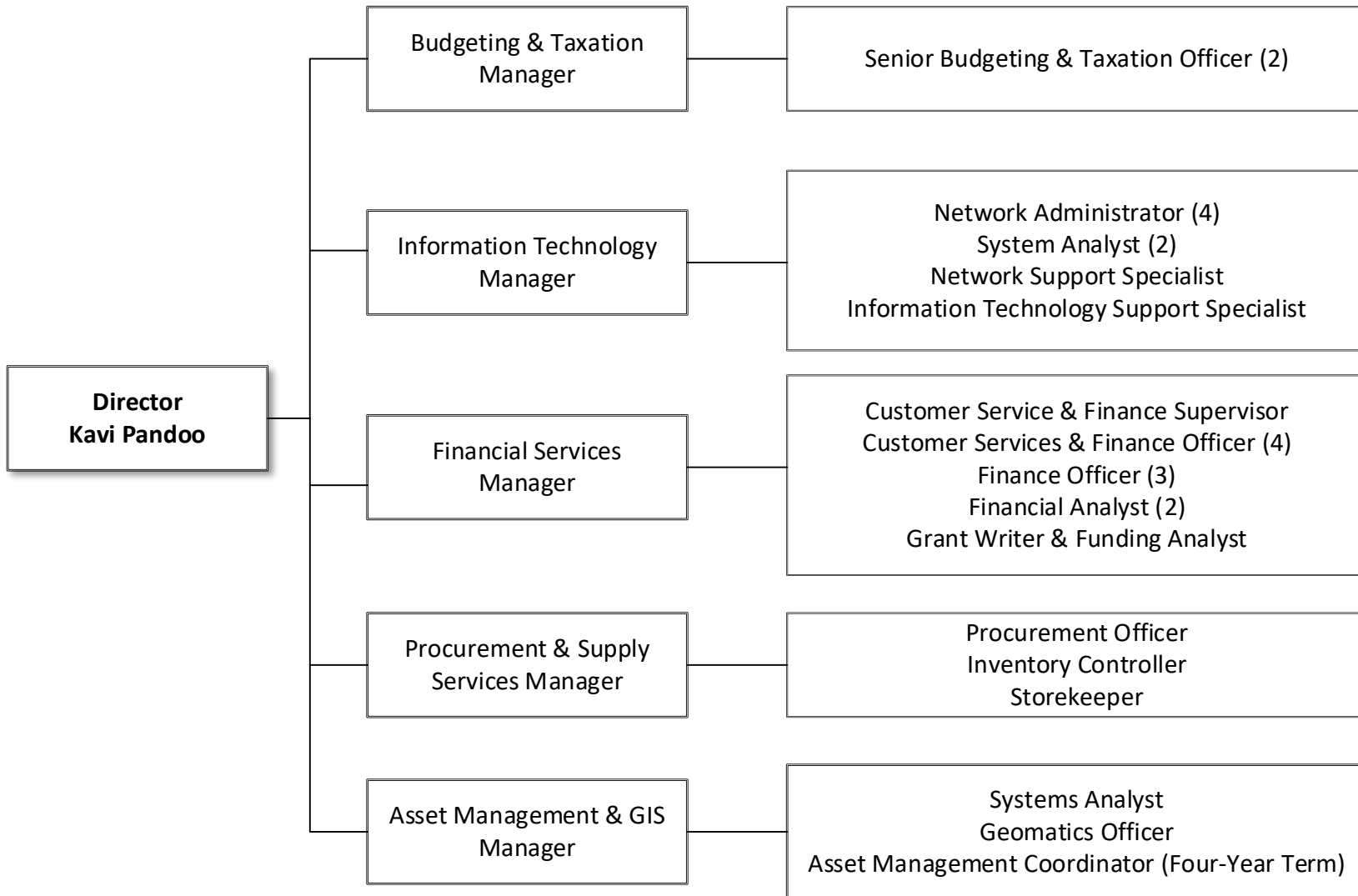


GENERAL FUND – Corporate Services

Department Staffing



GENERAL FUND – Corporate Services

Staffing Summary

Staffing Summary	2023 Budget	2023 Actual	2024 Budget	2024 Forecast	2025 Budget	2026 Budget	2027 Budget	Note
Directorate	7.00	6.00	6.00	6.00	6.00	6.00	6.00	(1)
Taxation & Budgeting	2.00	2.00	3.00	2.00	3.31	3.31	3.31	(2), (3),(4)
Financial Services	8.41	9.41	10.41	11.41	11.33	11.33	11.33	(5)
Procurement & Supply Services	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Information Technology	8.00	8.00	8.00	8.00	9.00	9.00	9.00	(6)
Asset Management & GIS	3.00	3.00	3.00	3.00	3.00	3.00	3.00	(7)
	31.41	31.41	33.41	33.41	35.64	35.64	35.64	
Permanent	29.00	29.00	31.00	31.00	35.00	35.00	35.00	
Part-time/Casual/Term	2.41	2.41	2.41	2.41	0.64	0.64	0.64	
	31.41	31.41	33.41	33.41	35.64	35.64	35.64	

Note:

- (1) The Grant Writer & Funding Analyst position was moved from Directorate to the Financial Services Division in 2023.
- (2) An additional Senior Budgeting & Taxation Analyst position was added in 2024.
- (3) A Budgeting & Taxation Analyst position is recommended in 2025.
- (4) 0.31 PY of casual is recommended in 2025 to handle the workloads in the peak seasons during summer and December.
- (5) A Financial Analysis Position was added in 2024.
- (6) An additional Information Technology Support Specialist is recommended in 2025.
- (7) It is recommended that the four-year Asset Management Coordinator position become a permanent position for 2025, and the funding be changed from Capital to General Fund.



GENERAL FUND – Corporate Services

CORPORATE SERVICES DEPARTMENT

The Corporate Services Department provides corporate and business support to the entire organization and is responsible for five main service areas: Budgeting and Taxation; Financial Services; Procurement and Supply Services, Information Technology; and

Asset Management & Geographic Information Systems. The Managers who lead each division, report to the Director who sets the course for the department and serves on the senior leadership team.

Corporate Services Budget	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
Grants	125	125	125	125	125	125	125	
User Charges	743	670	748	775	697	698	698	
Total Revenue	868	795	873	900	822	823	823	
Expenditures (By Division)								
Directorate	1,526	1,461	1,507	1,497	1,329	1,399	1,475	
Financial Services	1,009	935	1,326	1,115	1,749	1,817	1,886	
Procurement & Supply Services	1,508	1,374	1,528	1,385	1,593	1,627	1,670	
Budgeting & Taxation	542	496	698	540	756	774	798	
Information Technology	2,750	2,285	2,950	2,823	2,492	2,396	2,507	
Asset Management & GIS	340	282	367	366	759	775	793	
Total Expenditures (By Division)	7,675	6,833	8,376	7,726	8,678	8,788	9,129	
Net Revenue (Expenditures)	(6,807)	(6,038)	(7,503)	(6,826)	(7,856)	(7,965)	(8,306)	
Expenditure (by Object)								
Wages & Benefits	4,360	4,153	4,922	4,586	5,236	5,479	5,725	(1)
General Services	1,042	764	1,084	1,039	1,416	1,248	1,280	
Materials	412	291	424	351	402	402	411	
Maintenance	943	823	1,029	917	690	707	743	
Utility -Fuel	11	8	10	10	10	10	10	
Vehicle -O&M	6	3	6	4	6	6	6	
Insurance	901	791	901	819	918	936	954	
Total Expenditures (By Object)	7,675	6,833	8,376	7,726	8,678	8,788	9,129	

Note:

(1) A Budgeting and Taxation Analyst and an additional IT Support Specialist position are recommended in 2025.

GENERAL FUND – Corporate Services

Corporate Services Directorate Budget	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	1,326	1,365	1,307	1,297	1,247	1,314	1,383	
General Services	195	96	197	197	73	76	83	(1)
Materials	5	-	3	3	5	5	5	
Maintenance	-	-	-	-	4	4	4	
Total Expenditures (By Object)	1,526	1,461	1,507	1,497	1,329	1,399	1,475	
Net Revenue (Expenditures)	(1,526)	(1,461)	(1,507)	(1,497)	(1,329)	(1,399)	(1,475)	

Note:

(1) Starting from 2025 Budget onwards, the audit service contracted costs will be reported under Financial Services.



GENERAL FUND – Corporate Services

BUDGETING AND TAXATION 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 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	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
Grants	125	125	125	125	125	125	125	(1)
User Charges	81	76	84	83	78	79	79	
Total Revenue	206	201	209	208	203	204	204	
Expenditures (By Object)								
Wages & Benefits	220	239	369	250	419	439	460	(2)
General Services	301	257	308	269	296	294	297	(3)
Materials	6	-	6	6	8	8	8	
Maintenance	15	-	15	15	33	33	33	
Total Expenditures (By Object)	542	496	698	540	756	774	798	
Net Revenue (Expenditures)	(336)	(295)	(489)	(332)	(553)	(570)	(594)	

Note:

- (1) Funds received under the City's Assessment Authority Agreement with the GNWT.
- (2) An additional Senior Budgeting and Taxation Officer was added in 2024. A new Budgeting and Taxation Analyst position is recommended in 2025.
- (3) 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,

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

Financial Services Budget	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
User Charges	525	545	527	548	492	492	492	
Total Revenue	525	545	527	548	492	492	492	
Expenditures (By Object)								
Wages & Benefits	885	832	1,204	999	1,311	1,374	1,440	(1)
General Services	27	29	27	26	221	223	223	(2)
Materials	97	74	95	90	102	105	108	
Maintenance	-	-	-	-	115	115	115	(3)
Total Expenditures (By Object)	1,009	935	1,326	1,115	1,749	1,817	1,886	
Net Revenue (Expenditures)	(484)	(390)	(799)	(567)	(1,257)	(1,325)	(1,394)	

Note:

- (1) A Financial Analyst position was added in 2024.
- (2) Starting from 2025 Budget onwards, the audit service contracted cost will be moved from Corporate Services Directorate to this division.
- (3) Software maintenance costs previously reported under Information Technology Division.



GENERAL FUND – Corporate Services

PROCUREMENT AND SUPPLY SERVICES DIVISION

The Procurement and Supply Services Division leads the purchasing processes, 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) and purchase

orders. 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.

Procurement & Supply Services	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
User Charges	137	49	137	144	127	127	127	
Total Revenue	137	49	137	144	127	127	127	
Expenditures (By Object)								
Wages & Benefits	361	389	387	387	402	422	443	
General Services	67	62	60	60	63	64	66	(1)
Materials	163	121	165	106	179	174	176	(2)
Maintenance	-	-	-	-	16	16	16	
Utility -Fuel	11	8	10	10	10	10	10	
Vehicle O&M	5	3	5	3	5	5	5	
Insurance	901	791	901	819	918	936	954	
Total Expenditures (By Object)	1,508	1,374	1,528	1,385	1,593	1,627	1,670	
Net Revenue (Expenditures)	(1,371)	(1,325)	(1,391)	(1,241)	(1,466)	(1,500)	(1,543)	

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 the governance of the City's technological systems, maintenance of the infrastructure, and functionality of the systems overall. This includes service desk and user support (hardware and software), systems

updates and security, managing software licenses and ensuring compliance with regulations, network administration and cybersecurity management

Information Technology Budget	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	1,292	1,092	1,357	1,357	1,461	1,519	1,573	(1)
General Services	392	276	427	424	532	359	376	(2)
Materials	137	94	151	141	101	103	107	(3)
Maintenance	928	823	1,014	900	397	414	450	(4)
Vehicle O&M	1	-	1	1	1	1	1	
Total Expenditures (By Object)	2,750	2,285	2,950	2,823	2,492	2,396	2,507	
Net Revenue (Expenditures)	(2,750)	(2,285)	(2,950)	(2,823)	(2,492)	(2,396)	(2,507)	

Note:

- (1) An additional IT Support Specialist position is recommended in 2025.
- (2) Internet, network, network security, software acquisition, and renewal costs. A one-time IT Audit for \$150,000 is included.
- (3) Hardware maintenance and repairs, emergency radio system maintenance and repairs, reference materials, and safety supplies.
- (4) Software maintenance and support contracts. Any IT costs related to the user departments will be reported under the latter starting from 2025 budget onwards.



GENERAL FUND – Corporate Services

ASSET MANAGEMENT & GEOGRAPHIC INFORMATION SYSTEMS DIVISION

The Asset Management and GIS Division provides guidance and benchmarks on how the City develops, operates, monitors, and improve the management of City assets. This Division is also

responsible for leading the development and maintenance of the geographical information systems and tools that store and present information from a spatial perspective.

Asset Management & GIS Budget	2023 Budget (\$000's)	2023 Actuals (\$000's)	2024 Budget (\$000's)	2024 Forecast (\$000's)	2025 Budget (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	276	236	298	296	396	411	426	(1)
General Services	60	44	65	63	231	232	235	(2)
Materials	4	2	4	5	7	7	7	
Maintenance	-	-	-	2	125	125	125	(3)
Total Expenditures (By Object)	340	282	367	366	759	775	793	
Net Revenue (Expenditures)	(340)	(282)	(367)	(366)	(759)	(775)	(793)	

Note:

- (1) Starting in 2025, it is recommended funding the Asset Management Coordinator position from the General Fund instead of the Capital Fund.
- (2) Starting from the 2025 Budget onwards, include an allocation of \$200,000 for asset condition assessment and other professional services.
- (3) Software maintenance costs previously reported under the Information Technology Division.

GENERAL FUND – Corporate Services

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