

Professional Services Categories and Definitions

Cost Element	Description	Examples
440005 Surveying Services	Land surveying services.	Base mapping, geomatics, land surveying consultant costs.
440014 IT Services	Expenses related to retaining external consultants to support IT services.	Includes development, maintenance and upgrades to existing and/or new IT systems including applications, hardware, architecture, disaster recovery/planning costs. Includes contracted staff for project work.
441002 Architect Services	All expenses related to architect services provided by an external consultant.	Conceptual drawings, design studies (aesthetic, landscape, structural), elevation/section planning.
441200 Environmental Consultant Fees	All expenses related to retaining an external consultant for environmental purposes, studies, research, assessments, advice, recommendations and expertise.	Environmental site assessment / audits, consulting fees, environmental advisory services and hazardous materials consulting services.
441201 Capital Project Management	Consultants hired to provide contract management services to deliver capital projects.	Capital Contract Management services, e.g., used for major contracts
441210 Audit Services	Fees for external audit services provided in accordance with legislative requirements or grant requirements.	Audit of the City's Annual Financial Statements or grant statements, e.g. FCSS audit.
441220 Legal Services	Fees for external legal services	External Legal Professionals hired through PSA to provide additional support to the City.
441301 Management Consulting Services	Consultants hired to conduct research and provide recommendations, advice and expertise for strategic direction setting.	External Professionals hired through PSA to provide management advice. Conduct research surveys and compile results leading to recommendation for strategic direction. Where research is conducted to aid in decision making. Consultants hired for organizational review & design & business plan development.

Attachment #1

Cost Element	Description	Examples
441302 Communications Consulting Services	Fees for communication consultant services. Provide expertise, advice & recommendations related to communications.	Development of communication plans, strategies. Design and development of communication resources such as graphic arts, publication layouts and content for print and digital media.
441304 Communication Planning Services	Fees for communication consultant services. Provide expertise, advice & recommendations related to communications.	Communication planning services.
441309 Actuarial Services	Fees for external actuarial services.	Actuarial reports for pension obligations.
441310 Property Assessment Services	Fees for assessment services from an outside vendor for land and buildings.	Property assessments for land, buildings and houses, market assessments.
441311 Financial and Investment Services	Investment Services and Financial Analysis for services related to City investments.	Investment consultants and investment management fees.
441313 Veterinarian Services	Services provided by external veterinarians for animal care.	Zoo speciality care.
441315 General Professional Services	Professional services where staff resources are not available or do not have the required expertise. Provide expertise, advice, recommendations of a professional nature.	Professional services that do not fit into any other category is this section. Consultants hired through Flextrack or other third-party agencies along with consultants providing general services fall under this cost element.
441320 Engineering Services	All expenses related to general external engineering services for which a specific cost element has not been defined.	General engineering services can include consultants for structural, mechanical, electrical, drainage, civil, or other specialized engineering services.
441321 Engineering Services - Concept	All expenses relating to engineering services for concept phase for operations and capital projects.	Concept plans, feasibility studies, concept designs.

Attachment #1

Cost Element	Description	Examples
441322 Engineering Services - Preliminary Design	All expenses relating to the preliminary design phase for capital projects for Transportation.	Preliminary design for LRT lines.
441323 Engineering Services - Detail Design	All expenses relating to the detail design phase for capital projects for Transportation.	Detailed design for Arterial Roads.
441324 Engineering Services - Construction	All expenses relating to construction phase for capital projects for Transportation.	Owner's Engineer during construction.
441325 Engineering Services - Post-construction	All expenses relating to the post-construction phase for capital projects for Transportation.	Road radar survey.