

2024 BUDGET

Legislative & Protective Services



Our role

Net budget \$4,177,700

The Legislative and Protective Services Department provides a variety of external and internal customer services, oversees regulatory compliance, records and information management, and provides support to Council and its Standing & Advisory Committees, Boards and Commissions. The Department holds the statutory functions of the Corporate Officer, Freedom of Information Head, Privacy Head, and Chief Election Officer.

Services we provide

RISK MANAGEMENT SERVICES

Net cost \$1,716,800

Promotes policies and procedures designed to prevent incidents causing loss. The Division manages an insurance program that sustains the District's ability to deliver services to the community. The Division also receives, investigates, and adjusts claims filed by citizens or businesses, and assists with recovery of costs when the District suffers a loss as a result of third party.

LEGISLATIVE SERVICES

Net cost \$2,033,900

Under the direction of the Corporate Officer, carries out duties related to the statutory responsibility as outlined in the Community Charter. The Division is responsible for organizing, preparing agendas and minutes for Council meetings, Public Hearings, Council Advisory Committees, Advisory Design Panel, and the Board of Variance. The Division processes and safekeeps District bylaws and coordinates the receipt and distribution of Council correspondence. As well, it conducts local government elections, referenda, and elector approval processes.

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BUILDING AND INSPECTIONS SERVICES

Revenues \$3,250,100

Expenses \$2,335,700

Net revenue \$914,400

Oversees the construction, alteration, repair, and demolition of buildings by ensuring construction complies with bylaw requirements, the BC Building Code and applicable regulations. The Division processes a broad range of building applications for residential, commercial, institutional, and industrial use and provides professional advice to Council, the public, staff, and a broad range of stakeholders on building matters.

BUSINESS LICENSE SERVICES

Revenues \$525,000

Expenses \$195,900

Net revenue \$329,100

Administers business licenses, responds to customer complaints and enquiries, and conducts investigations regarding possible bylaw violations.

REAL ESTATE SERVICES

Revenues \$739,900

Expenses \$732,800

Net revenue \$7,100

Acquires, manages, and disposes of real property on behalf of the District. The Division negotiates, prepares and registers municipal rights-of-way, manages the District's rental stock, communication facilities, and supports the subdivision process.

BYLAW SERVICES

Net cost \$1,507,300

Enforces municipal bylaws, responds to public complaints and enquiries and conducts investigations related to alleged bylaw violations.

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RECORDS AND INFORMATION SERVICES

Net cost \$170,300

Administers the Records and Information Management Program guiding and directing the creation and management of recorded information, such as physical records, electronic documents, and data, ensuring the effective management of this information across the organization.

Administers the Information Access and Privacy Management Program ensuring accountability to the public and protection of personal privacy under the Freedom of Information and Protection of Privacy Act (FIPPA).

Administers the Archives which collects and preserves the documentary heritage of Saanich and makes this information available through public reference room services, website resources, and public outreach.