

# 2025 BUDGET

## Legislative and Protective Services



### Our role

***Net budget \$4,442,400***

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 \$1,891,600***

The Risk Management Services team performs a dual role in providing both the insurance function and the Enterprise Risk Management (ERM) function. Under the insurance function, the team is responsible for procuring all insurance policies, advising other departments on insurance matters, and managing claims effectively. Regarding the ERM function, the team actively promotes a risk-aware culture and facilitates the best practices in promoting a systematic risk management approach across Saanich. The implication of this setup is that the Risk Management Service team can effectively manage and support both preventative and responsive risk strategies.

#### **LEGISLATIVE SERVICES**

***Net cost \$2,197,200***

Legislative Services, 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

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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. It also conducts local government elections, referenda, and elector approval processes.

### BUILDING AND INSPECTIONS SERVICES

**Revenues** \$3,450,100

**Expenses** \$2,410,800

**Net revenue** \$1,039,300

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** \$530,000

**Expenses** \$195,100

**Net revenue** \$334,900

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

### REAL ESTATE SERVICES

**Revenues** \$742,400

**Expenses** \$750,300

**Net cost** \$7,900

Negotiates real property for municipal acquisition, sale, expropriation, lease, rent, development or other purposes. It also manages a variety of municipally owned residential and commercial tenanted buildings, as well as the PKOLS/Mount Douglas and Mount Tolmie communications facilities.

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### **BYLAW SERVICES**

***Net cost \$1,546,000***

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

### **RECORDS AND INFORMATION SERVICES**

***Net cost \$173,900***

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.