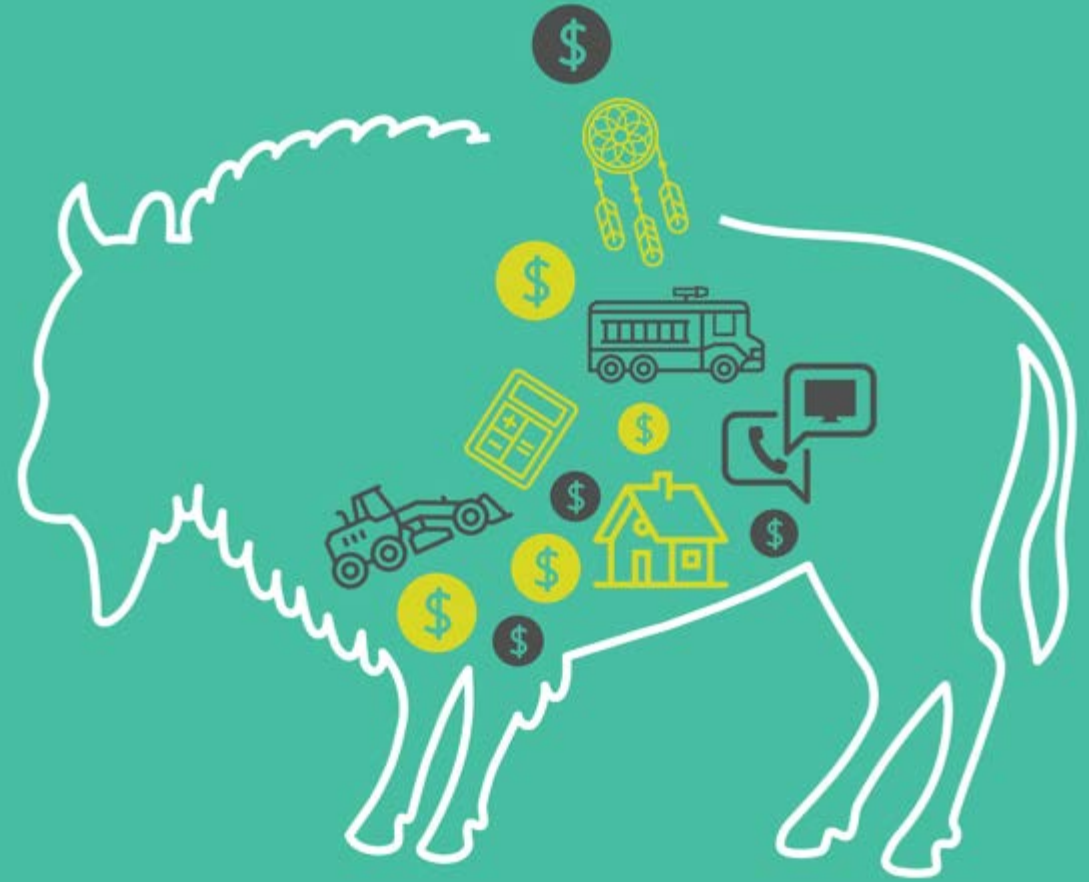


2021 Proposed Operating Budget

Department
Executive Offices

Presenter
Jade Brown, Chief Legislative Officer

Date
December 1 - 4, 2020



Executive Offices

2021 Proposed Operating Budget

Programs/Services	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Mayor & Council	(1,407,050)	(1,419,704)	(12,654)	(1,460,545)	(1,475,150)
Office of the CAO	(1,788,299)	(2,267,373)	(479,074)	(2,295,097)	(2,318,048)
Legislative Services	(2,085,740)	(2,382,177)	(296,437)	(2,409,791)	(2,436,468)
Executive Offices	(5,281,089)	(6,069,254)	(788,165)	(6,165,432)	(6,229,666)

Executive Offices

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	18,000	18,000	-	18,000	18,000
Other Revenue	-	240,000	240,000	240,000	240,000
Transfers from Reserves for Operations	-	32,580	32,580	-	-
Revenue	18,000	290,580	272,580	258,000	258,000
Salaries Wages and Benefits	4,468,119	4,965,080	496,961	5,014,731	5,064,878
Contracted and General Services	724,670	1,251,354	526,684	1,263,868	1,276,506
Materials Goods Supplies and Utilities	106,300	143,400	37,100	144,834	146,282
Expenses	5,299,089	6,359,834	1,060,745	6,423,432	6,487,666
NET	(5,281,089)	(6,069,254)	(788,165)	(6,165,432)	(6,229,666)

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 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

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Transfers from Reserves for Operations	-	26,380	26,380	-	-
Revenue	-	26,380	26,380	-	-
Salaries Wages and Benefits	837,750	791,250	(46,500)	799,163	807,154
Contracted and General Services	486,500	575,134	88,634	580,885	586,694
Materials Goods Supplies and Utilities	82,800	79,700	(3,100)	80,497	81,302
Expenses	1,407,050	1,446,084	39,034	1,460,545	1,475,150
NET	(1,407,050)	(1,419,704)	(12,654)	(1,460,545)	(1,475,150)

Mayor & Council - Highlights

- Budgeted costs for third-party appointed Integrity Commissioner (\$35,000) in other fees for 2021.
- Increase in consultant fees for 2021 to include Governance Orientation and Training following the 2021 Municipal General Election (\$20,000).

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 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

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Transfers from Reserves for Operations	-	5,000	5,000	-	-
Revenue	-	5,000	5,000	-	-
Salaries Wages and Benefits	1,673,149	2,109,993	436,844	2,131,093	2,152,404
Contracted and General Services	100,150	150,280	50,130	151,783	153,301
Materials Goods Supplies and Utilities	15,000	12,100	(2,900)	12,221	12,343
Expenses	1,788,299	2,272,373	484,074	2,295,097	2,318,048
NET	(1,788,299)	(2,267,373)	(479,074)	(2,295,097)	(2,318,048)

Executive Offices - Highlights

- Increase in Salaries, Wages and Benefit expenditures due to two new positions: Director of Strategic Planning and Business Initiatives; and, Senior Strategic Advisor.
- Net increase of \$50,130 in Contracted and General Services is related to the engagement of advocacy services on behalf of the Municipality to influence public policy and decision-making concerning our region.
- Decrease in vehicle rental of \$14,400 due to vehicle allowance now being a part of the CAO's compensation package

Legislative Services

Legislative Services

Programs and Services at a Glance

- The Department is comprised of two branches, 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.
- The Legislative Services Branch is responsible for Legislative meeting support to Council and all Council appointed Boards & Committees, management of the legislated tribunals, as well as overall management of Municipal Elections and By-Elections.

Legislative Services

Programs and Services at a Glance

- Corporate Records provides accountability to internal stakeholders through access to information and ensuring the integrity of corporate records are upheld.
- The Corporate Records Branch is responsible for providing expert records management advice to municipal departments, managing records throughout their lifecycle, and preserving corporate memory.

Legislative Services

2021 Proposed Operating Budget

	2020 Budget	2021 Proposed Budget	Change	2022 Plan	2023 Plan
Sales and User Charges	18,000	18,000	-	18,000	18,000
Other Revenue	-	240,000	240,000	240,000	240,000
Transfers from Reserves for Operations	-	1,200	1,200	-	-
Revenue	18,000	259,200	241,200	258,000	258,000
Salaries Wages and Benefits	1,957,220	2,063,837	106,617	2,084,475	2,105,320
Contracted and General Services	138,020	525,940	387,920	531,199	536,511
Materials Goods Supplies and Utilities	8,500	51,600	43,100	52,116	52,637
Expenses	2,103,740	2,641,377	537,637	2,667,791	2,694,468
NET	(2,085,740)	(2,382,177)	(296,437)	(2,409,791)	(2,436,468)

Legislative Services - Highlights

- Increase in salaries to accommodate new positions in Legislative Services Branch including Manager, Legislative Coordinator and temporary Elections Assistant. This has been offset by not filling two Legislative Officer positions for 2021.

2021 Municipal Election Expenses (including referendum & Senate):

- Increase in printing and binding of \$92,000 directly related to ballots, special ballots, voting registers for the 2021 Municipal General Election.
- Increase in general services contracted of \$207,000 for the lease of voting machines and election worker remuneration specific to the 2021 Municipal General Election.

Legislative Services - Highlights

2021 Municipal Election Expenses:

- Increase in room rental costs of \$41,400 in the event schools are not available for use as voting stations.
- Increase in office supplies of \$32,050 attributed to voting stations.

QUESTIONS?