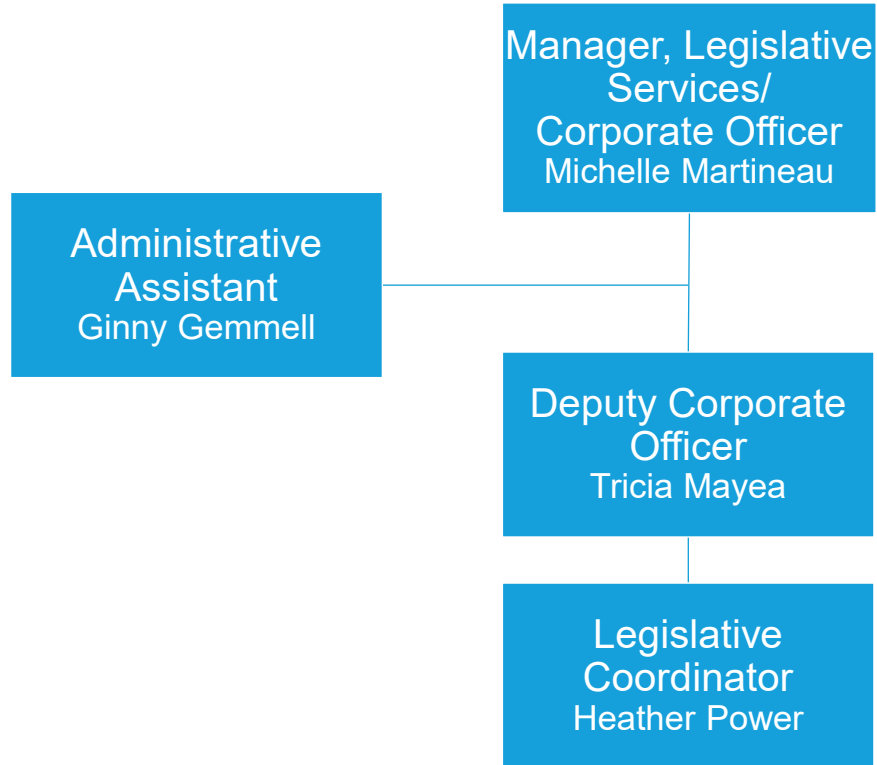


LEGISLATIVE SERVICES 2024 BUSINESS PLAN

Committee of the Whole

ORGANIZATIONAL STRUCTURE



LEGISLATIVE SERVICES STAFFING LEVELS

4

Total positions
as of
November 2, 2023

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 meetings
- Agenda preparation and minute taking
- Provide administrative support
- Prepare reports
- Manage statutory notices
- Draft bylaws and policies
- Develop tools to assist meeting facilitation
- Certify bylaws and other documents
- Execute legal documents, as required
- Conduct elections and alternative approval processes
- Coordinate training for Council
- Update information on the website

LEGISLATIVE SERVICES – KEY FACTS

2022 STATS

- ☑ Prepared 56 agendas
- ☑ Involved in the drafting of 35 bylaws or bylaw amendments
- ☑ Amended 1 policy
- ☑ Created 1 procedural guide/administrative procedure

2023 STATS (to Nov 10)

- ☑ Prepared 69 agendas to date
- ☑ Involved in the drafting of 31 bylaws or bylaw amendments
- ☑ Drafted or amended 5 policies
- ☑ Created 6 procedural guides/administrative procedures
- ☑ Reviewed and/or published 38 Statutory Public Notices (May to November)



CLIMATE EMERGENCY PRIORITIES

CLIMATE EMERGENCY PRIORITIES

Legislative Services



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

2024 BUSINESS PLAN

PROJECTED BUSINESS PLAN DELIVERABLES

Actions / Projects	Start Date
Phase 2 of Bylaw and Policy Audit (i.e., begin to bring forward bylaws and policies to be repealed or amended)	2024
Draft subsequent policy amendments and new policies to align with the new Council Procedure Bylaw.	2023
Complete review Council Standards of Conduct Policy	2023
Implement eScribe Participant Portal and Board Manager software	2024
Council Training Schedule for balance of term	2024

OPERATING BUDGET

	2023 Budget	2024 Budget	\$ Change	% Change	2023 YTD
EXPENSES					
Legislative Services	\$ 538,127	\$ 546,644	\$ 8,517	2%	\$ 451,231
TOTAL EXPENSES	\$ 538,127	\$ 546,644	\$ 8,517	2%	\$ 451,231

KEY STATISTICS

	2020	2021	2022	2023
Number of Council and Committee Meeting Agendas subscribers	-	-	-	112
Number of times the Agendas, Minutes and Video webpage was accessed	8,969	10,408	11,634	5,183
Number of SPECIAL Council or COW meetings	15	15	8	17

KEY STATISTICS

Number of Council, Board or Committee Meetings	2020	2021	2022	2023
Council (including special and public hearings)	34	30	28	43 [+3]
Committee of the Whole (including special)	21	21	9	12 [+3]
Accessibility Advisory Committee	-	-	-	3 [+1]
Agricultural Advisory Committee	-	-	-	-
Board of Variance	3	3	3	1
Economic Development Committee	-	-	-	2
Environmental Advisory Committee	-	13	5	4
First Nations Relations Committee	1	1	1	n/a
Forestry Advisory Committee	1	0	1	0
Joint Utility Board	-	-	-	[+1]
OCP Advisory Group (including sub-group) and OCP Ambassadors	7	11	n/a	n/a
Public Engagement Committee	3	2	n/a	n/a
Sports Wall of Fame	-	1	1	4
TOTAL	70	82	48	69 [+8]