

Legislative Services

July 13, 2020



Your Legislative Services Team



- Jaylene, Manager
- Betty, Executive Assistant
- Karen, Legislative Administrator
- Shelly, Records Administrator/FOIP Coordinator
- Angela, Administrative Assistant
- Colleen, Administrative Assistant

What we do

- Council & Council Committee Support
- Quasi-Judicial Tribunals (SDAB & ARB)
- Records & Information Management
- Freedom of Information and Protection of Privacy (FOIP)
- Insurance Services
- Community & Operational Grants
- Municipal Census
- Municipal Elections

Council & Council Committees

Legislative and Administrative Support

- The Legislative Services section manages all aspects of Council and Council Committee Meetings, including the provision of procedural support and guidance during meetings and to recording secretaries, agenda preparation, public notices and advertising, all in accordance with governing legislation.
- Legislative Services reviews every Policy and Bylaw prior to Council consideration to ensure compliance with all pertinent legislation.
- Legislative Services oversees the annual volunteer recruitment campaign for Board and Committee members and Terms of Reference review for all Council Committees.
- Legislative Services also provides administrative support to additional meetings attended by Council, including the bi-annual meetings with Community Associations and external parties.

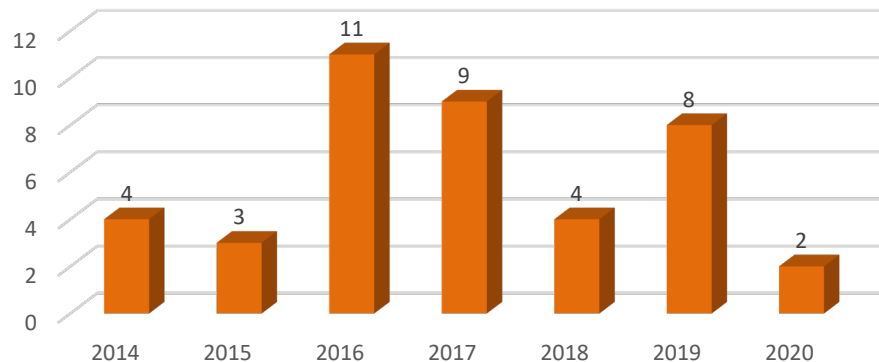
Quasi-Judicial Tribunals

- **Legislative Services manages two quasi-judicial tribunals.**
 - **The Assessment Review Board (ARB) hears and makes decisions on appeals regarding assessment matters.**
 - **The Subdivision and Development Appeal Board (SDAB) hears and makes decisions on appeals related to development matters.**
- **These boards make decisions on appeals in accordance with the provisions of the Municipal Government Act and associated Regulations.**
- **Legislative Services is also responsible for ensuring all members of the 2 boards are fully certified as required by legislation.**

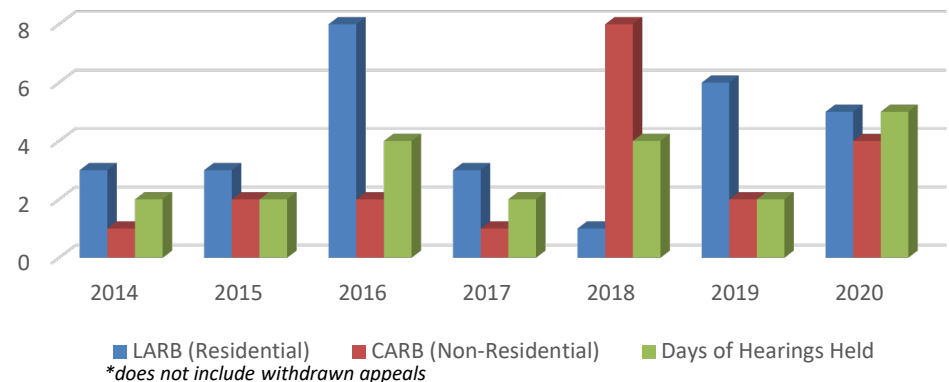
Quasi-Judicial Tribunals

- Our Quasi-Judicial boards have seen increased activity in the past several years and changes to the legislation requiring certification of all members and clerks, which has required a greater focus on these areas.
- ARB Appeals fluctuate in numbers, but there is a generally consistent increase to the number of hearing days scheduled annually.
- Work continues on making the Appeal process for both SDAB and ARB easier for residents to understand by providing more detailed guidelines

SDAB Appeals



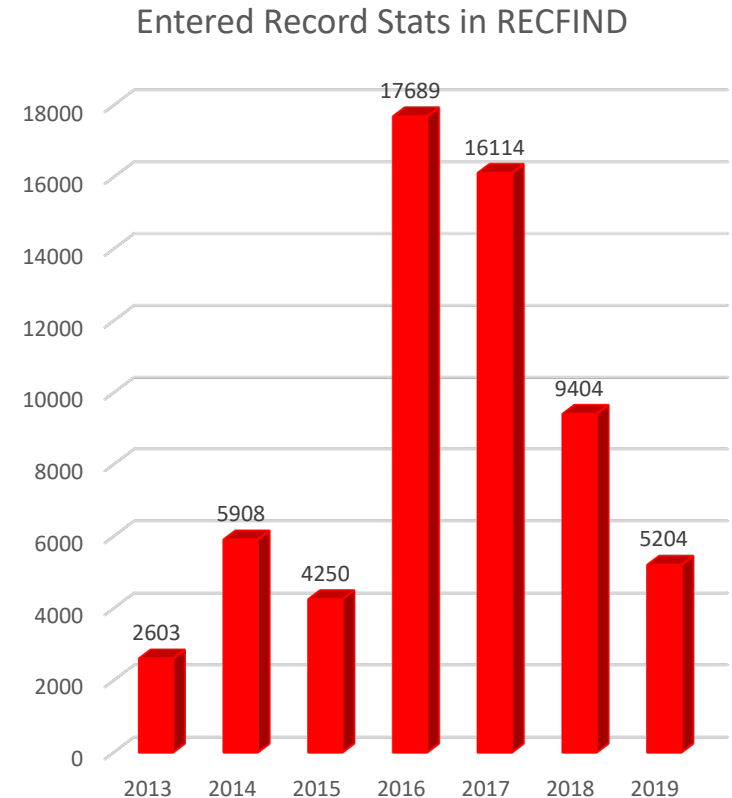
ARB APPEALS



*2020 Numbers are as of June 15, 2020

Records & Information Management

- Records & Information Management focuses on policy-based control of information that helps secure the records and meet all legal, regulatory, risk and business demands.
- Between 2000 and 2019 86,531 documents have been entered into RECFIND.
- 80% of the current files are Planning/Civil Land Development related
- Records will continue their focus on working with Operational Departments to get all of their permanent records into RECFIND.



Records & Information Management

- Records administers the organization's electronic records management system (RecFind), including creating hundreds of property files annually as well as tracking hundreds of contracts and grants to ensure compliance with reporting.
- In 2018/2019 Legislative Services focused on transitioning away from the creation of physical files. This transition led to cost savings of approximately \$10,000 annually.
- Ensuring records are available to all staff via their desktop creates efficiencies and ensures consistency of information.
- Transition to working remotely was also positively impacted by staff having access to electronic records via RecFind during the pandemic.

Records & Information Management

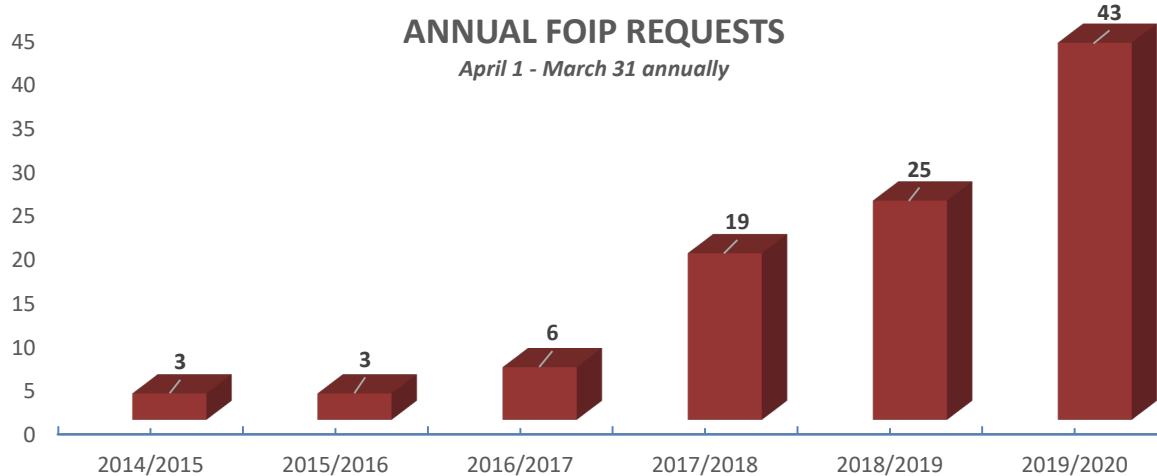
- Records continues to work towards efficiencies and managing increases in information requests by creating processes that will allow the Town to be more accountable and transparent by providing information through:
 - Routine Disclosure that gives residents access to records without a formal request.
 - Active Dissemination which provides periodic and proactive release of information to residents on subjects of great interest
- Records also provides Litigation Support which automatically takes precedence over day to day work, in conjunction with the General Manager of Legislative & Protective Services, which includes ensuring requested litigation documentation is secured and supplied upon request and preparing documentation for affidavits.

Freedom of Information and Protection of Privacy Act (FOIP)

- The FOIP Act protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies. It also provides citizens the right to access records which are not available by other means.
- The Records Team receives and responds to all requests for records under the Act and provides training to other departments on the requirements of that legislation as well as guidance on what would be considered Readily Releasable information to work to eliminate Red Tape where appropriate.
- The Records Team is also in the process of ensuring updated FOIP language appears on all forms, agreements, contracts, and waivers.

Freedom of Information and Protection of Privacy Act (FOIP)

- FOIP requests over the past 6 years have seen a significant increase.
- FOIP requests have increased not only in numbers but also in complexity requiring greater time to compile and provide information.
- Tracking has begun for property owner and RCMP requests that are not required to follow the formal FOIP process as those requests have increased as well but have not previously been tracked.



**Includes formal FOIP requests only, exclusive of Property Owner requests and RCMP requests*

Insurance Services

- The Town of Cochrane is insured through MUNIX (Alberta Municipal Insurance Exchange). Munix is a reciprocal that includes a deductible pool of more than 700 members where every member contributes according to its own exposures and claims experience.
- Legislative Services took over the insurance portfolio in 2014 with an eye toward risk management. This includes a thorough review of all Town assets being conducted annually resulting in more accurate coverage of town infrastructure and equipment.
- Legislative Services implemented strategic claims management which contributed to an overall decrease of 16.6% in our annual premium costs since 2014, while also increasing our coverage and adding additional riders like Cyber Coverage during that same period.

Insurance Services

- **Legislative Services is responsible for reviewing insurance needs on all RFP's, contracts and agreements, Subdivision Servicing Agreements and Development Permit applications to ensure adequate protection of the assets of, and the work being performed for, the Municipality in conjunction with our continual focus on risk mitigation.**
- **Responsible for management of ongoing claims and cost recovery for damage to Town property through our insurer or third party insurance companies.**

Community & Operational Grants

- The Community and Operational Grants provide grant funding to a number of community based groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services; and organization of community events.
- Legislative Services is responsible for managing applications, completion of Partnership Agreements and ensuring reporting requirements are met for both Annual Operating and Community Grant programs.

Municipal Census

- The Province of Alberta provides grants to municipalities, which are calculated on a per capita basis using the population from either a Municipal Census or the Federal Census.
- Between 2013 and 2019 Legislative Services completed an annual Municipal Census to capitalize on that per capita calculation as the Town experienced 36% growth during that same period.
- With the changes to the legislation last year whereby Municipal census numbers are no longer being accepted by the Province, we are no longer completing the census annually, but will look to potentially complete one in the calendar year prior to a General election to verify elector numbers.

Municipal Elections

- The Legislative Services department is responsible for conducting all municipal elections and by-elections in accordance with the requirements of the Local Authorities Election Act (LAEA). Municipal Elections occur every four years on the third Monday in October; however, a by-election can occur at any time.
- Changes to the LAEA are occurring frequently and election planning for the October 2021 election has already begun due to those changes and signals from the Province of the inclusion of Senate elections and a possible Referendum being incorporated into the Municipal Election.
- Legislative Services will be looking to add some contract staffing to our Election Budget in 2021 to offset the increased workload that we are anticipating due to these changes and impacts to polling station requirements.

Questions??