

Overview

Corporate Services

The Corporate Services department is the primary link between City Council, staff and the community, responsible for providing administrative support to Mayor, Council and the committees; organizing the agendas and minutes for Council and committee meetings; maintenance and access to corporate records as well as responsible for City bylaws and local government elections.

- CAO's Office
- Statutory Duties as outlined in the *Community Charter*
- Accountable for the direction of legislative and corporate functions



2019 Achievements

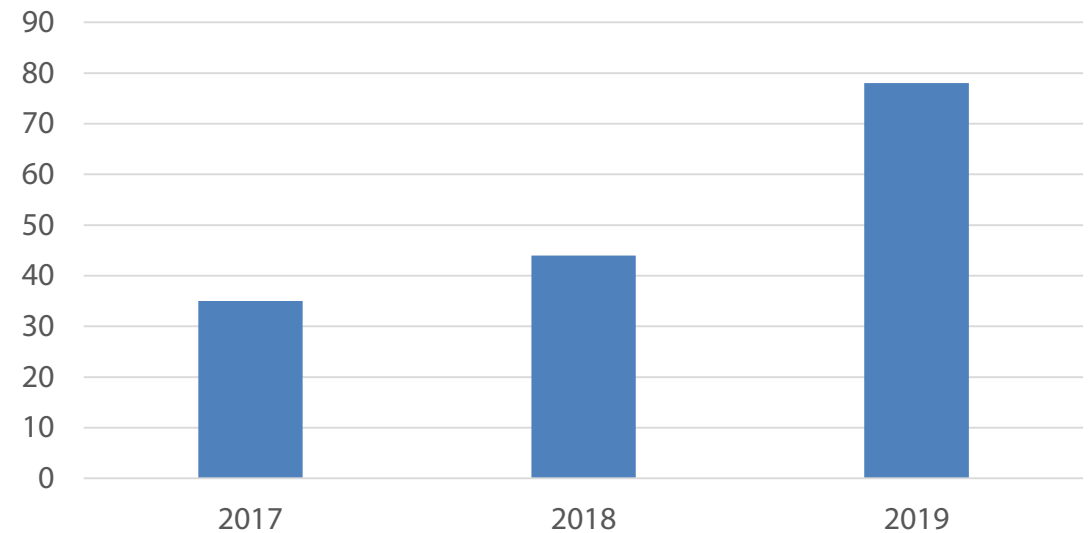
Corporate Services

- ✓ Continuing to update Bylaws and Policies
- ✓ Implement New Council Orientation
- ✓ Event/Attendance Tracker for Council Invitations
- ✓ Hosted Federation of Canadian Municipalities (FCM) Board meeting and Southern Interior Local Government Association (SILGA) Annual General Meeting
- ✓ Council Meetings were held at Penticton Secondary School and Okanagan College to improve local government awareness
- ✓ Preparation of resolutions and briefing notes for UBCM and various ministry meetings



Challenges & Opportunities *Corporate Services*

- **Records Management**– We continue to build on the advancement of records management and are preparing the organization for an electronic records management system that will efficiently manage documents created and maintained by the City.



Innovations & Cost Savings *Corporate Services*



Request to Appear as a Delegation

Preferred Council Meeting Date: _____

Second choice(s): _____

Subject matter: _____

Name of person(s) making presentation: _____

Address: _____ Phone: _____

_____ Email: _____

Please provide details of your presentation or request of Council here: (or provide a detailed attachment)

Please note:

- This form and submissions will become part of the public record.
- The Mayor has the authority to determine if the subject matter warrants the delegation to appear before Council and may determine at which meeting.
- Please submit this completed form at your earliest convenience. Written Requests to Appear are to be received by the Corporate Officer, no later than noon Monday, one week prior to the Council meeting. Please include a copy of all materials that will be discussed.
- If you'd like to share a PowerPoint with Council, email it to the Corporate Officer by 9:30 a.m. Wednesday prior to the Council meeting to be included with the Agenda.
- We recommend you bring backup PowerPoint files with you on a memory stick.
- Delegations are limited to 5 minutes.

Corporate Office
 Angie Collison, Corporate Officer
 171 Main Street, Penticton, B.C., V2A 5A9

Phone: 250-490-2410
 Fax: 250-490-2402
angie.collison@penticton.ca



Request for Access to Records

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

NAME		
Last Name	First Name	Middle Name
ADDRESS		
Street, Apartment Number, PO Box	City/Town, Province	Postal Code
CONTACT NUMBER (S)		
Daytime Phone Number: () ()	Alternate Phone Number: () ()	Email Address:
DETAILS OF REQUESTED INFORMATION		
PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE PROCESS. ATTACH A SEPARATE SHEET IF THIS SPACE IS NOT SUFFICIENT. PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN.		
IF YOU ARE REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION, PLEASE ATTACH EITHER: <ul style="list-style-type: none"> • THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR • PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF 		
PREFERRED METHOD OF ACCESS TO RECORDS: <input type="radio"/> EXAMINE ORIGINAL <input type="radio"/> RECEIVE PAPER COPY <input type="radio"/> RECEIVE ELECTRONIC COPY	YOUR SIGNATURE:	DATE SIGNED:
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.		
PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE "FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT", AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.		

City of Penticton
 Corporate Officer, Head, Freedom of Information and Protection of Privacy
 171 Main Street, Penticton BC, V2A 5A9

Angie Collison
 250-490-2410
angie.collison@penticton.ca



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2020 Initiatives

Corporate Services

- Prepare for the Implementation of an Electronic Document and Records Management System
- Continue to promote Local Government Awareness



Staffing

Corporate Services

2019

7

2020

6



2020 Budget

Corporate Services

	2019 Budget	2019 Forecast	2020 Budget	Variance
Revenue	(100)	(100)	(100)	0.0%
Expense	1,137,600	973,880	992,140	1.9%
Net Cost Allocations	<u>(157,500)</u>	<u>(77,500)</u>	<u>(271,916)</u>	
Net Expense/(Revenue)	980,000	896,280	720,124	



Note: Variance column represents change between 2019 Forecast and 2020 Budget



2020 Budget

Mayor & Council

	2019 Budget	2019 Forecast	2020 Budget	Variance
Expense	289,000	314,000	316,000	0.6%
Net Cost Allocations	<u>11,000</u>	<u>11,000</u>	<u>(47,664)</u>	
Net Expense/(Revenue)	300,000	325,000	268,336	



Note: Variance column represents change between 2019 Forecast and 2020 Budget



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Questions



THAT Council approve in principle the Corporate Services business plan initiatives and proposed budgets for Corporate Services and Mayor & Council, subject to final review.

