



**SENIOR LEADERSHIP TEAM MEETING – MINUTES  
THURSDAY, JANUARY 23, 2019**

**CITY HALL, ROOM 830  
9:00 AM TO 12:00 PM**

<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Mike Zegarac (Chair), Interim City Manager</li> <li>• Lora Fontana, Executive Director, Human Resources</li> <li>• John Hertel, Director, Strategic Partnerships &amp; Communications</li> <li>• Paul Johnson, General Manager, Healthy &amp; Safe Communities</li> <li>• Dan McKinnon, General Manager, Public Work</li> <li>• Brian McMullen, Acting General Manager, Finance &amp; Corporate Services</li> <li>• Jason Thorne, General Manager, Planning &amp; Economic Development</li> <li>• Aine Leadbetter, SLT Advisor</li> <li>• Rosanna Melatti, Interim, Executive Assistant to the City Manager</li> </ul>
------------------	---

<b>1.0 Added Items</b>			
	<b>1.1</b>	SLT to move "in camera" at completion of meeting in regards to RHVP Council report moving forward. See Item 3.9 (Added)	Mike Zegarac
	<b>1.2</b>	Digital Strategy Work to be added to the SLT agenda quarterly.	Mike Zegarac
	<b>1.3</b>	CMO to meet with Clerks to discuss why all of SLT does not receive all "in-camera" items as well as a comprehensive listing of in-camera items.	Mike Zegarac
<b>2.0 Minutes of Previous Meetings</b>			
	<b>2.1</b>	Minutes of Meeting of January 10, 2019.	Minutes approved.
	<b>2.2</b>	Minutes of Growth & Economic Development SLT Working Group Meeting of January 10, 2019.	Minutes approved.  <b>Action:</b> Revise minutes to reflect Lora Fontana, Executive Director, Human Resources & OD, City Manager's Office was not required to attend the meeting.
	<b>3.0</b>	<b>New Business</b>	
	<b>3.1</b>	Portfolio Management Committee (PMC)	SLT removed item from "in camera" as reflected in minutes.

			<p>Glen Norton provided an overview of PMC. The PMC Committee was confirming the membership of the committee is accurate; PMC action items are being implemented operationally and confirmation of committee vs. real estate program – is change required formed part of the discussion.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Provide a quarterly list of projects from PMC</li> <li>2. Ensure PMC representatives are communicating decisions back to all GM/departments through the briefing note process.</li> </ol>
	<p><b>3.2</b></p>	<p>CLT Agenda Discussion</p>	<p>Aine reviewed the CLT – February 1, 2019 draft agenda. It was agreed to remove Dan and Jason from the agenda and Aine will continue to work with Paul and finalizing details.</p> <p>Reviewed the keynote speaker, Royce Mendes, Sr. Economist CIBC high level draft presentation.</p> <p><b>Action:</b> Include in a future SLT the discussion of the CLT attendance list.</p>
	<p><b>3.3</b></p>	<p>City of Hamilton Young Professionals – Annual Report 2018</p>	<p>James Dowling, Chair of City HYP provided a annual presentation of ongoing programming for young professionals at the City of Hamilton. The presentation provided a funding request of \$10,000 divided proportionately across each department based on</p>

*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

			<p>membership within each department.</p> <p><b>Action:</b> SLT approved the \$10,000 funding request.</p> <p><b>Action:</b> Include in a future SLT the discussion of the City HYP to rollout 3 united way events per year.</p>
	<p><b>3.4</b></p>	<p>Climate Adaptation Report and Creation of Climate Adaptation Working Group</p>	<p>Kevin McDonald, Trevor Imhoff, Dr. Bart Harvey and Matt Lawson presented the Climate Adaptation report and creation of Climate Adaptation Working Group:</p> <p>The main points of discussion:</p> <ul style="list-style-type: none"> <li>• Current Adaptation Report slated for March BOH will not be going forward in favour of completing further work already directed by Council.</li> <li>• Air Quality &amp; Climate Change (AQ&amp;CC) staff will lead the CCAWG -and through the assistance of SLT and other senior staff - will begin meeting with designated staff to re-convene the CCAWG and begin considering the impacts of climate change and climate planning in future City budgets</li> <li>• A report is expected to be sent to GIC in June in order to inform 2020 budget preparations and deliberations.</li> </ul> <p><b>ACTION:</b> Staff to share initiative</p>

*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

			<p>and actions with DLT’s for GM’s to appropriately; identify staff replacements.</p> <p>Please begin filling in the applicable staff contact information in the <b><u>COH Climate Adaptation Working Group excel</u></b> file and send out the <b><u>Crafted Email</u></b> (or other of your choosing) to those applicable staff provided to you in the e-mail of January 29, 2019 (sent from Rosanna Melatti).</p>
	<p><b>3.5</b></p>	<p>Continuous Improvement</p>	<p>CI Team provided a presentation requesting approval of 2019 Work Plan for the Corporate Continuous Improvement Working Group, based on its alignment with the 2016 – 2025 Strategic Plan, Our People &amp; Performance Priority and the Performance Excellence and Accountability Focus Area.</p> <p>SLT approved the 2019 Work Plan.</p>
	<p><b>3.6</b></p>	<p>Strategic Plan</p>	<p>Lisa Zinkewich provided an overview. Document is considered FINAL and will first be communicated with CLT on February 1, 2019.</p> <p><b>ACTION:</b> Direction was given to return to SLT to discuss external communication of focus areas and to hold all external communication for now.</p> <p><b>ACTION:</b> Addition of 2 focus areas was approved as Vision Zero (under Healthy &amp; Safe Communities) and Roads Management (under Built</p>

*OUR Vision: To be the best place to raise a child and age successfully.*

*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

			Environment & Infrastructure)
	<b>3.7</b>	Computer and Technology Acceptable Use Policy Update	<p>Maria McChesney and Peter MacNeil provided an update to the current policy.</p> <p><b>ACTION:</b> To amend and add Human Resources to Item 1.3 of the policy presented.</p> <p>Lora Fontana to continue off-line discussions with Maria and Peter.</p>
	<b>3.8</b>	Information Security – Phishing Campaign	Moved to February 14, 2019 meeting.
<b>Added New Items</b>	<b>3.9</b>	Red Hill Valley Parkway <b>IN CAMERA</b>	Discussion was held in camera.

**Next Meeting:**

Thursday, February 14, 2019  
 9:00 am to 12:00 pm  
 Room 830, City Hall  
 Agenda: Regular Items

Agenda prepared by  
 Rosanna Melatti, Interim, Executive Assistant to the City Manager

*OUR Vision: To be the best place to raise a child and age successfully.*  
*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*  
*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*