a Toronto courthouse during a lunch break on Wednesday. (Michelle Siu/Canadian Press)



# INAUGURATION AND FIRST MEETING(S)



# Declaration of Office

*Municipal Act, 2001, Sections 231, 232*

## **Deemed organization**

**231.** A new council of a municipality shall be deemed to be organized after a regular election [...] when the declarations of office under section 232 have been made by a sufficient number of members to form a quorum. 2001, c. 25, s. 231.

## **Declaration of office**

**232.** (1) A person shall not take a seat on the council of a municipality, [...] until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose. 2001, c. 25, s. 232 (1). [...]

## **Condition for conducting business**

**232.** (5) No business shall be conducted at the first meeting of a council until after the declarations of office have been made by all members who present themselves for that purpose. 2001, c. 25, s. 232 (5).

# First Meeting

*Municipal Act, 2001, Section 230*

**230** The first meeting of a new council of a municipality after a regular election [...] shall be held at the time set out in the municipality's procedure by-law but in any case not later than 31 days after its term commences.

# First Meeting: Check your Procedure By-law!

## PART X ORGANIZATION OF NEW COUNCIL

### 91. INAUGURAL MEETING OF COUNCIL

- (1) (a) The inaugural Meeting of the Council shall be held on the first day of the Term of Council at a time and place determined by the person who has been certified by the Clerk to be elected as Mayor
- (b) Notwithstanding subsection (a), should the first day of the Term of Council fall on a weekend or statutory holiday, the inaugural meeting may be held on the next business day.

### 92. INAUGURAL MEETING

- (1) At the Inaugural Meeting of the Council, the only business to be brought before the meeting shall be the following:
- (a) Declarations of Office; and
  - (b) Matters incidental to any of the above;
- (2) Despite Subsection (1), an Inaugural Address by the Mayor may be delivered at the Inaugural Meeting of Council or at a subsequent meeting of Council.

# Inaugural Ceremony (Dec. 3, 2018)



# First Working Council Meeting of the New Term (Dec. 5, 2018)

- Mayor calls a special meeting to consider Governance Review report previously “tabled” at the last meeting of the outgoing Council.
- Topics include:
  - Committee structure
  - Procedure By-law updates
  - Accountability and transparency measures
  - Local boards
  - Amendments to various by-laws, policies, etc.
  - Other matters

# First Regular Meeting (Dec. 10, 2014)

## ROLL CALL

All members were present.

## MOTION NO. 2/1

Moved by Councillor B. Monette

Seconded by Councillor M. Taylor

**That the Mayor's remarks given at the Inaugural Ceremony on December 1, 2014, be appended to the Minutes of today's Council meeting.**

CARRIED

# First Meeting: Considerations

- How and when do Members take the Declaration of Office?
- What does your Procedure By-law say about the first meeting?
- Do you separate ceremony from other business?
- Do you review your governance model?



Orientation and First Meeting

# **SECURITY CONSIDERATIONS**



# Hamilton Home Security



**COUNCIL**

## Mayor Fred Eisenberger ‘worried about security’ during this term

Council backs security training and option for personal risk assessments

By **Teviah Moro** Spectator Reporter  
Thu., March 24, 2022 | 4 min. read

A photograph of the City Hall building in Hamilton, Ontario. The building is a modern, multi-story structure with a curved facade. In the foreground, there is a large black sign with white text that reads "CITY HALL", "71 Main Street West", and "The Robert Morrow Forecourt". A wooden bench is visible in the foreground, and a person is riding a bicycle in the background. The sky is overcast.

# Hamilton Resolution (i)

- (a) That the Corporate Security Office be directed to provide Council Security Orientation Training to all elected Members of Council, their administration staff and other City staff members, as may be appropriate, at the start of a new Council term and at any other time as maybe requested throughout the term of Council;
- (b) That the one-time cost of the Training Program (software and materials) estimated at \$50,000 be funded from the previously approved Capital Account PID #3722241805 - Facilities Security Program 2022;
- (c) That the Corporate Security Office be authorized and responsible to procure and coordinate 3rd party services to provide personal environment Security Risk Assessments for Elected Members of Council (and Senior Staff on a case by case basis) if voluntarily requested to do so (once per term of Council);

# Hamilton Resolution (ii)

- (d) That the ongoing costs of the Security Risk Assessments, as identified in Recommendation (c), estimated at \$5,000/ per assessment be funded from the Capital Account PID #3722241805 - Facilities Security Program 2022 and further, that an estimated \$105,000 be referred to the 2023 Capital Budget process for consideration;
- (e) That subsequent to completion of the Security Risk Assessment, Elected Members of Council (and Senior Staff on a case by case basis) may voluntarily choose to implement some or all of the Security Risk Assessment recommendations and, upon completion of the work, will be entitled to reimbursement for the associated actual costs up to a maximum of \$8,000 (plus HST) once per Council term. Such expenses to be deemed as a taxable benefit;
- (f) That a one-time estimated \$168,000 be referred to the 2023 Capital Budget to cover costs of implementing recommendation (e), and that any new Council costs incurred in 2022 be funded from Capital Account PID #3722241805 - Facilities Security Program 2022;

# Hamilton Resolution (iii)

- (g) That for any security implementation requiring 3rd party monthly monitoring, the City of Hamilton will reimburse the Elected Official (Senior Staff on a case by case basis) for the actual cost up to a maximum of \$100 monthly (plus HST) as a taxable benefit and that such costs be funded from the Elected Official's (Senior Staff's) applicable expense budgets. Reimbursements are applicable only during elected status (or employed status for Senior Staff); and
- (h) That the annual operating impacts of \$53,000 to fund an additional 0.5 FTE to coordinate and manage the ongoing requirements of these recommendations be included in the 2022 Public Works Department operating budget in the Corporate Security Office Dept ID #790017.


# Boston: Security at Swearing In?



NEWS POLICE

## Anti-vax protest nearly drowns out Boston City Council swearing-in ceremony

Facebook Twitter YouTube Email



©2021 Globe. — JANUARY 5. Demonstrators opposing vaccine mandates took signs outside during the inauguration ceremony at City Hall on January 5, 2021 in Boston, MA. Staff Photo by Tompaso/Photographer Group/Boston Herald.

By [KIM FORTIN](#) | Boston Herald  
PUBLISHED: January 5, 2021 at 6:05pm | UPDATED: January 5, 2021 at 6:05pm

# Other Resources

- <https://www.amcto.com/getattachment/Education-Events/Annual-Conference/2018-Annual-Conference/Conference-Program-and-Schedule/2C-Council-Orientation.pdf.aspx?lang=en-CA>
- <https://www.amcto.com/getattachment/afe3d027-d47e-4c38-9fed-88b07e9ecafa/.aspx>
- <https://www.camacam.ca/sites/default/files/inline-files/CAMA-Council%20Orientation%20Toolkit%20English%20Final%20July%202020.pdf>
- <https://www.deepriver.ca/download.php?dl=YToyOntzOjI6ImkljtzOjQ6IjE3NjEiO3M6Mzoia2V5IjtpOjE7fQ==t>