

Legislative Services Advisor Responsibilities

- Freedom of Information and Protection of Privacy Advisor
 - Ensure FOI requests and release of information are in accordance with legislation and prepare appropriate responses.
 - Handle all FOI requests related to closed council deliberations, human resources, labour relations, or any other confidential matters.
 - Maintain confidentiality of all organizational and personal records accessed for research and/or decision making – has highest level of access to all city documents because of responsibilities for records management and FOIPOP requests and in order to conduct thorough searches and research.
- Legislative Advisor
 - Conduct legislation research, analyze legal opinions for operational impact, and coordinate organizational changes as necessary
 - Write complex policies and bylaws, monitor legislative calendar, and propose departmental systems for adhering to calendar.
 - Manage legal opinion records and maintain protection of privacy of all sensitive legal opinions.
 - Provide support to Corporate Officer and other departments related to leases, licences, and agreements, both new and renewable.
 - Recommend departmental workflow or organizational changes that best implement procedural changes required.
 - Attend and record meetings of Regular and Closed Council and Committee meetings as assigned, particularly where confidential, sensitive, and/or labour relations matters are addressed.
 - Undertake research of Regular and Closed Council and Committee records for City Manager and senior staff, which may include access to and analysis of any matter which may include issues relating to staffing and labour relations.
- Provide Advice and Assistance to Members of Council
 - Receive agenda submissions from members of Council.
 - Provide procedural advice to members of Council.
 - Prepare correspondence and reports.
- Serve as Chief Returning Officer in conducting the Civic Election.
 - This responsibility will represent 90% of the job responsibilities for the approximately eight-month period of the election every four years.
- Administrative and Legislative Systems Support/Project Leader
 - Ongoing responsibility to oversee EDMS functionality.