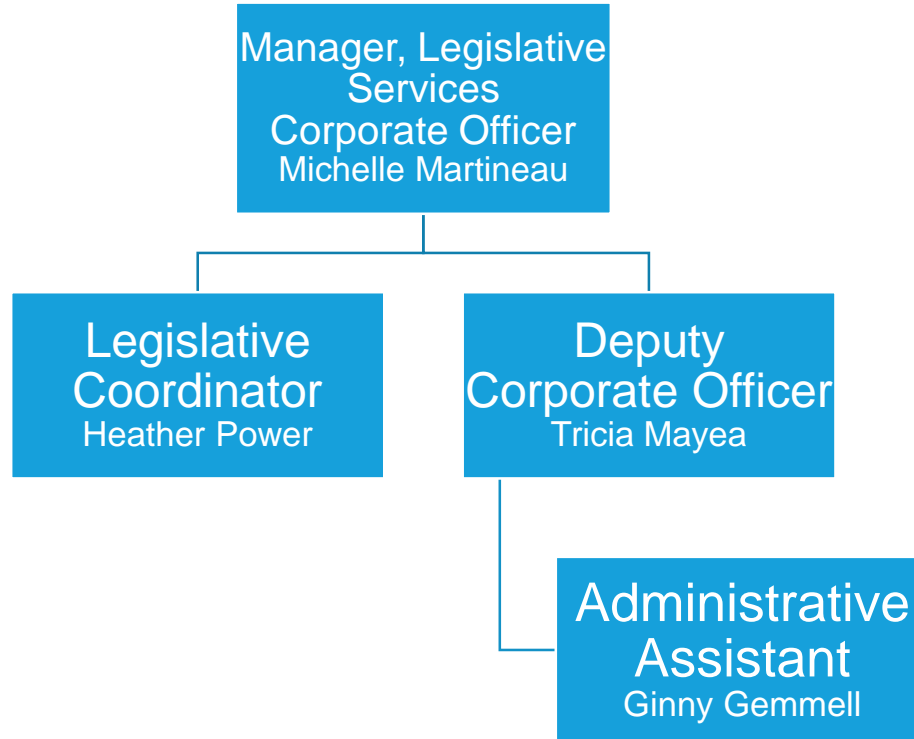


LEGISLATIVE SERVICES 2023 BUSINESS PLAN

Committee of the Whole

ORGANIZATIONAL STRUCTURE



LEGISLATIVE SERVICES STAFFING LEVELS

4

Total positions
as of
September 6 2022

4 Full Time, Permanent

(Exempt 4)

LEGISLATIVE SERVICES CORE BUSINESS

The department is organized into key areas:



**MEETING
MANAGEMENT**



**STATUTORY
APPROVALS**



**LEGISLATIVE /
PROCEDURAL
ADVICE**



**ADMINISTRATIVE
SUPPORT**

LEGISLATIVE SERVICES

4.0 FTE (Manager, Legislative Services; Deputy Corporate Officer; Legislative Coordinator; Administrative Assistant)

- Manage Council, Committee and Board of Variance meetings
- Agenda preparation, including addendum agendas and report compilation
- Implement Consent Agenda and Notice of Motion Policies
- Provide administrative support to committees, boards and advisory bodies, including joint meetings with the City of Duncan,
- Prepare minutes and eScribe video recordings
- Provide procedural advice regarding the Council Procedure Bylaw, Robert's Rules of Order, the *Local Government Act* & the *Community Charter*
- Prepare reports for consideration and approval by the CAO
- Provide support to other departments with report and notice drafting
- Prepare and publish legal notices
- Tracking and implementation of Council motions and task assignments
- Draft bylaws, policies, and assist with resolutions
- Develop tools to assist meeting facilitation (i.e., CoW Chair script) and report preparation
- Certify bylaws and other documents
- Execute legal documents, as required
- Conduct elections and other voting opportunities, such alternative approval processes (AAP)
- Coordinate annual training for Council
- Update information on the website

LEGISLATIVE SERVICES – KEY FACTS

2021 STATS

- 30 Open Regular and Special meetings
- 24 Closed Regular and Special meetings
- 21 Open Committee of the Whole meetings
- 7 Closed Committee of the Whole meetings
- 16 Select and Standing Committee meetings
- 11 Advisory Body meetings
- 3 Board of Variance meetings
- 12 speakers at public hearings
- 12,911 agenda pages published to support Council and Committee meetings

2022 STATS (to Sep 30)

- 23 Open Regular and Special meetings
- 14 Closed Regular and Special meetings
- 6 Open Committee of the Whole meetings
- 0 Closed Committee of the Whole meetings
- 7 Select and Standing Committee meetings
- 0 Advisory Body meetings
- 2 Board of Variance meetings
- 110 speakers at public hearings
- 12,402 agenda pages published to support Council and Committee meetings



CLIMATE EMERGENCY PRIORITIES

CLIMATE EMERGENCY PRIORITIES

Office of the Chief Administrative Officer



PRIORITY 1:

Continue to champion the use of electronic (paperless) agendas and provide tools for Council and staff in electronic format only.



PRIORITY 2:

Support staff working remotely to help reduce GHG emissions



PRIORITY 3:

Purchase meals from suppliers that use recyclable/compostable food containers

2023 BUSINESS PLAN

MODERNIZATION ACTIVITIES

- Enabled **meetings to be held electronically** so that members of Council and the public could participate virtually from the comfort of their homes
- **Time-stamping** of Council and Committee of the Whole meeting videos to provide a way for viewers to navigate to a specific discussion (agenda item) in the video
- **Closed captioning** of Council and Committee of the Whole meetings provided for livestream and on demand videos

NEXT STEPS/ADDITIONAL IMPROVEMENTS

- Update website to provide better instructions to the public
- Develop an Electronic Meeting and Participation Policy
- Draft a Notice Bylaw to provide for alternative means of publishing statutory notices other than in the newspaper
- Look into eScribe's tools to improve meeting and data tracking efficiency

SERVICE REDUCTIONS/PROJECTS ON HOLD

Project	Rationale for Deferral	Implications of Deferment
Audit of bylaws and policies	Limited staff resources. This project began in 2020 but due to competing priorities and limited staff resources available to devote to this project has resulted in it being carried over year after year.	Potential implications include: <ul style="list-style-type: none">• conflicts between bylaws and policies,• unclear policy direction in older policies• policies not followed as they were established by resolution (not in policy format)

PROJECTED BUSINESS PLAN DELIVERABLES

Actions / Projects	Start Date	Strategic Alignment
Draft policy on Use of Gender Neutral Language and Pronouns	2022	Council Strategic Plan
Update Council Procedure Bylaw and subsequent amendments (e.g., new and revised policies and tools).	2022	Council Strategic Plan
Conduct review of committees structure	2023	Council Strategic Plan

OPERATING BUDGET

	2022 Budget	2023 Budget	\$ Change	% Change	2022 YTD
EXPENSES					
Legislative Services	\$ 463,278	\$ 538,127	\$ 74,849	16%	\$ 390,659
TOTAL EXPENSES	\$ 463,278	\$ 538,127	\$ 74,849	16%	\$ 390,659

KEY PERFORMANCE INDICATORS

	2018	2019	2020	2021	2022
Meetings	73	71	70	81	43
Council & Committee of the Whole	46	61	55	51	31
Board of Variance and Committees	27	10	15	30	10
Council resolutions/actions completed in eScribe	New as of 2020		483/473 98%	777/744 96%	433/355 82%