

2020-22

LEGISLATIVE SERVICES Department Business Plan

Overview

Legislative Services enables City Council by facilitating all legislative matters and Council meetings. The Department manages municipal elections, municipal census, and the Freedom of Information and Protection of Privacy (FOIP) program, and reviews all policies, bylaws, contracts and agreements to protect the organization's legal rights and confirm that the City's legal and legislative obligations are met. The core function of Legislative Services is to guide open and transparent government that fosters trust and confidence in the decision-making process and allows for meaningful participation with an engaged public.



CITY OF
FORT SASKATCHEWAN

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Program	Description
Council and Council Meeting Support	Oversee all aspects related to the preparation of Council and Committee of the Whole meetings. Provide administrative support for Councillors, e.g., arranging of schedules, and coordination and approval of expenses. Manage and support all aspects of the processes for elected official and public member board and committee appointments. Support the interview process for the Application Review Committee, who will provide recommendations to Council for public member appointments.
Assessment Review Board	Coordinate and provide support for the legislated Assessment Review Board (ARB) hearings, ensuring the principles of natural justice are carried out. Liaise with the Capital Region Assessment Services Commission (CRASC) on the coordination of any necessary ARB hearings.
Subdivision and Development Appeal Board	Coordinate and provide support for the legislated Subdivision and Development Appeals Board (SDAB) hearings, ensuring the principles of natural justice are carried out. Coordinate training for SDAB members and Administration, and liaise with SDAB members, Administration, and the public on the processes for hearings.
Insurance Administration and Risk Management	Oversee and implement the City's insurance program. Liaise with the City's insurer, Alberta Municipal Services Corporation, and Administration to determine the levels of protection which are required. Provide insight on risk management matters, and make recommendations on how to best mitigate the City's risk.
Census	Oversee all aspects of conducting the municipal census, as per legislation. Ensure required data and reports are available to City Administration and the public to assist with future planning and program development.
Legislative and Legal Support	Provide legislative and legal assistance and advice to Administration, and coordinate external legal support when necessary. Monitor and manage the budget for external legal expenses.
Bylaw and Policy Development and Management	Manage, review and provide insight into the development of bylaws and policies for correct formatting, consistency of language, and to ensure legal and legislative compliance.
Freedom of Information and Protection of Privacy (FOIP)	Oversee the provision of the City's FOIP program, ensuring the City remains compliant with legislation. Provide assistance to the public and Administration for access to information and privacy-related questions.
Contract and Agreement Administration	Provide advice, procedural support, review and execution of City documents. Review of documentation for correct formatting, consistency of language, and to ensure legal and legislative compliance.
Records Management	Oversee all aspects of the City's records management program, ensuring that processes align with the Records Management Bylaw, and associated procedures for both physical and electronic records.
Elections	Oversee all aspects of municipal elections, by-elections and questions, as well as elections for the public and separate school board trustees. Ensure all legislated processes are followed.

My Fort: Engaged People, Thriving Community

OUR COMMUNITY VISION

We are a welcoming, compassionate City.

We are a friendly, multi-generational community and there is a strong sense of pride and ownership in what we have accomplished together.

As a community, we are stewards of the environment and are committed to using our resources wisely.

We have a deeply rooted respect for our place and celebrate the river valley.

The Fort is a leader in sustainable eco-industrial development with a flourishing local economy.

We support every aspect of life in Fort Saskatchewan from local business to social services.

We know our history, and have a dynamic vision for our future.

Arts, recreation and culture thrive.

Downtown is the heart of the community; it is a vibrant destination for business or play and an attractive place to live.

Fort Saskatchewan is home with a small-town feeling at heart and where a strong sense of community thrives.

OUR MISSION

Working together to create a sustainable and thriving community through exemplary leadership and management.

OUR CORE VALUES

Our commitment to each other and to our citizens

LEADERSHIP – Take ownership in achieving results

INNOVATION – Embrace new ways of doing things

SERVICE EXCELLENCE – Deliver “WOW” service to our community

FUN – Enjoy what we do and bring passion to our work

OUR GUIDING PRINCIPLES

Just as our values are reflected in everything we do, our decisions and actions are aligned with the following guiding principles.

CONTINUOUS IMPROVEMENT	We constantly look for ways to improve our services, refining our daily practices, keeping the leading edge in sight and being open to change.
COLLABORATION	We work collaboratively with our colleagues, residents, partners, regional neighbours, and stakeholders.
STRATEGIC THINKING	We use a strategic and forward thinking mindset and consider the impact of decisions on others.
STEWARDSHIP	We are good stewards, accountable for our community's resources, managing costs and investing for the future.

Department Goals and Initiatives

Legend

	Project or phase complete
	In progress, upcoming

Guiding Documents and Plans

- 2018 – 2022 Strategic Plan
- *Municipal Government Act*;
- *Freedom of Information and Protection of Privacy Act*;
- City of Fort Saskatchewan Bylaws and Policies; and
- Other sources of legislation.

Goal 1: To ensure legal and legislative compliance through review and preparation of the City’s documents and processes, e.g., bylaws, policies, leases, contracts, agreements, insurance certification, etc.

Linkages: 2018 – 2022 Strategic Plan: Excellence in Government
Municipal Government Act
 City Bylaws and Policies
 Other sources of legislation

Initiatives:

		Timeframe		
		2020	2021	2022
1.1	Present Council related Bylaws for adoption			
1.2	<i>Incorporate Municipal Government Act amendments as required</i>			
1.3	Review and refine the policy and procedure naming structure			
1.4	Develop processes for virtual Council meetings, and electronic access for public attendance at meetings in response to COVID-19. Review logistical requirements for Council Chambers, to allow for future use of virtual meeting attendance.			

Goal 2: Provide all aspects of administrative support to Councillors, provide Council with guidance on parliamentary procedure, and coordinate the preparation of agendas and Council meetings.

Linkages: 2018 – 2022 Strategic Plan: Excellence in Government
Municipal Government Act
 City Bylaws and Policies
 Other sources of legislation

Initiatives:

		Timeframe		
		2020	2021	2022
2.1	Implement and train staff on the eSCRIBE workflow component for agendas.			
2.2	Council Orientation			

Goal 3: Oversee all aspects of the municipal election process, ensuring legislative compliance is achieved throughout, including preparation of preliminary documentation and events for prospective candidates, and approval of any necessary election documentation.

Linkages: 2018 – 2022 Strategic Plan: Excellence in Government
Municipal Government Act
 City Bylaws and Policies
 Other sources of legislation

Initiatives:		Timeframe		
		2020	2021	2022
3.1	Documentation for candidates			
3.2	Review election-related bylaws, policies and legislation			
3.3	Candidate information sessions			
3.3	Presentations – election staff			
3.4	Election agreements			

Goal 4: Oversee and promote legislative activities and projects, such as the City’s FOIP program, insurance and risk management program, records management, and municipal census.

Linkages: 2018 – 2022 Strategic Plan: Excellence in Government
Municipal Government Act
 City Bylaws and Policies
 Other sources of legislation

Initiatives:		Timeframe		
		2020	2021	2022
4.1	Insurance – develop common naming structure with Tangible Capital Asset staff			
4.2	Municipal census			

Goal 5: Strive to ensure department staff are provided with a positive environment and have the tools and training to effectively and efficiently carry out their responsibilities. On-going communication with staff and monitoring of current service levels is required to ensure department resources align with the workloads.

Linkages: 2018 – 2022 Strategic Plan: Excellence in Government

Initiatives:		Timeframe		
		2020	2021	2022
5.1	Review resource requirements of the City’s records management program			
5.2	Monitor the costs / benefits associated with using contracted legal services versus hiring an in-house solicitor			
5.3	Department mentoring / long-term plan			