

STRATEGIC INITIATIVE AND UPDATE**Legislative and Legal Services - Department Business Plan Update****Report Purpose**

To provide the Priorities Committee with an update on the Legislative and Legal Services Department Business Plan.

Our Prioritized Strategic Goals

Goal 1 - Build strong communities to support the diverse needs of residents

Goal 7 - Provide opportunities for public engagement and communication

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ReportLegislative and Legal Services (LLS) Overview:

Supporting relationships among County Council, administration and citizens, Legislative and Legal Services is charged with ensuring open and transparent government through the development of sound practices and systems for supporting effective decision-making by Council. This includes ensuring that all activities of the municipality are conducted within legislative provisions respecting the roles and responsibilities of local government. Legislative and Legal Services also facilitates corporate and business unit success through the provision of internal and external legal services and guidance.

Legislative and Legal Services is responsible for supporting the following core functions: Administrative Tribunals; Boards and Committees; Council, Priorities Committee, and Governance Advisory Committee Meetings; Bylaw and Policy Development and Management; Census; Election; Freedom of Information and Protection of Privacy; Internal Legal Advice and Support; and External Legal Support.

2019-2022 Forecast:

In addition to ongoing support services, the department is engaged in a broad range of projects. Changes to the *Municipal Government Act* and accompanying regulations have required changes to tribunal processes. A major review of the Meeting Procedures Bylaw will be completed in 2020. LLS continues the onboarding of all County boards and committees to electronic meeting management while continuing to refine its support to all Council committees. LLS led an ambitious policy review initiative which is expected to be concluded in 2019. A similar review and update of County bylaws will be conducted as part of this business cycle. The department is working to improve electronic bylaw accessibility for the public and to replace its current dated bylaw database. In-house bylaw preparation and prosecution will be a focus for the coming years. A comprehensive review of current census processes will be conducted with a goal of modernization and increased citizen participation. A census will be undertaken in 2020, which will adopt the improvements identified through the modernization project. A major Ward Boundary Review will be completed in 2019. The 2021 municipal election will also require the planning and implementation of orientation program for elected officials. Continued development of internal legal services and supports is a priority, as is enhancing the monitoring and administration of external legal files through a specific-software solution. Continued process review for contract administration and management is also planned.

Council and Committee History

- December 11, 2018 THAT Administration, in consultation with the Governance Advisory Committee, undertake a comprehensive review and update of the Meeting Procedures Bylaw; and that a new proposed Meeting Procedures Bylaw be presented to Council for consideration by the first quarter of 2020.
- January 26, 2019 Priorities Committee was presented with an update on the Ward Boundary Review.

Other Impacts**Policy:** n/a**Legislative/Legal:** n/a**Interdepartmental:** LLS provides service to all departments within the organization. The department leads and supports contract management, provides legal advice and manages external legal files. The department also works with other departments as they interface with Council, Priorities Committee, or other council committees.**Master Plan/Framework:** n/a**Enclosure**

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