

2020 Proposed Operating Budget

Department

Executive Offices

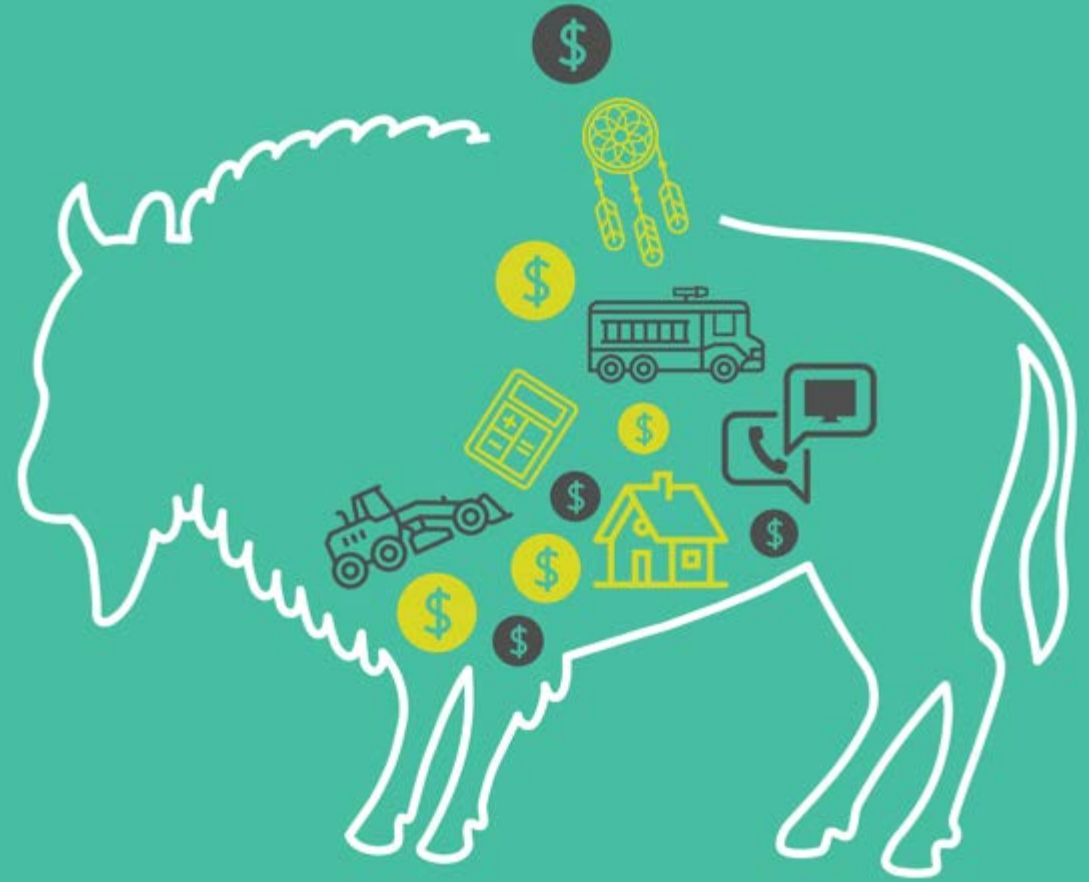
Presenter

Jade Brown, Chief Legislative
Officer, Legislative Services

Date

November 27 – November 30, 2019

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REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Mandate

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

Office of the
CAO

Mayor &
Council

Legislative
Services

Strategic Plan

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

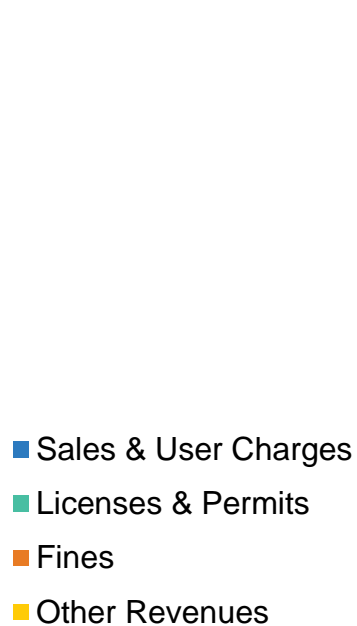
- 1e: Developing our People
- 1h: Intergovernmental Relations
- 2a: Encourage Development in the Downtown
- 2e: Riverfront Master Planning & Revitalization
- 4f: Inclusion and Partnerships

2020 Proposed Operating Budget

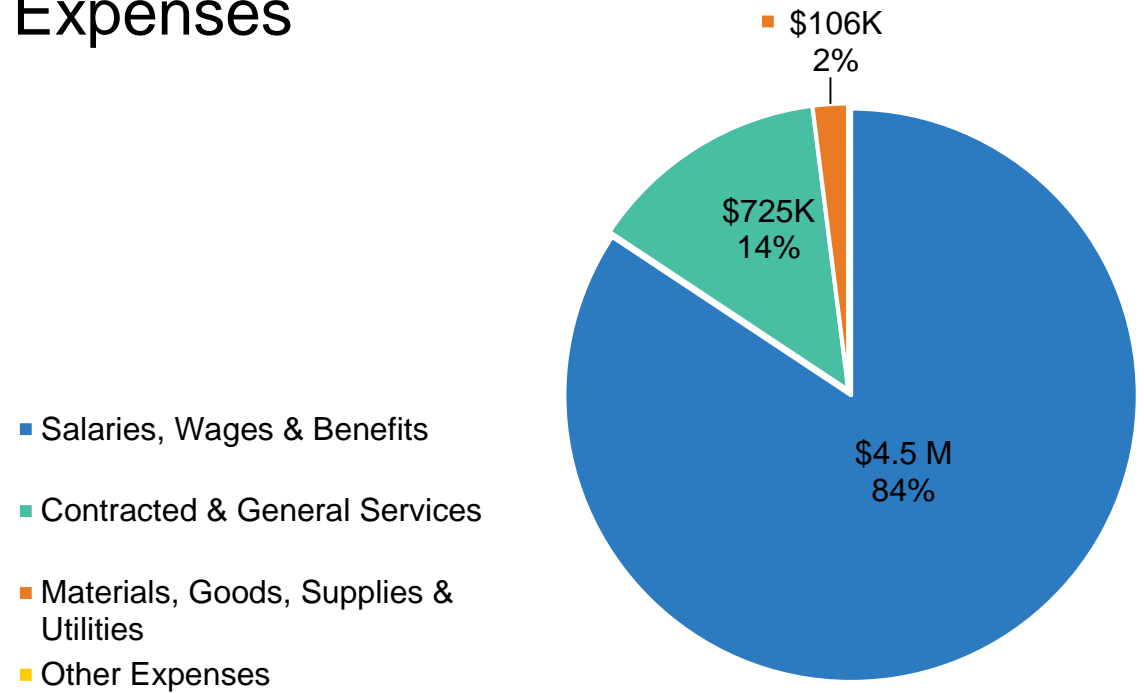
	2019 Budget	2019 Projection	2020 Projected Budget	Net Change	2021 Plan	2022 Plan
Revenue	18,000	18,000	18,000	0	18,000	18,000
Expenses	4,423,606	4,568,706	5,299,089	730,383	5,405,070	5,513,172
Net	(4,405,606)	(4,550,706)	(5,281,089)	(730,383)	(5,387,070)	(5,495,172)

2020 Proposed Operating Budget

Revenues



Expenses



Mayor & Council

Mayor & Council

Programs and Services at a Glance

- Council is the governance body of the Municipality and is comprised of a Mayor (at-large) and 10 Councilors 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

	2019 Budget	2019 Projection	2020 Projected Budget	Net Change	2021 Plan	2022 Plan
Revenue	0	0	0	0	0	0
Expenses	1,464,060	1,314,260	1,407,050	92,790	1,435,191	1,463,895
Net	(1,464,060)	(1,314,260)	(1,407,050)	(92,790)	(1,435,191)	(1,463,895)

Mayor & Council - Details

MAYOR'S OFFICE - Budget Details

(Pg 1 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Revenues:	-	-	-	-
Benefit Allocation	-	8,000	8,000	-
EI Expense	1,020	20	-	(20)
CPP Expense	2,720	2,720	2,750	30
Elected Officials Tax. Salary	188,500	205,000	210,000	5,000
Salaries Wages and Benefits	192,240	215,740	220,750	5,010
Business Travel	6,000	6,000	6,000	-
Conference Travel	6,500	6,500	6,500	-
Public Relations	30,500	10,500	10,500	-
Employee Relations	7,000	7,000	2,000	(5,000)
Car Allowance	13,200	1,200	-	(1,200)
Conference Registration	3,000	3,000	3,000	-

Mayor & Council - Details

MAYOR'S OFFICE - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Membership & Registr. Fee	500	500	500	-
Freight Charges	200	200	200	-
Postage	200	200	200	-
Mobile Phones	1,000	1,000	1,000	-
Legal Fees	-	-	3,000	3,000
Contracted and General Services	68,100	36,100	32,900	(3,200)
Stationary & Office Supplies	1,000	1,000	1,000	-
Food Cost	1,000	1,000	1,000	-
Promotional Material	10,000	10,000	10,000	-

Mayor & Council - Details

MAYOR'S OFFICE - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Materials Goods Supplies and Utilities	12,000	12,000	12,000	-
Expenses:	272,340	263,840	265,650	1,810
NET	(272,340)	(263,840)	(265,650)	(1,810)

Mayor & Council - Details

REGIONAL COUNCIL - Budget Details

(Pg 1 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Revenues:	-	-	-	-
Benefit Allocation	-	57,000	57,000	-
EI Expense	8,160	160	-	(160)
CPP Expense	21,760	21,760	22,000	240
RRSP Expense	-	8,000	8,000	-
Elected Officials Tax. Salary	605,500	525,000	530,000	5,000
Salaries Wages and Benefits	635,420	611,920	617,000	5,080
Business Travel	141,500	97,500	141,500	44,000
Conference Travel	51,000	51,000	51,000	-
Public Relations	75,000	45,000	55,000	10,000
Conference Registration	24,000	24,000	24,000	-
Membership & Registr. Fee	107,000	90,000	107,000	17,000

Mayor & Council - Details

REGIONAL COUNCIL - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Freight Charges	1,200	1,200	600	(600)
Mobile Phones	2,400	2,400	2,800	400
Subscr. & Public.	2,800	2,800	1,200	(1,600)
Legal Fees	26,400	59,400	66,500	7,100
Consultant Fees	40,000	-	-	-
Room Rental	4,000	4,000	4,000	-
Contracted and General Services	475,300	377,300	453,600	76,300
Stationary & Office Supplies	5,000	5,000	5,000	(0)
Food Cost	4,800	-	3,600	3,600
Catered Foods	25,000	15,000	15,000	-

Mayor & Council - Details

REGIONAL COUNCIL - Budget Details

(Pg 3 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Promotional Material	25,000	25,000	25,000	-
Volunteer Appreciation	20,000	15,000	21,000	6,000
Consumables	1,200	1,200	1,200	-
Materials Goods Supplies and Utilities	81,000	61,200	70,800	9,600
Expenses:	1,191,720	1,050,420	1,141,400	90,980
NET	(1,191,720)	(1,050,420)	(1,141,400)	(90,980)

Office of the CAO

Office of the CAO

Programs and 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 Councilors. 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

	2019 Budget	2019 Projection	2020 Projected Budget	Net Change	2021 Plan	2022 Plan
Revenue	0	0	0	0	0	0
Expenses	1,182,120	1,524,420	1,788,299	263,879	1,824,065	1,860,546
Net	(1,182,120)	(1,524,420)	(1,788,299)	(263,879)	(1,824,065)	(1,860,546)

Office of the CAO - Details

OFFICE OF THE CAO - Budget Details

(Pg 1 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Revenues:	-	-	-	-
Exempt Salary - Regular	949,496	1,248,496	1,396,301	147,804
Benefit Allocation	49,374	34,374	68,719	34,346
EI Expense	4,080	6,080	8,316	2,236
CPP Expense	10,880	16,880	17,871	991
LAPP Expense	94,000	125,000	143,983	18,983
RRSP Expense	18,990	26,990	37,959	10,969
Salaries Wages and Benefits	1,126,820	1,457,820	1,673,149	215,329
Business Travel	14,400	14,400	20,000	5,600
Conference Travel	4,000	4,000	6,000	2,000
Public Relations	1,000	4,000	2,400	(1,600)
Employee Relations	15,000	12,000	21,700	9,700

Office of the CAO - Details

OFFICE OF THE CAO - Budget Details

(Pg 2 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Conference Registration	3,000	3,000	5,000	2,000
Training - Beneficial - Fees	3,000	3,000	9,900	6,900
Training - Beneficial - Other	2,000	2,000	-	(2,000)
Membership & Registr. Fee	5,100	8,600	9,600	1,000
Postage	100	100	200	100
Mobile Phones	2,000	2,000	4,400	2,400
Subscr. & Public.	-	-	750	750
Prof. Services	-	-	5,000	5,000
Vehicle Rental & Lease	-	4,800	14,400	9,600
Room Rental	-	-	800	800
Contracted and General Services	49,600	57,900	100,150	42,250

Office of the CAO - Details

OFFICE OF THE CAO - Budget Details

(Pg 3 of 3)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Stationary & Office Supplies	1,500	4,500	4,500	-
Food Cost	4,200	4,200	8,400	4,200
Promotional Material	-	-	2,000	2,000
Consumables	-	-	100	100
Materials Goods Supplies and Utilities	5,700	8,700	15,000	6,300
Expenses:	1,182,120	1,524,420	1,788,299	263,879
NET	(1,182,120)	(1,524,420)	(1,788,299)	(263,879)

Legislative Services

Legislative Services

Programs and Services at a Glance

- Consists of Legislative Services and Corporate Records:
 - 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, management of the legislated tribunals, Subdivision & Development Appeal Board and Assessment Review Board as well as overall management of Municipal Elections and By-elections.
 - Corporate Records provides accountability to internal stakeholders through access to information and ensuring the integrity of corporate records and is responsible for providing expert records management advice to municipal departments, managing records throughout their lifecycle, and preserving corporate memory.

Legislative Services

	2019 Budget	2019 Projection	2020 Projected Budget	Net Change	2021 Plan	2022 Plan
Revenue	18,000	18,000	18,000	0	18,000	18,000
Expenses	1,777,426	1,730,026	2,103,739	373,713	2,145,814	2,188,731
Net	(1,759,426)	(1,712,026)	(2,085,739)	(373,713)	(2,127,814)	(2,170,731)

Legislative Services - Details

LEGISLATIVE SERVICES - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Fees/Charges	18,000	18,000	18,000	-
Sales and User Charges	18,000	18,000	18,000	-
Revenues:	18,000	18,000	18,000	-
Exempt Salary - Regular	1,349,621	1,333,621	1,666,559	332,938
Benefit Allocation	70,180	70,180	67,648	(2,533)
EI Expense	11,220	11,220	16,428	5,208
CPP Expense	29,920	29,920	39,321	9,401
LAPP Expense	133,613	103,613	132,201	28,588
RRSP Expense	26,992	34,992	35,063	71
Salaries Wages and Benefits	1,621,546	1,583,546	1,957,219	373,673
Business Travel	6,500	1,500	4,000	2,500
Conference Travel	5,350	1,350	6,900	5,550

Legislative Services - Details

LEGISLATIVE SERVICES - Budget Details

(Pg 2 of 4)

	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Employee Relations	350	350	650	300
Conference Registration	3,000	500	3,700	3,200
Training - Mandatory - Fees	-	-	5,800	5,800
Training - Mandatory - Other	5,800	5,000	5,400	400
Training - Beneficial - Fees	4,950	7,700	420	(7,280)
Membership & Registr. Fee	1,240	1,240	1,800	560
Postage	550	550	500	(50)
Mobile Phones	960	960	1,000	40
Subscr. & Public.	120	120	350	230
Legal Fees	60,000	60,000	40,000	(20,000)
Prof. Services	22,500	22,500	22,500	-

Legislative Services - Details

LEGISLATIVE SERVICES - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Gen. Serv.-Contracted	36,000	36,000	45,000	9,000
Contracted and General Services	147,320	137,770	138,020	250
Stationary & Office Supplies	3,700	3,700	4,100	400
Protective Apparel	-	-	500	500
Catered Foods	3,000	3,000	3,000	-
Promotional Material	-	-	100	100
Consumables	360	510	800	290
Equipment & Furnishing	1,500	1,500	-	(1,500)
Materials Goods Supplies and Utilities	8,560	8,710	8,500	(210)

Legislative Services - Details

LEGISLATIVE SERVICES - Budget Details

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	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Expenses:	1,777,426	1,730,026	2,103,739	373,713
NET	(1,759,426)	(1,712,026)	(2,085,739)	(373,713)

Executive Offices Summary

Executive Offices

2020 Proposed Operating Budget Summary

2020 Proposed Budget - EXECUTIVE OFFICES

(Pg 1 of 1)

Programs/Services	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Mayor & Council	1,464,060	1,314,260	1,407,050	92,790
Office of the CAO	1,182,120	1,524,420	1,788,299	263,879
Legislative Services	1,759,426	1,712,026	2,085,739	373,713
Executive Offices	4,405,606	4,550,706	5,281,089	730,383

Executive Offices

2020 Proposed Operating Budget Summary

2020 Proposed Budget - MAYOR & COUNCIL

(Pg 1 of 1)

Programs/Services	2019 Budget	2019 Projection	2020 Proposed Budget	Change
Mayor's Office	272,340	263,840	265,650	1,810
Regional Council	1,191,720	1,050,420	1,141,400	90,980
Mayor & Council	1,464,060	1,314,260	1,407,050	92,790

QUESTIONS?