

Subject: Office of the City Clerk 2024 Annual Report

File Number: ACS2025-OCC-GEN-0003

Report to Finance and Corporate Services Committee on 1 April 2025

and Council 16 April 2025

Submitted on March 21, 2025 by Caitlin Salter MacDonald, City Clerk

**Contact Person: Kiel Anderson, Manager, Governance, Elected Officials and
Business Support Services**

613-580-2424 ext. 13430, kiel.anderson@ottawa.ca

Ward: Citywide

Objet : Rapport annuel 2024 du Bureau du greffe municipal

Numéro de dossier : ACS2025-OCC-GEN-0003

Rapport présenté au Comité des finances et des services organisationnels

Rapport soumis le 1er avril 2025

et au Conseil le 16 avril 2025

Soumis le 2025-03-21 par Caitlin Salter MacDonald, greffière municipale

**Personne ressource : Kiel Anderson, gestionnaire, Services de gouvernance et
de soutien aux activités et aux représentants élus**

613-580-2424 ext. 13430, kiel.anderson@ottawa.ca

Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

**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 4 and 5.**

RECOMMANDATION(S) DU RAPPORT

Que le Comité des finances et des services organisationnels recommande au Conseil :

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 4 et 5.

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 access to information and privacy, accessibility, the Council-approved Accountability Framework, archives, Council and Committee meetings, elections, French language services, information management and municipal governance.

The Office of the City Clerk 2024 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. 2024 Report on the Archives (Document 1)
2. 2024 Report on Council and Committee Services
3. 2024 Report on the Elections Office (Document 2)
4. 2024 Report on the Information Management Branch (Document 3), including proposed amendments to Schedule "A" of the *Records Retention and Disposition By-law* (Documents 4 and 5)
5. 2024 Report on MFIPPA (Document 6)
6. Report on the City Clerk's exercise of delegated authority in 2024 as "head" of the municipality for the purposes of the *Ombudsman Act*

It should be noted that the Office of the City Clerk's 2024 Report on French Language Services will also be considered at the Finance and Corporate Services Committee meeting of April 1, 2025.

RÉSUMÉ

Titulaire d'une charge créée par une loi, le greffier municipal est nommé par le Conseil municipal en vertu de la *Loi de 2001 sur les municipalités*. À la Ville d'Ottawa, non seulement le greffier 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 l'accès à l'information et la protection de la vie privée, l'accessibilité, le Cadre de responsabilisation approuvé par le Conseil, les archives, les réunions du Conseil et des comités, les élections, les services en français, la gestion de l'information et la gouvernance municipale.

Le rapport annuel 2024 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 sur la délégation de pouvoirs](#).

Le présent 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 2024 sur les archives (document 1)
2. Le rapport de 2024 sur les Services au Conseil municipal et aux comités
3. Le rapport de 2024 sur le Bureau des élections (document 2)
4. Le rapport de 2024 sur la Direction de la gestion de l'information (document 3), y compris les modifications proposées à l'annexe « A » du *Règlement sur la conservation et le déclassé des dossiers* (documents 4 et 5)
5. Le rapport de 2024 sur la LAIMPVP (document 6)
6. Le rapport sur l'exercice des pouvoirs délégués de la greffière municipale en 2024 à titre de « cheffe » de la municipalité aux fins de la *Loi sur l'ombudsman*

Il est à noter que le rapport de 2024 du Bureau du greffe municipal sur les Services en français sera également examiné à la réunion du Comité des finances et des services organisationnels le 1^{er} avril 2025.

BACKGROUND

The City Clerk is a mandatory statutory officer appointed by City Council under Section 228 of the *Municipal Act, 2001*. 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 *Municipal Act, 2001*, 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 and municipal governance.

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

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

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. 2024 Report on the Archives (Document 1)
2. 2024 Report on Council and Committee Services
3. 2024 Report on the Elections Office (Document 2)
4. 2024 Report on the Information Management Branch (Document 3), including proposed amendments to Schedule “A” of the *Records Retention and Disposition By-law* (Documents 4 and 5)
5. 2024 Report on MFIPPA (Document 6)
6. Report on the City Clerk’s exercise of delegated authority in 2024 as “head” of the municipality for the purposes of the *Ombudsman Act*

Additional information regarding each report and any relevant recommendation is below. It should be noted that the Office of the City Clerk’s 2024 Report on French Language Services will also be considered at the Finance and Corporate Services Committee meeting of April 1, 2025.

1. Report on the Archives (Document 1)

The Archives Branch (Archives) receives its mandate and authority from City Council to oversee the City’s responsibilities under sections 253 and 254 of the *Municipal Act, 2001* to preserve and provide access to its records. The Archives also collaborates with the Information Management Branch in delivering the City’s requirements under Section 255 of the *Municipal Act, 2001* with respect to the retention periods and the destruction of records without archival value. Archives staff assist Council and City staff in all departments by locating and making available documents necessary for informed decision making.

In addition, the Archives fulfills its secondary mandate to document the lives of the city of Ottawa’s residents, the activities of businesses and other organizations, and their contributions to the community. It also supports Ottawa’s diverse 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. This work also involves selectively acquiring community records to ensure the survival of such documentation, which increases the awareness of the city’s rich heritage through research, interpretation and promotion.

In 2024, the Archives’ activities included as follows, as further described in Document 1:

- Work to replace the collections management system used to catalogue the City’s community archival collections as well as certain City records that were transferred directly, repatriated or recovered by the Archives Branch. The existing system was purchased more than 20 years ago and is no longer able to meet the City’s requirements, particularly with respect to accessibility and cost.

- Continuing to make more records available, which supports the Archives' secondary mandate to document the lives of residents and activities of businesses and organizations. A key component of this work includes processing the records (i.e., verifying and stabilizing condition, determining access to information and privacy restrictions, securely storing, and cataloguing).
- Improving access to photographs taken by former City photographers by reviewing and transcribing the photographers' logs into a digital finding aid. In 2025, the City Photographer fonds is expected to be fully inventoried. This project will make approximately 6,000 individual events photographed between 1974 and 2000 more readily available for both internal and external research.
- Exhibit and outreach displays such as *Rick St. John: Carver and Community Builder*, *The Ottawa Civic Hospital: Celebrating 100 Years*, *Capital Skies: Honouring the RCAF in Ottawa*; and *Electric Streetcar Bank Street Plaque*.

With respect to annual reporting requirements for the Archives, Subsection 10(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. 2024 Report on Council and Committee Services

Council and Committee Services supports the legislative function, including meeting coordination for City Council, standing committees and advisory committees. Council and Committee Services prepares all meeting agendas and minutes, provides support to the Chair and committee members, and ensures hybrid meetings are accessible.

Council and Committee Services supported the following meeting-related activities in 2024:

- More than 67 hours of Council meetings, which included a total of 396 items.
- 260 hours of standing committee meetings, which included 663 delegations.
- Approximately 23 hours of advisory committee meetings, which included 64 items and 30 public delegations.

Council and Committee Services also undertook upgrades to the audio-visual system in Andrew S. Haydon Hall, in partnership with Information Technology Services and Facility Operations Services.

In addition, Council and Committee Services assisted in the formulation of term of Council work plans for the French Language Services Advisory Committee and Accessibility Advisory Committee. The Planning Advisory Committee and the Community Safety and Well-Being Advisory Committee were re-established, with staff

providing orientation and ensuring mandatory policies and procedures were approved. The mid-term public member recruitment drive began in Q4 2024 and concludes in Q1 2025.

3. 2024 Report on the Elections Office (Document 2)

As described in Document 2, 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). This includes executing associated deliverables as required throughout the four-year election cycle (before, during and after voting events) in accordance with the MEA, and as summarized below.

Preparations for future municipal elections

Changes to the preliminary list of electors and voter registration system

Beginning in 2024, the Province's Chief Electoral Officer is now responsible for preparing the preliminary list of electors for municipal elections as well as establishing and maintaining a permanent register of electors. This responsibility was previously with the Municipal Property Assessment Corporation.

As of January 1, 2024, individuals may use Elections Ontario's [Voter Registration tool](#) to verify, amend, add or remove their voter information for municipal and provincial elections in Ontario.

The Elections Office continued to engage with Elections Ontario to further refine the voter registration system, the quality of the data, and the integration points with internal systems. This work will continue in the lead-up to the 2026 Municipal Elections.

Procurement of vote tabulation system

Section 42 of the MEA provides municipalities with the option of passing a by-law to authorize the use of vote-counting equipment. The City of Ottawa has relied upon automated vote tabulators to count votes in all municipal elections and by-elections since 1997. The City's By-law No. 2003-275 authorizes the use of vote-counting equipment and continues to be in effect for any regular elections or by-elections.

The City's existing contract with Dominion Voting Systems Corporation for both hardware (i.e., vote tabulators) and software (i.e., vote-counting software) is in effect for any by-elections that may occur during the 2022-2026 Term of Council but will expire at the end of the term.

To address the expiry, a Request for Proposal was issued on January 10, 2025, and closed on January 31, 2025, in accordance with the City's *Procurement By-law* (By-law

No. 2000-50) and procurement processes. The proposals received are being reviewed and considered in accordance with established procurement processes. It is anticipated that a vote tabulation system contractor will be selected by the end of Q2 2025.

Public consultation

The Elections Office conducted a public consultation on the electoral experience in Ottawa's municipal elections from September 5 to October 3, 2024.

Staff received 466 responses to the online survey, as well as four emails with feedback related to the consultation. The Elections Office is reviewing the responses received and will use the feedback to help inform processes and procedures for future municipal elections, and to help address election-related action items outlined in the City's Anti-Racism Strategy.

The Elections Office continues to consult with internal and external stakeholders through different avenues to address the above-noted action items in advance of the 2026 Municipal Elections.

Preparing for potential by-elections throughout the 2022-2026 Term of Council

The Elections Office must conduct by-elections as required, in accordance with Section 65 of the MEA. As by-elections must be conducted the same way as regular elections as much as possible, but within compressed timelines compared to a regular election, the Elections Office ensures it is "by-election ready."

Ward 20 (Osgoode) vacancy

On February 27, 2025, Councillor George Darouze was elected as a Member of Provincial Parliament for the riding of Carleton. Pursuant to Subsection 258(1)(3) of the *Municipal Act, 2001*, "a Member of the Assembly as provided in the *Legislative Assembly Act* or of the Senate or House of Commons of Canada" is not eligible to hold office as a Member of Council.

As such, on March 14, 2025, George Darouze provided the City Clerk with written notice of his resignation from the Office of City Councillor for Ward 20 (Osgoode), effective that same day, in accordance with Subsection 260(1) of the *Municipal Act, 2001*.

Following George Darouze's resignation, City Council is required to declare the Office of City Councillor for Ward 20 (Osgoode) "vacant" at its next meeting (being the regularly scheduled Council meeting on March 26, 2025), in accordance with Section 262 of the *Municipal Act, 2001*. Within 60 days of the declaration of vacancy, Council is also required to fill the vacancy by appointment or pass a by-law requiring a by-election to be held to fill the vacancy in accordance with the MEA.

Election Compliance Audit Committee

The Election Compliance Audit Committee is an independent statutory body whose responsibilities and powers are largely prescribed by the MEA. The committee is responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits received from eligible electors and reports from the City Clerk regarding apparent contraventions of contribution limits prescribed by the MEA. These apparent contraventions may result from a regular municipal election, or any by-election held during the term of office for the City Council for which the committee was appointed.

In 2024, the Elections Office provided administrative support to the Election Compliance Audit Committee, Committee Coordinator and City Clerk by supporting two committee meetings that took place on [August 28](#) and [September 16](#):

- The audit report from BDO Canada LLP titled, "[Auditor's Report – Election compliance audit of the campaign finances of Third Party Advertiser Horizon Ottawa from the 2022 Municipal Elections](#)," was considered by the Election Compliance Audit Committee at its meeting on August 28, 2024, where the committee decided to commence a legal proceeding against third party advertiser Horizon Ottawa. This matter was referred to an independent prosecutor for action and remains ongoing.
- The audit report from Raymond Chabot Grant Thornton (RCGT) (now OXARO Inc.) titled, "[Auditor's Report – Election compliance audit of the campaign finances of Candidate Doug Thompson of Ward 20 Osgoode from the 2022 Municipal Elections](#)," was considered by the committee at its meeting on September 16, 2024, where the committee decided not to commence a legal proceeding against candidate Doug Thompson.

Appeals

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 in accordance with the MEA. One appeal was discontinued after filing; one was rejected; and one was granted, with the Superior Court of Justice ordering a compliance audit of the candidate's campaign finances.

Contribution Rebate Program

The City's *Contribution Rebate Program By-law* (By-law No. 2022-76) authorizes the payment of rebates to individuals who make contributions to candidates for the Office of Mayor or City Councillor who participate in the program, in accordance with the MEA.

Rebates were issued to eligible contributors in February 2024. Rebate applications for a participating candidate with ongoing election compliance audit-related matters are being held pending resolution to ensure compliance with the *Contribution Rebate Program By-law*.

4. 2024 Report on the Information Management Branch (Document 3) and recommended amendments to Schedule “A” of the *Records Retention and Disposition By-law* (Documents 4 and 5)

In 2024, the Information Management Branch (IM) continued to support and assist all City staff with their recordkeeping obligations. As set out in Document 3, key projects included the following:

- Continuing work to replace BIMS, which 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 functionality, among other things. SharePoint sites are currently being brought under record management compliance by R365, one site at a time.
- Continuing to identify and communicate the value of recordkeeping by embedding recordkeeping in City foundational documents and business processes, further to recommendations from the staff report titled, “[Update on the Ottawa Light Rail Transit Public Inquiry and Recommended Next Steps](#),” which Council considered on November 9, 2022.
- Improving information management training for employees to enhance risk management, accountability, transparency, and documentation protocols across the City.

Recommended amendments to the Records Retention and Disposition By-law

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.

City departments are required to classify their official business records according to the Corporate Records Classification Scheme.

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 Document 4 (which provides the revised Schedule "A") and Document 5 (which explains the proposed changes). The amending by-law will be listed on the Council agenda for enactment at the Council meeting of April 16, 2025, should Council approve this recommendation.

5. 2024 Report on MFIPPA (Document 6)

The ATIP Office completed 1,162 statutory access to information requests under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) in 2024, up from 989 requests in 2023 and 765 requests in 2022. This represents a 17 per cent increase over 2023 totals and a 52 per cent increase over 2022 totals.

A summary of the ATIP Office statistics is provided in Document 6. It is based on data included in the City of Ottawa's 2024 annual statistical reporting to the Information and Privacy Commissioner of Ontario, which was submitted on February 12, 2025, in accordance with statutory provisions. Document 6 also includes information relating to personal health information privacy breaches that must also be submitted in an annual report to the Information and Privacy Commissioner.

6. Report on the City Clerk's exercise of delegated authority in 2024 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 Section 12 of [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 2024, 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.
- 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 [2023-2024 Annual Report](#) notes that the Ombudsman’s Office received 149 “cases,” or complaints related to the City of Ottawa in 2023-2024¹. None of these cases resulted in a formal investigation by the Ombudsman’s Office.

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.

¹ The five Ontario municipalities with the highest case volume were Toronto (561 cases – however, the Ontario Ombudsman does not investigate complaints about matters within the mandate of the Toronto Ombudsman), Ottawa (149 cases), Hamilton (119 cases), London (81) and Peel Region (69 cases).

ACCESSIBILITY IMPACTS

The City is committed to meeting its obligations under all accessibility legislation, including the Ontario Human Rights Code, the provincially regulated *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and, most recently, the federally regulated *Accessible Canada Act*.

Under the AODA, the Corporate Accessibility Office monitors compliance for the Corporation. 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 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.

Additionally, the Corporate Accessibility Office monitors compliance for the legislatively-mandated clauses under the *Accessible Canada Act* that apply specifically to OC Transpo, under the Transit Services Department. This includes the responsibility for reporting on the OC Transpo Accessibility Plan, as well as other Council-approved accessibility direction.

The Corporate Accessibility Office also advises and monitors matters relating to accessibility and disability in general. The office leads the corporate-wide commitment to providing equal treatment to people with disabilities regarding 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, as per the Corporate Accessibility Policy.

In 2024, the Corporate Accessibility Office, in collaboration from staff from across the Corporation, led the development of the new 2025-2029 City of Ottawa Municipal Accessibility Plan and the 2024-2026 OC Transpo Accessibility Plan, both approved by Council in November 2024. This involved extensive engagement with the community of persons with disabilities, including both public and targeted consultations with specific organizations from the blind and low-vision community, the Deaf, deafened and hard of hearing community and the Ottawa Disability Coalition.

The office also continued other work including but not limited to partnership development at the municipal, provincial and federal levels; continued consultation with disability collaborators; and AODA training at both the staff and management levels.

Additionally, the Office of the City Clerk coordinates the City's Accessibility Advisory Committee, which is required under the AODA. Throughout 2024, the OCC supported both staff and Accessibility Advisory Committee members on numerous projects, including the Lansdowne 2.0 accessibility design of the event centre and north side

stands, the e-scooter pilot project, and the O-Train operations transition to push-button doors.

More information on the activities of the Corporate Accessibility Office and accessibility initiatives across the department and Corporation will be provided in the 2025 Update to Provincial and Federal Accessibility Plans that will be brought forward to committee and Council in May 2025.

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 – 2024 Report on the Archives

Document 2 – 2024 Report on the Elections Office

Document 3 – 2024 Report on the Information Management Branch

Document 4 – Draft revised Schedule "A" of the *Records Retention and Disposition By-law*

Document 5 – Proposed changes to Schedule "A" of the *Records Retention and Disposition By-law*

Document 6 – 2024 Report on MFIPPA

DISPOSITION

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

As described in this report, the by-law to amend the *Records Retention and Disposition By-law* with an updated Schedule "A" will be listed on the agenda of the Council meeting of April 16, 2025, for enactment should Council approve Recommendation 2 of this report.