

**2023**  
**City of Oshawa**  
**Operating Budget by Department**

**Department: CAO Office of the CAO**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Vaiance %
Office of the CAO										
Corporate Strategic Initiatives	670,704	716,700	837,489		(11,089)			826,400	109,700	15.3
Corporate Communications	902,255	892,100	904,965		(3,765)			901,200	9,100	1.0
Legislative Services	3,327,406	3,486,099	3,322,876	16,700	88,424		105,000	3,533,000	46,901	1.3
<b>Total Office of the CAO</b>	<b>4,900,365</b>	<b>5,094,899</b>	<b>5,065,330</b>	<b>16,700</b>	<b>73,570</b>		<b>105,000</b>	<b>5,260,600</b>	<b>165,701</b>	<b>3.3</b>

**2023**  
**City of Oshawa**  
**Operating Budget by Branch**

**Branch: Corporate Strategic Initiatives**

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**Branch Purpose:**

Corporate Strategic Initiatives support the leadership team in developing and aligning corporate priorities.

The office is a resource for the development of:

- Business planning
- Continuous Improvement Framework
- Corporate policies
- Intergovernmental relations
- Project management
- The Oshawa Strategic Plan

**Branch Staff Establishment: 5 FTE**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Corporate Strategic Initiatives										
010 Corporate Strategic Initiative	670,704	716,700	837,489		(11,089)			826,400	109,700	15.3
<b>Total Corporate Strategic Initiatives</b>	670,704	716,700	837,489		(11,089)			826,400	109,700	15.3

**2023  
City Of Oshawa  
Operating Budget**

**Budget by Program: 010 Corporate Strategic Initiative**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Corporate Strategic Initiatives										
010 Corporate Strategic Initiative										
Personnel Costs	661,766	686,500	807,100					807,100	120,600	17.6
Program and Office Supplies	1,522	2,700	2,889		(189)			2,700		
Professional Services	7,416	27,500	27,500		(10,900)			16,600	(10,900)	(39.6)
<b>Total 010 Corporate Strategic Initiative</b>	<b>670,704</b>	<b>716,700</b>	<b>837,489</b>		<b>(11,089)</b>			<b>826,400</b>	<b>109,700</b>	<b>15.3</b>

Variance Explanations:

2022 Approved Budget to 2022 Projected Actuals Variance

Savings primarily related to vacancy and City memberships

2023 Proposed Budget to 2022 Projected Actuals Variance

Salary savings due to vacancy and corporate reorganization (per CNCL-22-69), position transferred from Program 001 (Office of the Mayor) and reallocation of membership to Program 104 (City Memberships)

2023 Proposed Budget to 2022 Approved Budget Variance

Due to corporate reorganization (per CNCL-22-69), position transferred from Program 001 (Office of the Mayor), reallocation of Membership to Program 104 (City Memberships)

**2023  
City of Oshawa  
Operating Budget by Branch**

**Branch: Corporate Communications**

**Branch Purpose:**

The mandate of Corporate Communications is to:

- Provide integrated and strategic communications that are externally focused and addresses the needs of internal and external stakeholders
- Lead and support community engagement opportunities about City services and programs
- Celebrate and communicate good news stories of Oshawa
- Manage [www.oshawa.ca](http://www.oshawa.ca) and [www.connectoshawa.ca](http://www.connectoshawa.ca) websites
- Provide strategic direction and governance for the City's social media accounts
- Manage media relations including media events and media materials
- Manage advertising and corporate identity/brands
- Develop creative and prepare City department promotional materials
- Manage issues communication and assist with public relations campaigns
- Manage emergency communication strategy and implementation

**Branch Staff Establishment: 6 FTE**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Corporate Communications										
012 Communication - Admin	902,255	892,100	904,965		(3,765)			901,200	9,100	1.0
<b>Total Corporate Communications</b>	902,255	892,100	904,965		(3,765)			901,200	9,100	1.0

**2023  
City Of Oshawa  
Operating Budget**

**Budget by Program: 012 Communication - Admin**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Corporate Communications										
012 Communication - Admin										
Personnel Costs	955,344	829,000	841,200					841,200	12,200	1.5
Program and Office Supplies	16,591	19,500	20,165		(665)			19,500		
Professional Services	42,416	43,600	43,600		(3,100)			40,500	(3,100)	(7.1)
Contributions from Reserves	(112,096)									
<b>Total 012 Communication - Admin</b>	<b>902,255</b>	<b>892,100</b>	<b>904,965</b>		<b>(3,765)</b>			<b>901,200</b>	<b>9,100</b>	<b>1.0</b>

Variance Explanations:

2022 Approved Budget to 2022 Projected Actuals Variance

Additional Communications Officer for website re-design (per FIN-21-82), offset with contribution from information technology reserve

2023 Proposed Budget to 2022 Projected Actuals Variance

Additional Communications officer for website re-design (per FIN-21-82), offset with contribution from information technology reserve

2023 Proposed Budget to 2022 Approved Budget Variance

Contractual, general wage and benefit increases

**2023  
City of Oshawa  
Operating Budget by Branch**

**Branch: Legislative Services**

**Branch Purpose:**

Legislative Services' core functions include meeting management and administrative support to City Council and its committees; corporate customer services; information access and privacy; and corporate records management. The branch also manages all municipal elections, by-elections, referenda and Council appointments.

Legislative Services is comprised of three sections:

- City Clerk Admin Services
- Municipal Elections
- Service Oshawa

**Branch Staff Establishment: 30 FTE**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Legislative Services										
030 Legislative Services	1,595,363	1,688,300	1,568,136	10,000	52,165		5,000	1,635,300	(53,000)	(3.1)
031 Municipal Elections	122,904	97,600	27,927	6,700	(34,627)				(97,600)	(100.0)
041 Service Oshawa	1,609,140	1,700,200	1,726,815		70,886		100,000	1,897,700	197,500	11.6
<b>Total Legislative Services</b>	<b>3,327,407</b>	<b>3,486,100</b>	<b>3,322,878</b>	<b>16,700</b>	<b>88,424</b>		<b>105,000</b>	<b>3,533,000</b>	<b>46,900</b>	<b>1.3</b>

**2023  
City Of Oshawa  
Operating Budget**

**Budget by Program: 030 Legislative Services**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Legislative Services										
030 Legislative Services										
Personnel Costs	1,539,446	1,566,400	1,445,800	10,000	55,600			1,511,400	(55,000)	(3.5)
Program and Office Supplies	4,580	6,900	7,336		(835)			6,500	(400)	(5.8)
Professional Services	53,286	118,400	118,400		(1,600)			116,800	(1,600)	(1.4)
Maintenance and Repairs	1,144	1,100	1,100		100			1,200	100	9.1
Contribution to Capital	2,118	2,500	2,500		(1,100)		5,000	6,400	3,900	156.0
Operating Revenue	(5,211)	(7,000)	(7,000)					(7,000)		
<b>Total 030 Legislative Services</b>	<b>1,595,363</b>	<b>1,688,300</b>	<b>1,568,136</b>	<b>10,000</b>	<b>52,165</b>		<b>5,000</b>	<b>1,635,300</b>	<b>(53,000)</b>	<b>(3.1)</b>

Variance Explanations:

2022 Approved Budget to 2022 Projected Actuals Variance

Savings primarily related to vacancies and temporary reduced volume of shredding services

2023 Proposed Budget to 2022 Projected Actuals Variance

Due to corporate reorganization (per CNCL-22-69), Commissioner of Corporate Services reallocated to Program 340 (Facility Management Admin) as Commissioner of Safety & Facilities Services. Savings primarily related to vacancies and temporary reduced volume of shredding services

2023 Proposed Budget to 2022 Approved Budget Variance

Variance primarily due to corporate reorganization (per CNCL-22-69), Commissioner of Corporate Services reallocated to Program 340 (Facility Management Admin) as Commissioner of Safety & Facilities Services

**2023  
City Of Oshawa  
Operating Budget**

**Budget by Program: 031 Municipal Elections**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Legislative Services										
031 Municipal Elections										
Personnel Costs	359,670	342,900							(342,900)	(100.0)
Program and Office Supplies	192,694	265,000	5,527		(3,027)			2,500	(262,500)	(99.1)
Professional Services	416,706	213,000	7,400	6,700	(1,200)		22,000	34,900	(178,100)	(83.6)
Maintenance and Repairs	6,974	9,000							(9,000)	(100.0)
Contribution to Capital	706	1,000							(1,000)	(100.0)
Operating Revenue	(180)									
Contributions from Reserves	(853,666)	(733,300)	15,000		(30,400)		(22,000)	(37,400)	695,900	(94.9)
<b>Total 031 Municipal Elections</b>	<b>122,904</b>	<b>97,600</b>	<b>27,927</b>	<b>6,700</b>	<b>(34,627)</b>				<b>(97,600)</b>	<b>(100.0)</b>

Variance Explanations:

2022 Approved Budget to 2022 Projected Actuals Variance

2022 Election year, reduced expenses in 2023 primarily related to post election compliance audits and secure destruction of election records

2023 Proposed Budget to 2022 Projected Actuals Variance

2022 Election year, reduced expenses in 2023 primarily related to post election compliance audits and secure destruction of election records

2023 Proposed Budget to 2022 Approved Budget Variance

2022 Election year, reduced expenses in 2023 primarily related to post election compliance audits and secure destruction of election records



**2023  
City Of Oshawa  
Operating Budget**

**Budget by Program: 041 Service Oshawa**

	2022 Projected Actuals	2022 Approved Budget	2023 Base Budget	Service Level/ Additional Pressures	Volume/Price Reallocation PY Actuals	Efficiencies	One-Time Adjustment	2023 Approved Budget	2023 - 2022 Variance \$s	2023 - 2022 Variance %
Legislative Services										
041 Service Oshawa										
Personnel Costs	1,712,328	1,777,300	1,803,600		87,200			1,890,800	113,500	6.4
Program and Office Supplies	65,551	56,200	56,515		13,786			70,300	14,100	25.1
Professional Services	40,788	21,200	21,200		2,400		100,000	123,600	102,400	483.0
Maintenance and Repairs					1,400			1,400	1,400	
Contribution to Capital	4,900	4,900	4,900		3,900			8,800	3,900	79.6
Contributions and Financial Chg	1,572	2,200	2,200					2,200		
Operating Revenue	(215,999)	(161,600)	(161,600)		(37,800)			(199,400)	(37,800)	23.4
<b>Total 041 Service Oshawa</b>	<b>1,609,140</b>	<b>1,700,200</b>	<b>1,726,815</b>		<b>70,886</b>		<b>100,000</b>	<b>1,897,700</b>	<b>197,500</b>	<b>11.6</b>

Variance Explanations:

2022 Approved Budget to 2022 Projected Actuals Variance

Salary savings due to vacancies and additional marriage ceremonies and licences

2023 Proposed Budget to 2022 Projected Actuals Variance

Salary savings due to vacancies and additional marriage ceremonies and licences

2023 Proposed Budget to 2022 Approved Budget Variance

Contractual, general wage and benefit increases offset with additional marriage ceremonies and licences