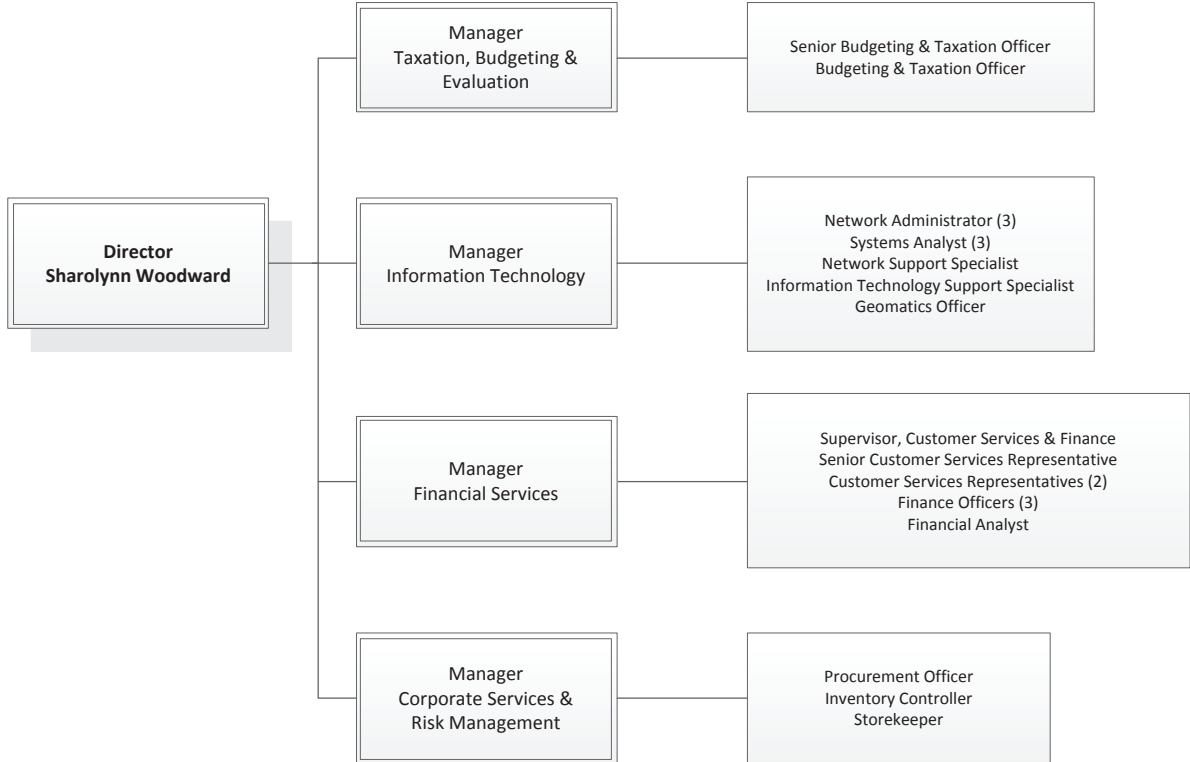


Department Staffing



Staffing Summary

Staffing Summary	2016 Actual	2017 Budget	2017 Forecast	2018 Budget	2019 Budget	2020 Budget	Note
Directorate	5.00	5.00	5.00	6.00	6.00	5.00	(1)
Taxation & Budgeting	1.00	1.00	2.00	2.00	2.00	2.00	(2)
Financial Services	9.33	9.40	8.40	8.38	8.38	8.38	(2)
Corporate Services & Risk Management	3.00	3.31	3.31	3.00	3.31	3.00	
Information Technology	9.00	9.00	9.00	10.00	10.00	10.00	(3)
	27.33	27.71	27.71	29.38	29.69	28.38	
Permanent	27.00	27.00	27.00	28.00	28.00	28.00	
Part-time/Casual/Term	0.33	0.71	0.71	1.38	1.69	0.38	
	27.33	27.71	27.71	29.38	29.69	28.38	

Note:

- (1) Starting in 2018, a two-year term Revenue Specialist will be added.
- (2) Starting from 2017, Budgeting & Taxation Officer is reported under Taxation & Budgeting
- (3) From 2018 onwards, a Radio Communications Technologist will be added.

GENERAL FUND - Corporate Services

CORPORATE SERVICES DEPARTMENT

The Corporate Services Department is responsible for four service areas: Information Technology; Financial Services; Taxation, Budgeting and Evaluation; and Corporate Services and Risk Management. The managers who head each of these divisions

report to the director, who sets the course for the department, and provides a level of advice and support to the municipality that is typically associated with the role of chief financial officer.

Corporate Services Budget	2016 Actuals (\$000's)	2017 Budget (\$000's)	2017 Forecast (\$000's)	2018 Budget (\$000's)	2019 Budget (\$000's)	2020 Budget (\$000's)	Note
Revenue							
Grants	125	125	125	125	125	125	
User Charges	659	662	675	673	673	673	
Total Revenue	784	787	800	798	798	798	
Expenditures (By Division)							
Directorate	1,046	1,025	1,044	1,168	1,191	1,094	
Taxation & Budgeting	342	337	340	456	451	438	
Financial Services	829	969	913	931	945	961	
Corporate Services & Risk Management	1,320	1,407	1,407	1,441	1,489	1,499	
Information Technology	2,285	2,743	2,563	2,852	2,972	3,032	
Total Expenditures (By Division)	5,822	6,481	6,267	6,848	7,048	7,024	
Net Revenue (Expenditures)	(5,038)	(5,694)	(5,467)	(6,050)	(6,250)	(6,226)	
Expenditure (by Object)							
Wages & Benefits	3,199	3,448	3,237	3,783	3,874	3,813	
General Services	588	701	686	742	726	708	
Materials	543	659	670	638	698	704	
Maintenance	683	828	829	820	863	893	
Vehicle -O&M	4	6	6	5	6	6	
Insurance	805	839	839	860	881	900	
Total Expenditures (By Object)	5,822	6,481	6,267	6,848	7,048	7,024	



GENERAL FUND - Corporate Services

Corporate Services Directorate Budget	2016	2017	2017	2018	2019	2020	
	Actuals	Budget	Forecast	Budget	Budget	Budget	Note
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	
Expenditures (by Activity)							
Financial Reporting, Analysis & Budgeting	422	413	421	472	481	441	
Labour Relations	39	38	39	43	44	40	
Legislation & Governance	235	231	235	262	267	247	
Long-Range Planning	118	116	118	132	135	124	
Policy Development	121	118	120	135	137	126	
Public Information/Inquiries	111	109	111	124	127	116	
Total Expenditures (By Activity)	1,046	1,025	1,044	1,168	1,191	1,094	
Net Revenue (Expenditures)	(1,046)	(1,025)	(1,044)	(1,168)	(1,191)	(1,094)	
Expenditures (By Object)							
Wages & Benefits	937	903	903	1,042	1,062	962	
General Services	109	117	136	120	123	126	(1)
Materials	-	5	5	6	6	6	
Total Expenditures (By Object)	1,046	1,025	1,044	1,168	1,191	1,094	

Note

(1) Contracted costs

GENERAL FUND - Corporate Services

TAXATION, BUDGETING AND EVALUATION DIVISION

The Taxation, Budgeting and Evaluation Division is responsible for budgeting, program evaluation, property assessment and taxation in accordance with established legislations and by-laws. The Division coordinates and prepares the annual and multi-year budget and long-term financial plans that Council sets its priorities and plans for major capital projects. This multi-year budget

process help the City to ensure that, in the course of providing services to the public, Council's goals, objectives and directions are implemented and costs are controlled. This Division also administers the Senior and Disabled Grants, Local Improvement Charge, program evaluation, property assessment and taxation functions.

Taxation, Budgeting & Evaluation Budget	2016 Actuals (\$000's)	2017 Budget (\$000's)	2017 Forecast (\$000's)	2018 Budget (\$000's)	2019 Budget (\$000's)	2020 Budget (\$000's)	Note
Revenue							
Grants	125	125	125	125	125	125	
Total Revenue	125	125	125	125	125	125	
Expenditures (by Activity)							
Budgeting	74	84	85	98	97	95	
Property Assessment & Taxes	269	253	255	357	353	343	(1)
Rounding	(1)	-	-	1	1	-	
Total Expenditures (By Activity)	342	337	340	456	451	438	
Net Revenue (Expenditures)	(217)	(212)	(215)	(331)	(326)	(313)	
Expenditures (By Object)							
Wages & Benefits	127	124	124	213	217	221	(2)
General Services	205	204	206	233	224	206	(3)
Maintenance	10	9	10	10	10	11	
Total Expenditures (By Object)	342	337	340	456	451	438	

Note

- (1) The City has signed the assessment authority agreement with the GNWT until May 31, 2018. In 2013 the City conducted a general assessment for 2014 taxation year. The next general assessment will be conducted in 2018 for 2019 taxation year.
- (2) Starting in 2018, Budgeting and Taxation officer will be reported under this division instead of Financial Services.
- (3) Assessment contracted costs.



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
- Geographical information systems and tools that present information from a spatial perspective
- 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	2016 Actuals (\$000's)	2017 Budget (\$000's)	2017 Forecast (\$000's)	2018 Budget (\$000's)	2019 Budget (\$000's)	2020 Budget (\$000's)	Note
Revenue							
User Charges	1	1	1	1	1	1	
Total Revenue	1	1	1	1	1	1	
Expenditures (by Activity)							
Installation	241	280	261	295	303	308	
Maintenance	1,331	1,631	1,525	1,650	1,747	1,786	
System Development	169	201	187	216	221	225	
Support Services	540	629	589	686	701	715	
Rounding	4	2	1	5	-	(2)	
Total Expenditures (By Activity)	2,285	2,743	2,563	2,852	2,972	3,032	
Net Revenue (Expenditures)	(2,284)	(2,742)	(2,562)	(2,851)	(2,971)	(3,031)	
Expenditures (By Object)							
Wages & Benefits	1,149	1,254	1,110	1,414	1,445	1,476	(1)
General Services	163	246	210	252	240	236	(3)
Materials	299	422	422	374	432	436	(2)
Maintenance	673	819	819	810	853	882	(4)
Vehicle O&M	1	2	2	2	2	2	
Total Expenditures (By Object)	2,285	2,743	2,563	2,852	2,972	3,032	

Note

- (1) Starting from January 2018, a new Radio Communications Technologist will be added.
- (2) Communication Infrastructure & others.
- (3) Computer hardware.
- (4) Software maintenance.



FINANCIAL SERVICES DIVISION

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

investment, and corporate accounting and financial reporting functions. The Division also administers the Customer Service Centre that responds to inquiries, provides information, handle complaints and takes payments and registrations.

Financial Services Budget	2016 Actuals (\$000's)	2017 Budget (\$000's)	2017 Forecast (\$000's)	2018 Budget (\$000's)	2019 Budget (\$000's)	2020 Budget (\$000's)	Note
Revenue							
User Charges	533	548	559	559	559	559	
Total Revenue	533	548	559	559	559	559	
Expenditures (by Activity)							
Cash Management	54	63	59	52	54	54	
Cash Receipts & Collections	129	151	142	167	168	171	
Customer Invoicing	223	306	288	264	267	271	
Financial Reporting & Analysis	90	101	95	97	98	100	
Licences & Permits	99	101	95	118	121	123	
Public Information/Inquiries	179	183	172	171	174	177	
Vendor Payments	54	63	59	60	61	62	
Rounding	1	1	3	2	2	3	
Total Expenditures (By Activity)	829	969	913	931	945	961	
Net Revenue (Expenditures)	(296)	(421)	(354)	(372)	(386)	(402)	
Expenditures (By Object)							
Wages & Benefits	706	839	772	795	809	824	
General Services	20	26	26	26	26	26	(1)
Materials	103	104	115	110	110	111	(2)
Total Expenditures (By Object)	829	969	913	931	945	961	

Note

- (1) Collection costs
- (2) Postage & printed forms

GENERAL FUND - Corporate Services

CORPORATE SERVICES & RISK MANAGEMENT DIVISION

The Corporate Services & Risk Management Division is responsible for purchasing, insurance claims and coverage, and the operation of City Stores where the City's inventory is warehoused and managed. The insurance work involves communicating claims and coverage information between the City's insurers and the

user departments. Purchasing tasks include coordinating the procurement of goods and services for City departments through the issuance of tenders, requests for proposals (RFPs), purchase orders, or inventory.

Corporate Services & Risk Management Budget	2016 Actuals (\$000's)	2017 Budget (\$000's)	2017 Forecast (\$000's)	2018 Budget (\$000's)	2019 Budget (\$000's)	2020 Budget (\$000's)	Note
Revenue							
User Charges	125	113	115	113	113	113	
Total Revenue	125	113	115	113	113	113	
Expenditures (by Activity)							
Common Costs	145	156	156	159	164	165	
Customer Services	276	69	69	71	74	74	
Inventory Management	131	142	142	141	146	147	
Material Purchasing	171	409	409	417	430	433	
Risk Management	595	632	632	649	672	674	
Rounding	2	(1)	(1)	4	3	6	
Total Expenditures (By Activity)	1,320	1,407	1,407	1,441	1,489	1,499	
Net Revenue (Expenditures)	(1,195)	(1,294)	(1,292)	(1,328)	(1,376)	(1,386)	
Expenditures (By Object)							
Wages & Benefits	280	328	328	319	341	330	
General Services	91	108	108	111	113	114	(1)
Materials	141	128	128	148	150	151	(2)
Vehicle O&M	3	4	4	3	4	4	
Insurance	805	839	839	860	881	900	
Total Expenditures (By Object)	1,320	1,407	1,407	1,441	1,489	1,499	

Note:

- (1) Telephone, communications, and radio licensing
- (2) Photocopy supplies, office equipment & overhead

