

Office of the City Clerk Initiatives for 2020-2022

The tables below provide a snapshot of some of the Office of the City Clerk's key initiatives with respect to resources, importance and impact, and how they relate to Council-approved strategic priorities.

A. Thriving Communities: Promote safety, culture, social and physical well-being for our residents

Office of the City Clerk Initiative	Details
Office of Protocol events	Includes Key to the City presentations and events.
<i>Accessibility for Ontarians with Disabilities Act, 2005</i> (AODA) compliance reporting and City of Ottawa Municipal Accessibility Plan (COMAP) reporting and launch	Compliance reporting to the Ministry for Seniors and Accessibility; close out report on the 2016-2020 COMAP; launch of the 2020-2024 COMAP.
Respond to the Truth and Reconciliation Commission of Canada Report	City Archives will partner with indigenous communities on multiple initiatives. Examples include an exhibition in the Barbara Ann Scott Gallery that incorporates the ongoing history of the Algonquin peoples, and other activities at the Archives facility.

B. Service Excellence Through Innovation: Deliver quality bilingual services that are innovative and continuously improve to meet the needs of individuals and diverse communities

Office of the City Clerk Initiative	Details
Renewal of records software: <ul style="list-style-type: none"> Electronic – Business Information Management System (BIMS); and 	<p>BIMS is the current electronic records application and will be replaced with a SharePoint records add-on software. The project launched in November 2019 and is anticipated to be complete by the end of 2021.</p> <p>RMS is the current physical records application and was built in-house by ITS staff. This application has</p>

<ul style="list-style-type: none"> Physical – Records Management System (RMS) 	reached end of life and is currently being rebuilt in-house on the O365 platform.
Ottawa Ward Boundary Review 2020	In June 2019, City Council considered the City of Ottawa Ward Boundary Review (2019-2020) report and directed staff to retain an independent consultant to conduct a comprehensive review of the City of Ottawa's ward boundaries. The review is expected to result in a final report to Council in Q4 2020.
2018-2022 Mid-term Governance Review report	The City of Ottawa undertakes governance reviews twice over each Term of Council. The 2018-2022 Mid-term Governance Review report is expected to be brought forward to Council in Q4 2020.
Renewal of Translation Services Request for Standing Offer (RFSO)	In 2020, the Translation Services Unit in the French Language Services Branch, in collaboration with the Procurement Branch, will release a new RFSO for professional translation services.
By-elections	Undertaking any by-elections required during the 2018-2022 term of Council.
e-Agenda replacement project	Replacing the City's e-Agenda software solution (SIRE), which has reached the end of its lifecycle.

C. Thriving Workforce: Promote bilingual Service Excellence by supporting a workforce that is healthy, diverse, adaptive and engaged

Office of the City Clerk Initiative	Details
Human Resources and staffing review with respect to Councillors' Assistants	A review regarding the recruitment and hiring process for Councillors' Assistants will be reported back to Council. The review is meant to ensure that the process reflects best practices and respects the City's legal obligations and its commitment to being an employer of choice.
Undertaking direction set out in Motion No. 25/4 relating to French Language Services, as approved by Council on December 11, 2019, and	Finalization of new draft goals for 2020-2021 departmental French-language operational plans; 2020-2021 progress reports submitted by departments; reporting to Committee and Council through the Office of the City Clerk Annual Report.

described in Documents 2 and 3.	
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