



2023 - 26

## LEGISLATIVE SERVICES

### Department Business Plan

#### Department Overview

Legislative Services supports City Council by managing all legislative matters and Council meetings. The department oversees municipal elections, municipal census, and the Freedom of Information and Protection of Privacy (FOIP) program. It also reviews policies, bylaws, contracts, and agreements to safeguard the organization's legal rights and ensure compliance with the City's legal and legislative requirements. 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

Last Updated: May 1, 2024



# DEPARTMENT GOALS AND INITIATIVES

Focus Area: Insurance and Risk Management							
Department Initiative				Timeframe			
#	Description	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan			Future Strategic Plan	
			2024	2025	2026	2027	2028
1.1	Update the naming convention of the City's assets for the purposes of the Insurance and Risk Management Program	5					
1.2	Obtain quotes from alternate insurance providers and review the viability of using specific insurance companies for specific lines of insurance	5					
1.3	Conduct City building inspections and evaluations for the purpose of adequately insuring the City's assets	5					
1.4	Develop a cyber security response protocol, and increase the City's focus on cyber security	5					




Focus Area: Records Management and FOIP							
Department Initiative				Timeframe			
#	Description	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan			Future Strategic Plan	
			2024	2025	2026	2027	2028
2.1	Assess the compatibility between Laserfiche and Microsoft 365/ SharePoint and assist in the rollout of the programs	5					
2.2	Review the human, technological and physical resource requirements of the City's records management program	5					
2.3	Create rollout plan for electronic and physical Records Management	5					
2.4	Review City documents, libraries and programs to ensure appropriate FOIP considerations are made	5					
2.5	Update the City's Records Management Bylaw and develop an administrative Records Retention Schedule to address digital and physical records	5					

Focus Area: Elections & Census							
Department Initiative				Timeframe			
#	Description	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan			Future Strategic Plan	
			2024	2025	2026	2027	2028
3.1	Review all election-related documentation	5					
3.2	Source electronic tabulation equipment, as well as other goods and services to facilitate an effective election	5					
3.3	Host candidate and election worker information sessions	5					
3.4	Enter into an agreements with School Boards to conduct School Trustee election	5					
3.5	Conduct the organizational Council meeting and swearing-in ceremony following the municipal election	5					
3.6	Conduct the Municipal Census	5					



Focus Area: Operational							
Department Initiative			Timeframe				
#	Description	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan			Future Strategic Plan	
			2024	2025	2026	2027	2028
4.1	Investigate the viability of an in-house solicitor or paralegal position	5					
4.2	One-time legal increases to prepare for union negotiations						
4.3	Work with City departments to update policies and procedures	5					
4.4	Conduct a review and recommend bylaws for repealing which are obsolete or inactive	5					
4.5	Review the City's legal templates to ensure they protect the interests of the City as a corporation, as well as consider municipal and industry best practices	5					

**Legend:**

	Operational Initiative
	One-time Operating Initiative
	Capital Initiative

**Strategic Plan Goals:**

- 1 - Well-Planned Community and Resilient Economy
- 2 - Strategically Managed Infrastructure
- 3 - Welcoming, Compassionate and Active Community
- 4 - Environmental Stewardship
- 5 - Operational Excellence and Continuous Improvement

\*Asterisk denotes a department initiative that is directly linked to a strategic initiative within the 2023 – 2026 Strategic Plan.