Council Orientation (Suggestions)

Approach:

Electronic on-boarding materials (like a virtual binder with drop down menus and links (Office365 web portal)) along with focused presentations/sessions on specific topics of interest at a relevant time.

Materials/Topics:

1. City Clerk
    a. Role of the Clerk's Department
    b. Administrative/Operational processes for Elected Officials
        i. City of Winnipeg Charter
        ii. Organization by-law
            1. Committees of Council and their mandates
        iii. CWA Policy
        iv. How to use DMIS
    c. Archives
    d. Elections
    e. FIPPA
    f. Other services (eg. Marriages)
2. Financial Background
    a. Multi-Year Balanced Budget Policy
        i. Budget process
        ii. Standardized demographic variables
        iii. Performance reporting (Volume 1)
    b. Capital Budgets
    c. Operating Budgets
    d. Annual Financial Statements
    e. Financial Management Policy (covers FSR and debt limits)
3. Assessment and Taxation
    a. ATD Department Overview
    b. Assessment Overview
    c. Taxation Overview
    d. Other Taxation
    e. Collection and Enforcement
4. Chief Administrative Officer
    a. Office of CAO
    b. Deputy CAO's role
    c. Corporate Initiatives and Administration
    d. Strategic Planning
        i. Corporate Strategic Plan
        ii. Strategic Priorities / Initiatives Plan
    e. Indigenous Relations
        i. Welcoming Winnipeg process
        ii. Indigenous Accord
    f. Economic Development

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        i. TIF policy
5. Customer Service & Communications
    a. Communications
    b. 311
    c. Public Engagement
    d. Marketing
    e. French language services
    f. Winnipeg.ca
6. Central Services
    a. Corporate Finance
        i. Materials Management (Procurement)
        ii. Risk Management (claims process, insurance, loss prevention)
        iii. Controllership (embedded in dept's, supplier payments, general accounting, payroll, etc.)
        iv. Financial services (i.e. treasury)
        v. Financial planning & review
        vi. Campus finance
    b. Human Resources
        i. HR Services - Hybrid Model & Programs
        ii. HR Priority Projects
        iii. HR's connection to Council through EPC & HRCC
            1. Labour Relations - Collective Bargaining
            2. Annual Workplace Safety Report
            3. Equity Office
                a. Equity, Diversity & Inclusion Policy, Strategy & Annual Diversity Workforce Report
    c. Legal Services
        i. Role of Legal Services
    d. Innovation & Technology
        i. Coordinated IT Service Delivery Model, Strategies and Risks
        ii. IT Project Portfolio
            1. Continuous Improvement & Innovation Programming
        iii. Accessing Technology Service and Support
        iv. Cybersecurity Awareness Training
        v. Using Open Data
7. Assets & Project Management
    a. Asset Management program
    b. Infrastructure Plan
    c. Major Capital Projects/Dashboard
    d. Municipal Accommodations
8. Community Services
    a. Animal Services
        i. Responsible Pet Ownership Bylaw
    b. Community By-law Enforcement Services (CBES)
        i. Licensing
        ii. Bylaws under CBES jurisdiction:
            1. Community Safety Business Licensing Bylaw

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2. Neighbourhood Liveability Bylaw
3. Vacant Building Bylaw

c. Recreation Services
    i. Winnipeg Recreation Strategy
    ii. Aquatics
    iii. (Indoor) Recreation Services
d. Library Services
e. Community Development
f. Community Centres
    i. General Council of Winnipeg Community Centres (GCWCC)
    ii. Community Centre Renovation Grant Program

9. Public Works
    a. Fleet
    b. Parking Authority
    c. Parks
        i. Parks Strategy
    d. Street maintenance
        i. Snow and ice control
        ii. Construction
        iii. Permits
    e. Active transportation
    f. Insect control
    g. Forestry
10. Planning, Property & Development
    a. City Planning
        i. Downtown
        ii. Local area
    b. OurWinnipeg 2045
        i. Complete Communities
    c. Heritage Conservation
    d. Housing
    e. Riverbank Management
    f. Real Estate Division
    g. Cemeteries
    h. Land Development
    i. Permits / Development
        i. Residential
        ii. Commercial
        iii. Multi-family
    j. Golf Services
11. Water & Waste
    a. Office of sustainability
        i. Climate Action Plan
    b. Water
    c. Sewage
    d. Flood control and drainage
    e. Solid waste

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    f. Recycling
12. Transit
    a. Winnipeg Transit Master Plan (WTMP)
    b. Approved Investing in Canada Infrastructure Program (ICIP) Projects
    c. Transit Plus
13. Winnipeg Fire Paramedic Services
    a. Master Plan
    b. Emergency Management
    c. Medical / Paramedic Response
    d. Fire & Injury Prevention
    e. Fire & Rescue Operations
    f. 911 Communications Centre
14. Audit
    a. Mandate / Independence (as the office is unique from rest of Public Service)
    b. Fraud & Waste Hotline
    c. Audit Reports
    d. Implementation of Audit Recommendation
15. Winnipeg Police Board (to be scheduled and conducted by Board staff)
    a. Mandate (*Police Services Act* and City of Winnipeg By-law 148/2012)
    b. Connections to Council – finance and budget, Board annual report, effectiveness evaluation
    c. Governance mechanisms and reporting from Winnipeg Police Service
16. Integrity Commissioner (to be scheduled and conducted by the Integrity Commissioner)
    a. Role
    b. Code of Conduct
        i. Role/responsibilities of Council
        ii. Role/responsibilities of the Public Service
    c. Conflict of interest
    d. Voluntary Lobbyist registry
17. Other Entities
    a. CentreVenture
    b. Assiniboine Park Conservancy
    c. Convention Centre
    d. North Portage Development Corp

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Tours:

- NEWPCC/SEWPCC (WW)
- Brady Resource Management Facility (WW)
- Bus Rapid Transit (Transit)
- Transit Garage (Transit)
- Animal Services (CMS)
- 311 (CSC)
- Emergency Operations Centre (WFPS)
- WFPS 911 Communication Centre (WFPS)

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