

City Clerk and Solicitor

2017 Budget Briefing Note

Description

The City Clerk function ensures that all statutory obligations are administered to fully comply with Provincial legislation (Elections, Access to Information and Privacy, Information Management, Accessibility, Intergovernmental Affairs, French Language Services, Archives, Vital Statistics, Council Meetings, etc.).

The Legal Services function utilizes both in-house and external legal resources to provide a full range of core legal services, in addition to labour relations (i.e. collective bargaining, grievance management, etc.) as well as claims and insurance management.

Programs/Services Offered

- Support to City Council meetings and provision of staff resources to Standing and Advisory Committees as well as several boards, pursuant to the Municipal Act, 2001, the City of Ottawa Act, 1999 and related provincial statutes;
- Administration of the Accountability Framework (e.g. the Lobbyist Registry, Public Disclosure of Elected Officials' Office Expenses, support to Integrity Commissioner, etc.), governance policies and procedures and the Commemorative Naming Program;
- Point of contact on all matters of protocol between the City and federal, provincial and municipal governments, offices of government officials, diplomatic missions, military, civic, cultural and religious organizations as well as responsibility for a wide range of Protocol activities that include events, issuance of proclamations, courtesy calls with the Mayor, visiting delegations and Council presentations;
- Fulfilling legislated and advisory responsibilities relating to elections pursuant to the Municipal Elections Act, as well as access to information and protection of privacy in accordance with the Municipal Freedom of Information and

Protection of Privacy Act, the Personal Health Information Protection Act and related provincial statutes and regulations;

- Developing, monitoring and maintaining Corporate and Departmental Information Management policies; design and maintenance of the corporate records classifications and the City's Retention and Disposition By-law pursuant to the Municipal Act, 2001;
- Processing printing requests, administering corporate copier fleet, delivering internal mail, coordinating courier services and processing external mail;
- Legal and procedural advice, including: legislative drafting, interpretation and application of statutes and by-laws; real estate services; legal agreement drafting and review; access to information and privacy law; municipal assessment and taxation legal issues; zoning and official plan legal issues under the Planning Act and the Development Charges Act; tendering and procurement law advice and support under the Purchasing By-law; labour relations advice and services under the relevant federal and provincial labour relations statutes, including collective bargaining; civil litigation; claims processing, investigation and management; city-wide insurance matters; and by-law prosecutions, as well as proceedings under the Building Code Act, Provincial Offences Act and other related provincial statutes.