

# LEGISLATIVE SERVICES 2025 BUSINESS PLAN

Committee of the Whole

# DEPARTMENT RESPONSIBILITIES

- The Legislative Services Department services North Cowichan by:
  - Carrying out the statutory responsibilities of the Corporate Officer as outlined in section 148 of the *Community Charter*
  - Providing internal services to all other departments within North Cowichan
  - Providing advice and managing the governance process relative to Council and Committee business and the recruitment of volunteers
  - Ensuring government and decision-making processes maintain transparency, accountability, integrity, and accessibility



# CORE BUSINESS

The Legislative Services Department is organized into four key areas:



Meeting  
management



Statutory  
approvals



Legislative /  
procedural advice



Administrative  
support

# STAFFING LEVELS

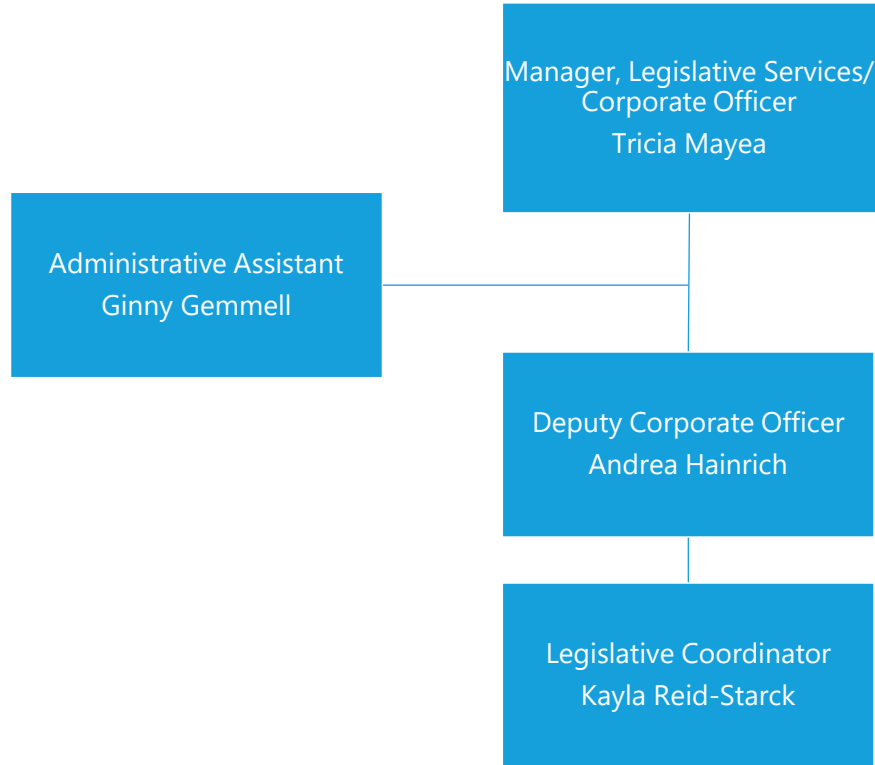
4

Total positions  
as of  
July 1, 2024

4 Full-Time, Permanent

(Exempt 4)

# ORGANIZATIONAL STRUCTURE



# LEGISLATIVE SERVICES

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

- Manage and record meetings
- Prepare Council agendas and minutes
- Receive delegation and petitioner requests
- Provide support to other departments
- Prepare reports
- Manage statutory notices
- Draft and track bylaws and policies
- Develop tools to assist meeting facilitation
- Certify bylaws and other documents
- Execute legal documents
- Administer oaths, taking and receiving affidavits and affirmations required to be taken under oath
- Conduct elections and alternative approval processes
- Coordinate training for Council
- Update information on the website

# LEGISLATIVE SERVICES – KEY FACTS

## 2023 STATS

- ☑ Prepared 107 agendas
- ☑ Involved in the drafting of 46 bylaws or bylaw amendments
- ☑ Drafted or amended 5 policies
- ☑ Created 6 procedural guides/administrative procedures
- ☑ Reviewed and/or published 43 Statutory Public Notices

## 2024 STATS (to Nov 22)

- ☑ Prepared 75 agendas to date
- ☑ Involved in the drafting of 32 bylaws or bylaw amendments
- ☑ Drafted or amended 4 policies
- ☑ Created 2 procedural guides/administrative procedures
- ☑ Reviewed and/or published 49 Statutory Public Notices

# 2024 ACCOMPLISHMENTS

Accomplishments	Strategic Alignment
Onboarding and orientation of two new Legislative Services staff members	Service
Adoption of the Council and Committee Procedure Bylaw	Service
Alignment of current policies with the Council and Committee Procedure Bylaw [underway]	Service
Draft subsequent policy amendments and new policies to align with the new Council and Committee Procedure Bylaw [underway]	Service
Support for the adoption of the Development Procedures Bylaw and the Development Approval Information Bylaw	Service



# CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY PRIORITIES

# CLIMATE EMERGENCY AND ENVIRONMENTAL SUSTAINABILITY 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

# 2025 BUSINESS PLAN

## 2025 KEY DELIVERABLES

Actions/Projects	Strategic Alignment
Draft new policies to align with the new Council and Committee Procedure Bylaw.	Service
Cross-departmental support to Operations for the following: <ul style="list-style-type: none"><li>Automated Curbside Collection Bylaw</li><li>Fees and Charges Bylaw amendments to Sewer and Water Services (for development)</li></ul>	Service and Community
Cross-departmental support to Recreation & Parks for the following: <ul style="list-style-type: none"><li>Parks Development Cost Charges Bylaw</li></ul>	Service and Community
Cross-departmental support to Engineering for the following: <ul style="list-style-type: none"><li>Development Cost Charges Bylaw</li><li>Subdivision Bylaw</li></ul>	Service and Community

# 2025 KEY DELIVERABLES

Actions/Projects	Strategic Alignment
Cross-departmental support to Planning for the following: <ul style="list-style-type: none"><li>• Amenity Cost Charges Bylaw</li><li>• Land Clearing Bylaw</li><li>• Building Fees &amp; Charges Bylaw amendments</li><li>• Building Bylaw</li></ul>	Service and Community
By-Election (spring 2025)	Service and Community

# OPERATING BUDGET

	2024 Budget	2025 Budget	\$ Change	% Change	2024 YTD
<b>EXPENSES</b>					
Legislative Services	\$ 546,644	\$ 552,104	\$ 5,460	1%	\$ 480,784
Elections	0	121,300	121,300		0
<b>TOTAL EXPENSES</b>	<b>\$ 546,644</b>	<b>\$ 673,404</b>	<b>\$ 126,760</b>	<b>2%</b>	<b>\$ 480,784</b>

# KEY STATISTICS

	2021	2022	2023	2024
Number of Council and Committee Meeting Agendas subscribers	-	-	124	153
Number of pageviews on the Agendas, Minutes and Video webpage was accessed	10,408	11,634	7,107	7,738
Number of SPECIAL Council or COW meetings	15	8	17	19

*\*As of November 5, 2024*

# KEY STATISTICS

LS-16

Number of Council, Board, or Committee Meetings	2022	2023	2024
Council (including special and public hearings)	28	50	27
Committee of the Whole (including special)	9	15	9
Council and COW Closed (including special)	20	26	22
Joint Council with City of Duncan	1	-	1
Accessibility Advisory Committee	-	4	3
Agricultural Advisory Committee	-	-	3
Board of Variance	3	1	2
Economic Development Committee	-	2	3
Environmental Advisory Committee	5	4	4
Forestry Advisory Committee	1	-	-
Joint Utilities Board	-	1	-
Sports Wall of Fame	1	4	1
<b>TOTAL</b>	<b>69</b>	<b>107</b>	<b>75</b>

*\*As of November 22, 2024*