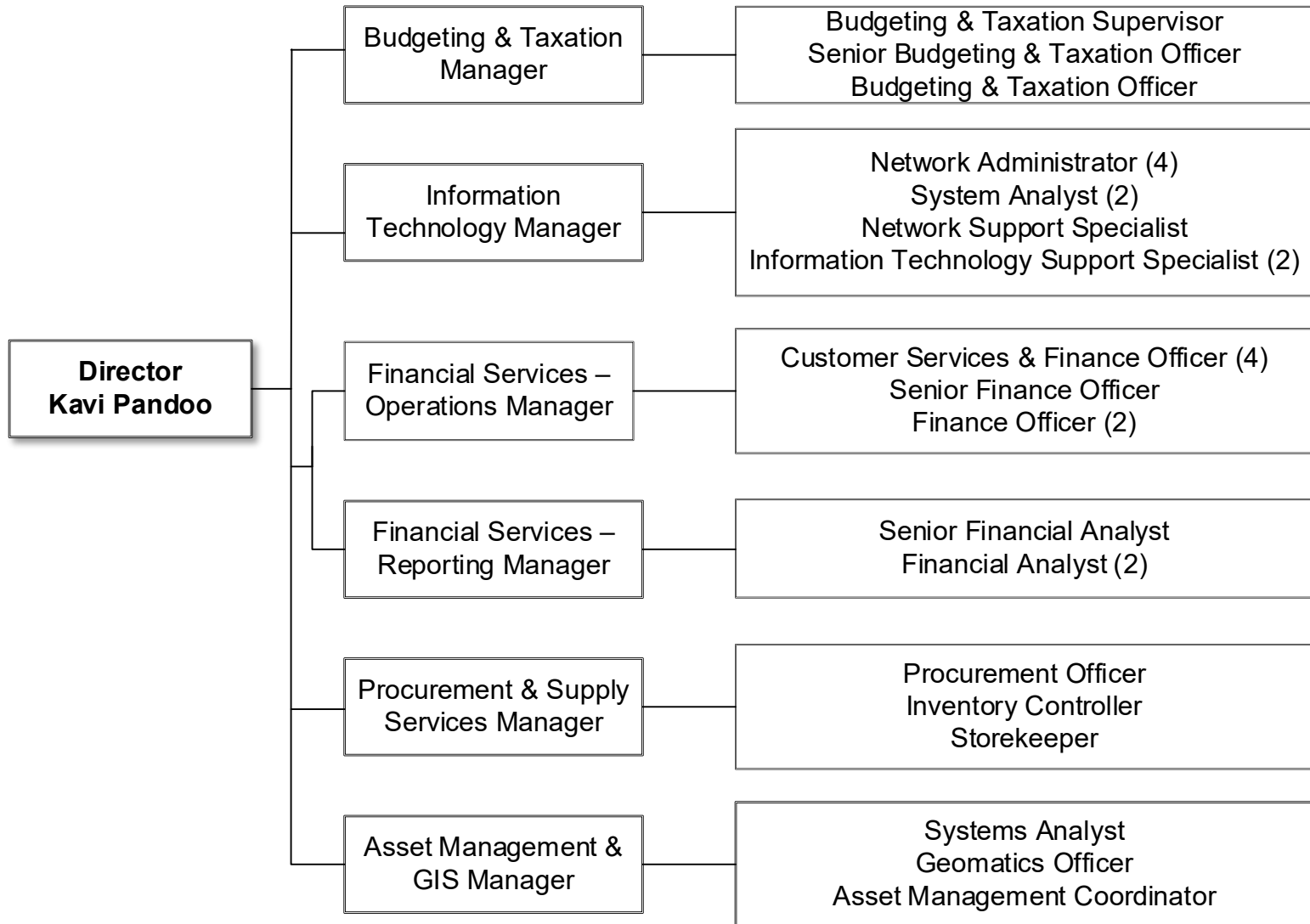


GENERAL FUND – Corporate Services

Department Staffing



GENERAL FUND – Corporate Services

Staffing Summary

Corporate Services	2024 Budget	2024 Actual	2025 Budget	2025 Forecast	2026 Budget	2027 Budget	2028 Budget	Note
Directorate	6.00	6.00	6.00	6.00	7.00	7.00	7.00	
Budgeting & Taxation	3.00	3.00	3.31	3.31	3.00	3.00	3.00	
Financial Services	10.41	10.41	11.33	11.33	10.33	10.34	10.34	
Procurement & Supply Services	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Information Technology	8.00	8.00	9.00	9.00	9.00	9.00	9.00	
Asset Management & GIS	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
	33.41	33.41	35.64	35.64	35.33	35.34	35.34	
Permanent	31.00	31.00	35.00	35.00	35.00	35.00	35.00	
Part-Time/Casual/Term	2.41	2.41	0.64	0.64	0.33	0.34	0.34	
	33.41	33.41	35.64	35.64	35.33	35.34	35.34	



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	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
Grants	125	125	125	125	125	125	125	
User Charges	748	902	697	782	806	806	806	
Total Revenue	873	1,027	822	907	931	931	931	
Expenditures (By Division)								
Corporate Services Directorate	1,507	1,702	1,329	1,205	1,613	1,694	1,785	
Financial Services	1,326	1,189	1,749	1,622	1,715	1,774	1,865	
Procurement & Supply Services	1,528	1,461	1,593	1,610	1,603	1,629	1,660	
Budgeting & Taxation	698	591	756	723	753	784	823	
Information Technology	2,950	2,555	2,492	2,311	2,496	2,413	2,528	
Asset Management & GIS	367	429	759	808	839	833	873	
Total Expenditures (By Division)	8,376	7,927	8,678	8,279	9,019	9,127	9,534	
Net Revenue (Expenditures)	(7,503)	(6,900)	(7,856)	(7,372)	(8,088)	(8,196)	(8,603)	
Expenditure (by Object)								
Wages & Benefits	4,922	4,625	5,236	4,850	5,442	5,695	5,977	
General Services	1,084	1,215	1,416	1,357	1,542	1,376	1,450	
Materials	424	368	402	369	403	403	416	
Maintenance	1,029	880	690	690	693	712	749	
Utility - Fuel	10	9	10	9	10	12	12	
Vehicle Operations & Maintenance	6	4	6	6	6	6	7	
Insurance	901	826	918	998	923	923	923	
Total Expenditures (By Object)	8,376	7,927	8,678	8,279	9,019	9,127	9,534	

GENERAL FUND – Corporate Services

Corporate Services Directorate Budget	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	1,307	1,330	1,247	1,123	1,537	1,617	1,703	
General Services	197	369	73	73	65	67	72	
Materials	3	3	5	5	7	6	6	
Maintenance	-	-	4	4	4	4	4	
Total Expenditures (By Object)	1,507	1,702	1,329	1,205	1,613	1,694	1,785	
Net Revenue (Expenditures)	(1,507)	(1,702)	(1,329)	(1,205)	(1,613)	(1,694)	(1,785)	



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	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
Grants	125	125	125	125	125	125	125	
User Charges	84	90	78	78	78	78	78	
Total Revenue	209	215	203	203	203	203	203	
Expenditures (By Object)								
Wages & Benefits	369	255	419	401	414	435	458	
General Services	308	316	296	285	298	307	322	
Materials	6	5	8	4	8	8	8	
Maintenance	15	15	33	33	33	34	35	
Total Expenditures (By Object)	698	591	756	723	753	784	823	
Net Revenue (Expenditures)	(489)	(376)	(553)	(520)	(550)	(581)	(620)	

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	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
User Charges	527	541	492	577	571	571	571	
Total Revenue	527	541	492	577	571	571	571	
Expenditures (By Object)								
Wages & Benefits	1,204	1,094	1,311	1,209	1,242	1,295	1,362	
General Services	27	22	221	213	264	269	280	
Materials	95	73	102	85	94	91	98	
Maintenance	-	-	115	115	115	119	125	
Total Expenditures (By Object)	1,326	1,189	1,749	1,622	1,715	1,774	1,865	
Net Revenue (Expenditures)	(799)	(648)	(1,257)	(1,045)	(1,144)	(1,203)	(1,294)	



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 Budget	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
User Charges	137	271	127	127	157	157	157	
Total Revenue	137	271	127	127	157	157	157	
Expenditures (By Object)								
Wages & Benefits	387	392	402	335	406	426	448	
General Services	60	67	63	63	63	65	68	
Materials	165	163	179	184	182	184	188	
Maintenance	-	-	16	16	16	16	17	
Utility - Fuel	10	9	10	9	10	12	12	
Vehicle Operations & Maintenance	5	4	5	5	3	3	4	
Insurance	901	826	918	998	923	923	923	
Total Expenditures (By Object)	1,528	1,461	1,593	1,610	1,603	1,629	1,660	
Net Revenue (Expenditures)	(1,391)	(1,190)	(1,466)	(1,483)	(1,446)	(1,472)	(1,503)	

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	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	1,357	1,166	1,461	1,235	1,438	1,497	1,560	
General Services	427	402	532	595	553	398	426	
Materials	151	122	101	83	103	105	107	
Maintenance	1,014	865	397	397	399	410	432	
Vehicle Operations & Maintenance	1	-	1	1	3	3	3	
Total Expenditures (By Object)	2,950	2,555	2,492	2,311	2,496	2,413	2,528	
Net Revenue (Expenditures)	(2,950)	(2,555)	(2,492)	(2,311)	(2,496)	(2,413)	(2,528)	



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	2024 Budget (\$000's)	2024 Actuals (\$000's)	2025 Budget (\$000's)	2025 Forecast (\$000's)	2026 Budget (\$000's)	2027 Budget (\$000's)	2028 Budget (\$000's)	Note
Revenue								
Total Revenue	-	-	-	-	-	-	-	
Expenditures (By Object)								
Wages & Benefits	298	388	396	547	405	425	446	
General Services	65	39	231	128	299	270	282	
Materials	4	2	7	8	9	9	9	
Maintenance	-	-	125	125	126	129	136	
Total Expenditures (By Object)	367	429	759	808	839	833	873	
Net Revenue (Expenditures)	(367)	(429)	(759)	(808)	(839)	(833)	(873)	

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