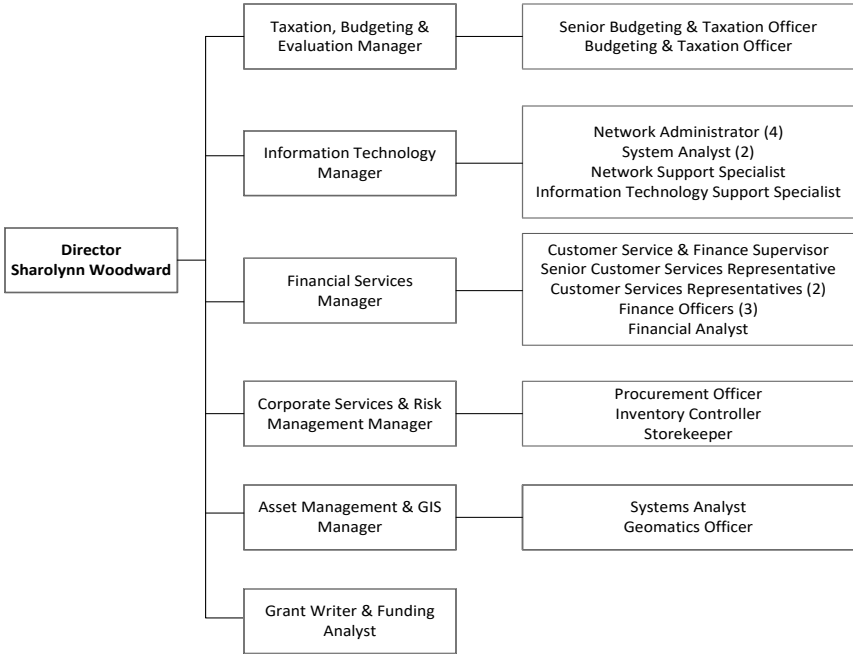


Department Staffing



Staffing Summary

Staffing Summary	2019 Actual	2020 Budget	2020 Forecast	2021 Budget	2022 Budget	2023 Budget	Note
Directorate	6.00	7.00	7.00	7.00	7.00	7.00	(1)
Taxation & Budgeting	2.00	2.00	2.00	2.00	2.00	2.00	
Financial Services	8.38	8.40	8.40	8.41	8.41	8.41	
Corporate Services & Risk Management	3.00	3.00	3.00	3.00	3.00	3.00	
Information Technology	10.00	10.00	10.00	8.00	8.00	8.00	(2)
Asset Management & GIS	0.00	0.00	0.00	2.00	3.00	3.00	(2) &(3)
	29.38	30.40	30.40	30.41	31.41	31.41	
Permanent	28.00	29.00	29.00	29.00	29.00	29.00	(4)
Part-time/Casual/Term	1.38	1.40	1.40	1.41	2.41	2.41	(1) &(4)
	29.38	30.40	30.40	30.41	31.41	31.41	

Note

- (1) A five-year term Asset Management Manager position was added in 2020.
- (2) In 2021, the two GIS positions will be transferred from Information Technology to Asset Management & GIS Division.
- (3) A four-year term Asset Management Support position is recommended, beginning in 2022.
- (4) A two-year term Grant Writer and Funding Analyst position was added in 2018 and made permanent in 2020.

GENERAL FUND - Corporate Services

CORPORATE SERVICES DEPARTMENT

The Corporate Services Department is responsible for five main service areas: Information Technology; Financial Services; Taxation, Budgeting and Evaluation; Corporate Services and Risk Management; and Asset Management and GIS. The managers who lead each of

these divisions report to the Director, who sets the course for the department and serves on the senior leadership team.

Corporate Services Budget	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	Note
Revenue							
Grants	125	125	125	125	125	125	
User Charges	870	685	560	575	670	670	
Total Revenue	995	810	685	700	795	795	
Expenditures (By Division)							
Directorate	1,246	1,309	1,307	1,413	1,445	1,475	
Taxation & Budgeting	475	500	508	507	515	537	
Financial Services	903	951	862	957	976	993	
Corporate Services & Risk Management	1,343	1,479	1,406	1,400	1,410	1,420	
Information Technology	2,313	2,817	2,596	2,579	2,656	2,705	
Asset Management & GIS	-	-	-	274	378	394	
Total Expenditures (By Division)	6,280	7,056	6,679	7,130	7,380	7,524	
Net Revenue (Expenditures)	(5,285)	(6,246)	(5,994)	(6,430)	(6,585)	(6,729)	
Expenditure (by Object)							
Wages & Benefits	3,783	3,877	3,759	4,120	4,314	4,420	
General Services	754	913	862	898	929	954	
Materials	310	528	423	388	390	396	
Maintenance	672	871	838	901	924	931	
Vehicle -O&M	2	7	7	4	4	4	
Insurance	759	860	790	819	819	819	
Total Expenditures (By Object)	6,280	7,056	6,679	7,130	7,380	7,524	



GENERAL FUND - Corporate Services

Corporate Services Directorate Budget	2019	2020	2020	2021	2022	2023	
	Actuals	Budget	Forecast	Budget	Budget	Budget	Note
	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	(\$000's)	
Revenue							
Total Revenue	-	-	-	-	-	-	
Expenditures (by Activity)							
Administrative	187	196	196	212	216	220	
Funding & Reporting	124	131	131	141	143	147	
Long Term Planning & Priority Setting	373	392	391	424	432	442	
Public Inquiry & Communication	124	131	131	141	143	147	
Team Leadership	124	131	131	141	143	147	
Legislation & Governance	314	328	327	354	368	372	
Total Expenditures (By Activity)	1,246	1,309	1,307	1,413	1,445	1,475	
Net Revenue (Expenditures)	(1,246)	(1,309)	(1,307)	(1,413)	(1,445)	(1,475)	
Expenditures (By Object)							
Wages & Benefits	1,068	1,073	1,073	1,246	1,274	1,303	(1)
General Services	175	231	231	162	166	167	(2)
Materials	3	5	3	5	5	5	
Total Expenditures (By Object)	1,246	1,309	1,307	1,413	1,445	1,475	

Note:

- (1) A five-year term Asset Management Manager position was added and funded by Capital Fund in 2020. This position will be funded by General Fund, beginning in 2021.
A four-year term Asset Management Support position is recommended, beginning in 2022.
- (2) Contracted costs including \$75,000 for a water rates study in 2020.

GENERAL FUND - Corporate Services

TAXATION, BUDGETING & EVALUATION DIVISION

The Taxation, Budgeting and Evaluation Division is responsible for administering the budgeting, program evaluation, property assessment and taxation functions in accordance with established legislations 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, Budgeting & Evaluation Budget	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	Note
Revenue							
Grants	125	125	125	125	125	125	(1)
User Charges	56	55	54	55	55	55	
Total Revenue	181	180	179	180	180	180	
Expenditures (by Activity)							
Budgeting	94	101	103	102	104	108	
Property Assessment & Taxes	379	398	405	407	412	428	
Rounding	2	1	-	(2)	(1)	1	
Total Expenditures (By Activity)	475	500	508	507	515	537	
Net Revenue (Expenditures)	(294)	(320)	(329)	(327)	(335)	(357)	
Expenditures (By Object)							
Wages & Benefits	217	226	234	230	234	238	
General Services	245	256	256	259	262	280	(2)
Materials	1	5	5	5	5	5	
Maintenance	12	13	13	13	14	14	
Total Expenditures (By Object)	475	500	508	507	515	537	

Note:

- (1) Funds received under the City's Assessment Authority Agreement with the GNWT, which is in place through May 31, 2021.
- (2) 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; 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	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 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	232	282	262	220	226	231	
Maintenance	1,388	1,690	1,557	1,602	1,651	1,681	
System Development	118	142	132	160	164	166	
Support Services	578	703	649	597	614	624	
Rounding	(3)	-	(4)	-	1	3	
Total Expenditures (By Activity)	2,313	2,817	2,596	2,579	2,656	2,705	
Net Revenue (Expenditures)	(2,312)	(2,816)	(2,595)	(2,578)	(2,655)	(2,704)	
Expenditures (By Object)							
Wages & Benefits	1,371	1,423	1,374	1,201	1,232	1,266	(1)
General Services	218	337	288	383	406	410	(2)
Materials	64	196	106	107	108	112	(3)
Maintenance	660	858	825	888	910	917	(4)
Vehicle O&M	-	3	3	-	-	-	
Total Expenditures (By Object)	2,313	2,817	2,596	2,579	2,656	2,705	

Note:

- (1) In 2021, the two GIS positions will be transferred to the Asset Management & GIS Division.
- (2) Internet, network, network security, software acquisition, and renewal costs.
- (3) Communication infrastructure and supplies.
- (4) Hardware and software maintenance.



GENERAL FUND - Corporate Services

FINANCIAL SERVICES DIVISION

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

Financial Services Budget	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	Note
Revenue							
User Charges	546	516	392	406	501	501	(1)
Total Revenue	546	516	392	406	501	501	
Expenditures (by Activity)							
Cash Management	180	190	172	211	217	219	
Customer Invoicing & Vendor Payments	316	332	303	316	323	327	
Financial Analysis & Reporting	136	142	129	142	147	149	
Licences & Permits	136	142	129	105	107	109	
Public Information/Inquiry & Customer Services	136	142	129	183	185	188	
Rounding	(1)	3	-	-	(3)	1	
Total Expenditures (By Activity)	903	951	862	957	976	993	
Net Revenue (Expenditures)	(357)	(435)	(470)	(551)	(475)	(492)	
Expenditures (By Object)							
Wages & Benefits	780	825	738	839	860	877	
General Services	17	24	22	24	24	25	
Materials	106	102	102	94	92	91	(2)
Total Expenditures (By Object)	903	951	862	957	976	993	

Note:

- (1) The 2021 lottery licence revenue is predicted to decline by about \$80,000 due to impacts of the COVID-19 pandemic.
 (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 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	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	Note
Revenue							
User Charges	267	113	113	113	113	113	
Total Revenue	267	113	113	113	113	113	
Expenditures (by Activity)							
Customer Services	336	369	352	347	352	353	
Inventory Management	336	369	352	347	352	353	
Material Purchasing	538	592	562	561	564	569	
Risk Management	134	148	142	139	140	141	
Rounding	(1)	1	(2)	6	2	4	
Total Expenditures (By Activity)	1,343	1,479	1,406	1,400	1,410	1,420	
Net Revenue (Expenditures)	(1,076)	(1,366)	(1,293)	(1,287)	(1,297)	(1,307)	
Expenditures (By Object)							
Wages & Benefits	347	330	340	337	343	349	
General Services	99	65	65	68	69	70	(1)
Materials	136	220	207	172	175	178	(2)
Vehicle O&M	2	4	4	4	4	4	
Insurance	759	860	790	819	819	819	
Total Expenditures (By Object)	1,343	1,479	1,406	1,400	1,410	1,420	

Note:

- (1) Telephone and communication costs. As of 2020, radio licensing costs were reallocated to the Information Technology Division.
- (2) Printer supplies, office equipment and overhead, and \$45,000 for additional office equipment and furniture in 2020.



ASSET MANAGEMENT & GIS DIVISION

The Asset Management and GIS Division is responsible for leading the development and maintenance of the corporate asset management program and for the geographical information systems and tools that present information from a spatial perspective.

Asset Management & GIS Budget	2019 Actuals (\$000's)	2020 Budget (\$000's)	2020 Forecast (\$000's)	2021 Budget (\$000's)	2022 Budget (\$000's)	2023 Budget (\$000's)	Note
Revenue							
Total Revenue	-	-	-	-	-	-	
Expenditures (by Activity)							
Developing	-	-	-	55	75	78	
Engaging & Monitoring	-	-	-	83	114	119	
Planning	-	-	-	138	190	197	
Rounding	-	-	-	(2)	(1)	-	
Total Expenditures (By Activity)	-	-	-	274	378	394	
Net Revenue (Expenditures)	-	-	-	(274)	(378)	(394)	
Expenditures (By Object)							
Wages & Benefits	-	-	-	267	371	387	(1) & (2)
General Services	-	-	-	2	2	2	
Materials	-	-	-	5	5	5	
Total Expenditures (By Object)	-	-	-	274	378	394	

Note:

- (1) In 2021, the two GIS positions will be transferred from the Information Technology Division.
- (2) A four-year term Asset Management Support position is recommended, beginning in 2022.

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