

2016 FACT SHEET

LEGISLATIVE SERVICES



The Legislative Services net 2015 budget is \$2,638,300

WHAT IS LEGISLATIVE SERVICES?

The Legislative Services Department comprises the Lands, Legal, Legislative, and Risk Management Divisions and the Archives and Strategic Planning Sections. The Department's purpose is to provide administrative and legal services that manage and protect municipal assets and to coordinate strategic planning for the Corporation.

DID YOU KNOW WE PROVIDE?

Legal Services:

General legal services are provided to the Municipality, including advice to Council and staff. A variety of legal documents are prepared, contracts negotiated, and legal proceedings managed. The Legal group also represents Saanich on treaty advisory claims.

Net cost \$446,700

Corporate Administration, Elections, Privacy and Records Management:

The Legislative group provides management and support services for Council, its advisory committees, and the Board of Variance. They are responsible for providing access to records, and ensuring the long-term protection of information assets. This group also administers the electoral process, conducting local elections, referenda, and the elector approval process.

Net cost \$950,200

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Documentary Heritage Preservation:

The documentary heritage of Saanich is collected, preserved and made available at the Archives through the public reference room, the website, and public outreach. The collection includes photographs, municipal correspondence, private family records, plans, and oral histories.

Net cost **\$187,200**

Property Management:

The Lands group acquires, manages, and disposes of property. This group also manages the rental housing stock and the Mt. Douglas and Mt. Tolmie Communication Facilities. Municipal rights-of-way are negotiated, prepared and registered, and a variety of land research is provided for staff and Council.

Revenue **\$567,600**
Expenditure **\$562,000**
Net revenue **\$5,600**

Annual revenues of over \$511,000 are received from rental housing, leased land, and the communication facilities. These revenues cover the cost of property management services with excess funds of just over \$191,000 transferred annually to reserve funds for land acquisitions, park maintenance and infrastructure replacement.

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Risk Management, Insurance, and Claims:

A corporate risk management program, a property and contents insurance program, and a liability insurance program are provided by the Risk Management group. Claims filed by citizens or businesses are investigated and adjusted, and assistance is provided with recovery of costs when the Municipality suffers a loss as a result of a third party.

Net cost **\$898,500**

Strategic Planning:

Advice, coordination and reporting on the corporate strategic planning process is provided to facilitate reporting for the past year, implementation during the current year and planning for future years. Formal citizen and business surveys are conducted following each election cycle to help guide financial and strategic decision making.

Net cost **\$161,300**
