The City of SPRUCE GROVE

INFORMATION REQUEST

INFORMATION REQUEST #: IR-010-26

REQUESTED BY: **Councillor Tokar**

TOPIC: **FTE Table Discrepancies**

DATE OF REQUEST: **November 2, 2026**

DATE OF RESPONSE: November 2, 2026

QUESTION: There seem to be some discrepancies in the FTE table on page 90 and the business cases.

- The Vendor Accounts and Compliance Rep business case adds an FTE, but the finance counts hold steady at 19
- Spruce Grove Fire Services only drop by 15 when it states at the top that there are 16 lost due to the ambulance changes
- There is a new full FTE HR position (Compensation and Classification Specialist) but HR only shows an increase of 0.5 FTE

Response

The Vendor Accounts and Compliance Representative business case adds 1.0 FTE within Finance. However, the transition of ambulance service delivery to the Province of Alberta also resulted in the discontinuance of a 1.0 FTE position within Finance. As a result, the total Finance FTE count remains unchanged at 19.0.

The transition of ambulance service delivery to the Province of Alberta resulted in the discontinuance of 16.0 permanent full-time positions in 2027, 15.0 FTE in Fire Services and 1.0 FTE in Finance.

Within Human Resources, the addition of a 1.0 FTE Compensation and Classification Specialist is partially offset by the elimination of a 0.5 FTE Senior Executive Assistant position. The Senior

Executive Assistant position had been reallocated from Council to Human Resources in 2026 and was discontinued following the retirement of the incumbent. As a result, the net increase within Human Resources is 0.5 FTE.

Background

The City of Spruce Grove measures staffing resources using Full-Time Equivalents (FTEs). Departmental staffing levels can change over time as operational requirements evolve and approved organizational changes are implemented. These changes may include new positions, position reallocations, or the removal of existing positions.

As a result, the net FTE change reflected in the departmental FTE table may differ from individual business cases when multiple staffing changes affect the same department. The departmental FTE table reflects the cumulative impact of all approved staffing adjustments.

Financial Implications / Taxation Impact

The financial impact associated with FTE changes has been integrated into the budget and is presented within the Proposed 2027 - 2029 Budget & Fiscal Plan within the Salary, Wages, and Benefits category of the respective department tables.

Contact: Francine Pitcher, Director of Finance