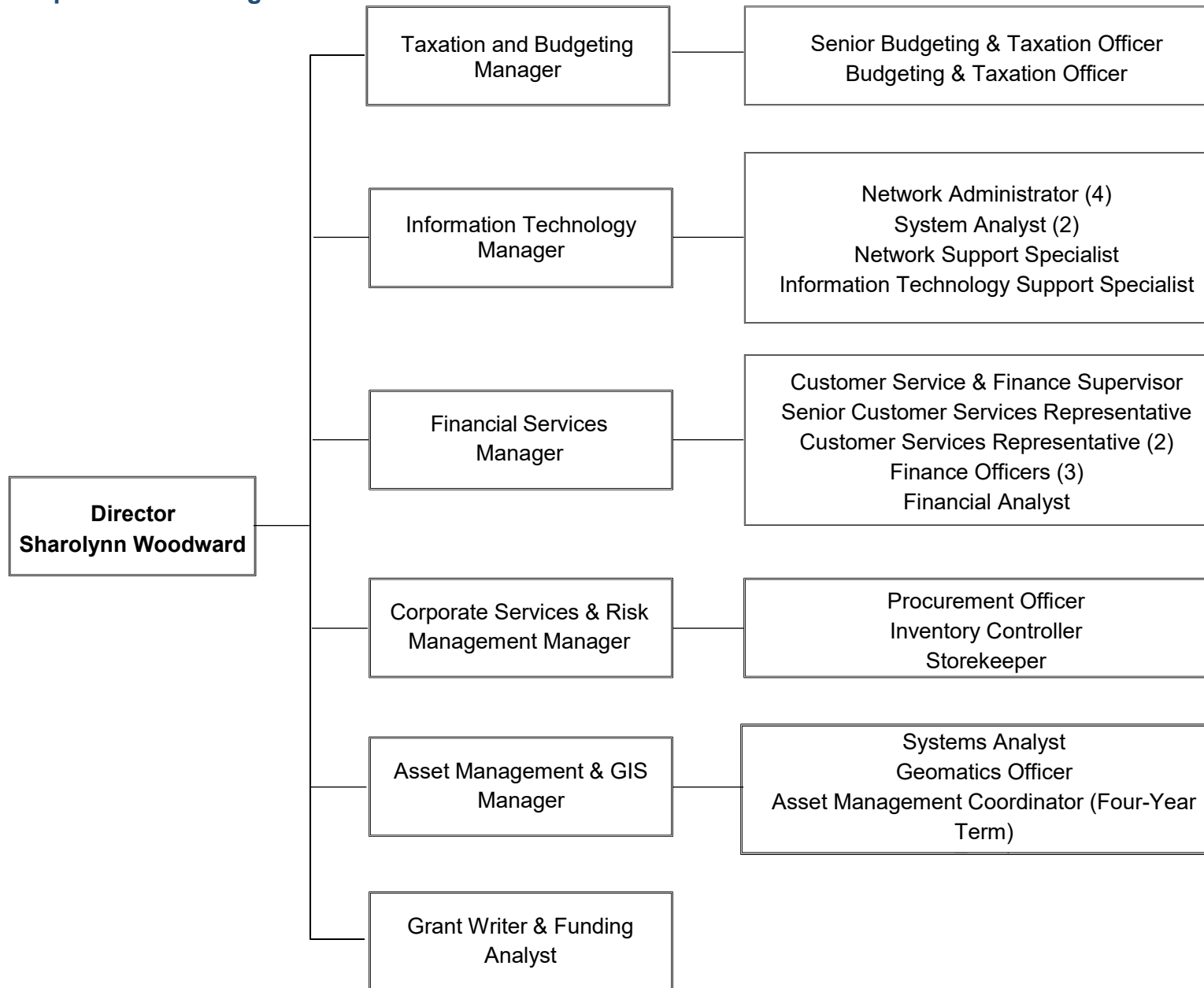


# GENERAL FUND – Corporate Services

## Department Staffing



# GENERAL FUND – Corporate Services

## Staffing Summary

Staffing Summary	2021 Budget	2021 Actual	2022 Budget	2022 Forecast	2023 Budget	2024 Budget	2025 Budget	Note
Directorate	7.00	7.00	7.00	7.00	<b>7.00</b>	7.00	7.00	
Taxation & Budgeting	2.00	2.00	2.00	2.00	<b>2.00</b>	2.00	2.00	
Financial Services	8.41	8.41	8.41	8.41	<b>8.41</b>	8.41	8.41	
Corporate Services & Risk Management	3.00	3.00	3.00	3.00	<b>3.00</b>	3.00	3.00	
Information Technology	8.00	8.00	8.00	8.00	<b>8.00</b>	8.00	8.00	
Asset Management & GIS	2.00	2.00	3.00	3.00	<b>3.00</b>	3.00	3.00	
	<b>30.41</b>	<b>30.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	
Permanent	29.00	29.00	29.00	29.00	<b>29.00</b>	29.00	29.00	
Part-time/Casual/Term	1.41	1.41	2.41	2.41	<b>2.41</b>	2.41	2.41	(1)
	<b>30.41</b>	<b>30.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	<b>31.41</b>	

**Note:**

(1) A four-year term Asset Management Coordinator position was approved in 2022, funded by the Capital Fund.



# GENERAL FUND – Corporate Services

## CORPORATE SERVICES DEPARTMENT

The Corporate Services Department is responsible for six main service areas: Taxation and Budgeting; Financial Services; Corporate Services and Risk Management; Information Technology; Asset Management and Geographic Information Systems; and Grant

Writing. The Managers who lead each division, along with the Grant Writer, report to the Director who sets the course for the department and serves on the senior leadership team.

<b>Corporate Services Budget</b>	<b>2021 Budget (\$000's)</b>	<b>2021 Actuals (\$000's)</b>	<b>2022 Budget (\$000's)</b>	<b>2022 Forecast (\$000's)</b>	<b>2023 Budget (\$000's)</b>	<b>2024 Budget (\$000's)</b>	<b>2025 Budget (\$000's)</b>	<b>Note</b>
<b>Revenue</b>								
Grants	125	233	125	125	125	125	125	
User Charges	575	826	675	667	743	749	754	
<b>Total Revenue</b>	<b>700</b>	<b>1,059</b>	<b>800</b>	<b>792</b>	<b>868</b>	<b>874</b>	<b>879</b>	
<b>Expenditures (By Division)</b>								
Directorate	1,413	1,361	1,450	1,368	1,526	1,569	1,607	
Taxation & Budgeting	507	504	547	569	542	552	549	
Financial Services	957	933	991	984	1,009	1,035	1,059	
Corporate Services & Risk Management	1,400	1,433	1,473	1,514	1,508	1,588	1,698	
Information Technology	2,525	2,114	2,688	2,468	2,750	2,789	2,790	
Asset Management & GIS	328	300	343	329	340	357	369	
<b>Total Expenditures (By Division)</b>	<b>7,130</b>	<b>6,645</b>	<b>7,492</b>	<b>7,232</b>	<b>7,675</b>	<b>7,890</b>	<b>8,072</b>	
<b>Net Revenue (Expenditures)</b>	<b>(6,430)</b>	<b>(5,586)</b>	<b>(6,692)</b>	<b>(6,440)</b>	<b>(6,807)</b>	<b>(7,016)</b>	<b>(7,193)</b>	
<b>Expenditure (by Object)</b>								
Wages & Benefits	4,120	3,923	4,265	4,115	4,360	4,481	4,586	
General Services	898	769	978	871	1,042	1,043	994	
Materials	388	269	515	465	412	418	427	
Maintenance	901	778	907	907	943	960	979	
Utility -Fuel	-	-	-	2	11	12	12	
Vehicle -O&M	4	7	8	7	6	6	5	
Insurance	819	899	819	865	901	970	1,069	
<b>Total Expenditures (By Object)</b>	<b>7,130</b>	<b>6,645</b>	<b>7,492</b>	<b>7,232</b>	<b>7,675</b>	<b>7,890</b>	<b>8,072</b>	

**Note:**

(1) Contracted costs. 2023 to 2025 allocations include \$20,000 for the World Council On City Data initiative.

# GENERAL FUND – Corporate Services

Corporate Services Directorate Budget	2021 Budget (\$000's)	2021 Actuals (\$000's)	2022 Budget (\$000's)	2022 Forecast (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	2025 Budget (\$000's)	Note
<b>Revenue</b>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (by Activity)</b>								
Administrative	212	204	217	205	<b>228</b>	235	240	
Funding & Reporting	141	136	145	137	<b>153</b>	157	161	
Long Term Planning & Priority Setting	424	408	435	410	<b>457</b>	471	483	
Public Inquiry & Communication	141	136	145	137	<b>153</b>	157	161	
Team Leadership	141	136	145	137	<b>153</b>	157	161	
Legislation & Governance	354	341	363	342	<b>382</b>	392	401	
<b>Total Expenditures (By Activity)</b>	<b>1,413</b>	<b>1,361</b>	<b>1,450</b>	<b>1,368</b>	<b>1,526</b>	<b>1,569</b>	<b>1,607</b>	
<b>Net Revenue (Expenditures)</b>	<b>(1,413)</b>	<b>(1,361)</b>	<b>(1,450)</b>	<b>(1,368)</b>	<b>(1,526)</b>	<b>(1,569)</b>	<b>(1,607)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	1,246	1,202	1,283	1,201	<b>1,326</b>	1,366	1,401	
General Services	162	159	162	162	<b>195</b>	198	201	(1)
Materials	5	-	5	5	<b>5</b>	5	5	
<b>Total Expenditures (By Object)</b>	<b>1,413</b>	<b>1,361</b>	<b>1,450</b>	<b>1,368</b>	<b>1,526</b>	<b>1,569</b>	<b>1,607</b>	



# GENERAL FUND – Corporate Services

## TAXATION AND BUDGETING DIVISION

The Budgeting and Taxation Division is responsible for administering the budgeting, property assessment and taxation functions in accordance with established legislation and by-laws. The Division coordinates and prepares the annual and multi-year budget and long-term financial plans to help the City ensure that, in the course

of providing services to the public, Council's goals, objectives and directions are implemented and costs are controlled. It also administers the Senior and Disabled Grants and Local Improvement Charge programs.

Taxation and Budgeting Budget	2021 Budget (\$000's)	2021 Actuals (\$000's)	2022 Budget (\$000's)	2022 Forecast (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	2025 Budget (\$000's)	Note
<b>Revenue</b>								
Grants	125	137	125	125	125	125	125	(1)
User Charges	55	70	61	66	81	82	82	
<b>Total Revenue</b>	<b>180</b>	<b>207</b>	<b>186</b>	<b>191</b>	<b>206</b>	<b>207</b>	<b>207</b>	
<b>Expenditures (by Activity)</b>								
Budgeting	102	101	109	114	109	111	110	
Property Assessment & Taxes	407	404	439	456	434	442	440	
Rounding	(2)	(1)	(1)	(1)	(1)	(1)	(1)	
<b>Total Expenditures (By Activity)</b>	<b>507</b>	<b>504</b>	<b>547</b>	<b>569</b>	<b>542</b>	<b>552</b>	<b>549</b>	
<b>Net Revenue (Expenditures)</b>	<b>(327)</b>	<b>(297)</b>	<b>(361)</b>	<b>(378)</b>	<b>(336)</b>	<b>(345)</b>	<b>(342)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	230	247	236	276	220	228	237	
General Services	259	243	290	272	301	303	291	(2)
Materials	5	1	6	6	6	6	6	
Maintenance	13	13	15	15	15	15	15	
<b>Total Expenditures (By Object)</b>	<b>507</b>	<b>504</b>	<b>547</b>	<b>569</b>	<b>542</b>	<b>552</b>	<b>549</b>	

Note:

- (1) Funds received under the City's Assessment Authority Agreement with the GNWT.
- (2) Assessment and other contracted costs.

# GENERAL FUND – Corporate Services

## FINANCIAL SERVICES DIVISION

The Financial Services Division administers the accounting, utilities, and lottery and business licensing functions in accordance with established legislation and by-laws. The Division is responsible for all operating and capital financial transactions, treasury activities,

investment management, corporate accounting, and financial reporting. The Division also provides the Customer Service function that responds to inquiries, provides information, handles complaints and takes payments and registrations.

Financial Services Budget	2021 Budget (\$000's)	2021 Actuals (\$000's)	2022 Budget (\$000's)	2022 Forecast (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	2025 Budget (\$000's)	Note
<b>Revenue</b>								
Grants	-	96	-	-	-	-	-	(1)
User Charges	406	461	501	481	525	530	535	
<b>Total Revenue</b>	<b>406</b>	<b>557</b>	<b>501</b>	<b>481</b>	<b>525</b>	<b>530</b>	<b>535</b>	
<b>Expenditures (by Activity)</b>								
Cash Management	211	204	219	219	223	228	233	
Customer Invoicing & Vendor Payments	316	308	327	324	332	340	348	
Financial Analysis & Reporting	142	139	150	149	152	155	160	
Licences & Permits	105	102	109	108	110	112	115	
Public Information/Inquiry & Customer Services	183	177	188	187	191	197	200	
Rounding	-	3	(2)	(3)	1	3	3	
<b>Total Expenditures (By Activity)</b>	<b>957</b>	<b>933</b>	<b>991</b>	<b>984</b>	<b>1,009</b>	<b>1,035</b>	<b>1,059</b>	
<b>Net Revenue (Expenditures)</b>	<b>(551)</b>	<b>(376)</b>	<b>(490)</b>	<b>(503)</b>	<b>(484)</b>	<b>(505)</b>	<b>(524)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	839	848	864	864	885	909	924	
General Services	24	11	29	29	27	27	33	
Materials	94	74	98	91	97	99	102	(2)
<b>Total Expenditures (By Object)</b>	<b>957</b>	<b>933</b>	<b>991</b>	<b>984</b>	<b>1,009</b>	<b>1,035</b>	<b>1,059</b>	

Note:

- (1) The portion of 2021 COVID Safe Restart Funding allocated for business licence relief.
- (2) Postage and printed forms.



# GENERAL FUND – Corporate Services

## CORPORATE SERVICES & RISK MANAGEMENT DIVISION

The Corporate Services and Risk Management Division is responsible for purchasing, insurance claims and coverage, and the operation of City Stores. Purchasing tasks include coordinating the transparent procurement of goods and services for City departments through the issuance of tenders, requests for proposals (RFPs), purchase orders,

or inventory. The insurance work involves communicating claims and coverage information between the City's insurers and the user departments. City Stores warehouses and manages the City's inventory.

Corporate Services & Risk Management Budget	2021 Budget (\$000's)	2021 Actuals (\$000's)	2022 Budget (\$000's)	2022 Forecast (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	2025 Budget (\$000's)	Note
<b>Revenue</b>								
User Charges	113	287	113	120	137	137	137	
<b>Total Revenue</b>	<b>113</b>	<b>287</b>	<b>113</b>	<b>120</b>	<b>137</b>	<b>137</b>	<b>137</b>	
<b>Expenditures (by Activity)</b>								
Customer Services	347	359	367	377	377	396	423	
Inventory Management	347	359	367	377	377	396	423	
Material Purchasing	561	573	588	605	604	635	679	
Risk Management	139	144	146	151	150	158	169	
Rounding	6	(2)	5	4	-	3	4	
<b>Total Expenditures (By Activity)</b>	<b>1,400</b>	<b>1,433</b>	<b>1,473</b>	<b>1,514</b>	<b>1,508</b>	<b>1,588</b>	<b>1,698</b>	
<b>Net Revenue (Expenditures)</b>	<b>(1,287)</b>	<b>(1,146)</b>	<b>(1,360)</b>	<b>(1,394)</b>	<b>(1,371)</b>	<b>(1,451)</b>	<b>(1,561)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	337	360	353	366	361	367	373	
General Services	68	59	71	65	67	68	70	(1)
Materials	172	110	226	212	163	166	170	(2)
Utility -Fuel	-	-	-	2	11	12	12	
Vehicle O&M	4	5	4	4	5	5	4	
Insurance	819	899	819	865	901	970	1,069	
<b>Total Expenditures (By Object)</b>	<b>1,400</b>	<b>1,433</b>	<b>1,473</b>	<b>1,514</b>	<b>1,508</b>	<b>1,588</b>	<b>1,698</b>	

**Note:**

- (1) General telephone and communication costs.
- (2) Printer supplies, office equipment and overhead.

# GENERAL FUND – Corporate Services

## INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is responsible for all aspects of the City's information technology infrastructure. This includes:

- The secure and reliable network that connects workstations, laptops, mobile devices, printers, scanners, and copiers at sites throughout the City and provides users with access to essential software tools, integrated data sources, and the internet;
- Databases that house and protect extensive data resources across the corporation;
- Software applications that streamline processes and service delivery;
- Websites that extend electronic information access and online services to staff and citizens;
- Telephone, cellphone, and voice mail services that facilitate communication and collaboration;
- Public workstations and wireless services that expand public computing and Internet access; and
- Back end systems that support diverse services such as traffic lights, ice-making equipment, building controls, digital call logging, and security cameras.





## GENERAL FUND – Corporate Services

Information Technology Budget	2021 Budget (\$000's)	2021 Actuals (\$000's)	2022 Budget (\$000's)	2022 Forecast (\$000's)	2023 Budget (\$000's)	2024 Budget (\$000's)	2025 Budget (\$000's)	Note
<b>Revenue</b>								
User Charges	1	8	-	-	-	-	-	
<b>Total Revenue</b>	<b>1</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenditures (by Activity)</b>								
Installation	215	179	269	247	<b>275</b>	280	280	
Maintenance	1,569	1,316	1,614	1,481	<b>1,651</b>	1,673	1,675	
System Development	157	132	135	125	<b>138</b>	140	140	
Support Services	585	488	672	618	<b>688</b>	696	699	
Rounding	(1)	(1)	(2)	(3)	<b>(2)</b>	-	(4)	
<b>Total Expenditures (By Activity)</b>	<b>2,525</b>	<b>2,114</b>	<b>2,688</b>	<b>2,468</b>	<b>2,750</b>	<b>2,789</b>	<b>2,790</b>	
<b>Net Revenue (Expenditures)</b>	<b>(2,524)</b>	<b>(2,106)</b>	<b>(2,688)</b>	<b>(2,468)</b>	<b>(2,750)</b>	<b>(2,789)</b>	<b>(2,790)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	1,201	1,020	1,249	1,128	<b>1,292</b>	1,319	1,348	
General Services	329	243	367	296	<b>392</b>	386	337	(1)
Materials	107	84	176	149	<b>137</b>	138	140	(2)
Maintenance	888	765	892	892	<b>928</b>	945	964	(3)
Vehicle O&M	-	2	4	3	<b>1</b>	1	1	
<b>Total Expenditures (By Object)</b>	<b>2,525</b>	<b>2,114</b>	<b>2,688</b>	<b>2,468</b>	<b>2,750</b>	<b>2,789</b>	<b>2,790</b>	

**Note:**

- (1) Internet, network, network security, software acquisition and renewal costs.
- (2) Hardware maintenance and repairs, emergency radio systems maintenance and repairs, reference materials and safety supplies.
- (3) Software maintenance and support contracts.

# GENERAL FUND – Corporate Services

## ASSET MANAGEMENT & GEOGRAPHIC INFORMATION SYSTEMS DIVISION

The Asset Management and GIS Division is responsible for leading the development and maintenance of the corporate asset management system and for the geographical information systems

and tools that store and present information from a spatial perspective.

<b>Asset Management &amp; GIS Budget</b>	<b>2021 Budget (\$000's)</b>	<b>2021 Actuals (\$000's)</b>	<b>2022 Budget (\$000's)</b>	<b>2022 Forecast (\$000's)</b>	<b>2023 Budget (\$000's)</b>	<b>2024 Budget (\$000's)</b>	<b>2025 Budget (\$000's)</b>	<b>Note</b>
<b>Revenue</b>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (by Activity)</b>								
Developing	66	59	69	65	136	143	148	
Engaging & Monitoring	99	89	103	98	136	143	148	
Planning	165	149	173	166	69	73	75	
Rounding	(2)	3	(2)	-	(1)	(2)	(2)	
<b>Total Expenditures (By Activity)</b>	<b>328</b>	<b>300</b>	<b>343</b>	<b>329</b>	<b>340</b>	<b>357</b>	<b>369</b>	
<b>Net Revenue (Expenditures)</b>	<b>(328)</b>	<b>(300)</b>	<b>(343)</b>	<b>(329)</b>	<b>(340)</b>	<b>(357)</b>	<b>(369)</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	267	246	280	280	276	292	303	
General Services	56	54	59	47	60	61	62	
Materials	5	-	4	2	4	4	4	
<b>Total Expenditures (By Object)</b>	<b>328</b>	<b>300</b>	<b>343</b>	<b>329</b>	<b>340</b>	<b>357</b>	<b>369</b>	

