

Summary of 2010 Councillors' Executive Assistant Training

- The Office of the City Clerk will schedule one-on-one or group orientation sessions with the Councillors' Executive Assistants, focusing on orientating them to the operations of the Councillors' Office and Corporate Services. The training may include the following topics:
 - Benefits, salary, payroll training
 - River Valley Room and Council Chamber room protocols
 - Council/Committee Governance
 - Meeting processes
 - Relationship between Council/Committee/Administration
 - Travel expenses for Councillors
 - Records Management
 - *Freedom of Information and Protection of Privacy Act (FOIPP)*
- The orientation will also include providing each Executive Assistant with a copy of the Councillors' Handbook and reviewing relevant sections with them.
- Meet and greet – Councillors' Executive Assistants, Corporate Leadership Team Assistants and Council Meeting Coordinators – Late November.
- Any other training as requested and required.