



2026 Business Planning Departmental Presentations

Legislative Services

PRESENTED BY:

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Overview

- Legislative Services ensures transparency and impartiality in supporting elected officials, staff, and the public
- Responsible for conveying and establishing the organization's legal framework which includes review, drafting and management of bylaws, policies, operating procedures.
- Staff are responsible for administering municipal elections, freedom of information, records management, support for council and committee meetings, legal and claims matters.

Staff Complement

- **Staff Composition:** 12 Members
 - Exempt Employees: 5
 - CUPE Employees: 7
- **New Addition from 2025: Deputy Chief Election Officer:**
 - Added for approximately 18 months to support upcoming electoral activities
- **Department Divisions:**
- **Legislative Services:**
 - Focus on legal frameworks, council support, and election operations
- **Information Governance:**
 - Manages the organization's information assets, ensuring compliance and security



Achievements

Committees

- Successfully implemented and managed a revised committee structure to improve governance, efficiency, and collaboration.

Committee Liaisons

- Developed a comprehensive guidebook and conducted training for committee liaisons to enhance effectiveness in supporting committees

Policies

- Completed a review and updated 75% of existing policies

Agreements

- Internalized review of development agreements.

Privacy Program

- Implementation of a Privacy Management Program for staff via mandatory training.

Continuous Improvements

Development Agreements

- Reviewed and updated development agreement for consolidation and consistency, enhancing legal clarity and uniformity

Bylaws

- Digitized and developed a database of bylaws, making them accessible to staff for improved efficiency and accessibility

Key Challenges

- Limited resources available to:
 - Digitize the substantial backlog of records that need to be addressed
 - Process FOI requests which have doubled again since 2023
 - Address and complete Privacy Impact Assessments

