

TOWN OF COBOURG

2022 CURRENT OPERATING BUDGET SUMMARY

	2021 BUDGET	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
DIRECT CONTROL NET EXPENDITURES	19,013,209	20,747,922	9.1	0	(100.0)	27,667,458	30,494,361
DIRECT CONTROL REVENUE	-692,930	-945,650	36.5	0	(100.0)	-629,450	-624,350
DIRECT NET COST	<u>18,320,279</u>	<u>19,802,272</u>	8.1	<u>0</u>	(100.0)	<u>27,038,008</u>	<u>29,870,011</u>
POLICE - NET - OPERATING	6,473,290	6,654,243	2.8	0	(100.0)	6,801,304	6,951,180
- CAPITAL			-		-	0	0
POLICE NET COST	<u>6,473,290</u>	<u>6,654,243</u>	2.8	<u>0</u>	(100.0)	<u>6,801,304</u>	<u>6,951,180</u>
TOTAL FOR MUNICIPAL LEVY	<u>24,793,569</u>	<u>26,456,515</u>	6.7	<u>0</u>	(100.0)	<u>33,839,312</u>	<u>36,821,191</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>545,500</u>	2.2				
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>25,911,015</u>	4.5	<u>0</u>	(100.0)		

Note 1:

Readers are cautioned that the 2023 and 2024 columns and forecast only and have not been approved by Council at this time. The forecast numbers do not take into account various forms of capital financing such as the use of reserves, grants and long-term debt, all of which reduce the Municipal Tax Levy.

TOWN OF COBOURG

2022 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2021 BUDGET	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	3,239,269	3,925,982	21.2	0	(100.0)	4,782,996	4,931,813
PROTECTION - OTHER	3,892,479	4,456,687	14.5	0	(100.0)	4,806,875	5,278,777
PUBLIC WORKS	4,636,795	4,801,952	3.6	0	(100.0)	5,200,974	5,372,988
ENVIRONMENTAL	35,525	36,116	1.7	0	(100.0)	36,734	37,350
SOCIAL & FAMILY	125,000	0	(100.0)	0	(100.0)	0	0
PARKS & RECREATION	3,806,497	4,254,972	11.8	0	(100.0)	4,450,971	4,610,633
CULTURE & COMMUNITY	1,455,646	1,690,266	16.1	0	(100.0)	1,844,858	1,882,646
PLANNING & DEVELOPMENT	490,810	527,294	7.4	0	(100.0)	598,891	580,888
COMMERCIAL & ECO. DEV.	523,188	520,078	(0.6)	0	(100.0)	605,159	617,860
TOTAL OPERATING	18,205,209	20,213,347	11.0	0	(100.0)	22,327,458	23,312,955
CAPITAL LEVY	158,000	184,575	16.8	0	(100.0)	4,873,000	6,714,406
LONG TERM DEBT CHARGES	650,000	350,000	(46.2)	0	(100.0)	467,000	467,000
TOTAL CAPITAL FORMATION	808,000	534,575	(33.8)	0	(100.0)	5,340,000	7,181,406
TOTAL DIRECT CONTROL	19,013,209	20,747,922	9.1	0	(100.0)	27,667,458	30,494,361

TOWN OF COBOURG

2022 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2021 BUDGET	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	300,000	450,000	50.0	0	(100.0)	300,000	300,000
PENALTY & INTEREST	360,000	360,000	0.0	0	(100.0)	350,000	350,000
TAX CANCELLATIONS	-300,000	-175,000	(41.7)	0	(100.0)	-225,000	-225,000
TOTAL	360,000	635,000	76.4	0	(100.0)	425,000	425,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	31,530	31,550	0.1	0	(100.0)	31,550	31,850
UNCONDITIONAL - OMPF	163,900	141,600	(13.6)	0	(100.0)	35,400	30,000
TOTAL	195,430	173,150	(11.4)	0	(100.0)	66,950	61,850
OTHER GRANTS							
OTHER GRANTS IN LIEU	12,500	12,500	0.0	0	(100.0)	12,500	12,500
TOTAL	12,500	12,500	0.0	0	(100.0)	12,500	12,500
OTHER							
OTHER REVENUE	125,000	125,000	0.0	0	(100.0)	125,000	125,000
TOTAL	125,000	125,000	0.0	0	(100.0)	125,000	125,000
TOTAL REVENUE	692,930	945,650	36.5	0	(100.0)	629,450	624,350

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

REVENUE SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
TAXATION								
MILL RATE	24,793,569	24,746,491	26,456,515	6.7	0	(100.0)	33,839,312	36,821,191
OTHER	660,000	644,016	810,000	22.7	0	(100.0)	650,000	650,000
TAX CANCELLATIONS	-300,000	-77,694	-175,000	(41.7)	0	(100.0)	-225,000	-225,000
TOTAL	25,153,569	25,312,813	27,091,515	7.7	0	(100.0)	34,264,312	37,246,191
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	31,530	20,461	31,550	0.1	0	(100.0)	31,550	31,850
UNCONDITIONAL - OMPF	163,900	36,675	141,600	(13.6)	0	(100.0)	35,400	30,000
TOTAL	195,430	57,136	173,150	(11.4)	0	(100.0)	66,950	61,850
OTHER GRANTS								
OTHER GRANTS IN LIEU	12,500	0	12,500	0.0	0	(100.0)	12,500	12,500
TOTAL	12,500	0	12,500	0.0	0	(100.0)	12,500	12,500
OTHER								
OTHER REVENUE	125,000	149,485	125,000	0.0	0	(100.0)	125,000	125,000
TOTAL	125,000	149,485	125,000	0.0	0	(100.0)	125,000	125,000
TOTAL REVENUE	25,486,499	25,519,434	27,402,165	7.5	0	(100.0)	34,468,762	37,445,541

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
24,793,569	24,639,521	24,746,491	8601	Taxation - Municipal	26,456,515	*	0	33,839,312
300,000	198,210	399,097	8604	Supplementary	450,000	*		300,000
360,000	315,532	244,919	8606	Penalty and Interest on Taxes	360,000			350,000
-300,000	-514,033	-77,694	8609	Tax Cancellations	-175,000	*	*	-225,000
25,153,569	24,639,230	25,312,813		TOTAL TAXATION	27,091,515		0	34,264,312
								37,246,191

2021-11-16

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT #: **862**

2021 BUDGET	2020 YTD	2021 YTD	CODE	OBJECT	2022 DEPT REQUEST	*	2022 FINAL APPROVED	*	2023 FORECAST	2024 FORECAST
12,500	12,224	0	8621	Canada	12,500				12,500	12,500
12,500	12,224	0		TOTAL OTHER GRANTS IN LIEU	12,500		0		12,500	12,500

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT#: **862**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
	CODE	OBJECT	DETAILS
Payments of grants in lieu by federal & municipal governments.	8621	Canada	Canada Post Building - Town allocation of payment in lieu of taxes.
PERFORMANCE DATA:			

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS IN LIEU**

ACCOUNT #: **863**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
3,900	3,898	3,866	8631	LCBO	3,900		3,900	4,000
380	359	141	8638	MTO	400 *		400	500
3,100	3,733	3,100	8634	Ontario Correctional - Brookside	3,100		3,100	3,200
6,650	7,992	6,650	8636	Northumberland Hills Hospital	6,650		6,650	6,650
17,500	17,065	6,704	8637	O.P.P.	17,500		17,500	17,500
31,530	33,047	20,461		TOTAL PROVINCIAL GRANTS IN LIEU	31,550	0	31,550	31,850

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS - OMPF**

ACCOUNT #: **864**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
48,900	57,500	36,675	8641	OMPF- Direct	41,600		35,400	30,000
115,000	0	0	871142700	Reserve - Safe Restart Agreement (SRA)	100,000		0	0
163,900	57,500	36,675		TOTAL PROV GRANTS UNCONDITIONAL	141,600	0	35,400	30,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2021 BUDGET	2020 YTD	2021 YTD	CODE	OBJECT	2022 DEPT REQUEST	*	2022 FINAL APPROVED	*	2023 FORECAST	2024 FORECAST
125,000	81,280	36,849	8711	Interest Income	125,000				125,000	125,000
125,000	315,532	149,485		TOTAL OTHER REVENUE	125,000		0		125,000	125,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
COUNCIL	360,080	296,377	357,939	(0.6)	0	(100.0)	375,648	368,622
CAO	262,026	207,226	333,210	27.2	0	(100.0)	404,063	413,457
COMMUNICATIONS	261,570	225,081	275,833	5.5	0	(100.0)	269,543	274,296
CLERKS								
Administration	548,369	596,779	741,993	35.3	0	(100.0)	925,033	954,052
General Licenses	-24,500	-15,499	-25,500	4.1	0	(100.0)	-26,000	-26,000
Lottery Revenue	-110,000	-35,332	-110,000	0.0	0	(100.0)	-110,000	-110,000
Dog Tag Revenue	-13,000	-18,998	-20,000	53.8	0	(100.0)	-20,000	-20,000
General Revenue	-33,700	-27,499	-33,700	0.0	0	(100.0)	-33,700	-33,700
NET CLERK	367,169	499,451	552,793	50.6	0	(100.0)	735,333	764,352
FINANCE	712,132	586,372	849,723	19.3	0	(100.0)	1,029,089	1,060,592
Revenue	-20,000	-17,085	-21,000	5.0	0	(100.0)	-22,000	-23,000
NET FINANCE	692,132	569,287	828,723	19.7	0	(100.0)	1,007,089	1,037,592
INFORMATION TECH	384,533	306,022	516,623	34.4	0	(100.0)	582,691	603,640
VICTORIA HALL	742,176	467,550	791,626	6.7	0	(100.0)	897,913	926,129
FINANCIAL	-286,500	100,142	-337,500	(17.8)	0	(100.0)	-154,300	-160,950
PERSONNEL	444,233	313,213	591,085	33.1	0	(100.0)	649,366	689,025
HEALTH & SAFETY	11,850	12,381	15,650	32.1	0	(100.0)	15,650	15,650
TOTAL EXPENSES	3,440,469	3,111,143	4,136,182	20.2	0	(100.0)	4,994,696	5,144,513
TOTAL REVENUE	-201,200	-114,413	-210,200	4.5	0	(100.0)	-211,700	-212,700
NET TO TOWN	3,239,269	2,996,730	3,925,982	21.2	0	(100.0)	4,782,996	4,931,813
DEBT CHARGES	0	0	0	-	0	-	37,000	37,000

**Detail in Long Term Debt Charges Section

TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
220,761	214,765	170,921	100010	Payroll Salaries & Wages	221,359			225,232	229,174
0	848	624	100011	Payroll Overtime	0	*	0	0	0
60,000	54,096	49,690	100030	Payroll Benefits	60,000			62,000	64,000
1,000	1,003	1,054	1000290	Honourarium - Town Crier / Poet Laurette	1,000			1,000	1,000
281,761	270,712	222,289		SUB TOTAL SALARIES, WAGES & BENEFITS	282,359		0	288,232	294,174
1,000	361	1,177	1000150	Office Supplies	1,000			1,000	1,000
4,400	4,263	3,210	1000180	Telephone & Answer Svc	4,400			4,400	4,400
600	261	261	1000210	Advertising & Promotions	1,600	*		1,600	1,600
0	0	0	1000211	Citizen Engagement	0	*		0	0
1,300	11	0	1000220	Printing	1,300			1,300	1,300
100	12	62	1000240	Postage & Couriers	100			100	100
13,100	9,807	10,039	1000250	Memberships & Subscrip'ns	13,100			13,100	13,100
3,000	901	0	1000270	Travel Expense	3,000			3,000	3,000
8,000	3,880	1,745	1000330	Receptions	11,500	*		11,500	11,500
7,500	4,232	946	1000340	Presentations	2,500			2,500	2,500
15,000	10,000	1,984	1000350	Election	20,000	*		20,000	20,000
3,500	832	0	1000370	Meals & Refreshments	3,500			3,500	3,500
10,500	1,322	3,693	1000380	Conference & Conventions	10,500			10,500	10,500
12,500	9,106	6,283	1000399	Public Relations	9,500			9,500	9,500
0	0	4,320	1000700	COVID-19 Supplies	0			0	0
4,000	0	9,667	1000851	Special Projects - Strategic Planning	0			0	0
0	0	0	1000854	Special Project - Mayor's 150th Project	0			0	0
0	0	0	1000856	Special Project - Council Chamber Gallery Chairs	0			0	0
1,800	194	173	1000857	Special Project - Town Crier	1,800			1,800	1,000
0	31,271	0	1000853	Special Project - Human Resources	0			0	0
0	0	0	1000858	Special Project - Carpet Replacement	0			12,000	0
0	0	30,528	1000859	Sp Proj - Organizational Review	0			0	0
0	86,496	0	1000860	Special Project - Service Delivery Review	0			0	0
-7,981	-7,862	0	1000955	Building Dept. - Indirect Costs	-8,220	*		-8,384	-8,552
0	0	0	1000912	Transfer from/to Election Reserve	0	*		0	0
0	0	0	1000913	Transfer from Building Efficiencies Fund	0			0	0
0	-86,496	0	1000913	Transfer from Municipal Modernization	0			0	0
78,319	68,591	74,088		SUB TOTAL MATERIALS	75,580		0	87,416	74,448
360,080	339,303	296,377		TOTAL COUNCIL	357,939		0	375,648	368,622

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.	2022	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 Other advertising - \$310 Watershed Magazine - \$1,000
	2022	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
PERFORMANCE DATA:	2022	1000250	Memberships & Subscriptions	AMO - \$9,575, Great Lakes - \$2750 Municipal Word - \$1550 split with Personnel - \$775
	2022	1000330	Receptions	Mayor's Levee - \$1,500, 25 yr Reception - \$2,500 Staff Christmas Reception - \$4,000 Business Achievement Awards - 2022, 2023 - \$1,500 Misc - \$2,000
	2022	1000340	Presentations	Framing - \$500, Merchandise - \$700 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300 Moved - Long Term Recognition to HR Budget
	2022	1000380	Conferences & Conventions	Mayor - \$1,500 Deputy Mayor & Councillors - \$1,500/each x 6 = \$9,000
	2022	1000399	Public Relations / Mayor Discretion	Rotary Ribfest - \$500, Legion Wreath - \$60 NHH Coffee - \$100, NHH Gala - \$2,500 United Way Challenge the Dragon - \$1,500 United Way - \$100, MADD - \$315 Northumberland Fare Share Food Bank Golf - \$900 GRCA Dinner - \$290 International Women's Day Operation Red Nose - YMCA Strong Communities Banner 2020 Special Dignitaries
	2022	1000857	Town Crier	Town Crier, cleaning, guild membership, insurance, etc.
	2023	1000858	Carpet Replacement	Replace carpet in Council Chambers

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
203,258	99,024	161,829	110010	Payroll Salaries & Wages	255,640	*		309,114	314,523
0	848	624	110011	Payroll Overtime	0			0	0
53,945	24,748	41,828	110030	Payroll Benefits	68,000	*		88,916	92,938
257,203	124,620	204,281		SUB TOTAL SALARIES, WAGES & BENEFITS	323,640	*	0	398,030	407,461
750	747	183	1100150	Office Supplies	2,750	*		750	750
900	1,410	661	1100180	Telephone & Answering Svc	900			900	900
200	106	0	1100220	Printing	200			200	200
2,000	191	587	1100250	Memberships & Suscrip'ns	2,000			2,000	2,000
1,100	834	394	1100260	Training & Courses	3,600	*		2,100	2,100
1,200	1,178	0	1100270	Travel Expense	1,500	*		1,500	1,500
200	0	738	1100370	Meals & Refreshments	200			200	200
250	0	382	1100380	Conferences & Conventions	250			250	250
-1,777	-1,750	0	1100955	Building Dept. - Indirect Costs	-1,830	*		-1,867	-1,904
4,823	2,716	2,945		SUB TOTAL MATERIALS	9,570	*	0	6,033	5,996
0	0	0	1100851	Special Project - Opiod Crisis	0			0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
262,026	127,336	207,226		TOTAL ADMINISTRATION	333,210	*	0	404,063	413,457

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	2022	1100150	Office Supplies	\$750 + New Staff - Additional \$2,000
	2022	1100250	Memberships & Subscriptions	OMAA Membership - \$400 Other Professional Organizations - \$1,600
PERFORMANCE DATA:	2022	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200 New Staff - \$1,500
	2022	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Fall OMAA - \$500
	2022	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2022	1100380	Conferences & Conventions	Miscellaneous - \$250

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - COMMUNICATIONS DEPT**

ACCOUNT #:

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
144,739	137,929	117,582	130010	Payroll Salaries & Wages	151,161	*		153,806	156,497
3,418	4,885	1,932	130011	Payroll - Overtime	3,476			3,537	3,599
40,663	42,273	38,476	130030	Payroll Benefits	42,325	*		43,000	45,000
188,820	185,087	157,990		SUB TOTAL SALARIES, WAGES & BENEFITS	196,962	*	0	200,343	205,096
400	0	178	1300150	Office Supplies	400			400	400
26,800	34,177	30,268	1300171	Software Maintenance	30,771	*		30,000	30,000
1,200	1,651	459	1300180	Telephone & Answering Svc	1,200			1,200	1,200
25,000	32,135	20,466	1300210	Advertising & Promotions	32,000	*		32,000	32,000
1,500	843	0	1300220	Printing	1,500			1,500	1,500
950	0	0	1300250	Memberships & Suscrip'ns	950			950	950
400	0	0	1300260	Training & Courses	400			400	400
300	0	0	1300270	Travel Expense	350	*		350	350
1,200	0	0	1300380	Conferences & Conventions	1,300	*		2,400	2,400
15,000	0	15,770	1300700	COVID - Signage	10,000			0	0
72,750	68,806	67,141		SUB TOTAL MATERIALS	78,871	*	0	69,200	69,200
0	20	0	1300851	Special Project - Website	0			0	0
0	48,337	0	1300852	Special Project - Hometown Hockey	0			0	0
0	-3,067	-50	87010	Revenue - Comm Promotions	0			0	0
0	-19,412	0	87011	Revenue - Sponsorships	0			0	0
0	25,878	-50		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
261,570	279,771	225,081		TOTAL ADMINISTRATION	275,833	*	0	269,543	274,296

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #:

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To ensure that communications across the Town of Cobourg are well co-ordinated, effectively managed and responsive to the diverse information needs of the public.	2022	1300171	Software Maintenance	Annual Webhosting Esolutions - \$4,200 / yr Annual E-Commerce Gateway - \$3,500 / yr Annual Ebook Module Service Fee - \$500 Web/Intranet Enhancements - \$5,000 Adobe Creative Cloud Software - \$900/yr Bang the Table Annual Fee - \$12,000/yr One time upgrade for Town website news module - \$3,487 Google Search Integration \$1,184
	2022	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion as well as cross-departmental marketing promotional material. Added in IABC Gold Quill Award application fee
PERFORMANCE DATA:	2022	1300220	Printing	Printing of marketing and communications material for Town of Cobourg corporate branding initiatives EngageCobourg (public engagement), travel advertisements, lamp post banners, pull up banners, etc.
	2022	1300250	Memberships & Subscriptions	IABC Membership - \$340 US - \$450 CAD CMP Designation - \$500
	2022	1300260	Training & Courses	Digital Marketing Workshop
	2022	1300270	Travel Expense	Travel to Conference and Workshop
	2022	1300380	Conferences	Municipal Communications Conference 2022 x 1 participant
	2022	1300700	COVID	Signage and printing

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-7,000	-2,050	-1,500	8701	General License	-7,500			-7,500	-7,500
-17,500	-21,252	-13,999	8702	Marriage License	-18,000	*		-18,500	-18,500
-110,000	-72,472	-35,332	8703	Lottery License	-110,000	*		-110,000	-110,000
-13,000	-14,603	-18,998	87017	Dog Tags & Fines	-20,000			-20,000	-20,000
-8,000	-69,592	-10,294	87013	General Income	-8,000	*		-8,000	-8,000
-200	-1	0	87014	Printing Chargebacks	-200	*		-200	-200
-2,500	-1,770	-900	8704	Taxi License	-2,500	*		-2,500	-2,500
-4,000	-4,760	-3,115	87035	Burial Permits	-4,000	*		-4,000	-4,000
-17,500	-20,846	-12,725	87060	Wedding Solemnization Services	-17,500	*		-17,500	-17,500
-1,500	-485	-465	87071	FOI / Comm of Oath	-1,500	*		-1,500	-1,500
0	0	-54,299	871141150	Clerks - Provincial Grant	0			0	0
-181,200	-207,831	-151,627		TOTAL CLERKS DEPARTMENT REVENUE	-189,200		0	-189,700	-189,700

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
Function	2019	2020	2021-Oct	2022	8701	Business Licences	Refreshment Vehicles, Itinerant Vendors, Second Hand Goods, Horse and Carriage. Patio
Lotteries	82,016	72,472	35,322	2022	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario, Division Registrar
Business Licenses	3,250	2,000	1,500	2022	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences, AGCO
Marriage Licenses	13,505	21,329	13,999	2022	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Civil Ceremonies (new)	14,400	21,146	12,725	2022	87017	Dog Tag Sales	Dog Tag Sales with new DocuPet Online Application Process, with potential to increase dog tag sales and compliance with the licencing process.
Taxi Licences	1,602	1,770	900	2022	87013	General Income	General Income, Commission of Oaths, FOI Requests
Dog Tag Sales	6,565	14,563	18,998	2022	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
Burial Permits	3,200	4,405	3,115	2022	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiant. As part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
378,257	272,834	290,687	115010	Payroll Salaries & Wages	456,732			572,260	582,309
0	5,404	7,280	115011	Payroll - Overtime	0			0	0
0	0	6,348	115020	Payroll Part-time Salaries & Wages	0	*		0	0
100,458	78,017	83,112	115030	Payroll Benefits	144,964	*		191,236	206,268
478,715	356,255	387,427		SUB TOTAL SALARIES, WAGES & BENEFITS	601,696	*	0	763,496	788,577
2,500	2,257	2,433	1150150	Office Supplies	2,500			2,500	2,500
2,000	1,877	0	1150160	Office Equipment Purchase	4,000	*		2,000	2,000
2,000	591	976	1150170	Office Equip Maintenance	2,000			2,000	2,000
24,570	7,998	19,697	1150171	Software Maintenance	25,200			25,750	26,250
12,000	26,076	33,603	1150180	Telephone & Answering Svc	12,000			12,000	12,000
500	2,136	0	1150210	Advertising & Promotions	500			500	500
1,500	0	0	1150220	Printing	1,500			1,500	1,500
10,000	8,280	5,226	1150230	Photocopier Expense	10,000			10,000	10,000
0	421	0	1150231	Accessibility Expenses	0			0	0
10,000	6,158	27,425	1150240	Postage & Couriers	10,000			10,000	10,000
1,000	715	1,000	1150250	Memberships & Subscrip'n's	1,000			1,000	1,000
3,000	0	2,544	1150260	Training & Courses	4,500	*		3,000	3,000
1,000	0	0	1150270	Travel Expenses	1,000			1,000	1,000
500	150	0	1150370	Meals & Refreshments	500			500	500
2,000	982	1,476	1150380	Conferences & Conventions	2,000			2,000	2,000
-2,916	-2,873	0	1150955	Building Dept. - Indirect Costs	-3,003	*		-3,063	-3,125
69,654	54,768	94,380		SUB TOTAL MATERIALS	73,697	*	0	70,687	71,125
0	6,000	6,000	1150750	Contracts - Archive Rent CPL	0	*		0	0
0	1,191	53,933	1150850	Special Project - Record Management Software	0	*		0	0
11,450	0	14,399	1150851	Special Project - Accessibility Plan	35,850	*		39,850	54,850
11,150	0	8,356	1150852	Special Project - EDI Strategy	30,750	*		41,000	39,500
0	0	32,284	1150853	Special Project - Inclusive Community	0			0	0
0	5,000	0	1150912	Transfer to IT Reserve	0			10,000	0
-22,600	0	0	1150913	Transfer from Building Efficiencies Grant	0			0	0
0	12,191	114,972		SUB TOTAL CONTRACTED SERVICES	66,600	*	0	90,850	94,350
548,369	423,214	596,779		TOTAL CLERKS DEPARTMENT	741,993	*	0	925,033	954,052

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	2022	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	2022	1150160	Office Equipment Purchase	Office furnishings, and equipment New Staff - \$2,000
PERFORMANCE DATA:	2022	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2022	1150171	Software Maintenance	Escribe - \$19,570, Max Galaxy, MOMRMS Records Mgmt
	2022	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2022	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2022	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2022	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2022	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 Flip Book Software - Shared WHMIS - Shared Municipal Web Subscription - shared
	2022	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Escribe New Staff - \$1,500
	2022	1150380	Conferences & Conventions	Annual AMCTO Conference
	2022	1150851	Sp Project - Multi-Year Accessibility Plan	see detailed page
	2022	1150852	Sp Project - EDI Strategy	see detailed page

TOWN OF COBOURG 2022 OPERATING ESTIMATES

Special Project - Multi-Year Accessibility Plan

2022	Amount	
<i>Closed Captioning - Council Meetings requirement under AODA</i>		11,000
<i>LanguageLine</i>		2,500
<i>Rick Hansen Training</i>		2,500
<i>Rick Hansen Certificate</i>		350
<i>Education and Awareness Campaigns - Promoted Facebook Ads</i>		1,500
<i>National Accessibility Awareness Week</i>		5,000
<i>Signage and Wayfinding Upgrades</i>		5,000
<i>BrowseAloud</i>		5,000
<i>BlueToad Accessible Newsletters</i>		3,000
<i>Accessible Dock - Included in Waterfront Facilities capital budget</i>		
<i>Accessibility Upgrades - Town Facilities - included in Public Works Capital</i>		
	TOTAL	35,850
2023	Amount	
<i>Closed Captioning - Council Meetings requirement under AODA</i>		12,000
<i>LanguageLine</i>		5,000
<i>Additional Training</i>		2,000
<i>Rick Hansen certificate</i>		350
<i>Advertisements</i>		1,000
<i>Education and Awareness Campaigns - Promoted Facebook Ads</i>		1,500
<i>National Accessibility Awareness Week</i>		5,000
<i>Age Friendly Communities</i>		5,000
<i>BrowseAloud</i>		5,000
<i>BlueToad Accessible Newsletters</i>		3,000
<i>Accessibility Upgrades - Town Facilities - included in Public Works Capital</i>		
	TOTAL	39,850
2024		
<i>Closed Captioning - Council Meetings requirement under AODA</i>		12,000
<i>LanguageLine</i>		5,000
<i>Additional Training</i>		2,000
<i>Rick Hansen certificate</i>		350
<i>Advertisements</i>		1,000
<i>Education and Awareness Campaigns - Promoted Facebook Ads</i>		1,500
<i>National Accessibility Awareness Week</i>		5,000
<i>Age Friendly Communities</i>		5,000
<i>BrowseAloud</i>		5,000
<i>BlueToad Accessible Newsletters</i>		3,000
<i>Hiring Initiative</i>		15,000
	TOTAL	54,850

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

Special Project - EDI Strategy

2022	Amount	
<i>CCDI Employer Partner</i>		3,000
<i>Indigenous Awareness Training</i>		10,000
<i>Anti-Racism</i>		2,000
<i>Women's Mentoring Program</i>		2,500
<i>Awareness Campaigns</i>		1,000
<i>Lunch & Learns</i>		1,000
<i>Additional Training</i>		2,000
<i>EDIAC Projects</i>		2,250
<i>Youth Engagement</i>		7,000
	TOTAL	30,750
2023	Amount	
<i>CCDI Employer Partner</i>		3,000
<i>Anti-Racism Training</i>		15,000
<i>Women's Mentoring Program</i>		2,500
<i>Awareness Campaigns</i>		1,000
<i>EDI Speakers</i>		5,000
<i>Lunch & Learns</i>		2,000
<i>Conferences</i>		1,000
<i>Additional Training</i>		2,000
<i>EDIAC Projects</i>		2,500
<i>Audits</i>		2,000
<i>Youth Engagement</i>		5,000
	TOTAL	41,000
2024	Amount	
<i>CCDI Employer Partner</i>		3,000
<i>Additional Training</i>		5,000
<i>Women's Mentoring Program</i>		2,000
<i>Awareness Campaigns</i>		1,000
<i>EDI Speakers</i>		10,000
<i>Lunch & Learns</i>		2,000
<i>Conferences</i>		2,000
<i>Certifications</i>		2,000
<i>EDIAC Projects</i>		2,500
<i>Audits</i>		2,500
<i>Youth Engagement</i>		7,500
	TOTAL	39,500

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-20,000	-20,035	-17,085	87038	Tax Certificates	-21,000		-22,000	-23,000
-20,000	-20,035	-17,085		TOTAL FINANCE DEPARTMENT REVENUE	-21,000	0	-22,000	-23,000

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
509,001	499,276	378,520	120010	Payroll Salaries & Wages	598,332	*	722,341	734,983
9,101	3,388	6,630	120011	Payroll - Overtime	9,357		9,521	9,687
500	583	0	120020	Other Salaries & Wages	500		500	500
151,091	144,108	114,756	120030	Payroll Benefits	195,351	*	247,469	266,693
669,693	647,355	499,906		SUB TOTAL SALARIES, WAGES & BENEFITS	803,540	*	0	979,831
2,500	1,006	1,403	1200150	Office Supplies	2,500		2,500	2,500
500	41	0	1200160	Office Equip Purchase	2,500	*	2,500	500
4,500	4,357	4,762	1200170	Office Equip Maintenance	4,500		4,500	4,500
49,950	31,119	57,439	1200171	Software Maintenance	52,400	*	53,500	54,500
1,850	1,677	1,392	1200180	Telephone & Answer Serv	1,900		1,950	2,000
250	0	0	1200210	Advertising & Promotion	250		250	250
6,500	6,330	4,495	1200220	Printing	6,500		6,500	6,500
6,000	5,900	4,231	1200230	Photocopier Expense	6,000		6,000	6,000
19,000	17,270	7,161	1200240	Postage & Couriers	19,000		19,000	19,000
3,800	3,988	4,111	1200250	Memberships & Subscrip'ns	3,800		3,900	4,000
4,500	2,545	458	1200260	Training & Courses	7,000	*	9,000	9,500
1,500	70	55	1200270	Travel Expense	2,000	*	2,000	2,000
200	65	43	1200370	Meals & Refreshments	200		200	200
3,000	814	916	1200380	Conferences & Conventions	4,500	*	4,500	4,500
-8,511	-8,385	0	1200955	Building Dept. - Indirect Costs	-8,767	*	-8,942	-9,121
-13,600	0	0	1200991	Recoveries	-13,600	*	-13,600	-13,600
81,939	66,797	86,466		SUB TOTAL MATERIALS	90,683	*	0	93,758
0	23,439	0	1200850	Special Project - Upgrade to Vailtech Security	0		0	0
0	-23,439	0	1200913	Transfer from Building Efficiencies	0		0	0
-40,000	-30,000	0	1200913	Transfer from Reserve - Northam	-45,000		-45,000	-45,000
500	0	0	1200300	Legal Fees	500		500	500
-39,500	-30,000	0		SUB TOTAL CONTRACTED SERVICES	-44,500		0	-44,500
712,132	684,152	586,372		TOTAL FINANCE DEPARTMENT	849,723	*	0	1,029,089

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2022	2023	2024
<i>Transit - 1200991</i>	3,600	3,600	3,600
<i>Parking - 1200991</i>	10,000	10,000	10,000
<i>Northam Industrial Park - 1200913</i>	45,000	45,000	45,000
<i>Total Recoveries</i>	58,600	58,600	58,600

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure timely collection of revenues, to pay suppliers accounts, salaries and wages, prepare financial statements, subsidy applications, invest surplus funds and maintain adequate tax flow to meet commitments. Co-ordinate debentures sales, energy management matters, computerized information systems.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
Perf Data	2019	2020	2021 - Oct 14				
Tax Bills Issued	16744	16826	17038	2022	1200160	Office Equipment Purchases	\$1,000 + New Staff - \$1,500
Tax Cert. Issued	540	540	503	2022	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
Tax Appeal Proc	0	0	0	2022	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$15,500, Oracle - \$4,400 Great Plains - \$24,000 Year End Update - \$5,400 Joe Software - \$3,100
A/C Payable - Cheques	2491	2224	980	2022	1200180	Telephone	Includes 3 cell phones
A/C Payable - EFT	2655	3242	2803	2022	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
Misc. Rev Inv.	1654	1044	731	2022	1200230	Photocopier	Lease plus maintenance cost
				2022	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.
				2022	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$400 Ont. Municipal Revenue & Tax Collector - \$230 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$225 AMTCO - \$420 Canadian Payroll - \$275
				2022	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses New Staff - \$1,500
				2022	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees MFOA Conference - 3 Attendees

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
106,034	89,543	70,933	121010	Payroll Salaries & Wages	139,279	*		172,716	175,739
3,418	17,984	11,364	121011	Payroll - Overtime	3,476			3,537	3,599
28,741	25,740	22,564	121030	Payroll Benefits	42,827	*		56,401	60,975
138,193	133,267	104,861		SUB TOTAL SALARIES, WAGES & BENEFITS	185,582	*	0	232,654	240,313
1,000	2,605	2,603	1210150	Office Supplies	1,000			1,000	1,000
4,500	0	1,251	1210170	Office Equipment	5,000	*		5,500	6,000
3,000	2,465	1,506	1210180	Telephone and Answ Svc	3,000			3,000	3,000
2,000	25	0	1210260	Training & Courses	2,000			2,000	2,000
1,000	736	580	1210270	Travel Expense	1,000			1,000	1,000
40,000	0	0	1210850	Special Project - IT Strategy Plan	0			0	0
-9,960	-9,813	0	1210955	Building Dept. - Indirect Costs	-10,259	*		-10,463	-10,673
41,540	-3,982	5,940		SUB TOTAL MATERIALS	1,741		0	2,037	2,327
9,000	75	0	1210171	Software Maintenance	48,500	*		51,000	53,000
192,300	158,017	144,467	1210175	Web / Security Enhancement Contract	210,800	*		220,000	230,000
24,000	32,614	23,053	1210750	Support Contract Simnet	24,000			24,000	24,000
12,000	0	1,296	1210751	Technical Support Contract - All Others	5,000			6,000	6,000
30,720	0	15,630	1210856	Special Project - Office 365	0			0	0
7,680	0	10,775	1210857	Special Project - Two Factor Authentication	0			0	0
0	0	0	New	Special Project - Vic Hall Server Mitigation	16,000	*		17,000	18,000
275,700	190,706	195,221		SUB TOTAL CONTRACTED SERVICES	304,300	*	0	318,000	331,000
7,500	6,755	0	1210320	Insurance	10,000	*		10,000	10,000
-38,400	0	0	1210913	Transfer from Building Efficiencies	0			0	0
-40,000	0	0	1210913	Transfer to Computer Reserve	15,000	*		20,000	20,000
-70,900	6,755	0		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000	*	0	30,000	30,000
384,533	326,746	306,022		TOTAL INFORMATION TECHNOLOGIES	516,623	*	0	582,691	603,640

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Computer systems support.	2022	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2022	1210171	Software Maintenance	Annual Costs - Anti virus subscriptions - \$6,000 - Regular software maintenance costs - \$2,000 - Additional software - Abode Pro, - \$1,500 - Office 365 - \$31,000 - Two Factor Authentication - \$8,000
PERFORMANCE DATA:				
Systems Supported:				
10 Complete Network Systems (VPN's)				
10 Routers/Gateway Systems				
4 E-mail Gateway/Virus Scanning System				
12 Servers				
150 Desktop Computers				
51 Desktop and network printers				
6 Networked Copiers				
36 Laptop Computers				
GIS System - 3 Servers				
Financial Systems				
	2022	1210175	Web / Internet Costs	Exchange Server - \$22,000 Forti Mail Spam - \$4,500 Eagle DSL Connection - \$28,000 Fortinet Analyzer - \$7,700 Firewall Annual Renewal - \$18,000 Cloud Backup/Recovery - \$14,000 - additional SharePoint Kayesa Monitoring Software - \$10,700 Hosted Servers - \$15,400 Splunk Security Monitoring Intelligence - \$67,200 Fibre Connection to Data Centre - \$16,500 (for increased security and better performance) Security/Training Application - \$6,800
	2022	1200180	Telephone	Cell phone costs for two staff
	2022	1200250	Memberships & Subscriptions	MISA, other associations
	2022	1210260	Training & Courses	Various training for staff
	2022	1210270	Travel Allowance	Travel allowance
	2022	1210320	Insurance	Cyber Insurance
	2022	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month
	2022	1210751	Technical Support Contract	Technical Support - \$5,000 includes all time and material

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Computer systems support.	2022	1210751	Technical Support Contract	Technical Support - \$12,000 includes all time and material
	2022	New	Sp Project - Vic Hall Server Mitigation	Move all servers that are in Victoria Hall to the data centre
PERFORMANCE DATA: Systems Supported: 10 Complete Network Systems (VPN's) 10 Routers/Gateway Systems 4 E-mail Gateway/Virus Scanning System 12 Servers 150 Desktop Computers 51 Desktop and network printers 6 Networked Copiers 36 Laptop Computers GIS System - 3 Servers Financial Systems				

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMIN. BUILDING VICTORIA HALL**

ACCOUNT #: **1400.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
233,888	230,248	183,831	140010	Payroll Salaries & Wages	239,307		243,495	247,756
15,376	3,021	3,201	140011	Payroll - Overtime	15,425		15,695	15,970
18,057	17,960	15,150	140012	Payroll - Standby	18,340		18,661	18,988
0	0	4,462	140015	Payroll - Part Time Wages	11,193	*	11,388	11,587
50,000	10,403	7,062	140020	Other Salaries & Wages	50,000		52,000	55,000
75,000	71,513	57,179	140030	Payroll Benefits	76,750		80,000	81,000
0	0	567	140030	Payroll Part-time Benefits	1,550	*	1,575	1,600
1,600	1,297	1,504	140050	Clothing	1,600		2,000	2,000
600	811	725	140060	Footwear	600		1,000	1,000
394,521	335,253	273,681		SUB TOTAL SALARIES, WAGES & BENEFITS	414,765	*	0	425,814
400	411	114	1400150	Office Supplies	400		400	400
2,100	2,230	1,832	1400180	Cell Phone Expenses	2,200	*	2,300	2,400
500	195	199	1400190	Communication Equipment	500		500	500
1,500	0	0	1400260	Training & Courses	2,000	*	2,500	3,000
18,000	14,178	10,777	1400450	Heat	18,000		22,000	25,000
170,000	155,459	80,251	1400460	Utilities	170,000		180,000	190,000
65,000	78,486	28,637	1400470	Building Maintenance	65,000		67,000	69,000
9,000	7,231	5,707	1400500	Custodial/Cleaning Supplies	9,000		10,000	10,000
5,000	0	1,990	1400700	COVID Supplies	2,500		2,500	2,500
1,500	0	1,851	1400570	Property Maintenance & Improvements	1,500		2,000	2,500
3,000	5,260	995	1400600	Vehicle Maint & Repair	3,000		3,500	4,000
1,500	1,547	728	1400650	Gasoline	1,500		1,700	2,000
1,000	88	320	1400680	Other Equip Maint/Repair	1,500	*	2,000	2,500
2,473	2,473	0	1400930	Transfer to Vehicle Reserve	2,473		2,473	2,473
-24,818	-24,451	0	1400955	Building Dept. - Indirect Costs	-25,562	*	-26,074	-26,595
0	0	0	1400992	Recoveries - Dressler House	0	*	0	0
-21,000	-3,101	0	1400993	Recoveries - Commissionaires Wages	-21,000	*	-23,000	-24,000
-7,000	-7,682	0	1400994	Recoveries - Library Maintenance	-7,000		-7,000	-7,000
228,155	232,324	133,401		SUB TOTAL MATERIALS	226,011		0	242,799

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMIN. BUILDING VICTORIA HALL**

ACCOUNT #: **1400.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
35,000	21,557	0	1400320	Liability Insurance	36,750	*		38,600	40,550
5,000	6,919	5,933	1400480	Garbage Removal	5,000			5,100	5,200
71,000	59,798	32,221	1400550	System Contracts/Repairs	75,100	*		76,000	77,000
7,000	4,684	22,314	1400850	Library Maintenance	7,000			7,500	7,600
0	550	0	1400851	Dressler House Maintenance	0	*		0	0
1,500	0	0	1400852	Special Projects - Christmas Magic	2,000	*		2,100	2,200
119,500	93,508	60,468		SUB TOTAL CONTRACTED SERVICES	125,850	*	0	129,300	132,550
0	0	0	1400913	Transfer to/from Reserve	25,000	*	0	100,000	100,000
0	0	0		TOTAL OTHER CHARGES & TRANSFERS	25,000	*	0	100,000	100,000
742,176	661,085	467,550		TOTAL ADMIN. BUILDING VICTORIA HALL	791,626	*	0	897,913	926,129

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To undertake maintenance of Victoria Hall interior, exterior and co-ordinate long term maintenance and repair. Oversee cleaning contracts(new), oversee all maintenance contracts and the everyday operation of Victoria Hall safety regulations and fire code checks. Also includes C. Gordon King Centre, Dressler House, Second Street Fire Hall, Henley Arcade, and Market Building.	2022	140020	Other Salaries & Wages	Building security contractor
	2022	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2022	1400190	Communications Equipment	Hand radios, base station, licence
	2022	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2022	1400470	Building Maintenance	Regular Maintenance - \$65,000
	2022	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2022	1400700	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
	2022	1400550	System Contracts	Air Handling and Heating System - \$22,000 Chiller Service Agreement - \$6,500 Elevator - \$15,000 Boiler - \$2,500 TSSA Inspections - \$1,200 Fire Protection System - \$2,100 Sprinkler Systems - \$1,200 Generator Annual Inspection - \$1,100 Fire Extinguishers Inspection - \$1,000 Alarm Monitoring - \$1,700 Contingency - \$13,000 Building Automation System - \$5,000 Concert Blinds Yearly Service - \$1,600 Clock Tower Mechanism Service - \$1,200
	2022	1400600	Vehicle Maint & Repairs	Regular maintenance
	2022	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
PERFORMANCE DATA:	2022	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff

TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2021	2020	2021		2022		2022	2023	2024	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
25,000	28,106	24,302	1500300	Legal Fees	25,000			25,000	25,000
15,000	3,282	2,369	1500360	Legal Fees - Integrity Commissioner	10,000			10,000	10,000
1,000	0	671	1500305	Collection Fee	1,000			1,000	1,000
40,000	36,823	34,293	1500310	Audit Fees	40,000			55,000	45,000
60,000	51,298	6,380	1500320	Liability Insurance	64,000	*		67,200	70,550
0	16,645	14,447	1500851	Special Project - Water Study	0			0	0
40,000	10,137	9,211	1500852	Special Project - Development Charges Study	25,000			0	0
15,000	11,499	0	1500853	Special Project - Asset Management Plan	15,000			15,000	15,000
35,000	0	0	1500855	Special Project - User Fees Study	0			0	0
-35,000	0	0	1500913	Recoveries - Northam Reserve	0			0	0
-40,000	0	0	1500913	Recoveries - Development Charges	-25,000			0	0
156,000	157,790	91,673		SUB TOTAL CONTRACTED SERVICES	155,000		0	173,200	166,550
50,000	67,845	2,656	1500321	Insurance - Reserve for claims	50,000			50,000	50,000
12,500	9,379	5,810	1500912	POS, Modem and Other Bank Fees	12,500			12,500	12,500
10,000	0	0	1500913	Trans to Reserve - Contingency	10,000			10,000	10,000
0	0	0	1500912	Contingency Non-Union / Union Changes	0			0	0
250,000	0	3	1500916	Interest Expenses / Internal Reserve Accounts	150,000			150,000	150,000
0	0	0	1500924	Municipal Payment in Lieu Payments	0	*		0	0
322,500	77,224	8,469		SUB TOTAL FINANCIAL	222,500		0	222,500	222,500
260,400	0	0	1500925	Transfer to Reserve - Holdco	260,400			260,400	260,400
0	630,655	0	1500926	Transfer to Reserve - Northam	0			0	0
616,543	589,736	0	1500927	Transfer Federal Gas Tax Reserve	616,543			643,349	650,000
50,000	0	0	1500930	Transfer to Development Charges Reserve	50,000			50,000	50,000
-15,000	0	0	1500910	Transfer from Building Efficiencies - AMP	-15,000			0	0
-200,000	0	0	1500910	Transfer from Holdco Reserve - Tax Cancellations	0			0	0
0	0	0	1510910	Transfer from Development Charges - AMP	0			0	0
-600,000	-1,030,665	0	8715	Northam Draw	-750,000			-600,000	-600,000
0	0	0	8716	Holdco Dividend	0			0	0
-260,400	-260,400	0	8717	Holdco Interest	-260,400			-260,400	-260,400
-616,543	-589,736	0	8718	Federal Gas Tax Rebate	-616,543			-643,349	-650,000
-765,000	-660,410	0		TOTAL OTHER CHARGES & TRANSFERS	-715,000	*	0	-550,000	-550,000
-286,500	-425,396	100,142		TOTAL FINANCIAL	-337,500		0	-154,300	-160,950

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide for various transfers and expenses. Investment income is received and then transferred to reserves.	2022	1500321	Insurance Deductible	Budget allows for 2 claims deductibles of \$25,000 each
	2022	1500912	POS, modem, and other bank fees	Cost of doing business as more municipal locations are offering debit and credit cards as methods of payment.
PERFORMANCE DATA:	2022	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park
	2022	1500926	Transfer to Northam Reserve	Northam reserve used to fund projects as approved each year in the capital budget or special projects in the operating budget.
	2022	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
	2022	1500853	Assessment Management Plan	2022 - Asset Management Software Licence - \$11,000/yr - Software Support - \$4,000/yr
	2022	1500855	Special Project - User Fees Study	Funded from Northam

TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2021	2020	2021		2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
174,480	168,049	163,823	190010 Payroll Salaries & Wages	221,312	*	268,663	273,365
7,776	3,115	1,298	190011 Payroll - Overtime	6,892		10,281	10,460
8,100	0	0	190015 Payroll - Part Time Wages	0		8,389	8,536
52,854	33,749	43,448	190030 Benefits	68,000	*	73,000	75,000
1,417	4,885	5,736	190031 Payroll Part-time Benefits	0		1,720	1,921
0	117,266	0	190035 Future Benefits/Neer Surcharge	0	*	0	0
4,800	1,679	2,076	190050 Clothing	4,800		4,800	4,800
249,427	328,743	216,381	TOTAL SALARIES, WAGES & BENEFITS	301,004	*	0	366,853
2,500	2,952	266	1900150 Office Supplies	2,500		2,500	2,500
700	590	443	1900180 Telephone Expense	1,400	*	1,400	1,400
6,000	1,251	870	1900210 Advertising	6,000		7,000	7,500
1,500	1,359	0	1900220 Printing	3,000	*	2,000	2,000
2,475	1,252	1,724	1900250 Memberships & Subscrip'ns	3,000	*	3,000	3,000
4,000	1,260	652	1900260 Training & Courses	4,500	*	4,500	4,500
500	0	0	1900270 Travel Expense	500		1,000	1,000
3,600	288	551	1900330 Receptions	3,600		3,600	3,600
0	0	0 NEW	Employee Recognition	7,500	*	7,500	7,500
2,500	2,035	0	1900380 Conferences & Conventions	3,000	*	3,000	3,000
1,000	0	34	1900391 Negotiation Expense	3,000	*	1,000	1,000
-3,319	-3,270	0	1900955 Building Dept. - Indirect Costs	-3,419	*	-3,487	-3,557
21,456	7,717	4,540	TOTAL MATERIALS	34,581	*	0	33,013
25,000	34,955	19,888	1900300 Legal Fees / Professional Fees	50,000	*	30,000	30,000
1,500	-76	840	1900360 Consultant Fees	5,000	*	5,000	5,000
11,250	28,831	7,510	1900361 Employee Assistant Program	15,000	*	15,000	15,000
129,600	91,458	56,091	1900362 Retiree Benefits	135,500	*	159,500	191,500
10,000	63	7,963	1900399 Management Team Training	30,000	*	20,000	20,000
0	0	0	1900850 Sp Proj - CUPE Pay Equity Plan	0	*	0	0
0	0	0 NEW	Sp Proj - HRIS System	20,000	*	20,000	20,000
177,350	155,231	92,292	TOTAL CONTRACTED SERVICES	255,500	*	0	249,500
0	0	0	1900913 Transfer from Building Efficiencies	0		0	0
-4,000	0	0	871131900 Recoveries - Federal Grant Wages	0		0	0
-4,000	0	0	SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0
444,233	491,691	313,213	TOTAL PERSONNEL	591,085	*	0	649,366

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.	2022	190010	Salaries & Wages	Compensation and Benefit Analyst - Benefits Coordination, compensation (pay equity, non union market surveys, maintenance) employee recognition program
	PERFORMANCE DATA:			
	2022	190050	Clothing	48 Employees eligible for clothing purchase - \$100 each
	2022	1900180	Telephone	2 cell phones
	2022	1900210	Advertising	Recruitment / advertising costs for all departments, increase due to increased job postings
	2022	1900220	Printing	Printing of Collective Agreements - New CBAs to be printed upon bargaining conclusion for Fire and CUPE in 2022
	2022	1900250	Memberships & Subscriptions	HRPA and OMHRA membership rate increases
	2022	1900300	Legal / Professional Fees	Negotiation of CPFFA Collective Agreement Negotiation of CUPE Collective Agreement Contract reviews Questions re changing legislation
	2022	1900360	Consultant Fees	Pay Equity - Non Union maintenance, CUPE Harassment Investigations
	2022	NEW	Employee Recognition	Budget moved from Mayor's budget Annual staff BBQ - \$1,000 Recognition lunch - \$2,000 Employee appreciation program - \$2,000 Divisional appreciation - \$2,500
	2022	1900362	Retiree Benefits	\$7,500 average per retiree per year 14 current retirees with full benefits, 6 life insurance only 2022 - 10 potential, 2023 - 5 potential, 2024 - 7 potential

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Administration of personnel policies; conduct negotiations and administer collective agreements with two bargaining units and two non-union groups. Provide advice on personnel and organizational matters.	2022	1900391	Negotiation Expense	Bargaining for full-time Fire Association and CUPE
	2022	1900399	Management Team Training	Training and support for management staff through workshops and coaching
	20200	NEW	Sp Project - HRIS System	Internal HRIS System Employee dashboard - employee profiles, vacation reports, application tracking system, offboarding, license tracking, employee information (banking, time off requests, emergency contacts) Create announcements, policy sign-offs, digital on-boarding, performance management appraisal system
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
4,500	4,500	0	195010	Payroll Salaries & Wages	4,500			4,500	4,500
4,500	4,500	0		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500		0	4,500	4,500
200	0	159	1950150	Office Supplies	200			200	200
3,500	3,354	4,790	1950251	Memberships & Subscriptions	3,500			3,500	3,500
2,000	229	2,236	1950260	Training & Courses	5,000	*		5,000	5,000
450	0	0	1950370	Meals & Refreshments	450			450	450
200	0	0	1950850	Special Project - Fire Extinguishers	0			0	0
1,000	0	5,196	1950852	Special Project - First Aid Kits	2,000	*		2,000	2,000
7,350	3,583	12,381		SUB TOTAL MATERIALS	11,150	*	0	11,150	11,150
11,850	8,083	12,381		TOTAL HEALTH & SAFETY	15,650	*	0	15,650	15,650

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Ensure compliance with Provincial Legislation and Municipal Policies regarding Health and Safety. Promotion of safe and healthy work practices in all departments.	2022	1950250	Memberships & Subscriptions	HR Downloads Training - Partnership with Port Hope and Cramahe Township. All staff complete health and safety training. Access to policy/procedure templates/risk assessment tools etc. -
	2022	19520260	Training & Courses	Certification for four committee members - \$4,000 Re-certification for four committee members - \$1,000 Mayor request to increase number to have as many trained as possible.
PERFORMANCE DATA:	2022	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. 18 possible attendees. Approx. \$20.00 / person + gratuity
	2022	1950852	Special Project - First Aid Kits	Based on rates from external company

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
POLICE OPERATING								
GENERAL	5,830,001	4,774,376	5,577,104	-4.34	0	(100.0)	5,686,601	5,798,100
COURT SECURITY	184,923	934,951	404,939	119.0	0	(100.0)	426,453	448,395
COURT ADMINISTRATION	234,294	242,486	387,432	65.4	0		395,181	403,085
FACILITIES	201,000	135,203	207,800	3.38	0	(100.0)	213,296	218,963
SUB TOTAL	6,450,218	6,087,016	6,577,275	1.97	0	(100.0)	6,721,531	6,868,543
MISC REVENUE	-65,000	-10,397	-40,000	-38.46	0	(100.0)	-40,000	-40,000
POLICE BOARD	88,072	66,122	116,968	32.81	0	(100.0)	119,773	122,637
POLICE TOTAL EXP	6,538,290	6,153,138	6,694,243	2.39	0	(100.0)	6,841,304	6,991,180
POLICE TOTAL REVENUE	-65,000	-10,397	-40,000	-38.46	0	(100.0)	-40,000	-40,000
TOTAL POLICE	6,473,290	6,142,741	6,654,243	2.80	0	(100.0)	6,801,304	6,951,180
BUSINESS SERVICES	0	2,119,410	0	-	0	-	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
FIRE								
EXPENSES	3,259,366	2,442,576	3,699,047	13.5	0	(100.0)	3,981,346	4,432,944
REVENUE	-13,500	-12,664	-13,500	0.0	0	(100.0)	-13,500	-13,500
NET FIRE	3,245,866	2,429,912	3,685,547	13.5	0	(100.0)	3,967,846	4,419,444
EMERGENCY MANAGEMENT	144,555	103,898	147,052	1.7	0	(100.0)	153,344	157,664
BUILDING INSPECTION								
EXPENSES	415,000	238,647	450,000	8.4	0	(100.0)	450,000	450,000
BUILDING REVENUE	-415,000	-572,437	-450,000	8.4	0	(100.0)	-450,000	-450,000
NET BUILDING INSPECTION	0	-333,790	0	-	0	-	0	0
BYLAW DEPT								
EXPENSES	90,576	59,186	94,565	4.4	0	(100.0)	96,768	99,073
BYLAW REVENUE	-19,000	-16,300	-19,000	0.0	0	(100.0)	-19,000	-19,000
NET BYLAW DEPT	71,576	42,886	75,565	5.6	0	(100.0)	77,768	80,073
CONSERVATION AUTHORITY	243,000	242,848	245,000	0.8	0	(100.0)	250,000	255,000
ANIMAL CONTROL	101,032	82,184	43,000	(57.4)	0	(100.0)	57,000	57,000
BYLAW ENFORCEMENT	86,450	172,205	260,523	201.4	0	(100.0)	300,917	309,596
OTHER TOTAL EXP	4,339,979	3,341,544	4,939,187	13.8	0	(100.0)	5,289,375	5,761,277
OTHER TOTAL REVENUE	-447,500	-601,401	-482,500	7.8	0	(100.0)	-482,500	-482,500
TOTAL PROTECTION - OTHER	3,892,479	2,740,143	4,456,687	14.5	0	(100.0)	4,806,875	5,278,777

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-65,000	-25,657	-10,397	87016	Police Receipts	-40,000	*	-40,000	-40,000
-65,000	-25,657	-10,397		TOTAL POLICE GENERAL REVENUE	-40,000	0	-40,000	-40,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
4,203,290	3,637,119	2,944,714	210010	Payroll Salaries & Wages	4,324,311			4,410,797	4,499,013
85,000	224,961	69,714	210011	Payroll - Overtime	100,000	*		102,000	104,040
128,622	147,324	106,060	210012	Payroll Part Time Wages	168,813	*		172,189	175,633
9,000	8,130	0	210013	Payroll - Shift Differ'l	9,000			9,180	9,364
25,000	57,050	53,078	210014	Payroll - Acting Pay	25,000			25,500	26,010
75,315	83,983	57,654	210015	Payroll - Responsibility Pay	112,838	*		115,095	117,397
0	11,485	1,625	210016	Payroll - Ride	0			0	0
56,933	19,914	0	210017	Student Program Administration	57,310			58,456	59,625
6,000	3,298	0	210018	Payroll - Specialist & Service Pay	6,000			6,120	6,242
0	-141,911	0	210020	Payroll - Banked Overtime	0			0	0
1,240,960	985,619	888,270	210030	Payroll Benefits	1,308,918	*		1,335,096	1,361,798
23,383	37,569	27,505	210031	Payroll - Part-time Benefits	52,414	*		53,462	54,531
80,000	60,917	42,990	210032	Payroll Retired Employees	42,182			43,026	43,886
12,434	12,032	8,400	210033	Payroll 10% in lieu of Benefits	0			0	0
245,000	269,885	12,822	210035	WSIB - Employee Claims (Neer surcharge)	102,800			104,856	106,953
15,000	10,949	6,487	210036	YMCA Membership Benefit	12,000			12,240	12,485
9,000	7,295	0	210050	Clothing Allowance	9,000			9,180	9,364
0	4,633	1,957	210060	Footwear Allowance - Remove	0	*		0	0
0	185	0	210061	Gloves - Remove	0	*		0	0
3,500	2,179	1,024	210070	Cleaning Allowance	3,500			3,570	3,641
700	52	0	210080	Employee Meal Allowance	700			714	728
27,000	23,065	19,203	210090	Uniforms	27,000			27,540	28,091
6,246,137	5,465,733	4,241,503		SUB TOTAL SALARIES, WAGES & BENEFITS	6,361,786		0	6,489,021	6,618,801

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
8,000	11,088	8,359	2100150	Office Supplies	8,000		8,200	8,405
4,000	6,511	7,532	2100160	Office Equipment Purchase	4,000		4,100	4,203
30,000	47,712	31,537	2100180	Telephone	33,864	*	34,711	35,578
7,000	7,787	19,363	2100182	Telephone Monthly Service Rent	7,000		7,175	7,354
15,000	19,504	23,976	2100189	Cell Phones	26,400	*	27,060	27,737
4,200	3,870	3,798	2100204	Radio Licence - Communications	4,200		4,305	4,413
5,000	8,071	5,274	2100210	Advertising & Promotion	6,000	*	6,150	6,304
4,000	4,410	5,606	2100212	Donations / Sponsorships	5,000	*	5,125	5,253
7,500	7,589	6,982	2100231	Photocopier Contract	7,500		7,688	7,880
500	394	235	2100241	Postage Fees	500		513	525
1,000	1,136	950	2100242	Courier Charges	1,200	*	1,230	1,261
11,000	9,961	3,953	2100250	Memberships & Subscrip'ns	11,000		11,275	11,557
13,000	14,139	6,845	2100261	Courses - Police (OPC)	20,000	*	20,500	21,013
5,000	0	2,054	2100264	Seminars	5,000		5,125	5,253
10,000	27,222	25,431	2100265	Training - In House Training - Wellness	15,000	*	15,375	15,759
0	713	0	2100266	Block Training	0	*	0	0
15,000	13,274	5,027	2100267	Senior Career Development Training	16,000	*	16,400	16,810
500	1,251	23	2100270	Travel Expense	500		513	525
0	227	0	2100271	Auxiliary Travel Expense	0	*	0	0
5,000	0	0	2100330	Recognition Awards	5,000		5,125	5,253
7,500	5,288	3,730	2100370	Meals & Refreshments	7,500		7,688	7,880
15,000	2,998	7,435	2100380	Conferences & Conventions	15,000		15,375	15,759
21,000	0	21,078	2100600	Maint & Repairs - all vehicles	25,000	*	25,625	26,266
0	5,654	1,386	2100601	Maint & Repair - #25-04	0	*	0	0
0	2,060	1,949	2100602	Maint & Repair - #07-01	0	*	0	0
0	1,044	0	2100604	Maint & Repair - #07-02	0	*	0	0
0	3,523	719	2100605	Maint & Repair - #07-03	0	*	0	0
0	3,168	402	2100606	Maint & Rep - Admin	0	*	0	0
0	1,921	0	2100607	Maint & Rep - CIB	0	*	0	0
0	4,442	0	2100608	Maint & Rep - Comm Service	0	*	0	0
0	-1,614	0	2100611	CIB Lease Payments / Refunds	20,000	*	20,500	21,013
3,000	14,844	10,718	2100620	Vehicle - Cleaning	3,000		3,075	3,152
1,500	167	0	2100621	Vehicle Equipment	1,500		1,538	1,576
60,000	77,597	62,158	2100650	Gasoline	75,000	*	76,875	78,797
5,000	10,774	11,325	2100670	Other Equipment Purchases	5,000		5,125	5,253
3,000	5,067	2,647	2100680	Other Equipment Maintenance & Repair	21,500	*	22,038	22,588
	206	17,317	2100700	COVID 19 Supplies	0		0	0
4,000	800	270	2100710	FIS Supplies & Equipment	4,000		4,100	4,203
0	510	0	2100752	Computer Repairs	0	*	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	4,948	585	2100753	Consulting Fees	5,000		5,125	5,253
20,000	19,999	16,666	2100754	Identification Services - Peterborough	20,004		20,504	21,017
3,000	5,908	774	2100755	Website Maintenance	2,000		2,050	2,101
8,000	13,996	17,671	2100756	Wellness/Bias Training	8,000		8,200	8,405
5,000	5,453	7,362	2100820	Other Operating Materials (incl Comms)	10,000	*	10,250	10,506
38,000	30,944	40,980	2100821	OPTIC Costs	38,000		38,950	39,924
0	8,014	0	2100851	Special Project - Moving Radar	0		0	0
35,000	24,782	21,061	2100854	Special Project - Covert Operations	15,000		15,375	15,759
25,000	19,768	4,092	2100856	Special Project - Vests/Outwear	25,000		25,625	26,266
25,000	25,000	25,269	2100857	Special Project - Rebound	25,000		25,625	26,266
3,000	498	0	2100858	Special Project - Promotional Items	3,000		3,075	3,152
15,000	31,633	2,707	2100859	Special Project - Police Ambassador	15,000		15,375	15,759
0	0	0	2100860	Special Project - Surveillance	0	*	0	0
32,500	30,000	32,500	2100862	Special Project- Domestic Violence Enhancement	32,500		33,313	34,145
0	20,665	2,669	2100863	Special Project - CERT Program	10,000	*	10,250	10,506
15,000	10,617	2,123	2100864	Special Project - Mobile Data Project	15,000		15,375	15,759
10,000	1,242	0	2100866	Special Project - Respectful Workplace Project	10,000		10,250	10,506
0	16,465	0	2100867	Special Project - Active Shooter Program	0	*	0	0
0	3,164	0	2100868	Special Project - Pipe Band	0	*	0	0
100,000	6,481	359,403	2100870	Special Project - Innovations (Police Accelerator)	100,000		102,500	105,063
0	4,006	-350	2100871	Special Project - CPTED Audits	0	*	0	0
0	41,693	0	2100872	Special Project - COVID-19	0		0	0
10,000	1,310	11,876	2100873	Special Project - Training Ammunition/Supplies	10,000		10,250	10,506
500	44	71	2100919	Bank Service Fees	500		513	525
-341,000	-204,163	-440,779	871142100	Recoveries (Ride, CSP, CISO, Community Safety)	-141,000	*	-144,525	-148,138
-56,933	-33,987	-23,726	871142100	Recoveries - Student Program	-56,933	*	-58,356	-59,815
-148,651	0	0	871142100	Recoveries - Secondments	-147,562		-151,251	-155,032
69,116	411,788	379,033		SUB TOTAL MATERIALS	352,173	*	0	360,982
80,000	79,783	90,766	2100170	Software Maintenance	80,000		82,000	84,050
0	8,661	6,785	2100172	Fingerprint Equipment	0		0	0
1,000	1,849	307	2100233	Shredding	1,000		1,025	1,051
55,000	305	13,168	2100300	Legal Fees	0		0	0
71,000	54,354	715	2100320	Liability Insurance	75,000	*	78,750	82,500
12,000	11,108	8,441	2100540	Water Tower Rental	12,000		12,300	12,608
75,000	54,643	36,756	2100750	Information Technology Support	37,271		38,202	39,157
12,000	11,005	4,594	2100751	Support Contract - Sidewinder Firewall	12,000		12,300	12,608
220,000	242,014	-389	2100998	Contracts - Communications	261,468	*	268,005	274,705
526,000	463,722	161,143		SUB TOTAL CONTRACTED SERVICES	478,739		0	492,582

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-786,252	-560,929	0	2100913	Recoveries - Business Services Revenue	-1,615,594	*	-1,655,984	-1,697,383
0	1,324,097	0	2100913	Corporate Services Loan Repayment - Transfer to Reserv	0	*	0	0
-225,000	0	0	2100913	Transfer from Reserve - Neer	0		0	0
0	-6,988	-7,303	2100991	Recoveries	0		0	0
-1,011,252	756,180	-7,303		SUB TOTAL OTHER CHARGES & TRANSFERS	-1,615,594	*	0	-1,697,383
5,830,001	7,097,423	4,774,376		TOTAL POLICE GENERAL	5,577,104		0	5,798,100

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE:						HIGHLIGHTS/EXPLANATIONS:			
The protection of life, property and the prevention of crime. Apprehension of offenders.						YEAR	CODE	OBJECT	DETAILS
						2022	210010	Payroll Salaries & Wages	Contractual wage increase, 1 New Uniform Recruit.
						2022	210012	Payroll Part Time Wages	Contracted wage increase.
						2022	210030	Payroll Benefits	Due to contracted wage increase.
PERFORMANCE DATA:						2022	210032	Payroll Retired Employees	2022 Estimate
Calls for Service:						2022	210033	Payroll 10% in lieu of Benefits	Removed - Not applicable
	2017	2018	2019	2020	2021	2022	210070	Cleaning Allowance	No budget change from previous year.
	7140	8852	9961	10994		2022	2100182	Telephone Monthly Service Rent	Similar estimate to 2021.
						2022	2100600	Vehicle Maintenance & Repairs	Combined all vehicles maintenance, repair lines into one - inflationary increase
						2022	2100650	Gasoline	Increase to reflect usage (actuals)
						2022	2100680	Other Equipment Mtce & Repair	Included \$18.5 K estimated operating costs for BWC
						2022	2100854	Sp Project - Other Covert	Budget reduction - CIB Projects
						2022	2100870	Special Project - Innovations	Venture 13 - Police Accelerator
						2022	2100320	Liability Insurance	provided by Finance
						2022	2100540	Water Tower Rental	No budget change from previous year
						2022	2100750	Information Technology Support	4% budget increase at 65% overall service level over 2021 (Full-time Internal Role)
						2022	2100751	Support Contract - Sidewinder (Firewall)	No budget change from previous year
						2022	2100998	Contracts - Communication	Outsourced contract with Owen Sound Police

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-COURT SERVICES**

ACCOUNT #: **2100.120**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	81,519	14,235	212010	Payroll Salaries & Wages	0	*		0	0
20,000	18,106	15,400	212011	Payroll - Overtime	20,000			20,400	20,808
1,000	881	364	212013	Payroll - Shift Differential	1,000			1,020	1,040
651,275	942,221	695,134	212015	Part-time Court Security	785,085	*		800,787	816,802
1,500	1,700	300	212019	Service Pay/Specialist Pay	1,400			1,428	1,457
0	24,178	787	212030	Payroll Benefits	0	*		0	0
113,973	178,426	147,567	212031	Payroll Part-time Benefits	215,898	*		220,216	224,621
65,128	81,009	62,494	212033	Payroll 10% in Lieu of Benefits	78,509	*		80,079	81,680
2,000	227	1,838	212090	Clothing & Uniforms	0			0	0
0	24,149	0	212050	Clothing Allowance	0			0	0
854,876	1,352,416	938,119		SUB TOTAL SALARIES, WAGES & BENEFITS	1,101,892	*	0	1,123,930	1,146,408
5,000	3,763	1,452	212095	Prisoner Meals	5,000			5,125	5,253
0	3,155	1,071	2120150	Office Supplies	0	*		0	0
1,000	1,077	825	2120180	Cell Phone Expenses	1,000			1,025	1,051
0	6,475	5,681	2120230	Photocopier Contract	0	*		0	0
0	69	692	2120231	Photocopier Materials	0			0	0
2,000	9,101	180	2120260	Training & Courses	0			0	0
0	2,211	1,044	2120603	Maint & Repair - #833	0			0	0
-26,953	-72,029	-14,113	871142120	Recoveries - Province	-26,953			-27,627	-28,317
-1,000	0	0	871142120	Recoveries - Prisoner Meals	-1,000			-1,000	-1,000
-650,000	-592,308	0	871152120	Recoveries - Northumberland County	-675,000			-675,000	-675,000
-669,953	-638,486	-3,168		SUB TOTAL MATERIALS	-696,953		0	-697,477	-698,013
184,923	713,930	934,951		TOTAL COURT SERVICES	404,939	*	0	426,453	448,395

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - COURT SERVICES**

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide Crown Attorney with briefs to prosecute. To provide court security for judges and prisoners. To provide escorts for prisoners as required.	2022	212015	Part-time Court Security	Contractual wages increase for special constables
	2022	212031	Payroll Part-time Benefits	Increase triggered by contractual wage increase
	2022	212033	Payroll 10% in Lieu	Increase triggered by contractual wage increase
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-COURT ADMINISTRATION**

ACCOUNT#: **2100.140**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
69,819		63,241	214010	Payroll Salaries & Wages	83,593	*		85,265	86,970
0		47	214011	Payroll - Overtime	0	*		0	0
0		4	214013	Payroll - Shift Differential	0	*		0	0
102,222		122,338	214015	Part-time Court Administration	206,951	*		211,090	215,312
500		0	214019	Service Pay/Specialist Pay	0			0	0
22,342		20,774	214030	Payroll Benefits	88,483	*		90,253	92,058
17,889		26,808	214031	Payroll Part-time Benefits Incl Omers	6,164			6,287	6,413
10,222		9,274	214033	Payroll 10% in Lieu of Benefits	2,241			2,286	2,332
222,994	0	242,486		SUB TOTAL SALARIES, WAGES & BENEFITS	387,432	*	0	395,181	403,085
3,000		0	2140150	Office Supplies	0			0	0
1,300		0	2140180	Telephone Expenses	0			0	0
6,000		0	2140231	Photocopier Contract	0			0	0
1,000		0	2140232	Photocopier Materials	0			0	0
11,300	0	0		SUB TOTAL MATERIALS	0		0	0	0
234,294	0	242,486		TOTAL COURT ADMINISTRATION	387,432	*	0	395,181	403,085

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-COURT ADMINISTRATION**

ACCOUNT#: **2100.140**

STATEMENT OF PURPOSE: To provide Crown Attorney with briefs to prosecute. Administrative support.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2022	214010	Payroll & Salaries - FT Wages	Contractual wage increase
	2022	214015	Payroll & Salaries - PT Wages	Contractual wage increase (reflects actual hours worked & needed)
	2022	214030	Payroll - FT benefits	Increase resulting from increased wages (positions re-classified)
	2022	214031	Payroll - PT benefits	Decrease resulting from positions reclassified
	2022	214033	Payroll 10% in Lieu of Benefits	Decrease resulting from positions reclassified

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-CORPORATE SERVICES**

ACCOUNT #: **2100.150**

2021	2020	2021		2022	2022	2023	2024	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
537,032	410,577	424,682	215010	Payroll Salaries & Wages - Full Time	240,898		245,716	250,630
1,162,205	1,149,768	1,008,252	215015	Payroll Salaries & Wages - Part Time	1,100,077		1,119,007	1,138,239
20,000	25,123	39,325	215011	Payroll - Overtime	20,000		20,400	20,808
2,500	1,591	1,154	215013	Payroll - Shift Differential	2,500		2,550	2,601
1,000	2,955	0	215018	Payroll - Specialist Pay	1,000		1,020	1,040
171,850	113,588	130,804	215030	Payroll Benefits Full Time	72,269		73,715	75,189
203,386	222,377	217,676	215031	Payroll Benefits Part Time	203,514		207,585	211,736
116,221	102,290	88,863	215033	Payroll Benefits Vac Lieu	110,008		112,208	114,452
15,000	623	79	215036	YMCA Membership	12,000		12,240	12,485
1,000	885	0	215050	Clothing Allowance	1,000		1,020	1,040
2,230,194	2,029,777	1,910,835		SUB TOTAL SALARIES, WAGES & BENEFITS	1,763,266	0	1,795,461	1,828,220
6,000	5,049	4,638	2150150	Office Supplies	6,000		6,150	6,304
2,000	299	1,445	2150160	Office Equipment Purchases	2,000		2,050	2,101
20,000	20,485	7,699	2150180	Telephone	20,000		20,500	21,013
4,000	2,042	657	2150181	Cell Phones	4,000		4,100	4,203
5,000	2,538	0	2150211	Marketing	5,000		5,125	5,253
5,000	4,393	7,412	2150230	Photocopier Expenses - Materials	5,000		5,125	5,253
15,000	12,087	3,790	2150231	Photocopier Lease	15,000		15,375	15,759
5,000	697	3,000	2150240	Courier Charges	5,000		5,125	5,253
4,000	3,763	635	2150241	Postage	4,000		4,100	4,203
15,000	7,135	1,786	2150260	Training & Courses	15,000		15,375	15,759
6,000	1,144	847	2150370	Meals / Meetings	6,000		6,150	6,304
45,000	45,000	0	2150460	Utilities - Venture 13	45,000		46,125	47,278
5,000	0	379	2150470	Building Maintenance	5,000		5,125	5,253
38,000	27,438	874	2150821	OPTIC Costs	38,000		38,950	39,924
3,000	0	0	2150600	Vehicle Maintenance	3,000		3,075	3,152
3,000	0	0	2150755	Health and Wellness	3,000		3,075	3,152
15,000	8,575	1,078	2150850	Audit Travel Expense	15,000		15,375	15,759
0	107,876	50,000	2150851	Sp Project - Policing Accelerator	0		0	0
1,500	1,051	856	2150919	Banking Fees	1,500		1,538	1,576
197,500	249,572	85,096		SUB TOTAL MATERIALS	197,500	0	202,438	207,499
50,000	43,996	64,891	2150170	Software Maintenance	79,000	*	80,975	82,999
2,000	0	213	2150233	Shredding	2,000		2,050	2,101
15,000	0	0	2150360	Consultant	15,000		15,375	15,759
0	22,768	4,679	2150750	Contracts - Business Development	0	*	0	0
75,000	60,284	38,517	2150751	IT	37,271		38,202	39,157
12,000	10,815	0	2150752	Firewall	12,000		12,300	12,608
5,000	0	15,179	2150753	Contracted Office Cleaning	5,000		5,125	5,253
159,000	137,863	123,479		SUB TOTAL CONTRACTED SERVICES	150,271	0	154,027	157,877

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-CORPORATE SERVICES**

ACCOUNT #: **2100.150**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	2150912	Transfer to Computer Reserve	0	*		0	0
0	0	0	2150912	Transfer to Police Cruiser Reserve	0	*		0	0
0	0	0	2150912	Transfer to Building Reserve	0	*		0	0
0	0	0	2150912	Transfer to Facility Analysis Review Reserve	0	*		0	0
-2,586,694	-3,741,313	0	2150913	Transfer from Reserve	-2,111,037	*		-2,151,926	-2,193,596
0	0	0	2150913	Transfer to Communications Reserve	0	*		0	0
-2,586,694	-3,741,313	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-2,111,037	*	0	-2,151,926	-2,193,596
0	-1,324,101	2,119,410		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - CORPORATE SERVICES**

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE: To provide Criminal Record Checks.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2022	215010	Payroll Salaries & Wages - Full-time	All non-CIR fulltime employees reclassified outside of Business Services.
	2022	215015	Payroll Salaries & Wages - Part-time	Slight reduction from 2021 - Unfilled positions
	2022	215033	Payroll Vac Lieu	Reduction in line with salaries.
	2022	2150751	IT	CPS hiring a full-time IT Technician to reduce County reliance.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	8,794	6,435	2130450	Heat	11,000			11,275	11,557
52,000	51,227	33,003	2130461	Utilities - Electrical	50,000			51,250	52,531
4,800	4,773	4,427	2130462	Utilities - Water	6,000	*		6,150	6,304
0	0	371	2130470	Building Maintenance	0			0	0
3,000	3,637	3,067	2130500	Custodial/Clean Supplies	3,000			3,075	3,152
13,500	12,699	8,593	2130505	Cell Cleaning	15,000	*		15,375	15,759
10,000	11,265	8,704	2130510	Electrical Repairs	11,000	*		11,275	11,557
3,000	2,060	3,488	2130515	Heat Repairs	5,000	*		5,125	5,253
5,000	7,394	14,043	2130520	Plumbing Repairs	8,000	*		8,200	8,405
2,000	2,768	1,198	2130521	Door Repairs	2,000			2,050	2,101
3,000	2,097	2,137	2130522	Fire Safety	3,000			3,075	3,152
1,700	1,170	819	2130523	Biohazard Bin	1,800	*		1,845	1,891
11,500	9,422	4,923	2130524	Snow Removal	9,500			9,738	9,981
121,500	117,306	91,208		SUB TOTAL MATERIALS	125,300		0	128,433	131,643
11,000	7,954	0	2130320	Liability Insurance	12,000	*		12,600	13,250
5,000	4,570	5,318	2130480	Garbage Removal	7,500	*		7,688	7,880
19,500	18,057	13,494	2130550	Service Contract	20,000			20,500	21,013
36,000	35,645	23,504	2130552	Contractor Cleaning	38,000	*		38,950	39,924
5,000	8,357	1,679	2130554	Minor Repairs	5,000			5,125	5,253
3,000	0	0	2130555	Minor Repairs - Painting	0			0	0
79,500	74,583	43,995		SUB TOTAL CONTRACTED SERVICES	82,500		0	84,863	87,320
0	-31,990	0	2130913	Transfer - Business Service Revenue	0			0	0
0	-31,990	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
201,000	159,899	135,203		TOTAL POLICE FACILITIES	207,800	*	0	213,296	218,963

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

STATEMENT OF PURPOSE: To provide for maintenance of the police facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2022	2130523	Biohazard Bin	Inflationary increase
	2022	2130524	Snow Removal	Estimates provided by Property Management
	2022	2130320	Liability Insurance	Provided by Town Finance
	2022	2130320	Contractor Cleaning	Contracted rates

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
18,720	15,780	13,592	210115	Payroll Part Time Wages	19,094			19,476	19,866
3,182	2,779	2,388	210130	Payroll Benefits	3,532	*		3,603	3,675
1,872	0	0	210131	Payroll 10% in Lieu of Benefits	1,909			1,948	1,987
35,198	35,539	28,241	2101290	Payroll Honorarium	36,333	*		37,241	38,172
58,972	54,098	44,221		SUB TOTAL SALARIES, WAGES & BENEFITS	60,868	*	0	62,268	63,700
500	-121	559	2101150	Office Supplies	500			513	525
1,500	1,313	636	2101180	Telephone/Cell Phones	1,500			1,538	1,576
100	0	0	2101210	Advertising & Promotion	100			103	105
3,600	3,825	7,209	2101250	Memberships & Subscrip'ns	3,600			3,690	3,782
2,000	458	356	2101260	Training & Courses	2,000			2,050	2,101
1,000	0	0	2101261	Per Diem Training	1,000			1,025	1,051
500	0	0	2101280	Car Allowance	500			513	525
2,500	0	66	2101340	Presentations	2,500			2,563	2,627
5,000	293	0	2101360	Labour Relations Consultants	5,000			5,125	5,253
6,000	2,048	153	2101380	Conferences & Conventions	6,000			6,150	6,304
1,400	113	150	2101780	Meeting Expense	1,400			1,435	1,471
24,100	7,929	9,129		SUB TOTAL MATERIALS	24,100		0	24,705	25,320
5,000	9,153	12,772	2101300	Legal Fees	32,000	*		32,800	33,617
0	16,285	0	2101912	Transfer to reserve	0			0	0
5,000	25,438	12,772		SUB TOTAL CONTRACTED SERVICES	32,000	*	0	32,800	33,617
88,072	87,465	66,122		TOTAL POLICE SERVICES BOARD	116,968	*	0	119,773	122,637

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

STATEMENT OF PURPOSE: To ensure consistent standards of Police Services in Cobourg are met in accordance with the Police Standards of Ontario.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-10,000	-9,491	-2,039	87015	Fire Receipts	-10,000		-10,000	-10,000
-3,500	-600	-1,325	87072	Reports / Permits	-3,500		-3,500	-3,500
0	0	-9,300	871142000	Fire - Provincial Grants				
-13,500	-10,091	-12,664		TOTAL FIRE DEPARTMENT REVENUE	-13,500	0	-13,500	-13,500

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,832,094	1,737,135	1,429,952	200010	Payroll Salaries & Wages	2,085,921	*	2,330,149	2,749,247
294,250	237,083	190,013	200011	Payroll Salaries Volunteer	295,000		300,900	306,918
90,000	101,947	84,972	200012	Payroll Overtime	90,000		91,800	93,636
83,903	64,568	52,979	200016	Recognition Pay	75,000		76,500	78,030
567,078	499,945	447,561	200030	Payroll Benefits	625,000	*	637,500	650,250
35,310	26,143	15,736	200031	Payroll - Part-time Benefits	39,250	*	40,000	42,000
0	94,314	33,876	200035	WSIB Claims	50,000	*	50,000	50,000
28,000	7,541	4,281	200050	Protective Clothing	25,500		17,000	17,500
4,000	4,410	3,782	200060	Footwear	4,100		4,200	4,300
4,000	2,521	0	200070	Cleaning Allowance	4,100		4,200	4,300
8,300	16,242	6,737	200090	Uniforms	8,400		8,500	8,600
2,946,935	2,791,849	2,269,889		SUB TOTAL SALARIES, WAGES & BENEFITS	3,302,271	*	0	4,004,781
2,500	1,596	1,888	2000150	Office Supplies	2,500		2,500	2,500
4,600	4,730	8,897	2000180	Telephone & Answering Svc	10,300	*	10,400	10,500
4,700	3,059	623	2000200	Communication Equip Rep	4,800		4,900	5,000
650	0	183	2000210	Advertising & Promotions	400		400	400
500	138	0	2000220	Printing	250		250	250
1,400	1,164	886	2000230	Photocopier Expense	1,500	*	1,600	1,700
300	444	507	2000240	Postage	300		300	300
11,000	9,509	13,772	2000250	Memberships & Subscip'ns	11,000		11,000	11,000
0	0	0	NEW	Medicals & DZ Licencing	3,700	*	3,700	3,700
10,000	14,946	4,931	2000260	Training & Courses	16,000	*	16,250	16,500
500	21	231	2000280	Car Allowance	500		500	500
3,700	1,278	1,084	2000370	Meals & Refreshments	2,500		3,000	3,500
7,500	7,370	300	2000380	Conferences & Conventions	6,500		7,500	8,500
10,000	9,133	5,463	2000450	Heat	12,000	*	12,000	12,000
12,000	11,712	7,747	2000460	Utilities	12,000		12,000	12,000
8,600	6,855	8,925	2000470	Building Maintenance	8,700		8,800	8,900
1,600	1,537	1,380	2000500	Custodial/Cleaning Supplies	1,700	*	1,700	1,700
5,400	7,557	3,017	2000570	Property Improvements	5,400		5,500	5,600
4,300	4,817	2,625	2000590	Other Maint & Repairs - Snow Removal	4,800	*	4,900	5,000
28,000	73,980	60,512	2000600	Vehicle Maint & Repair	30,000	*	34,000	37,000
15,000	14,983	10,350	2000650	Gasoline	15,000		15,000	15,000
13,500	17,650	7,407	2000670	Other Equip Purchases	14,000	*	14,500	15,000
11,500	13,939	14,411	2000680	Other Equip Maint/Repair	12,000	*	12,500	13,000
3,500	2,931	923	2000681	Medical Supplies	3,600		3,700	3,800
10,000	0	2,291	2000700	COVID Supplies	8,000		8,000	8,000
5,000	2,111	0	2000760	Fire & Crime Prevention	5,000		5,000	5,000
2,600	1,207	5,796	2000780	General Administrative Supplies	2,700	*	2,800	2,900

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE:

FIRE DEPARTMENT

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
22,000	23,570	0	2000853	Special Project - Bunker Gear Replacement	0		0	0
0	0	8,538	2000854	Special Project - Fire Safety Grant	0		0	0
0	0	0	NEW	Sp Project - Master Fire Plan/Risk Assessment	75,000	*	0	0
-13,519	-13,318	0	2000955	Building Dept. - Indirect Costs	-13,924		-14,203	-14,487
186,831	222,919	172,687		SUB TOTAL MATERIALS	256,226	*	0	188,497
2,000	0	0	2000300	Legal Fees	2,000		2,000	2,000
24,000	18,848	0	2000320	Liability Insurance	25,200	*	26,500	27,800
26,000	18,848	0		SUB TOTAL CONTRACTED SERVICES	27,200	*	0	28,500
8,600	8,600	0	2000930	Transfer to Admin Vehicle Reserve	8,600		8,600	8,600
25,000	0	0	2000931	Transfer to Small Equipment Reserve	25,000		35,000	35,000
100,000	50,000	0	2000932	Transfer to Large Vehicle Reserve	145,000	*	160,000	160,000
-12,000	0	0	871162000	Recovery - Development Charges	-65,250		0	0
-22,000	-23,570	0	2000913	Transfer from Small Equipment Reserve	0		0	0
99,600	35,030	0		SUB TOTAL OTHER CHARGES & TRANSFERS	113,350	*	0	203,600
3,259,366	3,068,646	2,442,576		TOTAL FIRE DEPARTMENT	3,699,047	*	0	3,981,346

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
To respond to and provide protection of life and property being threatened by incidents caused by nature and/or persons. To provide Building/Fire Code consultation, interpretation and enforcement for existing occupancies and new development.			YEAR	CODE	OBJECT	DETAILS
			PERFORMANCE DATA:			2022
2022	200011	Payroll Salaries Volunteer				Anticipated contractual obligations
Responses: 2016 Actual 1158 Incidents 2017 Actual 1395 Incidents 2018 Actual 1666 Incidents 2019 Actual 1507 Incidents 2020 Actual 1364 Incidents 2021 Estimate 1434 Incidents			2022	200050	Protective Clothing	Additional \$9,000 for new hires funding from the development charge reserve
			2022	200030	Payroll Benefits	Anticipated contractual obligations
Fire Inspections: 2016 Actual 468 Activities 2017 Actual 518 Activities 2018 Actual 355 Activities 2019 Actual 302 Activities 2020 Actual 501 Activities 2021 Estimate 400 Activities			2022	2000250	Memberships & Subscriptions	Records Management Software - \$3,500 Ontario Fire Chiefs - \$560 Northumberland County Fire Chiefs - \$800 Mutual Aid - \$100 Ontario Fire Prevention Officers - \$150 Fire Marshall Prevention Safety Council - \$100 NFPA Codes - \$1,800 EMP Canada - \$50 Radio Licences - \$1,500 Trade/Training Publications & Manuals - \$2,440
			2022	NEW	Medicals & DZ Licencing	New provincial requirements for drivers licences necessitating more frequent renewals and medical exams.
Training: 2016 Actual 223 Sessions 2017 Actual 233 Sessions 2018 Actual 246 Sessions 2019 Actual 379 Sessions 2020 Actual 324 Sessions 2021 Estimate 333 Sessions			2022	2000260	Training	Resumption of in person training post pandemic
			2022	2000600	Vehicle Maintenance & Repair	Adjusted to better reflect actuals
			2022	2000700	COVID Supplies	Decreased to better reflect actuals
			2022	NEW	Sp Project - Master Fire Plan / Risk Assessment	75% of this project funded from Development Charges

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
89,331	92,692	67,934	270010	Payroll Salaries and Wages	91,494			93,096	94,725
29,324	26,527	23,211	270030	Payroll Benefits	31,658	*		34,073	36,564
118,655	119,219	91,145		SUB TOTAL SALARIES, WAGES & BENEFITS	123,152	*	0	127,169	131,289
300	198	362	2700150	Office Supplies	300			300	300
1,000	112	0	2700160	Equipment Purchases	1,000			1,000	1,000
4,500	4,637	4,179	2700180	Telephone	4,500			4,500	4,500
300	338	0	2700210	Advertising	300			300	300
250	0	0	2700220	Printing	250			250	250
350	290	222	2700230	Photocopier Expense	350			375	375
1,100	0	880	2700250	Memberships & Subscriptions	1,100			1,100	1,100
1,000	1,177	1,058	2700260	Training	1,000			2,000	2,000
1,000	0	407	2700261	Training - Risk Management New	1,000			2,000	2,000
250	0	0	2700270	Mileage	250			250	250
600	42	0	2700370	Meals & Refreshments	600			600	600
2,500	226	0	2700380	Conferences	2,500			2,700	2,900
5,000	0	1,872	2700700	COVID-19 Supplies	3,000			3,000	3,000
0	334,794	102	2700851	Sp Project - COVID-19	0			0	0
750	0	0	2700852	Special Project - Emergency Exercise	750			800	800
18,900	341,814	9,082		SUBTOTAL MATERIALS	16,900		0	19,175	19,375
7,000	6,631	3,671	2700170	Equipment Maintenance - Generators	7,000			7,000	7,000
7,000	6,631	3,671		SUBTOTAL CONTRACTED SERVICES	7,000		0	7,000	7,000
144,555	467,664	103,898		TOTAL EMERGENCY MEASURES	147,052		0	153,344	157,664

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	2022	270010	Payroll Salaries & Wages	Contractual obligations
	2022	2700380	Conferences	CEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.
PERFORMANCE DATA:				
The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2022	2700851	Sp Project - COVID-19	Anticipated expenses relating to managing through the Pandemic. Signage, PPE, Cleaning, Barriers, Working from home equipment, etc.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-415,000	-942,087	-572,437	8707	Building Permits	-450,000		-450,000	-450,000
-415,000	-942,087	-572,437		SUBTOTAL BUILDING REVENUE	-450,000	0	-450,000	-450,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
220,606	210,841	169,643	260010	Payroll Salaries & Wages	317,899	*		323,662	329,473
10,000	2,824	9,181	260011	Payroll - Overtime	10,000			10,000	10,000
5,000	0	89	260015	Payroll - Part-time	5,000			5,000	5,000
70,650	57,454	51,508	260030	Payroll Benefits	103,587	*		111,869	120,409
700	827	437	260060	Footwear / Clothing	700			700	700
306,956	271,946	230,858		SUB TOTAL SALARIES, WAGES & BENEFITS	437,186	*	0	451,231	465,582
725	1,390	821	2600150	Office Supplies	725			725	725
500	234	0	2600170	Office Equipment Mtce	500			500	500
3,500	1,213	2,463	2600180	Telephone Expenses	3,500			3,500	3,500
150	0	0	2600210	Advertising Promotions	150			150	150
800	651	664	2600220	Printing	800			800	800
3,000	1,996	1,003	2600250	Memberships & Subscrip'ns	3,000			3,000	3,000
9,000	2,854	1,462	2600260	Training & Courses	12,000	*		12,000	12,000
750	289	0	2600280	Car Allowance	750			750	750
2,000	405	0	2600380	Conference & Conventions	2,000			2,000	2,000
1,000	454	260	2600600	Vehicle Maintenance	1,000			1,000	1,000
500	472	173	2600650	Gasoline	500			550	550
0	0	0	2600854	Special Project - Fee's Study	0			7,500	0
102,392	638,909	0	2600955	Building Dept. - Indirect Costs	105,464			107,573	109,724
124,317	648,867	6,846		SUB TOTAL MATERIALS	130,389	*	0	140,048	134,699
7,500	7,500	0	2600171	Software Maintenance - AMS/PLL	7,800	*		7,950	8,100
10,000	4,550	943	2600300	Legal Fees	10,000			10,000	10,000
12,000	9,223	0	2600320	Liability Insurance	12,700	*		13,500	14,250
0	0	0 NEW		Sp Project - E Permitting	56,800	*		39,000	39,000
29,500	21,273	943		SUB TOTAL CONTRACTED SERVICES	87,300	*	0	70,450	71,350
-55,773	0	0	2600913	Transfer from Reserve	-214,875			-221,729	-231,631
10,000	6,000	0	2600930	Transfer to Vehicle Reserve	10,000			10,000	10,000
-45,773	6,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-204,875		0	-211,729	-221,631
415,000	948,086	238,647		TOTAL BUILDING DEPT	450,000	*	0	450,000	450,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other By-laws.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
2022	260020	Other Salaries	Additional staff or overtime to cover workload				
	2020 Rev	2021 Val	2021 Rev	2022	2600171	Software Maintenance	Annual Licence AMS/PLL - Building Portion
\$ Res Permits	331,919	18,945,510	227,823	2022	2600180	Telephone Services	4 Phones for Building staff
\$ Comm Permits	81,810	12,052,011	203,855	2022	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 4 x \$75 OBOA - 4 x \$320 Building Code Identification Number - 4 x \$114 Ontario Building Code - 4 new codes with amendments
\$ Institutional Permits	7,695	704,947	3,982				
\$ Indust. Permits	1,151	1,005,000	36,850				
Demolition Permits	6,733	231,500	8,518				
Total Permit Value		32,938,968		2022	2600260	Training & Courses	4 Building Officials, Continuous development and/or obtaining new qualifications 2 courses each @ \$1,500 per course
Total Fees	429,308		481,028				
Heritage Rebates	-16,648		-4,235	2022	2600280	Car Allowance	.56/km use personal vehicle for inspections
Other Rebates	-4,242		-34,647	2022	2600380	Conferences/Conventions	OBOA Annual Conference for 1 to 2 officials
Other Revenue	0						
Total Revenue	408,418		442,146	2022	2600955	Building Dept. - Indirect Costs	Building Department share of other departments overhead costs in support of the Building Department as justified in the building permit fee study.
Total Permits	185		84				
New Dwellings	136		26	2022	New	Sp Project - E-Permitting	\$39,000 annual fee plus \$5,000 implementation / startup fee and \$12,800 hardware supplies

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #: **870**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-13,000	-6,150	-8,200	87045	Sign Permits	-13,000		-13,000	-13,000
-3,000	-2,850	-1,950	87048	Property Standards Inspection	-3,000		-3,000	-3,000
-800	0	0	87057	Liquor License Fee	-800		-800	-800
-2,200	-3,050	-6,150	87067	Pool Permit	-2,200		-2,200	-2,200
-19,000	-12,050	-16,300		SUBTOTAL BYLAW DEPT REVENUE	-19,000	0	-19,000	-19,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #:

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
64,679	54,017	31,526	261010	Payroll Salaries & Wages	67,473	*		68,286	69,114
0	434	1,458	261011	Payroll - Overtime	0			0	0
13,247	11,852	10,304	261030	Payroll Benefits	13,942	*		15,132	16,359
400	0	0	261060	Footwear / Clothing	400			400	400
78,326	66,303	43,288		SUB TOTAL SALARIES, WAGES & BENEFITS	81,815	*	0	83,818	85,873
250	491	325	2610150	Office Supplies	250			250	250
250	0	0	2610170	Office Equipment Mtce	250			250	250
200	234	194	2610220	Printing	200			200	200
300	144	0	2610250	Memberships & Subscrip'ns	300			300	300
750	0	0	2610260	Training & Courses	750			750	750
250	420	0	2610280	Car Allowance	250			250	250
1,000	0	0	2610380	Conference & Conventions	1,000			1,000	1,000
250	134	181	2610650	Gasoline	250			250	250
1,000	197	19,681	2610989	Property Standards Recoverable Expenses	1,000			1,000	1,000
6,500	0	0	2610990	Weed Cutting Recoverable Expenses	6,500			6,500	6,500
-1,000	0	-4,483	2610993	Property Standards Removal Recoveries	-1,000			-1,000	-1,000
-6,500	-1,360	0	2610992	Weed Cutting Recoveries	-6,500			-6,500	-6,500
3,250	260	15,898		SUB TOTAL MATERIALS	3,250		0	3,250	3,250
5,000	0	0	2610300	Legal Fees	5,000			5,000	5,000
4,000	3,074	0	2610320	Liability Insurance	4,500	*		4,700	4,950
9,000	3,074	0		SUB TOTAL CONTRACTED SERVICES	9,500		0	9,700	9,950
90,576	69,637	59,186		TOTAL BYLAW DEPT	94,565	*	0	96,768	99,073

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING - BYLAW DEPT**

ACCOUNT #:

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:																											
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other				YEAR	CODE	OBJECT	DETAILS																								
				<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">PERFORMANCE DATA:</th> </tr> <tr> <th style="width: 15%;"></th> <th style="width: 15%; text-align: center;">2019</th> <th style="width: 15%; text-align: center;">2020</th> <th style="width: 15%; text-align: center;">2021</th> </tr> </thead> <tbody> <tr> <td>Signs Permits</td> <td style="text-align: center;">86</td> <td></td> <td></td> </tr> <tr> <td>Liquor License</td> <td style="text-align: center;">2</td> <td></td> <td></td> </tr> <tr> <td>Pool Permits</td> <td style="text-align: center;">14</td> <td></td> <td></td> </tr> </tbody> </table>				PERFORMANCE DATA:					2019	2020	2021	Signs Permits	86			Liquor License	2			Pool Permits	14			2022	261010	Payroll Salaries & Wages	Charge allocated of time for Chief Building Official
								PERFORMANCE DATA:																							
									2019	2020	2021																				
								Signs Permits	86																						
Liquor License	2																														
Pool Permits	14																														
2022	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers 3 memberships																												
2022	2610260	Training & Courses	2 Building Officials By-Law training / continuous development																												
2022	2610280	Car Allowance	.56/km use personal vehicle for inspections																												
2022	2610380	Conferences / Conventions	2 Building Officials Annual Conference Ontario Association of Property Standards Officers (OAPSO)																												

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
243,000	248,100	242,848	2300940	Grants & Transfers	245,000			250,000	255,000
243,000	248,100	242,848		SUB TOTAL OTHER CHARGES & TRANSFERS	245,000		0	250,000	255,000
243,000	248,100	242,848		TOTAL CONSERVATION	245,000		0	250,000	255,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2015 budget at this time.</p>	2022	2300940	Grants & Transfers	Levy as determined by GRCA.
<p>PERFORMANCE DATA:</p> <p>2021 - \$243,000 2020 - \$248,100 2019 - \$248,903 2018 - \$210,531 2017 - \$213,153 2016 - \$207,666 2015 - \$201,297 2014 - \$198,606 2013 - \$198,150 2012 - \$193,317 2011 - \$186,663</p>				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
101,032	101,031	75,774	2410750	Contracts - Animal Control	36,000			50,000	50,000
0	6,776	6,410	2410751	Docupet Transaction Fee	7,000	*		7,000	7,000
101,032	107,807	82,184		SUB TOTAL CONTRACTED SERVICES	43,000		0	57,000	57,000
101,032	107,807	82,184		TOTAL JOINT ANIMAL CONTROL	43,000		0	57,000	57,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **ANIMAL CONTROL**

ACCOUNT #: **2400.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.	2022	2410750	Contracts - Animal Control	Northumberland Humane Society Agreement. Agreement to begin January 1, 2022 until December 31, 2026.
	2022	2410751	Docupet Transaction Fee	
PERFORMANCE DATA:				
	2020			2021 - Oct
Dog Tags Issued				759
Dog Tag Revenue	14603			18998

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
131,451	86,708	114,929	280010	Payroll Salaries and Wages	217,880	*		247,443	252,524
-75,000	-50,439	0	2800992	Recoveries - From Parking Enforcement	-77,000			-79,000	-81,000
-20,000	-13,128	0	2800992	Recoveries - From Bylaw Dept	-21,000			-22,000	-23,000
-33,000	-22,110	0	2800992	Recoveries - From Parks	-36,000			-38,000	-40,000
0	2,237	3,740	280011	Payroll - Overtime	5,000			5,000	5,000
27,441	0	10,319	280015	Part-time Salaries & Wages	70,728	*		71,966	73,225
38,256	23,016	28,998	280030	Payroll Benefits	71,930	*		85,908	92,747
4,802	0	2,663	280031	Part-time Benefits	12,385	*		13,000	13,500
1,500	1,158	864	280050	Clothing Allowance	3,000	*		3,000	3,000
75,450	27,442	161,513		SUB TOTAL SALARIES, WAGES & BENEFITS	246,923	*	0	287,317	295,996
700	503	1,367	2800150	Office Supplies	700			700	700
0	0	814	2800180	Telephone Services	2,600	*		2,600	2,600
500	0	0	2800210	Advertising & Promotions	500			500	500
1,000	318	1,010	2800220	Printing	1,000			1,000	1,000
1,300	1,123	1,244	2800250	Memberships & Subscriptions	1,300			1,300	1,300
1,000	1,304	1,734	2800600	Vehicle Maintenance	1,000			1,000	1,000
1,500	2,634	3,779	2800650	Gasoline	1,500			1,500	1,500
1,000	0	0	2800380	Conference & Conventions	1,000			1,000	1,000
1,500	153	0	2800260	Training & Courses (Paralegal)	1,500			1,500	1,500
8,500	6,035	9,948		TOTAL MATERIALS	11,100	*	0	11,100	11,100
2,500	2,022	744	2800300	Legal Fees	2,500			2,500	2,500
0	0	0	2800750	Contracts	0			0	0
2,500	2,022	744		TOTAL CONTRACTED SERVICES	2,500		0	2,500	2,500
86,450	35,499	172,205		TOTAL BYLAW ENFORCEMENT DEPT	260,523	*	0	300,917	309,596

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERV**

ACCOUNT #: **2800.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
By-law Enforcement Coordinator responsible for scheduling, training, supervision, trial preparation and tracking of By-law Enforcement Officer contract, prepare by-laws, enforcement, set fines, prosecutions of POA including scheduling of trials, mediation before court, for all Town General and Parking By-laws. (Paralegal P1)	2022	280010	Payroll Salaries and Wages	New Manager of Bylaw
	2022	280015	Payroll Part-time Wages	3 Casual Employees to work May - October - changed from Students
PERFORMANCE DATA:				
Main General / Parking Enforcement Bylaws				
Parks By-law	2022	280050	Clothing	Clothing for students
Dog Park By-law	2022	2800180	Telephone Services	Cell phones for bylaw officers
Bicycles / Skateboards / In-Line Skates on Sidewalks	2022	2800220	Printing	By-law booklet for public education
Display of Wares on Sidewalk				
Animal Control By-law				
Taxi Regulating By-law	2022	2800250	Memberships & Subscriptions	P1 Paralegal Licence - \$1,200 Prosecutors Association of Ontario - \$99
Itinerant Vendor By-law				
Parking By-law				
Refreshment Vehicle By-law	2022	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000
Boulevard By-law				
Smoking By-law				
Feeding of Waterfowl / Wildlife	2022	2800300	Legal Fees	Prosecution Services TPML Paralegal
Fishing By-law				
Depositing of Waste	2022	2800380	Conferences & Conventions	Property Standards / Enforcement / Provincial Offences
Cleaning Yard and Lot Maintenance				
Electric Sign				
Sign By-law	2022	2800600	Vehicle Maintenance	Repairs & maintenance on vehicle
	2022	2800650	Gasoline	Gas for By-law Officer Enforcement

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PUBLIC WORKS SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
ENGINEERING								
ADMINISTRATION	191,253	136,320	217,549	13.7	0	(100.0)	498,094	561,035
GIS	190,282	206,402	185,961	(2.3)	0	(100.0)	188,730	193,602
SUB TOTAL	381,535	342,722	403,510	5.8	0	(100.0)	686,824	754,637
PUBLIC WORKS								
ADMINISTRATION	2,379,307	950,576	2,475,253	4.0	0	(100.0)	2,615,926	2,684,682
ROADS - GENERAL	362,650	277,206	288,650	(20.4)	0	(100.0)	285,150	311,650
ROADS - WINTER	160,500	280,715	146,500	(8.7)	0	(100.0)	172,500	178,500
SUB TOTAL	2,902,457	1,508,497	2,910,403	0.3	0	(100.0)	3,073,576	3,174,832
SIDEWALKS	62,875	126,144	63,875	1.6	0	(100.0)	64,875	65,875
ENG & PUBLIC WORKS EXP	3,346,867	1,977,363	3,377,788	0.9	0	(100.0)	3,825,275	3,995,344
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,346,867	1,977,363	3,377,788	0.9	0	(100.0)	3,825,275	3,995,344
CROSSING GUARDS	79,520	36,181	82,700	4.0	0	(100.0)	83,950	85,423
STREET LIGHTS	266,870	148,448	272,440	2.1	0	(100.0)	274,010	275,580
TRANSIT								
EXPENSES	1,259,685	713,883	1,401,524	11.3	0	(100.0)	1,424,739	1,442,141
REVENUE	-316,147	-30,850	-332,500	5.2	0	(100.0)	-407,000	-425,500
NET TRANSIT	943,538	683,033	1,069,024	13.3	0	(100.0)	1,017,739	1,016,641
TOTAL EXPENSES	4,952,942	2,875,875	5,134,452	3.7	0	(100.0)	5,607,974	5,798,488
TOTAL REVENUES	-316,147	-30,850	-332,500	5.2	0	(100.0)	-407,000	-425,500
NET TO TOWN	4,636,795	2,845,025	4,801,952	3.6	0	(100.0)	5,200,974	5,372,988
ROADS - DEBT CHARGES	608,800	429,718	308,800	(49.3)	0	(100.0)	352,000	352,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

TRANSPORTATION SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
PARKING								
EXPENDITURES	546,497	196,474	569,386	4.2	0	(100.0)	569,966	575,400
REVENUES	-662,750	-309,394	-660,250	(0.4)	0	(100.0)	-745,000	-868,050
TO PARKING RESERVE	-116,253	-112,920	-90,864	(21.8)	0	(100.0)	-175,034	-292,650

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
219,231	223,608	185,997	300510	Payroll Salaries & Wages	267,178	*	404,666	527,220
0	889	0	300511	Payroll - Overtime	0	*	0	0
0	0	0	300512	Payroll - Standby	0	*	0	0
72,251	63,492	57,797	300530	Payroll Benefits	89,000	*	133,500	173,983
1,785	1,138	472	300550	Clothing	1,485		1,785	1,485
710	928	842	300560	Footwear	710		724	739
293,977	290,055	245,108		SUB TOTAL SALARIES, WAGES & BENEFITS	358,373	*	0	540,675
1,000	1,348	199	3005150	Office Supplies	1,100	*	1,200	1,250
1,000	2,078	153	3005160	Office Equipment Purchase	3,000	*	1,000	1,000
1,000	965	626	3005180	Telephone & Answering Svc	1,000		1,000	1,000
500	0	0	3005210	Advertising	500		500	500
1,000	889	702	3005220	Printing	1,000		1,000	1,000
3,000	2,352	1,834	3005230	Photocopier Expenses	3,000		3,000	3,000
2,000	1,007	122	3005240	Postage & Couriers	2,000		2,000	2,000
2,100	3,275	2,317	3005250	Memberships & Subscrip'ns	3,000	*	3,100	3,200
2,500	1,754	895	3005260	Training & Courses	6,500	*	6,500	6,500
500	427	0	3005270	Travel Expense	500		500	500
600	0	0	3005700	COVID Supplies	500		500	500
-10,024	-9,876	0	3005955	Building Dept. - Indirect Costs	-10,324		-10,531	-10,742
5,000	0	0	3005855	Sp Project - Massey Creek EA Renewal	0		0	0
0	0	0	3005856	Sp Project - Transportation Master Plan	0		100,000	0
0	0	0	3005857	Sp Project - Kerr St Environmental Assessment	0		100,000	0
0	0	0 NEW		Sp Project - Asset Management	50,000	*	100,000	0
0	0	0 NEW		Sp Project - Traffic Control Measures	25,000	*	0	0
0	0	0 NEW		Grant - FCM	-50,000		0	0
0	0	0 NEW		Transfer - Development Charges	-25,000		-200,000	0
10,176	4,219	6,848		SUB TOTAL MATERIALS	11,776	*	0	109,769
1,500	0	0	3005171	Software Maintenance	1,500		1,500	1,500
1,500	0	501	3005300	Legal Fees / Consultant	1,500		1,500	1,500
4,100	3,628	0	3005320	Liability Insurance	4,400	*	4,650	4,900
5,000	3,239	0	3005360	Engineering Consultant	5,000		5,000	5,000
12,100	6,867	501		SUB TOTAL CONTRACTED SERVICES	12,400		0	12,650
-125,000	-64,681	-116,137	87073	Recoveries - Engineering Review Fees	-165,000		-165,000	-165,000
-125,000	-64,681	-116,137		SUB TOTAL REVENUE	-165,000		0	-165,000
191,253	236,460	136,320		TOTAL ENGINEERING ADMINISTRATION	217,549	*	0	498,094

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
The Engineering Office provides administration functions for the Environmental and Transportation sections as well as administration of subdivision construction, transportation and traffic studies, road reconstruction/capital projects and street trees.	2022	3005160	Office Equipment Purchase	New Staff - \$2,000
	2022	300550	Clothing	2022: 4 staff x \$346, 1 x \$100
	2022	300560	Footwear	2 x \$225 + 2 x \$130
PERFORMANCE DATA:	2022	3005210	Advertising & Promotions	Public meetings, job ads
	2022	3005240	Postage & Couriers	Postage allocated from Legislative Services Mail outs for public meetings
	2022	3005250	Memberships & Subscriptions	OACETT, PEO, MEA, TAC, Autodesk
	2022	3005260	Training & Courses	TRIECA, MEA, OGRA - Eng related courses/conferences New Staff - \$1,500
	2022	3005171	Software Maintenance	Annual software licence for Bluebeam to allow for digital development review, edit and commenting
	2022	3005300	Legal Fees / Consultant	Contract review
	2022	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2023	3005856	Sp Project - Transportation Master Plan	Insufficient resources to conduct study in 2022 and higher priorities such as asset management and harbour infrastructure capital works on behalf of Waterfront dept. - defer master transportation planning to 2023
	2023	3005857	Sp Project - Kerr Street EA	Environmental Assessment for future road on remaining Kerr St road allowance including private land to be acquired.
	2022	NEW	Sp Project - Asset Management	Provincially regulated deadline of July 2022 for core infrastructure current level of service and maintenance costs (stormwater, roads, culverts/bridges, water, wastewater)
	2022	NEW	Sp Project - Traffic Control Measures -Various Sites	Traffic/pedestrian warrant studies at various intersections in consideration of potential traffic control measures. D'Arcy @ Elgin, D'Arcy @ University, King @ College Xwalk
2022	NEW	Recoveries - FCM Grant	Federation of Canadian Municipalities Grant application if successfully will cover 50% of \$100,000	

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS** FUNCTION/ACTIVITY: **GIS DEPARTMENT** ACCOUNT #: **3000.008**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
66,739	66,082	52,569	300810	Payroll Salaries & Wages	68,480			69,678	70,897
2,000	0	0	300815	Student Payroll Salaries & Wages	1,500			1,500	1,500
19,691	16,866	14,429	300830	Payroll Benefits	20,653	*		21,000	21,500
0	0	0	300831	Student Benefits	0			0	0
175	0	0	300850	Clothing	100			175	100
130	117	117	300860	Footwear	130			130	130
88,735	83,065	67,115		SUB TOTAL SALARIES, WAGES & BENEFITS	90,863		0	92,483	94,127
101,580	93,713	130,194	3008170	Software Purchase / Maintenance	95,440			97,360	99,860
9,500	9,378	8,480	3008172	Hardware Maintenance / Server Hosting	9,500			9,500	9,500
2,550	0	430	3008220	Printing	2,065			2,065	2,065
1,500	0	0	3008260	Training & Courses	2,500	*		1,500	2,500
500	31	183	3008270	Mileage	500			500	500
500	0	0	3008851	Special Project - Drone	0			500	500
-5,833	-5,746	0	3008955	Building Dept. - Indirect Costs	-6,007			-6,128	-6,250
0	0	0	3008993	Recoveries - Past Capital Budget	0			0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0			0	0
-7,650	0	0	3008170	Recoveries - Building PLL Portion	-7,800			-7,950	-8,100
102,647	97,376	139,287		SUB TOTAL MATERIALS	96,198		0	97,347	100,575
-100	-373	0	87074	Recoveries - Maps	-100			-100	-100
-3,500	-2,703	0	87075	Recoveries - LUSI	-3,500			-3,500	-3,500
2,500	0	0	3008913	Transfer to Reserve	2,500			2,500	2,500
-1,100	-3,076	0		SUB TOTAL REVENUE	-1,100	*	0	-1,100	-1,100
190,282	177,365	206,402		TOTAL GIS DEPARTMENT	185,961		0	188,730	193,602

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **GIS DEPARTMENT**

ACCOUNT #: **3000.008**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
GIS is a corporate service which all departments benefit from through in house base mapping, mapping of assets and thematic datasets, web maps, hard copy maps, data queries, data analysis, and reporting.	2022	300815	Part-time Wages	The Town hires County GIS staff for ad hoc data collection. They have a more accurate GPS unit and the ability to post process via subscription. More accurate data which is most applicable for the ROW assets and tying in to underground. Also more efficient use of time.
	PERFORMANCE DATA:			
	2022	3008170	Software Purchase / Maintenance	ESRI maintenance - \$33,260 (new term 2021-2023) Maintenance Contingency - \$500 Annual licensing Cityworks AMS/PLL \$61,680/yr. \$7,800 for the SR API is now included in the CW ELA Citiworks PLL centralizes the Town's spatial processes within GIS. Public Works, Parks, Forestry, Building & Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities.
	2022	3008172	Hardware Maintenance / Server Hosting	\$9,400/yr for server hosting at Simnet data centre plus \$100 data plan
	2022	3008220	Printing	Paper for full size printing for all departments. New print head and ink well set annually.
	2022	3008260	Training & Courses	ESRI International User Conference, even numbered years SQL Server Training, Crystal Reports Training ESRI Training , Cityworks training
	2022	3008851	Sp Project - Drone	See GIS Capital Projects. Drone - hardware, training, software, drone registration 2023/2024 training, insurance annually
	2022	3008913	Transfer to Reserve	GIS computer and hardware (GPS, plotters, other devices as necessary) reserve fund.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2021	2020	2021		2022	2022	2023	2024		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
1,150,350	632,831	457,942	301010	Payroll Salaries & Wages - Unallocated	1,181,531		1,271,710	1,295,960	
70,980	12,897	7,017	301011	Payroll - Overtime	68,210		69,404	70,618	
44,375	42,654	33,764	301012	Payroll - Standby	43,220		43,977	44,746	
17,375	947	2,082	301015	Payroll Part Time Wages	17,833		18,145	18,463	
455,908	179,067	138,924	301030	Payroll Benefits	475,535	*	500,000	510,000	
3,041	136	721	301031	Payroll Benefits Part-time	3,299	*	3,720	4,154	
7,678	6,987	4,407	301050	Clothing	8,100	*	8,520	7,366	
4,050	3,546	3,546	301060	Footwear	4,275	*	4,500	4,725	
650	55	0	301070	Cleaning Allowance	650		650	650	
2,000	1,049	604	301080	Employee Meal Allowance	2,000		2,000	2,000	
1,756,407	880,169	649,007		SUB TOTAL SALARIES, WAGES & BENEFITS	1,804,653		0	1,922,626	1,958,682
5,000	5,097	3,304	3010150	Office Supplies	5,000		5,000	5,000	
1,500	1,788	61	3010160	Office Equipment Purchase	1,500		1,500	1,500	
12,000	13,590	9,351	3010180	Telephone & Answering Svc	12,000		12,000	12,000	
1,700	1,257	1,147	3010190	Communication Equipment	1,700		1,700	1,700	
500	949	0	3010200	Communication Equip Rep	500		500	500	
2,800	2,227	2,777	3010250	Memberships & Subscriptn's	2,900	*	3,000	3,100	
6,000	3,998	7,621	3010260	Courses & Conferences	9,000	*	9,000	9,000	
10,000	5,623	1,889	3010261	Courses - Certification Training	10,000		11,000	12,000	
600	450	0	3010270	Car Allowance	600		600	600	
18,000	17,176	13,162	3010450	Heat / Utilities	18,000		18,000	18,000	
10,000	8,651	6,837	3010460	Utilities - 390 King St W	10,000		10,000	10,000	
20,000	36,493	11,096	3010470	Building Maintenance	20,000		20,000	20,000	
7,500	3,289	2,714	3010471	Building Maintenance - 390 King St W	7,500		7,500	7,500	
12,000	5,855	4,520	3010500	Custodial/Clean Supplies	12,000		13,000	13,500	
5,000	14,472	0	3010570	Property Improvements	15,000	*	5,000	5,000	
150,000	188,926	97,917	3010600	Vehicle Maint & Repair	155,000	*	160,000	165,000	
100,000	33,683	88,294	3010650	Gasoline	105,000	*	110,000	115,000	
3,300	2,885	0	3010670	Other Equip Purchases	3,400		3,500	3,600	
31,000	30,410	25,442	3010680	Other Equip Maint & Rep	32,000	*	33,000	34,000	
10,000	0	26,871	3010700	COVID Supplies	10,000		10,000	10,000	
0	0	0	3010853	Sp Projects - Health & Safety Supplies	0		0	0	
0	0	0	3010856	Sp Project - AED Unit	0		0	0	
-24,000	-9,197	-1,434	87076	Recoveries	-24,000		-24,000	-24,000	
0	-4,867	0	87094	Revenue - 390 King St Rental	0		0	0	
382,900	362,755	301,569		SUB TOTAL MATERIALS	407,100	*	0	410,300	423,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,000	5,372	0	3010170	Software - Hours of Service Tracking	3,500	*		3,750	4,000
172,000	135,741	0	3010320	Liability Insurance	185,000	*		194,250	204,000
5,000	5,000	0	3010750	Contracts - Environmental Monitoring	5,000			5,000	5,000
180,000	146,113	0		SUB TOTAL CONTRACTED SERVICES	193,500	*	0	203,000	213,000
-165,000	-164,252	0	3010992	Recoveries - Town Equipment - Sanitary	-165,000			-165,000	-165,000
225,000	224,362	0	3010911	Transfer to Vehicle Reserve	235,000	*		245,000	255,000
60,000	60,110	0		SUB TOTAL CHARGES & TRANSFERS	70,000	*	0	80,000	90,000
2,379,307	1,449,147	950,576		TOTAL PUBLIC WORKS ADMINISTRATION	2,475,253	*	0	2,615,926	2,684,682

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE: Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2022	301010	Payroll Salaries & Wages	Contractual obligations
	2022	301050	Clothing	13 GUW / 2 Managers / Inspector / Working Foreman / Stores Clerk 19 x \$421/each + 1 x 100
PERFORMANCE DATA:	2022	301060	Footwear	19 x \$225
	2022	301080	Meal Allowance	Contractual obligations when overtime carried out
	2022	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320 Ontario Goods Roads Association - \$1,700 OACETT - \$300
	2022	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2022	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc.
	2022	3010470	Building Maintenance	Gull control PW share \$455/month, regular maintenance for HVAC, fire safety, etc.
	2022	3010471	Building Maintenance - 390 King St	Rental of trailer
	2022	3010500	Custodial Supplies	Cleaning service at Public Works yard PW share for cleaning services \$570/month
	2022	3010700	COVID Supplies	For COVID-19 transit related expenses (PPE, sanitizer, cleaning)
	2022	3010570	Property Improvements	\$10,000 gas monitoring system health and safety upgrades in 2022. \$5,000 contingency for unexpected property improvements.
	2022	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2022	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	1,612	2,539	310510	Payroll Salaries & Wages	0	*		0	0
0	0	0	310515	Payroll Part-time Wages	0			0	0
0	465	1,363	310530	Payroll - Benefits	0			0	0
0	0	0	310531	Payroll - Benefits Part-time	0			0	0
0	2,077	3,902		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
400	0		3105691	Equipment Rentals	400			400	400
750	0		3105820	Other Operating Materials	750			750	750
			3105850	Special Project - Bridge Assessments	0			0	0
1,150	0	0		SUB TOTAL MATERIALS	1,150		0	1,150	1,150
0	0		3105851	Special Project - OSIM Bridge Inspections	15,000	*		0	15,000
0	0	0		SUB TOTAL CHARGES & TRANSFERS	15,000	*	0	0	15,000
1,150	2,077	3,902		TOTAL BRIDGES & CULVERTS	16,150	*	0	1,150	16,150

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT #: **3100.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative maintenance for bridges and culverts.	2022	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
	2022	3105851	Special Project - OSIM Bridge Inspections	As per Ontario Regulation 104 under the Public Transportation and Highway Improvement act, Bridge inspections following the Ontario Structural Inspection Manual (OSIM) are required every 2 years (2022, 2024)
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT#: **3100.110**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	14,062	15,907	311010	Payroll Salaries & Wages	0			0	0
0	0	237	311015	Payroll Part-Time	0			0	0
0	4,456	6,510	311030	Payroll Benefits	0			0	0
0	0	26	311031	Payroll Benefits Part-Time	0			0	0
0	18,518	22,680		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
5,000	0	4,986	3110751	Weed Control	9,500	*		9,500	9,500
5,000	0	4,986		SUB TOTAL CHARGES & TRANSFERS	9,500	*	0	9,500	9,500
5,000	18,518	27,666		TOTAL ROADSIDE GRASS & WEEDS	9,500		0	9,500	9,500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To maintain grass at intersections to ensure adequate visibility for motorists.</p>	2022	3110751	Weed Control	New weed control program implemented in 2021 with 2 spray events which proved to be insufficient. 3 spray events planned for 2022 in non downtown areas. May be able to go back to 2 sprays in subsequent years once weeds under better control.
<p>PERFORMANCE DATA:</p> <p>Approximately 10 km of ditches to keep trimmed</p>				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	66,866	48,143	311310	Payroll Salaries & Wages	0			0	0
0	601	804	311311	Payroll - Overtime	0			0	0
0	1,340	0	311315	Payroll Part Time Wages	0			0	0
0	23,660	18,240	311330	Payroll Benefits	0			0	0
0	171	0	311331	Payroll Part Time Benefits	0			0	0
0	92,638	67,187		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
10,000	717	61	3113691	Equipment Rentals	10,000			10,000	10,000
25,000	45,834	12,561	3113820	Operating Materials	25,000			25,000	25,000
-5,000	-10,440	-5,361	87077	Recoveries	-5,000			-5,000	-5,000
30,000	36,111	7,261		SUB TOTAL MATERIALS	30,000		0	30,000	30,000
20,000	64,148	29,590	3113750	Contracts - Storm Sewer	20,000			20,000	20,000
50,000	0	0	3113751	Contracts - SWM Pond Maintenance	50,000			50,000	50,000
0	0	0	NEW	Contracts - Nickerson Path Drainage Improvement	30,000	*		0	0
70,000	64,148	29,590		SUB TOTAL CONTRACTED SERVICES	100,000	*	0	70,000	70,000
0	0	0	NEW	Recoveries - Stormwater Fees	-225,000	*		-225,000	-225,000
0	0	0	NEW	Transfer - Stormwater Reserve	95,000	*		125,000	125,000
0	0	0		SUB TOTAL REVENUE	-130,000		0	-100,000	-100,000
100,000	192,897	104,038		TOTAL STORM DRAIN SYSTEM	0		0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative emergency maintenance for the storm drain system.	2022	3113750	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving.
	2022	3113751	Contracts - SWM Pond Maintenance	New annual stormwater management pond maintenance program. Intended to eventually be conducted by Town resources when available. Future SWM 'fee' to be proposed to fund maintenance for stormwater infrastructure.
PERFORMANCE DATA:				
Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2022	3113691	Equipment Rentals	Gradall rental for ditches
	2022	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2022	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.
	2022	NEW	Sp Project - Nickerson Path Drainage Improvements	During rain and snowmelt events, water drains towards Nickerson but can pond behind residential properties and does not adequately outlet to the road. Further investigation and solution to be implemented and can be funded by SWM reserve if approved for 2022.
	2022	NEW	Recoveries - Stormwater Fees	New stormwater fees to fund maintenance and capital projects.
	2022	NEW	Transfer - Stormwater Reserve	New reserve for stormwater infrastructure funding including resources.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &
LITTER PICKUP & SWEEPING**

ACCOUNT#: **3100.150**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	39,167	36,486	311510	Payroll Salaries & Wages		0		0	0
0	546	1,964	311511	Payroll - Overtime		0		0	0
0	0	0	311515	Payroll Part Time Wages		0		0	0
0	13,328	13,247	311530	Payroll Benefit		0		0	0
0	0	0	311531	Payroll Part Time Benefits		0		0	0
0	53,041	51,697		SUB TOTAL SALARIES, WAGES & BENEFITS		0	0	0	0
1,100	0	0	3115691	Equipment Rentals		1,100		1,100	1,100
1,100	0	0		SUB TOTAL MATERIALS		1,100	0	1,100	1,100
35,000	26,058	0	3115750	Contracts		35,000		35,000	35,000
-5,000	-1,841	-5,941	87078	Recoveries		-5,000		-5,000	-5,000
30,000	24,217	-5,941		SUB TOTAL CONTRACTED SERVICES		30,000	0	30,000	30,000
				TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP		31,100	0	31,100	31,100

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &
LITTER PICKUP**

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To collect litter/debris along the Municipal roads.	2022	3115750	Contracts	Screening street sweeping by contractor and DBIA wage subsidy for downtown sidewalk cleaning (\$12,500 paid to DBIA). Extra litter collection throughout downtown area from Victoria Day to Labour Day. \$863/wk for 16 weeks (contracted) on Sundays on top of regular pick up Tues / Friday. Street sweeping for private works.
PERFORMANCE DATA:	2022	87078	Recoveries	

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT#: **3100.200**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	27,555	18,954	312010	Payroll Salaries & Wages	0			0	0
0	256	62	312011	Payroll - Overtime	0			0	0
0	430	104	312015	Payroll Part Time Wages	0			0	0
0	8,963	7,308	312030	Payroll Benefits	0			0	0
0	55	13	312031	Payroll Part Time Benefits	0			0	0
0	37,259	26,441		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
3,000	1,290	607	3120680	Other Equip Maint & Rep	3,000			3,000	3,000
1,500	1,604	3,923	3120691	Equipment Rentals	1,500			1,500	1,500
37,500	23,289	6,760	3120820	Other Operating Materials	38,000			38,500	39,000
42,000	26,183	11,290		SUB TOTAL MATERIALS	42,500		0	43,000	43,500
65,000	44,793	7,195	3120750	Contracts	65,000			70,000	75,000
-10,000	-5,686	-1,712	87079	Recoveries - Hardtop Maintenance	-10,000			-10,000	-10,000
55,000	39,107	5,483		SUB TOTAL CONTRACTED SERVICES	55,000		0	60,000	65,000
0	0	-95,000	NEW	Recoveries - Road Maintenance	-50,000	*		-50,000	-50,000
0	0	0	NEW	Transfer - Road Maintenance Reserve	50,000	*		50,000	50,000
0	0	-95,000		SUB TOTAL REVENUE	0		0	0	0
97,000	102,549	-51,786		TOTAL MTCE - PAVEMENT REPAIRS	97,500		0	103,000	108,500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS								
	YEAR	CODE	OBJECT									
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.	2022	3120750	Contracts	Northumberland County Agreement Pavement Repairs, micro sealing too expensive this year due to COVID.								
	2022	3120820	Other Operating Materials									
PERFORMANCE DATA: <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">2019</td> <td style="text-align: center;">2020</td> <td style="text-align: center;">2021</td> </tr> <tr> <td>Micro Sealing</td> <td style="text-align: center;">0.58 km</td> <td style="text-align: center;">0.55 km</td> <td style="text-align: center;">0</td> </tr> </table>		2019	2020	2021	Micro Sealing	0.58 km	0.55 km	0	2022	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works
		2019	2020	2021								
	Micro Sealing	0.58 km	0.55 km	0								
	2022	NEW	Recoveries	New in 2021 - fees charged for wear and tear of roads through site alteration permits.								
	2022	NEW	Transfer - Road Maintenance Reserve	New in 2021 - reserve account to fund only road maintenance work.								

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	91,815	74,396	320110	Payroll Salaries & Wages	0			0	0
0	20,008	12,375	320111	Payroll - Overtime	0			0	0
0	4,206	0	320115	Payroll Part Time Wages	0			0	0
0	30,314	26,437	320130	Payroll Benefits	0			0	0
0	587	0	320131	Payroll Part Time Benefits	0			0	0
0	146,930	113,208		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	861	888	3201680	Equipment Maintenance	1,500			1,500	1,500
30,000	4,940	2,648	3201750	Contracts	31,000	*		32,000	33,000
2,000	254	0	3201691	Equipment Rentals	2,000			2,000	2,000
145,000	96,337	160,555	3201820	De-icing Materials	130,000			155,000	160,000
-18,000	-18,295	3,416	87081	Recoveries	-18,000			-18,000	-18,000
160,500	84,097	167,507		SUB TOTAL MATERIALS	146,500		0	172,500	178,500
				TOTAL WINTER SNOWPLOWING, SANDING & SALTING	146,500		0	172,500	178,500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER - SNOWPLOWING, SANDING
& SALTING**

ACCOUNT #: **3200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To clear snow and ice build-up on roads as per the Town's Policy 5-1-3.	2022	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown
	2022	3201691	Equipment Rentals	
PERFORMANCE DATA: Salt Historical (tonnes) 2011 144 to Nov 1 2012 960 to Nov 1 2013 965 to Nov 1 2014 1775 to Nov 1 2015 1560 to Nov 1 2016 1235 to Nov 1 2017 400 Nov 1 -Dec 31 - Fire could not track salt 2018 850 2019 1170 to Nov 1 2020 825 to Nov 1 2021 677 to Apr 30 259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.	2022	3201820	De-icing Materials	Salt & Brine Salt cost up \$4.25/tonne from 1 supplier and \$2.49/tonne from other supplier
	2022	3201991	Recoveries	Chargebacks to Developers from snow removal

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION
TRAFFIC CONTROL**

ACCOUNT#: **3100.400**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	59,956	38,138	314010	Payroll Salaries & Wages	0			0	0
0	3,090	3,426	314011	Payroll - Overtime	0			0	0
0	1,585	1,356	314015	Payroll Part Time Wages	0			0	0
0	21,041	14,786	314030	Payroll Benefits	0			0	0
0	203	141	314031	Payroll Part Time Benefits	0			0	0
0	85,875	57,847		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
0	0	0	3140470	Maintenance - Relamping Traffic Lights	0			0	0
8,000	965	1,464	3140680	Other Equip Maint & Rep	8,000			8,000	8,000
12,000	16,942	10,066	3140820	Operating Materials	12,000			12,000	12,000
21,000	20,213	10,959	3140840	Utilities	22,000	*		23,000	24,000
-600	-10,913	-8,001	87080	Recoveries	-600			-600	-600
0	0	0	3140852	Sp Project - Signal Warrant Study - King/College	0			0	0
0	4,716	0	3140850	Sp Project - Flashing Light Sign King / Abbott	0			0	0
40,400	31,923	14,488		SUB TOTAL MATERIALS	41,400		0	42,400	43,400
38,000	48,884	41,149	3140750	Contracts	38,000			38,000	38,000
50,000	51,632	34,146	3140751	Contracts - Line Painting	55,000	*		60,000	65,000
88,000	100,516	75,295		SUB TOTAL CONTRACTED SERVICES	93,000	*	0	98,000	103,000
128,400	218,314	147,630		TOTAL SAFETY DEVICES	134,400	*	0	140,400	146,400

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION,
TRAFFIC CONTROL**

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of regulatory and advisory signage, traffic signals and lane marking.	2022	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2022	3140751	Contracts - Line Painting	Line Painting Contract - severe shortage in 2021, expecting price increase in 2022. Paint to be revised on Division approaching Kerr. Additional annual costs for rainbow, 7 feathers crosswalks, as well as new bike lanes on Densmore.
PERFORMANCE DATA:	2022	3140820	Operating Materials	General maintenance & repairs
	2022	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents. Charge back to developers, County for signs

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	78,402	55,871	360110	Payroll Salaries & Wages	0		0	0
0	435	700	360111	Payroll - Overtime	0		0	0
0	70	415	360115	Payroll Part Time Wages	0		0	0
0	25,863	19,040	360130	Payroll Benefits	0		0	0
0	9	40	360131	Payroll Part Time Benefits	0		0	0
0	104,779	76,066		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
5,000	436	10,859	3601570	Property Improvements	5,000		5,000	5,000
2,000	2,754	807	3601680	Other Equip Maint & Rep	2,000		2,000	2,000
500	2,278	926	3601691	Equipment Rentals	500		500	500
32,000	41,145	33,298	3601820	Other Operating Materials	33,000	*	34,000	35,000
0	0	0	3601850	Special Project - Downtown Paver Stone Repairs	0		0	0
0	0	0	3601913	Recoveries - Federal Gas Tax	0		0	0
-3,500	-9,371	-3,328	87082	Recoveries	-3,500		-3,500	-3,500
36,000	37,242	42,562		SUB TOTAL MATERIALS	37,000	0	38,000	39,000
25,000	23,467	6,106	3601750	Contracts	25,000		25,000	25,000
1,875	1,908	1,410	3601751	Weed Control - King Street	1,875		1,875	1,875
26,875	25,375.00	7,516.00		SUB TOTAL CONTRACTED SERVICES	26,875	0	26,875	26,875
62,875	167,396	126,144		TOTAL SIDEWALKS	63,875	0	64,875	65,875

11-16-21

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Preventative maintenance and emergency repairs and sidewalk reconstruction.	2022	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August \$1,910 - 50% contribution from DBIA
	2022	3601570	Property Improvements	Replacement of downtown litter and recycling containers, as several containers are beyond repair. This will be approx. 5 containers per year, 17 containers still to be replaced, 20 completed to date. Funding matched by DBIA - \$5,000
PERFORMANCE DATA:	2022	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects, sidewalk pumping
	2022	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2022	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
69,620	42,605	31,114	390015	Payroll Part Time Wages	71,450			72,700	73,973
8,700	4,752	3,609	390030	Payroll Benefits	7,200			7,350	7,450
0	0	0 NEW		Clothing	3,500	*		3,350	3,450
78,320	47,357	34,723		SUB TOTAL SALARIES, WAGES & BENEFITS	82,150	*	0	83,400	84,873
1,200	2,149	1,458	3900820	Other Operating Materials	550			550	550
1,200	2,149	1,458		SUB TOTAL MATERIALS	550		0	550	550
79,520	49,506	36,181		TOTAL CROSSING GUARDS	82,700	*	0	83,950	85,423

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.</p> <p>PERFORMANCE DATA:</p> <p>Crossings at:</p> <p>William / Burnham / Elgin Notre Dame (Burnham / Burwash) Burnham School (Burnham / Elizabeth) C.R. Gummow (James / D'Arcy) Cottesmore (in front of school) St. Joseph's (D'Arcy / Elgin) x 2 King Street @ Abbott Blvd</p>	2022	390015	Payroll Part Time Wages	Town has 8 guards and 1 spare for 7 crossings (2 at Elgin/D'Arcy)
	2022	390080	Clothing	High visibility safety clothing, winter jackets, and rain suits for 8 guards and 2 spares per CA terms.
	2,022	3900820	Other Operating Materials	Replacement stop signs, whistles, etc.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
200,000	210,799	125,968	3950840	Utilities	208,000	*	212,000	216,000
200,000	210,799	125,968		SUB TOTAL MATERIALS	208,000	*	0	216,000
0	1,402	610	3950861	Other Maintenance	0		0	
0	1,402	610		SUB TOTAL CONTRACTED SERVICES	0		0	0
66,870	24,300	21,870	3950950	Debenture Payment	64,440		62,010	59,580
66,870	24,300	21,870		SUB TOTAL OTHER CHARGES & TRANSFERS	64,440		0	59,580
266,870	236,501	148,448		TOTAL STREET LIGHTING	272,440		0	275,580

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT #: **3950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To maintain and operate the Municipal Street Lighting system.	2022	3950840	Utilities	Anticipated rate increase of 10% for 2022
	2022	3950861	Maintenance	Ongoing capital project to address maintenance issues.
PERFORMANCE DATA:	2022	3950950	Debenture Payment	Repayment over a 20 year period to LUSI through 2029

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
44,498	24,704	26,642	380010	Payroll Salaries & Wages	45,080		45,675	46,280
9,685	12,075	9,894	380030	Payroll Benefits	10,194	*	11,064	11,961
54,183	36,779	36,536		SUB TOTAL SALARIES, WAGES & BENEFITS	55,274		56,739	58,241
1,000	609	9	3800150	Office Supplies	1,000		1,000	1,000
500	76	0	3800210	Advertising & Promotions	500		500	500
1,200	0	0	3800220	Printing	500		5,850	5,850
0	0	0	NEW	Smart Cards	15,000	*	500	500
2,600	2,582	2,278	3800250	Memberships & Subscrip'ns	2,600		2,700	2,700
1,500	356	356	3800260	Training & Courses	1,500		1,500	1,500
1,500	0	0	3800570	Shelter Maintenance	0		0	0
4,500	3,793	277	3800680	Other Equip Maint & Rep	4,500		4,500	4,500
10,000	0	387	3800700	COVID	10,000		10,000	10,000
0	27,445	0	3800851	Special Project - COVID-19	6,500	*	0	0
0	0	0	3800854	Special Project - Events	0		0	0
40,000	0	44,305	3800853	Special Project - On Demand Pilot	27,600		0	0
0	0	68	NEW	Bank Service Charges	750		800	850
62,800	34,861	47,680		SUB TOTAL MATERIALS	70,450	*	27,350	27,400
15,702	14,045	11,469	3800171	Software Maintenance	16,200	*	19,900	21,000
23,000	16,277	0	3800320	Liability Insurance	25,000	*	26,250	27,500
650,000	669,587	422,158	3800750	Contracts - Conventional Transit	670,000		703,500	710,000
35,000	14,608	18,186	3800751	Contracts - Extended Accessible Transit	33,000		34,000	35,000
19,000	19,975	14,075	3800752	Contracts - Shelter Maintenance	20,000	*	22,000	23,000
240,000	0	162,863	3800753	Contracts - Accessible Transit (Wheels)	246,000		250,000	255,000
0	0	0	NEW	Sp Project - Electric Bus Feasibility Study	5,600	*	0	0
982,702	734,492	628,751		SUB TOTAL CONTRACTED SERVICES	1,015,800	*	1,055,650	1,071,500
160,000	160,000	0	3800930	Transfer to Vehicle Reserve	260,000	*	285,000	285,000
0	0	0	87133801	Transfer - Federal Gas Tax	0		0	0
0	5,425	916	3800856	Special Project - Wheels Lift	0		0	0
0	-5,428	0	3800913	Transfer from Reserve	0		0	0
160,000	159,997	916		SUB TOTAL OTHER CHARGES & TRANSFERS	260,000	*	285,000	285,000
1,259,685	966,129	713,883		TOTAL TRANSIT	1,401,524	*	1,424,739	1,442,141

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-50,421	-12,170	-22,563	87021	Fares	-65,000	*		-124,000	-137,500
-34,405	-9,565	0	87022	Passes	-40,000	*		-70,000	-75,000
-18,321	-4,928	-3,620	87042	Tickets	0			0	0
-8,000	-8,000	-4,667	87054	Bench Advertising	-8,000			-8,000	-8,000
0	0	0	871143801	Reserve - Transit Safe Restart	-16,500			0	0
-205,000	-213,752	0	871143801	Provincial Subsidy	-203,000			-205,000	-205,000
-316,147	-248,415	-30,850		SUB TOTAL RECOVERIES	-332,500	*	0	-407,000	-425,500
943,538	717,714	683,033		NET TO TOWN	1,069,024	*	0	1,017,739	1,016,641

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE: To provide Municipal Transit service.		HIGHLIGHTS/EXPLANATIONS:			
		YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA: Conventional and Wheels 2021 60,000 Estimate 2020 57,847 2019 112,226 2018 109,565 2017 113,772 2016 112,862 2015 111,155 2014 109,244 2013 112,561 2012 107,642 2011 101,930 2010 95,319 2009 77,014 Conventional Ridership 2021 18,751 Jan-July 2020 54,009 2019 98,795 Wheels Ridership (Regular Hours) 2021 3435 Jan-July 2020 3838 2019 13287 Wheels Ridership (Extended Service after 7:45 pm) 2021 323 Jan-Aug 18 2020 76 Jan - April (3.5 months) 2019 144 May - Dec (8 months)		2022	3800750	Contracts - Conventional	Conventional Service Estimated operating hours - 8,840 Shuttle - Port Hope Transit \$20,000 Total = \$670,000
		2022	NEW	Smart Cards	Smart Cards and postage fees \$15,000, fully recovered through pass sales
		2022	3800171	Software Maintenance	Annual maintenance fees for AODA requirements, automated passenger counters, hosted virtual server Ride Co - Wheels CRM Online Payments Annual Maintenance
		2022	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
		2022	3800700	COVID-19	For COVID-19 transit related expenses (PPE, sanitizer, cleaning)
		2022	3800570	Shelter Maintenance / Property Improv	Transit shelters - General Utility Workers time
		2022	3800992	Provincial Subsidy	Provincial Gas Tax monies
		2022	3800930	Transfer to Vehicle Reserve	Reviewed in 2021, estimate \$284,965
		2022	3800751	Contracts - Extended Accessible Transit	Extended Wheels Service (7:45 -10pm Mon - Fri) Estimated operating hours - 585
		2022	3800752	Contract - Shelter Maintenance	Contract for cleaning and snow removal
2022	3800753	Contract - Wheels (Regular)	Wheels Service 2022 Hourly Rate - \$55.60 Estimated operating hours - 4,420 Total Wheels = \$245,752		

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE: To provide Municipal Transit service.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2022	3800851	Sp Project - COVID-19	Additional cleaning and supplies, PPE 2021 expenses included: Contactless payments hardware installation, driver barriers and winch installation for specialized bus funded by Safe Restart Agreement.
PERFORMANCE DATA:				
Conventional and Wheels				
2021 60,000 Estimate	2022	3800853	Sp Project - On Demand Pilot	12 month pilot for conventional service throughout which time Wheels service and online payment service will be integrated. Use of existing buses and service provider with current contract meaning no additional operating expenses. In partnership with new software company who will plan stops, provide marketing and project initiation for community. Outcome will determine number of smaller vehicles needed to replace conventional buses. 2022 budget for phone dispatch during all hours of service to continue throughout the year.
2020 57,847				
2019 112,226				
2018 109,565				
2017 113,772				
2016 112,862				
2015 111,155				
2014 109,244				
2013 112,561				
2012 107,642	2022	87022	Passes and Smart Card	New contactless smart card costs are fully recovered upon a pass purchase as well as postage/delivery costs **** Revenues are based on 50% of 2019 ridership numbers plus a proposed fare increase *****
2011 101,930				
2010 95,319				
2009 77,014				
Conventional Ridership				
2021 18,751 Jan-July				
2020 54,009				
2019 98,795				
Wheels Ridership (Regular Hours)				
2021 3435 Jan-July				
2020 3838				
2019 13287				
Wheels Ridership (Extended Service after 7:45 pm)				
2021 323 Jan-Aug 18				
2020 76 Jan - April (3.5 months)				
2019 144 May - Dec (8 months)				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,292	2,335	22,248	370210	Payroll Salaries & Wages	3,317			3,374	3,400
0	0	0	370215	Payroll -Part-time Salaries	0			0	0
0	628	8,948	370230	Payroll Benefits	0			0	0
0	0	0	370231	Payroll Part-time Benefits	0			0	0
3,292	2,963	31,196		SUB TOTAL SALARIES, WAGES & BENEFITS	3,317		0	3,374	3,400
7,100	954	8,999	3702680	Other Equipment Repair	15,000	*		10,000	10,000
3,450	1,140	1,620	3702840	Utilities	1,500			1,500	1,500
10,550	2,094	10,619		SUB TOTAL MATERIALS	16,500	*	0	11,500	11,500
70,000	62,192	45,990	3702750	Contracts	71,000			72,000	73,000
0	0	0		Contract - OPG EV Chargers	0			0	0
70,000	62,192	45,990		SUB TOTAL CONTRACTED SERVICES	71,000		0	72,000	73,000
68,000	62,779	59,688	3702540	Rents	68,000			68,000	68,000
68,000	62,779	59,688		SUB TOTAL FINANCIAL	68,000		0	68,000	68,000
151,842	130,028	147,493		TOTAL PARKING ON LOTS	158,817	*	0	154,874	155,900

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of off street parking lots.	2022	3702540	Rents	Second Street Albert Street Swayne Street
	2022	3702750	Contracts	Parking lot gardens and on-street garden maintenance. (i.e. D'Arcy, Ontario/William, Burnham / Riddell) Snow removal - all municipal parking lots
PERFORMANCE DATA:	2022	3702680	Other Equipment Repair	Low usage in 2020 due to free parking/COVID-19. Additional funds for five (5) new pay & displays installed downtown - paper rolls / maintenance. Additional funds 2022 for line painting / removal of barriers for Second St lot.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN AND ENFORCEMENT**

ACCOUNT#: **3700.3**

2021	2020	2021		2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
108,500	13,764	885	370310	Payroll Salaries & Wages	114,000	*	116,000	118,000
0	42,720	0	370320	Other Salaries & Wages	0	*	0	0
0	449	521	370330	Payroll Benefits	0	*	0	0
100	0	0	370370	Cleaning Allowance	100		100	100
108,600	56,933	1,406		SUB TOTAL SALARIES, WAGES & BENEFITS	114,100	*	0	116,100
1,800	648	188	3703150	Office Supplies	1,800		1,800	1,800
2,500	1,618	1,374	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500
4,000	0	3,985	3703220	Printing	4,500	*	5,000	5,000
700	0	401	3703250	Membership & Subscrip'ns	500		500	500
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,000
8,000	5,471	7,896	3703680	Other Equip Maint & Rep	8,000		8,500	9,000
2,550	183	1,938	3703681	Pay & Display	8,700	*	8,750	8,800
219,300	0	0	3703913	Transfer to Parks/Marina	219,300		219,300	219,300
10,000	3,396	10,299	3703919	Bank Service Charges	13,000	*	13,500	14,000
249,850	11,316	26,081		SUB TOTAL MATERIALS	259,300	*	0	260,850
23,205	22,368	21,494	3703171	Software Maintenance	23,669		24,142	25,000
116,253	-100,159	0	3703912	Transfer to/from Reserve	90,864		175,034	292,650
139,458	-77,791	21,494		SUB TOTAL OTHER CHARGES & TRANSFERS	114,533		0	199,176
13,000	4,201	0	3703550	Payment-in-Lieu of Taxes	13,500	*	14,000	14,500
13,000	4,201	0		SUB TOTAL FINANCIAL	13,500	*	0	14,000
510,908	-5,341	48,981		TOTAL PARKING ADMIN & ENFORCEMENT	501,433		0	590,126
-67,500	-8,947	-21,815	87026	Parking Lot Revenue - Parking Passes	-75,000	*	-97,500	-108,300
-110,000	-48,526	-56,883	87027	Parking Fines - Parking Tickets	-100,000		-110,000	-120,000
-294,000	-31,923	-184,591	87053	Revenue - Victoria Park	-294,000		-307,500	-370,000
-191,250	-35,293	-46,105	87069	Parking Revenue - Downtown	-191,250		-230,000	-269,750
-662,750	-124,689	-309,394		TOTAL REVENUE	-660,250		0	-745,000

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN & ENFORCEMENT**

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2022	3703171	Software Maintenance	- AIMS - web support & maintenance
	2022	3703180	Cell Phone - Handheld Devices	Handheld devices for parking software
	2022	3703220	Printing	Hand tag parking permits - \$1,700. Ticket stock \$2,170 possible parking ticket books in 2022.
	2022	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2022	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines.
	2022	3703913	Transfer to Parks	Beach Washrooms - 2022- \$69,300 Parks Revenue - 2022 - \$100,000 Marina - 2022 - \$40,000 Harbour - 2022 - \$10,000
	2022	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. 13 pay and display machines - May to October \$55.00 per machine; November to April \$30.00 per machine \$6,700 ***** Parking lot revenues are based on proposed rate increase and 2019 actual revenues *****

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2021 Actual	2022 ESTIMATE	2023 ESTIMATE	2024 ESTIMATE
PARKING SPACES PATROLLED				
ON STREET	257	257	257	257
PARKING LOTS	849	849	849	849
TOTAL SPACES	1,106	1,106	1,106	1,106
NUMBER OF OFFICERS	2/4	2/4	2/4	2/4
ENFORCEMENT STATS				
POLICE DEPARTMENT	100	100	100	100
FIRE	20	20	20	20
BY-LAW UNIT	5,000	5,000	5,500	6,000
TOTAL	5,120	5,120	5,620	6,120
REVENUES				
TICKET REVENUE	56,883	100,000	110,000	120,000
PARKING PERMITS	21,815	75,000	97,500	108,300
DOWNTOWN COIN REVENUE	46,105	191,250	230,000	269,750
REVENUE - VICTORIA PARK	184,591	294,000	307,500	370,000
DBIA	0	0	0	0
TOTAL REVENUE	309,394	660,250	745,000	868,050

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

ENVIRONMENTAL SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
STORM PUMP STATIONS	29,525	15,162	30,116	2.0	0	(100.0)	30,734	31,350
GARBAGE COLLECTION	6,000	3,096	6,000	0.0	0	(100.0)	6,000	6,000
TOTAL EXPENDITURES	35,525	18,258	36,116	1.7	0	(100.0)	36,734	37,350
LONG TERM DEBT CHARGES	0	0	0	-	0	-	0	0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

ACCOUNT#: **4200.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,500	1,534	1,155	4200185	Alarm Line Charges	1,530			1,561	1,600
2,500	235	0	4200470	Building Maintenance - Exterior	2,550			2,600	2,655
2,500	2,624	478	4200681	144 Division Storm Maint	2,550			2,600	2,655
3,500	2,181	4,482	4200682	519 Division Storm Maint	3,570			3,650	3,715
3,500	2,210	1,655	4200683	505 William Storm Maint	3,570			3,650	3,715
12,000	9,456	7,392	4200840	Utilities	12,240			12,485	12,735
25,500	18,240	15,162		SUB TOTAL MATERIALS	26,010		0	26,546	27,075
4,025	3,711	0	4200541	Payment-in-Lieu Taxes	4,106			4,188	4,275
4,025	3,711	0		SUB TOTAL FINANCIAL	4,106		0	4,188	4,275
29,525	21,951	15,162		TOTAL STORM PUMP STATIONS	30,116		0	30,734	31,350

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	2022	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2022	4200470	Building Maintenance - Exterior	Repairs to pump station structure
PERFORMANCE DATA: 3 pumping stations/6 pumps. Stations beginning to show their age. Extra funds budgeted for repairs.	2022	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2022	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2022	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2022	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	5,109	359	431010	Payroll Salaries & Wages	0			0	0
0	1,388	100	431030	Payroll Benefits	0			0	0
0	6,497	459		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,000	4,092	52	4310680	Other Equipment Maintenance & Repair	1,000			1,000	1,000
1,000	4,092	52		SUB TOTAL MATERIALS	1,000		0	1,000	1,000
5,000	3,526	2,585	4310480	Garbage Removal	5,000			5,000	5,000
5,000	3,526	2,585		SUB TOTAL CONTRACTED SERVICES	5,000		0	5,000	5,000
6,000	14,115	3,096		TOTAL GARBAGE COLLECTION	6,000		0	6,000	6,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal curbside collection program and operation of Municipal Transfer Station.	2022	4310650	Other Equipment Maintenance & Repairs	Ongoing maintenance and repairs needed on litter and recycling containers throughout the downtown area. Including insert repairs, lock repairs, lid repairs, etc.
PERFORMANCE DATA:	2022	4310480	Garbage Removal	Public Works bin

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
GRANTS & TRANSFERS	0	0	0	-	0	-	0	0
PHYSICIAN RECRUITMENT	0	17,100	0	-	0	-	0	0
HOSPICE	0	60,000	0	-	0	-	0	0
AFFORDABLE HOUSING ASSISTANCE	125,000	1,436	0		0		0	0
TOTAL GRANTS & TRANSFERS	125,000	78,536	0	(100.0)	0	(100.0)	0	0

* Refer to pages 154 - 161 for details of expenditures and funding

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	6100940	Grants & Transfers - St Peters Court Apartments	0		0	0
0	6,000	0	6100941	Green Wood Coalition - Drop-in Outreach Program	0		0	0
0	7,000	0	6100942	Northumberland Fare Share Food Bank	0		0	0
0	13,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
0	13,000	0		TOTAL ST. PETER'S COURT APARTMENTS	0	0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2017 and 2019. The Town of Cobourg pay the balance of the realty taxes.</p>	2022	6100941	Green Wood Coalition - Drop-in Outreach Program	Collaborate efforts with Green Wood Coalition, NHH Community Mental Health and Northumberland Community Health Centres to coordinate and provide a drop-in outreach program
<p>PERFORMANCE DATA:</p>				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	17,100	6200940	Physician Recruitment	17,100		17,100	17,100
-17,100	-17,100	0	6200913	Recoveries - Northam	-17,100		-17,100	-17,100
0	0	17,100		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
0	0	17,100		TOTAL PHYSICIAN RECRUITMENT	0	0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the physician recruitment organization with funding to support a professional recruitment program.	22 / 23 / 24	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
PERFORMANCE DATA: Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2021	2020	2021			2022	*	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
60,000	60,000	60,000	6300940	Hospice Care Centre	60,000			0	0
-60,000	-60,000	0	6300913	Recoveries - Northam	-60,000			0	0
0	0	60,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
0	0	60,000		TOTAL HOSPICE	0		0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide capital contribution to the new hospice.	2022	6300940	Hospice Care Centre	Town Capital contribution to new hospice. \$60,000 a year for 4 years - 2022 in final year
	2022	6300913	Recoveries - Northam	Funded from Northam reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
250,000	50,658	1,436	6400940	Affordable Housing Assistance	125,000		125,000	125,000
-125,000	-25,658	0	6400913	Recoveries - Holdco	-125,000		-125,000	-125,000
125,000	25,000	1,436		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
125,000	25,000	1,436		TOTAL AFFORDABLE HOUSING ASSISTANCE	0	0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund incentives for the creation of new affordable rental housing.	2022	6400940	Affordable & Rental Housing CIP	Funding for projects under the Affordable & Rental CIP, including \$37,000/yr* for 3 years (2nd year of commitment) to accommodate Council's 2019 Affordable Housing Financial Support Approval for Trinity Housing per Strategic Plan Action #1 *PEOPLE)
PERFORMANCE DATA:				*Revised to \$35,287/yr as per Performance Data
Trinity Housing DC Grant (50%): ~\$111,360 10 yr Property Tax Grant (100%): ~\$179,500 Town Commitments Affordable & Rental CIP: \$65,000 Building Fees Study: \$5,000 Sub-Total: \$360,860 Subtract: \$5,000 (Building Fee Study not required) Total: \$355,860 Pre-commitment required in 2020/21/22: \$105,860 (\$35,287/year)				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
PARKS								
ADMINISTRATION	1,681,421	689,844	1,746,144	3.8	0	(100.0)	1,851,087	1,916,965
OPERATING	666,466	811,607	852,768	28.0	0	(100.0)	866,690	895,676
SUBTOTAL PARKS EXP.	2,347,887	1,501,451	2,598,912	10.7	0	(100.0)	2,717,777	2,812,641
PARKS REVENUE	-157,000	-17,641	-161,800	3.1	0	(100.0)	-162,600	-162,600
NET PARKS	2,190,887	1,483,810	2,437,112	11.2	0	(100.0)	2,555,177	2,650,041
BEACH WASHROOMS								
	4,950	33,406	3,200	-	0	-	4,700	6,050
AQUATICS LIFEGUARDS								
	91,033	68,283	112,405	23.5	0	(100.0)	130,000	130,000
OUTDOOR RINK								
	41,400	34,118	57,700	39.4	0	(100.0)	39,925	41,150
LEGION FIELDS								
LEGION FIELDS EXP.	27,800	15,912	41,250	48.4	0	(100.0)	43,850	46,050
LEGION FIELDS REVENUE	-14,000	-1,788	-39,250	180.4	0	(100.0)	-39,500	-39,500
NET LEGION FIELDS	13,800	14,124	2,000	(114.5)	0	(100.0)	4,350	6,550
MARINA								
MARINA EXPENDITURES	767,040	542,775	821,415	7.1	0	(100.0)	839,815	856,615
MARINA REVENUE	-767,040	-728,012	-821,415	7.1	0	(100.0)	-839,815	-856,615
NET MARINA	0	-185,237	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	180,000	141,642	112,878	(37.3)	0	(100.0)	97,971	89,701
DREDGE REVENUE	-180,000	-250,000	-100,000	(44.4)	0	(100.0)	-100,000	-100,000
NET MARINA	0	-108,358	12,878	0.0	0	0.0	-2,029	-10,299
CAMPGROUND								
CAMPGROUND EXP.	182,320	106,126	261,029	43.2	0	(100.0)	243,618	250,213
CAMPGROUND REVENUES	-331,000	-320,296	-330,300	(0.2)	0	(100.0)	-331,750	-335,400
NET CAMPGROUND	-148,680	-214,170	-69,271	(53.4)	0	(100.0)	-88,132	-85,187

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
HARBOUR	215,632	140,261	234,546	8.8	0	(100.0)	231,165	243,350
ARENA								
ARENA EXPENDITURES	100,750	20,781	102,250	1.5	0	(100.0)	103,900	105,650
ARENA REVENUE	-26,200	-17,375	-26,200	0.0	0	(100.0)	-26,200	-26,200
NET ARENA	74,550	3,406	76,050	2.0	0	(100.0)	77,700	79,450
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	2,171,390	1,341,330	2,638,261	21.5	0	(100.0)	2,756,733	2,806,609
COMMUNITY CENTRE REV	-949,770	-212,818	-1,410,520	48.5	0	(100.0)	-1,411,070	-1,416,070
NET COMMUNITY CENTRE	1,221,620	1,128,512	1,227,741	0.5	0	(100.0)	1,345,663	1,390,539
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	188,885	98,398	241,411	27.8	0	(100.0)	247,252	253,789
SENIORS ACTIVITY CENTRE REV	-87,580	-86,534	-80,800	(7.7)	0	(100.0)	-94,800	-94,800
NET SENIORS ACTIVITY CENTRE	101,305	11,864	160,611	58.5	0	(100.0)	152,452	158,989
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	6,319,087	4,044,483	7,225,257	14.3	0	(100.0)	7,456,706	7,641,818
TOTAL PARKS & REC REVENUE	-2,512,590	-1,634,464	-2,970,285	18.2	0	(100.0)	-3,005,735	-3,031,185
NET PARKS & RECREATION	3,806,497	2,410,019	4,254,972	11.8	0	(100.0)	4,450,971	4,610,633
LONG TERM DEBT CHARGES	81,200	409,034	81,200	-	0	-	118,000	118,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-20,000	0	0	8802	Victoria Park Canteen	-20,000		-20,000	-20,000
-100,000	0	0	8804	Parking Revenue	-100,000		-100,000	-100,000
-12,500	-1,245	-3,111	8806	User Fees	-13,000	*	-13,500	-13,500
-5,000	0	0	8809	Donation From DBIA - For Baskets	-5,000		-5,000	-5,000
-2,500	325	0	88011	Beach Rentals	-2,800	*	-3,100	-3,100
-6,000	0	-6,650	88012	Donations	-10,000	*	-10,000	-10,000
-11,000	-19,600	-7,880	871137210	Federal Grants Student Wages	-11,000		-11,000	-11,000
-157,000	-20,520	-17,641		TOTAL PARKS RECEIPTS	-161,800	0	-162,600	-162,600
2,347,887	1,887,950	1,501,451		TOTAL PARKS EXPENDITURES	2,598,912	*	2,717,777	2,812,641
2,190,887	1,867,430	1,483,810		COST TO TOWN	2,437,112	*	2,555,177	2,650,041

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS REVENUE**

ACCOUNT #: 880

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Various park facilities generate revenue to offset some of the operating costs of the parks department.	2022	8804	Parking Revenue	A portion of funds collected through parking meters and fines in Victoria Park area are returned to the Parks budget to assist with maintenance costs.
	PERFORMANCE DATA:			
	2022	8806	User Fees	Rentals for Pavilion in Victoria Park
	2022	8809	Donation from DBIA	To assist with downtown beautification flower baskets
	2022	88011	User Fees	Beach Rentals
	2022	88012	Parks Donations	Public donations for memorial benches, etc.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2021	2020	2021		2022	2022	2023	2024	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
790,076	501,897	359,354	721010	Payroll Salaries & Wages	791,063		841,912	857,396
45,105	21,644	31,752	721011	Payroll - Overtime	46,474		47,287	48,114
0	0	0	721012	Payroll - Standby	0		0	0
169,529	21,500	40,365	721015	Payroll - Part-time	204,974 *		221,458	251,455
270,143	140,703	117,608	721030	Payroll Benefits	271,478		289,000	291,500
29,668	2,760	5,189	721031	Payroll Benefits - Part-time	35,855 *		38,755	44,000
5,500	5,796	1,383	721050	Clothing	5,500		5,500	5,500
4,700	1,892	2,554	721051	Personal Protective Equipment	4,700		5,300	5,300
2,500	2,011	2,127	721060	Footwear	2,500		2,500	2,700
2,000	832	0	721080	Meal Allowance	2,000		2,000	2,000
1,319,221	699,035	560,332		SUB TOTAL SALARIES, WAGES & BENEFITS	1,364,544 *	0	1,453,712	1,507,965
3,000	2,778	3,737	7210150	Office Supplies	3,000		3,250	3,500
4,800	6,289	6,301	7210180	Telephone & Answering Svc	5,000 *		5,200	5,400
1,000	0	0	7210190	Communication License	1,000		1,000	1,000
400	773	75	7210210	Advertising & Promotion	400		400	400
700	170	0	7210250	Memberships & Subscrip'ns	700		725	750
7,500	643	2,170	7210260	Training & Courses	12,000 *		14,000	16,000
13,500	8,397	4,699	7210450	Heat	13,500		14,500	15,000
14,900	20,188	17,107	7210460	Utilities	14,900		15,500	15,800
20,000	36,791	13,103	7210470	Building Maintenance	20,000		21,000	22,000
15,400	10,990	5,311	7210500	Custodial / Cleaning Supplies	11,400		12,000	12,500
55,000	57,633	22,893	7210600	Vehicle Maintenance	58,000 *		61,000	64,000
40,000	43,542	40,734	7210650	Gasoline	40,000		44,000	45,000
6,000	5,195	5,201	7210670	Small Equipment Purchases	6,000		7,000	7,500
0	0	5,997	7210700	COVID-19 Supplies	0		0	0
0	2,783	2,184	7210850	Special Project - Blue Flag	2,700 *		2,800	2,900
0	0	0	7210851	Special Project - YMCA PCC - Feasibility Study	0		0	0
0	0	0	7210912	Recoveries - Holdco	0		0	0
182,200	196,172	129,512		SUB TOTAL MATERIALS	188,600 *	0	202,375	211,750
40,000	30,436	0	7210320	Liability Insurance	43,000 *		45,000	47,250
0	0	0	7210360	Consultant Fee - Waterfront Master Plan	0		0	0
40,000	30,436	0		SUB TOTAL CONTRACTED SERVICES	43,000 *	0	45,000	47,250
140,000	70,000	0	7210930	Transfer to Vehicle Reserve	150,000 *		150,000	150,000
140,000	70,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	150,000 *	0	150,000	150,000
1,681,421	995,643	689,844		TOTAL PARKS ADMINISTRATION	1,746,144 *	0	1,851,087	1,916,965

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain the Parks System for the Corporation.	2022	721015	Salaries & Wages Part Time	Cityworks Student to assist with work orders Recovery from Special Events for staff time during events.
	2022	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats, fall protection, etc.
PERFORMANCE DATA: Responsible for all park facilities and employees.	2022	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
	2022	7210260	Training & Courses	Professional development and mandatory training for certifications requirements, health & safety, working at heights, Crane certification, Spraypad Certification, Basic Refrigeration / ice plant, etc.
	2022	7210470	Building Maintenance	Costs of Building 7 shared evenly with Public Works
	2022	7210600	Vehicle Maintenance	Increase to reflect actual maintenance requirements (including \$3,000 for mandatory maintenance program)
	2022	7210850	Special Project - Blue Flag	For testing e-coli and strep on Victoria Park Beach and West Beach
	2022	7210930	Transfer to Vehicle Reserve	Re-evaluation in 2020 requires \$153,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	155,924	100,985	723010	Payroll Salaries & Wages	0	0	0	0
0	11,463	10,356	723011	Payroll - Overtime	0	0	0	0
0	14,333	20,790	723015	Payroll Part Time Wages	0	0	0	0
0	55,802	34,892	723030	Payroll Benefits	0	0	0	0
0	1,800	2,706	723031	Payroll Part Time Benefit	0	0	0	0
0	239,322	169,729		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
72,500	52,210	55,231	7230460	Utilities	73,000		73,500	74,000
15,000	4,356	2,605	7230470	Building Maintenance	15,500 *		19,000	21,000
3,200	1,340	1,493	7230475	Signs	3,200		3,500	3,700
10,000	7,753	4,712	7230500	Cleaning Maintenance	8,250		9,000	9,250
7,500	2,348	3,955	7230510	Electrical Repairs	7,000		7,500	8,000
5,000	4,929	4,998	7230520	Plumbing Repairs	5,000		5,500	6,000
21,000	11,869	10,133	7230570	Property Improvements	21,250		22,000	23,000
8,000	1,034	1,685	7230691	Equipment Rental	6,000		6,500	6,500
3,800	0	1,236	7230700	COVID-19 Supplies	3,900		4,000	4,000
146,000	85,839	86,048		SUB TOTAL MATERIALS	143,100	0	150,500	155,450
25,000	13,701	16,611	7230480	Garbage Removal	25,000		27,000	29,000
25,000	0	7,370	7230701	COVID-19 Contracts	25,000		25,000	25,000
34,000	22,110	1,068	7230750	Bylaw Enforcement	36,000 *		38,000	40,000
21,000	22,198	14,066	7230751	Parks Maintenance Contracts	22,000 *		23,000	25,000
33,000	0	84,512	7230755	Port-A-Potties	35,000 *		37,000	37,000
0	0	0 NEW		Special Project - Victoria Park Bandshell Flooring	20,000 *		0	0
0	0	1,190	7230851	Special Project - Splashpad Repairs	0		0	0
0	0	101	7230852	Special Project - Trash to Treasure	1,000 *		1,100	1,100
138,000	58,009	124,918		SUB TOTAL CONTRACTED SERVICES	164,000 *	0	151,100	157,100
18,400	19,323	15,470	7230540	Rent - Dog Park	18,400		18,400	18,400
18,400	19,323	15,470		SUB TOTAL FIINANCIAL	18,400	0	18,400	18,400
302,400	402,493	396,165		TOTAL PARKS MAINTENANCE	325,500 *	0	320,000	330,950

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	2022	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
	2022	7230700	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
PERFORMANCE DATA:	2022	7230570	Property Improvements	To maintain stock of tables and benches, repair garbage containers, install parking barriers and paint buildings.
Beach Groomings (20 Small Parks)	2022	7230701	COVID-19 Contracts	Additional Cleaning contracts, Port-a-Potties
Canteens	2022	7230691	Equipment Rentals	Cost of equipment rentals for maintenance.
Buildings	2022	7230751	Parks Maintenance Contractor	Annual additional support to maintain park flower beds, shrubs, etc.
Playgrounds	2022	7230755	Port-A-Potties	Victoria Park (summer) to meet demand
Centennial Swimming Pool - Start/Close	2022	NEW	Special Project - Bandshell Flooring	Replace flooring in bandshell
Garbage Pick Up	2022/2023/2024	7230852	Special Project - Trash to Treasure	Trash to Treasure Pilot Program
Special Events				
Spray Pad				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	76,346	71,633	722010	Payroll Salaries & Wages	0	0	0	0
0	7,021	8,621	722011	Payroll - Overtime	0	0	0	0
0	1,150	46,448	722015	Payroll Part Time Wages	0	0	0	0
0	27,747	28,083	722030	Payroll Benefits	0	0	0	0
0	140	5,971	722031	Payroll Students Benefits	0	0	0	0
0	112,404	160,756		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
16,900	13,116	8,125	7220450	Heat	17,000		17,100	17,200
5,800	6,710	5,566	7220460	Utilities	5,800		6,000	6,200
6,500	2,672	3,733	7220470	Building Maintenance	6,500		7,000	7,500
0	0	0	7220475	Ecology Garden Maintenance	0		0	0
27,000	27,551	20,614	7220506	Horticulture Supplies	27,000		28,000	28,500
15,000	10,592	8,798	7220550	Horticulture - Downtown Beautification	15,000		16,000	16,500
71,200	60,641	46,836		SUB TOTAL MATERIALS	71,300	0	74,100	75,900
71,200	173,045	207,592		TOTAL HORTICULTURE	71,300	0	74,100	75,900

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal beautification.	2022	7220506	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
PERFORMANCE DATA: 3 season planting Downtown beautification Greenhouse complex Sensory Garden	2022	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2021 BUDGET	2020 YTD	2021 YTD	CODE	OBJECT	2022 DEPT REQUEST	*	2022 FINAL APPROVED	2023 FORECAST	2024 FORECAST
43,591	91,027	68,788	311110	Payroll Salaries & Wages	67,132	*		68,377	69,643
4,000	1,038	6,990	311111	Payroll - Overtime	4,000			4,000	4,000
0	0	0	311115	Payroll Part Time Wages	20,521	*		20,880	21,246
16,000	30,545	26,474	311130	Payroll Benefits	25,608	*		27,503	29,457
0	0	0	311131	Payroll Part Time Benefits	3,796	*		4,280	4,780
200	203	203	311160	Footwear	200			200	200
63,791	122,813	102,455		SUB TOTAL SALARIES, WAGES & BENEFITS	121,257	*	0	125,240	129,326
250	150	168	3111150	Office Supplies	250			300	350
775	477	629	3111250	Memberships & Subscriptions	800	*		850	850
1,500	1,138	305	3111260	Training & Courses	1,500			2,000	2,300
2,500	413	718	3111650	Gasoline	2,500			2,700	2,900
2,500	2,510	3,007	3111680	Other Equip Maint & Repairs	2,500			2,500	2,600
40,000	38,637	2,713	3111853	Special Project - Emerald Ash	40,000			40,000	40,000
5,000	7,010	1,058	3111854	Special Project - Open Space Maintenance	5,000			5,000	5,000
4,250	382	640	3111855	Special Project - Forest Inventory Program	4,250			4,500	4,500
0	0	0	3111856	Special Project - Neighbor Wood Program	0			0	0
56,775	50,717	9,238		SUB TOTAL MATERIALS	56,800		0	57,850	58,500
70,000	65,154	3,230	3111750	Contracts - Tree Planting	70,000			70,000	75,000
12,000	10,717	1,110	3111751	Contracts - Emergency Removals Hazards	12,000			13,000	14,000
25,000	0	153	3111857	Special Project - More Tree Planting as per PRAC	25,000			25,000	25,000
30,000	34,923	6,534	3111754	Contracts - Tree Maintenance	31,000	*		32,000	33,000
137,000	110,794	11,027		SUB TOTAL CONTRACTED SERVICES	138,000		0	140,000	147,000
-35,000	-25,000	0	871153111	Transfer - Tree Levy Reserve	-25,000			-25,000	-25,000
-35,000	-25,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-25,000		0	-25,000	-25,000
222,566	259,324	122,720		TOTAL ROADSIDE TREE TRIMMING	291,057	*	0	298,090	309,826

11-16-21

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.	2022	3111250	Memberships & Subscriptions	ISA Dues - \$500 ISAO - \$250 Forests Ontario - \$50
	2022	3111260	Training & Courses	Industry standards - specific training, BMP and CEU's species.
PERFORMANCE DATA:				
Trees	2019	2020	2021	
Removed	164	100	125	2022
Planted	150	160	200	3111853
Feed/Preserve	350	190	150	
Prune	416	400	400	2022
Mulch	500	250	250	3111854
Service Requests	285	350	350	
Inspections	935	500	500	2022
				3111855
Mulch - Right of Way and Parks trees				2022
				3111754

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	702	2,238	724010	Payroll Salaries & Wages	0	0	0	0
0	114	167	724011	Payroll - Overtime	0	0	0	0
0	0	1,583	724015	Payroll Part Time Wages	0	0	0	0
0	0	1,063	724030	Payroll Benefits	0	0	0	0
0	293	205	724031	Payroll Part Time Benefit	0	0	0	0
0	1,109	5,256		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
19,000	7,677	14,176	7240475	Athletics Field Mtce	20,000 *		21,000	22,000
5,500	4,879	238	7240570	Property Improvements	5,500		6,000	6,500
24,500	12,556	14,414		SUB TOTAL MATERIALS	25,500 *	0	27,000	28,500
8,500	0	0	7240551	Port-A-Potties	8,500		9,500	10,000
1,000	0	0	7240701	COVID-19 Contracts	1,000		1,000	1,000
9,500	0	0		SUB TOTAL CONTRACTED SERVICES	9,500	0	10,500	11,000
34,000	13,665	19,670		TOTAL PARKS ATHLETIC FACILITIES	35,000	0	37,500	39,500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain all ball diamonds located within our Parks System.	2022	7240475	Athletic Field Maintenance	Supplies and material for sporting and playground facilities, including new soccer pitch at CCA.
				Field talc Line Paint Surfacing Materials Playground Equipment Irrigation
PERFORMANCE DATA: 15 Ball Diamonds (2 with lights) 10 Soccer Fields (1 with lights) 6 Tennis Courts (lights) 1 Basketball Court at Fitzhugh 13 Playgrounds maintained and inspected to CAW / CSA Z614-98 Beach Volleyball Splash Pad Rugby Field	2022	7240551	Port-A-Potties	Donegan Park, Westwood, James, Tracy, Cobourg Conservation Area, Peace Park (if required due to fishing).
	2022	7240570	Property Improvements	Replenish clay at Legion Fields and Donegan, etc.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	1,697	8,979	725010	Payroll Salaries & Wages	0	0	0	0
0	0	658	725011	Payroll Overtime	0	0	0	0
0	0	10,647	725015	Payroll Part Time Wages	0	0	0	0
0	996	3,938	725030	Payroll Benefits	0	0	0	0
0	0	1,313	725031	Payroll Part Time Benefit	0	0	0	0
0	2,693	25,535		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
16,000	19,745	17,869	7250600	Vehicle & Equipment Mtce	12,000		13,000	13,500
0	0	0	7250850	Special - Rebuild Wide Area Mower	0		0	0
0	0	0	7250913	Recoveries - Equipment Reserve	0		0	0
16,000	19,745	17,869		SUB TOTAL MATERIALSS	12,000	0	13,000	13,500
16,000	22,438	43,404		TOTAL PARKS TURF MAINTENANCE	12,000	0	13,000	13,500

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT #: **7200.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To manage and maintain all Turf areas under our jurisdiction. Including all roadside cutting.</p>	2022	7250600	Vehicle & Equipment Maintenance	With new equipment, maintenance should be reduced.
<p>PERFORMANCE DATA:</p> <p>Cutting and trimming approximately 280 acres of turf:</p> <ul style="list-style-type: none"> - Fertilizing - Weed Control - Aerating - Top Dressing - IPM Program - ODC 				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	275	209	7340450	Utilities	1,500		1,500	1,600
5,500	0	97	7340470	Building Maintenance	5,500		6,000	6,500
12,000	2,422	1,221	7340500	Cleaning Supplies	10,000		10,500	10,750
2,000	0	1,762	7340510	Electrial Repairs	2,000		2,250	2,500
3,250	806	2,016	7340520	Plumbing Repairs	3,500 *		3,750	4,000
24,250	3,503	5,305		SUB TOTAL MATERIALS	22,500	0	24,000	25,350
50,000	0	28,101	7340551	Cleaning Contract	50,000		50,000	50,000
50,000	0	28,101		SUB TOTAL CONTRACTED SERVICES	50,000	0	50,000	50,000
-69,300	0	0	7340912	Transfer Parking Revenue	-69,300 *		-69,300	-69,300
-69,300	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-69,300 *	0	-69,300	-69,300
4,950	3,503	33,406		TOTAL BEACH WASHROOMS	3,200	0	4,700	6,050

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To keep washrooms at Victoria Park clean.	2022	7340470	Building Maintenance	Allowance for routine maintenance of building
	2022	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2022	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
PERFORMANCE DATA:				
2003 - Kept clean (very few complaints)	2022	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
2004 - Not clean (many complaints)				Contract up for renewal in 2022.
2005 - Not clean (many complaints)				
2006 - Not clean (many complaints)				
2007 - Kept clean (few complaints less damage)	2022	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense
2008 - Kept clean (few complaints less damage)				
2009 - Kept clean (few complaints less damage)				
2010 - Kept clean (no complaints less damage)				
2011 - Kept clean (no complaints less damage)				
2012 - Kept clean (no complaints less damage)				
2013 - Kept clean (no complaints less damage)				
2014 - Kept clean (no complaints less damage)				
2015 - Kept clean (no complaints less damage)				
2016 - Kept clean (minimal complaints & damage)				
2017 - Kept clean (minimal complaints & damage)				
2018 - Kept clean (minimal complaints & damage)				
2019 - Kept clean (minimal complaints & damage)				
2020 - Closed				
2021 - Kept clean (minimal complaints & damage)				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	3,918	2,458	7260450	Heat	5,000		5,000	5,000
7,500	6,051	7,386	7260460	Utilities	7,500		7,500	7,500
7,600	6,591	8,834	7260570	Property Improvements	15,000 *		15,000	16,000
4,000	4,782	3,378	7260580	Materials Repair	4,000		4,000	5,000
0	0		NEW	Lifeguards & Supplies	97,661 *		100,000	100,000
-3,800	0	0	7260913	Recoveries - Holdco Reserve	-11,250		-7,500	-7,500
20,300	21,342	22,056		SUB TOTAL MATERIALS	117,911 *	0	124,000	126,000
20,300	21,342	22,056		TOTAL CENTENNIAL POOL	117,911 *	0	124,000	126,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT #: **7200.60**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance on Centennial Pool, built in 1967.	2022	NEW	Lifeguards & Supplies	YMCA staff maintain and operates programs at Centennial Pool. Town owned facility. Note: Costs have been broken down between Centennial Pool & Beach for 2022
PERFORMANCE DATA:	2022	7260750	Property Improvements	Upkeep condition of building: Circulation pump - \$2,500 Painting changerooms/office - \$5,000 Roof solar heating maintenance/repair - \$1,500 Drinking fountain replacement - \$4,000 Perimeter fencing repair - \$1,000 Minor repairs - \$1,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
91,033	58,181	68,283	7650750	Lifeguards & Supplies	112,405	*	130,000	130,000
0	10,000	0	7650751	Grants & Transfers	0		0	0
0	0	0	7650850	Special Project - Lifeguard Chairs	0		0	0
0	0	0		Recoveries - 2017 Lifeguard Chair	0		0	0
91,033	68,181	68,283		SUB TOTAL OTHER CHARGES & TRANSFERS	112,405	*	0	130,000
91,033	68,181	68,283		TOTAL AQUATICS LIFEGUARDS	112,405	*	0	130,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE: To provide lifeguarding services at Victoria Beach and Centennial Pool.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2022	7650750	Lifeguards & Supplies	Note: Costs have been broken down between Centennial Pool & Beach for 2022
PERFORMANCE DATA:				
Funding History				
1999	138,155			
2000	138,155			
2001	138,155			
2002	150,195			
2003	150,195			
2004	150,195			
2005	150,195			
2006	150,195			
2007	150,195			
2008	160,000			
2009	160,000			
2010	162,000			
2011	166,500			
2012	167,584			
2013	177,613			
2014	185,585			
2015	170,000			
2016	165,000			
2017	175,000			
2018	198,000			
2019	189,300			
2020	194,805			
2021	91,033			

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	4,246	727015	Payroll Full Time Wages	0		0	0
0	0	205	727011	Overtime	0		0	0
0	0	1,504	727031	Payroll FT Time Benefits	0		0	0
0	0	5,955		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
17,500	22,878	15,999	7270460	Utilities	18,000		18,500	19,000
1,000	112	0	7270600	Vehicle Maint & Repairs	1,000		1,000	1,000
2,500	532	2,150	7270670	Other Equipment Purchases	2,500		3,500	4,000
6,100	5,664	2,484	7270680	Other Equipment Maint & Repairs	6,200		6,300	6,400
7,000	0	7,530	7270681	Setup / Tear Down	7,500	*	8,000	8,000
0	0	0	NEW	Special Project - Butterfly Wings Replacement	12,000	*	0	0
5,000	0	0	7270852	Special Project - Sinclair Park Outdoor Rink	8,000	*	0	0
39,100	29,186	28,163		SUB TOTAL MATERIALS	55,200	*	0	37,300
2,300	1,632	0	7270320	Liability Insurance	2,500	*	2,625	2,750
2,300	1,632	0		SUB TOTAL CONTRACTED SERVICES	2,500	*	0	2,625
41,400	30,818	34,118		TOTAL OUTDOOR RINK	57,700	*	0	39,925

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT #: **7200.70**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance and operation of fountain / rink facility at Rotary Waterfront Park.	2022	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2022	7270680	Other Equipment Maint & Repairs	General routine maintenance
	2022	NEW	Special Project - Butterfly Wing Repl	Replacement of butterfly wings
	2022	7270852	Special Project - Sinclair Park Outdoor Rink	Cost of building outdoor rink in Sinclair Park Water - \$3,500 Plastic - \$4,000 Signage - \$500
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS - REVENUE**

ACCOUNT#: **882**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-8,000	0	-1,788	8821	Regular Season Play	-8,250	*	-8,500	-8,500
-6,000	0	0	8822	Tournaments	-6,000		-6,000	-6,000
0	0	0	8824	Canteen	-25,000	*	-25,000	-25,000
-14,000	0	-1,788		TOTAL LEGION FIELDS REVENUE	-39,250	*	0	-39,500
27,800	20,108	15,912		TOTAL LEGION FIELDS EXPENDITURES	41,250	*	0	43,850
13,800	20,108	14,124		NET TO TOWN	2,000		0	4,350

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	700	2,432	745010	Payroll Full Time Wages	0	0	0	0
0	92	0	745011	Payroll - Overtime	0	0	0	0
0	0	0	745015	Payroll Part Time Wages	0	0	0	0
0	218	325	745030	Payroll Full Time Benefits	0	0	0	0
0	0	0	745031	Payroll Part Time Benefit	0	0	0	0
0	1,010	2,757		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
4,000	2,893	1,628	7450450	Heat	4,000		4,400	4,500
7,700	8,222	6,710	7450460	Utilities	7,700		8,000	8,500
3,000	3,563	0	7450470	Building Maintenance	3,000		3,300	3,400
1,000	0	1,651	7450500	Cleaning Supplies	1,000		1,500	1,600
2,000	0	300	7450510	Electrical Repairs	2,000		2,300	2,400
2,000	1,586	1,473	7450520	Plumbing Repairs	2,200 *		2,300	2,400
4,500	0	763	7450570	Diamond Maintenance	5,000 *		5,500	6,500
0	0	0	7450830	Consummable Supplies	12,500 *		12,500	12,500
600	926	630	7450919	Bank Service Fees	600		600	600
24,800	17,190	13,155		SUB TOTAL MATERIALS	38,000 *	0	40,400	42,400
3,000	1,908	0	7450320	Liability Insurance	3,250 *		3,450	3,650
0	0	0	7450850	Special Project - Legion Fields Pedstrian Bridge	0		0	0
3,000	1,908	0		SUB TOTAL CONTRACTED SERVICES	3,250 *	0	3,450	3,650
27,800	20,108	15,912		TOTAL LEGION FIELDS	41,250 *	0	43,850	46,050

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain a (3) three softball diamond facility.	2022	8824	Canteen	Closed for 2021
	2022	7450320	Liability Insurance	Allocation of liability insurance to this budget.
PERFORMANCE DATA:	2022	7450470	Building Maintenance	Increase to reflect actual maintenance costs
Hosted numerous provincial and OASA tournaments	2022/2022	7450830	Consumables Supplies	Food and Beverage supplies to operate the canteen in 2022

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-145,000	-113,720	-151,927	8831	Transient Fees	-155,000	*		-157,000	-160,000
-280,000	-112,199	-206,463	8832	Seasonal Fees	-295,000	*		-299,000	-305,000
-40,000	-51,487	-8,841	8833	Winter Storage	-40,000			-46,000	-47,500
-5,200	-2,983	-4,838	8834	Sewage Pumpout Fees	-5,500	*		-5,550	-5,600
-190,000	-156,100	-289,567	8835	Fuel Sales	-220,000	*		-225,000	-230,000
-8,400	-3,917	-8,246	8836	Miscellaneous	-8,400			-8,500	-8,600
-7,000	-4,260	-8,653	8837	Launching Fees	-7,500	*		-8,000	-8,700
-35,000	-13,635	-32,474	8838	Liftout - in	-33,000			-33,500	-33,700
0	0	-457	8839	Vending Revenue	0	*		0	0
-2,880	0	-2,410	88310	Marina Brochure Advertising	-2,880			-2,880	-2,880
-100	0	0	88311	Finance Charges	-100			-150	-200
-5,000	-5,166	-8,161	88312	Reservation Fees	-6,400	*		-6,500	-6,600
-5,100	-2,594	0	88313	Facility Rentals	-4,135			-4,135	-4,135
-40,000	0	0	88314	Parking Fees	-40,000			-40,000	-40,000
-3,360	-19,600	-5,975	88315	Summer Wage Grant	-3,500	*		-3,600	-3,700
-767,040	-485,661	-728,012		TOTAL MARINA REVENUES	-821,415	*	0	-839,815	-856,615
767,040	485,661	542,775		TOTAL MARINA EXPENDITURES	821,415	*	0	839,815	856,615
0	0	-185,237		NET TO TOWN	0	*	0	0	0

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
107,809	93,970	47,384	731010	Payroll - Full-time Wages	123,273	*	126,017	128,222
2,968	1,530	3,490	731011	Payroll - Overtime	3,771	*	3,501	3,562
105,339	123,365	92,238	731015	Payroll Part Time Wages	110,884	*	112,824	114,799
33,916	21,694	14,197	731030	Payroll - Full-time Benefits	40,318	*	43,689	47,089
18,434	16,763	11,364	731031	Payroll Part Time Benefit	20,514	*	23,129	25,830
1,200	128	545	731050	Clothing	1,200		1,200	1,200
269,666	257,450	169,218		SUB TOTAL SALARIES, WAGES & BENEFITS	299,960	*	0	310,360
800	330	409	7310150	Office Supplies	800		850	875
1,400	1,108	731	7310175	Internet Costs	1,400		1,500	1,600
2,100	1,872	2,698	7310180	Telephone & Answering Svc	2,100		2,150	2,175
3,000	0	1,065	7310210	Advertising & Promotions	3,000		3,500	4,000
2,000	1,179	1,221	7310220	Printing	2,000		2,200	2,250
300	6	0	7310240	Postage	300		300	350
1,400	999	1,712	7310250	Membership & Subscrip'ns	1,400		1,500	1,675
3,000	22	0	7310260	Training & Courses	5,000	*	5,700	5,800
1,000	240	0	7310270	Travel Expense	1,500	*	1,700	1,850
1,000	0	0	7310380	Conferences & Conventions	2,000	*	2,500	2,600
3,600	478	3,693	7310392	Ice Purchase	4,000	*	4,200	4,500
5,000	2,398	1,944	7310450	Heat	5,000		5,350	5,550
26,000	13,696	12,964	7310460	Utilities	26,000		27,000	28,000
10,000	11,852	6,533	7310470	Facilities Maintenance	10,000		12,000	12,500
5,000	680	610	7310500	Custodial/Cleaning Supplies	5,000		5,500	5,650
99,000	49,043	37,161	7310551	Dock Repair & Maintenance	93,000		55,000	58,000
30,000	26,998	0	7310552	Common Harbour Dredging Contribution	30,000		40,000	50,000
158,141	137,958	259,319	7310650	Fuel	176,000	*	180,000	184,000
3,200	3,394	825	7310670	Other Equipment Purchases	3,200		3,500	3,800
7,000	3,913	2,049	7310680	Other Equip Maint & Rep	7,000		7,200	7,500
1,500	162	14	7310691	Small Equip Maint & Rep	1,500		1,700	1,900
4,100	0	0	7310700	COVID-19 Supplies	4,200		1,200	700
0	11	0	7310830	Beverage Purchase	0		0	0
0	27,464	0	7310851	Special Project - Wireless Internet	0		0	0
0	0	0	7310855	Special Project - Online Reservation Software	0		0	0
18,000	12,172	16,441	7310919	Bank Service Fees Visa / MC / POS	18,000		18,550	18,700
0	1,112	0	7310856	Special Project - Air Conditioning Reception	0		0	0
386,541	297,087	349,389		SUB TOTAL MATERIALS	402,400	*	0	383,100

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
11,500	8,742	0	7310320	Liability Insurance	12,500	*	13,000	13,500
2,300	2,722	2,403	7310480	Garbage Removal	3,000	*	2,300	3,500
0	1,913	1,227	7310550	Security Contract	10,000	*	10,500	10,650
2,100	2,136	1,829	7310750	Contracts	2,100		2,300	2,500
24,000	22,008	18,709	7310751	Liftout - In	29,000	*	31,000	33,000
39,900	37,521	24,168		SUB TOTAL CONTRACTED SERVICES	56,600	*	0	59,100
0	2,747	0	7310541	Payment in Lieu of Taxes	0		0	0
67,333	-112,744	0	7310912	Transfer to/From Reserve Funds	58,855		83,655	65,188
3,600	3,600	0	7310912	Transfer to Vehicle Reserve	3,600		3,600	3,600
0	0	0	7310910	Transfer to Harbour	0		0	0
70,933	-106,397	0		SUB TOTAL OTHER CHARGES & TRANSFERS	62,455		0	87,255
767,040	485,661	542,775		TOTAL MARINA	821,415	*	0	839,815

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT #: **7300.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Operation of a small craft Marina. at Rotary Waterfront Park.			YEAR	CODE	OBJECT	DETAILS
			PERFORMANCE DATA:			
YEAR	TRANSIENT VISITORS	DOLLARS				
1997	4180	\$102,019	2022	8831	Transient Fees	Increased due to expectations that it will be a normal season
1998	4400	\$114,420	2022	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina Enhanced Marina signage
1999	4500	\$111,800	2022	7310175	Internet Costs	Monthly fees for internet usage
2000	4400	\$105,420	2022	7310210	Advertising & Promotions	To enhance marketing efforts
2001	4500	\$105,480	2022	7310220	Printing	Increase due to additional signage at the Marina
2002	4600	\$107,100	2022	7310250	Memberships & Subscriptions	Boating Association - \$600 Technical Standards Safety Inspection - \$100 Technical Standards Safety Licence - \$250 Assoc of Marina Industries - \$200 Receiver General - \$50 Clean Marine - \$200
2003	4500	\$105,590	2022	7310552	Marina Dredging	Costs of dredging split between Marina & Harbour Increased due to harbour west basin and launch ramp area that are filling in at an alarming rate.
2004	4600	\$110,372	2022	7310551	Dock Repairs	To address maintenance needs with decks, stringers and anchors - carry over from 2021 as wood price stopped work
2005	4700	\$116,022	2022	7310700	COVID Supplies	PPE, Sanitizer and cleaning supplies
2006	4500	\$114,984	2022	7310857	Sp Project - Surveillance System	Surveillance system inside Marina is outdated and does not integrate with the recording system used on the harbour and docks. Will assist in Police investigations.
2007	4600	\$121,543	2022	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV
2008	4400	\$118,164				
2009	4500	\$137,758				
2010	4500	\$139,894				
2011	4000	\$128,343				
2012	3800	\$131,141				
2013	3873	\$139,306				
2014	3724	\$125,868				
2015	Unavailable	\$128,690				
2016	3413	\$154,561				
2017	2200	\$94,444				
2018	3002	\$142,822				
2019	2400	\$100,325				
2020	2184	\$113,719				
2021						

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-180,000	-290,030	-250,000	8881	Dredging Revenue	-100,000		-100,000	-100,000
-180,000	-290,030	-250,000		TOTAL DREDGING REVENUE	-100,000	0	-100,000	-100,000
180,000	290,030	141,642		TOTAL DREDGING EXPENDITURES	112,878	0	97,971	89,701
0	0	-108,358		NET TO TOWN	12,878	0	-2,029	-10,299

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
48,237	80,606	53,612	736010	Payroll Salaries & Wages	52,585	*	53,587	54,525
787	14,066	6,684	736011	Payroll Overtime	969	*	1,029	1,047
1,166	4,419	0	736015	Payroll Part-time Salaries & Wages	11,879	*	12,108	12,320
15,711	26,575	19,977	736030	Payroll - Full-time Benefits	16,893	*	17,215	17,517
204	564	0	736031	Payroll Part-time Benefits	2,202	*	2,482	2,772
0	0	0	736020	Other Salaries & Wages	0	*	0	0
0	0	0 NEW		Clothing	500	*	500	500
66,105	126,230	80,273		SUB TOTAL SALARIES, WAGES & BENEFITS	85,028	*	0	86,921
2,300	352	2,263	7360150	Administrative Services	1,000		1,100	1,200
350	278	0	7360180	Telephone & Answering	350		350	370
1,500	254	0	7360210	Advertising	500		600	700
1,500	0	0	7360260	Training & Courses	1,500		1,700	1,900
1,000	7,794	0	7360270	Travel Expenses	1,000		1,200	1,300
6,500	6,821	11,732	7360650	Gasoline	3,000		3,350	3,550
0	0	0 NEW		Contract Gasoline	3,500	*	3,500	3,500
5,000	1,832	1,489	7360670	Other Equipment Purchases	5,000		5,500	6,000
15,000	41,694	28,844	7360680	Maintenance & Repairs	15,000		15,000	17,000
5,000	53,473	13,763	7360681	Equipment Setup	5,000		5,500	6,000
7,000	7,183	3,278	7360682	Contract Equipment Setup	7,000		8,000	9,000
45,150	119,681	61,369		SUB TOTAL MATERIALS	42,850		0	45,800
9,600	8,484	0	7360320	Insurance	5,000		5,250	5,500
9,600	8,484	0		SUB TOTAL CONTRACTED SERVICES	5,000		0	5,250
59,145	102,192	0	7360912	Transfer from/to Reserve - Capital Repayment	60,000		60,000	60,000
0	-66,557	0	7360991	Dredging Recoveries - Marina Dredging	-80,000		-100,000	-115,000
59,145	35,635	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-20,000		0	-40,000
180,000	290,030	141,642		TOTAL DREDGING	112,878		0	97,971

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.			YEAR	CODE	OBJECT	DETAILS
			PERFORMANCE DATA:			2022
2022	NEW	Clothing				contractual obligation for 2 union staff
			2022	NEW	Gasoline - Contract	To streamline contract revenue
			2022	7360670	Other Equipment Purchases	Tools for dredge, will reduce having to rent or borrow equipment
			2022	7360680	Maintenance & Repairs	Routine Maintenance - \$5,000 Unexpected Maintenance - \$10,000
			2022	7360681	Equipment Setup	Town of Cobourg Setup - \$5,000
			2022	7360682	Contract Equipment Setup	To determine costs associate with contracts for equipment setup
			2022	7360991	Recoveries Dredging	Cobourg Harbour Entrance Project - \$80,000 (Marina - \$30,000, Harbour - \$50,000)
1999	Cost	Site				
2000	22,300	Fuel Dock				
2003	45,600	Entrance				
2006	33,063	Entrance				
2008	86,600	Entrance				
2010	125,639	Entrance				
2011		Dredged entrance with Cobourg Dredge				
2012		Dredged entrance with Cobourg Dredge				
2013		Dredged Wellington, Port Hope and Cobourg entrance & inner harbour				
2014		Dredge Port Hope & Cobourg Entrance				
2015		Dredge Cobourg Entrance				
2016		Dredge Wellington, Cobourg Entrance &				
2017		Whitby Harbour & Cobourg Harbour Entrance				
2018		Cobourg Harbour Entrance				
2019		Cobourg Harbour Entrance & Wellington Channel				
2020		Cobourg Harbour Entrance & Presqu'ile contract				
2021		Cobourg Harbour Entrance & Presqu'ile contract				
2022		Cobourg Harbour Entrance & 1 Potential Contract				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-22,500	-16,247	-22,371	8841	Seasonals	-25,800	*	-26,000	-26,800
-270,000	-162,809	-267,667	8842	Transient Trailers	-265,000		-265,000	-267,000
-12,000	-5,010	-8,849	8843	Transient Tents	-12,000		-12,200	-12,400
-1,500	-675	-929	8845	Sewage Pumpouts	-1,500		-1,600	-1,700
-6,000	-2,729	-5,900	8846	Miscellaneous	-6,000		-6,250	-6,300
-14,000	-9,095	-12,588	8847	Reservation Fee	-15,000	*	-15,500	-15,700
-5,000	-7,840	-1,992	88413	Federal Grants - Wages	-5,000		-5,200	-5,500
-331,000	-204,405	-320,296		TOTAL TOURIST PARK REVENUES	-330,300	0	-331,750	-335,400
182,320	92,096	106,126		TOTAL TOURIST PARK EXPENDITURES	261,029	0	243,618	250,213
-148,680	-112,309	-214,170		NET TO TOWN	-69,271	0	-88,132	-85,187

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
40,595	29,050	23,721	732010	Payroll - Full-time Wages	54,762	*	56,186	57,169
1,113	672	2,044	732011	Payroll Overtime	1,676	*	1,365	1,389
37,980	7,290	27,655	732015	Payroll Part Time Wages	39,463	*	40,154	40,857
10,775	8,904	8,266	732030	Payroll Full-time Benefits	17,767	*	19,266	20,775
6,647	964	3,480	732031	Payroll Part-time Benefits	7,301	*	8,232	9,193
200	128	223	732050	Clothing	300	*	300	300
97,310	47,008	65,389		SUB TOTAL SALARIES, WAGES & BENEFITS	121,269	*	0	125,503
500	107	292	7320150	Office Supplies	500		550	575
1,350	1,039	731	7320175	Internet Costs	1,350		1,400	1,550
1,100	1,045	878	7320180	Telephone & Answering Svc	1,100		1,200	1,250
1,500	0	0	7320210	Advertising & Promotions	1,500		1,550	1,600
500	0	0	7320220	Printing	500		550	575
100	0	0	7320240	Postage	100		115	130
210	0	0	7320380	Training	210		300	325
1,800	870	1,956	7320390	Firewood Purchase	2,700	*	2,800	2,900
1,400	253	926	7320392	Ice Purchase	1,400		1,500	1,575
22,000	14,345	10,788	7320460	Utilities	22,000		22,500	22,700
1,500	4,211	549	7320470	Building Maintenance	1,500		1,650	1,775
2,500	309	679	7320500	Custodial/Cleaning Supplies	1,000		1,100	1,200
3,000	2,094	3,446	7320510	Electrical Repairs	3,000		3,500	3,800
1,800	5,505	2,375	7320520	Plumbing Repairs	1,800		2,000	2,300
4,300	899	1,241	7320570	Property Improvements	3,000		3,500	4,000
2,000	1,575	1,239	7320670	Other Equipment Purchases	2,000		2,200	2,350
3,200	2,829	3,930	7320680	Other Equip Maint & Rep	3,200		3,350	3,475
750	0	0	7320700	COVID Supplies	800	*	500	100
0	0	0	7320850	Special Project - Cameras	0		0	0
0	0	0	7320852	Special Project - Management Software	25,000	*	0	0
7,000	5,079	6,992	7320919	Bank Service Fees	7,000		7,200	7,350
0	0	0	7320991	Recoveries	0		0	0
56,510	40,160	36,022		SUB TOTAL MATERIALS	79,660	*	0	57,465
500	352	0	7320320	Liability Insurance	600	*	650	700
3,000	2,817	3,242	7320480	Garbage Removal	3,000		3,300	3,500
0	1,759	1,473	7320750	Contracts - Security	6,500	*	6,700	6,800
3,500	4,928	4,715		SUB TOTAL CONTRACTED SERVICES	10,100	*	0	10,650
25,000	0	0	7320912	Transfer to Reserve	50,000	*	50,000	50,000
25,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	50,000	*	0	50,000
182,320	92,096	106,126		TOTAL TOURIST PARK	261,029	*	0	243,618

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT #: **7300.20**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT	DETAILS
			PERFORMANCE DATA:			2022
			2022	8842	Transient Trailers	Decreased to reflect actual trends
			2022	7310175	Internet Costs	Monthly fees for internet usage
YEAR	FUNCTION	REVENUE	2022	7310210	Advertising & Promotions	Marketing to promote the campground during shoulder season.
2016	15 Season Lots	\$42,050				
	Transient Trailers	\$203,632	2022	7310700	COVID Supplies	PPE, Sanitizer and cleaning supplies
	Transient Tents	\$10,230				
2017	15 Season Lots	\$36,850	2022	7320852	Special Project - Management Software	To develop software to fully automate online bookings.
	Transient Trailers	\$229,817	2022	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements.
	Transient Tents	\$11,655				
2018	11 Season Lots	\$33,900				
	Transient Trailers	\$240,230				
	Transient Tents	\$12,515				
2019	7 Season Lots	\$24,300				
	Transient Trailers	\$262,568				
	Transient Tents	\$11,361				
2020	6 Season Lots	\$23,400				
	Transient Trailers	\$148,923				
	Transient Tents	\$4,758				
2021	6 Season Lots	\$22,731				
	Transient Trailers	\$137,020				
	Transient Tents	\$4,091				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2021	2020	2021			2022	2022	2023	2024	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
61,885	37,234	32,934	735010	Payroll Salaries & Wages	59,250		60,232	61,286	
1,237	836	2,526	735011	Payroll Overtime	1,379	*	1,708	1,738	
45,058	33,724	45,850	735015	Payroll Part Time Wages	47,832	*	48,669	49,521	
19,757	11,427	11,140	735030	Payroll Full-time Benefits	19,976		21,639	23,278	
7,885	4,140	5,520	735031	Payroll Part-time Benefits	8,849	*	9,977	11,142	
620	415	396	735050	Clothing	620		620	620	
136,442	87,776	98,366		SUB TOTAL SALARIES, WAGES & BENEFITS	137,906		0	142,845	147,585
160	48	122	7350150	Office Supplies	160		175	195	
270	524	371	7350175	Internet Costs	270		290	310	
420	0	0	7350180	Telephone & Answering Svc	420		480	510	
800	0	0	7350220	Printing	800		875	890	
1,000	23	0	7350260	Training & Courses	1,000		1,100	1,200	
300	0	26	7350270	Travel Expenses	300		400	500	
250	0	0	7350380	Conference & Conventions	0		0	0	
1,000	632	495	7350450	Heat	1,000		1,100	1,200	
4,900	4,016	3,278	7350460	Utilities	4,900		5,000	5,100	
14,000	19,592	11,560	7350470	Facilities Maintenance	14,000		15,000	16,000	
3,250	639	824	7350500	Custodial / Cleaning Supplies	3,250		3,300	3,350	
50,000	41,652	27,027	7350552	Common Harbour Dredging Contribution	50,000		60,000	65,000	
1,700	1,599	2,030	7350670	Other Equipment Purchases	1,700		1,800	1,900	
1,540	3,712	793	7350680	Other Equip Maint & Rep	1,540		1,600	1,660	
300	61	1,578	7350681	Small Equip Maint & Rep	300		350	400	
3,300	0	0	7350570	Lab Testing	5,000	*	5,250	5,350	
83,190	72,498	48,104		SUB TOTAL MATERIALS	84,640		0	96,720	103,565
3,000	2,770	2,607	7350480	Garbage Removal	3,000		3,000	3,500	
0	1,167	1,248	7350550	Security Contract	0		0	0	
3,000	366	275	7350750	Contracts	3,000		3,000	3,200	
0	0	0 NEW		Sp Project - E-Coli Mitigation	20,000	*	0	0	
6,000	4,303	4,130		SUB TOTAL CONTRACTED SERVICES	26,000	*	0	6,000	6,700
-10,000	0	0	87096	Parking Revenue Transfer	-10,000	*	-10,000	-10,000	
0	-11,760	-10,339	871137350	Recoveries - Federal Grants	-4,000		-4,400	-4,500	
-10,000	-11,760	-10,339		SUB TOTAL OTHER CHARGES & TRANSFERS	-14,000		0	-14,400	-14,500
215,632	152,817	140,261		TOTAL HARBOUR	234,546	*	0	231,165	243,350

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To keep walkway clean and maintained.	2022	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2022	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
PERFORMANCE DATA:	2022	7350552	Dredging Costs	To reflect portion of dredging cost applicable to common harbour area. The increase is due to the condition on the west breakwater and silting of the harbour.
	2022	7350570	Lab Testing	E Coli testing in Harbour - June - September Increased to reflect sampling at 50' and 100'
	2022	NEW	Sp Project - E-coli Mitigation	DNA testing, Scientist Review

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS - REVENUE**

ACCOUNT#: **881**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-20,200	-18,200	-11,375	88116	Curling	-20,200		-20,200	-20,200
-6,000	-6,000	-6,000	88117	Solar Rental	-6,000		-6,000	-6,000
-26,200	-24,200	-17,375		TOTAL ARENA REVENUE	-26,200	0	-26,200	-26,200
100,750	104,794	20,781		TOTAL ARENA EXPENDITURES	102,250	0	103,900	105,650
74,550	80,594	3,406		NET COST TO TOWN	76,050	0	77,700	79,450

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
10,000	0	0	740010	Payroll Salaries & Wages	10,000		10,000	10,000
0	505	588	740015	Payroll - Part-time Wages	0		0	0
0	0	0	740030	Payroll Benefits	0		0	0
0	57	68	740031	Payroll Part-time Benefits	0		0	0
10,000	562	656		SUB TOTAL SALARIES, WAGES & BENEFITS	10,000	0	10,000	10,000
0	595	749	7400180	Telephone & Answering Svc	0		0	0
7,500	6,182	3,738	7400450	Heat	7,500		7,500	7,500
15,000	24,661	9,979	7400460	Utilities	15,000		15,000	15,000
3,000	1,145	579	7400470	Building Maintenance	3,000		3,000	3,000
250	0	0	7400500	Custodial/Cleaning Supplies	250		250	250
0	391	230	7400510	Electrical Repairs	0 *		0	0
8,000	3,028	4,850	7400550	Bldg Maintenance Contracts	8,000		8,000	8,000
250	195	0	7400570	Property Improvements	250		250	250
250	0	0	7400580	Systems Maint & Repairs	250		250	250
0	156	0	7400600	Vehicle Maint & Repairs	0 *		0	0
34,250	36,353	20,125		SUB TOTAL MATERIALS	34,250	0	34,250	34,250
22,500	42,290	0	7400320	Liability Insurance	23,500 *		24,675	25,900
9,000	0	0	7400321	Liability Insurance - Heenan	9,500 *		9,975	10,500
0	589	0	7400480	Garbage Removal	0		0	0
0	26,500	0	7400850	Sp Project - Memorial Decommissioning	0		0	0
31,500	69,379	0		SUB TOTAL CONTRACTED SERVICES	33,000 *	0	34,650	36,400
25,000	25,000	0	7400912	Transfer to Building Reserve for Repairs	25,000		25,000	25,000
0	-26,500	0	7400913	Transfer from Reserve	0		0	0
25,000	-1,500	0		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000	0	25,000	25,000
100,750	104,794	20,781		TOTAL ARENA	102,250	0	103,900	105,650

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT #: **7400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide multi-purpose facilities for all phases of recreation.</p>				<p>The Memorial Arena has been de-commissioned but must be maintained until a decision is made on a potential future use. A 10-year lease renewal has been signed with the West Northumberland Curling Club for the Jack Heenan Arena.</p>
<p>PERFORMANCE DATA:</p>	<p>2022</p>	<p>7400912</p>	<p>Transfer to Building Reserve</p>	<p>In 2017, as part of the Town's development of an Asset Management Plan, a condition assessment was conducted on both Jack Heenan & Memorial Arena's to determine health & safety, regulatory and lifecycle improvements. The Town retained the responsibility for capital costs for the building envelope (roof and walls) for Jack Heenan. A new reserve is being setup for these building repairs.</p>

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE -REVENUE**

ACCOUNT#: **889**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	-2,307	0	8891	Special Events	-25,000 *		-25,000	-25,000
-52,500	-31,874	-2,165	8892	Warm Side - Rentals Medium / Minor Events	-105,000 *		-105,000	-105,000
0	-53,761	-2,039	8893	Canteen Rental / Café	-110,000 *		-110,000	-110,000
0	-10,478	-1,589	8894	Vending Machine Sales	-75,000 *		-75,000	-75,000
-4,500	-1,125	-917	8895	Skate sharpening Pro Shop	-4,500		-4,500	-4,500
-520	-36	-9	8896	Misc Receipts	-520		-520	-520
-265,000	-118,640	-67,065	8897	General Ice Rentals	-265,000		-265,000	-265,000
-220,000	-110,646	-30,988	8898	NMHA	-280,000 *		-280,000	-280,000
-42,500	-21,945	-8,127	8899	Cougars	-42,500		-42,500	-42,500
-80,000	-50,818	-13,616	88912	WNGHL	-112,000 *		-112,000	-112,000
-10,500	0	0	88913	Floor Rentals	-21,000 *		-21,000	-21,000
-27,500	-7,546	-248	88916	Warm Side Seniors	-55,000 *		-55,000	-55,000
-80,000	-44,425	0	88917	Board Advertising	-80,000		-80,000	-80,000
-3,000	-1,526	-1,173	88918	Public Skating	-7,500 *		-7,500	-7,500
-22,000	-12,667	-12,849	88919	Ice Program Revenue	-28,000 *		-28,000	-28,000
-2,500	0	0	88920	ATM Rebate	-2,500		-2,500	-2,500
-13,250	-9,911	-1,363	88922	Warm Side Seniors - Drop In	-26,000 *		-26,550	-26,550
-35,000	-35,000	-29,167	88924	Solar Rent	-35,000		-35,000	-35,000
-25,000	-3,823	-4	88925	Warm Side - Program Revenue	-25,000		-25,000	-25,000
-50,000	-667	-40,787	88926	Camp Revenue	-90,000 *		-90,000	-95,000
-5,000	-4,228	-712	88927	Bar Sales	-10,000 *		-10,000	-10,000
-11,000	0	0	871137410	Federal Grants Summer Wages	-11,000		-11,000	-11,000
-949,770	-521,423	-212,818		TOTAL CCC REVENUE	-1,410,520 *	0	-1,411,070	-1,416,070
2,171,390	2,017,225	1,341,330		TOTAL CCC EXPENDITURES	2,638,261 *	0	2,756,733	2,806,609
1,221,620	1,495,802	1,128,512		NET COST TO TOWN	1,227,741	0	1,345,663	1,390,539

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
	2022	8891	Special Events	Large events may happen in 2022.
	2022	8892	Warm Side Rentals / Medium	Normal for 2022.
PERFORMANCE DATA:	2022	8893	Canteen	Open in 2022.
	2022	8898	NMHA	NMHA is operating closer to normal numbers for 2022.
	2022	88912	WNGHA	Fewer teams running for the 2022 season.
	2022	88916	Warm Side Seniors	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes when able.
	2022	88919	Ice Program Revenue	Plan to run an increase in programming at a decreased capacity in 2022 to meet the demand.
	2022	88922	Warm Side Seniors - Drop-in	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes when able.
	2022	88925	Warm Side - Program Revenue	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes when able.
	2022	88926	Camp Revenue	Will be running March break and summer camp.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
821,907	717,250	544,625	741010	Payroll Salaries & Wages	919,381	*	935,457	951,829
18,105	23,419	18,912	741011	Payroll - Overtime	19,897	*	21,181	21,552
0	14,459	14,761	741012	Payroll - Standby	15,000	*	15,265	15,530
60,120	58,450	36,729	741015	Payroll Part Time Wages	102,488	*	104,281	106,106
31,298	0	0	741016	Payroll Part Time Wages - Camp Instructors	43,920	*	44,689	45,471
900	0	0	741020	Other Salaries & Wages	900		900	900
259,537	216,073	179,197	741030	Payroll Benefits	305,840	*	311,200	316,650
15,998	7,553	5,266	741031	Payroll Part Time Benefit	27,085	*	27,560	28,041
6,000	1,974	801	741050	Clothing	6,000		6,000	6,000
1,800	1,807	1,425	741060	Footwear	1,800		1,800	1,800
100	0	0	741080	Employee Meal Allowance	100		100	100
1,215,765	1,040,985	801,716		SUB TOTAL SALARIES, WAGES & BENEFITS	1,442,411	*	0	1,493,979
3,000	2,694	934	7410150	Office Supplies	3,000		3,000	3,000
2,200	540	0	7410155	Program Supplies	2,200		2,200	2,200
15,000	10,490	5,987	7410156	Instructor Fees	15,000		15,000	15,000
9,000	0	3,799	7410157	Camp Supplies	9,000		11,000	11,000
3,100	3,300	2,250	7410175	Internet	3,100		3,100	3,100
9,000	6,231	9,462	7410180	Telephone & Answering Svc	9,000		9,000	9,000
3,000	2,559	700	7410210	Advertising & Promotion	3,000		3,000	3,000
3,750	3,619	2,139	7410230	Photocopier	3,750		3,750	3,750
500	176	0	7410240	Postage & Couriers	500		500	500
5,000	2,661	3,989	7410250	Memberships & Subscrip'ns	5,000		5,000	5,000
6,000	6,098	3,557	7410260	Training & Courses	6,000		10,000	10,000
1,000	0	0	7410270	Travel Expense	1,000		2,000	2,000
0	2,165	0	7410380	Conference & Conventions	1,000	*	4,000	4,000
40,000	61,830	48,121	7410450	Heat	40,000		40,000	40,000
570,000	519,060	281,074	7410460	Utilities	570,000		570,000	575,000
50,000	7,378	0	7410880	Utilities Payback	50,000		50,000	50,000
60,000	44,105	31,380	7410470	Building Maintenance	60,000		60,000	60,000
20,000	11,531	8,508	7410500	Custodial/Cleaning Supplies	20,000		20,000	20,000
12,500	9,860	7,994	7410510	Electrical Repairs	12,500		12,500	12,500
4,500	7,672	2,889	7410520	Plumbing Repairs	4,500		4,500	4,500
100,000	79,941	82,878	7410550	Bldg Maintenance Contracts	90,000		75,000	80,000
12,500	6,433	1,912	7410570	Property Mtce - Landscaping, Grass cutting	12,500		12,500	12,500
60,500	18,805	10,883	7410580	Systems Maint & Repairs	55,000		60,500	61,000
3,000	5,126	154	7410600	Vehicle Maint & Repairs	3,000		3,000	3,100

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,000	1,598	1,454	7410650	Gasoline	1,000		1,500	2,000
8,500	4,289	2,374	7410670	Other Equipment Purchases	8,500		8,500	8,500
4,000	3,054	3,470	7410680	Other Equip Maint & Rep	4,000		4,000	4,250
1,500	800	1,346	7410691	Equipment Rentals	1,500		1,500	1,500
4,800	0	3,948	7410700	COVID-19 Supplies	4,800		4,800	5,000
0	30,669	12,146	7410830	Consumable Supplies	85,000 *		85,000	87,000
0	2,878	864	7410831	Consumable Supplies - Alcohol	5,000 *		5,000	6,000
0	1,429	0	7410850	Special Events - General	25,000 *		25,000	25,000
6,500	3,565	3,655	7410919	Bank Service Charges	7,500 *		7,500	7,500
3,000	0	791	7410989	SOCAN Recoverable	3,000		3,000	3,000
0	0	0	7410990	Café Rebate	0 *		0	0
-2,500	-50	0	7410991	SOCAN Recoveries	-2,500 *		-2,500	-2,500
-8,500	0	0	7410991	Recoveries - Senior Activity Centre	-8,500 *		-8,500	-8,500
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500 *		-3,500	-3,500
1,008,350	860,506	538,658		SUB TOTAL MATERIALS	1,109,850 *	0	1,110,850	1,125,400
10,600	10,187	0	7410171	Software Maintenance	7,500		7,700	7,900
0	0	0	NEW	Active Net Software - Transaction Fee	45,000 *		50,000	55,000
0	0	0	7410300	Legal Fees	0		0	0
75,000	42,132	0	7410320	Liability Insurance	85,000 *		89,250	93,730
3,500	1,768	956	7410480	Garbage Removal	3,500		3,500	3,600
0	10,850	0	7410856	Special Project - Gym Floor Repairs	0		0	0
0	0	0	7410858	Special Project - Fire Alarm Replacement	0		0	0
0	0	0	7410859	Special Project - Canteen	3,000 *		0	0
89,100	64,937	956		SUB TOTAL CONTRACTED SERVICES	144,000 *	0	150,450	160,230
8,175	8,175	0	7410930	Transfer to Vehicle Reserve	17,000 *		27,000	27,000
0	42,622	0	7410912	Transfer to Reserve	0		0	0
-150,000	0	0	7410913	Transfer from Northam	-75,000		0	0
-141,825	50,797	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-58,000 *	0	27,000	27,000
2,171,390	2,017,225	1,341,330		TOTAL CCC	2,638,261 *	0	2,756,733	2,806,609

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide multi-purpose facilities for all phases of recreation and cultural activities.	2022	7410156	Instructor Fees	Normal for 2022.
	2022	7410157	Camp Supplies	March break and summer camp.
PERFORMANCE DATA:	2022	7410171	Software Maintenance	Active Net - Annual subscription - \$7,500
	2022	NEW	Transaction Fees	Transaction fee of 3% of sales is payable to Active Net, assumed 1,500,000 in sales - this is due to the software being cloud based and they are hosting and processing the transactions.
	2022	7410210	Advertising/Promotions	Move from paper to more digital advertising platforms. Increased on our in-house advertising capabilities.
	2022	7410250	Memberships & Subscriptions	Cogeco - \$600 MOE - HWIN Membership - \$50 CSTA (Sport Tourism) - \$300 Northumberland News - \$200 Northumberland Sports Council - \$250 MOE - HWIN Membership - \$50 ORFA Membership - \$735 Pro - \$815 TSSA - \$50 Parks & Rec Membership - \$1,950
	2022	7410260	Training & Courses	Mandatory training requirements, due to health and safety priorities.
	2022	7410380	Conferences & Conventions	Conferences and conventions will proceed in 2022.
	2023	NEW	Special Project - Canteen	Purchase to two new cash registers

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2022	7410550	Building Maintenance Contracts	Alliance Security - Fire System & AED Canadian Industrial - Emergency Lighting Inspections Carmichaels - Boilers Castle Rock Crane & Hoist - Gym BB Nets CIMCO - Ice Plants & Desiccants Corflex - Gym Dividers & Multi-purpose rooms Dimarco Water Solutions - Water Treatment Culligan - R/O and salts Howes Your Yard - snow removal HVAC Systems - air conditioning, boilers Lift Truck & Scissor Lift - annual inspection Peterborough Fire - fire extinguishers Rowley Electric - generator Schindler - elevator Troy - fire alarms & systems TSSA VCI - building automated system controls TJ Window Cleaning - cleaning windows
	2022	7410570	Property Maintenance & Landscaping	General Maintenance - \$12,500
	2022	7410700	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2022	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems Funds that are being allocated to address compressor maintenance and mechanical systems repairs as they are reaching the end of lifecycle.
	2022	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2022	7410919	Bank Service Charges	Bank service charges increase due to CCC being open
	2022	7410830	Consumable Supplies	Canteen open.
	2022	7410831	Consumable Supplies - Alcohol	Canteen open.
	2022	7410930	Transfer to Reserve Vehicle	Re-evaluated in 2021 and estimate is \$26,827

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	8851	Tournaments	-4,000	*	-4,000	-4,000
0	130	0	8852	Active Living Fair	-2,000	*	-2,000	-2,000
-500	-141	17	8853	Recoveries	-500		-500	-500
-25,000	-8,600	-1,832	8854	Membership Fees	-20,000		-34,000	-34,000
0	0	0	8855	Recoveries - Active Living Fair	-2,500	*	-2,500	-2,500
-42,700	-42,700	-32,024	871147420	Provincial Subsidy	-42,700		-42,700	-42,700
-9,100	-9,126	-28,079	871147420	Provincial Subsidy - Special Grant	-9,100		-9,100	-9,100
-10,280	0		871147420	Hello My Name is Wellness Grant	0		0	0
0	0	-24,616	871137420	Federal Grant	0		0	0
0	0	0	87030	Senior Market Building Activity Fee	0		0	0
-87,580	-60,437	-86,534		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-80,800		0	-94,800
188,885	158,986	98,398		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	241,411	*	0	247,252
101,305	98,549	11,864		NET COST TO TOWN	160,611	*	0	152,452

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
73,337	75,126	69,654	742010	Payroll Salaries & Wages	90,985	*		92,577	94,197
27,373	16,725	459	742015	Payroll Salaries & Wages Part - Time	40,103	*		40,805	41,519
22,605	22,800	19,616	742030	Payroll Benefits	31,404	*		33,805	36,281
4,790	2,348	1,193	742031	Payroll Benefits Part-Time	7,419	*		8,365	9,342
128,105	116,999	90,922		SUB TOTAL SALARIES, WAGES & BENEFITS	169,911	*	0	175,552	181,339
1,250	0	0	7420150	Office Supplies	1,250			1,250	1,300
5,000	2,306	0	7420155	Program Costs - Supplies	10,750	*		10,750	11,000
15,000	10,605	5,550	7420156	Instructors Fees	26,000	*		26,000	26,000
1,500	1,500	0	7420180	Telephone & Internet Services	1,500			1,500	1,550
2,500	2,052	0	7420210	Advertising & Promotions	2,500			2,500	2,500
600	449	350	7420250	Memberships & Subscrip'ns	600			600	600
1,000	829	0	7420260	Training & Courses	1,000			1,000	1,000
650	0	0	7420270	Travel Expense	650			650	650
0	0	0	7420380	Conferences & Conventions	1,500	*		1,500	1,500
15,000	15,000	0	7420460	Utilities	15,000			15,000	15,000
1,000	0	0	7420700	COVID-19 Supplies	1,000			1,000	1,100
3,500	4,202	0	7420590	Repair & Maintenance	3,500			3,500	3,600
0	0	0	7420850	Special Project - Active Living Fair	2,500	*		2,500	2,500
10,280	2,467	204	7420854	Special Project - Hello My Name	0			0	0
0	0	1,372	7420856	Special Project - Seniors Book Club	0			0	0
57,280	39,410	7,476		SUB TOTAL MATERIALS	67,750	*	0	67,750	68,300
3,500	2,577	0	7420320	Insurance	3,750	*		3,950	4,150
3,500	2,577	0		SUB TOTAL CONTRACTED SERVICES	3,750	*	0	3,950	4,150
188,885	158,986	98,398		TOTAL SENIORS ACTIVITY CENTRE	241,411	*	0	247,252	253,789

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2022	8851	Tournament	Will be hosting tournaments in 2022.
	2022	8852	Registration	Due to COVID-19 the active living fair funding will be available
	2022	8853	Recoveries	General recoveries for the centre.
	2022	8854	Membership Fees	Reduced due to drop in membership with COVID-19
	2022	871147420	Provincial Subsidy	MOHLC Annual Grant
	2022	871147420	Provincial Grant - Special	Applied for \$9,100 for program assistant
	2022	7420155	Program Supplies	Decrease in programs will result in decrease of program supplies due to COVID-19.
	2022	7420156	Instructor Fees	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes when able.
	2022	7420380	Conferences & Conventions	Will be attending conferences in 2022 if possible.
	2022	7420700	COVID Supplies	PPE, Sanitizer and cleaning supplies

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
CULTURAL ADMINISTRATION	60,965	18,488	0	(100.0)	0	(100.0)	0	0
CONCERT BAND	20,150	18,404	20,350	1.0	0	(100.0)	20,500	20,650
MARKET BUILDING								
MARKET BUILDING EXP.	18,500	5,784	18,700	1.1	0	(100.0)	18,800	19,400
MARKET BUILDING REV.	-11,000	0	-10,000	(9.1)	0	(100.0)	-20,000	-20,000
NET MARKET BUILDING	7,500	5,784	8,700	16.0	0	(100.0)	-1,200	-600
ART GALLERY								
ART GALLERY EXP.	150,000	112,500	175,000	16.7	0	(100.0)	175,000	175,000
ART GALLERY REV.	0	0	0	-	0	-	0	0
NET ART GALLERY	150,000	112,500	175,000	16.7	0	(100.0)	175,000	175,000
CONCERT HALL								
CONCERT HALL EXP.	0	135,811	386,096	-	0	-	509,511	522,992
CONCERT HALL REV.	0	-300	-181,050	-	0	-	-181,050	-181,050
NET CONCERT HALL	0	135,511	205,046	-	0	-	328,461	341,942
COMMUNITY GRANTS	28,681	16,194	30,000	4.6	0	(100.0)	0	0
CIVIC AWARDS	0	4,633	0	0.0	0	0.0	0	0
SPECIAL EVENTS DEPT	255,650	131,979	283,956	11.1	0	(100.0)	339,097	350,654
LIBRARY								
GRANT	899,700	899,700	935,214	3.9	0	(100.0)	951,000	963,000
FACILITIES	33,000	57,079	32,000	(3.0)	0	(100.0)	32,000	32,000
NET LIBRARY	932,700	956,779	967,214	3.7	0	(100.0)	983,000	995,000
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	1,466,646	1,400,572	1,881,316	28.3	0	(100.0)	2,045,908	2,083,696
TOTAL REVENUE	-11,000	-300	-191,050	1636.8	0	(100.0)	-201,050	-201,050
NET CULTURE & COMMUNITY	1,455,646	1,400,272	1,690,266	16.1	0	(100.0)	1,844,858	1,882,646
LIBRARY LONG TERM DEBT	-40,000	0	-40,000	0.0	0	(100.0)	-40,000	-40,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
42,090	54,873	13,004	700010	Payroll Salaries & Wages					
13,525	15,563	5,484	700030	Payroll Benefits					
55,615	70,436	18,488		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
4,000	803	0	7000150	Administrative Expenses					
600	0	0	7000180	Telephone Services					
750	450	0	7000270	Travel Expense					
0	7,042	0	7000850	Special Project - Cultural Master Plan					
0	0	0	7000851	LAV III Monument					
0	0	0	7000852	Special Project - Victoria Hall 160th		*			
0	0	0	7000913	Recoveries - Federal Gas Tax					
5,350	8,295	0		SUB TOTAL MATERIALS	0		0	0	0
60,965	78,731	18,488		TOTAL CULTURAL ADMIN	0		0	0	0

*** Combined with Concert Hall #7500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
			*** Combined with Concert Hall #7500	
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,500	1,352	729	7660450	Heat	1,600	*		1,700	1,800
1,350	1,510	1,475	7660460	Utilities	1,350			1,350	1,350
0	2,396	0	7660570	Property Improvements	0			0	0
2,850	5,258	2,204		SUB TOTAL MATERIALS	2,950	*	0	3,050	3,150
1,100	767	0	7660320	Liability Insurance	1,200	*		1,250	1,300
1,100	767	0		SUB TOTAL MATERIALS	1,200	*	0	1,250	1,300
16,200	16,200	16,200	7660940	Grants & Transfers	16,200			16,200	16,200
16,200	16,200	16,200		SUB TOTAL OTHER CHARGES & TRANSFERS	16,200		0	16,200	16,200
20,150	22,225	18,404		TOTAL CONCERT BAND	20,350		0	20,500	20,650

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Aid in funding the Cobourg Concert Band.	2022	7660450	Heat	Band building located at 612 D'Arcy St
	2022	7660460	Utilities	Band building located at 612 D'Arcy St
	2022	7660570	Property Improvements	No building improvements requested this year.
PERFORMANCE DATA: Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	459	386	7630180	Telephone Expense	500			500	500
5,500	4,163	3,466	7630460	Heat / Utilities	5,500			5,500	5,500
10,000	1,557	1,932	7630470	Building Maintenance	10,000			10,000	10,000
1,000	198	0	7630570	Property Improvements	1,000			1,000	1,500
0	0	0	7630850	Special Project - New Chairs	0			0	0
17,000	6,377	5,784		SUB TOTAL MATERIALS	17,000		0	17,000	17,500
1,500	1,023	0	7630320	Liability Insurance	1,700	*		1,800	1,900
1,500	1,023	0		SUB TOTAL OTHER CHARGES & TRANSFERS	1,700	*	0	1,800	1,900
18,500	7,400	5,784		TOTAL MARKET BUILDING	18,700		0	18,800	19,400
-11,000	-16,445	0	87029	Market Building Revenue	-10,000			-20,000	-20,000
-11,000	-16,445	0		TOTAL MARKET BUILDING REVENUE	-10,000		0	-20,000	-20,000
7,500	-9,045	5,784		NET TO TOWN MARKET BUILDING	8,700	*	0	-1,200	-600

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

STATEMENT OF PURPOSE: To fund utilities, expenditures, service and maintain furnace. Purchase of minor supplies and insurance.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA: Centre during the week, the Farmer's Market on Saturdays and outside rentals in the remainder of the time. The facility is open 7 days per week. No cost to rent for seniors.	2022	7630180 7630320 7630460	Telephone Expense Liability Insurance Heat / Utilities	All accounts to remain the same as the building bookings are consistent over the next few years - Farmer's Market, Seniors, Dog School, etc. Rates to increase and will only reflect a minor increase in the budget. The building is currently cleaned by town staff five to six days a week and if additional cleaning is required the user groups and charged back. Legislative Services responsible for the booking, processing fees, sign contracts, and correspond with rental parties. Maintenance Dept. is on call 24/7 for fire systems. Reduction in revenue projected for 2022 hoping revenue will resume in second half of year.
	2022	7630470 7630570	Building Maintenance Property Improvements	
	2022	87029	Market Building Revenue	

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
150,000	215,000	112,500	7640940	Grants & Transfers	175,000	*		175,000	175,000
0	-45,000	0	7640913	Recoveries - Holdco	0			0	
150,000	170,000	112,500		SUB TOTAL OTHER CHARGES & TRANSFERS	175,000	*	0	175,000	175,000
0	-45,000	0	87085	Art Gallery Rent	0			0	0
150,000	125,000	112,500		TOTAL ART GALLERY COST TO TOWN	175,000	*	0	175,000	175,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To promote and provide access to art and related programs as a community gallery and as a National centre for the enjoyment of the people of Northumberland. To serve as a repository for objects of significant artistic and historical significance, to foster interest in the Arts and to serve as a cultural resource centre.</p>	2022	7640940	Grants & Transfers	Grant towards operating costs of the AGN
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL/CULTURAL - REVENUE**

ACCOUNT#: **886**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	2,325	-200	8861	Wedding Rentals	-25,000	*		-25,000	-25,000
0	-2,361	0	8862	Bar Receipts	-60,000	*		-60,000	-60,000
0	0	0	8863	Specials Productions	-18,000	*		-18,000	-18,000
0	-2,755	0	8864	Box Office Service Fees	-25,000	*		-25,000	-25,000
0	-153	0	8866	Event Service Rentals	-13,000	*		-13,000	-13,000
0	0	0	8869	Meeting Rentals	-700	*		-700	-700
0	-1,917	-100	88610	Concert / Theatre Rentals	-35,000	*		-35,000	-35,000
0	-625	0	88611	Banquet / Fundraiser Rentals	-1,200	*		-1,200	-1,200
0	-100	0	88612	Other Rentals	-750	*		-750	-750
0	0	0	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500	*		-1,500	-1,500
0	-59	0	88815	Bottle Returns	-500	*		-500	-500
0	105	0	88816	Gift Certificates	-400	*		-400	-400
0	-5,540	-300		TOTAL CONCERT HALL REVENUES	-181,050	*	0	-181,050	-181,050
0	168,430	135,811		TO CONCERT HALL EXPENDITURES	386,096		0	509,511	522,992
0	162,890	135,511		NET COST OF CONCERT HALL	205,046		0	328,461	341,942

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL/CULTURAL - REVENUE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a cultural facility for the community and professional groups. To provide banquet facilities and community meeting rooms.	2022	8861	Wedding Rentals	Concert Hall to re-open in 2022. Used same budget as 2020 Revenue collected for weddings
	2022	8862	Bar Receipts	Revenue collected from bar at weddings and events
PERFORMANCE DATA:	2022	8863	Special Productions	Special productions
	2022	8864	Box Office Service Fees	All tickets sold through box office are charged fees for the service. Online ticket sales and mail-out of tickets are also charged for this service to the consumer.
	2022	8886	Event Service Rentals	Each of these rentals are based on the specific type of rental. Theatre rentals brings in the most. Event Service rentals are for things such as chairs, tables, easels, special lighting etc
		8868	Meeting Rentals	
		88610	Concert / Theatre Rentals	
		88611	Banquet / Fundraising Rentals	
88612		Other Rentals		
88615	Bottle Returns	Tracking of bottle returns		
88616	Gift Certificates	Tracking of gift certificates sold - to be marketed in 2022		

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL / CULTURAL**

ACCOUNT#: **7500.100**

2021	2020	2021		2022		2022	2023	2024	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
0	109,026	93,106	750010	Payroll Salaries & Wages	188,280	*	273,889	278,682	
0	5,498	6,974	750011	Payroll Salaries & Wages - Overtime	6,000	*	7,041	7,164	
0	2,595	0	750012	Payroll Standby	10,200	*	10,378	10,560	
0	403	0	750015	Payroll Part Time Wages	9,583	*	9,750	9,921	
0	1,414	110	750072	Payroll Bar Staff Wages	4,200	*	4,274	4,348	
0	31,858	26,941	750030	Payroll Benefits	70,033	*	107,054	114,856	
0	108	0	750032	Payroll Part Time Benefit	2,550	*	2,875	3,211	
0	234	234	750060	Footwear	250	*	250	250	
0	80	34	750080	Meal Allowance	100	*	100	100	
0	151,216	127,399		SUB TOTAL SALARIES, WAGES & BENEFITS	291,196	*	0	415,611	429,092
0	36	0	7500150	Office Supplies	2,000	*	2,500	2,500	
0	1,771	1,121	7500181	Telephone - Cellular	1,600	*	1,600	1,600	
0	3,857	639	7500210	Advertising & Promotions	7,500	*	6,000	6,000	
0	256	2	7500230	Photocopier Expenses	1,000	*	1,000	1,000	
0	880	13	7500240	Postage & Couriers	1,500	*	1,500	1,500	
0	185	0	7500260	Training & Courses	1,000	*	1,000	1,000	
0	0	0	7500270	Travel Expense	1,000	*	1,000	1,000	
0	0	0	7500700	COVID Suppliers	1,000	*	1,000	1,000	
0	2,416	2,539	7500590	Other Maint & Repairs	9,600	*	9,600	9,600	
0	225	223	7500670	Other Equipment Purchases	6,700	*	6,700	6,700	
0	0	0	7500800	Special Events - Sponsored Events	15,000	*	15,000	15,000	
0	0	0	7500830	Consumables Supplies - Bar	700	*	700	700	
0	232	0	7500831	Consumables - Non-alcohol purchase	2,800	*	2,800	2,800	
0	1,145	1,028	7500832	Consumables - Beer Purchases	6,000	*	6,000	6,000	
0	833	1,577	7500833	Consumables - Wine / Liquor Purchases	13,000	*	13,000	13,000	
0	5,378	1,270	7500919	Bank Service Charges	12,000	*	12,000	12,000	
0	0	0	7500991	Recoveries	0		0	0	
0	0	0		Federal Grant - COVID-19 Office Retrofit	0		0	0	
0	17,214	8,412		SUB TOTAL MATERIALS	82,400	*	0	81,400	81,400
0	0	0	7500701	COVID Contracts	2,500	*	2,500	2,500	
0	0	0 NEW		Software Maintenance	10,000	*	10,000	10,000	
0	0	0		SUB TOTAL CONTRACTED SERVICES	12,500	*	0	12,500	12,500
0	168,430	135,811		TOTAL CONCERT HALL FACILITIES	386,096	*	0	509,511	522,992

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL / CULTURAL**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.				Concert Hall re-opening in 2022. Combined with Cultural Admin - Pg 236 - 238
PERFORMANCE DATA:	2022	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2022	750011	Payroll Overtime	Reflects the overtime required to run box office and facility 7 days a week for shows, set-up, weddings
	2022	7500150	Office Supplies	Office supplies including ticket stock
	2022	7500210	Advertising and Promotions	Increase in advertising due to re-opening in 2022.
	2022	7500240	Postage and Couriers	Email newsletters to reduce postage charges
	2022	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)
	2022	NEW	Software Maintenance	Servers are outdated and this is to move the servers to our data centre for hosting.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: COMMUNITY **GRANTS**

ACCOUNT#: **7000.20**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
28,681	32,361	16,194	7020940	General Grants	30,000	*		0	0
0	0	0	7020942	Concert Hall	0			0	0
0	0	0		Allowance Community Grants	0			0	0
0	0	0	7020912	Transfer from Reserve Northam - Hospital	0			0	0
28,681	32,361	16,194		SUB TOTAL OTHER CHARGES & TRANSFERS	30,000	*	0	0	0
28,681	32,361	16,194		TOTAL ORGANIZATION GRANTS	30,000	*	0	0	0

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMUNITY GRANTS

	2019 Request	2019 Approved	2020 Request	2020 Approved	2021 Request	2021 Approved	2022 Request	2022 Approved
COMMUNITY GRANTS								
Art Gallery	0	0	0	0	0	0	0	
Cobourg & District Historical Society	1,487	989	1,517	989	1,517	1,517	1,517	
Cobourg Collegiate Institute	0	0	350	0	0	0	0	
Cobourg Community Garden Group	0	0	0	0	0	0	0	
Cobourg Ecology Garden	2,575	2,000	2,425	2,000	2,314	2,314	2,314	
Cobourg Farmers Market Association	0	0	7,929	0	0	0	0	
Cobourg Highland Games	9,000	3,000	2,900	2,000	0	0	0	
Cobourg Lawn Bowling Club	5,500	5,439	5,500	5,500	5,500	5,500	5,500	
Cobourg Museum Foundation - Capital Grant	4,500	4,500	6,000	4,400	4,200	0	0	
Cobourg Museum Foundation - Property Taxes	4,000	4,000	4,000	4,100	4,100	4,300	4,300	
Community Care Northumberland	2,000	2,000	2,000	2,000	0	2,000	2,000	
Cornerstone Grant	0	0	0	0	0	0	0	
Driftwood Theatre	2,000	0	0	0	0	0	0	
Fern Blodgett Sunde Commemoration	5,000	0	7,000	1,000	0	0	0	
Green Wood Coalition	0	0	3,000	2,000	0	0	0	
Horizon of Friendship	0	0	6,500	500	0	0	0	
La Jeunesse Choirs	2,000	1,865	2,000	1,200	5,000	2,000	2,000	
Legion - Education Taxes	0	0	0	0	0	0	0	
Les Amis	6,000	2,000	5,000	2,000	3,000	2,000	2,000	
Lions Club of Cobourg	0	0	0	0	0	0	0	
Marie Dressler	1,000	1,000	15,000	4,000	0	0	0	
Northumberland 89.7 FM - Small Town Radio	3,000	1,582	3,220	720	2,300	1,300	1,300	
Northumberland Community Counselling Centre	0	0	20,000	2,000	0	0	0	
Northumberland Film Sundays	0	0	0	0	0	0	0	
Northumberland Hispanic Cultural Club	0	0	2,500	500	0	0	0	
Northumberland Learning Connection	0	0	3,000	0	0	0	0	
Northumberland Orchestra	4,000	2,000	5,000	1,000	0	0	0	
Northumberland New Ventures Band	0	0	0	0	4,000	750	750	
Old Cat Hollow Studio	2,000	0	0	0	0	0	0	
Oriana Singers	3,000	2,000	3,000	1,000	0	0	0	
OSGA 55+ Games	0	0	250	250	0	0	0	
OSGA District 12 Senior Games	0	0	0	0	0	0	0	
Santa Claus Parade Committee	10,000	10,000	0	0	0	0	0	
Song - Sounds of The Next Generation	2,500	2,000	2,500	1,500	2,500	2,000	2,000	
Terry Fox Public School - Learning Life Skills Classes	0	0	528	0	0	0	0	
The Children's Foundation	0	0	3,200	1,000	0	0	0	
The Help Centre	0	0	8,000	2,000	0	0	0	
Therapeutic Paws of Canada	215	243	415	243	0	0	0	
Transition House Coalition of Northumberland	0	0	11,000	1,673	0	0	0	
Victoria Hall Volunteers	4,500	4,520	5,000	5,000	5,000	5,000	5,000	
Victorian Operetta Society	3,000	1,808	4,000	1,000	0	0	0	
Transfer from Contingency								
TOTAL COMMUNITY GRANTS	77,277	50,946	142,734	49,575	39,431	28,681	0	

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide grants and/or subsidies to various Community Organizations.	2022	7020940	General Grants	All grants are subject to the Municipal Community Grants Policy Annual process so no amounts established for 2023 & 2024
PERFORMANCE DATA: Grants subject to change based on Grant Policy Establishment of Contingency Fund.				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	0	2,317	7030210	Advertising & promotions	1,000			1,000	1,000
1,000	0	222	7030220	Printing	1,000			1,000	1,000
3,000	0	5,797	7030340	Presentations	3,000			3,000	3,000
-5,000	-250	-3,703	7030956	Recoveries	-5,000			-5,000	-5,000
0	-250	4,633		SUB TOTAL MATERIALS	0		0	0	0
0	-250	4,633		TOTAL CIVIC AWARDS COMMITTEE	0		0	0	0

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>Recognition of accomplishments of Cobourg Citizens. Annual presentation event.</p>	2022	7030991	Civic Awards - Recoveries	<p>This committee raises sufficient funds each year through sponsorship of the event to cover the costs associated with it. Any annual surplus is placed in a Special Holdings account in case of a future deficit.</p>
<p>PERFORMANCE DATA:</p> <p>The Civic Awards Committee is a self-funding organization. Any surplus of receipts over expenditures goes into a holding account for future use to cover potential deficient.</p>				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
147,403	149,388	90,448	710010	Payroll Salaries & Wages	132,815			145,700	148,251
3,036	1,655	288	710011	Payroll Overtime	3,213	*		4,581	4,660
4,700	0	0	710015	Payroll Part-time Wages	4,700			4,700	4,700
41,288	43,458	29,347	710030	Payroll Benefits	41,458			48,752	52,663
823	0	0	710031	Payroll Part-time Benefits	870	*		964	980
600	0	0	710050	Clothing	600			600	600
197,850	194,501	120,083		SUB TOTAL SALARIES, WAGES & BENEFITS	183,656		0	205,297	211,854
400	73	159	7100150	Office Supplies	400			400	400
1,500	674	458	7100180	Telephone	1,500			1,500	1,500
5,000	2,583	480	7100210	Advertising & Promotion	4,000			6,500	6,500
500	69	0	7100220	Printing	500			500	500
100	0	0	7100240	Postage	100			100	100
1,100	561	0	7100250	Membership & Subscrip'ns	1,100			1,100	1,100
200	0	126	7100260	Training & Courses	200			200	200
1,500	115	0	7100270	Travel Expense	1,500			1,500	1,500
2,500	565	0	7100380	Conferences & Conventions	2,500			2,500	2,500
4,000	0	0	7100850	Sp Project - First Night	4,000			4,000	4,000
1,500	2,250	0	7100851	Sp Project - Movies in the Park	5,500	*		5,500	5,500
5,000	1,888	1,962	7100852	Sp Project - Sandcastle Festival	5,000			25,000	30,000
30,000	29,078	5,407	7100853	Sp Project - Christmas Magic Downtown Lights	30,000			30,000	30,000
30,000	22,612	0	7100853	Sp Project - Christmas Magic Other	30,000			30,000	30,000
4,000	0	2,585	7100854	Sp Project - Winter Festival	4,000			4,000	4,000
2,000	0	4,775	7100860	Sp Project - Street Pianos/Painted Picnic Tables	5,000	*		5,000	5,000
0	4,352	94	7100861	Sp Project - Canada Day Celebrations	29,000	*		30,000	30,000
0	0	0	7100862	Sp Project - Family Day in Cobourg	1,000	*		1,000	1,000
3,000	1,097	0	7100863	Sp Project - Christmas Market	3,000			3,000	3,000
2,000	4,072	0	7100870	Sp Project - Cobourg Santa Claus Parade	5,000	*		5,000	5,000
25,000	0	0	7100866	Sp Project - Special Event	0			25,000	25,000
119,300	69,989	16,046		SUB TOTAL MATERIALS	133,300	*	0	181,800	186,800

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	311	0	7100867	Transportation - Community Events	3,500	*		3,500	3,500
0	0	0	7100868	Port-a-Potties - Community Events	0			3,500	3,500
2,000	0	0	7100869	Garbage Removal - Community Events	10,000	*		17,500	17,500
2,000	311	0		SUB TOTAL CONTRACTED SERVICES	13,500	*	0	24,500	24,500
-16,000	-20,173	0	87086	Recoveries	-13,000			-13,000	-13,000
-5,000	-950	-4,150	87087	Recoveries - Event Permit Fee	-11,000			-12,000	-12,000
-1,500	0	0	87090	Recoveries - Wedding Ceremonies	-1,500			-1,500	-1,500
0	0	0	87098	User Fees	0			0	0
-25,000	0	0	87099	Recoveries - Special Event	0			-25,000	-25,000
-16,000	0	0	87086	Recoveries - DBIA Christmas Lights	-16,000			-16,000	-16,000
0	0	0	871147100	Recoveries - Provincial Grant	0			0	0
0	-5,000	0	871137100	Recoveries - Federal Grant	-5,000			-5,000	-5,000
-63,500	-26,123	-4,150		TOTAL REVENUE	-46,500		0	-72,500	-72,500
255,650	238,678	131,979		TOTAL SPECIAL EVENTS DEPT	283,956	*	0	339,097	350,654

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a Special Event Department including staff and resource responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	2022	7100210	Advertising & Promotions	Increased budget to better promote activities to members of the community, and there will be increased events
	2022	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$500 IFEA (International Festivals and Events Association) - \$600
PERFORMANCE DATA: An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.	2022	7100851	Movies on the Beach	3 movies on the beach over the course of the summer
	2022	7100853	Christmas Magic - Downtown Lights	\$30,000 - Downtown Lights - 3 year contract 2020 - 2022
	2022	7100853	Christmas Magic - Other	Christmas Lights in Rotary Waterfront Park and Victoria Park.
	2022	7100860	Street Pianos/Art Installation	Bring back the revamped street piano program that will help us promote local artists and achieve goals of the Cultural Master Plan.
	2022	7100863	Christmas Market - Lighting Up Event	Community event leading up to the unveiling of Christmas Magic. Budget covers cost of glow sticks, sponsorship to Habitat for Humanity gingerbread house competition and appearance by Santa. Increased due to additional lights in the north end of the park.
	2022	7100867	Transportation Special Events	Shuttles for Waterfront Festival weekend to reduce parking and traffic in the downtown Cobourg area.
	2023/2024	7100868	Port-A-Potties Special Events	To alleviate the demand of the Sandcastle Festival on the existing washrooms, extra portable toilets will be out on the beach.
	2022	7100869	Garbage Removal Special Events	Garbage removal during Waterfront Festival

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a Special Event Department including staff and resource responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	2022	87086	Recoveries	Grants, sponsorships
	2022	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events
	2022	87090	Wedding Ceremonies	Wedding ceremonies that take place on Town property are permitted through the Community Events application.
<p>PERFORMANCE DATA:</p> <p>An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.</p>				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

2022 FESTIVALS

7100850 - First Night		
Budget		4,000
	TOTAL	4,000
7100851 - Movies in the Park		
Budget		5,500
Recoveries (Sponsorship)		-1,500
	TOTAL	4,000
7100852 - Sandcastle Festival		
Budget		5,000
Recoveries (Sponsorship)		-2,000
	TOTAL	3,000
7100853 - Christmas Magic Downtown Lights		
Budget		30,000
Recoveries (DBIA Partnership)		-16,000
	TOTAL	14,000
7100853 - Christmas Magic Other		
Budget		30,000
Recoveries (Sponsorship)		-5,000
	TOTAL	25,000
7100854 - Winter Event		
Budget		4,000
	TOTAL	4,000
7100860 - Street Pianos / Painted Picnic Tables		
Budget		5,000
	TOTAL	5,000
7100861 - Canada Day		
Fireworks/Music in the Park		29,000
Recoveries (Government Grants)		-5,000
	TOTAL	24,000
#7100863 - Christmas Market - Lighting Up Ceremony		
Event related infrastructure/movie		3,000
	TOTAL	3,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

\$7100870 - Cobourg Santa Claus Parade

<i>Budget</i>	5,000
<i>Partnership DBIA</i>	3,000
<i>Recoveries (Sponsorship & Float Fees)</i>	-4,500
<i>TOTAL</i>	3,500

<i>Recoveries (Partnership DBIA Christmas Lights)</i>	-16,000
<i>Recoveries (Advertising/Sponsorships)</i>	-13,000
<i>Recoveries (Government Grants)</i>	-5,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
899,700	899,700	899,700	7601940	Grants & Transfers	935,214	*		951,000	963,000
899,700	899,700	899,700		SUB TOTAL OTHER CHARGES & TRANSFERS	935,214	*	0	951,000	963,000
899,700	899,700	899,700		TOTAL LIBRARY	935,214	*	0	951,000	963,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund share of Library operation costs.	2022	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for requirement.
PERFORMANCE DATA:				
Operating grants provided:				
2021 - \$899,700				
2020 - \$899,700				
2019 - \$871,505				
2018 - \$832,468				
2017 - \$804,756				
2016 - \$782,581				
2015 - \$753,228				
2014 - \$726,000				
2013 - \$687,340				
2012 - \$634,000				
2011 - \$615,366				
2010 - \$538,269 + \$40,000				
2009 - \$503,888 + \$40,000				
2008 - \$489,412 + \$40,000				
2007 - \$475,312 + \$30,000				
2006 - \$438,812 + \$30,000				
2005 - \$438,812				
2004 - \$388,812				
2003 - \$381,188 + \$20,000 (one time)				
2002 - \$366,880				
2001 - \$356,540				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY FACILITIES**

ACCOUNT#: **7600.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	3,963	18,520	7601524	Exterior Maintenance / Snowplowing / Flag Poles	12,000			12,000	12,000
12,000	3,963	18,520		SUB TOTAL MATERIALS	12,000		0	12,000	12,000
6,000	6,000	0	7601942	Transfer to/from reserve - Furnace Replacement	5,000			5,000	5,000
5,000	5,000	11,693	7601942	Transfer to/from reserve - Major Repairs	5,000			5,000	5,000
10,000	10,000	26,866	7601942	Transfer to/from reserve - Integrated Library System	10,000			10,000	10,000
0	0	0	7601942	Transfer to/from reserve - Computers / Printers	0	*		0	0
0	0	0	7601942	Transfer to/from reserve - Furniture	0	*		0	0
21,000	21,000	38,559		SUB TOTAL OTHER CHARGES & TRANSFERS	20,000		0	20,000	20,000
33,000	24,963	57,079		TOTAL LIBRARY FACILITIES	32,000		0	32,000	32,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund share of Library facility costs.	2022	7601524	Exterior Maintenance	Amount is required to look after the grounds including fall leaf clean up, maintenance of bushes and flower beds and winter maintenance of walkways and parking lot.
	2022	7601942	Transfer to/from Reserve	Amounts as identified for future major expenditure items. Any allocated amounts not required in the current budget year will be transferred to Reserve for future projects as identified.
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

PLANNING & DEVELOPMENT SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
PLANNING								
PLANNING EXPENDITURES	429,824	326,980	514,153	19.6	0	(100.0)	593,586	605,590
PLANNING REVENUE	-130,000	-213,116	-180,000	38.5	0	(100.0)	-185,000	-210,000
NET PLANNING	299,824	113,864	334,153	11.4	0	(100.0)	408,586	395,590
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	85,311	37,211	90,656	6.3	0	(100.0)	94,839	96,202
COMM. OF ADJUSTMENT REV	-25,000	-26,166	-35,000	40.0	0	(100.0)	-45,000	-55,000
NET COMMITTEE OF ADJUSTMENT	60,311	11,045	55,656	(7.7)	0	(100.0)	49,839	41,202
HERITAGE	130,675	111,732	137,485	5.2	0	(100.0)	140,466	144,096
TOTAL EXPENDITURES	645,810	475,923	742,294	14.9	0	(100.0)	828,891	845,888
TOTAL REVENUES	-155,000	-239,282	-215,000	38.7	0	(100.0)	-230,000	-265,000
TOTAL PLANNING & DEVELOPMENT	490,810	236,641	527,294	7.4	0	(100.0)	598,891	580,888

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-25,000	-15,325	-26,166	8709	Committee of Adjustment	-35,000	*		-45,000	-55,000
-125,000	-134,281	-208,581	87039	Planning Fees	-175,000	*		-180,000	-205,000
-5,000	-4,390	-4,535	87037	Planning & Zoning Reports	-5,000			-5,000	-5,000
-155,000	-153,996	-239,282		TOTAL PLANNING REVENUE	-215,000	*	0	-230,000	-265,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
314,076	238,497	216,288	800010	Payroll Salaries & Wages	372,102	*		433,666	441,255
3,000	1,267	2,706	800011	Payroll Overtime	3,000			3,052	3,105
94,635	58,028	57,275	800030	Payroll Benefits	113,000	*		132,000	137,000
350	351	351	800060	Footwear	350			350	350
412,061	298,143	276,620		SUB TOTAL SALARIES, WAGES & BENEFITS	488,452	*	0	569,068	581,710
800	861	646	8000150	Office Supplies	5,000	*		800	900
1,000	469	175	8000160	Office Equip Purchases	3,000	*		2,500	1,100
1,500	1,189	916	8000180	Telephone Expenses	1,500			1,500	1,600
500	1,353	1,747	8000210	Advertising & Promotions	1,500	*		500	500
250	0	0	8000220	Printing	250			250	250
3,500	3,103	2,398	8000230	Photocopier Expenses	3,500			3,500	3,600
1,300	1,608	328	8000240	Postage & Couriers	1,300			1,300	1,300
5,500	7,195	3,628	8000250	Memberships & Subscrip'ns	3,500			4,200	4,300
3,850	76	802	8000260	Training & Courses	5,500	*		6,600	6,700
1,500	775	422	8000270	Travel Expense	2,000	*		2,500	2,800
2,000	1,080	0	8000380	Conferences & Conventions	3,000	*		5,500	5,750
0	0	0	8000850	Special Project - Office Renovations	0			0	0
30,000	6,686	23,860	8000894	Studies & Reviews #3 - Zoning Bylaw Update	0			0	25,000
40,000	0	0	8000895	Studies & Reviews - Official Plan Update	40,000			0	0
131,000	0	6,920	8000896	Studies & Reviews - Sustainability Master Plan	0			0	0
0	0	2,896	8000897	Studies & Reviews - Tannery Secondary Plan	0			0	0
20,000	0	0	8000898	Studies & Reviews - Dev Area Cobourg East	20,000			20,000	20,000
-13,737	-13,534	0	8000955	Building Dept. - Indirect Costs	-14,149			-14,432	-14,720
-85,000	0	0	8000913	Recoveries - Sustainable Plan Northam Reserve	0			0	0
-46,000	0	0	8000913	Recoveries - Sustainable Plan Federal Gas Reserve	0			0	0
0	0	-50	8000993	Recoveries - LPAT	0			0	0
-20,000	18	0	8000994	Recoveries - Development Area Cobourg East	-20,000			-20,000	-20,000
-18,000	0	0	8000995	Recoveries - Official Plan Update (DC)	-18,000			0	0
-13,500	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	0			0	-10,000
-200	-347	0	8000998	Recoveries - Source Water Protection	-200			-200	-200
-38,500	0	0	8000913	Transfer from Holdco Reserve - OP & Zoning	-22,000			0	-15,000
7,763	10,532	44,688		SUB TOTAL MATERIALS	15,701	*	0	14,518	13,880
8,000	25,535	5,672	8000300	Legal Fees	8,000			8,000	8,000
2,000	128	0	8000360	Consultant Fees	2,000			2,000	2,000
10,000	25,663	5,672		SUB TOTAL CONTRACTED SERVICES	10,000		0	10,000	10,000
429,824	334,338	326,980		TOTAL PLANNING	514,153	*	0	593,586	605,590

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
2022	800011	Payroll - Overtime	Planning staff OT allocation				
2022	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware furnishings, cabinets, shelving) - 2 new laptops in 2022 New Staff - \$2,000				
New Applications	2019	2020	2021	2022	8000180	Telephone Expenses	Annual phone charges for 4 staff
Official Plan	2	0	1	2022	8000220	Printing	Cost for printing large reports, plans, newsletters
Zoning By-law	6	2	1	2022	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee
Site Plan	9	7	6	2022	8000250	Memberships & Subscriptions	OPPI / CIP - \$700 x 5 staff = \$3,500
Subdivision	4	7	16	2022	8000240	Postage & Couriers	Allocated to individual departments from Legislative
Zoning Compliance	52	37	47	2022	8000260	Training & Courses	Professional training & courses for 5 planners, increase due to training & courses back to in person. New Staff - \$1,500
				2022	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)
				2022	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)
				2022	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc
				2022	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:																											
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS																								
				PERFORMANCE DATA:				2022	8000996	Recoveries - Zoning Bylaw Update & OP	Recovery for DC's																				
2022	8000994	Recoveries - Cobourg East Community	Recovery from developers.																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">New Applications</td> <td style="width: 10%;">2019</td> <td style="width: 10%;">2020</td> <td style="width: 10%;">2021</td> </tr> <tr> <td>Official Plan</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Zoning By-law</td> <td style="text-align: center;">6</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Site Plan</td> <td style="text-align: center;">9</td> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Subdivision</td> <td style="text-align: center;">4</td> <td style="text-align: center;">7</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Zoning Compliance</td> <td style="text-align: center;">52</td> <td style="text-align: center;">37</td> <td style="text-align: center;">47</td> </tr> </table>				New Applications	2019	2020	2021	Official Plan	2	0	1	Zoning By-law	6	2	1	Site Plan	9	7	6	Subdivision	4	7	16	Zoning Compliance	52	37	47	2022	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County.
				New Applications	2019	2020	2021																								
Official Plan	2	0	1																												
Zoning By-law	6	2	1																												
Site Plan	9	7	6																												
Subdivision	4	7	16																												
Zoning Compliance	52	37	47																												
				2022	87039	Planning Fees	Under review																								

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
59,860	36,951	27,327	810010	Payroll Salaries & Wages	61,145			62,216	63,305
1,350	198	317	810011	Payroll Overtime	1,350			1,373	1,397
17,101	3,850	9,567	810030	Payroll Benefits	18,411	*		19,000	19,000
3,850	11,190	0	8100290	Honorarium	3,850			3,850	3,850
82,161	52,189	37,211		SUB TOTAL SALARIES, WAGES & BENEFITS	84,756	*	0	86,439	87,552
150	150	0	8100250	Memberships & Subscrip'ns	150			150	150
2,000	76	0	8100260	Training & Courses - Conference	4,000	*		6,000	6,000
500	0	0	8100270	Travel Expense	1,000	*		1,250	1,500
2,650	226	0		SUB TOTAL MATERIALS	5,150	*	0	7,400	7,650
500	460	0	8100300	Legal Fees	750	*		1,000	1,000
500	460	0		SUB TOTAL CONTRACTED SERVICES	750	*	0	1,000	1,000
85,311	52,875	37,211		TOTAL COMMITTEE OF ADJUSTMENT	90,656	*	0	94,839	96,202

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To render decisions on applications for consents and minor variances pursuant to the Planning Act.				YEAR	CODE	OBJECT	DETAILS
2022	8100260	Training & Courses	OACA Conference for CoA members and staff				
PERFORMANCE DATA:				2022	8100270	Travel expenses	Travel expenses for OACA Conference and site inspections
To October 31, 2015				2022	8100290	Honorarium	Honorarium for quasi-judicial body (Committee of Adjustment and Property Standards)
	2019	2020	2021				
Consents	18	6	14				
Variances	6	5	9				
Property Standards App	1	0	0				
Fence Viewer	1	0	0				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT#: **7700.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
93,589	70,297	55,121	770010	Payroll Salaries & Wages	95,750			97,426	99,132
1,350	516	777	770011	Payroll Overtime	1,350			1,373	1,397
28,569	20,670	18,102	770030	Payroll Benefits	30,868	*		31,000	31,500
123,508	91,483	74,000		SUB TOTAL SALARIES, WAGES & BENEFITS	127,968	*	0	129,799	132,029
300	377	0	7700150	Office Supplies	500	*		550	600
1,000	253	0	7700210	Advertising & Promotions	750			750	750
200	0	0	7700220	Printing	200			200	200
600	0	0	7700230	Photocopier	600			600	600
200	0	0	7700240	Postage	200			200	200
350	581	100	7700250	Memberships & Subscip'ns	350			350	350
2,100	1,351	0	7700260	Training & Courses	4,000	*		4,100	4,200
250	0	0	7700270	Travel Expense	500	*		750	1,000
1,000	109	0	7700850	Plaques	1,000			1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0			0	0
40,000	0	0	7700855	Special Proj - Heritage Conservation District Plan	40,000			20,000	0
0	14,840	37,128	7700852	Special Proj - Downtown CIP Incentive Program	0	*		0	0
0	0	0	7700856	Special Proj - Coeey Park Interpretive Display	0			0	0
0	0	0	7700853	Special Proj - Heritage District Interpretive Signage	0			0	0
0	0	0	7700854	Special Proj - Historical Educational Video Series	0			0	0
0	0	0	7700916	Heritage Loan Interest	0			0	0
0	0	0	7700912	CAPS Reserve	0			0	0
-333	0	0	7700991	Recoveries - Plaques	-333			-333	-333
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0			0	0
0	0	0	7700913	Recoveries - Coeey Park - Parkland Reserve	0			0	0
0	-14,840	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	0			0	0
0	0	0	7700913	Recoveries - CAPS Reserve	0			0	0
-40,000	0	0	7700912	Recoveries - Heritage Conserv District Plan Holdco	-40,000			-20,000	0
5,667	2,671	37,228		SUB TOTAL MATERIALS	7,767	*	0	8,167	8,567
1,000	0	504	7700300	Legal Fees	750			1,000	1,000
500	0	0	7700360	Heritage Consultant	1,000	*		1,500	2,500
1,500	0	504		SUB TOTAL CONTRACTED SERVICES	1,750	*	0	2,500	3,500
130,675	94,154	111,732		TOTAL HERITAGE	137,485	*	0	140,466	144,096

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE: Promote the preservation of architectural heritage for the Town of Cobourg.				HIGHLIGHTS/EXPLANATIONS:			
				YEAR	CODE	OBJECT	DETAILS
				2022	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
PERFORMANCE DATA:				2022	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
	2019	2020	2021	2022	7700230	Photocopier Expenses	Shared with Planning
Heritage Permits	60	29	31	2022	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
Heritage Permits Waived	60	29	31	2022	7700250	Memberships & Subscriptions	Heritage Canada - \$65 Community Heritage Ontario - \$100 CAHP - \$185
				2022	7700260	Training & Courses	Professional training for heritage staff and 6 CHC members
				2022	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
				2022	7700360	Heritage Consultant	Consultant expenses associated with municipally-initiated CHIA's, general heritage matters, advice, designations, appeals, etc.
				2022/23	7100855	Heritage Conservation District Study/Plan Transfer to Reserve - Heritage Conservation District Study / Plan	This is 3 year budget program to establish a new Heritage Conservation District (i.e. Corktown, John St., Walton St., Henry St.) in accordance with Strategic Recommendations 1 c of the Heritage Master Plan and Council Strategic Plan Action #1 (PLACES)
				22 / 23	7700912	Recoveries - Heritage Conservation District Plan Holdco	Recoveries from Holdco

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
HENLEY ARCADE	5,000	1,297	5,200	4.0	0	(100.0)	5,450	5,700
SECOND STREET FIRE HALL	6,600	523	9,000	36.4	0	(100.0)	9,350	9,700
DRESSLER HOUSE	7,350	3,124	7,450	1.4	0	(100.0)	7,525	8,300
SUB TOTAL COMMERCIAL	18,950	4,944	21,650	14.2	0	(100.0)	22,325	23,700
ECONOMIC DEVELOPMENT	200,032	123,783	187,822	(6.1)	0	(100.0)	177,143	179,918
VENTURE 13	199,527	143,947	192,866	(3.3)	0	(100.0)	214,552	220,007
TOURISM	104,679	29,699	117,740	12.5	0	(100.0)	191,139	194,235
SUB TOTAL ECONOMIC	504,238	297,429	498,428	(1.2)	0	(100.0)	582,834	594,160
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	523,188	302,373	520,078	(0.6)	0	(100.0)	605,159	617,860

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	737	328	7901460	Utilities	1,000			1,100	1,200
1,500	2,038	969	7901470	Building Maintenance	1,500			1,500	1,500
0	0	0	7901570	Special Project - Henley Arcade Improvements	0			0	0
0	0	0	7901913	Recoveries - Holdco	0			0	0
2,500	2,775	1,297		SUB TOTAL MATERIALS	2,500		0	2,600	2,700
2,500	1,730	0	7901320	Insurance	2,700	*		2,850	3,000
2,500	1,730	0		SUB TOTAL CONTRACTED SERVICES	2,700	*	0	2,850	3,000
5,000	4,505	1,297		TOTAL HENLEY ARCADE	5,200	*	0	5,450	5,700

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund utilities and other maintenance items per agreement with Victoria Operetta Society.	2022	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

ACCOUNT#: **7900.200**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	906	523	7902470	Building Maintenance	2,000			2,000	2,000
2,000	906	523		SUB TOTAL MATERIALS	2,000		0	2,000	2,000
4,600	4,705	0	7902320	Insurance	7,000	*		7,350	7,700
4,600	4,705	0		SUB TOTAL CONTRACTED SERVICES	7,000	*	0	7,350	7,700
6,600	5,611	523		TOTAL SECOND STREET FIRE HALL	9,000	*	0	9,350	9,700

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>This building is managed by the Northumberland Players. All utilities paid by tenant. Maintain flower boxes in summer months, maintain exterior of building, snow removal, and maintain fire protection systems.</p>	2022	7902470	Building Maintenance	<p>Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.</p> <p>Maintenance is on call 24/7 for fire system</p>
PERFORMANCE DATA:				

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
450	459	715	7903185	OPX Alarm Line Charges	450			475	500
0	516	0	7903460	Utilities	0			0	0
4,000	4,427	2,363	7903470	Building Maintenance	4,000			4,000	4,200
2,000	51	46	7903570	Property Improvements	2,000			2,000	2,500
6,450	5,453	3,124		SUB TOTAL MATERIALS	6,450		0	6,475	7,200
900	0	0	7903320	Insurance	1,000	*		1,050	1,100
900	0	0		SUB TOTAL CONTRACTED SERVICES	1,000	*	0	1,050	1,100
7,350	5,453	3,124		TOTAL DRESSLER HOUSE	7,450		0	7,525	8,300

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: DRESSLER HOUSE

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance and operations of Dressler House building currently housing the Marie Dressler Museum operated by the Foundation.	2022	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
	2022	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
PERFORMANCE DATA:	2022	7903470	Building Maintenance	Maintenance of the building plus spring/summer/fall maintenance of the grounds. Winter maintenance Monday - Friday - Maintenance Dept Week-end/holidays done by contractor Maintenance staff on 24/7 fire alarm
	2022	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
76,483	75,946	46,703	891010	Payroll Salaries & Wages	100,314	*		102,069	103,855
0	1,007	294	891011	Payroll - Overtime	0	*		0	0
7,655	560	7,081	891011	Payroll Summer Students	8,013	*		8,153	8,296
23,004	22,840	11,186	891030	Payroll Fringe Benefits	30,113	*		31,000	31,500
1,340	0	2,289	891031	Payroll Summer Student Benefits	1,482	*		1,671	1,867
108,482	100,353	67,553		SUB TOTAL SALARIES, WAGES & BENEFITS	139,922	*	0	142,893	145,518
900	21	870	8910150	Office Supplies	900			900	900
2,550	1,410	2,800	8910171	Software Maintenance	2,600			2,650	2,650
3,000	1,941	1,476	8910180	Telephone & Answering Svc	3,000			3,000	3,000
3,200	2,335	2,564	8910210	Advertising & Promotions	3,200			3,350	3,350
300	0	0	8910230	Photocopier Expense	300			300	300
100	27	0	8910240	Postage & Couriers	100			100	100
3,460	3,156	3,306	8910250	Memberships & Subscrip'ns	3,300			3,400	3,500
1,000	198	0	8910260	Training & Courses	1,000			2,000	2,000
500	0	35	8910270	Travel Expense	1,200	*		1,200	1,200
300	0	0	8910370	Meals & Refreshments	300			300	300
1,000	0	0	8910380	Conferences & Conventions	1,000			1,000	1,000
-560	0	0	8910992	Government Grant Wages	0			0	0
15,750	9,088	11,051		SUB TOTAL MATERIALS	16,900	*	0	18,200	18,300
800	641	0	8910320	Liability Insurance	1,000	*		1,050	1,100
45,000	45,900	38,738	8910750	Contracted Service - Northumberland County	0			0	0
0	0	0	8910854	Special Project - Downtown Business Attraction	0			0	0
0	9,611	16,204	8910851	Digital Service Squad	0			0	0
15,000	3,896	0	8910890	Studies & Reviews	15,000			0	0
10,000	0	0	8910851	Sp Project - Digital Main Street Service Squad	0			0	0
70,800	60,048	54,942		SUB TOTAL CONTRACTED SERVICES	16,000		0	1,050	1,100
15,000	15,000	0	8901	Venture 13 - Anchor Rent	15,000			15,000	15,000
0	0	-1,948	871138910	Federal Grant	0			0	0
-10,000	-9,611	-7,815	871148910	Provincial Grant - Digital Main Street Service Squad	0			0	0
0	0	0	8910993	Recoveries - CEDP Grant	0			0	0
5,000	5,389	-9,763		SUB TOTAL OTHER CHARGES & TRANSFERS	15,000	*	0	15,000	15,000
200,032	174,878	123,783		TOTAL ECONOMIC DEVELOPMENT	187,822	0	0	177,143	179,918

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Promote Town as a destination for investment through marketing, linkages with public and private sector agencies and target sectors. Maintain and enhance the data base and library information, provide small business support. Work with existing business and industry to help them expand.	2022	891010	Payroll Salaries & Wages	As outlined in Organizational reiew and approved by CAO Vaughan, individual will being in July 1, 2022.
	2022	8910210	Marketing & Promotions	Business assistance, investment marketing, and business retention & expansion marketing
PERFORMANCE DATA: Marketing and Promotions Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.	2022	8910171	Software Maintenance	Business Directory and has increased to accommodate the Pedestrian Counters from the Public Works budget to the Economic Development budget.
	2022	8910230	Photocopier Expense	\$80/month avg monthly copy charge N/A due to V13 sponsorship with RedX Technologies. This account reflects only special print jobs.
	2022	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$350 Northumberland Central Chamber of Commerce - \$400 Northumberland Manufacturers Association - \$2,550
	2022	8910260	Training & Courses	Placeholder for HR Mandatory Training - \$300 BR +E Workshop / Webinars - \$700 *includes mileage, meals & accommodation
	2022	8910270	Travel	Includes local/regional travel for 1 employees
	2022	8910370	Meals & Refreshments	Client meetings, special committee meetings, V13 coffee break into sessions, staff working meetings
	2022	8910380	Conferences & Conventions	East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation
	2022	8910750	Contracted Services - Northumberland County	Contract/role has ended.
	2022	8910540	Venture 13 - Anchor Rent	Rent/share of maintenance & utilities - \$15,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2022 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad featuring new location</i>	300
<i>Domain Name Fees Invest Cobourg;</i>	100
<i>Business Achievement Awards</i>	500
<i>Promotional Souvenirs - provided to clients / conferences / trade shows</i>	500
<i>Business & Entrepreneurship Centre Conference Exhibitor Fee</i>	800
<i>Northumberland Manufacturers Association Workshop Sponsorship</i>	1000
TOTAL	3200

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2022 Strategic Plan New and Ongoing / Outstanding Project Status
Special Project 8910890**

2021 - 2025 Economic Development Strategic Plan

To set priorities, strengthen operations, ensure the employees and other stakeholders are working toward common goals, establish agreements around intended outcomes / results.

\$15,000

TOTAL

\$15,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2021 BUDGET	2020 YTD	2021 YTD	CODE	OBJECT	2022 DEPT REQUEST	*	2022 FINAL APPROVED	2023 FORECAST	2024 FORECAST
101,815	66,039	40,005	893010	Payroll Salaries & Wages	121,010	*		123,127	125,282
32,112	21,207	14,813	893030	Payroll Fringe Benefits	38,186	*		39,000	40,000
133,927	87,246	54,818		SUB TOTAL SALARIES, WAGES & BENEFITS	159,196	*	0	162,127	165,282
500	357	510	8930150	Office Supplies	500			500	500
7,000	4,611	0	8930155	Programming	4,175			10,325	10,325
1,000	140	0	8930160	Office Equipment Mtce	1,000			1,000	1,000
18,500	16,054	14,458	8930175	Internet Costs	18,500			18,500	18,500
1,600	884	665	8930180	Telephone Services	1,600			1,600	1,600
600	725	725	8930185	Alarm / Line Charges	600			600	600
4,300	0	1,053	8930210	Advertising & Promotions	4,300			4,500	4,700
2,000	64	0	8930260	Training & Conferences	0			2,000	2,000
300	0	0	8930270	Travel Expenses	0			300	300
57,000	59,369	30,037	8930460	Utilities	57,000			57,000	57,000
36,000	19,027	21,859	8930461	Utilities - Lakefront Solar	36,000			36,000	36,000
-12,000	0	0	8930461	Utilities - Prepaid Solar	-12,000			-12,000	-12,000
31,000	37,487	22,555	8930470	Building Maintenance	31,335			35,000	37,000
23,500	21,883	15,260	8930500	Custodial/Cleaning Supplies	24,500	*		25,000	25,000
500	0	0	8930700	COVID Supplies	500			500	500
2,500	2,016	1,851	8930919	Bank Service Fees	2,500			2,500	2,500
174,300	162,617	108,973		SUB TOTAL MATERIALS	170,510		0	183,325	185,525
4,700	1,285	540	8930171	Software Maintenance	2,200			4,700	4,700
2,000	1,442	0	8930320	Liability Insurance	2,200	*		2,300	2,400
2,500	1,740	1,768	8930480	Garbage Removal	2,500			2,500	2,500
8,000	8,004	6,003	8930550	Property Maintenance Fees - Delcom	8,000			8,000	8,000
4,100	0	6,750	8930701	COVID Contracts	4,100			4,100	4,100
0	0	0 NEW		Sp Project - Antenna / Firewall Upgrades	8,000	*		0	0
21,300	12,471	15,061		SUB TOTAL CONTRACTED SERVICES	27,000	*	0	21,600	21,700
-15,000	-15,000	-11,250	8901	Anchor Tenant - Rent Recovery	-15,000			-15,000	-15,000
-55,000	-15,800	-23,655	8902	Transient Tenant - Rent Recovery	-78,840			-65,000	-65,000
0	0	0	8908	Grants Other	0			0	0
0	-150	0	8909	Events / Programming	-10,000	*		-12,500	-12,500
-60,000	-60,000	0	8930991	Recoveries	-60,000			-60,000	-60,000
0	0	0	8930913	Transfer Economic Reserve	0			0	0
-130,000	-90,950	-34,905		SUB TOTAL OTHER CHARGES & TRANSFERS	-163,840		0	-152,500	-152,500
199,527	171,384	143,947		TOTAL VENTURE 13	192,866		0	214,552	220,007

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2022	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$300 Writing tools, notebooks, binders, etc. - \$100 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2022	8930170	Software Maintenance	Nexdus.com monthly fees - \$2,200
	2022	8930175	Internet Costs	Secondary DSL backup, fibre
	2022	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$1,600
	2022	8930210	Advertising & Promotions	Attract and retain entrepreneurs as well as position Community The Venture 13 Marketing & Communications team will utilize the advertising and promotion budget to fulfill the mandate to attract and retain entrepreneurs as well as position Community rental spaces as the go-to professional space rentals in Cobourg. The committee will continue to position Venture 13 as the front-runner for innovation, technology and entrepreneurial services and support in Eastern Ontario. See breakdown of costs on 2022 Marketing & Promotion detail sheet
	2022	8930155	Programming	2022 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2022 Programming detail sheet
	2022	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2022	8930461	Utilities - Prepaid Solar	One third of solar purchase of power cost will be set aside each year and recovered in future years as rates increase.
	2022	8930470	Building Maintenance	This budget includes routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2022 Building Maintenance detail sheet.

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2022	8930470	Building Maintenance	This budget includes routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2022 Building Maintenance detail sheet.
	2022	8930700	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2022	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2022	8930701	COVID Contracts	Increased cleaning due to COVID-19.
	2022	8901	Anchor Tenant - Rent Recovery	CFDC - \$15,000
	2022	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants at 72% occupancy for 2022 as well as revenue received from Innovation Commons rentals. Flex Office Rental - Town portion - \$32,400 (Projected at 72% capacity or 9/12 offices rented. 9 x \$600/mo 12 months.) Dedicated Desk Rental - Town portion - \$9,000 (Projected at 72% capacity or 10/14 desks rented. 10 x \$150/month.) <i>* Note: Flex Office and Dedicated Desk rental cost increasing in 2022 to following: Flex Office - \$600/month and Dedicated Desk - \$150/month</i> Seminar Room - 1/2 Day - \$60 and Full Day - \$100 MakerLab User Revenue - \$1,000 Innovation Commons Rental Revenue - \$37,440 1/2 Seminar Room half-day rental 2x weekly (\$60/booking) - \$6,240 1/2 Seminar Room half-day rental 1x weekly (\$100/booking) - \$5,200 Lecture Hall half-day rental 1x per week (\$175/booking) - \$9,100 Lecture Hall full day rental 1x per week (\$325/booking) - \$16,900 <i>*Note: Innovations Commons rental cost increasing in 2022 to the following: Lecture Hall 1/2 Day - \$175 and Full Day - \$325 and Seminar Room 1/2 Day - \$60 and Full Day - \$100</i>
	2022	8930991	Recoveries	Cobourg Police - Corporate Services - \$45,000 Cobourg Economic Development - \$15,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2022 MARKETING AND PROMOTIONS BUDGET**

Creative Content (Sell Sheet, Poster boards, ads)	1000
Printing (Sell Sheets, Poster boards, rack cards)	1000
LUSI inpack (Print + placement)	1000
Social Campaigns	300
Swag (t-shirts, reorder: pens, mugs)	0
VentureZone Engagement and Retention (Alumni wall, community board, Vzone culture, Vzone Signage)	1000
TOTAL	4300

TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES

VENTURE 13
2022 Programming Committee Budget

Fireside Chat Series - quarterly	\$400
Community Outreach Events	\$500
- <i>Chamber of Commerce Meet and Greet</i>	
- <i>Strategic Space Rentals to Non-Profits and Professional Organizations</i>	
- <i>NHH Big Coffee Morning</i>	
Speaker Series (two events)	\$500
Youth Engagement Programming (quarterly)	\$600
- <i>YEP Pitch Competition</i>	
- <i>3 X youth coding events</i>	
Mastermind Entrepreneur Development Group Engagement + Attraction	\$500
Start-Up Entrepreneurship Programming	\$1,675
TOTAL	\$4,175

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2022 Building Maintenance**

Lakeland Multi-trade HVAC Service Contract	\$9,060
Heat Exchanger Fan Motors AC	\$7,160
HVAC Contingency	\$2,000
Elevator Inspection, Maintenance Fees and Prevention Work	\$3,300
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher Service, High Water Alarm Maintenance)	\$1,700
Electrical Work and Generator Testing	\$4,980
PWC Water Systems Services	\$635
Plumbing Contingency	\$1,500
General Fees (Pest Control, Locksmith, Engineering etc)	\$1,000
TOTAL	\$31,335

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
52,232	57,609	19,053	892010	Payroll Salaries & Wages	45,685			53,573	54,512
0	268	233	892011	Payroll - Overtime	0	*		1,312	1,334
0	0	0	892015	Payroll Summer Ambassadors	0	*		41,065	41,784
15,147	16,414	6,981	892030	Payroll Fringe Benefits	13,705			16,071	16,354
0	0	0	892031	Payroll Summer Ambassadors Benefits	0	*		8,418	9,401
600	0	0	892050	Uniforms	0			700	700
67,979	74,291	26,267		SUB TOTAL SALARIES, WAGES & BENEFITS	59,390		0	121,139	124,085
500	0	0	8920150	Office Supplies	600	*		700	800
600	0	0	8920160	Office Equipment Purchase	650	*		700	750
1,500	773	341	8920180	Telephone & Answering Svc	1,500			1,500	1,500
30,000	38,186	50,993	8920210	Advertising & Promotions	51,000	*		101,500	101,500
0	0	0	8920220	Printing	0			0	0
1,000	0	0	8920230	Photocopier Expense	1,000			1,000	1,000
1,000	2	0	8920240	Postage & Couriers	1,000			1,000	1,000
350	102	61	8920250	Membership & Subscrip'ns	350			350	350
1,000	0	0	8920260	Training & Courses	1,500	*		1,500	1,500
500	0	0	8920270	Travel Expense	1,000	*		1,000	1,000
1,000	0	0	8920380	Conferences & Conventions	2,000	*		2,000	2,000
2,000	176	0	8920390	Souvenir Purchases	2,000			2,000	2,000
500	0	0	8920851	Special Project - Bike Rental Program	500			500	500
0	0	0	NEW	Special Project - Hop on Hop off bus tour	0	*		2,500	2,500
750	1,493	999	8920919	Bank Service Fees	750			750	750
40,700	40,732	52,394		SUB TOTAL MATERIALS	63,850	*	0	117,000	117,150
1,500	0	0	8920550	Security Contract	1,500			1,500	1,500
0	0	0	8920750	Contracts	0			0	0
1,500	0	0		SUB TOTAL CONTRACTED SERVICES	1,500		0	1,500	1,500
-1,000	0	0	87088	Filming Recoveries	-1,000			-1,000	-1,000
-2,500	-54	-100	8871	Souvenir Sales	-2,500			-2,500	-2,500
-500	0	0	8872	Bike Rentals	-500			-500	-500
0	0	-3,897	8873	Government Grant - Wages	0	*		-5,000	-5,000
0	0	0	8874	Ad Revenue	0			-36,500	-36,500
-1,500	0	0	8875	Sponsorship	-1,500			-1,500	-1,500
0	-15,844	-44,965	871148920	Provincial Grant	-1,500			-1,500	-1,500
-5,500	-15,898	-48,962		TOTAL REVENUE	-7,000	*	0	-48,500	-48,500
104,679	99,125	29,699		NET TOURISM	117,740	*	0	191,139	194,235

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV**

FUNCTION/ACTIVITY: **TOURISM**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To promote the Town as a tourist destination through marketing and linkages with public and private sector organizations. Maintain relevant tourism-related demographics, database and visitor information and co-ordinate the annual visitors guide. Work with the existing tourism related business to create co-op marketing opportunities.</p>	2022	8920210	Advertising & Promotions	<p>With the pandemic carrying through 2021 and in to 2022 the focus will be promoting all businesses in the Town of Cobourg. The rebuilding of our local economy will be dependent on our local businesses and community groups working together.</p> <p>As we recover from COVID-19, tourism marketing and promotion will be essential to the economic recovery of our local economy.</p> <p>As the situation progresses due to COVID-19, the Town of Cobourg's 2022 advertising and promotions activities will be on guidance from the Province of Ontario and the Tourism Industry Association of Ontario.</p>
<p>PERFORMANCE DATA:</p> <p>Demographics and Database Management A robust visitor demographics collection strategy was employed in 2018 including surveys, cell phone tracking, web analytics, and laser tracking. Overall, Cobourg is branded first by its beach and second by its multiple event offerings.</p> <p>Visitor Information A pilot program to relocate Visitor Information services to Victoria Hall proved most effective, with a dramatic increase of guest traffic and a higher volume of marketing collateral distribution. Guest surveys indicated that people enjoyed the convenience of the location and were promoted to view the Art Gallery and Court Room attractions.</p> <p>Marketing & Brand Strategy Promoting the new the "Experience Cobourg" brand proved successful in increasing awareness of Cobourg within the GTA, Eastern Ontario and the Capital Region. Postal code tracking through online surveys showed an increase in visitation in each of these regions.</p> <p>Souvenirs Experience Cobourg will continue to sell the unique Hoselton sculptures designed and crafted in 2018. 2022 Experience Cobourg will include in their souvenir inventory beach toys, towels and umbrellas for rent.</p>	2022	8930380	Conferences/Sport & Conventions	<p>As COVID-19 has changed the way that we manage and promote community events and cultural activities, we believe there will be many opportunities to brainstorm and learn from each other in the promotion industry. Participation in industry-related trade shows and conferences will be important to learn best practices from our neighbouring communities and beyond.</p>

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

2022 - 2024 MARKETING AND PROMOTIONS BUDGET

	2022	2023	2024
Printed Materials / Guides	0	39,000	39,000
Website Redevelopment / Content Development / Social Media Design	0	8,000	8,000
External Ad Placements / Promotion	25,000	18,500	18,500
Website Support & Annual Expenses	20,000	30,000	30,000
Photography / Video Production	1,500	1,500	1,500
TODs Signage	4,500	4,500	4,500
Government Grants	0	0	0
TOTAL	51,000	101,500	101,500

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

CAPITAL PROJECTS SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
CAPITAL LEVY	158,000	158,000	184,575	16.8		0 (100.0)	4,873,000	6,714,406

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
158,000	326,984	158,000	9401911	Transfer to Capital	184,575	*		4,873,000	6,714,406
158,000	326,984	158,000		SUB TOTAL OTHER CHARGES & TRANSFERS	184,575	*	0	4,873,000	6,714,406
158,000	326,984	158,000		TOTAL CAPITAL LEVY	184,575	*	0	4,873,000	6,714,406

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund various Capital projects from the Current Levy.			GENERAL GOVERNMENT	83,000
			PROTECTION - POLICE	0
			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
			PUBLIC WORKS	60,575
PERFORMANCE DATA:			PARKS AND RECREATION	41,000
			CULTURE AND COMMUNITY	0
			ECONOMIC DEVELOPMENT & TOURISM	0
			TOTAL CAPITAL LEVY	184,575

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

LONG TERM DEBT SUMMARY

FUNCTION	2021 BUDGET	2021 YTD	2022 DEPT REQUEST	%	2022 FINAL APPROVED	%	2023 FORECAST	2024 FORECAST
VICTORIA HALL DEBT	0	0	0	-	0	-	37,000	37,000
TRANSPORTATION DEBT	608,800	429,718	308,800	(49.3)	0	(100.0)	352,000	352,000
ENVIRONMENTAL DEBT	0	166,979	0	-	0	-	0	0
PARKS & RECREATION DEBT	81,200	409,034	81,200	0.0	0	(100.0)	118,000	118,000
LIBRARY DEBT	-40,000	0	-40,000	0.0	0	(100.0)	-40,000	-40,000
TOTAL DEBT	650,000	1,005,731	350,000	(46.2)	0	(100.0)	467,000	467,000

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL DEBT CHARGES**

ACCOUNT#: 1000.100

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	0 NEW	Long Term Debt	0		0	37,000	37,000
0	0	0	0 NEW	Recoveries	0		0	0	0
0	0	0	0	SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	37,000	37,000
0	0	0	0	TOTAL TRANSPORTATION DEBT CHARGES	0		0	37,000	37,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL DEBT CHARGES**

ACCOUNT #: **1000.100**

STATEMENT OF PURPOSE: To fund long term debt for Transportation related projects.	HIGHLIGHTS/EXPLANATIONS:		
		Debt	Repayment
	Issued:		
	2023 - New Victoria Hall	320,000	37,000
	Total	320,000	37,000
PERFORMANCE DATA:			

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT#: **3300.100**

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
908,800	34,606	429,718	3300950	Long Term Debt	908,800		352,000	352,000
-300,000	-221,000	0	3300991	Recoveries	-600,000		0	0
608,800	-186,394	429,718		SUB TOTAL OTHER CHARGES & TRANSFERS	308,800	0	352,000	352,000
608,800	-186,394	429,718		TOTAL TRANSPORTATION DEBT CHARGES	308,800	0	352,000	352,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT #: **3300.100**

STATEMENT OF PURPOSE: To fund long term debt for Transportation related projects.	HIGHLIGHTS/EXPLANATIONS:		
PERFORMANCE DATA:	Issued:	Debt	Repayment
	2019 - Public Works/Parks Facility - 091-17	3,000,000	638,800
	2020 - New - Roads	2,500,000	270,000
	Total	5,500,000	908,800
	Recoveries:		
	Holdco Reserve	-300,000	
	Northam Reserve	-300,000	
		-600,000	

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **SEWER - DEBT CHARGES**

ACCOUNT#: **4800.10**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	15,741	166,979	4800950	Long Term Debt	602,500	*		602,500	428,500
0	-174,000	0	4800991	Recoveries	-602,500	*		-602,500	-428,500
0	-158,259	166,979		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
0	-158,259	166,979		TOTAL DEBT CHARGES	0		0	0	0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt issued for sewage related projects.		Debt	Repayment
	Issued: Bylaw #81-95		
PERFORMANCE DATA:	Projects to be Issued:		
	Bylaw #50-13	1,500,000	174,000
	2021 - New - Headworks Plant #1	7,000,000	428,500
	Total	8,500,000	602,500
	To be paid from Sewer Reserve		-602,500
	Total		0

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION - DEBT CHARGES**

ACCOUNT#: 7290950

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
595,400	120,376	409,034	7290950	Long Term Debt	595,400			394,000	394,000
-514,200	-255,400	0	7290991	Recoveries	-514,200			-276,000	-276,000
81,200	-135,024	409,034		SUB TOTAL OTHER CHARGES & TRANSFERS	81,200		0	118,000	118,000
81,200	-135,024	409,034		TOTAL PARKS & RECREATION DEBT CHARGES	81,200		0	118,000	118,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION DEBT CHARGES**

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Parks & Recreation related projects.		Debt	Repayment
	Issued:		
PERFORMANCE DATA:	2013 - Bylaw #27-13	4,000,000	276,000
	2019 - Public Works/Parks Facility - 091-17	1,500,000	319,400
		5,500,000	595,400
	Recoveries:		
	Holdco	-100,000	
	Development Charges	-276,000	
Northam	-138,200		
Total Recoveries	-514,200		

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT#: 7600

2021	2020	2021			2022	2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	0	7600950	Long Term Debt	-40,000		-40,000	-40,000
-40,000	-40,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	0	-40,000	-40,000
-40,000	-40,000	0		TOTAL LIBRARY DEBT CHARGES	-40,000	0	-40,000	-40,000

2021-11-16

*Indicates increase over previous year

**TOWN OF COBOURG
2022 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
Development charges collected towards debenture debt payment in prior years.			
	Transfer from Development Charges		-40,000
PERFORMANCE DATA:			