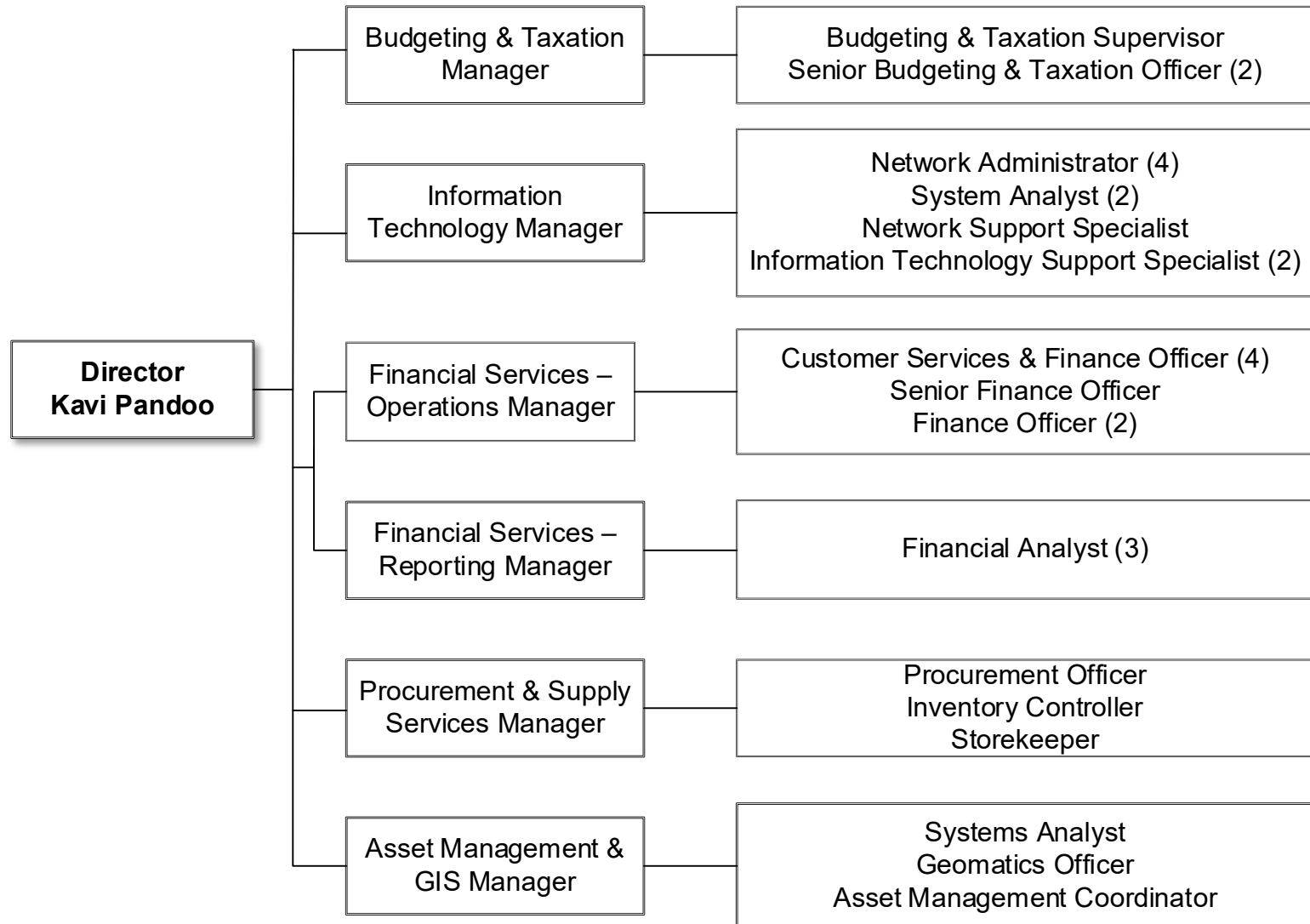


## GENERAL FUND – Corporate Services

### 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	<b>6.00</b>	6.00	6.00	
Taxation & Budgeting	2.00	2.00	3.00	2.00	<b>3.31</b>	3.31	3.31	(1)
Financial Services	8.41	9.41	10.41	11.41	<b>11.33</b>	11.33	11.33	
Procurement & Supply Services	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>9.00</b>	9.00	9.00	(2)
Asset Management & GIS	3.00	3.00	3.00	3.00	<b>3.00</b>	3.00	3.00	
	<b>31.41</b>	<b>31.41</b>	<b>33.41</b>	<b>33.41</b>	<b>35.64</b>	<b>35.64</b>	<b>35.64</b>	
Permanent	29.00	29.00	31.00	31.00	<b>35.00</b>	35.00	35.00	
Part-time/Casual/Term	2.41	2.41	2.41	2.41	<b>0.64</b>	0.64	0.64	
	<b>31.41</b>	<b>31.41</b>	<b>33.41</b>	<b>33.41</b>	<b>35.64</b>	<b>35.64</b>	<b>35.64</b>	

### Note:

- (1) Addition of Supervisor, Budgeting & Taxation (1) and Casual Budgeting & Taxation Support (0.31) positions.  
 (2) Addition of Information Technology Support Specialist (1) position.



## 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
<b>Revenue</b>								
Grants	125	125	125	125	125	125	125	
User Charges	743	670	748	775	697	698	698	
<b>Total Revenue</b>	<b>868</b>	<b>795</b>	<b>873</b>	<b>900</b>	<b>822</b>	<b>823</b>	<b>823</b>	
<b>Expenditures (By Division)</b>								
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	
<b>Total Expenditures (By Division)</b>	<b>7,675</b>	<b>6,833</b>	<b>8,376</b>	<b>7,726</b>	<b>8,678</b>	<b>8,788</b>	<b>9,129</b>	
<b>Net Revenue (Expenditures)</b>	<b>(6,807)</b>	<b>(6,038)</b>	<b>(7,503)</b>	<b>(6,826)</b>	<b>(7,856)</b>	<b>(7,965)</b>	<b>(8,306)</b>	
<b>Expenditure (by Object)</b>								
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	
<b>Total Expenditures (By Object)</b>	<b>7,675</b>	<b>6,833</b>	<b>8,376</b>	<b>7,726</b>	<b>8,678</b>	<b>8,788</b>	<b>9,129</b>	

**Note:**

(1) Addition of Supervisor, Budgeting & Taxation (1), Casual Budgeting & Taxation support (0.31), and Information Technology Support Specialist (1) positions.

## 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
<b>Revenue</b>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (By Object)</b>								
Wages & Benefits	1,326	1,365	1,307	1,297	<b>1,247</b>	1,314	1,383	
General Services	195	96	197	197	<b>73</b>	76	83	(1)
Materials	5	-	3	3	<b>5</b>	5	5	
Maintenance	-	-	-	-	<b>4</b>	4	4	
<b>Total Expenditures (By Object)</b>	<b>1,526</b>	<b>1,461</b>	<b>1,507</b>	<b>1,497</b>	<b>1,329</b>	<b>1,399</b>	<b>1,475</b>	
<b>Net Revenue (Expenditures)</b>	<b>(1,526)</b>	<b>(1,461)</b>	<b>(1,507)</b>	<b>(1,497)</b>	<b>(1,329)</b>	<b>(1,399)</b>	<b>(1,475)</b>	

**Note:**

(1) Contracted Services - Audit expenditures reclassified to Financial Services Division.



## GENERAL FUND – Corporate Services

### BUDGETING & TAXATION DIVISION

The Budgeting & 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.

Budgeting & Taxation 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
<b>Revenue</b>								
Grants	125	125	125	125	125	125	125	
User Charges	81	76	84	83	78	79	79	
<b>Total Revenue</b>	<b>206</b>	<b>201</b>	<b>209</b>	<b>208</b>	<b>203</b>	<b>204</b>	<b>204</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	220	239	369	250	419	439	460	(1)
General Services	301	257	308	269	296	294	297	
Materials	6	-	6	6	8	8	8	
Maintenance	15	-	15	15	33	33	33	
<b>Total Expenditures (By Object)</b>	<b>542</b>	<b>496</b>	<b>698</b>	<b>540</b>	<b>756</b>	<b>774</b>	<b>798</b>	
<b>Net Revenue (Expenditures)</b>	<b>(336)</b>	<b>(295)</b>	<b>(489)</b>	<b>(332)</b>	<b>(553)</b>	<b>(570)</b>	<b>(594)</b>	

**Note:**

(1) Addition of Supervisor, Budgeting & Taxation (1) and Casual Budgeting & Taxation Support (0.31) positions.

# 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
<b>Revenue</b>								
User Charges	525	545	527	548	492	492	492	
<b>Total Revenue</b>	<b>525</b>	<b>545</b>	<b>527</b>	<b>548</b>	<b>492</b>	<b>492</b>	<b>492</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	885	832	1,204	999	1,311	1,374	1,440	
General Services	27	29	27	26	221	223	223	(1)
Materials	97	74	95	90	102	105	108	
Maintenance	-	-	-	-	115	115	115	(2)
<b>Total Expenditures (By Object)</b>	<b>1,009</b>	<b>935</b>	<b>1,326</b>	<b>1,115</b>	<b>1,749</b>	<b>1,817</b>	<b>1,886</b>	
<b>Net Revenue (Expenditures)</b>	<b>(484)</b>	<b>(390)</b>	<b>(799)</b>	<b>(567)</b>	<b>(1,257)</b>	<b>(1,325)</b>	<b>(1,394)</b>	

**Note:**

- (1) Contracted Services - Audit expenditures reclassified from Directorate Division.
- (2) Software Maintenance expenditures reclassified from Information Technology Division.



## GENERAL FUND – Corporate Services

### PROCUREMENT & SUPPLY SERVICES DIVISION

The Procurement & 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
<b>Revenue</b>								
User Charges	137	49	137	144	127	127	127	
<b>Total Revenue</b>	<b>137</b>	<b>49</b>	<b>137</b>	<b>144</b>	<b>127</b>	<b>127</b>	<b>127</b>	
<b>Expenditures (By Object)</b>								
Wages & Benefits	361	389	387	387	402	422	443	
General Services	67	62	60	60	63	64	66	
Materials	163	121	165	106	179	174	176	
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	
<b>Total Expenditures (By Object)</b>	<b>1,508</b>	<b>1,374</b>	<b>1,528</b>	<b>1,385</b>	<b>1,593</b>	<b>1,627</b>	<b>1,670</b>	
<b>Net Revenue (Expenditures)</b>	<b>(1,371)</b>	<b>(1,325)</b>	<b>(1,391)</b>	<b>(1,241)</b>	<b>(1,466)</b>	<b>(1,500)</b>	<b>(1,543)</b>	

# 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
<b>Revenue</b>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (By Object)</b>								
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	
Maintenance	928	823	1,014	900	397	414	450	(3)
Vehicle O&M	1	-	1	1	1	1	1	
<b>Total Expenditures (By Object)</b>	<b>2,750</b>	<b>2,285</b>	<b>2,950</b>	<b>2,823</b>	<b>2,492</b>	<b>2,396</b>	<b>2,507</b>	
<b>Net Revenue (Expenditures)</b>	<b>(2,750)</b>	<b>(2,285)</b>	<b>(2,950)</b>	<b>(2,823)</b>	<b>(2,492)</b>	<b>(2,396)</b>	<b>(2,507)</b>	

**Note:**

- (1) Addition of Information Technology Support Specialist (1) position.
- (2) Increase for Information Technology Audit Assessment in 2025 (1 year project).
- (3) Software maintenance expenditures reclassified from Information Technology Division to user specific divisions where applicable.



## GENERAL FUND – Corporate Services

### ASSET MANAGEMENT & GEOGRAPHIC INFORMATION SYSTEMS DIVISION

The Asset Management & Geographic Information Systems (GIS) Division provides guidance and benchmarks on how the City develops, operates, monitors, and improves 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
<b>Revenue</b>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (By Object)</b>								
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)
<b>Total Expenditures (By Object)</b>	<b>340</b>	<b>282</b>	<b>367</b>	<b>366</b>	<b>759</b>	<b>775</b>	<b>793</b>	
<b>Net Revenue (Expenditures)</b>	<b>(340)</b>	<b>(282)</b>	<b>(367)</b>	<b>(366)</b>	<b>(759)</b>	<b>(775)</b>	<b>(793)</b>	

**Note:**

- (1) Asset Management Coordinator position revised to be funded under General Fund from Capital Fund prior to 2025
- (2) Addition of asset condition assessments and related professional services expenditures
- (3) Software Maintenance expenditures reclassified from Information Technology Division

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