

Priorities Committee Meeting_Jun08_2021

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

Report

Legislative and Legal Services (LLS) is part of the Corporate Services Division and provides services to Council, the entire municipal corporation, and to the public. LLS currently has 17 permanent team members (one is currently on leave and one is seconded to the Strathcona County Business Transformation Project (SCBT)), and 4 temporary team members. For this year only, LLS also has 2 election office staff. Come election day, LLS will go from being one of the smallest departments to one of Strathcona County's largest departments with over 400 team members.

LLS is comprised of three branches: Legal Services, Governance Services, and Legislative Services and Contract Management.

LLS invests the time of its team members in maintaining open and transparent systems of municipal government, including ensuring sound practices and systems to support effective decision-making by Council. It administers some of the key cornerstones of democracy, including free and fair elections and access to information and protection of privacy (FOIP). LLS facilitates corporate and business unit success through the provision of internal and external legal services and guidance and develops and maintains the County's legislative framework (bylaws, policies, and Council decisions).

The main priorities in 2021 are the General Election and Councillor Orientation program. Once every four years we have the opportunity to ensure that the County has a fair, organized, and democratic election. This year we are very excited about several innovations designed to make both candidacy and voting more accessible.

We also support the County's SCBT project through participation in the development of the Supply Chain Management function, particularly the development of contract management governance documentation and processes based upon the learnings from the business transformation work with PWC and on best practices from other municipalities. We have nearly crossed the finish line of the upgrades of the full suite of both procurement and contract templates, along with full user guides and soon to be completed e-training modules. All of these improvements will lead to greater efficiency and value in the County's business transactions.

While we continue to manage Council, committees, and tribunal meetings and hearings on virtual platforms, we are hoping that we will soon return to in-person meetings. We will, however, retain the benefits of the improved technology to assist when members of Council or other attendees cannot be with us in person.

Priorities Committee Meeting_Jun08_2021

The team at LLS is a hard-working and professional group – but we still manage to have fun!

Council and Committee History

June 18, 2019	Legislative and Legal Services provided an update to Priorities Committee on the 2019-2022 Business Plan
June 16, 2020	Legislative and Legal Services provided an update to Priorities Committee on the 2020-2023 Business Plan

Other Impacts**Policy:****Legislative/Legal:****Interdepartmental:****Master Plan/Framework:****Enclosure**

1	Department Business Plan Update – Legislative and Legal Services Presentation
---	---