



# Legislative Services

## 2024 Update

Maddison Mather, Manager Legislative Services / Clerk  
Cheryl Sanders, Deputy Clerk  
December 3, 2024

# 2024 Highlights - Supporting Council & Committee

- ▶ Supported **66** Council/Committee meetings:
  - ▶ **20** regular & special Council meetings
  - ▶ **46** Standing Committee meetings
- ▶ Support monthly NCHC meetings



## 2024 Highlights - Hybrid Meetings

- ▶ Implemented closed captioning software for hybrid Committee / Council meetings
- ▶ Transitioned to posting meeting recordings directly on Council webpage



## 2024 Highlights - Enhancing Service Delivery

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- ▶ Implemented new process for tracking and reporting on unfinished Council business
- ▶ Updated website to include more detailed information on ways to engage with County Council
  - ▶ Development of delegation request form
- ▶ Modernized the County's petition requirements to include provisions for accepting electronic petitions

## 2024 Highlights - Access and Privacy

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- ▶ Managed and oversaw **17** Freedom of Information (FOI) requests
- ▶ Implemented FOI software
- ▶ Provided guidance and support to Departments on Personal Health Information Protection Act (PHIPA) requests and compliance
- ▶ Development of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) staff training and resource documents

## 2024 Highlights - Supporting Staff

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- ▶ Provide governance and procedural guidance to staff
- ▶ Staff education and training
  - ▶ Development of educational resources including report writing guide and by-law drafting document
  - ▶ Provide new user and refresher training to staff on the County's meeting management system (eSCRIBE)
- ▶ Search requests for Committee / Council records

# 2024 Highlights – Championing a Vibrant Future

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- ▶ Organized educational event for local grade 4 class
- ▶ Hosted fall EOWC Clerk's Group Meeting
- ▶ Active members in the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)

Thank you!