

# 2019 Proposed Operating Budget

Department  
Executive Offices

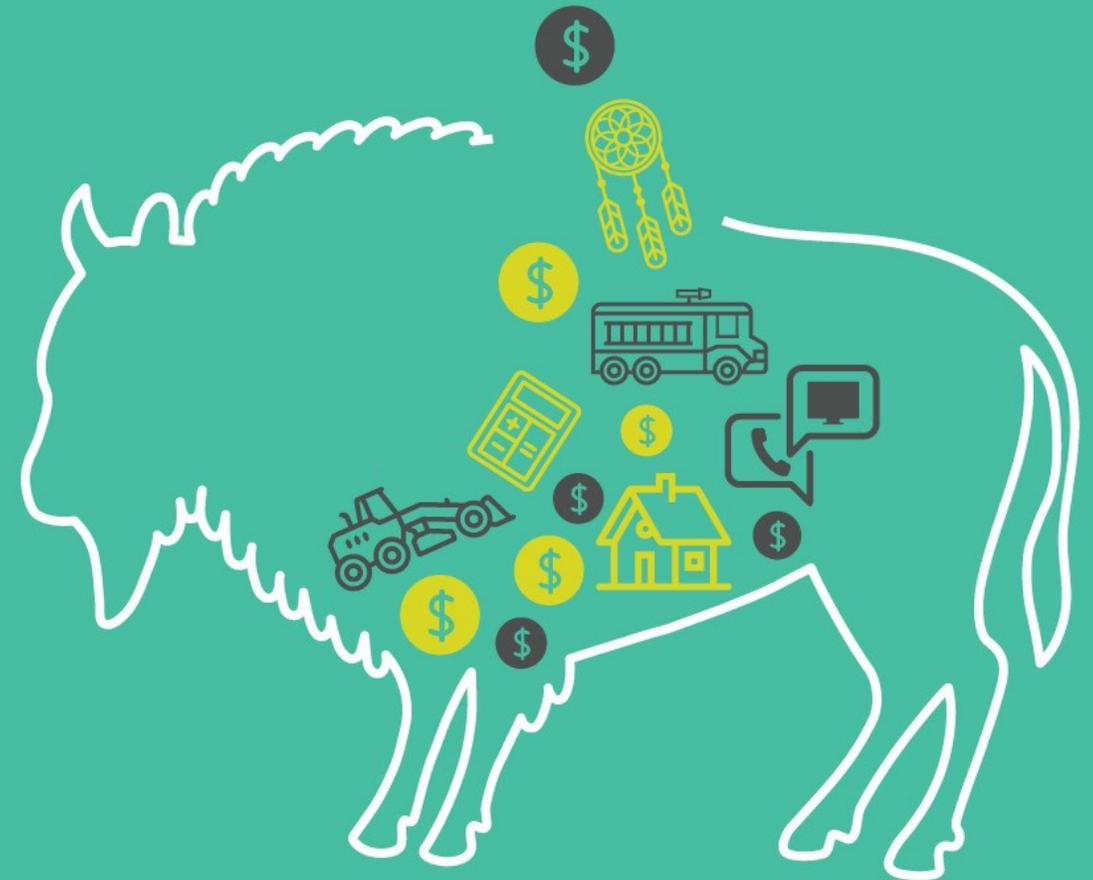
Presenter  
Jade Brown, Chief Legislative Officer,  
Legislative Services

Audrey Rogers, Senior Manager,  
Corporate Governance

Susan Trylinski, Director, Legal Services

Date  
November 28 – December 1, 2018

[rmwb.ca](http://rmwb.ca)



# Mandate

- Through leadership, the Executive Offices, is responsible for the overall governance and administration of the Regional Municipality of Wood Buffalo.



# Strategic Plan

The Executive Offices are responsible to deliver on the following Strategic Plan items:

1e: Developing our People

1h: Intergovernmental Relations

4f: Inclusion and Partnerships

4g: Advocate for Rural and Indigenous Communities



# EXECUTIVE OFFICES – 2019 Proposed Operating Budget

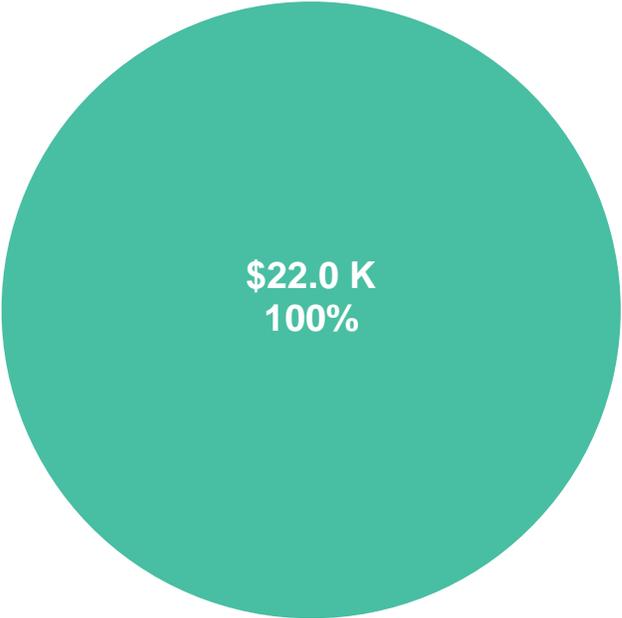
	2018 Budget	2018 Projection *	2019 Budget	Net Change	2020	2021
Revenue	72,000	5,072,000	22,000	(5,050,000)	22,000	22,000
Expenses	7,370,550	6,597,805	7,799,350	1,201,545	7,846,533	7,894,187
Net	(7,298,550)	(1,525,805)	(7,777,350)	(6,251,545)	(7,824,533)	(7,872,187)

\* As at October 31, 2018



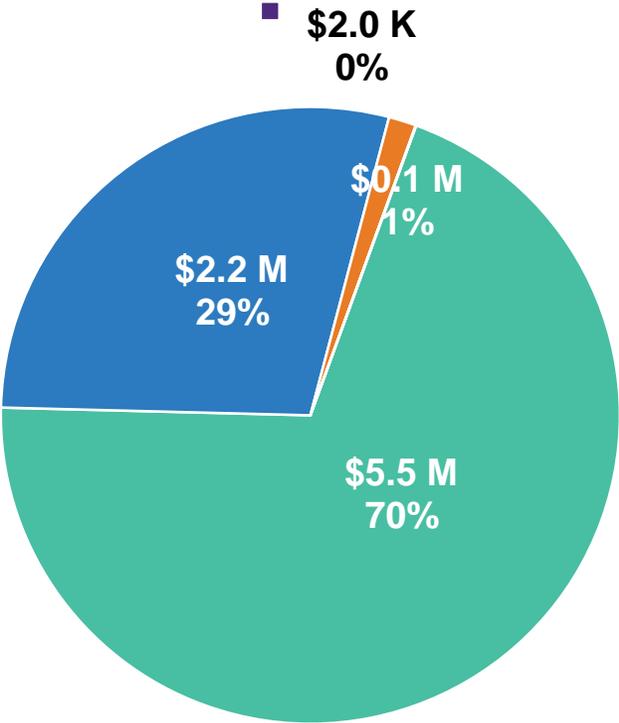
# EXECUTIVE OFFICES - 2019 Proposed Operating Budget

Revenues



- Sales & User Charges
- Licenses & Permits
- Fines
- Other Revenue

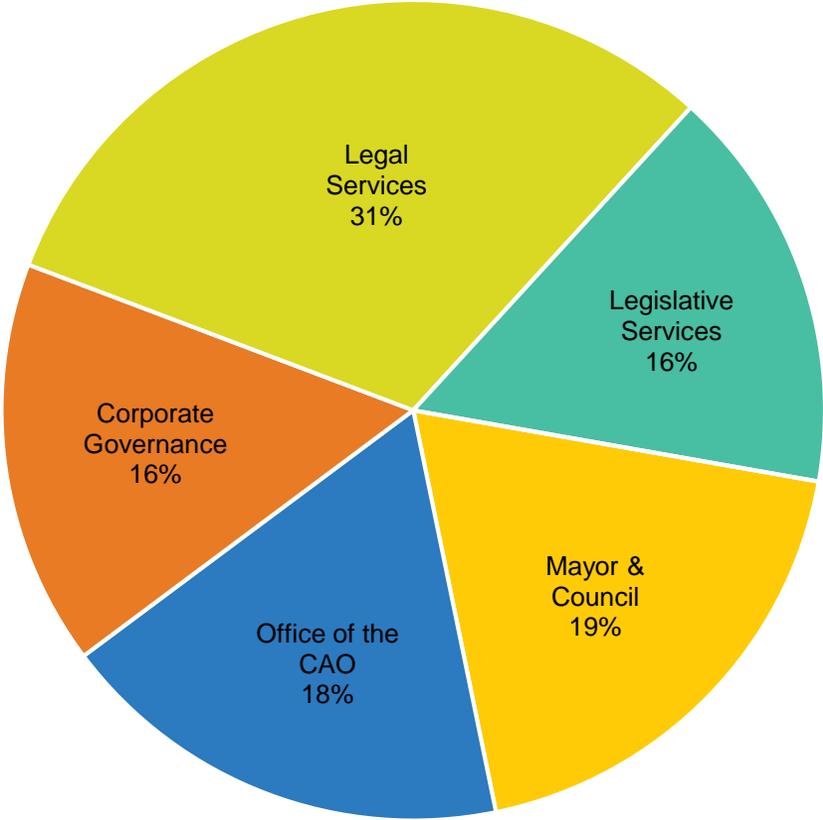
Expenses



- Salaries, Wages & Benefits
- Contracted & General Services
- Materials, Goods, Supplies & Utilities
- Other Expenses

# EXECUTIVE OFFICES

## 2019 Proposed Operating Budget by Programs/Services



MAYOR & COUNCIL

# MAYOR & COUNCIL

## Programs & Services at a Glance

- Council is the governance body of the Municipality and is comprised of a Mayor (at-large) and 10 Councillors elected from four Wards.
- Council's responsibilities as set out in the *Municipal Government Act*, include:
  - Considering the welfare and interests of the Municipality as a whole
  - Participating in developing and evaluating policies and programs
  - Participating in Council and Committee meetings
  - Obtaining information about operations from the CAO or designate
  - Maintaining confidentiality
  - Adhering to the Code of Conduct established by Council



# MAYOR & COUNCIL

	2018 Budget	2018 Projection*	2019 Budget	Change
<b>Revenue</b>	-	-	-	-
<b>Expenses</b>	1,325,320	1,247,820	1,464,060	216,240
<b>Net</b>	<b>(1,325,320)</b>	<b>(1,247,820)</b>	<b>(1,464,060)</b>	<b>(216,240)</b>

\* As at October 31, 2018



# MAYOR & COUNCIL – Details (1 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue Total</b>	-	-	-	-
Benefit Allocation	64,000	64,000	-	(64,000)
EI Expense	-	-	9,180	9,180
CPP Expense	17,000	17,000	24,480	7,480
RRSP Expense	29,000	29,000	-	(29,000)
Elected Officials Tax. Salary	398,000	398,000	794,000	396,000
Elected Officials Nontax. Exp.	199,000	199,000	0	(199,000)
<b>Total Salaries Wages and Benefits</b>	<b>707,000</b>	<b>707,000</b>	<b>827,660</b>	<b>20,660</b>
Business Travel	129,000	129,000	147,500	18,500
Conference Travel	56,500	56,500	57,500	1,000

\* As at October 31, 2018

## MAYOR & COUNCIL – Details (2 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Public Relations	113,000	70,500	105,500	35,000
Employee Relations	7,000	7,000	7,000	-
Car Allowance	33,000	16,000	13,200	(2,800)
Conference Registration	29,400	29,400	27,000	(2,400)
Membership & Registr. Fee	104,500	104,500	107,500	3,000
Freight Charges	1,400	1,400	1,400	-
Postage	200	200	200	-
Mobile Phones	3,720	3,720	3,400	(320)
Subscr. & Public.	1,600	1,600	2,800	1,200
Legal Fees	-	-	26,400	26,400
Consultant Fees	15,000	25,000	40,000	15,000

\* As at October 31, 2018

## MAYOR & COUNCIL – Details (3 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Room Rental	3,000	2,000	4,000	2,000
<b>Total Contracted and General Services</b>	<b>497,320</b>	<b>446,820</b>	<b>543,400</b>	<b>96,580</b>
Stationary & Office Supplies	8,500	5,000	6,000	1,000
Food Cost	2,500	2,500	5,800	3,300
Catered Foods	30,000	15,000	25,000	10,000
Promotional Material	60,000	40,000	35,000	(5,000)
Volunteer Appreciation	20,000	20,000	20,000	-
Consumables	-	-	1,200	1,200

\* As at October 31, 2018

## MAYOR & COUNCIL – Details (4 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Equipment & Furnishing	-	11,500	-	(11,500)
<b>Total Materials Goods Supplies and Utilities</b>	<b>121,000</b>	<b>94,000</b>	<b>93,000</b>	<b>(1,000)</b>
<b>Expenses Total</b>	<b>1,325,320</b>	<b>1,247,820</b>	<b>1,464,060</b>	<b>216,240</b>
<b>NET</b>	<b>(1,325,320)</b>	<b>(1,247,820)</b>	<b>(1,464,060)</b>	<b>(216,240)</b>

\* As at October 31, 2018

# OFFICE OF THE CAO

# OFFICE OF THE CAO

## Programs & Services at a Glance

- The Office of the CAO is responsible for the administration of the Regional Municipality of Wood Buffalo and is accountable to Mayor and Councillors. The CAO's office provides leadership in the development, implementation, and administration of all policies and programs established and approved by Council.



# OFFICE OF THE CAO

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue</b>	-	-	-	-
<b>Expenses</b>	842,780	1,053,600	1,419,765	366,165
<b>Net</b>	<b>(842,780)</b>	<b>(1,053,600)</b>	<b>(1,419,765)</b>	<b>(366,165)</b>

\* As at October 31, 2018



# OFFICE OF THE CAO – Details (1 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue Total</b>	-	-	-	-
Mgmt. Salary - Regular	662,000	852,000	1,149,244	297,244
Benefit Allocation	33,800	39,800	59,761	19,961
EI Expense	5,200	5,200	5,100	(100)
CPP Expense	14,300	14,300	13,600	(700)
LAPP Expense	71,500	92,500	113,775	21,275
RRSP Expense	5,200	10,200	22,985	12,785
<b>Salaries Wages and Benefits Total</b>	<b>792,000</b>	<b>1,014,000</b>	<b>1,364,465</b>	<b>350,465</b>
Business Travel	5,000	5,000	14,400	9,400
Conference Travel	6,500	6,500	4,000	(2,500)

\* As at October 31, 2018

# OFFICE OF THE CAO – Details (2 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Public Relations	1,000	1,000	1,000	-
Employee Relations	10,000	10,000	15,000	5,000
Conference Registration	3,000	3,000	3,000	-
Training - Beneficial - Fees	-	-	3,000	3,000
Training - Beneficial - Other	-	-	2,000	2,000
Membership & Registr. Fee	4,000	4,000	5,100	1,100
Postage	100	100	100	-
Mobile Phones	480	2,000	2,000	-
Contr. Veh. Mech. R&M	14,400	-	-	-
<b>Contracted and General Services Total</b>	<b>44,480</b>	<b>31,600</b>	<b>49,600</b>	<b>18,000</b>

\* As at October 31, 2018

# OFFICE OF THE CAO – Details (3 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Stationary & Office Supplies	500	3,000	1,500	(1,500)
Food Cost	4,500	4,500	4,200	(300)
Promotional Material	500	500	-	(500)
Equipment & Furnishing	800	-	-	-
<b>Materials Goods Supplies and Utilities Total</b>	<b>6,300</b>	<b>8,000</b>	<b>5,700</b>	<b>(2,300)</b>
<b>Expenses Total</b>	<b>842,780</b>	<b>1,053,600</b>	<b>1,419,765</b>	<b>366,165</b>
<b>NET</b>	<b>(842,780)</b>	<b>(1,053,600)</b>	<b>(1,419,765)</b>	<b>(366,165)</b>

\* As at October 31, 2018

# LEGISLATIVE SERVICES

# LEGISLATIVE SERVICES

## Programs & Services at a Glance

- Legislative Services preserves the integrity of the democratic process by managing and administering legislative functions as set out in the *Municipal Government Act* (MGA) and the *Local Authorities Elections Act* (LAEA) with impartiality, integrity and professionalism.
- Legislative Services is responsible for:
  - Legislative meeting support to Council and standing committees
  - Administrative support to Councillors
  - Subdivision and Development Appeal Board/Assessment Review Boards
  - Municipal Elections/By-elections and Votes of the Electors



# LEGISLATIVE SERVICES

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue</b>	22,000	18,000	18,000	-
<b>Expenses</b>	1,974,540	1,761,540	1,218,331	(543,109)
<b>Net</b>	<b>(1,952,540)</b>	<b>(1,743,540)</b>	<b>(1,200,431)</b>	<b>543,109</b>

\* As at October 31, 2018



# LEGISLATIVE SERVICES – Details (1 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Sales-Goods-Services	18,000	-	-	-
Fees/Charges	-	18,000	18,000	-
Other Fees	4,000	-	-	-
<b>Total Sales and User Charges</b>	<b>22,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
<b>Revenue Total</b>	<b>22,000</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
Mgmt. Salary - Regular	1,348,000	1,348,000	925,842	(422,158)
Benefit Allocation	76,440	76,440	48,144	(28,296)
EI Expense	11,760	11,760	7,140	(4,620)
CPP Expense	32,340	32,340	19,040	(13,300)
LAPP Expense	161,700	161,700	91,658	(70,042)
Postage	3,500	1,500	550	(950)

\* As at October 31, 2018

# LEGISLATIVE SERVICES – Details (2 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
RRSP Expense	11,760	11,760	18,517	6,757
<b>Total Salaries Wages and Benefits</b>	<b>1,642,000</b>	<b>1,642,000</b>	<b>1,110,341</b>	<b>(531,659)</b>
Business Travel	32,600	13,000	6,500	(6,500)
Conference Travel	-	-	1,350	1,350
Employee Relations	420	420	350	(70)
Conference Registration	-	-	500	500
Training - Mandatory - Other	5,175	5,175	5,800	625
Training - Beneficial - Fees	2,400	-	4,200	4,200
Membership & Registr. Fee	600	600	200	(400)
Freight Charges	925	925	-	(925)

\* As at October 31, 2018

# LEGISLATIVE SERVICES – Details (3 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Mobile Phones	1,720	720	960	240
Printing And Binding	6,000	-	-	-
Subscr. & Public.	1,050	1,050	120	(930)
Legal Fees	166,000	40,000	60,000	20,000
Prof. Services	19,500	50,500	22,500	(28,000)
Gen. Serv.-Contracted	70,500	-	-	-
Room Rental	12,500	-	0	0
<b>Total Contracted and General Services</b>	<b>322,890</b>	<b>113,890</b>	<b>103,030</b>	<b>(10,860)</b>
Stationary & Office Supplies	3,700	2,700	1,700	(1,000)
Food Cost	1,500	1,000	0	(1,000)

\* As at October 31, 2018

# LEGISLATIVE SERVICES – Details (4 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Catered Foods	3,500	1,000	3,000	2,000
Promotional Material	250	250	-	(250)
Consumables	700	700	360	(340)
<b>Total Materials Goods Supplies and Utilities</b>	<b>9,650</b>	<b>5,650</b>	<b>5,060</b>	<b>(590)</b>
<b>Expenses TOTAL:</b>	<b>1,974,540</b>	<b>1,761,540</b>	<b>1,218,431</b>	<b>(543,109)</b>
<b>NET</b>	<b>(1,952,540)</b>	<b>(1,743,540)</b>	<b>(1,200,431)</b>	<b>543,109</b>

\* As at October 31, 2018

# CORPORATE GOVERNANCE

# CORPORATE GOVERNANCE

## Programs & Services at a Glance

- Corporate Governance consists of Corporate Records, Policy, and Freedom of Information and Protection of Privacy (FOIP). The department provides accountability to internal and external stakeholders through policy standards, access to information and ensuring the integrity of corporate records.
- Corporate Governance is responsible for:
  - Providing expert records management advice to municipal departments
  - Managing records throughout their lifecycle, and preserving corporate memory
  - Advice and guidance for the creation and policies and procedures
  - Administering the Freedom of Information and Protection of Privacy (FOIP) Act which includes processing requests for records made under the Act



# CORPORATE GOVERNANCE

	2018 Budget	2018 Projection *	2019 Budget	Change
Revenue	-	4,000	4,000	-
Expenses	682,990	704,490	1,279,782	575,292
Net	(682,990)	(700,490)	(1,275,782)	(575,292)

\* As at October 31, 2018



# CORPORATE GOVERNANCE – Details (1 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Fees/Charges	-	4,000	4,000	-
<b>Total Sales and User Charges</b>	-	<b>4,000</b>	<b>4,000</b>	-
<b>Revenues Total:</b>	-	<b>4,000</b>	<b>4,000</b>	-
Mgmt. Salary - Regular	530,000	530,000	1,008,435	478,435
Benefit Allocation	29,120	29,120	52,439	23,319
EI Expense	4,480	4,480	7,905	3,425
CPP Expense	12,320	12,320	21,080	8,760
LAPP Expense	61,600	61,600	99,835	38,235
RRSP Expense	4,480	4,480	20,169	15,689
<b>Total Salaries Wages and Benefits</b>	<b>642,000</b>	<b>642,000</b>	<b>1,209,862</b>	<b>567,862</b>

\* As at October 31, 2018

## CORPORATE GOVERNANCE – Details (2 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Business Travel	-	-	5,200	5,200
Conference Travel	4,000	4,000	7,850	3,850
Employee Relations	-	-	400	400
Conference Registration	2,000	2,000	4,500	2,500
Training - Mandatory - Fees	4,500	4,500	1,320	(3,180)
Training - Mandatory - Other	-	-	2,680	2,680
Training - Beneficial - Fees	-	-	2,850	2,850
Membership & Registr. Fee	1,050	1,050	1,240	190
Freight Charges	-	-	1,200	1,200
Postage	-	-	600	600
Mobile Phones	240	240	180	(60)

\* As at October 31, 2018

# CORPORATE GOVERNANCE – Details (3 of 3)

	2018 Budget	2018 Projection *	2019 Budget	Change
Subscr. & Public.	-	-	800	800
Gen. Serv.-Contracted	29,200	49,200	36,000	(13,200)
<b>Total Contracted and General Services</b>	<b>40,990</b>	<b>60,990</b>	<b>64,820</b>	<b>3,830</b>
Stationary & Office Supplies	-	-	3,200	3,200
Consumables	-	-	400	400
Equipment & Furnishing	-	1,500	1,500	-
<b>Total Materials Goods Supplies and Utilities</b>	<b>-</b>	<b>1,500</b>	<b>5,100</b>	<b>3,600</b>
<b>Expenses Total</b>	<b>682,990</b>	<b>704,490</b>	<b>1,279,782</b>	<b>575,292</b>
<b>NET</b>	<b>(682,990)</b>	<b>(700,490)</b>	<b>(1,275,782)</b>	<b>(575,292)</b>

\* As at October 31, 2018

# LEGAL SERVICES

# LEGAL SERVICES

## Programs & Services at a Glance

- Legal Services provides timely and practical legal services, advice and support to the CAO and all operating departments.
- Legal Services:
  - Prepare a variety of legal documents including bylaws, contracts and legal opinions, relevant to all aspects of the RMWB operations and administration
  - Review documents drafted by others, for legal accuracy
  - Identify both legal risks and measures to mitigate those risks
  - Conduct, or support insurance counsel in conducting, all civil litigation in which the RMWB is a party
  - Prosecute municipal bylaw offences in Provincial Court



# LEGAL SERVICES

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue</b>	-	-	-	-
<b>Expenses</b>	2,407,110	1,566,545	2,417,312	850,767
<b>Net</b>	<b>(2,407,110)</b>	<b>(1,566,545)</b>	<b>(2,417,312)</b>	<b>(850,767)</b>

\* As at October 31, 2018



# LEGAL SERVICES – Details (1 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
<b>Revenue Total</b>	-	-	-	-
Mgmt. Salary - Regular	899,000	771,000	748,639	(22,361)
Mgmt. OT Salary	-	-	12,000	12,000
CUPE Reg. Wages	-	-	22,815	22,815
Benefit Allocation	54,340	54,340	38,939	(15,401)
EI Expense	8,360	8,360	6,460	(1,900)
CPP Expense	22,990	22,990	17,227	(5,763)
LAPP Expense	114,950	114,950	74,135	(40,815)
RRSP Expense	8,360	8,360	14,973	6,613
<b>Total Salaries Wages and Benefits</b>	<b>1,108,000</b>	<b>980,000</b>	<b>935,187</b>	<b>(44,813)</b>

\* As at October 31, 2018

## LEGAL SERVICES – Details (2 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Business Travel	10,000	5,000	8,000	3,000
Conference Travel	2,500	3,485	4,270	785
Employee Relations	-	-	350	350
Conference Registration	350	350	1,730	1,380
Training - Mandatory - Fees	-	-	2,975	2,975
Training - Mandatory - Other	-	-	5,800	5,800
Training - Beneficial - Fees	-	-	10,550	10,550
Training - Beneficial - Other	-	-	6,400	6,400
Membership & Registr. Fee	12,900	10,000	12,850	2,850
Freight Charges	500	1,000	-	(1,000)
Postage	250	250	1,500	1,250

\* As at October 31, 2018

## LEGAL SERVICES – Details (3 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Mobile Phones	960	960	1,000	40
Subscr. & Public.	14,150	12,000	16,800	4,800
Legal Fees	1,250,000	550,000	1,400,000	850,000
Room Rental	5,000	-	5,000	5,000
<b>Total Contracted and General Services</b>	<b>1,296,610</b>	<b>583,045</b>	<b>1,477,225</b>	<b>894,180</b>
Title Searches	1,000	2,000	2,000	-
<b>Total Purchases from Other Governments</b>	<b>1,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>

\* As at October 31, 2018

# LEGAL SERVICES – Details (4 of 4)

	2018 Budget	2018 Projection *	2019 Budget	Change
Stationary & Office Supplies	1,500	1,500	2,400	900
Food Cost	-	-	500	500
<b>Total Materials Goods Supplies and Utilities</b>	<b>1,500</b>	<b>1,500</b>	<b>2,900</b>	<b>1,400</b>
<b>Expenses Total</b>	<b>2,407,110</b>	<b>1,566,545</b>	<b>2,417,312</b>	<b>850,767</b>
<b>NET</b>	<b>(2,407,110)</b>	<b>(1,566,545)</b>	<b>(2,417,312)</b>	<b>(850,767)</b>

\* As at October 31, 2018

# EXECUTIVE OFFICES SUMMARY



# EXECUTIVE OFFICES

## 2019 Proposed Operating Budget Summary

	2018 Budget	2018 Projection *	2019 Budget	Net Change
<b>Mayor &amp; Council</b>	1,325,320	1,247,820	1,464,060	216,240
<b>Office of the CAO</b>	842,780	1,053,600	1,419,765	366,165
<b>Corporate Governance</b>	682,990	700,490	1,275,782	575,292
<b>Legal Services</b>	2,407,110	1,566,545	2,417,312	850,767
<b>Legislative Services</b>	1,952,540	1,743,540	1,200,431	(543,109)
<b>Wood Buffalo Recovery Task Force</b>	87,810	(4,786,190)	-	4,786,190
<b>TOTAL</b>	<b>7,298,550</b>	<b>1,525,805</b>	<b>7,654,250</b>	<b>6,128,445</b>

\* As at October 31, 2018

**Questions?**