

Budget by Service

Department Name: CAO/Clerk's

Budget Code: 1010

Staff: CAO/Clerk, Deputy Clerk, Clerical Financial Assistant

Section: Administration

FTE: 3.0

Strategic Position: 12.0 Demonstrate Council and Staff leadership by taking primary responsibility for implementing and following the Strategic Plan, while recognizing the roles of community leaders in achieving Plan success.

Actions: 12.7 innovation in municipal business; team based approach

Responsibility: Directs the human, financial and physical resources of the Town, provides advice and support to Council in developing and implementing corporate policy and strategy, and leadership to the management and staff of the Town. Clerk's Department staff record Council minutes, maintain records, and assist with processing planning, property, by-law and other matters.

Operating Budget Summary						
2016 Budget (Actual \$242,761 to Sept 2016)						\$276,900
Past & Projected (1%)		0.01				
2015	2016	2017	2018	2019		
\$298,200	\$276,900	\$ 335,900	\$ 339,259	\$ 342,652		
Budget Initiatives						
1. Reconcile Wages & Benefits (promoted Deputy Clerk, reception from Recreation)						\$54,000
2. Increase Legal Fees						\$5,000
Proposed 2017 Budget						\$335,900

Budget to Actual Issues

Legal fees are over due to transfers yet to be completed. There is \$5,000 plus added expense from an independent law firm related to a debenture. The contract with Duncan Linton was extended for another five years. Legal costs for matters other than land sales average less than \$10,000 per year as opposed to over \$25,000 per year average estimated cost for non-land sale matters.

Issues for 2017 and Beyond

The Department is now at its traditional complement of Clerk (C.A.O.), Deputy Clerk and full time clerical support. This was accomplished in 2015 after restructuring and then abruptly interrupted by maternity leave. The C.A.O. Clerks Department assumed front counter support under this restructuring with support to (and from) other areas. Meeting management software is implemented in part and records management using TOMRMS is to be complete within two years. The Department is also administering Call Manager complaint based tracking system to implement new complaint process as required by Ombudsman.



Service Measures

	2011	2012	2013	2014	2015	2016	
Committee, Council mtgs	26	25	27	26	25	23	
Marriage Licenses	41	35	33	49	44	41	
Civil Marriages	14	8	17	19	26	20	
Planning Applications	42	21	22	36	19	17	
Burial Permits	168	95	80	90	105	135	
Commissioner Signature	101	92	48	41	52	46	
Real Estate Transactions	2	11	6	4	8	12	=43 total

CAO/Clerk Recommendation

That the 2017 budget proposed for C.A.O. Clerk be approved at \$335,900

2017 OPERATING BUDGET

Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget	Budget Change
CAO/Clerks						
1010-00-5120	Oath/Witness Signature	1,010.00	1,000.00	860.00	1,000.00	
1010-00-5112	Specialized Letters	0.00	0.00	965.00	0.00	
1010-00-5121	Other Administrative Fees	0.00	0.00	0.00	0.00	
1010-00-5122	MFIPPA Fees	0.00	100.00	0.00	100.00	
1010-00-5125	Photocopy/Facsimile Charges	12.50	100.00	0.00	100.00	
1010-00-5210	Marriage Licenses	5,008.00	4,500.00	4,440.00	4,500.00	
1010-00-5215	Marriage Ceremonial Fees	7,625.04	5,400.00	5,216.55	5,400.00	
1010-00-5220	Lottery Licenses	1,445.85	2,000.00	1,860.60	2,000.00	
10-1000-5240	Taxi/Limousine Licenses	0.00	0.00	0.00	0.00	
1010-00-5250	Peddlers' Licences	250.00	300.00	250.00	300.00	
	Total Revenue	15,351.39	13,400.00	13,592.15	13,400.00	
1010-00-6012	Wages - Clerks	165,717.94	193,100.00	174,229.70	243,100.00	50,000.00
1010-00-6022	Benefits - Clerks	48,341.58	53,700.00	46,107.32	57,700.00	4,000.00
1010-00-6042	Conferences - Clerks	3,563.26	6,000.00	3,745.95	6,000.00	
1010-00-6052	Training - Cleks	2,289.60	6,500.00	1,902.55	6,500.00	
1010-00-6062	Mileage - Clerks	621.50	3,000.00	228.65	3,000.00	
1010-00-6066	Marriage - Clerk Per Diems	2,639.03	2,300.00	1,875.00	2,300.00	
1010-00-6110	Legal Services	15,668.60	5,000.00	16,387.37	10,000.00	5,000.00
1010-00-6128	electronic Records Software	15,668.60	12,000.00	10,082.38	12,000.00	
10-1000-6610	Office Vehicle Fuel & Supplies	1756.70	1,000.00	361.52	1,000.00	
10-1000-6610	Office Vehicle Repair & Mtce	0.00	1,500.00	89.79	1,500.00	
10-1000-6610	Office Vehicle Inspection/Licence	0.00	200.00	147.50	200.00	
1010-00-7000	Election Vote - By-Mail	0.00	6,000.00	1,195.68	6,000.00	
10-1000-7002	Election Expenses - Legal	0.00	0.00	0.00	0.00	
10-1000-7010	Election Advertising	0.00	0.00	0.00	0.00	
10-1000-7020	Election Printing	0.00	0.00	0.00	0.00	
10-1000-7030	Election Supplies	0.00	0.00	0.00	0.00	
10-1000-7040	Election Wages / Mileage	0.00	0.00	0.00	0.00	
10-1000-7050	Election Rentals	0.00	0.00	0.00	0.00	
	Total Expenditures	256,266.81	290,300.00	256,353.41	349,300.00	
Excess Revenue over/under Expenditures		-240,915.42	-276,900.00	-242,761.26	-335,900.00	