

2014 Budget

Corporate Services

Corporate Services overview

What is the role of Corporate Services?

- Responsible for the statutory duties as outlined in the *Community Charter*
- Our purpose is to serve elected officials and support other city departments

Department overview

- Records and document retention
- Minutes, bylaws, agendas
- FOIPPA requests



Department goals

- Moving towards electronic records
- City wide retention and document destruction
- Staff record management training

Elected Officials

	2013	2013	2014
	<u>Budget</u>	<u>Projected Actuals</u>	<u>Budget</u>
Mayor's Office	66,600	62,000	70,000
Council	130,800	122,000	131,000
Mayor & Council	74,250	75,000	73,200
Public Relations/Incidentals	<u>7,000</u>	<u>5,000</u>	<u>6,250</u>
	278,650	264,000	280,450

Corporate Services

	2013	2013 Projected	2014
	<u>Budget</u>	<u>Actuals</u>	<u>Budget</u>
Corporate Salaries	495,600	490,000	495,600
Legal (Admin/Corp./Dev. Serv./ Eng.)	145,000	160,000	145,000
General Administration	4,460	25,000	19,850
Elections	30,000	0	30,000
Other	<u>15,540</u>	<u>21,000</u>	<u>21,250</u>
	690,600	696,000	711,700

Department proposals for 2014

- Implementation of electronic record system
- Record conversion
- City wide record management training





Questions?

