

Subject: Office of the City Clerk 2023 Annual Report

File Number: ACS2024-OCC-GEN-0009

Report to Finance and Corporate Services Committee on 7 May 2024

and Council 15 May 2024

Submitted on April 26, 2024 by Caitlin Salter MacDonald, City Clerk

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Ward: Citywide

Objet : Rapport annuel 2023 du Bureau du greffe municipal

Dossier : ACS2024-OCC-GEN-0009

Rapport au Comité des finances et des services organisationnels

le 7 mai 2024

et au Conseil le 15 mai 2024

Soumis le 26 avril 2024 par Caitlin Salter MacDonald, greffière municipale

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATIONS

That the Finance and Corporate Services Committee recommend that City Council:

- 1. Receive this report; and**
- 2. Approve the amendments to Schedule "A" of the *Records Retention and Disposition By-law* as outlined in this report and set out in Documents 5 and 6.**

RECOMMANDATIONS DU RAPPORT

Que le Comité des finances et des services organisationnels recommande au

Conseil municipal :

- 1. de prendre connaissance du présent rapport; et**
- 2. d'approuver les modifications apportées à l'annexe « A » du *Règlement sur la conservation et le déclassé des dossiers*, comme il est décrit dans le présent rapport et indiqué dans les documents 5 et 6.**

EXECUTIVE SUMMARY

The City Clerk is a mandatory statutory officer appointed by City Council under the *Municipal Act, 2001*. At the City of Ottawa, in addition to fulfilling legislative requirements under the Act, the City Clerk leads the Office of the City Clerk and ensures that all statutory obligations are administered to fully comply with provincial legislation, particularly as it relates to matters such as elections, access to information and privacy, information management, accessibility, intergovernmental affairs, French language services, archives, Council and Committee meetings, the Council-approved Accountability Framework and municipal governance.

The Office of the City Clerk 2023 Annual Report provides an update regarding activities and initiatives of the office during the past year, and fulfills reporting requirements under the [Delegation of Powers Policy](#) as well as certain mandatory reporting requirements set out in the [Delegation of Authority By-law](#).

This report includes the following annual reports and associated recommendations regarding Office of the City Clerk service areas and functions:

1. 2023 Report on the Archives (Document 1)
2. 2023 Report on the Elections Office (English version – Document 2; French version – Document 3)
3. 2023 Report on the Information Management Branch (Document 4), including proposed amendments to Schedule “A” of the *Records Retention and Disposition By-law* (Documents 5 and 6)
4. 2023 Report on MFIPPA (Document 7)
5. Report on the City Clerk’s exercise of delegated authority in 2023 as “Head” of the municipality for the purposes of the *Ombudsman Act*

It is anticipated that the 2023 Report on French Language Services, including recommended 2024 Departmental French Language Services Operational Plans, will be considered at the Finance and Corporate Services Committee meeting of June 4, 2024.

RÉSUMÉ

La greffière municipale est une titulaire d'une charge créée par une loi nommée par

le Conseil municipal en vertu de la *Loi de 2001 sur les municipalités*. À la Ville d'Ottawa, non seulement elle remplit les exigences législatives prévues dans la Loi, mais dirige aussi le Bureau du greffe municipal et voit au respect des obligations juridiques conformément à la législation provinciale, particulièrement en ce qui concerne les élections, l'accès à l'information et la protection de la vie privée, la gestion de l'information, l'accessibilité, les affaires intergouvernementales, les services en français, les archives, les réunions du Conseil et des comités, le Cadre de responsabilisation approuvé par le Conseil et la gouvernance municipale.

Le rapport annuel 2023 du Bureau du greffe municipal présente une mise à jour sur les activités et les initiatives du Bureau au cours de la dernière année et satisfait aux exigences en matière de rapports de la [Politique sur la délégation de pouvoirs](#) ainsi que certaines exigences obligatoires en matière de rapports établies dans le [Règlement municipal sur la délégation de pouvoirs](#).

Le rapport comprend les rapports annuels suivants et les recommandations connexes concernant les secteurs d'activité et les fonctions du Bureau du greffe municipal :

1. Le rapport de 2023 sur les archives (document 1);
2. Le rapport de 2023 sur le Bureau des élections (version anglaise — document 2; version française — document 3);
3. Le rapport de 2023 sur la Direction de la gestion de l'information (document 4), y compris les modifications proposées à l'annexe « A » du *Règlement sur la conservation et le déclassé des dossiers* (documents 5 et 6);
4. Le rapport de 2023 sur la LAIMPVP (document 7);
5. Le rapport sur l'exercice des pouvoirs délégués de la greffière municipale à titre de « cheffe » de la municipalité aux fins de la *Loi sur l'ombudsman*.

Le rapport de 2023 sur les Services en français, y compris les Plans opérationnels des directions générales sur les services en français pour 2024, devrait être soumis à l'examen du Comité des finances et des services organisationnels à sa réunion du 4 juin 2024.

BACKGROUND

The City Clerk is a mandatory statutory officer appointed by City Council under Section 228 of the *Municipal Act, 2001* (the Act). The Act sets out the Clerk's duties as follows:

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;

- (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- (d) to perform the other duties required under this Act or under any other Act; and
- (e) to perform such other duties as are assigned by the municipality.

At the City of Ottawa, in addition to fulfilling the legislative requirements under the Act, the City Clerk leads the Office of the City Clerk and ensures that all statutory obligations are administered to fully comply with provincial legislation, particularly as it relates to matters such as access to information and privacy, accessibility, the Council-approved Accountability Framework, archives, Council and Committee meetings, elections, French language services, information management, intergovernmental affairs, and municipal governance.

Specifically, the Office of the City Clerk includes the following programs and services:

- Council and Committee Services [includes the Mayor Support Services Branch and the Council Support Services Branch]
- Legislative Services [includes the Archives Branch, the Corporate Accessibility Branch and the Information Management (IM) Branch]
- Municipal Elections and French Language Services
- Office of Protocol and Intergovernmental Affairs
- Policy and Business Operations Services [includes the Access to Information and Privacy (ATIP) Branch, the Policy Branch and the Print, Mail and Operations Branch]

DISCUSSION

This annual report fulfills reporting requirements of the [Delegation of Powers Policy](#) and [Delegation of Authority By-law](#) by providing the following annual reports and associated recommendations regarding Office of the City Clerk service areas and functions:

1. 2023 Report on the Archives (Document 1)
2. 2023 Report on the Elections Office (English version – Document 2; French version – Document 3)
3. 2023 Report on the Information Management Branch (Document 4), including proposed amendments to Schedule “A” of the *Records Retention and Disposition By-law* (Documents 5 and 6)
4. 2023 Report on MFIPPA (Document 7)

5. Report on the City Clerk's exercise of delegated authority in 2023 as "Head" of the municipality for the purposes of the *Ombudsman Act*

It is anticipated that the 2023 Report on French Language Services, including recommended 2024 Departmental French Language Services Operational Plans, will be considered at the Finance and Corporate Services Committee meeting of June 4, 2024.

Additional information regarding each annual report and recommendation is below.

1. 2023 Report on the Archives (Document 1)

Key functions of the Archives Branch (Archives) are to determine which civic records have archival value and authorize their transfer to the Archives, to assist in assigning records retention periods, and to authorize the destruction of records with no archival value.

The Archives also fulfills a mandate to document the lives of the City's residents as well as the activities of businesses and organizations, and their contributions to the community, and to aid Ottawa's many communities in managing their own archival records. In this capacity, Archives staff provide professional guidance on archival matters to historical societies, cultural groups, families, and individuals. In addition, the Archives selectively acquires community records to ensure their preservation, which also increases awareness of the City's rich heritage through research, interpretation and promotion.

In 2023, the Archives' activities included as follows:

- Compressing and consolidating materials to make additional storage space available. Staff also participated in preservation training that focused on preservation practices and emergency disaster preparedness. In addition, the Archives' Graphic Reproduction program began a proactive scanning project to highlight records reflecting special interests of the public and those that speak to the impact of Ottawa's diverse communities.
- Continuing a dedicated project to reduce the existing backlog of records to promote public access. This resulted in additional records that are now publicly available through archival arrangement and description. These records document various aspects of Ottawa's history that include healthcare, education, arts, disability activism, 2SLGBTQ+ activism, landscape design and NGO social services.
- Renewing the facility and collection of the Rideau Archives, which preserves and makes available the records of south rural Ottawa. The aim was to increase storage for library and archival holdings within the current footprint, modernize work areas, and provide a more efficient and accessible layout.

- Continuing work started in 2021, the Archives made considerable progress on the Tapestry Project in collaboration with the Friends of the City of Ottawa Archives. With the assistance of the community-led Tapestry Advisory Committee, the Archives has begun developing relationships with Chinese, Caribbean, South Asian and Muslim communities to either expand the diversity of its community holdings or to offer support for the development of community archives.
- Launching two significant exhibitions: *Ottawa Rocks Reunion Tour*, which was hosted at City Hall and provided a backdrop for the City's music strategy; and *Stories from Ottawa's Chinese-Canadian Community*, which reflected the Archives' mission of diversifying its holdings. In addition to these exhibitions, other displays included the *North Gower Township Hall Restoration: 1980-1990*; a diversity-focused photography display titled *Context*; and displays showcasing HMCS Carleton and HMCS Ottawa.

With respect to annual reporting requirements for the Archives, Subsection 9(2) of [Schedule "C"](#) within the *Delegation of Authority By-law* requires that a report be made to the appropriate Standing Committee regarding agreements related to the long-term deposit of library and archival materials. Document 1 includes information regarding the exercise of this delegated authority.

2. 2023 Report on the Elections Office (Documents 2 and 3)

As described in Documents 2 and 3, the Elections Office prepares for and administers municipal elections, by-elections, and appointment processes to fill City Council vacancies that occur during a term of Council in accordance with the responsibilities, requirements, and principles set out in the [Municipal Act, 2001](#) and the [Municipal Elections Act, 1996](#) (MEA).

Close out of deliverables for the 2022 Municipal Elections

In compliance with the legislative framework for municipal elections in Ontario, there are several deliverables that must be fulfilled following an election as outlined in the MEA. In 2023, the Elections Office continued to close out the remaining deliverables for the 2022 Municipal Elections, which occurred on October 24, 2022, as summarized below and detailed in Documents 2 and 3.

Intake of financial statements from candidates and third party advertisers

In accordance with sections 88.25 and 88.29 of the MEA, all nominated candidates (including those who later withdrew their nomination) and registered third party advertisers must disclose and report any contributions and expenses incurred during their campaign period by filing a financial statement by the relevant deadline(s).

In 2023, staff completed the intake of 204 financial statements from candidates and third party advertisers by the relevant deadlines and made them available for public viewing on ottawa.ca/vote and at the Elections Office in accordance with the MEA.

Nineteen candidates did not file an initial financial statement within the above-noted timelines, and as such received Notice of Default letters in accordance with the MEA. No third party advertisers were deemed to be in default.

Further, the City Clerk posted candidate and third party advertiser compliance reports on ottawa.ca/vote pursuant to subsections 88.23(4) and 88.29(11) of the MEA to indicate whether each candidate and third party advertiser complied with sections 88.25 and 88.29.

Election Compliance Audit Committee

In 2023, staff provided administrative support to the Election Compliance Audit Committee's orientation and meetings and the election compliance audit application process.

The Committee received three election compliance audit applications for initial financial statements that were considered at its meeting on July 31, 2023. The Committee granted two compliance audit applications and rejected one.

The City of Ottawa was notified that three of the Committee's decisions from its July 31, 2023, meeting were appealed to the Superior Court of Justice. One appeal has since been discontinued and the other appeals remain ongoing. While the City has no role in the Superior Court of Justice's process for appeals of the Committee's decisions, the Office of the City Clerk and Legal Services will continue to monitor these matters and report back to Council as required.

At its meeting on December 8, 2023, the Committee appointed external licensed auditor Raymond Chabot Grant Thornton (RCGT) (now OXARO Inc.) to commence the compliance audit of the campaign finances for Candidate Doug Thompson. The Committee also appointed external licensed auditor BDO Canada LLP to commence the compliance audit of the campaign finances for Third Party Advertiser Horizon Ottawa.

Within 30 days of receipt of the auditor's report, the Committee will meet and decide whether legal proceedings should be commenced against the candidate or third party advertiser for any apparent contravention(s).

City Clerk's review of contributions

Sections 88.34 and 88.36 of the MEA prescribe that the City Clerk is responsible for reviewing the financial statements submitted by candidates and third party advertisers to determine whether any contributor appears to have exceeded the contribution limits established by the MEA.

To assist the City Clerk with fulfilling this statutory duty, the Elections Office hired a licensed auditor from RCGT, in keeping with the City's procurement process, to complete the above-noted review.

The auditor's report found that two contributors appeared to have contravened the contribution limits under the MEA in the 2022 Municipal Elections. As such, the City Clerk prepared a report for each contributor for the Election Compliance Audit Committee's consideration at its meeting on December 8, 2023. The Committee moved two motions and decided not to commence a legal proceeding against either contributor and these matters are now closed.

Contribution Rebate Program

Section 88.11 of the MEA provides that a municipality may pass a by-law to allow for the payment of rebates to individuals who contribute to candidates for the Office of Mayor or City Councillor and may establish conditions under which such a rebate is paid.

For the 2022 Municipal Elections, contributors were required to submit their contribution rebate applications by 2 pm on November 28, 2023. Following this, the Elections Office reviewed the applications to ensure that the contributor and candidate were compliant with the requirements of the program. Rebates were issued to eligible contributors in February 2024.

Destruction of records in accordance with the MEA

In accordance with Section 88 of the MEA, the City Clerk must retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election under Section 55. Once the 120-day period has elapsed, the City Clerk must destroy the ballots and may destroy any other materials related to the election unless a recount has been ordered in accordance with Subsection 88(3).

In March 2023, the Elections Office, on behalf of the City Clerk, retained the services of a commercial vendor to assist staff with the destruction of records. In accordance with Subsection 88(2) of the MEA, ballots were destroyed on-site in the presence of two witnesses. Further, election forms and other related materials specific to the 2022 Municipal Elections were also destroyed.

Preparations for future municipal elections and by-elections

The Elections Office is preparing for the 2026 Municipal Elections and any possible by-elections that may occur during the 2022-2026 Term of Council. It is also responsible for conducting election-related legislative reviews on behalf of the City Clerk, and implementing any changes required for future elections. Initiatives undertaken are summarized below and detailed in Documents 2 and 3.

Review of the Municipal Elections Act, 1996

Following the 2022 Municipal Elections, the City of Ottawa collaborated with the City of Guelph to provide feedback and propose amendments to the MEA to the Province through the [Association of Municipal Managers, Clerks and Treasurers of Ontario](#) (AMCTO). The proposed amendments seek to improve and clarify topics such as candidate nomination and third party advertiser registration processes, requirements and enforcement of campaign finances, legislative dates and mandatory timelines, and the enforcement of election advertisements.

Staff will monitor any provincial legislative changes that take place and will report back to Council on these matters as required.

Changes to the preliminary list of electors and voter registration system

As described in Documents 2 and 3, Bill 204, the *Helping Tenants and Small Businesses Act, 2020*, received Royal Assent on October 1, 2020. The Bill, in part, provided that beginning in 2024, the Province's Chief Electoral Officer will be responsible for preparing the preliminary list of electors (PLE) for municipal elections as well as establishing and maintaining a permanent register of electors. This responsibility was previously with the Municipal Property Assessment Corporation (MPAC).

In 2023, staff engaged with Elections Ontario to identify common issues with the PLEs previously received from MPAC to address key challenges regarding data accuracy and to assist with the transition from MPAC's VoterLookup service to Elections Ontario's [Voter Registration tool](#).

3. 2023 Report on the Information Management Branch (Document 4) and recommended amendments to Schedule "A" of the *Records Retention and Disposition By-law* (Documents 5 and 6)

In 2023, the Information Management (IM) Branch continued to support and assist all City staff with their recordkeeping obligations. As set out in Document 4, key projects included the following:

- Improvements related to physical recordkeeping: Records Management System (RMS) is used to manage physical records. The platform software version was updated, and a new version was released in early 2023. The new version brought stability while appearing identical to RMS clients, and met the goal of minimizing change management, staff training and end-user disruption. In Q4 of 2023, Information Technology Services advised that RMS is again at risk. A technology renewal project will start in 2024 to replace this key business tool.
- Improvements related to electronic recordkeeping: Business Information Management System (BIMS) is used to manage electronic records and is being

replaced with SharePoint and an additional recordkeeping add-on called Records365 (R365). This technology renewal project requires the remediation of SharePoint information architecture to improve usability and search and to make sites 'records ready', in order to assign retention and disposition rules. SharePoint sites are currently being brought under record management compliance by R365, one site at a time.

- Implementing recommendations from the staff report titled, "[Update on Ottawa Light Rail Transit Public Inquiry and Recommended Next Steps](#)," which Council considered on November 9, 2022. As described in Document 4, this included consultation with the Information and Privacy Commissioner of Ontario; amendments to the Records Management Policy and Procedures; developing guidance for temporary records created on instant messaging applications and messaging on social media platforms; and continuing to identify and communicate the value of recordkeeping by embedding recordkeeping in City foundational documents and business processes.

Recommended amendments to the Records Retention and Disposition By-law (By-law No. 2021-183, as amended)

Section 255 of the *Municipal Act, 2001* provides that a municipality may establish retention periods during which the records of the municipality must be retained and preserved. In general, a record of the municipality may be destroyed if a retention period for the record has been established and the retention period has expired. The records retention and disposition component of the City's *Records Retention and Disposition By-law* (By-law No. 2021-183, as amended), "Schedule "A", is revised on a regular basis.

Schedule "A" includes a timetable that plans the life of a record from the time of its creation, through its maintenance stages as an active record (stored either on-site or electronically), to an inactive record (stored either off-site or electronically), to its final disposition through destruction or permanent retention. The records retention and disposition schedule is aligned with the Corporate Records Classification Scheme (CRCS). City departments are required to classify their official business records according to the CRCS.

Both the schedule and the classification scheme require ongoing review and modification to accommodate changes in legislation, user needs and program changes. As a result of such routine business developments, modifications to the records retention and disposition schedule are identified by the Office of the City Clerk in the course of the IM service delivery with clients and are brought forward to Council on a regular basis for approval. This process ensures that the City's records management

framework reflects the organization and the types of official business records the City creates and needs to retain.

Staff recommend that Council approve the amendments to Schedule “A” of the *Records Retention and Disposition By-law* as outlined in this report and set out in Documents 5 and 6.

4. 2023 Report on MFIPPA (Document 7)

The ATIP Office completed 992 statutory access to information requests in 2023, up from 775 requests in 2022 and 625 requests in 2021. This includes as follows:

- 989 requests under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA); and
- Three requests for personal health information under the *Personal Health Information Protection Act, 2004* (PHIPA), which establishes rules for the collection, use and disclosure of personal health information for Health Information Custodians (e.g., Ottawa Public Health, Paramedic Services, and Long Term Care) operating within the Province of Ontario.

A summary of the ATIP Office statistics is provided in Document 7. It is based on data included in the City of Ottawa’s 2023 annual statistical reporting to the Information and Privacy Commissioner (IPC), which was submitted on February 15, 2024, in accordance with statutory provisions. Document 7 also includes information relating to personal health information privacy breaches that must also be submitted in an annual report to the IPC.

2023 operational summary

As described in Document 7, the ATIP Office experienced a nearly 30-per-cent increase in the number of requests completed in 2023 compared to 2022 and a nearly 60-per-cent increase over 2021.

To that end, as part of the 2024 Budget, the Office of the City Clerk received an additional Full-time Equivalent position (FTE) for the Access to Information and Privacy Office, in response to the growing volume of access to information requests and to advance the safeguarding of residents’ privacy by protecting the sensitive personal information in the City’s care.

The Office of the City Clerk recognizes the increasingly complex personal information protection landscape and the responsibilities and requirements set out under MFIPPA and PHIPA, as well as the need for greater openness and transparency. As such, the Office of the City Clerk will continue to monitor these growing areas and will consider making a recommendation for additional resources where necessary.

5. Report on the City Clerk's exercise of delegated authority in 2023 as the "Head" of the municipality under the *Ombudsman Act*

In January 2016, the Ontario Ombudsman received a mandate to investigate decisions made by municipalities and to make recommendations to assist municipalities in improving their processes based on the findings.

The *Ombudsman Act* provides for a municipality to designate a "head of a public sector body that is a municipality," for the purposes of the Act. Under the legislation, this "Head" largely acts in an administrative role as a point of contact between the Ontario Ombudsman's Office and the municipality.

On November 9, 2016, Council considered the [2014-2018 Mid-term Governance Review](#) report and approved delegating to the City Clerk and Solicitor the powers and duties as "head of a public sector body that is a municipality" for the purposes of the *Ombudsman Act*. This delegated authority remains with the City Clerk following the division of the former Office of the City Clerk and Solicitor. Under [Schedule "C"](#) of the *Delegation of Authority By-law*, the City Clerk is required to report on the exercise of the delegated authority to the appropriate Standing Committee at least once in each calendar year.

In 2023, the City Clerk had regular contact with the Ontario Ombudsman's Office in the largely administrative capacity as "Head." Most of this contact occurred, and continues to occur, as described in previous annual reports to Council. Specifically, the Ombudsman's Office contacts the City Clerk upon receiving a complaint and requests details regarding steps that were taken by the City to provide service and/or address an issue through the City's internal complaint process before the matter reached the Ombudsman. Accordingly, the Clerk provides background and documentation relating to the matter or directs the Ombudsman's Office to the appropriate City staff contact who has the relevant information. This approach has been successful in assisting the Ombudsman's Office with its inquiries and ensuring the Ombudsman is aware of the City's service delivery, responsiveness and attempts to address any issues at the local level through the complaint process.

The City of Ottawa is the largest municipality under the Ontario Ombudsman's mandate. The Ombudsman does not investigate complaints about matters within the jurisdiction of the City of Toronto's Ombudsman. The Ontario Ombudsman's [2022-2023 Annual Report](#) notes that the Ombudsman's Office received 176 "cases," or complaints related

to the City of Ottawa in 2022-2023¹. None of these cases resulted in a formal investigation by the Ombudsman's Office.

The City has not been subject to a formal investigation by the Ombudsman's Office since the Office received its mandate to oversee municipalities in 2016.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal impediments to implementing the recommendations in this report.

ACCESSIBILITY IMPACTS

The City is committed to meeting its obligations under the Ontario *Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The Corporate Accessibility Office monitors compliance for the Corporation and under delegated authority, the City Clerk submits the AODA Compliance Report to the Province every two years. This includes the 87 legislatively mandated Integrated Accessibility Standards Regulation (IASR) clauses of the AODA that apply to the City of Ottawa, the 43 additional clauses for which the City follows the spirit and intent, and Council-approved accessibility direction.

The Corporate Accessibility Office advises and monitors matters relating to accessibility and disability. The Office leads the Corporate-wide commitment to providing equal treatment to people with disabilities with respect to the use and benefit of City services, programs, goods, facilities and information. This commitment extends to residents, visitors and employees with visible or non-visible disabilities.

In 2023, the Corporate Accessibility Office delivered on important priorities and projects established in the 2020-2024 City of Ottawa Municipal Accessibility Plan (COMAP). The Office also continued to support the Office of Emergency Management and Ottawa Public Health in responding to emergency-related situations, which includes the provision of sign language interpretation for all emergency-related media availabilities. The Office continued other work, including but not limited to partnership development at the municipal, provincial and federal levels, continued consultation with disability stakeholders and AODA training at both the staff and management level.

¹ The five Ontario municipalities with the highest case volume were Toronto (344 cases – however, the Ontario Ombudsman does not investigate complaints about matters within the mandate of the Toronto Ombudsman), Ottawa (176 cases), Hamilton (104 cases), Peel Region (89 cases) and London (77 cases).

Additionally, the Office of the City Clerk coordinates the City's Accessibility Advisory Committee (AAC), which is required under the AODA. Early in 2023, recruitment efforts for the new term of AAC concluded. A new term of Committee was approved by Council in March, and the first meeting was held in May. Prior to that time, the previous AAC remained engaged to ensure that the City continued to meet its obligations under the AODA.

More information on the activities of the Corporate Accessibility Office and accessibility initiatives across the department and Corporation can be found in the City of Ottawa Municipal Accessibility Plan – 2024 Annual Update.

DELEGATION OF AUTHORITY IMPLICATIONS

The Office of the City Clerk's delegated authority is set out in Schedule "C" of the *Delegation of Authority By-law* and includes certain mandatory reporting requirements as referenced in this report. This report fulfills reporting requirements under the by-law. This report is also in keeping with requirements under the Council-approved Delegation of Powers Policy, which provides guidance regarding the scope of powers and duties that Council may delegate under its legislative and administrative authority and establishes principles governing such delegation.

SUPPORTING DOCUMENTATION

Document 1 – 2023 Report on the Archives

Document 2 – 2023 Report on the Elections Office – English version

Document 3 – 2023 Report on the Elections Office – French version

Document 4 – 2023 Report on the Information Management Branch

Document 5 – Draft revised Schedule "A" of the *Records Retention and Disposition By-law*

Document 6 – Changes made to Schedule "A" of the *Records Retention and Disposition By-law*

Document 7 – 2023 Report on MFIPPA

DISPOSITION

Staff will undertake planned initiatives as set out in this report and pursuant to any Council direction.