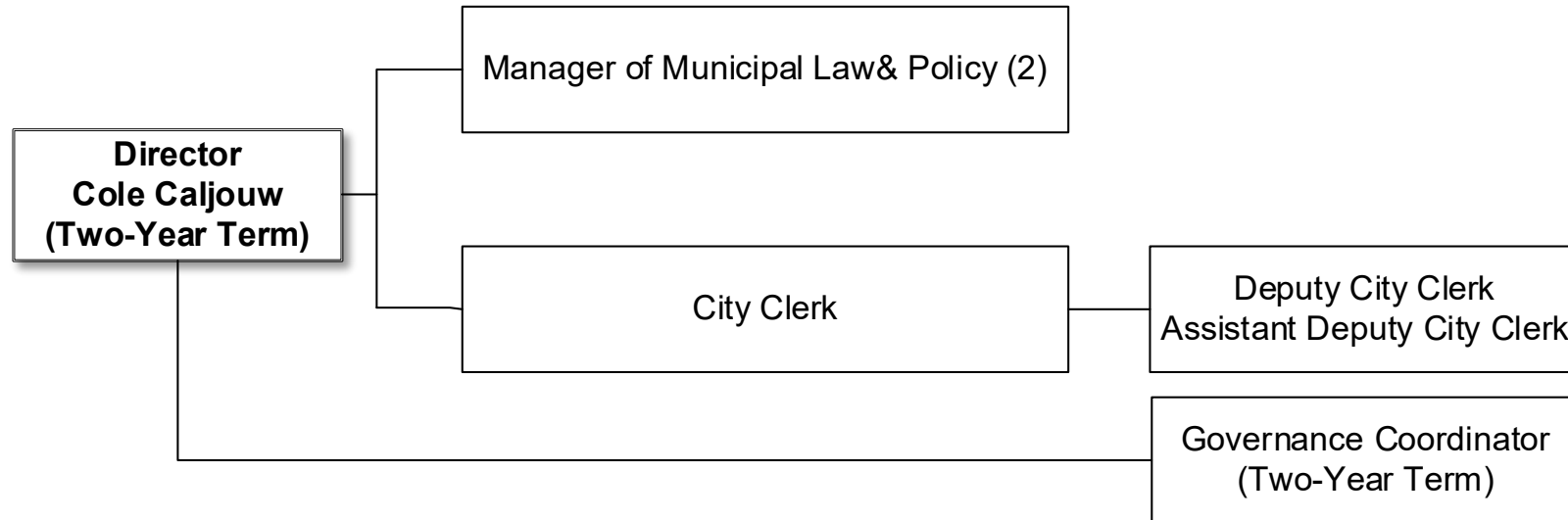


## GENERAL FUND – Governance & Legal Services

### Department Staffing



### Staffing Summary

Staffing Summary	2023 Budget	2023 Actual	2024 Budget	2024 Forecast	2025 Budget	2026 Budget	2027 Budget	Note
Directorate	0.00	0.00	0.00	0.00	4.00	4.00	2.00	(1),(2)
Office of the City Clerk	0.00	0.00	0.00	0.00	3.00	3.00	3.00	(3)
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>5.00</b>	
Permanent	0.00	0.00	0.00	0.00	7.00	7.00	5.00	
Part-time/Term	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>5.00</b>	

**Note:**

- (1) Addition of Governance and Legal Service Director (2-year term) and Governance Coordinator (2-year term) positions.
- (2) Manager of Municipal Law & Policy (2) positions reclassified from Economic Development & Strategy Department.
- (3) City Clerk, Deputy City Clerk and Assistant Deputy Clerk positions (3) reclassified from City Administration Department.

# GENERAL FUND – Governance & Legal Services

## GOVERNANCE & LEGAL SERVICES DEPARTMENT

The Governance & Legal Services Department is responsible for providing legal counsel and strategic advice to ensure municipal operations comply with legal, ethical, and governance standards. The department oversees corporate and Council governance services and support, including municipal law and policy, risk management, compliance, and the Office of the City Clerk.

Key functions of the Governance & Legal Services Department include: strategic planning and oversight of the City's modernization

initiative, provision of legal services and support to City Council and City Departments, conduct of municipal elections, responsibility for records management, and legislative and support services for Council and its committees.

Within the Governance & Legal Services Department there is the Directorate Division and Office of the City Clerk Division.

Governance & Legal 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>								
<b>Total Revenue</b>	-	-	-	-	-	-	-	
<b>Expenditures (By Division)</b>								
Directorate	-	-	-	-	670	684	709	(1), (2)
Office of the City Clerk (New 2025)	-	-	-	-	670	671	587	(3)
<b>Total Expenditures (By Division)</b>	-	-	-	-	1,340	1,355	1,296	
<b>Net Revenue (Expenditures)</b>	-	-	-	-	(1,340)	(1,355)	(1,296)	
<b>Expenditure (by Object)</b>								
Wages & Benefits	-	-	-	-	960	985	1,021	(1), (2), (3)
General Services	-	-	-	-	321	311	216	
Materials	-	-	-	-	7	7	7	
Maintenance	-	-	-	-	52	52	52	
<b>Total Expenditures (By Object)</b>	-	-	-	-	1,340	1,355	1,296	

**Note:**

- (1) Addition of Governance and Legal Service Director (2-year term) and Governance Coordinator (2-year term) positions.
- (2) Manager of Municipal Law & Policy (2) positions reclassified from Economic Opportunities & Investments Department.
- (3) Office of City Clerk reclassified from City Administration Department.



## GENERAL FUND – Governance & Legal Services

Governance & Legal 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	-	-	-	-	670	684	709	(1), (2)
Total Expenditures (By Object)	-	-	-	-	670	684	709	
Net Revenue (Expenditures)	-	-	-	-	(670)	(684)	(709)	

**Note:**

- (1) Addition of Governance & Legal Service Director (2-year term) and Governance Coordinator (2-year term) positions.
- (2) Manager of Municipal Law & Policy (2) positions reclassified from Economic Opportunities & Investments Department.

# GENERAL FUND – Governance & Legal Services

## OFFICE OF THE CITY CLERK DIVISION

The Office of the City Clerk Division provides legislative support services to City Council, its Standing and Special Committees, Administration, the Development Appeal Board and the Board of Revision. As part of its legislative support services, the Office of the City Clerk ensures that the process of Council and its Committees is followed as prescribed in the Council Procedures By-law and applicable territorial and federal legislation.

The Office of the City Clerk coordinates reports and information received from various departments of the City, as well as outside sources, for the preparation of agendas, and attends the various

meetings to record the minutes of proceedings. All copies of original Minutes and By-laws are retained in the Office of the City Clerk, along with the Official Corporate Seal of the City.

The Office of the City Clerk conducts all municipal general elections and by-elections, and voter borrowing approval referendums in accordance with the prescribed legislation.

The Office of the City Clerk also leads and coordinates corporate records management protocols and training.

Office of the City Clerk (2025) 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	-	-	-	-	290	301	312	(1)
General Services	-	-	-	-	321	311	216	(2)
Materials	-	-	-	-	7	7	7	(2)
Maintenance	-	-	-	-	52	52	52	(2)
<b>Total Expenditures (By Object)</b>	-	-	-	-	670	671	587	
<b>Net Revenue (Expenditures)</b>	-	-	-	-	(670)	(671)	(587)	

**Note:**

- (1) City Clerk positions (2) reclassified to City Administration Department.
- (2) Office of City Clerk expenditures reclassified from City Administration Department.

