



# Legislative Department 2016

# MISSION

To provide support to Mayor and Council and to be accountable for Legislative Compliance, Council Administration and Town Administration

# OVERVIEW

Legislative Administration is the official secretariat for Council and committees and includes the CAO & Legislative Assistant. It's accountable for:

- Legislative compliance
- Council administration including elections
- Town administration (through the CAO)
- Managing corporate records
- FOIP enquires & administration

# Key Service Deliverables

1. Customer Service - resident & business
2. Customer Service – Council liaison
3. Municipal Government Act – Implementation Plan to meet MGA Requirements
4. Manage Broadband project
5. Provide Not for Profit Support

# CHIEF ADMINISTRATIVE OFFICER

The CAO is the Administrative head of the municipality and:

- Ensures that the policies and programs of the municipality are implemented;
- Advises and informs Council on the operation and affairs of the municipality;
- Performs the duties and functions and exercises the powers assigned to a CAO by this and other enactments or assigned by Council

# 2016 Budget & Projects

- 2016 Operating Budget: \$358,503
- 2016 Department Projects:
- Continue development of Broadband project through development of business case - \$20,000
- Implementation of MGA changes by listening, learning and preparing an implementation schedule

# Looking Forward to 2017 & 2018

- Continuation of implementing MGA changes
- Development of a records management system
- Election in 2017

# Looking Forward to 2017 & 2018 (cont'd)

- Continuation of developing Broadband for the community
- Work to strengthen Not for Profit organizations
- Improve external & internal customer service



# Key Issues Impacting Legislative Department

- Council & staff changes
- Lack of knowledge or experience in implementing new records management system
- MGA & other provincial acts & regulations



Thank You

Judy Edge  
Legislative Executive Assistant