

## 2018 Business Plan: Legal and Legislative Services

### 1. WHO ARE WE: DEPARTMENT OVERVIEW

#### *Legal and Legislative Services (LLS)*

- Responsible for legal advice and services to Council and administration.
- Research legal, regulatory and legislative requirements to ensure the County actions remain compliant.
- Accountable for legislative, procedural and administrative advice and services to Council, management, employees and the public regarding meeting management, elections, census, boards and committees, quasi-judicial boards, bylaws, policies, insurance and risk management.
- Election management
  - Providing the Nomination Day on September 18, 2017, to allow eligible residents the opportunity to be nominated for election as Parkland County's Mayor or Councilors, and school trustees for Parkland School Division No. 70, Evergreen Catholic Separate Regional Division No. 2, and part of St. Thomas Aquinas Roman Catholic Schools.
  - Prepare for and conduct the election on October 16, 2017.

#### *Records Management and FOIP*

- Deliver the records management tools, best practice, support and training needed to manage the County's operational and administrative records in a responsible and privacy compliant manner that promotes transparency and open government.
- Develop procedures for collection, use, access and disclosure of corporate information, and process all access to information requests, liaising with business units and the public

#### *Procurement*

- Deliver Procurement Services by assisting all Parkland County departments with goods and service acquisitions to ensure that the appropriate quality, quantity, pricing and delivery is obtained while ensuring compliance with the applicable trade agreements and County policies.

### 2. RECENT ACHIEVEMENTS

#### 2.1 In-house legal services

- In 2016, an in-house legal services function was fulfilled through the hiring of a County Solicitor/Director of Legal and Legislative Services
  - This role is responsible for the management, leadership and provision of legal and legislative services for Parkland County.
  - This supports the provision of more accurate and efficient legal advice on diverse and complex legal matters. This is especially relevant given the increase in unforeseen and ongoing legal matters.

#### 2.2 Records Management Program

- LLS continues to advance the County's a records management program throughout the organization despite reduced capacity. Utilizing the HPRM8 recordkeeping software, and providing records management education, training and support to existing administrative staff (in particular: Engineering, Planning and Development, Human Resources/Payroll Services, Financial Services, Legal and Legislative and Procurement Services), we have improved processes, increased use of physical office space and enhanced findability and retrieval of information for our internal and external customers.

### 3. OPPORTUNITIES AND CHALLENGES

#### 3.1 Opportunities

- Procurement Services is in the process of preparing a Request for Information from suppliers for the commercial and industrial supplies required by the County. The intention is to reduce the administrative burden on departments and Procurements Services in procuring consumables throughout the year.
- Records Management intends to undertake an internal review of the existing implementation plan and current state of the implementation with a view to preparing a budget initiative for 2019 to scope what will be required to achieve implementation throughout the organization.

#### 3.2 Challenges

##### Unforeseen Legal Issues

- An increase in unforeseen legal issues have taken up significant time and resources within the department.
- The addition of in-house legal services has assisted in creating efficiencies in dealing with these issues and managing the risk associated with addressing them; however, this takes away from other key responsibilities.
- The Canadian Free Trade Agreement came into effect July 1, 2017 as well as the Comprehensive Economic Trade Agreement. These place additional compliance obligations on the County regarding procurement of goods and services.

##### Staff capacity and resource issues

- The current Legislative Services staffing compliment generally supports the maintenance of status quo. Status quo is supported because staff are cross-trained to cover or assist multiple positions as required and individuals often work in excess of 1 FTE.
- The Subdivision and Development Appeals Board (SDAB) position is currently a 0.33FTE. For 2016 and 2017 this position has been extended to a full FTE by contract, The additional 0.67 FTE can offer adequate resources to support the maintenance of the status quo and assist when unforeseen the demands are placed on the department.
- The Records Management Technician position became vacant in 2017 and filling it was deferred in support the unforeseen 2017 budget challenges.
- The Contract Administrator position became vacant in 2017 and filling it was deferred in support the unforeseen 2017 budget challenges.

##### Council Chambers AV

- AV equipment in Council Chambers requires renovations and improvement.
- Supporting this system is challenging to staff and often requires troubleshooting by staff.
- Issues related to this equipment also affect external stakeholders, as it often affects Council meetings that are available to be viewed by the public

### 4. LINKS TO PLANS AND STUDIES

No applicable plans and studies.

### 5. KEY PERFORMANCE INDICATORS

- Number of Subdivision and Development Appeals
- Number of legal files opened

- Internal satisfaction of client departments (timeliness and quality)
- Election successfully administered
- Number of FOIP requests
- Number of Procurements

#### 6. PROGRAMS AND SERVICES

- SDAB
- Council committee support
- Assessment Review Board
- Elections
- Access and privacy management
- Records management
- Procurement services
- Council agendas
- Internal legal advice
- FOIP requests