

**TOWN OF COBOURG**

**2023 CURRENT OPERATING BUDGET SUMMARY**

	2022 BUDGET	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
DIRECT CONTROL NET EXPENDITURES	20,643,562	22,229,541	7.7	22,510,828	9.0	34,270,630	33,053,587
DIRECT CONTROL REVENUE	-1,245,650	-1,350,000	8.4	-1,350,000	8.4	-874,900	-720,700
DIRECT NET COST	<u>19,397,912</u>	<u>20,879,541</u>	7.6	<u>21,160,828</u>	9.1	<u>33,395,730</u>	<u>32,332,887</u>
POLICE - NET - OPERATING	6,654,243	6,993,773	5.1	6,993,773	5.1	7,182,651	7,422,254
- CAPITAL			-		-	0	0
POLICE NET COST	<u>6,654,243</u>	<u>6,993,773</u>	5.1	<u>6,993,773</u>	5.1	<u>7,182,651</u>	<u>7,422,254</u>
TOTAL FOR MUNICIPAL LEVY	<u>26,052,155</u>	<u>27,873,314</u>	7.0	<u>28,154,601</u>	8.1	<u>40,578,381</u> Note 1	<u>39,755,141</u> Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>395,300</u>	1.5	<u>395,300</u>	1.5		
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>27,478,014</u>	5.5	<u>27,759,301</u>	6.6		

**Note 1:**

Readers are cautioned that the 2024 and 2025 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**

**2023 CURRENT OPERATING BUDGET SUMMARY**

FUNCTION	2022 BUDGET	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>NET EXPENDITURES</b>							
GENERAL GOVERNMENT	3,899,278	4,508,379	15.6	4,563,071	17.0	5,610,319	5,829,966
PROTECTION - OTHER	4,466,070	4,875,790	9.2	4,874,503	9.1	5,729,113	6,067,158
PUBLIC WORKS	4,807,319	4,810,645	0.1	4,850,645	0.9	5,078,793	5,374,181
STORMWATER	30,116	0	(100.0)	0	(100.0)	0	0
SOCIAL & FAMILY	0	0	-	5,000	-	0	0
PARKS & RECREATION	4,234,972	4,412,831	4.2	4,663,431	10.1	5,085,384	5,190,528
CULTURE & COMMUNITY	1,646,360	1,805,448	9.7	1,810,800	10.0	1,885,912	1,937,378
PLANNING & DEVELOPMENT	527,294	644,071	22.1	594,751	12.8	768,712	776,419
COMMERCIAL & ECO. DEV.	512,578	632,577	23.4	610,627	19.1	651,737	674,401
<b>TOTAL OPERATING</b>	<b>20,123,987</b>	<b>21,689,741</b>	<b>7.8</b>	<b>21,972,828</b>	<b>9.2</b>	<b>24,809,970</b>	<b>25,850,031</b>
CAPITAL LEVY	169,575	304,800	79.7	303,000	78.7	8,950,600	6,693,556
LONG TERM DEBT CHARGES	350,000	235,000	(32.9)	235,000	(32.9)	510,060	510,000
<b>TOTAL CAPITAL FORMATION</b>	<b>519,575</b>	<b>539,800</b>	<b>3.9</b>	<b>538,000</b>	<b>3.5</b>	<b>9,460,660</b>	<b>7,203,556</b>
<b>TOTAL DIRECT CONTROL</b>	<b>20,643,562</b>	<b>22,229,541</b>	<b>7.7</b>	<b>22,510,828</b>	<b>9.0</b>	<b>34,270,630</b>	<b>33,053,587</b>

**TOWN OF COBOURG**

**2023 CURRENT OPERATING BUDGET SUMMARY**

<b>FUNCTION</b>	<b>2022 BUDGET</b>	<b>2023 DEPT REQUEST</b>	<b>%</b>	<b>2023 FINAL APPROVED</b>	<b>%</b>	<b>2024 FORECAST</b>	<b>2025 FORECAST</b>
<b>REVENUE SUMMARY</b>							
<b>REVENUE</b>							
SUPPLEMENTARY TAXES	450,000	350,000	(22.2)	350,000	(22.2)	300,000	300,000
PENALTY & INTEREST	360,000	350,000	(2.8)	350,000	(2.8)	350,000	300,000
TAX CANCELLATIONS	-175,000	-80,000	(54.3)	-80,000	(54.3)	-200,000	-200,000
TOTAL	635,000	620,000	(2.4)	620,000	(2.4)	450,000	400,000
<b>PROVINCIAL GRANTS</b>							
UNCONDITIONAL - TOWN	31,550	32,100	1.7	32,100	1.7	32,400	32,600
UNCONDITIONAL - OMPF	141,600	235,400	66.2	235,400	66.2	30,000	25,600
TOTAL	173,150	267,500	54.5	267,500	54.5	62,400	58,200
<b>OTHER GRANTS</b>							
OTHER GRANTS IN LIEU	12,500	12,500	0.0	12,500	0.0	12,500	12,500
TOTAL	12,500	12,500	0.0	12,500	0.0	12,500	12,500
<b>OTHER</b>							
OTHER REVENUE	425,000	450,000	5.9	450,000	5.9	350,000	250,000
TOTAL	425,000	450,000	5.9	450,000	5.9	350,000	250,000
<b>TOTAL REVENUE</b>	<b>1,245,650</b>	<b>1,350,000</b>	<b>8.4</b>	<b>1,350,000</b>	<b>8.4</b>	<b>874,900</b>	<b>720,700</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**REVENUE SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>TAXATION</b>								
MILL RATE	26,052,155	26,002,223	27,873,314	7.0	28,154,601	8.1	40,578,381	39,755,141
OTHER	810,000	649,370	700,000	(13.6)	700,000	(13.6)	650,000	600,000
TAX CANCELLATIONS	-175,000	-26,361	-80,000	(54.3)	-80,000	(54.3)	-200,000	-200,000
TOTAL	26,687,155	26,625,232	28,493,314	6.8	28,774,601	7.8	41,028,381	40,155,141
<b>PROVINCIAL GRANTS</b>								
UNCONDITIONAL - TOWN	31,550	31,496	32,100	1.7	32,100	1.7	32,400	32,600
UNCONDITIONAL - OMPF	141,600	41,600	235,400	66.2	235,400	66.2	30,000	25,600
TOTAL	173,150	73,096	267,500	54.5	267,500	54.5	62,400	58,200
<b>OTHER GRANTS</b>								
OTHER GRANTS IN LIEU	12,500	12,839	12,500	0.0	12,500	0.0	12,500	12,500
TOTAL	12,500	12,839	12,500	0.0	12,500	0.0	12,500	12,500
<b>OTHER</b>								
OTHER REVENUE	425,000	-209,904	450,000	5.9	450,000	5.9	350,000	250,000
TOTAL	425,000	-209,904	450,000	5.9	450,000	5.9	350,000	250,000
<b>TOTAL REVENUE</b>	27,297,805	26,501,263	29,223,314	7.1	29,504,601	8.1	41,453,281	40,475,841

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2022	2021	2022			2023		2023		2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
26,052,155	24,746,491	26,002,223	8601	Taxation - Municipal	27,873,314	*	28,154,601	*	40,578,381	39,755,141
450,000	423,018	317,436	8604	Supplementary	350,000		350,000		300,000	300,000
360,000	382,695	331,934	8606	Penalty and Interest on Taxes	350,000		350,000		350,000	300,000
-175,000	-208,483	-26,361	8609	Tax Cancellations	-80,000	*	-80,000	*	-200,000	-200,000
26,687,155	25,343,721	26,625,232		TOTAL TAXATION	28,493,314		28,774,601		41,028,381	40,155,141

2023-03-07

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **862**

<b>2022</b>	<b>2021</b>	<b>2022</b>			<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>BUDGET</b>	<b>YTD</b>	<b>YTD</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DEPT REQUEST</b>	<b>* FINAL APPROVED</b>	<b>* FORECAST</b>	<b>FORECAST</b>
12,500	13,072	12,839	8621	Canada	12,500	12,500	12,500	12,500
12,500	13,072	12,839		TOTAL OTHER GRANTS IN LIEU	12,500	12,500	12,500	12,500

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **REVENUES**

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

ACCOUNT#: **862**

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

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **863**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
3,900	3,866	3,975	8631	LCBO	3,900	3,900	4,000	4,100
400	359	369	8638	MTO	400	400	500	500
3,100	3,584	3,100	8634	Ontario Correctional - Brookside	3,100	3,100	3,100	3,100
6,650	7,674	6,650	8636	Northumberland Hills Hospital	7,700 *	7,700	7,800	7,900
17,500	16,929	17,402	8637	O.P.P.	17,000	17,000	17,000	17,000
31,550	32,412	31,496		TOTAL PROVINCIAL GRANTS IN LIEU	32,100	32,100	32,400	32,600

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **864**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
41,600	48,900	41,600	8641	OMPF- Direct	35,400	35,400	30,000	25,600
100,000	287,093	0	871142700	Reserve - Safe Restart Agreement (SRA)	200,000 *	200,000	0	0
141,600	335,993	41,600		TOTAL PROV GRANTS UNCONDITIONAL	235,400 *	235,400	30,000	25,600

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **REVENUES**

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

ACCOUNT#: **864**

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:		DETAILS
		CODE	OBJECT	
Grants from the Province to offset downloading including a grant which formerly came to Municipality and now goes directly to the County.		8641	OMPF	The 2023 OMPF from the Province of Ontario is \$35,400. (2022 - 41,600) This grant is being reduced by 15% per year by the Province of Ontario.
		PERFORMANCE DATA:		
2022	41,600.00	871142700	Reserve - Safe Restart Agreement (SRA)	Provincially funding being used to offset Covid-19 expenses
2021	48,900.00			
2020	57,500.00			
2019	67,500.00			
2018	79,500.00			
2017	93,500.00			
2016	109,900.00			
2015	129,200.00			
2014	161,500.00			
2013	189,900.00			
2012	210,900.00			
2011	318,300.00			
2010	353,600.00			
2009	442,000.00			
2008	442,000.00			

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2022	2021	2022			2023		2023		2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
125,000	70,739	-209,904	8711	Interest Income	150,000	*	150,000		150,000	150,000
300,000	0	0	64100	Transfer from Tax Stabilization Reserve	300,000		300,000		200,000	100,000
425,000	70,739	-209,904		TOTAL OTHER REVENUE	450,000	*	450,000		350,000	250,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**GENERAL GOVERNMENT SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>COUNCIL</b>	353,439	376,122	450,868	27.6	462,183	30.8	485,940	524,059
<b>CAO</b>	267,543	273,160	283,623	6.0	283,623	6.0	491,986	513,676
<b>COMMUNICATIONS</b>	275,833	229,813	277,281	0.5	297,281	7.8	292,595	302,700
<b>CLERKS</b>								
Administration	775,456	740,641	693,508	(10.6)	736,885	(5.0)	876,374	866,179
General Licenses	-18,000	-18,049	-21,500	19.4	-21,500	19.4	-21,500	-21,500
Lottery Revenue	-110,000	-98,685	-110,000	0.0	-110,000	0.0	-110,000	-110,000
Dog Tag Revenue	0	0	0	-	0	-	0	0
General Revenue	-31,200	-52,397	-33,700	8.0	-33,700	8.0	-33,700	-33,700
<b>NET CLERK</b>	616,256	571,510	528,308	(14.3)	571,685	(7.2)	711,174	700,979
<b>FINANCE</b>	849,723	753,234	956,776	12.6	956,776	12.6	1,136,366	1,187,124
Revenue	-21,000	-18,810	-22,000	4.8	-22,000	4.8	-23,000	-25,000
<b>NET FINANCE</b>	828,723	734,424	934,776	12.8	934,776	12.8	1,113,366	1,162,124
<b>INFORMATION TECH</b>	516,623	493,002	648,765	25.6	653,765	26.5	703,415	730,443
<b>VICTORIA HALL</b>	791,626	726,981	964,962	21.9	939,962	18.7	1,090,124	1,131,610
<b>FINANCIAL</b>	-337,500	682,879	-359,300	(6.5)	-359,300	6.5	-136,000	-132,475
<b>PERSONNEL</b>	571,085	441,770	757,146	32.6	757,146	32.6	835,769	874,650
<b>HEALTH &amp; SAFETY</b>	15,650	11,592	21,950	40.3	21,950	40.3	21,950	22,200
<b>TOTAL EXPENSES</b>	4,079,478	4,729,194	4,695,579	15.1	4,750,271	16.4	5,798,519	6,020,166
<b>TOTAL REVENUE</b>	-180,200	-187,941	-187,200	3.9	-187,200	3.9	-188,200	-190,200
<b>NET TO TOWN</b>	3,899,278	4,541,253	4,508,379	15.6	4,563,071	17.0	5,610,319	5,829,966
<b>DEBT CHARGES</b>	0	0	18,750	-	18,750	-	37,500	37,500

\*\*Detail in Long Term Debt Charges Section

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2022	2021	2022		2023		2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
221,359	216,831	224,897	100010	Payroll Salaries & Wages	251,587	*	271,702	290,895	299,621
0	840	852	100011	Payroll Overtime	0	*	0	0	0
60,000	60,792	65,080	100030	Payroll Benefits	75,994	*	77,194	99,406	108,380
1,000	1,054	1,000	1000290	Honourarium - Town Crier / Poet Laurette	1,000		1,000	1,000	1,000
282,359	279,517	291,829		SUB TOTAL SALARIES, WAGES & BENEFITS	328,581	*	349,896	391,301	409,001
1,000	1,177	2,119	1000150	Office Supplies	1,200	*	1,200	1,200	1,200
4,400	4,284	5,041	1000180	Telephone & Answer Svc	4,400		4,400	4,400	4,400
1,600	261	0	1000210	Advertising & Promotions	1,600		1,600	1,600	1,600
0	0	0	1000211	Citizen Engagement	0	*	0	0	0
1,300	1,770	1,090	1000220	Printing	1,300		1,300	1,300	1,300
100	66	37	1000240	Postage & Couriers	100		100	100	100
13,100	10,748	10,214	1000250	Memberships & Subscrip'ns	13,100		13,100	13,100	13,100
3,000	0	0	1000270	Travel Expense	3,000		3,000	3,000	3,000
7,000	3,454	7,205	1000330	Receptions	7,000		7,000	7,000	7,000
2,500	2,135	2,617	1000340	Presentations	2,500		2,500	2,500	2,500
20,000	15,000	64,162	1000350	Election	20,000		20,000	20,000	20,000
3,500	1,163	2,051	1000370	Meals & Refreshments	6,000	*	3,500	6,000	6,000
10,500	3,895	7,358	1000380	Conference & Conventions	27,500	*	20,000	33,000	39,600
9,500	6,953	7,334	1000399	Public Relations	9,500		9,500	9,500	9,500
0	4,601	0	1000700	COVID-19 Supplies	0		0	0	0
0	9,667	0	1000851	Special Projects - Strategic Planning	20,000	*	20,000	0	15,000
1,800	247	2,312	1000857	Special Project - Town Crier	1,800		1,800	1,000	0
0	0	0	1000858	Special Project - Carpet Replacement	12,000		12,000	0	0
0	86,496	0	1000859	Sp Proj - Organizational Review	0		0	0	0
-8,220	-7,980	0	1000955	Building Dept. - Indirect Costs	-8,713		-8,713	-9,061	-9,242
0	0	-27,247	1000912	Transfer from/to Election Reserve	0	*	0	0	0
0	0	0	1000913	Transfer from Building Efficiencies Fund	0		0	0	0
0	-86,496	0	1000913	Transfer from Municipal Modernization	0		0	0	0
71,080	57,441	84,293		SUB TOTAL MATERIALS	122,287	*	112,287	94,639	115,058
353,439	336,958	376,122		TOTAL COUNCIL	450,868	*	462,183	485,940	524,059

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 Other advertising - \$310 Watershed Magazine - \$1,000
	2023	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
<b>PERFORMANCE DATA:</b>	2023	1000250	Memberships & Subscriptions	AMO - \$9,575, Great Lakes - \$2750 Municipal Word - \$1550 split with Personnel - \$775
	2023	1000330	Receptions	Mayor's Levee - \$1,500 Council & Staff Christmas Reception - \$4,000 Business Achievement Awards - \$1,500
	2023	1000340	Presentations	Framing - \$500, Merchandise - \$700 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300 Moved - Long Term Recognition to HR Budget
	2023	1000380	Conferences & Conventions	Mayor - \$12,500 Deputy Mayor & Councillors - \$2,500/each x 3 = \$7,500
	2023	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
	2023	1000857	Town Crier	Town Crier, cleaning, guild membership, insurance, etc.
	2023	1000858	Carpet Replacement	Replace carpet in Council Chambers

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
207,820	204,940	211,729	110010	Payroll Salaries & Wages	214,806	*	214,806	357,521	368,247
0	840	852	110011	Payroll Overtime	0		0	0	0
53,653	49,314	53,252	110030	Payroll Benefits	57,457	*	57,457	117,982	128,886
261,473	255,094	265,833		SUB TOTAL SALARIES, WAGES & BENEFITS	272,263	*	272,263	475,503	497,133
750	1,419	847	1100150	Office Supplies	1,000	*	1,000	2,500	1,000
900	814	814	1100180	Telephone & Answering Svc	900		900	1,500	1,500
200	18	0	1100220	Printing	200		200	200	200
2,000	587	977	1100250	Memberships & Suscrip'ns	1,500		1,500	2,000	2,000
2,100	394	2,217	1100260	Training & Courses	2,500	*	2,500	3,600	5,000
1,500	0	221	1100270	Travel Expense	1,500		1,500	1,500	1,500
200	837	69	1100370	Meals & Refreshments	200		200	200	200
250	382	2,182	1100380	Conferences & Conventions	5,500	*	5,500	7,000	7,200
-1,830	-1,777	0	1100955	Building Dept. - Indirect Costs	-1,940		-1,940	-2,017	-2,057
6,070	2,674	7,327		SUB TOTAL MATERIALS	11,360	*	11,360	16,483	16,543
0	0	0	1100851	Special Project - Opiod Crisis	0		0	0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
267,543	257,768	273,160		TOTAL ADMINISTRATION	283,623	*	283,623	491,986	513,676

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	1100150	Office Supplies	2023 - \$1,000 2024 - Additional \$1,500 for new staff
	2023	1100180	Telephone	2023 - CAO cell phone 2024 - Additional cell phone - Manager of CAO
<b>PERFORMANCE DATA:</b>	2023	1100250	Memberships & Subscriptions	OMAA Membership - \$400 Other Professional Organizations - \$1,100
	2023	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200 2023 - New Staff - \$400
	2023	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Fall OMAA - \$500
	2023	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2023	1100380	Conferences & Conventions	OMAA CAMA AMO

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #:

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
151,161	148,565	132,454	130010	Payroll Salaries & Wages	156,945	*	156,945	161,653	166,503
3,476	2,169	3,542	130011	Payroll - Overtime	3,687	*	3,687	3,798	3,912
42,325	46,524	37,570	130030	Payroll Benefits	44,849	*	44,849	57,744	62,885
196,962	197,258	173,566		SUB TOTAL SALARIES, WAGES & BENEFITS	205,481	*	205,481	223,195	233,300
400	178	180	1300150	Office Supplies	400		400	400	400
30,771	23,440	24,143	1300171	Software Maintenance	28,100		28,100	30,000	30,000
1,200	612	1,002	1300180	Telephone & Answering Svc	1,200		1,200	1,200	1,200
32,000	28,002	28,344	1300210	Advertising & Promotions	32,000		32,000	32,000	32,000
1,500	0	664	1300220	Printing	1,000		1,000	1,000	1,000
950	0	0	1300250	Memberships & Suscrip'ns	950		950	950	950
400	0	400	1300260	Training & Courses	1,300	*	1,300	1,500	1,500
350	0	0	1300270	Travel Expense	350		350	350	350
1,300	0	551	1300380	Conferences & Conventions	1,500	*	1,500	2,000	2,000
10,000	17,286	963	1300700	COVID - Signage	0		0	0	0
78,871	69,518	56,247		SUB TOTAL MATERIALS	66,800		66,800	69,400	69,400
0	0		1300853	Special Project - Internal Communications	5,000		5,000	0	0
0	0	0	1300913	Reserve - Website			20,000		
0	0		87010	Revenue - Comm Promotions	0		0	0	0
0	0		87011	Revenue - Sponsorships	0		0	0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	5,000		25,000	0	0
275,833	266,776	229,813		TOTAL ADMINISTRATION	277,281		297,281	292,595	302,700

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	1300171	Software Maintenance	Annual Webhosting Esolutions - \$5,400 / yr Annual E-Commerce Gateway - \$4,500 / yr Annual Ebook Module Service Fee - \$550 Web/Intranet Enhancements - \$4,000 Adobe Creative Cloud Software - \$1,150/yr Bang the Table Annual Fee - \$12,500/yr
	<b>PERFORMANCE DATA:</b>			
	2023	1300210	Advertising & Promotions	Includes money to cover expense to Town of Cobourg Ad Block in Northumberland News and Smart Marketing Radio Campaign to be shared with Culture Department. Comms Department will conduct Community Engagement at start of year to determine where to best spend cross department advertising dollars.
	2023	1300220	Printing	Printing of marketing and communications material for Town of Cobourg corporate promotional/recruitment initiatives. EngageCobourg (publica engagement), promotional materials.
	2023	1300250	Memberships & Subscriptions	IABC Membership - \$340 US - \$450 CAD CMP Designation - \$500
	2023	1300260	Training & Courses	Digital Marketing Course Crisis Communications Course
	2023	1300270	Travel Expense	Travel to Conference and Workshop
	2023	1300380	Conferences	Municipal Communications Conference 2023
	2023	1300700	COVID	Signage and printing
	2023	1300853	Sp Project - Internal Communications	One time purchase of TV screens and software to project news & information to better communicate & engage with staff

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
			8701	<b>General License - moved to Bylaw Services</b>	0	*	0	0	0
-18,000	-15,231	-18,049	8702	Marriage License	-21,500		-21,500	-21,500	-21,500
-110,000	-61,983	-98,685	8703	Lottery License	-110,000	*	-110,000	-110,000	-110,000
	0		87017	<b>Dog Tags &amp; Fines - moved to Bylaw Services</b>	0		0	0	0
-8,000	-61,478	-22,636	87013	General Income	-8,000	*	-8,000	-8,000	-8,000
-200	0	0	87014	Printing Chargebacks	-200	*	-200	-200	-200
0	0	0	8704	<b>Taxi License - moved to Bylaw Services</b>	0		0	0	0
-4,000	-5,160	-6,040	87035	Burial Permits	-4,000	*	-4,000	-4,000	-4,000
-17,500	-17,625	-22,536	87060	Wedding Solemnization Services	-20,000		-20,000	-20,000	-20,000
-1,500	-600	-1,185	87071	FOI / Comm of Oath	-1,500	*	-1,500	-1,500	-1,500
0	-43,447	-65,991	871141150	Clerks - Provincial Grant	0		0	0	0
0	0	-4,551	871131150	Clerks - Federal Grants	0		0	0	0
-159,200	-205,524	-239,673		<b>TOTAL CLERKS DEPARTMENT REVENUE</b>	-165,200		-165,200	-165,200	-165,200

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
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
		2023	8701	Business Licences
	2023	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario, Division Registrar
	2023	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences, AGCO
	2023	8704	Taxi Licensing	<b>moved to Bylaw Services</b>
	2023	87017	Dog Tag Sales	<b>moved to Bylaw Services</b>
	2023	87013	General Income	General Income, FOI Requests
	2023	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
	2023	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).
<b>PERFORMANCE DATA:</b>				
Function	2020	2021	2022	
Lotteries	72,472	35,322	82,225	
Business Licenses	2,000	1,500	6,650	
Marriage Licenses	21,329	13,999	16,431	
Civil Ceremonies (new)	21,146	12,725	18,936	
Taxi Licences	1,770	900	710	
Dog Tag Sales	14,563	18,998	18,101	
Burial Permits	4,405	3,115	4,430	

## TOWN OF COBOURG 2023 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2022	2021	2022		2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
482,473	355,905	397,565		115010 Payroll Salaries & Wages	413,990	457,357	488,469	503,184
0	8,008	9,069		115011 Payroll - Overtime	0	0	0	0
0	9,912	235		115020 Payroll Part-time Salaries & Wages	0	0	0	0
152,686	107,736	126,010		115030 Payroll Benefits	131,252	144,262	168,416	183,572
635,159	481,561	532,879		SUB TOTAL SALARIES, WAGES & BENEFITS	545,242	601,619	656,885	686,756
2,500	2,598	2,489		1150150 Office Supplies	2,500	2,500	2,500	2,500
4,000	0	599		1150160 Office Equipment Purchase	3,000	3,000	2,000	2,000
2,000	1,119	2,061		1150170 Office Equip Maintenance	4,000	4,000	2,000	2,000
25,200	19,714	20,110		1150171 Software Maintenance	25,750	25,750	26,250	26,750
12,000	40,299	34,387		1150180 Telephone & Answering Svc	30,000	30,000	30,000	30,000
500	0	0		1150210 Advertising & Promotions	1,000	1,000	500	500
1,500	613	535		1150220 Printing	1,500	1,500	1,500	1,500
10,000	6,668	8,274		1150230 Photocopier Expense	10,000	10,000	10,000	10,000
10,000	5,914	5,513		1150240 Postage & Couriers	7,500	7,500	7,500	7,500
1,000	1,451	789		1150250 Memberships & Subscripn's	1,000	1,000	1,000	1,000
4,500	2,564	1,963		1150260 Training & Courses	3,000	3,000	3,000	3,000
1,000	0	1,002		1150270 Travel Expenses	1,000	1,000	1,000	1,000
500	0	36		1150370 Meals & Refreshments	500	500	500	500
2,000	1,476	1,450		1150380 Conferences & Conventions	2,000	2,000	2,000	2,000
-3,003	-2,916	0		1150955 Building Dept. - Indirect Costs	-3,184	-3,184	-3,311	-3,377
73,697	79,500	79,208		SUB TOTAL MATERIALS	89,566	89,566	86,439	86,873
0	6,000	0		1150750 Contracts - Archive Rent CPL	0	0	0	0
0	110,918	45,792		1150850 Special Project - Record Management Software	0	0	0	0
35,850	12,236	19,982		1150851 Special Project - Accessibility Plan	26,500	20,000	49,850	48,850
30,750	9,665	10,943		1150852 Special Project - EDI Strategy	18,500	12,000	39,500	20,000
0	28,803	8,926		1150853 Special Project - Inclusive Community	0	0	0	0
0	0	42,911		1150854 Special Project - Customer Service Strategy	0	0	0	0
0	0	0		1150855 Special Project - External 365 Power Page	0	20,000	0	0
0	0	0 NEW		Special Project - Customer Service Software	0	0	40,000	20,000
0	0	0		1150171 Special Project - Electronic Signature Software	3,700	3,700	3,700	3,700
0	0	0		1150912 Transfer to IT Reserve	10,000	10,000	0	0
0	-132,819	0		1150913 Transfer from Safe Restart Funding Reserve	0	-20,000	0	0
66,600	34,803	128,554		SUB TOTAL CONTRACTED SERVICES	58,700	45,700	133,050	92,550
775,456	595,864	740,641		TOTAL CLERKS DEPARTMENT	693,508	736,885	876,374	866,179

**TOWN OF COBOURG  
2023 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.	2023	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	2023	1150160	Office Equipment Purchase	Office furnishings, and equipment - \$1,000 New Staff - \$2,000
<b>PERFORMANCE DATA:</b>	2023	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2023	1150171	Software Maintenance	Escribe - \$19,570, ActiveNet, MOMRMS Records Mgmt
	2023	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2023	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2023	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2023	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2023	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 WHMIS - Shared Municipal Web Subscription - shared
	2023	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Escribe
	2023	1150380	Conferences & Conventions	Annual AMCTO Conference
	2023	1150851	Sp Project - Multi-Year Accessibility Plan	see detailed page
2023	1150852	Sp Project - EDI Strategy	see detailed page	

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**Special Project - Multi-Year Accessibility Plan**

<b>2023</b>	Amount	
<i>Closed Captioning - Council Meetings requirement under AODA</i>		12,000
<i>Additional Training</i>		2,000
<i>Advertisements</i>		1,000
<i>BrowseAloud</i>		5,000
	<b>TOTAL</b>	<b>20,000</b>
<b>2024</b>		
<i>Closed Captioning - Council Meetings requirement under AODA</i>		12,000
<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
	<b>TOTAL</b>	<b>49,850</b>
<b>2025</b>		
<i>Closed Captioning - Council Meetings requirement under AODA</i>		12,000
<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>		2,000
<i>Hiring Initiative</i>		15,000
	<b>TOTAL</b>	<b>48,850</b>

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

***Special Project - EDI Strategy***

<b>2023</b>	Amount	
<i>Awareness Campaigns</i>		1,000
<i>Lunch &amp; Learns</i>		2,000
<i>Conferences</i>		1,000
<i>Additional Training</i>		3,000
<i>Youth Engagement</i>		5,000
	<b>TOTAL</b>	<b>12,000</b>
<b>2024</b>	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 &amp; 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
	<b>TOTAL</b>	<b>39,500</b>
<b>2025</b>	Amount	
<i>Additional Training</i>		5,000
<i>Women's Mentoring Program</i>		2,500
<i>Awareness Campaigns</i>		1,000
<i>Lunch &amp; Learns</i>		2,500
<i>Conferences</i>		2,000
<i>Certifications</i>		2,000
<i>Youth Engagement</i>		5,000
	<b>TOTAL</b>	<b>20,000</b>

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-21,000	-20,655	-18,810		87038 Tax Certificates	-22,000	-22,000	-23,000	-25,000
-21,000	-20,655	-18,810		TOTAL FINANCE DEPARTMENT REVENUE	-22,000	-22,000	-23,000	-25,000

2023-03-07

\*Indicates increase over previous year

## TOWN OF COBOURG 2023 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2022	2021	2022		2023		2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
598,332	471,380	539,273		120010 Payroll Salaries & Wages	658,187	*	658,187	771,932	795,090
9,357	9,168	4,997		120011 Payroll - Overtime	9,804	*	9,804	10,098	10,401
500	0	0		120020 Other Salaries & Wages	500		500	500	500
195,351	184,592	158,439		120030 Payroll Benefits	213,453	*	213,453	273,550	297,866
803,540	665,140	702,709		SUB TOTAL SALARIES, WAGES & BENEFITS	881,944	*	881,944	1,056,080	1,103,857
2,500	1,831	1,271		1200150 Office Supplies	2,500		2,500	2,500	2,500
2,500	0	0		1200160 Office Equip Purchase	4,000	*	4,000	500	500
4,500	4,251	2,128		1200170 Office Equip Maintenance	4,500		4,500	4,500	4,500
52,400	43,710	48,224		1200171 Software Maintenance	76,775	*	76,775	79,000	81,175
1,900	1,945	1,730		1200180 Telephone & Answer Serv	2,600	*	2,600	2,600	2,600
250	0	0		1200210 Advertising & Promotion	250		250	250	250
6,500	4,495	6,011		1200220 Printing	6,500		6,500	6,500	6,500
6,000	5,665	5,308		1200230 Photocopier Expense	6,000		6,000	6,000	6,000
19,000	17,917	20,097		1200240 Postage & Couriers	19,000		19,000	19,000	19,000
3,800	3,801	4,399		1200250 Memberships & Subscrip'ns	3,900		3,900	4,000	4,000
7,000	964	1,973		1200260 Training & Courses	7,000		7,000	11,000	12,000
2,000	55	609		1200270 Travel Expense	2,000		2,000	2,000	2,000
200	43	20		1200370 Meals & Refreshments	200		200	200	200
4,500	916	3,653		1200380 Conferences & Conventions	7,000	*	7,000	10,000	10,000
-8,767	-8,511	0		1200955 Building Dept. - Indirect Costs	-9,293		-9,293	-9,664	-9,858
-13,600	-13,600	0		1200991 Recoveries	-13,600	*	-13,600	-13,600	-13,600
90,683	63,482	95,423		SUB TOTAL MATERIALS	119,332	*	119,332	124,786	127,767
0	0	0		1200913 Transfer from Building Efficiencies	0		0	0	0
-45,000	-35,000	-45,000		1200913 Transfer from Reserve - Northam	-45,000		-45,000	-45,000	-45,000
500	0	102		1200300 Legal Fees	500		500	500	500
-44,500	-35,000	-44,898		SUB TOTAL CONTRACTED SERVICES	-44,500		-44,500	-44,500	-44,500
849,723	693,622	753,234		TOTAL FINANCE DEPARTMENT	956,776	*	956,776	1,136,366	1,187,124

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

STATEMENT OF PURPOSE: 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.				HIGHLIGHTS/EXPLANATIONS:																															
				YEAR	CODE	OBJECT	DETAILS																												
<b>PERFORMANCE DATA:</b>				2023	1200160	Office Equipment Purchases	\$1,000 + 2 New Staff - \$3,000																												
				2023	1200170	Office Equipment Maintenance		Includes maintenance of folding machine, yearly shredding																											
<table border="1"> <tr> <td>Perf Data</td> <td>2020</td> <td>2021</td> <td>2022</td> </tr> <tr> <td>Tax Bills Issued</td> <td>16826</td> <td>17038</td> <td>17202</td> </tr> <tr> <td>Tax Cert. Issued</td> <td>540</td> <td>503</td> <td>490</td> </tr> <tr> <td>Tax Appeal Proc</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>A/C Payable - Cheques</td> <td>2224</td> <td>980</td> <td>428</td> </tr> <tr> <td>A/C Payable - EFT</td> <td>3242</td> <td>2803</td> <td>3919</td> </tr> <tr> <td>Misc. Rev Inv.</td> <td>1044</td> <td>731</td> <td>1216</td> </tr> </table>				Perf Data	2020	2021	2022	Tax Bills Issued	16826	17038	17202	Tax Cert. Issued	540	503	490	Tax Appeal Proc	0	0	0	A/C Payable - Cheques	2224	980	428	A/C Payable - EFT	3242	2803	3919	Misc. Rev Inv.	1044	731	1216	2023	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$16,000, Oracle - \$4,400 Great Plains - \$25,500 Year End Update - \$5,400 Joe Software - \$5,000 - upgrade to 5.0 Questica - \$20,475
				Perf Data	2020	2021	2022																												
Tax Bills Issued	16826	17038	17202																																
Tax Cert. Issued	540	503	490																																
Tax Appeal Proc	0	0	0																																
A/C Payable - Cheques	2224	980	428																																
A/C Payable - EFT	3242	2803	3919																																
Misc. Rev Inv.	1044	731	1216																																
				2023	1200180	Telephone	Includes 4 cell phones - 1 additional for new Manager																												
				2023	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits																												
				2023	1200230	Photocopier	Lease plus maintenance cost																												
				2023	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.																												
				2023	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$470 Ont. Municipal Revenue & Tax Collector - \$235 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$225 AMTCO - \$420 Canadian Payroll - \$300																												
				2023	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses																												
				2023	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees - \$2,000 each																												

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**FINANCE RECOVERIES**

<b>RECOVERIES</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<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 2023 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
139,279	90,049	93,280	121010	Payroll Salaries & Wages	175,501	*	175,501	197,231	203,148
3,476	14,678	14,807	121011	Payroll - Overtime	6,277	*	6,277	6,465	6,659
42,827	27,251	28,430	121030	Payroll Benefits	50,461	*	50,461	68,588	74,709
185,582	131,978	136,517		SUB TOTAL SALARIES, WAGES & BENEFITS	232,239	*	232,239	272,284	284,516
1,000	3,975	10,254	1210150	Office Supplies	1,000		1,000	1,000	1,000
5,000	1,251	1,186	1210170	Office Equipment	5,500	*	5,500	6,000	6,000
3,000	1,844	1,559	1210180	Telephone and Answ Svc	3,000		3,000	3,000	3,000
2,000	0	0	1210260	Training & Courses	2,000		2,000	2,000	2,000
1,000	789	689	1210270	Travel Expense	1,000		1,000	1,000	1,000
-10,259	-9,960	0	1210955	Building Dept. - Indirect Costs	-10,874		-10,874	-11,309	-11,535
1,741	-2,101	13,688		SUB TOTAL MATERIALS	1,626		1,626	1,691	1,465
48,500	0	8,572	1210171	Software Maintenance	89,600	*	89,600	91,500	93,250
210,800	172,734	195,553	1210175	Web / Security Enhancement Contract	252,800	*	252,800	265,440	278,712
24,000	26,482	24,488	1210750	Support Contract Simnet	25,000	*	25,000	25,000	25,000
5,000	1,296	4,555	1210751	Technical Support Contract - All Others	2,500		2,500	2,500	2,500
0	0	26,932	1210850	Special Project - IT Strategy Plan	0		0	0	0
0	20,840	40,577	1210856	Special Project - Office 365	0	*	0	0	0
0	14,367	27,120	1210857	Special Project - Two Factor Authentication	0	*	0	0	0
16,000	0	0	1210858	Special Project - Vic Hall Server Mitigation	0		0	0	0
304,300	235,719	327,797		SUB TOTAL CONTRACTED SERVICES	369,900	*	369,900	384,440	399,462
10,000	0	0	1210320	Insurance	25,000	*	25,000	25,000	25,000
0	-53,162	0	1210913	Transfer from Building Efficiencies	0		0	0	0
15,000	0	15,000	1210913	Transfer to Computer Reserve	20,000	*	25,000	20,000	20,000
25,000	-53,162	15,000		SUB TOTAL OTHER CHARGES & TRANSFERS	45,000	*	50,000	45,000	45,000
516,623	312,434	493,002		TOTAL INFORMATION TECHNOLOGIES	648,765	*	653,765	703,415	730,443

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2023	1210171	Software Maintenance	Annual Costs - Abode Pro Subscription - 10 users - \$3,100 - VOIP - \$28,500 - Office 365 - \$36,000 - Two Factor Authentication - \$22,000
<b>PERFORMANCE DATA:</b>				
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				
	2023	1210175	Web / Internet Costs	Exchange Server - \$27,000 Mail Filtering - \$4,500 DSL Connection - \$1,000 Fortinet Analyzer - \$7,700 Firewall Annual Renewal - \$8,000 Security Monitoring Intelligence - \$110,000 Security Monitoring Software - \$10,900 Hosted Servers/Cloud Backup/Recovery - \$67,200 Fibre Connection to Data Centre - \$16,500
	2023	1210180	Telephone	Cell phone costs for two staff
	2023	1210250	Memberships & Subscriptions	MISA, other associations
	2023	1210260	Training & Courses	Various training for staff
	2023	1210270	Travel Allowance	Travel allowance
	2023	1210320	Insurance	Cyber Insurance
	2023	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month
	2023	1210751	Technical Support Contract	Technical Support - \$2,500 includes all time and material

## TOWN OF COBOURG 2023 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
239,307	232,538	241,191	140010	Payroll Salaries & Wages	305,875	*	305,875	363,170	374,064
15,425	4,050	6,305	140011	Payroll - Overtime	18,239	*	18,239	18,786	19,350
18,340	18,556	19,179	140012	Payroll - Standby	21,679	*	21,679	22,329	22,999
11,193	4,462	8,930	140015	Payroll - Part Time Wages	11,619	*	11,619	11,968	12,327
50,000	15,919	35,085	140020	Other Salaries & Wages	50,000		50,000	52,000	54,000
76,750	70,826	76,099	140030	Payroll Benefits	103,248	*	103,248	148,607	161,394
1,550	567	1,182	140030	Payroll Part-time Benefits	2,137	*	2,137	3,471	3,821
1,600	1,504	866	140050	Clothing	2,000	*	2,000	2,000	2,000
600	725	608	140060	Footwear	1,000	*	1,000	1,000	1,000
414,765	349,147	389,445		SUB TOTAL SALARIES, WAGES & BENEFITS	515,797	*	515,797	623,331	650,955
400	114	394	1400150	Office Supplies	400		400	400	400
2,200	2,442	2,340	1400180	Cell Phone Expenses	2,300	*	2,300	2,400	2,450
500	199	205	1400190	Communication Equipment	500		500	500	500
2,000	0	0	1400260	Training & Courses	2,500	*	2,500	3,000	3,500
18,000	13,908	24,342	1400450	Heat	23,000	*	23,000	23,500	24,000
170,000	112,451	107,705	1400460	Utilities	150,000		150,000	160,000	165,000
65,000	40,966	90,663	1400470	Building Maintenance	67,000	*	67,000	69,000	72,000
9,000	4,476	16,039	1400500	Custodial/Cleaning Supplies	10,000	*	10,000	10,000	11,000
2,500	2,009	0	1400700	COVID Supplies	2,500		2,500	2,500	2,500
1,500	1,851	4,105	1400570	Property Maintenance & Improvements	2,000	*	2,000	2,500	2,500
3,000	1,329	1,322	1400600	Vehicle Maint & Repair	3,500	*	3,500	4,000	4,500
1,500	1,053	1,415	1400650	Gasoline	1,700	*	1,700	2,000	2,000
1,500	994	3,382	1400680	Other Equip Maint/Repair	2,000	*	2,000	2,500	2,750
2,473	2,473	0	1400930	Transfer to Vehicle Reserve	2,473		2,473	2,473	2,473
-25,562	-24,818	0	1400955	Building Dept. - Indirect Costs	-27,096		-27,096	-28,180	-28,743
0	0	0	1400992	Recoveries - Dressler House	0	*	0	0	0
-21,000	-2,355	-12,948	1400993	Recoveries - Commissionaires Wages	-23,000		-23,000	-24,000	-25,000
-7,000	-55,793	-16,482	1400994	Recoveries - Library Maintenance	-7,000		-7,000	-7,000	-7,000
226,011	101,299	222,482		SUB TOTAL MATERIALS	212,777		212,777	225,593	234,830

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
36,750	33,259	0	1400320	Liability Insurance	38,588	*	38,588	42,525
5,000	7,318	9,974	1400480	Garbage Removal	9,100	*	9,100	10,000
75,100	40,765	87,819	1400550	System Contracts/Repairs	79,600	*	79,600	84,000
7,000	43,806	16,263	1400850	Library Maintenance	7,000		7,000	7,000
2,000	955	998	1400852	Special Projects - Christmas Magic	2,100	*	2,100	2,300
125,850	126,103	115,054		SUB TOTAL CONTRACTED SERVICES	136,388	*	136,388	145,825
25,000	0	0	1400913	Transfer to/from Reserve	100,000	*	75,000	100,000
25,000	0	0		TOTAL OTHER CHARGES & TRANSFERS	100,000	*	75,000	100,000
791,626	576,549	726,981		TOTAL ADMIN. BUILDING VICTORIA HALL	964,962	*	939,962	1,131,610

**TOWN OF COBOURG  
2023 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.	2023	140020	Other Salaries & Wages	Building security contractor
	2023	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2023	1400190	Communications Equipment	Hand radios, base station, licence
	2023	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2023	1400470	Building Maintenance	Regular Maintenance - \$67,000
	2023	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2023	1400700	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
	2023	1400550	System Contracts	Air Handling and Heating System - \$22,000 Chiller Service Agreement - \$6,500 Elevator - \$15,000 Boiler - \$6,150 TSSA Inspections - \$1,200 Fire Protection System - \$2,500 Sprinkler Systems - \$1,200 Generator Annual Inspection - \$1,100 Fire Extinguishers Inspection - \$1,350 Alarm Monitoring - \$1,700 Contingency - \$13,000 Building Automation System - \$5,000 Concert Blinds Yearly Service - \$2,000 Clock Tower Mechanism Service - \$1,300
	2023	1400600	Vehicle Maint & Repairs	Regular maintenance
	2023	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
2023	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff	
PERFORMANCE DATA:				

## TOWN OF COBOURG 2023 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2022	2021	2022		2023		2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
25,000	55,257	46,449	1500300	Legal Fees	50,000	*	50,000	50,000	50,000
10,000	25,010	5,033	1500360	Legal Fees - Integrity Commissioner	10,000		10,000	10,000	10,000
1,000	671	0	1500305	Collection Fee	1,000		1,000	1,000	1,000
40,000	36,925	31,379	1500310	Audit Fees	50,000	*	50,000	45,000	45,000
64,000	62,674	754,472	1500320	Liability Insurance	67,200	*	67,200	70,500	74,025
0	25,037	13,003	1500851	Special Project - Water Study	0		0	0	0
25,000	46,888	0	1500852	Special Project - Development Charges Study	25,000		25,000	0	0
15,000	0	18,105	1500853	Special Project - Asset Management Plan	0		0	50,000	50,000
0	0	24,928	1500855	Special Project - User Fees Study	0		0	0	0
0	0	0	1500913	Recoveries - Northam Reserve	0		0	0	0
-25,000	0	0	1500913	Recoveries - Development Charges	-25,000		-25,000	0	0
155,000	252,462	893,369		SUB TOTAL CONTRACTED SERVICES	178,200	*	178,200	226,500	230,025
50,000	50,000	1,910	1500321	Insurance - Reserve for claims	50,000		50,000	50,000	50,000
12,500	7,957	7,634	1500912	POS, Modem and Other Bank Fees	12,500		12,500	12,500	12,500
10,000	10,000	0	1500913	Trans to Reserve - Contingency	10,000		10,000	10,000	10,000
0	0	0	1500912	Contingency Non-Union / Union Changes	0		0	0	0
150,000	74,813	0	1500916	Interest Expenses / Internal Reserve Accounts	75,000		75,000	100,000	100,000
0	15,000	6,588	1500924	Municipal Payment in Lieu Payments	15,000	*	15,000	15,000	15,000
222,500	157,770	16,132		SUB TOTAL FINANCIAL	162,500		162,500	187,500	187,500
244,300	260,400	0	1500925	Transfer to Reserve - Holdco	244,300		244,300	244,300	244,300
0	670,300	0	1500926	Transfer to Reserve - Northam	0		0	0	0
616,543	1,209,242	0	1500927	Transfer Canada Community Building Fund	643,349	*	643,349	650,000	650,000
50,000	50,000	0	1500930	Transfer to Development Charges Reserve	50,000		50,000	50,000	50,000
-15,000	0	0	1500910	Transfer from Building Efficiencies - AMP	0		0	0	0
0	0	0	1500910	Transfer from Holdco Reserve - Tax Cancellations	0		0	0	0
0	0	0	1510910	Transfer from Development Charges - AMP	0		0	0	0
-750,000	-1,270,300	0	8715	Northam Draw	-750,000		-750,000	-600,000	-600,000
0	0	0	8716	Holdco Dividend	0		0	0	0
-244,300	-260,400	-226,622	8717	Holdco Interest - 3.49%	-244,300		-244,300	-244,300	-244,300
-616,543	-1,209,242	0	8718	Canada Community Building Fund	-643,349		-643,349	-650,000	-650,000
-715,000	-550,000	-226,622		TOTAL OTHER CHARGES & TRANSFERS	-700,000	*	-700,000	-550,000	-550,000
-337,500	-139,768	682,879		TOTAL FINANCIAL	-359,300		-359,300	-136,000	-132,475

**TOWN OF COBOURG  
2023 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.	2023	1500321	Insurance Deductible	Budget allows for 2 claims deductibles of \$25,000 each
	2023	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.
<b>PERFORMANCE DATA:</b>	2023	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park plus \$10,000 for Artcurial review of post-retirement benefits.
	2023	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.
	2023	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
	2023	1500853	Asset Management Plan	2023 will make use of \$100,000 in reserve
	2023	1500855	Special Project - User Fees Study	Funded from Northam
	2023	1500852	Special Project - Development Charge Study	Development charge study to be reviewed and updated in 2023 as part of Cobourg East Community development.

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
221,312	196,473	185,050	190010	Payroll Salaries & Wages	274,218	*	274,218	282,552	291,139
6,892	1,298	0	190011	Payroll - Overtime	10,721	*	10,721	10,935	11,153
68,000	59,479	55,842	190030	Benefits	88,331	*	88,331	96,851	105,802
0	130,237	0	190035	Future Benefits/Neer Surcharge	0	*	0	0	0
4,800	2,492	2,655	190050	Clothing	5,800	*	5,800	5,800	5,800
301,004	389,979	243,547		TOTAL SALARIES, WAGES & BENEFITS	379,070	*	379,070	396,138	413,894
2,500	578	1,845	1900150	Office Supplies	5,000	*	5,000	2,500	2,500
1,400	687	1,447	1900180	Telephone Expense	2,100	*	2,100	2,100	2,100
6,000	2,151	9,395	1900210	Advertising	8,000	*	8,000	8,000	8,000
3,000	0	1,806	1900220	Printing	1,000		1,000	1,000	3,000
3,000	2,434	2,267	1900250	Memberships & Subscrip'ns	3,000		3,000	3,000	3,000
4,500	672	3,479	1900260	Training & Courses	6,000	*	6,000	7,500	7,500
500	0	0	1900270	Travel Expense	2,000	*	2,000	2,500	2,500
3,600	1,084	0	1900330	Receptions	3,600		3,600	3,800	4,000
7,500	0	7,280	1900340	Employee Recognition	10,000	*	10,000	10,000	10,000
3,000	0	3,342	1900380	Conferences & Conventions	4,000	*	4,000	4,000	4,000
3,000	34	1,370	1900391	Negotiation Expense	0		0	0	2,000
-3,419	-3,319	0	1900955	Building Dept. - Indirect Costs	-3,624		-3,624	-3,769	-3,844
34,581	4,321	32,231		TOTAL MATERIALS	41,076	*	41,076	40,631	44,756
50,000	28,634	14,415	1900300	Legal Fees / Professional Fees	20,000		20,000	20,000	30,000
5,000	3,282	8,051	1900360	Consultant Fees	10,000	*	10,000	20,000	10,000
15,000	9,663	9,127	1900361	Employee Assistant Program	12,000		12,000	14,000	16,000
135,500	113,043	117,223	1900362	Retiree Benefits	135,000		135,000	185,000	200,000
30,000	7,963	35,697	1900399	Staff/Management Team Training	40,000	*	40,000	40,000	40,000
20,000	0	0	1900851	Sp Proj - HRIS System	20,000		20,000	20,000	20,000
255,500	162,585	184,513		TOTAL CONTRACTED SERVICES	237,000		237,000	299,000	316,000
-20,000	0	0	1900913	Transfer from Holdco Reserve	0		0	0	0
0	0	0	1900912	Contingency - staff LTD, retirements, etc.	200,000		200,000	200,000	200,000
0	0	0	1900913	Transfer from Reserve - WSIB/Employee Benefits	-100,000		-100,000	-100,000	-100,000
0	0	-18,521	871131900	Recoveries - Federal Grant Wages	0		0	0	0
-20,000	0	-18,521		SUB TOTAL OTHER CHARGES & TRANSFERS	100,000	*	100,000	100,000	100,000
571,085	556,885	441,770		TOTAL PERSONNEL	757,146	*	757,146	835,769	874,650

**TOWN OF COBOURG  
2023 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.	2023	190050	Clothing	58 Employees eligible for clothing purchase - \$100 each
	2023	1900180	Office Supplies	Additional funds form monitor/laptop - HR Generalist
	2023	1900180	Telephone	3 cell phones - additional one for HR Generalist
<b>PERFORMANCE DATA:</b>	2023	1900210	Advertising	Recruitment / advertising costs for all departments, increase due to increased job postings
	2023	1900250	Memberships & Subscriptions	HRPA and OMHRA membership
	2023	1900260	Training & Courses	Additional funds for HR Generalist, and additional funds for HR Internal Succession Development
	2023	1900270	Travel Expense	Additional funds for HR Generalist. Increase number of conferences (out of town)
	2023	1900300	Legal / Professional Fees	Legal representation at arbitration Policy/procedure interpretation Contract reviews Legislation review Human Rights Disciplinary procedures Decrease - no collective bargaining in 2023
	2023	1900330	Employee Recognition	Retirement receptions
	2023	1900340	Employee Recognition	Annual staff BBQ - \$1,500 Recognition lunch - \$3,000 Employee appreciation program - \$3,000 Divisional appreciation - \$2,500
	2023	1900360	Consultant Fees	Pay Equity Harassment Investigations Compensation and Salary reviews Job Evaluation for NU positions Mediation

**TOWN OF COBOURG  
2023 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.	2023	1900361	Employee Assistance Program	Increase in program fees by provider
	2023	1900362	Retiree Benefits	\$7,550 average per retiree per year 16 current retirees with full benefits, 5 life insurance only 2023 - 7 potential, 2024 - 3 potential, 2025 - 1 potential
<b>PERFORMANCE DATA:</b>	2023	1900380	Conferences & Conventions	3 HR team members - Spring/Fall OMHRA conference
	2023	1900391	Negotiation Expense	No collective bargaining in 2023, 2024
	2023	1900399	Management Team Training	Mental Health First Aid - All Staff - \$15,000 for 30 staff/yr Lead Hand/Working Foreperson - Supervisory Training - \$5,000 Management High Performance Leadership Training - \$15,000 All Management Team Training - \$5,000
	2023	1900851	Sp Project - HRIS System	Continue to review internal HRIS system Applicant Tracking System (ATS) Training / Policy Sign-off Performance Management Onboarding Internal Employee Communication System

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2022	2021	2022			2023		2023	2024	2025
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	4,500	0		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500		4,500	4,500	4,500
200	159	0	1950150	Office Supplies	200		200	200	200
3,500	4,790	5,081	1950251	Memberships & Subscriptions	5,500	*	5,500	5,500	5,500
5,000	2,706	6,224	1950260	Training & Courses	9,000	*	9,000	9,000	9,000
450	246	287	1950370	Meals & Refreshments	750	*	750	750	1,000
2,000	5,196	0	1950852	Special Project - First Aid Kits	2,000		2,000	2,000	2,000
11,150	13,097	11,592		SUB TOTAL MATERIALS	17,450	*	17,450	17,450	17,700
15,650	17,597	11,592		TOTAL HEALTH & SAFETY	21,950	*	21,950	21,950	22,200

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>Ensure compliance with Provincial Legislation and Municipal Policies regarding Health and Safety. Promotion of safe and healthy work practices in all departments.</p> <hr/> <p><b>PERFORMANCE DATA:</b></p>	2023	1950250	Memberships & Subscriptions	HR Downloads Training - Partnership with Port Hope and Cramahe Township. All staff complete health and safety training.
	2023	19520260	Training & Courses	Certification for four committee members - \$4,000 Re-certification for four committee members - \$1,000 First Aid Training - \$4,000 - 30 people
	2023	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. 18-25 possible attendees. Approx. \$25.00 / person + gratuity

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PROTECTION SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>POLICE OPERATING</b>								
GENERAL	5,577,104	7,252,921	6,067,377	8.79	6,067,377	8.8	6,205,754	6,398,829
COURT SECURITY	404,939	627,702	191,995	(52.6)	191,995	(52.6)	213,693	235,937
COURT ADMINISTRATION	387,432	351,560	437,140	12.8	437,140		448,069	459,271
FACILITIES	207,800	197,430	231,101	11.21	231,101	11.2	237,195	243,455
SUB TOTAL	6,577,275	8,429,613	6,927,613	5.33	6,927,613	5.3	7,104,711	7,337,492
<b>MISC REVENUE</b>	-65,000	-55,398	-40,000	-38.46	-40,000	(38.5)	-40,000	-40,000
<b>POLICE BOARD</b>	116,968	157,810	106,160	-9.24	106,160	(9.2)	117,940	124,762
<b>POLICE TOTAL EXP</b>	6,694,243	8,587,423	7,033,773	5.07	7,033,773	5.1	7,222,651	7,462,254
<b>POLICE TOTAL REVENUE</b>	-40,000	-55,398	-40,000	0.00	-40,000	0.0	-40,000	-40,000
TOTAL POLICE	6,654,243	8,532,025	6,993,773	5.10	6,993,773	5.1	7,182,651	7,422,254
<b>BUSINESS SERVICES</b>	0	2,763,103	0	-	0	-	0	0

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PROTECTION SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>FIRE</b>								
EXPENSES	3,699,047	3,444,859	4,006,707	8.3	4,021,707	8.7	4,805,444	5,105,230
REVENUE	-13,500	-11,812	-14,500	7.4	-14,500	7.4	-14,500	-14,500
NET FIRE	3,685,547	3,433,047	3,992,207	8.3	4,007,207	8.7	4,790,944	5,090,730
<b>EMERGENCY MANAGEMENT</b>	147,052	162,677	106,487	(27.6)	88,700	(39.7)	131,656	137,060
<b>BUILDING INSPECTION</b>								
EXPENSES	450,000	442,219	750,000	66.7	750,000	66.7	750,000	750,000
BUILDING REVENUE	-450,000	-352,184	-750,000	66.7	-750,000	66.7	-750,000	-750,000
NET BUILDING INSPECTION	0	90,035	0	-	0	-	0	0
<b>BYLAW DEPT - Combined with Bylaw Services</b>								
<b>CONSERVATION AUTHORITY</b>	245,000	244,671	251,354	2.6	251,354	2.6	257,000	263,000
<b>ANIMAL CONTROL - Combined with Bylaw Services</b>								
<b>BYLAW SERVICES</b>								
EXPENSES	437,471	526,131	607,042	38.8	608,542	39.1	630,813	657,668
BYLAW REVENUE	-49,000	-45,515	-81,300	-	-81,300	-	-81,300	-81,300
NET BYLAW SERVICES	388,471	480,616	525,742		527,242		549,513	576,368
<b>OTHER TOTAL EXP</b>	4,978,570	4,820,557	5,721,590	14.9	5,720,303	14.9	6,574,913	6,912,958
<b>OTHER TOTAL REVENUE</b>	-512,500	-409,511	-845,800	65.0	-845,800	65.0	-845,800	-845,800
<b>TOTAL PROTECTION - OTHER</b>	4,466,070	4,411,046	4,875,790	9.2	4,874,503	9.1	5,729,113	6,067,158

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-65,000	-32,142	-55,398	87016	Police Receipts	-40,000 *	-40,000	-40,000	-40,000
-65,000	-32,142	-55,398		TOTAL POLICE GENERAL REVENUE	-40,000	-40,000	-40,000	-40,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
4,324,311	3,875,336	4,576,132	210010	Payroll Salaries & Wages	4,772,571	*	4,772,571	5,014,183
100,000	232,325	222	210011	Payroll - Overtime	100,000		102,500	105,063
168,813	130,283	-2,456	210012	Payroll Part Time Wages	102,817		105,388	108,023
9,000	9,760	8,480	210013	Payroll - Shift Differt'l	9,000		9,225	9,456
25,000	56,876	19,851	210014	Payroll - Acting Pay	25,000		25,625	26,266
112,838	71,276	63,032	210015	Payroll - Responsibility Pay	105,500		108,138	110,841
0	9,166	9,081	210016	Payroll - Ride	0		0	0
57,310	0	22,641	210017	Student Program Administration	42,250		43,306	44,389
6,000	5,052	5,275	210018	Payroll - Specialist & Service Pay	6,000		6,150	6,304
0	-254,883	0	210020	Payroll - Banked Overtime	0		0	0
1,308,918	1,103,058	1,307,320	210030	Payroll Benefits	1,687,382	*	1,729,566	1,772,806
52,414	36,210	6,269	210031	Payroll - Part-time Benefits	9,085		9,312	9,545
42,182	74,648	92,996	210032	Payroll Retired Employees	43,000		44,075	45,177
0	10,527	42	210033	Payroll 10% in lieu of Benefits	6,057	*	6,208	6,363
102,800	14,956	814	210035	WSIB - Employee Claims (Neer surcharge)	110,000	*	100,000	100,000
12,000	6,651	20,013	210036	YMCA Membership Benefit	12,240		12,546	12,860
9,000	0	0	210050	Clothing Allowance	9,180		9,410	9,645
0	3,302	6,239	210060	Footwear Allowance - Remove	0	*	0	0
3,500	8,399	10,559	210070	Cleaning Allowance	3,570		3,659	3,751
700	0	81	210080	Employee Meal Allowance	714		732	750
27,000	32,685	62,897	210090	Uniforms	27,540		28,229	28,934
6,361,786	5,425,627	6,209,488		SUB TOTAL SALARIES, WAGES & BENEFITS	7,071,906	*	7,235,955	7,414,356

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
8,000	13,292	37,086	2100150	Office Supplies	8,400	*	8,610	8,825
4,000	8,663	2,149	2100160	Office Equipment Purchase	5,000	*	5,125	5,253
33,864	44,099	29,185	2100180	Telephone	34,000		34,850	35,721
7,000	22,597	22,310	2100182	Telephone Monthly Service Rent	7,200		7,380	7,565
26,400	38,432	29,439	2100189	Cell Phones	26,500		27,163	27,842
4,200	3,798	4,043	2100204	Radio Licence - Communications	4,300		4,408	4,518
6,000	9,969	3,891	2100210	Advertising & Promotion	5,000		5,125	5,253
5,000	7,941	2,360	2100212	Donations / Sponsorships	5,000		5,125	5,253
7,500	7,541	7,690	2100231	Photocopier Contract	7,700		7,893	8,090
500	329	337	2100241	Postage Fees	520	*	533	546
1,200	1,248	1,429	2100242	Courier Charges	1,250	*	1,281	1,313
11,000	6,221	13,160	2100250	Memberships & Subscrip'ns	11,500	*	11,788	12,082
20,000	12,091	24,706	2100261	Courses - Police (OPC)	20,500		21,013	21,538
5,000	2,054	0	2100264	Seminars	5,125		5,253	5,384
15,000	42,301	66,285	2100265	Training - In House Training - Wellness	15,375		15,759	16,153
16,000	5,461	9,257	2100267	Senior Career Development Training	30,000	*	30,750	31,519
500	23	0	2100270	Travel Expense	500		513	525
5,000	0	6,355	2100330	Recognition Awards	2,000		2,050	2,101
7,500	8,985	11,105	2100370	Meals & Refreshments	3,500		3,588	3,677
15,000	13,096	45,573	2100380	Conferences & Conventions	20,000	*	20,500	21,013
25,000	41,450	49,629	2100600	Maint & Repairs - all vehicles	30,000	*	30,750	31,519
0	1,386	0	2100601	Maint & Repair - #25-04	0	*	0	0
0	1,949	0	2100602	Maint & Repair - #07-01	0	*	0	0
0	0	0	2100604	Maint & Repair - #07-02	0	*	0	0
0	719	0	2100605	Maint & Repair - #07-03	0	*	0	0
0	402	0	2100606	Maint & Rep - Admin	0	*	0	0
0	0	0	2100607	Maint & Rep - CIB	0	*	0	0
0	0	0	2100608	Maint & Rep - Comm Service	0	*	0	0
20,000	0	-19,269	2100611	CIB Lease Payments / Refunds	40,000	*	41,000	42,025
3,000	14,792	15,571	2100620	Vehicle - Cleaning	3,075		3,152	3,231
1,500	0	0	2100621	Vehicle Equipment	1,538		1,576	1,616
75,000	84,380	90,235	2100650	Gasoline	117,000	*	119,925	122,923
5,000	20,097	25,246	2100670	Other Equipment Purchases	5,125		5,253	5,384
21,500	4,078	32,188	2100680	Other Equipment Maintenance & Repair	21,500		22,038	22,588
0	21,789	3,820	2100700	COVID 19 Supplies	0		0	0
4,000	270	33	2100710	FIS Supplies & Equipment	4,500	*	4,613	4,728

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	5,419	60,350	2100753	Consulting Fees	5,125	5,125	5,253	5,384
20,004	21,667	18,333	2100754	Identification Services - Peterborough	20,504	20,504	21,017	21,542
2,000	1,748	6,143	2100755	Website Maintenance	500	500	513	525
8,000	17,671	27,080	2100756	Wellness/Bias Training/Hiring Costs/Peer Support	40,000 *	40,000	41,000	42,025
10,000	12,332	9,980	2100820	Other Operating Materials (incl Comms)	5,000	5,000	5,125	5,253
38,000	40,497	90,533	2100821	OPTIC Costs	38,950	38,950	39,924	40,922
15,000	32,505	29,788	2100854	Special Project - Covert Operations	10,000	10,000	10,250	10,506
25,000	4,092	0	2100856	Special Project - Vests/Outwear	25,000	25,000	25,625	26,266
25,000	25,269	25,000	2100857	Special Project - Rebound	25,000	25,000	25,625	26,266
3,000	0	0	2100858	Special Project - Promotional Items	3,000	3,000	3,075	3,152
15,000	4,448	38,915	2100859	Special Project - Police Ambassador	15,000	15,000	15,375	15,759
0	0	2,526	2100860	Special Project - Surveillance	0 *	0	0	0
32,500	32,500	32,500	2100862	Special Project- Domestic Violence Enhancement	35,000 *	35,000	35,000	35,000
10,000	5,605	3,898	2100863	Special Project - CERT Program	0	0	0	0
15,000	2,123	0	2100864	Special Project - Mobile Data Project	0	0	0	0
10,000	1,099	1,099	2100866	Special Project - Respectful Workplace Project	0	0	0	0
0	0	699	2100867	Special Project - Active Shooter Program	0 *	0	0	0
100,000	363,070	243,784	2100870	Special Project - Innovations (Police Accelerator)	100,000	100,000	100,000	100,000
0	-350	0	2100871	Special Project - CPTED Audits	0 *	0	0	0
10,000	11,876	439	2100873	Special Project - Training Ammunition/Supplies	11,000 *	11,000	11,275	11,557
500	185	1,230	2100919	Bank Service Fees	513	513	526	539
-141,000	-516,664	-508,133	871142100	Recoveries (Ride, CSP, CISO, Community Safety)	-312,802	-312,802	-320,622	-328,638
-56,933	-32,142	0	871142100	Recoveries - Student Program	-48,588 *	-48,588	-49,802	-51,047
-147,562	0	0	871142100	Recoveries - Secondments	-158,875	-158,875	-162,847	-166,918
352,173	472,403	597,977		SUB TOTAL MATERIALS	250,435	250,435	253,326	256,278
80,000	202,239	80,512	2100170	Software Maintenance	82,000	82,000	82,000	82,000
0	10,477	9,092	2100172	Fingerprint Equipment	0	0	0	0
1,000	374	1,018	2100233	Shredding	1,025	1,025	1,025	1,025
0	22,257	0	2100300	Legal Fees	0 *	0	0	0
75,000	72,576	0	2100320	Liability Insurance	78,750 *	78,750	82,800	86,940
12,000	8,441	7,118	2100540	Water Tower Rental	12,300	12,300	12,300	12,300
37,271	53,574	57,511	2100750	Information Technology Support	0	0	0	0
12,000	4,594	3,277	2100751	Support Contract - Sidewinder Firewall	12,300	12,300	12,300	12,300
261,468	229,781	297,179	2100998	Contracts - Communications	318,661 *	318,661	326,048	333,630
478,739	604,313	455,707		SUB TOTAL CONTRACTED SERVICES	505,036 *	505,036	516,473	528,195

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-1,615,594	-615,469	0	2100913	Recoveries - Business Services Revenue	-1,760,000	*	-1,760,000	-1,800,000	-1,800,000
0	0	0	2100913	Corporate Services Loan Repayment - Transfer to Reser	0	*	0	0	0
0	0	0	2100913	Transfer from Reserve - Neer	0		0	0	0
0	-6,132	-10,251	2100991	Recoveries	0		0	0	0
-1,615,594	-621,601	-10,251		SUB TOTAL OTHER CHARGES & TRANSFERS	-1,760,000	*	-1,760,000	-1,800,000	-1,800,000
5,577,104	5,880,742	7,252,921		TOTAL POLICE GENERAL	6,067,377	*	6,067,377	6,205,754	6,398,829

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

<b>STATEMENT OF PURPOSE:</b>						<b>HIGHLIGHTS/EXPLANATIONS:</b>																	
The protection of life, property and the prevention of crime. Apprehension of offenders.						YEAR	CODE	OBJECT	DETAILS														
						<b>PERFORMANCE DATA:</b>  Calls for Service: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">2018</td> <td style="width: 15%; text-align: center;">2019</td> <td style="width: 15%; text-align: center;">2020</td> <td style="width: 15%; text-align: center;">2021</td> <td style="width: 15%; text-align: center;">2022</td> </tr> <tr> <td></td> <td style="text-align: center;">8852</td> <td style="text-align: center;">9961</td> <td style="text-align: center;">10994</td> <td></td> <td></td> </tr> </table>							2018	2019	2020	2021	2022		8852	9961	10994		
	2018	2019	2020	2021	2022																		
	8852	9961	10994																				
						2023	210012	Payroll Part Time Wages	All PT Positions														
						2023	210030	Payroll Benefits	Due to contracted wage increase.														
						2023	210032	Payroll Retired Employees	2023 Estimate														
						2023	210033	Payroll 10% in lieu of Benefits	Function of Part-time Wages														
						2023	210070	Cleaning Allowance	Cost of Living Allowance														
						2023	2100182	Telephone Monthly Service Rent	Inflation Increase														
						2023	2100600	Vehicle Maintenance & Repairs	Vehicle maintenance for entire fleet														
						2023	2100650	Gasoline	Increase to reflect usage and inflationary pricing														
						2023	2100680	Other Equipment Mtce & Repair	Slight increase due to aging vehicle fleet														
						2023	2100854	Sp Project - Other Covert	CIB Projects														
						2023	2100870	Special Project - Innovations	Venture 13 - Police Accelerator														
						2023	2100320	Liability Insurance	provided by Finance														
						2023	2100540	Water Tower Rental	Minimal change														
						2023	2100750	Information Technology Support	Eliminated - Contract expired with Northumberland County														
						2023	2100751	Support Contract - Sidewinder (Firewall)	Inflationary adjustment														
						2023	2100998	Contracts - Communication	Outsourced contract with Owen Sound Police														

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	17,891	66,035	212010	Payroll Salaries & Wages	0	*	0	0	0
20,000	19,249	25,859	212011	Payroll - Overtime	5,000		5,000	5,125	5,253
1,000	473	558	212013	Payroll - Shift Differential	0		0	0	0
785,085	880,156	823,279	212015	Part-time Court Security	710,097		710,097	727,849	746,046
1,400	1,275	756	212019	Service Pay/Specialist Pay	0		0	0	0
0	801	13,900	212030	Payroll Benefits	0	*	0	0	0
215,898	185,086	197,805	212031	Payroll Part-time Benefits	106,515		106,515	109,177	111,907
78,509	79,456	73,291	212033	Payroll 10% in Lieu of Benefits	71,010		71,010	72,785	74,605
0	1,838	522	212090	Clothing & Uniforms	0	*	0	0	0
0	0	0	212050	Clothing Allowance	0		0	0	0
1,101,892	1,186,225	1,202,005		SUB TOTAL SALARIES, WAGES & BENEFITS	892,622		892,622	914,936	937,811
5,000	1,789	6,574	212095	Prisoner Meals	3,000		3,000	3,075	3,152
0	1,233	0	2120150	Office Supplies	0	*	0	0	0
1,000	995	639	2120180	Cell Phone Expenses	0		0	0	0
0	5,837	5,677	2120230	Photocopier Contract	0	*	0	0	0
0	810	1,240	2120231	Photocopier Materials	0		0	0	0
0	180	0	2120260	Training & Courses	0	*	0	0	0
0	1,044	0	2120603	Maint & Repair - #833	0		0	0	0
-26,953	-28,225	-41,437	871142120	Recoveries - Province	-27,627		-27,627	-28,318	-29,026
-1,000	0	0	871142120	Recoveries - Prisoner Meals	-1,000		-1,000	-1,000	-1,000
-675,000	-581,527	-546,996	871152120	Recoveries - Northumberland County	-675,000	*	-675,000	-675,000	-675,000
-696,953	-597,864	-574,303		SUB TOTAL MATERIALS	-700,627	*	-700,627	-701,243	-701,874
404,939	588,361	627,702		TOTAL COURT SERVICES	191,995		191,995	213,693	235,937

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
To provide Crown Attorney with briefs to prosecute. To provide court security for judges and prisoners. To provide escorts for prisoners as required.	2023	212015	Part-time Court Security	Wages for special constables
	2023	212031	Payroll Part-time Benefits	Function of PT Wages
	2023	212033	Payroll 10% in Lieu	Function of PT Wages
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT#: **2100.140**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
83,593	81,320	222,329	214010	Payroll Salaries & Wages	310,625	*	310,625	318,391	326,351
0	47	0	214011	Payroll - Overtime	0	*	0	0	0
0	5	0	214013	Payroll - Shift Differential	0	*	0	0	0
206,951	145,047	40,071	214015	Part-time Court Administration	11,390		11,390	11,675	11,967
0	0	0	214019	Service Pay/Specialist Pay	0	*	0	0	0
88,483	25,257	74,877	214030	Payroll Benefits	96,860	*	96,860	99,281	101,763
6,164	32,730	10,713	214031	Payroll Part-time Benefits Incl Omers	10,959	*	10,959	11,233	11,514
2,241	11,198	3,570	214033	Payroll 10% in Lieu of Benefits	7,306	*	7,306	7,489	7,676
387,432	295,604	351,560		SUB TOTAL SALARIES, WAGES & BENEFITS	437,140	*	437,140	448,069	459,271
0	0	0	2140150	Office Supplies	0	*	0	0	0
0	0	0	2140180	Telephone Expenses	0	*	0	0	0
0	0	0	2140231	Photocopier Contract	0	*	0	0	0
0	0	0	2140232	Photocopier Materials	0	*	0	0	0
0	0	0		SUB TOTAL MATERIALS	0	*	0	0	0
387,432	295,604	351,560		TOTAL COURT ADMINISTRATION	437,140	*	437,140	448,069	459,271

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

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

ACCOUNT#: **2100.140**

<b>STATEMENT OF PURPOSE:</b> To provide Crown Attorney with briefs to prosecute. Administrative support.	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<b>PERFORMANCE DATA:</b>	2023	214010	Payroll & Salaries - FT Wages	Positions reclassified to FT - wage increase
	2023	214015	Payroll & Salaries - PT Wages	Contractual wage increase (reflects actual hours worked & needed)
	2023	214030	Payroll - FT benefits	Increase resulting from increased wages (positions re-classified)
	2023	214031	Payroll - PT benefits	Function of PT Salaries
	2023	214033	Payroll 10% in Lieu of Benefits	Function of PT Salaries

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.150**

2022	2021	2022		2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
240,898	546,536	480,052	215010	Payroll Salaries & Wages - Full Time	341,553 *	341,553	350,092	358,844
1,100,077	1,288,360	1,435,070	215015	Payroll Salaries & Wages - Part Time	1,200,683 *	1,200,683	1,230,700	1,261,467
20,000	48,066	47,392	215011	Payroll - Overtime	20,400	20,400	20,910	21,433
2,500	1,435	1,180	215013	Payroll - Shift Differential	2,550	2,550	2,614	2,679
1,000	1,240	325	215018	Payroll - Specialist Pay	1,020	1,020	1,046	1,072
72,269	157,098	125,771	215030	Payroll Benefits Full Time	134,806 *	134,806	138,176	141,630
203,514	281,143	317,608	215031	Payroll Benefits Part Time	228,130 *	228,130	233,833	239,679
110,008	113,596	122,942	215033	Payroll Benefits Vac Lieu	72,041	72,041	73,842	75,688
12,000	79	0	215036	YMCA Membership	12,240	12,240	12,546	12,860
1,000	885	885	215050	Clothing Allowance	1,020	1,020	1,046	1,072
1,763,266	2,438,438	2,531,225		SUB TOTAL SALARIES, WAGES & BENEFITS	2,014,443 *	2,014,443	2,064,805	2,116,424
6,000	6,127	8,320	2150150	Office Supplies	6,200 *	6,200	6,355	6,514
2,000	1,445	9,821	2150160	Office Equipment Purchases	2,000	2,000	2,050	2,101
20,000	9,380	2,136	2150180	Telephone	10,000	10,000	10,250	10,506
4,000	844	774	2150181	Cell Phones	4,100	4,100	4,203	4,308
5,000	0	344	2150211	Marketing	5,000	5,000	5,125	5,253
5,000	8,237	7,486	2150230	Photocopier Expenses - Materials	3,000	3,000	3,075	3,152
15,000	4,162	196	2150231	Photocopier Lease	10,000	10,000	10,250	10,506
5,000	5,000	3,000	2150240	Courier Charges	5,100	5,100	5,228	5,358
4,000	1,057	1,168	2150241	Postage	4,100	4,100	4,203	4,308
15,000	1,786	400	2150260	Training & Courses	15,000	15,000	15,375	15,759
6,000	2,782	3,739	2150370	Meals / Meetings	5,000	5,000	5,125	5,253
45,000	45,000	0	2150460	Utilities - Venture 13	60,000 *	60,000	61,500	63,038
5,000	3,079	407	2150470	Building Maintenance	5,125	5,125	5,253	5,384
38,000	34,714	0	2150821	OPTIC Costs	38,950	38,950	39,924	40,922
3,000	0	0	2150600	Vehicle Maintenance	2,500	2,500	2,563	2,627
3,000	0	0	2150755	Health and Wellness	3,000	3,000	3,075	3,152
15,000	1,378	31,642	2150850	Audit Travel Expense	10,000	10,000	10,250	10,506
0	50,000	0	2150851	Sp Project - Policing Accelerator	0	0	0	0
1,500	1,939	6,680	2150919	Banking Fees	2,000 *	2,000	2,050	2,101
197,500	176,930	76,113		SUB TOTAL MATERIALS	191,075	191,075	195,854	200,748
79,000	75,500	69,799	2150170	Software Maintenance	82,000 *	82,000	84,050	86,151
2,000	303	298	2150233	Shredding	2,000	2,000	2,050	2,101
15,000	0	2,325	2150360	Consultant	15,000	15,000	15,375	15,759
0	4,679	0	2150750	Contracts - Business Development	0 *	0	0	0
37,271	55,334	57,510	2150751	IT	0	0	0	0
12,000	0	0	2150752	Firewall	12,300	12,300	12,608	12,923
5,000	22,071	25,833	2150753	Contracted Office Cleaning	5,125	5,125	5,253	5,384
150,271	157,887	155,765		SUB TOTAL CONTRACTED SERVICES	116,425	116,425	119,336	122,318

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.150**

2022	2021	2022			2023		2023	2024	2025
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	0	2150912	Transfer to Police Cruiser Reserve	0	*	0	0	0
0	0	0	2150912	Transfer to Building Reserve	0	*	0	0	0
0	0	0	2150912	Transfer to Facility Analysis Review Reserve	0	*	0	0	0
-2,111,037	-2,773,255		2150913	Transfer from Reserve	-2,321,943		-2,321,943	-2,379,995	-2,439,490
	0	0	2150913	Transfer to Communications Reserve	0		0	0	0
-2,111,037	-2,773,255	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-2,321,943		-2,321,943	-2,379,995	-2,439,490
0	0	2,763,103		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

**TOWN OF COBOURG  
2023 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
<b>PERFORMANCE DATA:</b>	2023	215010	Payroll Salaries & Wages - Full-time	All full-time staff assigned directly to Business Centre
	2023	215015	Payroll Salaries & Wages - Part-time	Addition of O/N Staff
	2023	215033	Payroll Vac Lieu	Reclassification of Employees
	2023	2150751	IT	Northumberland County - expired

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
11,000	7,747	11,842	2130450	Heat	12,104	*	12,104	12,407	12,717
50,000	45,390	43,440	2130461	Utilities - Electrical	39,239		39,239	40,220	41,225
6,000	8,226	7,386	2130462	Utilities - Water	8,358	*	8,358	8,567	8,781
0	562	0	2130470	Building Maintenance	3,000		3,000	3,075	3,152
3,000	4,850	1,434	2130500	Custodial/Clean Supplies	3,000		3,000	3,075	3,152
15,000	12,826	13,334	2130505	Cell Cleaning	14,000		14,000	14,350	14,709
11,000	14,080	21,544	2130510	Electrical Repairs	11,000		11,000	11,275	11,557
5,000	5,461	2,208	2130515	Heat Repairs	3,500		3,500	3,588	3,677
8,000	15,545	6,630	2130520	Plumbing Repairs	8,000		8,000	8,200	8,405
2,000	2,888	1,234	2130521	Door Repairs	2,000		2,000	2,050	2,101
3,000	3,823	4,022	2130522	Fire Safety	3,000		3,000	3,075	3,152
1,800	1,404	1,433	2130523	Biohazard Bin	1,800		1,800	1,845	1,891
9,500	7,100	10,955	2130524	Snow Removal	12,000	*	12,000	12,300	12,608
125,300	129,902	125,462		SUB TOTAL MATERIALS	121,001		121,001	124,027	127,127
12,000	10,672	0	2130320	Liability Insurance	12,600	*	12,600	13,230	13,892
7,500	6,282	12,428	2130480	Garbage Removal	13,000	*	13,000	13,325	13,658
20,000	17,921	22,078	2130550	Service Contract	20,500		20,500	21,013	21,538
38,000	39,110	36,678	2130552	Contractor Cleaning	39,000		39,000	39,975	40,974
5,000	2,786	784	2130554	Minor Repairs	5,000		5,000	5,125	5,253
0	0	0	2130555	Minor Repairs - Painting	20,000	*	20,000	20,500	21,013
82,500	76,771	71,968		SUB TOTAL CONTRACTED SERVICES	110,100		110,100	113,168	116,328
0	0	0	2130913	Transfer - Business Service Revenue	0		0	0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
207,800	206,673	197,430		TOTAL POLICE FACILITIES	231,101	*	231,101	237,195	243,455

**TOWN OF COBOURG  
2023 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
<b>PERFORMANCE DATA:</b>	2023	2130523	Biohazard Bin	No increase
	2023	2130524	Snow Removal	Estimates provided by Property Management
	2023	2130320	Liability Insurance	Provided by Town Finance
	2023	2130320	Contractor Cleaning	Contracted rates

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
19,094	17,034	21,174	210115	Payroll Part Time Wages	25,969	*	25,969	26,618	27,283
3,532	2,999	6,144	210130	Payroll Benefits	1,039		1,039	1,065	1,091
1,909	0	0	210131	Payroll 10% in Lieu of Benefits	2,597	*	2,597	2,662	2,728
36,333	35,927	35,665	2101290	Payroll Honorarium	22,491		22,491	23,053	23,630
60,868	55,960	62,983		SUB TOTAL SALARIES, WAGES & BENEFITS	52,096		52,096	53,398	54,732
500	643	322	2101150	Office Supplies	513		513	526	539
1,500	1,031	1,749	2101180	Telephone/Cell Phones	1,538		1,538	1,576	1,616
100	0	0	2101210	Advertising & Promotion	100		100	103	105
3,600	4,116	5,272	2101250	Memberships & Subscrip'ns	4,000	*	4,000	4,100	4,203
2,000	610	0	2101260	Training & Courses	2,000		2,000	2,050	2,101
1,000	0	0	2101261	Per Diem Training	1,000		1,000	1,025	1,051
500	0	0	2101280	Car Allowance	513		513	526	539
2,500	66	300	2101340	Presentations	1,500		1,500	1,538	1,576
5,000	0	0	2101360	Labour Relations Consultants	0		0	0	0
6,000	153	2,098	2101380	Conferences & Conventions	6,500	*	6,500	6,663	6,829
1,400	300	0	2101780	Meeting Expense	1,400		1,400	1,435	1,471
24,100	6,919	9,741		SUB TOTAL MATERIALS	19,064		19,064	19,542	20,030
32,000	18,485	85,086	2101300	Legal Fees	35,000	*	35,000	45,000	50,000
0	0	0	2101912	Transfer to reserve	0		0	0	0
32,000	18,485	85,086		SUB TOTAL CONTRACTED SERVICES	35,000	*	35,000	45,000	50,000
116,968	81,364	157,810		TOTAL POLICE SERVICES BOARD	106,160		106,160	117,940	124,762

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

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

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-10,000	-5,864	-10,387	87015	Fire Receipts	-11,000	-11,000	-11,000	-11,000
-3,500	-1,700	-1,425	87072	Reports / Permits	-3,500	-3,500	-3,500	-3,500
0	-9,300	0	871142000	Fire - Provincial Grants	0	0	0	0
-13,500	-16,864	-11,812		TOTAL FIRE DEPARTMENT REVENUE	-14,500	-14,500	-14,500	-14,500

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
2,085,921	1,773,904	1,834,814	200010	Payroll Salaries & Wages	2,208,185	*	2,208,185	2,691,536
295,000	238,075	235,302	200011	Payroll Salaries Volunteer	312,950	*	312,950	323,235
90,000	150,472	309,339	200012	Payroll Overtime	130,000	*	130,000	132,925
75,000	67,037	54,656	200016	Recognition Pay	75,000		75,000	78,780
625,000	536,995	576,923	200030	Payroll Benefits	712,213	*	712,213	946,001
39,250	26,842	35,346	200031	Payroll - Part-time Benefits	68,756	*	68,756	98,596
50,000	51,806	19,913	200035	WSIB Claims	50,000		50,000	50,000
25,500	8,299	2,013	200050	Protective Clothing	15,000		15,000	18,000
4,100	3,782	2,882	200060	Footwear	4,200		4,200	4,400
4,100	2,702	2,161	200070	Cleaning Allowance	3,000		3,000	4,400
8,400	10,435	18,439	200090	Uniforms	8,500		8,500	8,700
3,302,271	2,870,349	3,091,788		SUB TOTAL SALARIES, WAGES & BENEFITS	3,587,804	*	3,587,804	4,348,684
2,500	2,578	5,259	2000150	Office Supplies	2,500		2,500	2,500
0	0	0	2000171	Software Maintenance	14,400		14,400	14,400
10,300	10,665	6,896	2000180	Telephone & Answering Svc	10,400		10,400	10,600
4,800	2,697	7,846	2000200	Communication Equip Rep	4,900		4,900	5,000
400	183	0	2000210	Advertising & Promotions	400		400	400
250	0	121	2000220	Printing	250		250	250
1,500	1,481	1,719	2000230	Photocopier Expense	1,600	*	1,600	1,700
300	613	1,135	2000240	Postage	300		300	300
11,000	12,952	13,631	2000250	Memberships & Subscrip'ns	11,000		11,000	11,000
3,700	0	3,816	2000252	Medicals & DZ Licencing	3,700		3,700	3,700
16,000	8,249	32,089	2000260	Training & Courses	16,000		16,000	20,000
500	231	141	2000280	Car Allowance	500		500	500
2,500	1,518	7,107	2000370	Meals & Refreshments	3,000	*	3,000	3,000
6,500	300	-2,048	2000380	Conferences & Conventions	10,500	*	10,500	10,500
12,000	6,568	7,181	2000450	Heat	10,000		10,000	10,000
12,000	11,998	12,341	2000460	Utilities	14,000	*	14,000	14,000
8,700	12,491	3,415	2000470	Building Maintenance	5,000		5,000	8,900
1,700	1,983	3,279	2000500	Custodial/Cleaning Supplies	1,700		1,700	1,700
5,400	4,289	0	2000570	Property Improvements	3,000		3,000	5,600
4,800	3,523	6,635	2000590	Other Maint & Repairs - Snow Removal	4,900		4,900	5,000
30,000	74,742	91,717	2000600	Vehicle Maint & Repair	34,000	*	34,000	37,000
15,000	13,885	20,655	2000650	Gasoline	15,000		30,000	33,000
14,000	13,859	59,916	2000670	Other Equip Purchases	14,500	*	14,500	15,000
12,000	17,877	11,656	2000680	Other Equip Maint/Repair	12,500	*	12,500	13,000
3,600	3,049	2,375	2000681	Medical Supplies	3,700		3,700	3,800
8,000	2,967	0	2000700	COVID Supplies	0		0	0
5,000	1,035	125	2000760	Fire & Crime Prevention	1,000		1,000	5,000
2,700	6,219	1,633	2000780	General Administrative Supplies	2,800	*	2,800	2,900

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE:

**FIRE DEPARTMENT**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	2000853	Special Project - Bunker Gear Replacement	0	*	0	0
0	8,538	0	2000854	Special Project - Fire Safety Grant	0		0	0
75,000	0	54,431	2000855	Sp Project - Master Fire Plan/Risk Assessment	0		0	0
-13,924	-13,519	0	2000955	Building Dept. - Indirect Costs	-14,760		-14,760	-15,657
256,226	210,971	353,071		SUB TOTAL MATERIALS	186,790		201,790	231,493
2,000	1,184	0	2000300	Legal Fees	2,000		2,000	2,000
25,200	23,983	0	2000320	Liability Insurance	26,513	*	26,513	29,253
27,200	25,167	0		SUB TOTAL CONTRACTED SERVICES	28,513	*	28,513	31,253
8,600	33,600	0	2000930	Transfer to Admin Vehicle Reserve	8,600		8,600	8,600
25,000	0	0	2000931	Transfer to Small Equipment Reserve	35,000	*	35,000	35,000
145,000	100,000	0	2000932	Transfer to Large Vehicle Reserve	510,000	*	510,000	510,000
-65,250	0	0	871162000	Recovery - Development Charges	0		0	0
0	0	0	2000913	Transfer from Small Equipment Reserve	0		0	0
0	0	0	2000913	Transfer from Northam	-350,000		-350,000	-350,000
113,350	133,600	0		SUB TOTAL OTHER CHARGES & TRANSFERS	203,600	*	203,600	203,600
3,699,047	3,240,087	3,444,859		TOTAL FIRE DEPARTMENT	4,006,707	*	4,021,707	5,105,230

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2023	200010	Payroll Salaries & Wages	Contractual obligations
	2023	200011	Payroll Salaries Volunteer	Contractual obligations
<b>PERFORMANCE DATA:</b>  Responses: 2017   Actual   1395 Incidents 2018   Actual   1666 Incidents 2019   Actual   1507 Incidents 2020   Actual   1364 Incidents 2021   Estimate 1434 Incidents 2022   Estimate  Fire Inspections: 2017   Actual   518 Activities 2018   Actual   355 Activities 2019   Actual   302 Activities 2020   Actual   501 Activities 2021   Estimate 400 Activities 2022   Estimate  Training: 2017   Actual   233 Sessions 2018   Actual   246 Sessions 2019   Actual   379 Sessions 2020   Actual   324 Sessions 2021   Estimate 333 Sessions 2022   Estimate	2023	200012	Payroll Overtime	Separately volunteer overtime from #200011 as all overtime posted to #200012
	2023	200030	Payroll Benefits	Anticipated contractual obligations
	2023	2000171	Software Maintenance	Redundancy fibre lines/internet - \$1,200/month
	2023	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
	2023	2000252	Medicals & DZ Licencing	New provincial requirements for drivers licences necessitating more frequent renewals and medical exams.
	2023	2000260	Training	Resumption of in person training post pandemic Additional Training costs for the 2 new positions
	2023	2000380	Conferences & Conventions	Increased for CAO to attend Chief's Conference
	2023	2000600	Vehicle Maintenance & Repair	Adjusted to better reflect actuals
	2023	2000700	COVID Supplies	Decreased to better reflect actuals
	2023	2000855	Sp Project - Master Fire Plan / Risk Assessment	75% of this project funded from Development Charges

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
91,494	82,860	79,145	270010	Payroll Salaries and Wages	60,728	48,600	75,059	77,311
0	4,446	24,325	270011	Overtime	0	0	0	0
31,658	28,107	34,997	270030	Payroll Benefits	20,234	14,575	28,522	30,924
123,152	115,413	138,467		SUB TOTAL SALARIES, WAGES & BENEFITS	80,962	63,175	103,581	108,235
300	362	139	2700150	Office Supplies	500	500	500	500
1,000	4,657	0	2700160	Equipment Purchases	1,000	1,000	1,000	1,000
4,500	5,026	4,805	2700180	Telephone	4,500	4,500	4,500	4,500
300	0	0	2700210	Advertising	1,500	1,500	1,000	1,000
250	0	2,345	2700220	Printing	1,000	1,000	250	1,000
350	370	277	2700230	Photocopier Expense	375	375	375	375
1,100	1,491	331	2700250	Memberships & Subscriptions	1,100	1,100	1,100	1,100
1,000	1,058	0	2700260	Training	2,000	2,000	2,000	2,000
1,000	407	0	2700261	Training - Risk Management New	2,000	2,000	2,000	2,000
250	0	227	2700270	Mileage	250	250	250	250
600	0	615	2700370	Meals & Refreshments	800	800	800	800
2,500	0	2,267	2700380	Conferences	2,700	2,700	2,900	2,900
3,000	2,025	3,404	2700700	COVID-19 Supplies	0	0	0	0
0	102	0	2700851	Sp Project - COVID-19	0	0	0	0
750	0	0	2700852	Special Project - Emergency Exercise	800	800	800	800
0	0	0	2700854	Special Project - Public Alert System	5,500	5,500	3,600	3,600
16,900	15,498	14,410		SUBTOTAL MATERIALS	24,025	24,025	21,075	21,825
7,000	6,611	9,800	2700170	Equipment Maintenance - Generators	7,000	7,000	7,000	7,000
0	0	0	2700913	Transfer from COVID Reserve	-5,500	-5,500	0	0
7,000	6,611	9,800		SUBTOTAL CONTRACTED SERVICES	1,500	1,500	7,000	7,000
147,052	137,522	162,677		TOTAL EMERGENCY MEASURES	106,487	88,700	131,656	137,060

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	270010	Payroll Salaries & Wages	Contractual obligations
	2023	2700160	Equipment Purchases	Additional cost - \$1,500 - cots, blankets, pillows
PERFORMANCE DATA:  The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2023	2700380	Conferences	GEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.
	2023	2700854	Sp Project - Public Alerting System	Alertable purchase and initial set up online means notification system used no notify communities and workplace of emergencies and day-to-day events. Town previously used CAMECO for free, that has come to an end.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-450,000	-681,185	-352,184	8707	Building Permits	-750,000	-750,000	-750,000	-750,000
-450,000	-681,185	-352,184		SUBTOTAL BUILDING REVENUE	-750,000	-750,000	-750,000	-750,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
317,899	216,583	277,756	260010	Payroll Salaries & Wages	370,643	*	370,643	393,813	405,627
10,000	9,761	4,516	260011	Payroll - Overtime	12,000	*	12,000	12,360	12,730
5,000	89	0	260015	Payroll - Part-time	5,000		5,000	5,000	5,000
103,587	62,595	84,540	260030	Payroll Benefits	122,094	*	122,094	133,386	145,245
700	437	552	260060	Footwear / Clothing	1,500	*	1,500	1,500	1,500
437,186	289,465	367,364		SUB TOTAL SALARIES, WAGES & BENEFITS	511,237	*	511,237	546,059	570,102
725	1,257	993	2600150	Office Supplies	900	*	900	900	900
500	3,655	233	2600170	Office Equipment Mtce	500		500	500	500
3,500	2,921	3,154	2600180	Telephone Expenses	3,500		3,500	3,500	3,500
150	0	0	2600210	Advertising Promotions	150		150	150	150
800	787	859	2600220	Printing	3,000	*	3,000	3,000	3,000
3,000	1,003	1,755	2600250	Memberships & Subscrip'ns	3,000		3,000	3,000	3,000
12,000	1,663	1,091	2600260	Training & Courses	12,000		12,000	12,000	12,000
750	0	0	2600280	Car Allowance	750		750	750	750
2,000	0	0	2600380	Conference & Conventions	2,000		2,000	2,000	2,000
1,000	260	1,302	2600600	Vehicle Maintenance	1,000		1,000	1,000	1,000
500	312	577	2600650	Gasoline	550	*	550	550	550
0	0	0	2600854	Special Project - Fee's Study	0		0	7,500	0
105,464	102,392	0	2600955	Building Dept. - Indirect Costs	111,791	*	111,791	116,263	118,588
130,389	114,250	9,964		SUB TOTAL MATERIALS	139,141	*	139,141	151,113	145,938
7,800	7,500	0	2600171	Software Maintenance - AMS/PLL	55,616	*	55,616	55,616	55,616
10,000	943	4,454	2600300	Legal Fees	10,000		10,000	10,000	10,000
12,700	12,181	0	2600320	Liability Insurance	13,335	*	13,335	14,000	14,700
56,800	0	52,608	2600855	Sp Project - E Permitting	0		0	0	0
0	0	7,829	2600856	Sp Project- Scanning	0		0	0	0
87,300	20,624	64,891		SUB TOTAL CONTRACTED SERVICES	78,951		78,951	79,616	80,316
-214,875	256,847	0	2600913	Transfer from/to Reserve	10,671		10,671	-36,788	-56,356
10,000	10,000	0	2600930	Transfer to Vehicle Reserve	10,000		10,000	10,000	10,000
-204,875	266,847	0		SUB TOTAL OTHER CHARGES & TRANSFERS	20,671	*	20,671	-26,788	-46,356
450,000	691,186	442,219		TOTAL BUILDING DEPT	750,000	*	750,000	750,000	750,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>																																																											
<p>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.</p> <p><b>PERFORMANCE DATA:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">2021 Rev</th> <th style="text-align: right;">2022 Val</th> <th style="text-align: right;">2022 Rev</th> </tr> </thead> <tbody> <tr> <td>\$ Res Permits</td> <td style="text-align: right;">227,823</td> <td></td> <td></td> </tr> <tr> <td>\$ Comm Permits</td> <td style="text-align: right;">203,855</td> <td></td> <td></td> </tr> <tr> <td>\$ Institutional Permits</td> <td style="text-align: right;">3,982</td> <td></td> <td></td> </tr> <tr> <td>\$ Indust. Permits</td> <td style="text-align: right;">36,850</td> <td></td> <td></td> </tr> <tr> <td>Demolition Permits</td> <td style="text-align: right;">8,518</td> <td></td> <td></td> </tr> <tr> <td>Total Permit Value</td> <td></td> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td>Total Fees</td> <td style="text-align: right;">481,028</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Heritage Rebates</td> <td style="text-align: right;">-4,235</td> <td></td> <td></td> </tr> <tr> <td>Other Rebates</td> <td style="text-align: right;">-34,647</td> <td></td> <td></td> </tr> <tr> <td>Other Revenue</td> <td style="text-align: right;">0</td> <td></td> <td></td> </tr> <tr> <td>Total Revenue</td> <td style="text-align: right;">442,146</td> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total Permits</td> <td style="text-align: right;">84</td> <td></td> <td></td> </tr> <tr> <td>New Dwellings</td> <td style="text-align: right;">26</td> <td></td> <td></td> </tr> </tbody> </table>		2021 Rev	2022 Val	2022 Rev	\$ Res Permits	227,823			\$ Comm Permits	203,855			\$ Institutional Permits	3,982			\$ Indust. Permits	36,850			Demolition Permits	8,518			Total Permit Value		0		Total Fees	481,028		0	Heritage Rebates	-4,235			Other Rebates	-34,647			Other Revenue	0			Total Revenue	442,146		0	Total Permits	84			New Dwellings	26			<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
		2021 Rev	2022 Val	2022 Rev																																																								
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	2023	260010	Payroll Salaries & Wages	CBO, Deputy CBO and 2 Inspectors																																																								
	2023	260020	Other Salaries	Additional staff or overtime to cover workload																																																								
	2023	260060	Footwear/Clothing	Safety boots, spring and winter jackets and other PPE for 4 staff (CBO, Deputy CBO, and 2 Inspectors)																																																								
	2023	2600171	Software Maintenance	E Permitting																																																								
	2023	2600180	Telephone Services	4 Phones for Building staff																																																								
	2023	2600220	Printing - Scanning	Monthly scanning of existing paper building permit files \$200/month (required as part of our paperless process) misc printing and business cards																																																								
	2023	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 OAPSO membership for CBO - \$200																																																								
	2023	2600260	Training & Courses	4 Building Officials, Continuous development and/or obtaining new qualifications 2 courses each @ \$1,500 per course																																																								
	2023	2600280	Car Allowance	.56/km use personal vehicle for inspections																																																								
	2023	2600380	Conferences/Conventions	OBOA Annual Conference for 1 to 2 officials																																																								
	2023	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.																																																								

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **870**

2022 BUDGET	2021 YTD	2022 YTD	CODE	OBJECT	2023 DEPT REQUEST	*	2023 FINAL APPROVED	2024 FORECAST	2025 FORECAST
				87045 Sign Permits					
				87048 Property Standards Inspection					
				87057 Liquor License Fee					
				87067 Pool Permit					
0	0	0		SUBTOTAL BYLAW DEPT REVENUE	0		0	0	0
<b>Buildngn Bylaw has been moved to Bylaw Services</b>									

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
				261010 Payroll Salaries & Wages		*			
				261011 Payroll - Overtime					
				261030 Payroll Benefits		*			
				261060 Footwear / Clothing		*			
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	*	0	0	0
				2610150 Office Supplies		*			
				2610170 Office Equipment Mtce		*			
				2610220 Printing		*			
				2610250 Memberships & Subscrip'ns		*			
				2610260 Training & Courses		*			
				2610280 Car Allowance		*			
				2610380 Conference & Conventions		*			
				2610650 Gasoline		*			
				2610989 Property Standards Recoverable Expenses		*			
				2610990 Weed Cutting Recoverable Expenses		*			
				2610993 Property Standards Removal Recoveries					
				2610992 Weed Cutting Recoveries					
0	0	0		SUB TOTAL MATERIALS	0	*	0	0	0
				2610300 Legal Fees		*			
				2610320 Liability Insurance		*			
0	0	0		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
0	0	0		TOTAL BYLAW DEPT	0	*	0	0	0
<b>Building Bylaw has been moved to Bylaw Services</b>									

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<p>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</p>			<p><b>Building Bylaw has been moved to Bylaw Services</b></p>	
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
245,000	242,848	244,671	2300940	Grants & Transfers	251,354		251,354	257,000	263,000
245,000	242,848	244,671		SUB TOTAL OTHER CHARGES & TRANSFERS	251,354		251,354	257,000	263,000
245,000	242,848	244,671		TOTAL CONSERVATION	251,354		251,354	257,000	263,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<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>	2023	2300940	Grants & Transfers	Levy as determined by GRCA.
<p><b>PERFORMANCE DATA:</b></p> <p>2022 - \$245,000            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  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2022 BUDGET	2021 YTD	2022 YTD	CODE	OBJECT	2023 DEPT REQUEST	*	2023 FINAL APPROVED	2024 FORECAST	2025 FORECAST
0	0			2410553 Vet Services					
0	0	0		SUB TOTAL MATERIALS	0		0	0	0
0	0			2410750 Contracts - Animal Control					
0	0			2410751 Docupet Transaction Fee		*			
0	0	0		SUB TOTAL CONTRACTED SERVICES	0	*	0	0	0
0	0	0		TOTAL JOINT ANIMAL CONTROL	0	*	0	0	0
<b>Animal Control has been moved to Bylaw Services</b>									

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **ANIMAL CONTROL**

ACCOUNT #: **2400.10**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.			Animal Control has been moved to Bylaw Services	
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **870**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-7,500	-1,550	-6,700	8701	General License	-7,500 *	-7,500	-7,500	-7,500
-20,000	-20,143	-19,637	87017	Dog Tags & Fines	-20,000 *	-20,000	-20,000	-20,000
-2,500	-1,690	-1,500	8704	Taxi License	-2,500 *	-2,500	-2,500	-2,500
-13,000	-9,400	-6,750	87045	Sign Permits	-13,000	-13,000	-13,000	-13,000
-3,000	-3,000	-6,278	87048	Property Standards Inspection	-7,000	-7,000	-7,000	-7,000
-800	0	0	87057	Liquor License Fee	-800	-800	-800	-800
-2,200	-6,600	-4,650	87067	Pool Permit	-5,000	-5,000	-5,000	-5,000
0	0	0	87044	Part 1	-7,500	-7,500	-7,500	-7,500
0	0	0	87046	Short Term Rentals	-15,000	-15,000	-15,000	-15,000
0	0	0	87047	Hearing Officer Revenue	-3,000	-3,000	-3,000	-3,000
-49,000	-42,383	-45,515		SUBTOTAL BYLAW DEPT REVENUE	-81,300	-81,300	-81,300	-81,300

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **2800.100**

2022	2021	2022		2023		2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
301,263	212,899	322,837	280010	Payroll Salaries and Wages	332,660	*	332,660	342,640	352,919
-77,000	-75,000	0	2800992	Recoveries - From Parking Enforcement	-106,000		-106,000	-109,200	-112,500
-21,000	-20,000	0	2800992	Recoveries - From Bylaw Dept	0		0	0	0
-36,000	-33,000	0	2800992	Recoveries - From Parks	-36,000		-36,000	-36,000	-36,000
5,000	5,197	11,125	280011	Payroll - Overtime	12,000		12,000	12,360	12,730
0	0	8,967	280012	Standby	24,050		24,050	24,771	25,515
70,728	10,700	2,743	280015	Part-time Salaries & Wages	83,089	*	83,089	114,109	117,532
90,645	49,141	77,864	280030	Payroll Benefits	102,921	*	102,921	123,162	133,915
12,385	3,625	10,168	280031	Part-time Benefits	23,912	*	23,912	33,091	36,435
3,000	1,304	5,480	280050	Clothing Allowance	9,000	*	9,000	3,000	3,000
400		285	280060	Footwear	500		500	500	500
349,421	154,866	439,469		SUB TOTAL SALARIES, WAGES & BENEFITS	446,132	*	446,132	508,433	534,046
950	1,916	8,320	2800150	Office Supplies	2,500	*	2,500	700	700
250	0	0	2800170	Office Equipment Mtce	500		500	500	500
3,100	1,766	5,267	2800180	Telephone Services	6,000	*	6,000	3,600	3,600
0	0	0	2800200	Communication Equipment Purchase & Repair	10,500		10,500	1,500	1,500
500	0	587	2800210	Advertising & Promotions	500		500	500	500
1,200	1,248	933	2800220	Printing	4,000	*	4,000	1,000	1,000
0	0	810	2800240	Postage & Couriers	1,000		1,000	1,000	1,000
1,600	1,244	268	2800250	Memberships & Subscriptions	1,300		1,300	1,300	1,300
2,250	0	1,721	2800260	Training & Courses	23,500	*	23,500	3,000	3,000
250	0	0	2800280	Car Allowance	0		0	0	0
2,000	0	407	2800380	Conference & Conventions	1,000		1,000	1,000	1,000
5,500	4,648	7,868	2800460	Heat	5,500		5,500	5,665	5,835
10,000	1,876	5,035	2800470	Building Maintenance	7,000		7,000	8,000	9,000
0	0	917	2800553	Vet Services	2,000		2,000	2,000	2,000
1,000	0	0	2800570	Property Improvements	1,000		1,000	1,030	1,060
1,000	2,226	413	2800600	Vehicle Maintenance	1,000		1,000	1,000	1,000
1,750	4,760	5,184	2800650	Gasoline	5,000	*	6,500	7,150	7,850
0	0	0	2800680	Other Equip Purchases	14,100		14,100	5,000	5,000
7,500	13,157	11,358	2800990	Property Standards Recoverable Costs	23,000		23,000	25,000	27,000
-7,500	-5,029	-3,221	2800992	Property Standards Recoveries	-26,000		-26,000	-28,000	-31,000
31,350	27,812	45,867		TOTAL MATERIALS	83,400	*	84,900	40,945	41,845
0	0	0	2800170	Enforcement Software	11,500		11,500	15,100	15,100
7,500	1,279	3,923	2800300	Legal Fees	2,500		2,500	2,500	2,500
6,200	5,262	0		Insurance	6,510		6,510	6,835	7,177
36,000	101,031	32,270	2800750	Contracts - Animal Control	50,000		50,000	50,000	50,000
7,000	6,766	4,602		Docupet Transaction Fee	7,000		7,000	7,000	7,000
56,700	114,338	40,795		TOTAL CONTRACTED SERVICES	77,510	*	77,510	81,435	81,777
437,471	297,016	526,131		TOTAL BYLAW ENFORCEMENT DEPT	607,042	*	608,542	630,813	657,668

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

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)	2023	280010	Payroll Salaries and Wages	Contractual obligations, move Administrator - Licensing to this budget line and .25 of a Bylaw Enforcement Officer
	2023	280015	Payroll Part-time Wages	3 Fulltime PT Officers, changed from casual employees
<b>PERFORMANCE DATA:</b>				
<b>Main General / Parking Enforcement Bylaws</b>				
Parks By-law	2023	2800170	Software	Cloud Permit - signs and pools - \$11,100 Body Camera - 3 additional - \$4,000/yr
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks				
Display of Wares on Sidewalk	2023	2800180	Telephone Services	Cell phones for bylaw officers
Animal Control By-law	2023	2800220	Printing	By-law booklet for public education
Taxi Regulating By-law				
Itinerant Vendor By-law				
Parking By-law	2023	2800250	Memberships & Subscriptions	P1 Paralegal Licence - \$1,200 Prosecutors Association of Ontario - \$99
Refreshment Vehicle By-law				
Boulevard By-law				
Smoking By-law	2023	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000 5 Officer & 1 Administrator - Licensing to MLEO & 3 officers to OAPSO - \$12,000 Self Defence Skills Training - consistent with employment safety standards for persons employed in law enforcement capacity to disengage, utilize tactical communication and escape/evade assaultive behaviours. - \$10,000 for 6 staff
Feeding of Waterfowl / Wildlife				
Fishing By-law				
Depositing of Waste				
Cleaning Yard and Lot Maintenance				
Electric Sign				
Sign By-law				
	2023	2800300	Legal Fees	Prosecution Services TPML Paralegal
<b>Dog Tags</b>	<b>2021</b>	<b>2022</b>		
Dog Tags Issued	759	820	2023	2800380
Dog Tag Revenue	18998	18110		
				Conferences & Conventions Property Standards / Enforcement / Provincial Offences

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICE**

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)	2023	2800600	Vehicle Maintenance	Repairs & maintenance on vehicle
	2023	2800650	Gasoline	Gas for By-law Officer Enforcement
<b>PERFORMANCE DATA:</b>				
<b>Main General / Parking Enforcement Bylaws</b>				
Parks By-law				
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks				
Display of Wares on Sidewalk				
Animal Control By-law	2023	Moved	Contracts - Animal Control	Northumberland Humane Society Agreement. Agreement to begin January 1, 2022 until December 31, 2026.
Taxi Regulating By-law				
Itinerant Vendor By-law	2023	Moved	Docupet Transaction Fee	Transaction Fee for Docupet
Parking By-law				
Refreshment Vehicle By-law	2023	Moved	Property Standards Recoverable Costs	Property Standards orders, graffiti removal
Boulevard By-law			Property Standards Recoveries	All costs recoverable from orders, and include administration fees & staff time
Smoking By-law				
Feeding of Waterfowl / Wildlife				
Fishing By-law				
Depositing of Waste				
Cleaning Yard and Lot Maintenance				
Electric Sign				
Sign By-law				
<b>Dog Tags</b>	<b>2021</b>	<b>2022</b>		
Dog Tags Issued	759	820		
Dog Tag Revenue	18998	18110		

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PUBLIC WORKS SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>ENGINEERING</b>								
ADMINISTRATION	216,916	58,677	122,589	(43.5)	122,589	(43.5)	225,289	399,953
GIS	185,961	229,942	213,871	15.0	213,871	15.0	226,185	236,828
SUB TOTAL	402,877	288,619	336,460	(16.5)	336,460	(16.5)	451,474	636,781
<b>PUBLIC WORKS</b>								
ADMINISTRATION	2,475,253	1,512,746	2,438,897	(1.5)	2,478,897	0.1	2,639,526	2,770,395
ROADS - GENERAL	294,650	489,243	313,825	6.5	313,825	6.5	308,625	297,125
ROADS - WINTER	146,500	466,410	147,500	0.7	147,500	0.7	148,500	149,500
SUB TOTAL	2,916,403	2,468,399	2,900,222	(0.6)	2,940,222	0.8	3,096,651	3,217,020
<b>SIDEWALKS</b>	63,875	148,273	60,875	(4.7)	60,875	(4.7)	56,875	57,875
ENG & PUBLIC WORKS EXP	3,383,155	2,905,291	3,297,557	(2.5)	3,337,557	(1.3)	3,605,000	3,911,676
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,383,155	2,905,291	3,297,557	(2.5)	3,337,557	(1.3)	3,605,000	3,911,676
<b>CROSSING GUARDS</b>	82,700	79,408	131,135	58.6	131,135	58.6	137,031	143,162
<b>STREET LIGHTS</b>	272,440	189,582	245,143	(10.0)	245,143	(10.0)	248,694	252,245
<b>TRANSIT</b>								
EXPENSES	1,401,524	959,794	1,478,666	5.5	1,478,666	5.5	1,470,924	1,512,454
REVENUE	-332,500	-76,741	-341,856	2.8	-341,856	2.8	-382,856	-445,356
NET TRANSIT	1,069,024	883,053	1,136,810	6.3	1,136,810	6.3	1,088,068	1,067,098
<b>TOTAL EXPENSES</b>	5,139,819	4,134,075	5,152,501	0.2	5,192,501	1.0	5,461,649	5,819,537
<b>TOTAL REVENUES</b>	-332,500	-76,741	-341,856	2.8	-341,856	2.8	-382,856	-445,356
<b>NET TO TOWN</b>	4,807,319	4,057,334	4,810,645	0.1	4,850,645	0.9	5,078,793	5,374,181
ROADS - DEBT CHARGES	308,800	526,252	193,750	(37.3)	193,750	(37.3)	387,560	387,500
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**TRANSPORTATION SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>PARKING</b>								
EXPENDITURES	569,386	305,028	765,362	34.4	765,362	34.4	675,564	685,758
REVENUES	-660,250	-869,045	-1,230,128	86.3	-1,230,128	86.3	-1,320,982	-1,320,982
TO PARKING RESERVE	-90,864	-564,017	-464,766	411.5	-464,766	411.5	-645,418	-635,224

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
289,768	213,953	254,086	300510	Payroll Salaries & Wages	258,043	258,043	321,122	448,565
0	0	524	300511	Payroll - Overtime	0	0	0	0
95,777	69,614	75,375	300530	Payroll Benefits	85,607	85,607	123,611	170,491
1,485	1,392	1,220	300550	Clothing	1,663	1,663	1,438	1,663
710	842	608	300560	Footwear	900	900	1,350	1,350
387,740	285,801	331,813		SUB TOTAL SALARIES, WAGES & BENEFITS	346,213	346,213	447,521	622,069
1,100	207	353	3005150	Office Supplies	1,200	1,200	1,300	1,400
3,000	175	0	3005160	Office Equipment Purchase	3,000	3,000	3,000	2,000
1,000	721	487	3005180	Telephone & Answering Svc	1,000	1,000	1,000	1,000
500	0	407	3005210	Advertising	500	500	500	500
1,000	943	889	3005220	Printing	1,000	1,000	1,000	1,000
3,000	2,370	2,616	3005230	Photocopier Expenses	3,000	3,000	3,000	3,000
2,000	1,878	1,213	3005240	Postage & Couriers	2,000	2,000	2,000	2,000
3,000	1,798	4,063	3005250	Memberships & Subscrip'ns	3,500	3,500	3,500	3,500
6,500	1,557	1,353	3005260	Training & Courses	8,000	8,000	9,000	10,000
500	0	306	3005270	Travel Expense	500	500	500	500
500	0	0	3005700	COVID Supplies	0	0	0	0
-10,324	-10,024	0	3005955	Building Dept. - Indirect Costs	-10,944	-10,944	-11,382	-11,609
0	18,250	1,665	3005855	Sp Project - Massey Creek EA Renewal	0	0	0	0
0	0	0	3005856	Sp Project - Transportation Master Plan	0	0	0	0
0	0	0	3005857	Sp Project - Kerr St Environmental Assessment	0	0	0	0
50,000	0	0	3005858	Sp Project - Asset Management	0	0	0	0
25,000	0	0	3005859	Sp Project - Traffic Control Measures	65,000	65,000	0	0
-50,000	0	0	871133005	Grant - FCM	0	0	0	0
-25,000	0	0	871163005	Transfer - Development Charges	-40,000	-40,000	0	0
0	0	0	3005913	Transfer - CCBF	-25,000	-25,000	0	0
11,776	17,875	13,352		SUB TOTAL MATERIALS	12,756	12,756	13,418	13,291
1,500	0	0	3005171	Software Maintenance	1,500	1,500	2,000	2,000
1,500	3,746	2,492	3005300	Legal Fees / Consultant	2,500	2,500	2,500	2,500
4,400	4,009	0	3005320	Liability Insurance	4,620	4,620	4,850	5,093
5,000	31,694	4,688	3005360	Engineering Consultant	5,000	5,000	5,000	5,000
12,400	39,449	7,180		SUB TOTAL CONTRACTED SERVICES	13,620	13,620	14,350	14,593
-195,000	-116,137	-293,668	87073	Recoveries - Engineering Review Fees	-250,000	-250,000	-250,000	-250,000
-195,000	-116,137	-293,668		SUB TOTAL REVENUE	-250,000	-250,000	-250,000	-250,000
216,916	226,988	58,677		TOTAL ENGINEERING ADMINISTRATION	122,589	122,589	225,289	399,953

**TOWN OF COBOURG  
2023 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.	2023	3005160	Office Equipment Purchase	New Staff - \$2,000
	2023	300550	Clothing	2023: 3 staff x \$421, 4 x \$100
	2023	300560	Footwear	4 x \$225
<b>PERFORMANCE DATA:</b>	2023	3005210	Advertising & Promotions	Public meetings, job ads
	2023	3005240	Postage & Couriers	Postage allocated from Legislative Services Mail outs for public meetings
	2023	3005250	Memberships & Subscriptions	OACETT, PEO, MEA, TAC
	2023	3005260	Training & Courses	TRIECA, MEA, OGRA - Eng related courses/conferences New Staff - \$1,500
	2023	3005171	Software Maintenance	Annual software licence for Bluebeam and autodesk to allow for digital development review, edit and commenting
	2023	3005300	Legal Fees / Consultant	Contract review
	2023	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2023	3005856	Sp Project - Transportation Master Plan	Defer master transportation planning until after Asset Management Plan is completed in 2025.
	2023	3005858	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)
	2023	3005859	Sp Project - Traffic Control Measures -Various Sites	Study for traffic control measures: DC eligible: D'Arcy @ Elgin, Brook/King OCIF Funded: D'Arcy @ University, King @ College Xwalk

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

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

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
68,480	66,863	69,404	300810	Payroll Salaries & Wages	75,639	*	75,639	77,908	80,245
1,500	1,627	0	300815	Other Salaries & Wages	1,500		1,500	1,500	1,500
20,653	17,696	18,745	300830	Payroll Benefits	22,230	*	22,230	29,605	32,098
0	0	0	300831	Student Benefits	0		0	0	0
100	0	0	300850	Clothing	175	*	175	100	175
130	117	117	300860	Footwear	130		130	130	1,300
90,863	86,303	88,266		SUB TOTAL SALARIES, WAGES & BENEFITS	99,674	*	99,674	109,243	115,318
95,440	89,126	130,235	3008170	Software Purchase / Maintenance	104,040	*	104,040	108,540	112,240
9,500	10,058	8,665	3008172	Hardware Maintenance / Server Hosting	9,700		9,700	9,700	9,700
2,065	430	213	3008220	Printing	2,425	*	2,425	2,425	2,425
2,500	0	0	3008260	Training & Courses	2,500		2,500	1,500	2,500
500	296	63	3008270	Mileage	500		500	500	500
0	0	0	3008851	Special Project - Drone	2,000	*	2,000	2,000	2,000
0	0	0	3008852	Special Project - Air Photos	500		500	0	0
-6,007	-5,832	0	3008955	Building Dept. - Indirect Costs	-6,368		-6,368	-6,623	-6,755
0	0	0	3008993	Recoveries - Past Capital Budget	0		0	0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0		0	0	0
-7,800	0	0	3008170	Recoveries - Building PLL Portion	0		0	0	0
96,198	94,078	139,176		SUB TOTAL MATERIALS	115,297	*	115,297	118,042	122,610
-100	0	0	87074	Recoveries - Maps	-100		-100	-100	-100
-3,500	-2,932	0	87075	Recoveries - LUSI	-3,500		-3,500	-3,500	-3,500
2,500	2,500	2,500	3008913	Transfer to Reserve	2,500		2,500	2,500	2,500
-1,100	-432	2,500		SUB TOTAL REVENUE	-1,100	*	-1,100	-1,100	-1,100
185,961	179,949	229,942		TOTAL GIS DEPARTMENT	213,871	*	213,871	226,185	236,828

**TOWN OF COBOURG  
2023 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.	2023	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.
	<b>PERFORMANCE DATA:</b>			
	2023	3008170	Software Purchase / Maintenance	ESRI maintenance - \$33,940 Maintenance Contingency - \$500 Annual licensing Cityworks AMS/PLL \$69,600/yr. SR API is now included in the CW ELA Citiworks PLL centralizes the Town's spatial processes within GIS. Public Works, Parks, Forestry. Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities.
	2023	3008172	Hardware Maintenance / Server Hosting	\$9,400/yr for server hosting at Simnet data centre plus \$100 data plan; \$200 annual liability insurance drone
	2023	3008220	Printing	1 set of ink wells - \$815; + 1 print head kit - \$650; 8 rolls or paper \$460 repair contingency - \$500
	2023	3008260	Training & Courses	ESRI International User Conference, even numbered years SQL Server Training, Crystal Reports Training ESRI Training , Cityworks training
	2023	3008851	Sp Project - Drone	Training and advanced licencing is \$900 + \$100 each GIS and PW trained in 2022. Community Services and Fire to be trained in 2023 2 trainees / yr in 2024/2025
	2023	3008852	Special Project - Air Photos	\$500 - Provincial air photos flown in 2023, delivered in 2024
	2023	3008913	Transfer to Reserve	GIS computer and hardware (GPS, plotters, other devices as necessary) reserve fund.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,181,531	588,328	644,639	301010	Payroll Salaries & Wages - Unallocated	1,195,597	1,195,597	1,271,574	1,309,721
68,210	11,029	13,529	301011	Payroll - Overtime	73,114	* 73,114	74,547	76,784
43,220	43,414	47,555	301012	Payroll - Standby	49,045	* 49,045	50,206	51,713
17,833	2,082	2,311	301015	Payroll Part Time Wages	18,383	* 18,383	18,934	19,503
475,535	173,681	183,121	301030	Payroll Benefits	422,570	422,570	473,104	513,558
3,299	721	935	301031	Payroll Benefits Part-time	3,963	* 3,963	5,491	6,046
8,100	7,722	7,833	301050	Clothing	8,100	8,100	7,020	8,520
4,275	3,546	3,483	301060	Footwear	4,275	4,275	4,500	4,500
650	238	467	301070	Cleaning Allowance	650	650	650	650
2,000	866	2,048	301080	Employee Meal Allowance	2,000	2,000	2,000	2,000
1,804,653	831,627	905,921		SUB TOTAL SALARIES, WAGES & BENEFITS	1,777,697	1,777,697	1,908,026	1,992,995
5,000	4,171	4,448	3010150	Office Supplies	5,000	5,000	5,000	5,000
1,500	61	1,167	3010160	Office Equipment Purchase	1,500	1,500	1,500	1,500
12,000	12,018	11,243	3010180	Telephone & Answering Svc	12,000	12,000	12,000	12,000
1,700	1,147	1,186	3010190	Communication Equipment	1,700	1,700	1,700	1,700
500	153	0	3010200	Communication Equip Rep	500	500	500	500
2,900	2,828	1,204	3010250	Memberships & Subscriptn's	2,900	2,900	3,100	3,200
9,000	5,829	6,037	3010260	Courses & Conferences	9,000	9,000	9,000	9,000
10,000	6,502	10,115	3010261	Courses - Certification Training	11,000	* 11,000	12,000	12,000
600	0	0	3010270	Car Allowance	600	600	600	600
18,000	17,448	23,211	3010450	Heat / Utilities	18,000	18,000	18,000	18,000
10,000	10,278	6,286	3010460	Utilities - 390 King St W	7,500	7,500	7,500	7,500
20,000	25,830	21,115	3010470	Building Maintenance	20,000	20,000	20,000	20,000
7,500	3,498	390	3010471	Building Maintenance - 390 King St W	3,000	3,000	3,000	3,000
12,000	6,344	9,206	3010500	Custodial/Clean Supplies	12,000	12,000	13,500	13,500
15,000	3,027	11,296	3010570	Property Improvements	15,000	15,000	5,000	5,000
155,000	163,577	210,130	3010600	Vehicle Maint & Repair	163,500	* 163,500	165,000	170,000
105,000	90,161	250,446	3010650	Gasoline	110,000	* 150,000	165,000	182,000
3,400	3,392	2,352	3010670	Other Equip Purchases	3,500	3,500	3,600	3,700
32,000	32,967	22,869	3010680	Other Equip Maint & Rep	33,000	* 33,000	34,000	35,000
10,000	31,963	8,435	3010700	COVID Supplies	5,000	5,000	5,000	5,000
0	0	0	3010853	Sp Projects - Health & Safety Supplies	0	0	0	0
0	0	0	3010856	Sp Project - AED Unit	0	0	0	0
-24,000	-1,433	-4,981	87076	Recoveries	-24,000	-24,000	-24,000	-24,000
0	0	0	87094	Revenue - 390 King St Rental	0	0	0	0
407,100	419,761	596,155		SUB TOTAL MATERIALS	410,700	450,700	461,000	484,200

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,500	517	5,670	3010170	Software - Hours of Service Tracking	3,750	*	3,750	4,000	4,000
185,000	173,247	0	3010320	Liability Insurance	194,250	*	194,250	204,000	214,200
5,000	5,000	5,000	3010750	Contracts - Environmental Monitoring	5,000		5,000	5,000	5,000
0	0	0	3010857	Sp Project - Tannery Maintenance	40,000		40,000	0	0
0	0	0	3010913	Transfer from Northam	-40,000		-40,000	0	0
193,500	178,764	10,670		SUB TOTAL CONTRACTED SERVICES	203,000	*	203,000	213,000	223,200
-165,000	-165,000	0	3010992	Recoveries - Town Equipment - Sanitary	-165,000		-165,000	-165,000	-165,000
235,000	225,000	0	3010911	Transfer to Vehicle Reserve	212,500		212,500	222,500	235,000
70,000	60,000	0		SUB TOTAL CHARGES & TRANSFERS	47,500		47,500	57,500	70,000
2,475,253	1,490,152	1,512,746		TOTAL PUBLIC WORKS ADMINISTRATION	2,438,897		2,478,897	2,639,526	2,770,395

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	2023	301010	Payroll Salaries & Wages	Contractual obligations
	2023	301050	Clothing	15 GUW / 2 Managers / Inspector / Working Foreman / Stores Clerk 19 x \$421/each + 1 x 100
<b>PERFORMANCE DATA:</b>	2023	301060	Footwear	20 x \$225
	2023	301080	Meal Allowance	Contractual obligations when overtime carried out
	2023	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320 Ontario Goods Roads Association - \$1,700 OACETT - \$300
	2023	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2023	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc.
	2023	3010470	Building Maintenance	Gull control PW share \$475/month, regular maintenance for HVAC, fire safety, etc.
	2023	3010471	Building Maintenance - 390 King St	Regular maintenance for HVAC, overhead doors, heat sensing fire safety, etc.
	2023	3010500	Custodial Supplies	Cleaning service at Public Works yard PW share for cleaning services \$765/month
	2023	3010700	COVID Supplies	For COVID-19 transit related expenses (PPE, sanitizer, cleaning)
	2023	3010570	Property Improvements	Cubicle installations for new staff plus contingency for other unexpected property improvements. Sp Project Tannery Maintenance costs associated with overgrown vegetation removal, fencing rehab for safety/security of lands.
	2023	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2023	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	2,989	3,178	310510	Payroll Salaries & Wages	0	*	0	0	0
0	0	0	310515	Payroll Part-time Wages	0		0	0	0
0	1,478	1,564	310530	Payroll - Benefits	0		0	0	0
0	0	0	310531	Payroll - Benefits Part-time	0		0	0	0
0	4,467	4,742		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
400	0	0	3105691	Equipment Rentals	400		400	400	400
750	0	0	3105820	Other Operating Materials	750		750	750	750
		14,755	3105850	Special Project - Bridge Assessments	0		0	0	
1,150	0	14,755		SUB TOTAL MATERIALS	1,150		1,150	1,150	1,150
15,000	0		3105851	Special Project - OSIM Bridge Inspections	0		0	15,000	0
15,000	0	0		SUB TOTAL CHARGES & TRANSFERS	0		0	15,000	0
16,150	4,467	19,497		TOTAL BRIDGES & CULVERTS	1,150		1,150	16,150	1,150

**TOWN OF COBOURG  
2023 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.	2023	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
	2023	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  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.110**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	16,679	11,647	311010	Payroll Salaries & Wages	0		0	0	0
0	237	1,943	311015	Payroll Part-Time	0		0	0	0
0	6,783	4,017	311030	Payroll Benefits	0		0	0	0
0	26	259	311031	Payroll Benefits Part-Time	0		0	0	0
0	23,725	17,866		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
9,500	4,986	10,288	3110751	Weed Control	7,000		7,000	7,000	7,000
9,500	4,986	10,288		SUB TOTAL CHARGES & TRANSFERS	7,000		7,000	7,000	7,000
9,500	28,711	28,154		TOTAL ROADSIDE GRASS & WEEDS	7,000		7,000	7,000	7,000

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To maintain grass at intersections to ensure adequate visibility for motorists.	2023	3110751	Weed Control	New weed control program implemented in 2021 with 2 spray events which proved to be insufficient. 3 spray events completed for 2022 in non downtown areas. Weeds are better under control, will try 2 spray events for 2023 in non downtown areas.
<b>PERFORMANCE DATA:</b>  Approximately 10 km of ditches to keep trimmed				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
				311310 Payroll Salaries & Wages					
				311311 Payroll - Overtime					
				311315 Payroll Part Time Wages					
				311330 Payroll Benefits					
				311331 Payroll Part Time Benefits					
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
				3113691 Equipment Rentals		*			
				3113820 Operating Materials		*			
				87077 Recoveries					
0	0	0		SUB TOTAL MATERIALS	0	*	0	0	0
				3113750 Contracts - Storm Sewer		*			
				3113751 Contracts - SWM Pond Maintenance		*			
				3113752 Contracts - Nickerson Path Drainage Improvement		*			
0	0	0		SUB TOTAL CONTRACTED SERVICES	0	*	0	0	0
				87034 Recoveries - Stormwater Fees		*			
				3113912 Transfer - Stormwater Reserve		*			
0	0	0		SUB TOTAL REVENUE	0		0	0	0
0	0	0		TOTAL STORM DRAIN SYSTEM	0	*	0	0	0
<b>Moved to Stormwater Collection</b>									

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide preventative emergency maintenance for the storm drain system.</p>				
<p><b>PERFORMANCE DATA:</b></p> <p>Storm Drainage account now contains:</p> <ul style="list-style-type: none"> <li>- Entrance Culvert and Roadside Ditching</li> <li>- Roadside Catchbasins and Gutter Maintenance</li> </ul>			<p>Moved to Stormwater Collection</p>	

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.150**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	47,333	37,158	311510	Payroll Salaries & Wages	0		0	0	0
0	2,358	2,035	311511	Payroll - Overtime	0		0	0	0
0	0	595	311515	Payroll Part Time Wages	0		0	0	0
0	16,737	15,541	311530	Payroll Benefit	0		0	0	0
0	0	78	311531	Payroll Part Time Benefits	0		0	0	0
0	66,428	55,407		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,000	52	81	3115680	Other Equipment Maintenance & Repairs	1,000		1,000	1,000	1,000
1,100	0	0	3115691	Equipment Rentals	1,100		1,100	1,100	1,100
2,100	52	81		SUB TOTAL MATERIALS	2,100		2,100	2,100	2,100
5,000	3,555	5,168	3113480	Garbage Removal	5,000		5,000	5,000	5,000
35,000	26,825	6,058	3115750	Contracts	35,000		35,000	35,000	35,000
0	0	0	87034	Stormwater Fees	-6,525		-6,525	-6,525	-6,525
-5,000	-6,133	0	87078	Recoveries	-5,000		-5,000	-5,000	-5,000
35,000	24,247	11,226		SUB TOTAL CONTRACTED SERVICES	28,475		28,475	28,475	28,475
37,100	90,727	66,714		TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	30,575		30,575	30,575	30,575

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE: To collect litter/debris along the Municipal roads.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2023	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 not required in 2022 due to increase in garage receptacle capacity. Savings utilized to purchase remaining 7 receptacles in sidewalk budget in 2023.
	2023	3113680	Other Equipment Maintenance & Repair	Moved from account #4310680 Ongoing maintenance and repairs needed on litter and recycling containers throughout the downtown area. Including insert repairs, lock repairs, lid repairs, etc.
	2023	3113480	Garbage Removal	Moved from account #4310480 Public works bin
	2023	87034	Stormwater Fees	Contract for screening street sweeping debris is typically \$8,700 of which 75% will now be paid for through stormwater reserve.
	2023	87078	Recoveries	Street sweeping for private works.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.200**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	24,697	56,361	312010	Payroll Salaries & Wages	0		0	0	0
0	62	54	312011	Payroll - Overtime	0		0	0	0
0	104	1,448	312015	Payroll Part Time Wages	0		0	0	0
0	9,048	23,618	312030	Payroll Benefits	0		0	0	0
0	13	196	312031	Payroll Part Time Benefits	0		0	0	0
0	33,924	81,677		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
3,000	607	2,438	3120680	Other Equip Maint & Rep	3,000		3,000	3,000	3,000
1,500	3,923	271	3120691	Equipment Rentals	1,500		1,500	1,500	1,500
38,000	16,902	29,062	3120820	Other Operating Materials	38,500		38,500	39,000	39,500
42,500	21,432	31,771		SUB TOTAL MATERIALS	43,000		43,000	43,500	44,000
65,000	16,369	38,722	3120750	Contracts	65,000		65,000	65,000	65,000
-10,000	-98,719	-15,594	87079	Recoveries - Hardtop Maintenance	-10,000		-10,000	-10,000	-10,000
55,000	-82,350	23,128		SUB TOTAL CONTRACTED SERVICES	55,000		55,000	55,000	55,000
-50,000	0	0	87019	Recoveries - Road Maintenance	-50,000	*	-50,000	-50,000	-50,000
50,000	95,000	0	3120912	Transfer - Road Maintenance Reserve	50,000		50,000	50,000	50,000
0	95,000	0		SUB TOTAL REVENUE	0		0	0	0
97,500	68,006	136,576		TOTAL MTCE - PAVEMENT REPAIRS	98,000		98,000	98,500	99,000

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.200**

<b>STATEMENT OF PURPOSE:</b>					<b>HIGHLIGHTS/EXPLANATIONS:</b>				
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.					<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>	
					2023	3120750	Contracts	Northumberland County Agreement Pavement Repairs, micro sealing surface treatment.	
					2023	3120820	Other Operating Materials	Crack fill material, gravel, cold mix.	
<b>PERFORMANCE DATA:</b>									
					2023	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works	
					2023	87019	Revenue - Road Maintenance	New in 2021 - fees charged for wear and tear of roads through site alteration permits.	
					2023	3120912	Transfer - Road Maintenance Reserve	New in 2021 - reserve account to fund only road maintenance work.	

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	111,953	156,906	320110	Payroll Salaries & Wages	0		0	0	0
0	17,946	39,222	320111	Payroll - Overtime	0		0	0	0
0	0	188	320115	Payroll Part Time Wages	0		0	0	0
0	39,123	61,261	320130	Payroll Benefits	0		0	0	0
0	0	26	320131	Payroll Part Time Benefits	0		0	0	0
0	169,022	257,603		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	1,380	1,309	3201680	Equipment Maintenance	1,500		1,500	1,500	1,500
31,000	4,836	15,681	3201750	Contracts	32,000	*	32,000	33,000	34,000
2,000	0	2,549	3201691	Equipment Rentals	2,000		2,000	2,000	2,000
130,000	106,847	204,472	3201820	De-icing Materials	130,000		130,000	130,000	130,000
-18,000	-4,786	-15,204	87081	Recoveries	-18,000		-18,000	-18,000	-18,000
146,500	108,277	208,807		SUB TOTAL MATERIALS	147,500		147,500	148,500	149,500
				TOTAL WINTER SNOWPLOWING, SANDING & SALTING	147,500		147,500	148,500	149,500

**TOWN OF COBOURG  
2023 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.	2023	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown	
	2023	3201691	Equipment Rentals	Contracted equipment rental to supplement Town equipment.	
<b>PERFORMANCE DATA:</b>  Salt Historical (tonnes) 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 2022  259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.	2023	3201820	De-icing Materials	Salt & Brine	
	2023	3201991	Recoveries	Chargebacks to Developers from snow removal	

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.400**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	54,697	49,959	314010	Payroll Salaries & Wages	0		0	0	0
0	3,890	3,586	314011	Payroll - Overtime	0		0	0	0
0	1,356	2,033	314015	Payroll Part Time Wages	0		0	0	0
0	20,746	19,124	314030	Payroll Benefits	0		0	0	0
0	141	249	314031	Payroll Part Time Benefits	0		0	0	0
0	80,830	74,951		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
8,000	2,120	563	3140680	Other Equip Maint & Rep	20,000	*	20,000	8,000	8,000
12,000	17,433	20,131	3140820	Operating Materials	0		0	0	0
22,000	16,766	15,279	3140840	Utilities	23,000	*	23,000	24,000	25,000
-600	-11,760	-3,991	87080	Recoveries	-600		-600	-600	-600
0	0	0	3140853	Sp Project - Coloured Crosswalks	11,700		11,700	0	0
0	0	0	3140850	Sp Project - Flashing Light Sign King / Abbott	0		0	0	0
41,400	24,559	31,982		SUB TOTAL MATERIALS	54,100	*	54,100	31,400	32,400
38,000	58,844	53,373	3140750	Contracts	38,000		38,000	38,000	38,000
55,000	51,932	77,996	3140751	Contracts - Line Painting	85,000	*	85,000	87,000	89,000
93,000	110,776	131,369		SUB TOTAL CONTRACTED SERVICES	123,000	*	123,000	125,000	127,000
134,400	216,165	238,302		TOTAL SAFETY DEVICES	177,100	*	177,100	156,400	159,400

**TOWN OF COBOURG  
2023 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.	2023	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2023	3140751	Contracts - Line Painting	Line Painting Contract - price increase in 2023.
<b>PERFORMANCE DATA:</b>	2023	3140853	Sp Project - Coloured Crosswalks	Thermoplastic is a durable road marking offering exceptional longevity, 4-7 years over traditional line painting.
	2023	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents. Charge back to developers, County for signs

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	60,064	69,694	360110	Payroll Salaries & Wages	0		0	0	0
0	700	1,071	360111	Payroll - Overtime	0		0	0	0
0	415	3,265	360115	Payroll Part Time Wages	0		0	0	0
0	20,657	28,509	360130	Payroll Benefits	0		0	0	0
0	40	440	360131	Payroll Part Time Benefits	0		0	0	0
0	81,876	102,979		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
5,000	10,859	5,914	3601570	Property Improvements	5,000		5,000	0	0
2,000	1,736	1,333	3601680	Other Equip Maint & Rep	2,000		2,000	2,000	2,000
500	926	766	3601691	Equipment Rentals	500		500	500	500
33,000	33,784	24,694	3601820	Other Operating Materials	30,000		30,000	31,000	32,000
0	0	0	3601850	Special Project - Downtown Paver Stone Repairs	0		0	0	0
0	0	0	3601913	Recoveries - Canada Community Building Fund	0		0	0	0
-3,500	-9,315	-1,728	87082	Recoveries	-3,500		-3,500	-3,500	-3,500
37,000	37,990	30,979		SUB TOTAL MATERIALS	34,000		34,000	30,000	31,000
25,000	21,852	13,409	3601750	Contracts	25,000		25,000	25,000	25,000
1,875	1,410	906	3601751	Weed Control - King Street	1,875		1,875	1,875	1,875
26,875	23,262	14,315		SUB TOTAL CONTRACTED SERVICES	26,875		26,875	26,875	26,875
63,875	143,128	148,273		TOTAL SIDEWALKS	60,875		60,875	56,875	57,875

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE: Preventative maintenance and emergency repairs and sidewalk reconstruction.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2023	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August \$1,910 - 50% contribution from DBIA
	2023	3601570	Property Improvements	Replacement of downtown litter and recycling containers that are beyond repair. 17 remaining to replace, \$2500 each. DBIA and Town each contribute \$5k.
	2023	3601680	Other Equip Maint & Repair	Street furniture repair, benches, litter/recycle containers, etc.
	2023	3601750	Contracts	Asphalt repair to sidewalk projects, sidewalk pumping
	2023	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2023	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	390010	Payroll Salaries & Wages	22,156		22,156	23,505
71,450	46,557	69,797	390015	Payroll Part Time Wages	76,544	*	76,544	81,206
0	0	7,717	390030	Payroll Benefits	6,868		6,868	8,227
7,200	5,173	0	390031	Payroll Part-time Benefits	20,667	*	20,667	25,174
3,500	0	0	390050	Clothing	4,300	*	4,300	4,400
82,150	51,730	77,514		SUB TOTAL SALARIES, WAGES & BENEFITS	130,535	*	130,535	142,512
550	1,737	1,894	3900820	Other Operating Materials	600	*	600	650
550	1,737	1,894		SUB TOTAL MATERIALS	600	*	600	650
82,700	53,467	79,408		TOTAL CROSSING GUARDS	131,135	*	131,135	143,162

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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><b>PERFORMANCE DATA:</b></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>	2023	390010	Payroll & Wages	Moved 25% of Transportation Supervisor to this budget supervising crossing guards.
	2023	390015	Payroll Part Time Wages	Town has 8 guards and 1 spare for 7 crossings (2 at Elgin/D'Arcy)
	2023	390050	Clothing	High visibility safety clothing, winter jackets, and rain suits for 8 guards and 2 spares per CA terms.
	2,023	3900820	Other Operating Materials	Replacement stop signs, whistles, etc.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
208,000	190,892	176,981	3950840	Utilities	190,000		190,000	195,000	200,000
208,000	190,892	176,981		SUB TOTAL MATERIALS	190,000		190,000	195,000	200,000
0	609	1,009	3950861	Other Maintenance	0		0	0	
0	609	1,009		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
64,440	21,870	11,592	3950950	Debenture Payment	55,143		55,143	53,694	52,245
64,440	21,870	11,592		SUB TOTAL OTHER CHARGES & TRANSFERS	55,143		55,143	53,694	52,245
272,440	213,371	189,582		TOTAL STREET LIGHTING	245,143		245,143	248,694	252,245

**TOWN OF COBOURG  
2023 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.	2023	3950861	Maintenance	Ongoing capital project to replace all streetlights with LED lamps and fixtures.
	2023	3950950	Debenture Payment	
PERFORMANCE DATA:				Repayment over a 20 year period to LUSI through 2029

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
45,080	36,255	31,226	380010	Payroll Salaries & Wages	72,231	*	72,231	76,630
10,194	11,843	11,607	380030	Payroll Benefits	22,392	*	22,392	26,820
55,274	48,098	42,833		SUB TOTAL SALARIES, WAGES & BENEFITS	94,623	*	94,623	103,450
1,000	9	178	3800150	Office Supplies	1,000		1,000	1,000
500	0	82	3800210	Advertising & Promotions	500		500	500
500	0	0	3800220	Printing	500		550	650
15,000	0	0	3800221	Smart Cards	2,450		2,450	2,450
2,600	2,278	2,309	3800250	Memberships & Subscrip'ns	2,700	*	2,700	2,700
1,500	356	0	3800260	Training & Courses	1,500		1,500	1,500
4,500	22,840	3,964	3800680	Other Equip Maint & Rep	5,250	*	5,250	5,500
10,000	14,159	916	3800700	COVID	2,300		0	0
6,500	0	0	3800851	Special Project - COVID-19	0		0	0
0	0	0	3800854	Special Project - Events	0		0	0
27,600	47,199	51,029	3800853	Special Project - On Demand Pilot	0		0	0
750	153	693	3800919	Bank Service Charges	750		750	750
70,450	86,994	59,171		SUB TOTAL MATERIALS	16,950		16,950	15,050
16,200	11,983	7,268	3800171	Software Maintenance	23,800	*	23,800	25,000
25,000	22,945	0	3800320	Liability Insurance	26,250	*	26,250	28,954
670,000	652,024	556,245	3800750	Contracts - Conventional Transit	703,500	*	703,500	710,000
33,000	28,266	14,871	3800751	Contracts - Extended Accessible Transit	25,000		25,000	26,000
20,000	17,469	30,602	3800752	Contracts - Shelter Maintenance	22,000	*	22,000	24,000
246,000	245,186	247,110	3800753	Contracts - Accessible Transit (Wheels)	257,600	*	257,600	280,000
0	16,578	1,694	3800854	Contactless Payment	0		0	0
5,600	0	0	3800855	Sp Project - Electric Bus Feasibility Study	119,715	*	119,715	0
1,015,800	994,451	857,790		SUB TOTAL CONTRACTED SERVICES	1,177,865	*	1,177,865	1,093,954
260,000	160,000	0	3800930	Transfer to Vehicle Reserve	285,000	*	285,000	300,000
0	0	0	3800913	Zero Emissions Transit Funding	-95,772		-95,772	0
0	0	0	87133801	Transfer - Canada Community Building Fund	0		0	0
0	916	0	3800856	Special Project - Wheels Lift	0		0	0
0	-20,730	0	3800913	Transfer from Reserve	0		0	0
260,000	140,186	0		SUB TOTAL OTHER CHARGES & TRANSFERS	189,228		189,228	300,000
1,401,524	1,269,729	959,794		TOTAL TRANSIT	1,478,666	*	1,478,666	1,512,454

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-65,000	-40,500	-51,863	87021	Fares	-70,000	*	-70,000	-100,000	-137,500
-40,000	-430	-7,927	87022	Passes	-40,000		-40,000	-50,000	-75,000
0	-5,820	-10,284	87042	Tickets	-9,000	*	-9,000	-10,000	-10,000
-8,000	-8,000	-6,667	87054	Bench Advertising	-8,000		-8,000	-8,000	-8,000
-16,500	0	0	871143801	Reserve - Transit Safe Restart	0		0	0	0
-203,000	-205,000	0	871143801	Provincial Subsidy	-214,856	*	-214,856	-214,856	-214,856
-332,500	-259,750	-76,741		SUB TOTAL RECOVERIES	-341,856		-341,856	-382,856	-445,356
1,069,024	1,009,979	883,053		NET TO TOWN	1,136,810	*	1,136,810	1,088,068	1,067,098

**TOWN OF COBOURG  
2023 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	
		2023	3800750	Contracts - Conventional	<b>Conventional Service</b> Estimated operating hours - 8,840  <b>Shuttle - Port Hope Transit</b> <b>\$20,000</b>  <b>Total = \$703,500</b>
<b>PERFORMANCE DATA:</b>					
Conventional and Wheels					
2022	55,000 Estimate	2023	3800221	Smart Cards	Smart Cards \$1.95/card (1000 cards) and postage fees, fully recovered through pass sales
2021	65,990				
2020	57,847	2023	3800171	Software Maintenance	Online Payments Annual Maintenance; hosted virtual server RideCo Lease \$550/vehicle per month - Wheels CRM
2019	112,226				
2018	109,565				
2017	113,772	2023	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
2016	112,862				
2015	111,155				
2014	109,244	2023	3800570	Shelter Maintenance / Property Improv	Transit shelters - General Utility Workers time
2013	112,561				
2012	107,642	2023	3800680	Other Equipment Maintenance & Repair	Licensing, SIM Cards for Tablets, Cell Phone
2011	101,930				
2010	95,319	2023	3800992	Provincial Subsidy	Provincial Gas Tax monies
2009	77,014	2023	3800930	Transfer to Vehicle Reserve	Incremental increase
Conventional Ridership					
2022	30,806 Jan - Oct 13	2023	3800751	Contracts - Extended Accessible Transit	Extended Wheels Service (7:45 -9 pm Mon - Fri) Estimated operating hours - 325
2021	59,384				
2020	54,009	2023	3800752	Contract - Shelter Maintenance	Contract for cleaning and snow removal
Wheels Ridership (Regular Hours)					
2022	5009	2023	3800753	Contract - Wheels (Regular)	Wheels Service Estimated operating hours - 4,363
2021	6606				
2020	3838				
Wheels Ridership (Extended Service after 7:45 pm)					
2022	597 Jan - Oct 13				
2021	504				
2020	76 Jan - April (3.5 months)				

**TOWN OF COBOURG  
2023 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	
	2023	87022	Passes and Smart Card	Contactless smart card costs are fully recovered upon a pass purchase as well as postage/delivery costs.  <b>COVID aftermath and driver shortages having an impact on ridership and revenue.</b>
<b>PERFORMANCE DATA:</b>				
Conventional and Wheels	2023	3800855	Sp Project - Electric Bus Feasibility Study	Participated in the RFP process for battery electric bus (BEB) roadmap through Metrolinx and 13 other transit agencies. Planning study will be completed to support the development of a quality and comprehensive fleet electrification transition plan for each municipality, HDR awarded contract through Metrolinx RFP, Zero Emission Transit Fund (ZETF) application submitted. Town of Cobourg Battery Electric Bus Feasibility Study and Fleet Transition Planning Project was approved by Infrastructure Canada to provide a maximum federal contribution of 80% (\$95,772.00) and Town contribution of 20% (\$23,943.00).
2022      55,000 Estimate				
2021      65,990				
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				
2022      30,806      Jan - Oct 13				
2021      59,384				
2020      54,009				
Wheels Ridership (Regular Hours)				
2022      5009				
2021      6606				
2020      3838				
Wheels Ridership (Extended Service after 7:45 pm)				
2022      597      Jan - Oct 13				
2021      504				
2020      76      Jan - April (3.5 months)				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING LOT MAINTENANCE & REPAIR**

ACCOUNT#: **3700.2**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,317	22,833	10,111	370210	Payroll Salaries & Wages	9,644	*	9,644	9,933	10,231
0	0	86	370215	Payroll -Part-time Salaries	0		0	0	0
0	9,088	4,076	370230	Payroll Benefits	0		0	0	0
0	0	11	370231	Payroll Part-time Benefits	0		0	0	0
3,317	31,921	14,284		SUB TOTAL SALARIES, WAGES & BENEFITS	9,644	*	9,644	9,933	10,231
15,000	9,305	448	3702680	Other Equipment Repair	5,000		5,000	10,000	10,000
1,500	2,634	2,971	3702840	Utilities	2,200	*	2,200	2,300	2,400
16,500	11,939	3,419		SUB TOTAL MATERIALS	7,200		7,200	12,300	12,400
71,000	65,096	81,418	3702750	Contracts	72,000		72,000	73,000	75,000
0	0	0	3702850	Special Project - Parking Infrastructure Study	75,000		75,000	0	0
71,000	65,096	81,418		SUB TOTAL CONTRACTED SERVICES	147,000	*	147,000	73,000	75,000
68,000	69,863	77,825	3702540	Rents	69,000		69,000	70,000	70,000
68,000	69,863	77,825		SUB TOTAL FINANCIAL	69,000		69,000	70,000	70,000
158,817	178,819	176,946		TOTAL PARKING LOT MAINTENANCE & REPAIRS	232,844	*	232,844	165,233	167,631

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING LOT MAINTENANCE & REPAIR**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance of off street parking lots.  <b>PERFORMANCE DATA:</b>	2023	3702540	Rents	Second Street - \$3,500/month Albert Street - \$1,500/month Swayne Street - \$750/month
	2023	3702750	Contracts	Parking lot gardens and on-street garden maintenance. (i.e. D'Arcy, Ontario/William, Burnham / Riddell) Snow removal - all municipal parking lots
	2023	3702680	Other Equipment Repair	Various materials, equipment, gravel, etc. for routine maintenance of lots by Public Works staff.
	2023	3702850	Special Project - Parking Infrastructure Study	Consultant required to conduct review of current and future parking needs for parking reserve allocation.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3700.3**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
114,000	109,706	22,152	370310	Payroll Salaries & Wages	147,800	*	147,800	155,000
0	0	0	370320	Other Salaries & Wages	0	*	0	0
0	592	7,093	370330	Payroll Benefits	6,868	*	7,531	8,227
100	0	0	370370	Cleaning Allowance	100		100	100
114,100	110,298	29,245		SUB TOTAL SALARIES, WAGES & BENEFITS	154,768	*	154,768	163,327
1,800	168	1,189	3703150	Office Supplies	1,800		1,800	1,800
2,500	1,832	1,755	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500
4,500	4,004	497	3703220	Printing	8,150	*	8,500	8,500
500	401	413	3703250	Membership & Subscrip'ns	500		500	500
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,000
0	0	0	3703670	Other Equip Purchase	15,400		3,000	3,000
8,000	6,996	7,275	3703680	Other Equip Maint & Rep	15,000	*	16,000	17,000
8,700	1,983	8,100	3703681	Pay & Display - Service & Hosting	18,100	*	18,100	19,200
219,300	88,559	0	3703913	Transfer to Parks/Marina	219,300		219,300	219,300
13,000	12,560	28,420	3703919	Bank Service Charges	17,000	*	18,000	18,500
259,300	116,503	47,649		SUB TOTAL MATERIALS	298,750	*	288,700	291,300
23,669	21,494	51,188	3703171	Software Maintenance	60,000	*	42,000	43,500
0	0	0	3703750	Contract - AMPS Person	5,000		5,000	5,000
90,864	45,621	0	3703912	Transfer to/from Reserve	464,766	*	645,418	635,224
114,533	67,115	51,188		SUB TOTAL OTHER CHARGES & TRANSFERS	529,766	*	692,418	683,724
13,500	4,189	0	3703550	Payment-in-Lieu of Taxes	14,000	*	14,500	15,000
13,500	4,189	0		SUB TOTAL FINANCIAL	14,000	*	14,500	15,000
501,433	298,105	128,082		TOTAL PARKING ADMIN & ENFORCEMENT	997,284	*	1,155,749	1,153,351
-75,000	-30,442	-114,154	87026	Parking Lot Revenue - Parking Passes	-153,128	*	-166,982	-166,982
-100,000	-84,235	-224,840	87027	Parking Fines - Parking Tickets	-300,000	*	-300,000	-300,000
-294,000	-195,241	-476,002	87053	Revenue - Victoria Park	-510,000	*	-510,000	-510,000
-191,250	-76,678	-54,049	87069	Parking Revenue - Downtown	-267,000		-344,000	-344,000
-660,250	-386,596	-869,045		TOTAL REVENUE	-1,230,128	*	-1,320,982	-1,320,982

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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	
<b>PERFORMANCE DATA:</b>	2023	3703171	Software Maintenance	AIMS - web support & maintenance increase in 2023 Additional licence - \$10,000
	2023	3703180	Cell Phone - Handheld Devices	Handheld devices for parking software
	2023	3703220	Printing	Hand tag parking permits - \$1,700. Ticket stock \$4,750 possible parking ticket books in 2023.
	2023	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2023	3703680	Other Equipment Purchase	Mobile Units - \$15,400
	2023	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines.
	2023	3703681	Pay & Display - Service Agreement/Gateway Hosting	May to October - \$650/yr per Pay & Display Machine November to April - \$510/yr per Pay & Display Machine May to October - \$102/yr single beacon May to October - \$168/yr double beacon November to April - \$15/yr single beacon November to April - \$25.50/yr single beacon
	2023	3703913	Transfer to Parks	Beach Washrooms - 2023- \$69,300 Parks Revenue - 2023 - \$100,000 Marina - 2023 - \$40,000 Harbour - 2023 - \$10,000
	2023	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. Additional Pay & Display machines/beacons

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PERFORMANCE SUMMARY PARKING ENFORCEMENT**

CATEGORY	2022 Actual	2023 ESTIMATE	2024 ESTIMATE	2025 ESTIMATE
<b>PARKING SPACES PATROLLED</b>				
ON STREET	433	433	433	433
PARKING LOTS	857	857	857	857
TOTAL SPACES	1,290	1,290	1,290	1,290
NUMBER OF OFFICERS	2/4	2/4	2/4	2/4
<b>ENFORCEMENT STATS</b>				
POLICE DEPARTMENT	359	350	400	400
FIRE	0	20	20	20
BY-LAW UNIT	387	5,500	6,000	6,000
<b>TOTAL</b>	746	5,870	6,420	6,420
<b>REVENUES</b>				
TICKET REVENUE	224,840	300,000	300,000	300,000
PARKING PERMITS	114,154	153,128	166,982	166,982
DOWNTOWN COIN REVENUE	54,049	267,000	344,000	344,000
REVENUE - VICTORIA PARK	476,002	510,000	510,000	510,000
<b>TOTAL REVENUE</b>	869,045	1,230,128	1,320,982	1,320,982

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**STORMWATER SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>STORMWATER COLLECTION</b>	230,000	152,662	434,386	-	1,612,993	-	505,457	469,563
<b>STORM PUMPHOUSES</b>	30,116	40,114	30,734	2.1	30,734	2.1	31,275	31,800
<b>TOTAL EXPENDITURES</b>	165,116	192,776	465,120	181.7	465,120	181.7	536,732	501,363
<b>TOTAL REVENUE</b>	-230,000	-13,872	-1,643,727		-1,643,727		-1,707,563	-1,773,851
<b>TRANSFER TO RESERVE</b>	95,000	0	1,178,607		1,178,607		1,170,831	1,272,488
<b>NET</b>	30,116	0	0		0		0	0
<b>CAPITAL REQUIREMENT</b>			694,125					

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORMWATER - REVENUE**

ACCOUNT#:

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-225,000	0	0	87034	Stormwater Fee	-1,638,627 *	-1,638,627	-1,702,363	-1,768,551
-5,000	-8,396	-13,872	87077	Storm Sewer Revenue	-5,100	-5,100	-5,200	-5,300
-230,000	-8,396	-13,872		TOTAL ENVIRONMENTAL REVENUE	-1,643,727 *	-1,643,727	-1,707,563	-1,773,851

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative and emergency maintenance for the stormwater collection system, stormwater management facilities, and stormwater pump stations.	2023	87034	Recoveries - Stormwater Fees	New stormwater fees to fund maintenance and capital projects.
	2023	87077	Storm Sewer Revenue	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.
<b>PERFORMANCE DATA:</b>  Stormwater contains: <ul style="list-style-type: none"> <li>- Entrance Culvert and Roadside Ditching</li> <li>- Roadside Catchbasins and Gutter Maintenance</li> <li>- Stormsewer maintenance</li> <li>- Stormwater management facility maintenance</li> <li>- Street sweeping (75%)</li> <li>- Storm Pump Stations (3)</li> </ul>	2023	3113912	Transfer - Stormwater Reserve	New reserve for stormwater infrastructure funding including resources.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT#: **3100.130**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	55,392	49,293	311310	Payroll Salaries & Wages	213,060		213,060	227,347	234,167
0	1,019	934	311311	Payroll - Overtime	799		799	823	848
0	0	0	311312	Payroll - Standby	850		850	876	902
0	0	914	311315	Payroll Part Time Wages	0		0	0	0
0	20,632	18,066	311330	Payroll Benefits	77,177		77,177	83,911	91,146
0	0	121	311331	Payroll Part Time Benefits	0		0	0	0
0	77,043	69,328		SUB TOTAL SALARIES, WAGES & BENEFITS	291,886		291,886	312,957	327,063
10,000	61	1,612	3113691	Equipment Rentals	10,000		10,000	10,000	10,000
25,000	15,306	32,067	3113820	Operating Materials	25,000		25,000	25,000	25,000
35,000	15,367	33,679		SUB TOTAL MATERIALS	35,000		35,000	35,000	35,000
20,000	41,848	29,177	3113750	Contracts - Storm Sewer	20,000		20,000	20,000	20,000
50,000	53,082	17,216	3113751	Contracts - SWM Pond Maintenance	50,000		50,000	50,000	50,000
30,000	0	3,262	3113752	Contracts - Nickerson Path Drainage Improvement	0		0	0	
0	0	0 NEW		Sp Project - West End Ditching	0		0	50,000	0
100,000	94,930	49,655		SUB TOTAL CONTRACTED SERVICES	70,000		70,000	120,000	70,000
95,000	0	0	3113912	Transfer - Stormwater Reserve	1,178,607	*	1,178,607	1,170,831	1,272,488
0	0	0	3113913	Transfer - Vehicle Reserve	37,500		37,500	37,500	37,500
95,000	0	0		SUB TOTAL REVENUE	1,216,107		1,216,107	1,208,331	1,309,988
230,000	187,340	152,662		TOTAL STORM DRAIN SYSTEM	1,612,993	*	1,612,993	1,676,288	1,742,051

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative emergency maintenance for the storm drain system.	2023	3113750	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving.
	2023	3113751	Contracts - SWM Pond Maintenance	Annual stormwater management pond maintenance program. Intended to eventually be conducted by Town resources when available.
<b>PERFORMANCE DATA:</b>  Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2023	3113691	Equipment Rentals	Gradall rental for ditches
	2023	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2023	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.
	2024	NEW	Sp Project - West End Ditching	Ditching is needed throughout Pebble Beach Drive, Glen Watford Road and Ravensdale Road. Ditching is require to remove standing water and maintain proper drainage.
	2023	3113913	Transfer - Vehicle Reserve	Costs associated with the annual replacement value of the street sweeper (75%) and Vactor (10%).

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

ACCOUNT#: **4200.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,530	1,155	1,929	4200185	Alarm Line Charges	1,561		1,561	1,600	1,600
2,550	0	11,774	4200470	Building Maintenance - Exterior	2,600		2,600	2,650	2,700
2,550	1,103	5,104	4200681	144 Division Storm Maint	2,600		2,600	2,650	2,700
3,570	7,429	4,750	4200682	519 Division Storm Maint	3,650		3,650	3,700	3,800
3,570	2,833	5,340	4200683	505 William Storm Maint	3,650		3,650	3,700	3,800
12,240	10,835	11,217	4200840	Utilities	12,485		12,485	12,700	12,800
26,010	23,355	40,114		SUB TOTAL MATERIALS	26,546		26,546	27,000	27,400
4,106	3,277	0	4200541	Payment-in-Lieu Taxes	4,188		4,188	4,275	4,400
4,106	3,277	0		SUB TOTAL FINANCIAL	4,188		4,188	4,275	4,400
30,116	26,632	40,114		TOTAL STORM PUMP STATIONS	30,734		30,734	31,275	31,800

**TOWN OF COBOURG  
2023 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.	2023	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2023	4200470	Building Maintenance - Exterior	Repairs to pump station structure
<b>PERFORMANCE DATA:</b>  3 pumping stations/6 pumps.	2023	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2023	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2023	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2023	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**SOCIAL AND FAMILY SERVICES SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
GRANTS & TRANSFERS	0	0	0	-	5,000	-	0	0
PHYSICIAN RECRUITMENT	0	0	0	-	0	-	0	0
HOSPICE	0	60,000	0	-	0	-	0	0
AFFORDABLE HOUSING ASSISTANCE	0	611	0		0		0	0
<b>TOTAL GRANTS &amp; TRANSFERS</b>	0	60,611	0	-	5,000	-	0	0

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	6100940	Grants & Transfers - St Peters Court Apartments	0	0	0	
10,000	0	0	6100943	Opioid Crisis	10,000	25,000	0	
0	0	0	6100941	Green Wood Coalition - Drop-in Outreach Program	0	0	0	
0	0	0	6100942	Northumberland Fare Share Food Bank	0	5,000	0	
-10,000	0	0	6100913	Recoveries - Contingency Reserve	-10,000	-25,000		
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	5,000	0	0
0	0	0		TOTAL ST. PETER'S COURT APARTMENTS	0	5,000	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<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>				
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
17,100	17,100		6200940	Physician Recruitment	17,100	17,100	17,100	17,100
-17,100	-17,100		6200913	Recoveries - Northam	-17,100	-17,100	-17,100	-17,100
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
0	0	0		TOTAL PHYSICIAN RECRUITMENT	0	0	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
To provide the physician recruitment organization with funding to support a professional recruitment program.	23 / 24 / 25	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
<b>PERFORMANCE DATA:</b>  Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2022	2021	2022			2023	*	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
60,000	60,000	60,000	6300940	Hospice Care Centre	0		0	0	0
-60,000	-60,000	0	6300913	Recoveries - Northam	0		0	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

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	6300940	Hospice Care Centre	2022 was the 4th and final year
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
125,000	125,000	611	6400940	Affordable Housing Assistance	125,000	75,000	125,000	125,000
-125,000	0	0	6400913	Recoveries - Holdco	-125,000	-75,000	-125,000	-125,000
0	125,000	611		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
0	125,000	611		TOTAL AFFORDABLE HOUSING ASSISTANCE	0 *	0	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund incentives for the creation of new affordable rental housing.	2023	6400940	Affordable & Rental Housing CIP	Including: Trinity Housing (2019) Northumberland County Housing (2021) Balder Corporation (2022)
<b>PERFORMANCE DATA:</b>				
<b>Total funding to date: \$790,000</b>				
2019            250,000.00				
2020            165,000.00				
2021            250,000.00				
2022 <u>125,000.00</u>				
<u>790,000.00</u>				
Legal & Consulting <u>-67,354.67</u>				
Total <u><u>722,645.33</u></u>				
<b>Total commitment to date: \$602,651.37</b>				
Trinity Housing -            402,220.00				
Balder Corporation -        147,913.87				
Northumberland County Housing - <u>52,517.50</u>				
<u><u>602,651.37</u></u>				
<b>Balance Available for 2022 Program: \$119,993.96 *</b>				
* Applications currently under review by the evaluation committee for 2022 intake.				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PARKS AND RECREATIONAL FACILITIES SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>PARKS</b>								
ADMINISTRATION	1,746,144	729,791	1,978,840	13.3	2,003,840	14.8	2,159,424	2,279,313
OPERATING	852,768	1,528,866	673,003	(21.1)	867,603	1.7	857,501	722,817
SUBTOTAL PARKS EXP.	2,598,912	2,258,657	2,651,843	2.0	2,871,443	10.5	3,016,925	3,002,130
PARKS REVENUE	-161,800	-72,220	-165,800	2.5	-165,800	2.5	-169,600	-172,200
<b>NET PARKS</b>	<b>2,437,112</b>	<b>2,186,437</b>	<b>2,486,043</b>	<b>2.0</b>	<b>2,705,643</b>	<b>11.0</b>	<b>2,847,325</b>	<b>2,829,930</b>
<b>BEACH WASHROOMS</b>								
	3,200	48,574	4,950	-	4,950	-	6,300	7,080
<b>AQUATICS LIFEGUARDS</b>								
	112,405	112,405	0	(100.0)	30,000	(73.3)	0	0
<b>OUTDOOR RINK</b>								
	37,700	72,000	41,425	9.9	41,425	9.9	44,150	45,288
<b>LEGION FIELDS</b>								
LEGION FIELDS EXP.	41,250	27,055	30,713	(25.5)	30,713	(25.5)	44,400	45,800
LEGION FIELDS REVENUE	-39,250	-3,879	-12,000	(69.4)	-12,000	(69.4)	-26,500	-27,300
NET LEGION FIELDS	2,000	23,176	18,713	(1035.7)	18,713	835.7	17,900	18,500
<b>MARINA</b>								
MARINA EXPENDITURES	821,415	788,721	832,210	1.3	832,210	1.3	856,480	881,920
MARINA REVENUE	-821,415	-842,680	-832,210	1.3	-832,210	1.3	-856,480	-881,920
NET MARINA	0	-53,959	0	0.0	0	0.0	0	0
<b>DREDGE</b>								
DREDGE EXPENDITURES	112,878	108,120	131,119	16.2	131,119	16.2	110,516	115,175
DREDGE REVENUE	-100,000	0	-100,000	0.0	-100,000	0.0	-85,000	-90,000
NET MARINA	12,878	108,120	31,119	0.0	31,119	0.0	25,516	25,175
<b>CAMPGROUND</b>								
CAMPGROUND EXP.	261,029	156,683	243,381	(6.8)	243,381	(6.8)	285,039	318,819
CAMPGROUND REVENUES	-330,300	-383,420	-384,400	16.4	-384,400	16.4	-386,500	-388,600
NET CAMPGROUND	-69,271	-226,737	-141,019	103.6	-141,019	103.6	-101,461	-69,781

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PARKS AND RECREATIONAL FACILITIES SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>HARBOUR</b>	234,546	228,417	268,725	14.6	268,725	14.6	299,549	311,972
<b>ARENA</b>								
ARENA EXPENDITURES	102,250	33,014	99,900	(2.3)	99,900	(2.3)	103,965	106,764
ARENA REVENUE	-26,200	-29,008	-26,200	0.0	-26,200	0.0	-26,200	-26,200
NET ARENA	76,050	4,006	73,700	(3.1)	73,700	(3.1)	77,765	80,564
<b>COMMUNITY CENTRE</b>								
COMMUNITY CENTRE EXP	2,638,261	2,480,477	2,812,930	6.6	2,813,930	6.7	3,031,188	3,133,246
COMMUNITY CENTRE REV	-1,410,520	-1,339,229	-1,426,070	1.1	-1,426,070	1.1	-1,422,070	-1,464,900
NET COMMUNITY CENTRE	1,227,741	1,141,248	1,386,860	13.0	1,387,860	13.0	1,609,118	1,668,346
<b>SENIORS ACTIVITY CENTRE</b>								
SENIORS ACTIVITY CENTRE EXP	241,411	177,984	337,115	39.6	337,115	39.6	354,022	369,034
SENIORS ACTIVITY CENTRE REV	-80,800	-42,737	-94,800	17.3	-94,800	17.3	-94,800	-95,580
NET SENIORS ACTIVITY CENTRE	160,611	135,247	242,315	50.9	242,315	50.9	259,222	273,454
<b>TOTAL PARKS &amp; RECREATION</b>								
TOTAL PARKS & REC EXP	7,205,257	6,492,107	7,454,311	3.5	7,704,911	6.9	8,152,534	8,337,228
TOTAL PARKS & REC REVENUE	-2,970,285	-2,713,173	-3,041,480	2.4	-3,041,480	2.4	-3,067,150	-3,146,700
NET PARKS & RECREATION	4,234,972	3,778,934	4,412,831	4.2	4,663,431	10.1	5,085,384	5,190,528
LONG TERM DEBT CHARGES	81,200	612,423	62,500	-	62,500	-	125,000	125,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2022	2021	2022			2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
-20,000	0	-25,000	8802	Victoria Park Food Concessions Revenue	-25,000	*	-25,000	-26,000	-27,000
-100,000	-40,254	0	8804	Parking Revenue	-100,000		-100,000	-100,000	-100,000
-13,000	-7,763	-23,959	8806	User Fees	-17,000	*	-17,000	-18,500	-19,200
-5,000	-10,000	-5,000	8809	Donation From DBIA - For Baskets	-5,000		-5,000	-6,000	-6,500
-2,800	-500	-2,950	88011	Beach Rentals	-2,800		-2,800	-3,100	-3,500
-10,000	-6,650	-8,800	88012	Donations	-10,000		-10,000	-10,000	-10,000
0	0	-211	88013	Special Events	0		0	0	0
0	0	0	88014	Northam - Grass Cutting	-5,000		-5,000	-5,000	-5,000
-11,000	-48,265	-6,300	871137210	Federal Grants Student Wages	-1,000		-1,000	-1,000	-1,000
-161,800	-113,432	-72,220		TOTAL PARKS RECEIPTS	-165,800		-165,800	-169,600	-172,200
2,598,912	2,260,478	2,258,657		TOTAL PARKS EXPENDITURES	2,651,843		2,871,443	3,016,925	3,002,130
2,437,112	2,147,046	2,186,437		COST TO TOWN	2,486,043		2,705,643	2,847,325	2,829,930

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	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.
	<b>PERFORMANCE DATA:</b>			
	2023	8806	User Fees	Rentals for Pavilion in Victoria Park
	2023	8809	Donation from DBIA	To assist with downtown beautification flower baskets.
	2023	88011	User Fees	Beach Rentals
	2023	88012	Parks Donations	Public donations for memorial benches, etc.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2022	2021	2022			2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
791,063	433,677	344,605	721010	Payroll Salaries & Wages	911,874	*	911,874	939,931	968,879
46,474	35,413	26,388	721011	Payroll - Overtime	45,629		45,629	46,998	48,408
204,974	40,365	28,169	721015	Payroll - Part-time	231,821	*	231,821	252,380	272,951
271,478	136,296	99,841	721030	Payroll Benefits	315,349	*	315,349	367,425	399,040
35,855	5,189	3,234	721031	Payroll Benefits - Part-time	52,592	*	52,592	73,190	84,615
5,500	3,219	2,491	721050	Clothing	5,500		5,500	5,700	5,900
4,700	4,163	2,837	721051	Personal Protective Equipment	5,300	*	5,300	5,500	5,700
2,500	2,127	1,925	721060	Footwear	2,500		2,500	2,700	2,900
2,000	1,277	2,436	721080	Meal Allowance	1,700		1,700	1,900	2,100
1,364,544	661,726	511,926		SUB TOTAL SALARIES, WAGES & BENEFITS	1,572,265	*	1,572,265	1,695,724	1,790,493
3,000	4,937	5,553	7210150	Office Supplies	3,000		3,000	3,250	3,300
5,000	7,708	6,842	7210180	Telephone & Answering Svc	7,000	*	7,000	7,500	8,000
1,000	0	0	7210190	Communication License	0		0	0	0
400	75	0	7210210	Advertising & Promotion	400		400	400	400
700	0	1,461	7210250	Memberships & Subscrip'ns	1,725	*	1,725	1,750	1,800
12,000	8,046	9,355	7210260	Training & Courses	12,000		12,000	14,000	16,000
13,500	4,699	8,758	7210450	Heat	7,000		7,000	8,000	8,200
14,900	24,741	18,386	7210460	Utilities	18,500	*	18,500	19,000	19,500
20,000	30,674	22,906	7210470	Building Maintenance	22,000	*	22,000	23,500	24,200
11,400	7,642	10,684	7210500	Custodial / Cleaning Supplies	12,000	*	12,000	12,500	12,900
58,000	49,600	75,266	7210600	Vehicle Maintenance	69,000	*	69,000	75,000	75,000
40,000	49,054	51,982	7210650	Gasoline	50,000	*	75,000	82,500	90,750
6,000	5,430	3,973	7210670	Small Equipment Purchases	6,000		6,000	6,000	6,000
0	6,149	47	7210700	COVID-19 Supplies	0		0	0	0
2,700	2,184	2,652	7210850	Special Project - Blue Flag Water Testing	2,800	*	2,800	2,900	3,000
0	0	0	7210912	Recoveries - Holdco	0		0	0	0
188,600	200,939	217,865		SUB TOTAL MATERIALS	211,425	*	236,425	256,300	269,050
43,000	39,401	0	7210320	Liability Insurance	45,150	*	45,150	47,400	49,770
0	0	0	7210360	Consultant Fee - Waterfront Master Plan	0		0	0	
43,000	39,401	0		SUB TOTAL CONTRACTED SERVICES	45,150	*	45,150	47,400	49,770
150,000	140,000	0	7210930	Transfer to Vehicle Reserve	150,000		150,000	160,000	170,000
150,000	140,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	150,000		150,000	160,000	170,000
1,746,144	1,042,066	729,791		TOTAL PARKS ADMINISTRATION	1,978,840	*	2,003,840	2,159,424	2,279,313

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	721015	Salaries & Wages Part Time	Shift contracted services funds to provide consistent in-house services.
	2023	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats, fall protection, etc. Towns Sharps Kits - \$650
<b>PERFORMANCE DATA:</b>  Responsible for all park facilities and employees.	2023	7210180	Telephone & Answering Service	Cell phone & tablet usage charges
	2023	7210250	Memberships & Subscriptions	Ontario Parks Association - \$700 2 x ISA and ISAO - \$1,000
	2023	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.
	2023	7210470	Building Maintenance	Costs of Building 7 shared evenly with Public Works
	2023	7210600	Vehicle Maintenance	Increase to reflect actual maintenance requirements (including \$3,000 for mandatory maintenance program)
	2023	7210850	Special Project - Blue Flag	For testing e-coli and strep on Victoria Park Beach and West Beach
	2023	7210930	Transfer to Vehicle Reserve	Fund equipment replacement

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	140,071	195,693	723010	Payroll Salaries & Wages	0	0	0	0
0	16,517	28,266	723011	Payroll - Overtime	0	0	0	0
0	23,536	74,981	723015	Payroll Part Time Wages	0	0	0	0
0	48,774	72,473	723030	Payroll Benefits	0	0	0	0
0	3,060	9,483	723031	Payroll Part Time Benefit	0	0	0	0
0	231,958	380,896		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
73,000	84,880	80,112	7230460	Utilities	73,500	73,500	74,000	76,200
15,500	4,588	12,805	7230470	Building Maintenance	16,000 *	16,000	16,500	17,000
3,200	2,798	7,028	7230475	Signs	3,500 *	3,500	3,700	3,800
8,250	4,712	3,591	7230500	Cleaning Maintenance	10,150 *	10,150	10,500	10,500
7,000	4,380	11,560	7230510	Electrical Repairs	7,500 *	7,500	8,000	8,200
5,000	8,027	6,095	7230520	Plumbing Repairs	6,000 *	6,000	6,000	6,200
21,250	25,990	22,935	7230570	Property Improvements	30,000 *	30,000	35,000	40,000
6,000	1,990	943	7230691	Equipment Rental	3,250	3,250	3,250	3,250
3,900	1,236	17	7230700	COVID-19 Supplies	0	0	0	0
143,100	138,601	145,086		SUB TOTAL MATERIALS	149,900 *	149,900	156,950	165,150
25,000	23,361	25,600	7230480	Garbage Removal	25,000	25,000	25,000	25,000
25,000	7,767	0	7230701	COVID-19 Contracts	0	0	0	0
36,000	36,140	1,603	7230750	Bylaw Enforcement	36,000	36,000	36,000	36,000
22,000	21,687	24,955	7230751	Parks Maintenance Contracts	0	0	0	0
35,000	104,154	39,010	7230755	Port-A-Potties	35,000	35,000	35,000	35,000
20,000	0	19,548	7230853	Special Project - Victoria Park Bandshell Flooring	0	0	0	0
0	1,190	0	7230851	Special Project - Splashpad Repairs	0	0	0	0
1,000	101	300	7230852	Special Project - Trash to Treasure	0	0	0	0
0	0	0	7230854	Special Project - Bridge Deck Replacement (2)	21,000	21,000	0	0
164,000	194,400	111,016		SUB TOTAL CONTRACTED SERVICES	117,000	117,000	96,000	96,000
18,400	18,603	20,240	7230540	Rent - Dog Park	18,900	18,900	19,000	19,200
18,400	18,603	20,240		SUB TOTAL FIINANCIAL	18,900	18,900	19,000	19,200
325,500	583,562	657,238		TOTAL PARKS MAINTENANCE	285,800	285,800	271,950	280,350

**TOWN OF COBOURG  
2023 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.	2023	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month Utilities - \$500
	2023	7230570	Property Improvements	To maintain stock of tables and benches, repair garbage containers, install parking barriers and paint buildings.
<b>PERFORMANCE DATA:</b>				
Beach Groomings (20 Small Parks)	2023	7230701	COVID-19 Contracts	COVID-19 cleaning practices embedded in normal operations
Canteens				
Buildings	2023	7230691	Equipment Rentals	Cost of equipment rentals for maintenance.
Playgrounds				
Centennial Swimming Pool - Start/Close	2023	7230751	Parks Maintenance Contractor	Updated to in-house service through transfer to PT wages
Garbage Pick Up				
Special Events	2023	7230755	Port-A-Potties	Victoria Park (summer) to meet demand
Spray Pad				
	2023	7230854	Special Project - Bridge Deck Replacement	Replace wooden deck on 2 bridges north of arboretum

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	87,044	87,817	722010	Payroll Salaries & Wages	0	0	0	0
0	10,682	15,074	722011	Payroll - Overtime	0	0	0	0
0	46,812	48,664	722015	Payroll Part Time Wages	0	0	0	0
0	32,706	33,711	722030	Payroll Benefits	0	0	0	0
0	6,018	6,516	722031	Payroll Students Benefits	0	0	0	0
0	183,262	191,782		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
17,000	8,875	3,938	7220450	Heat	12,000	12,000	13,000	13,400
5,800	7,899	5,617	7220460	Utilities	6,000 *	6,000	6,200	6,400
6,500	9,822	11,024	7220470	Building Maintenance	13,500 *	13,500	7,000	7,200
0	0	2,321	7220475	Ecology Garden Maintenance	0	0	0	0
27,000	23,256	25,528	7220506	Horticulture Supplies	27,000	27,000	27,500	28,300
15,000	12,600	9,204	7220550	Horticulture - Downtown Beautification	15,500 *	15,500	16,000	16,500
71,300	62,452	57,632		SUB TOTAL MATERIALS	74,000 *	74,000	69,700	71,800
71,300	245,714	249,414		TOTAL HORTICULTURE	74,000 *	74,000	69,700	71,800

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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 through annual, perennial and shrub displays.	2023	7220470	Building Maintenance	Replacement exterior on greenhouse one and two. Replaced in 2016 and should be done every 4 years but we have extended its life to 2023 - \$6,500
PERFORMANCE DATA:  3 season planting Downtown beautification Greenhouse complex Sensory Garden	2023	7220506	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
	2023	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
67,132	101,648	104,931	311110	Payroll Salaries & Wages	84,123	*	84,123	93,490
4,000	10,592	15,496	311111	Payroll - Overtime	4,000		4,000	4,000
20,521	345	1,669	311115	Payroll Part Time Wages	21,501	*	21,501	22,810
25,608	37,502	39,278	311130	Payroll Benefits	31,724	*	31,724	37,396
3,796	45	187	311131	Payroll Part Time Benefits	4,805	*	4,805	7,071
200	203	203	311160	Footwear	200		200	200
121,257	150,335	161,764		SUB TOTAL SALARIES, WAGES & BENEFITS	146,353	*	146,353	164,967
250	378	255	3111150	Office Supplies	300	*	300	400
800	1,106	484	3111250	Memberships & Subscriptions	850	*	850	900
1,500	1,611	941	3111260	Training & Courses	2,000	*	2,000	2,400
2,500	718	834	3111650	Gasoline	2,700	*	2,700	3,000
2,500	4,633	3,178	3111680	Other Equip Maint & Repairs	2,500		2,600	2,700
40,000	36,950	21,830	3111853	Special Project - Emerald Ash	30,000		25,000	20,000
5,000	5,129	0	3111854	Special Project - Open Space Maintenance	5,000		5,000	5,200
4,250	640	0	3111855	Special Project - Forest Inventory Program	4,500	*	4,500	4,600
56,800	51,165	27,522		SUB TOTAL MATERIALS	47,850		47,850	39,200
70,000	71,993	71,097	3111750	Contracts - Tree Planting	25,000		95,000	77,300
12,000	13,563	1,707	3111751	Contracts - Emergency Removals Hazards	13,000	*	13,000	14,400
50,000	25,000	49,859	3111857	Special Project - More Tree Planting as per PRAC	0		0	0
31,000	34,611	22,137	3111754	Contracts - Tree Maintenance	37,000	*	37,000	39,100
163,000	145,167	144,800		SUB TOTAL CONTRACTED SERVICES	75,000		145,000	130,800
-50,000	-35,000	0	871153111	Transfer - Tree Levy Reserve	-25,000		-25,000	-29,000
0	-29,688	-7,175	8827	Tree Compensation	0		0	0
-50,000	-64,688	-7,175		SUB TOTAL OTHER CHARGES & TRANSFERS	-25,000		-27,000	-29,000
291,057	281,979	326,911		TOTAL FORESTRY SERVICES	244,203		314,203	305,967

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	3111250	Memberships & Subscriptions	ISA Dues - \$500 ISAO - \$250 Forests Ontario - \$50																																
	2023	3111260	Training & Courses	Industry standards - specific training, BMP and CEU's species.																																
<b>PERFORMANCE DATA:</b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Trees</td> <td style="width: 10%;">2020</td> <td style="width: 10%;">2021</td> <td style="width: 10%;">2022</td> </tr> <tr> <td>Removed</td> <td>100</td> <td>125</td> <td>100</td> </tr> <tr> <td>Planted</td> <td>160</td> <td>200</td> <td>335</td> </tr> <tr> <td>Feed/Preserve</td> <td>190</td> <td>150</td> <td>150</td> </tr> <tr> <td>Prune</td> <td>400</td> <td>400</td> <td>525</td> </tr> <tr> <td>Mulch</td> <td>250</td> <td>250</td> <td>800</td> </tr> <tr> <td>Service Requests</td> <td>350</td> <td>350</td> <td>399</td> </tr> <tr> <td>Inspections</td> <td>500</td> <td>500</td> <td>200</td> </tr> </table>	Trees	2020	2021	2022	Removed	100	125	100	Planted	160	200	335	Feed/Preserve	190	150	150	Prune	400	400	525	Mulch	250	250	800	Service Requests	350	350	399	Inspections	500	500	200	2023	3111853	Special Project - Emerald Ash	Additional Ash tree removal due to EAB - replacement included in tree planting budget.
	Trees	2020	2021	2022																																
	Removed	100	125	100																																
	Planted	160	200	335																																
	Feed/Preserve	190	150	150																																
	Prune	400	400	525																																
	Mulch	250	250	800																																
	Service Requests	350	350	399																																
Inspections	500	500	200																																	
	2023	3111854	Special Project - Open Space Maintenance	Tree pruning and removal in ravines adjacent to private lands.																																
	2023	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.																																
Mulch - Right of Way and Parks trees	2023	3111754	Special Project - More Tree Planting as per PRAC	Additional tree planting in right of way to replace ash trees																																

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	5,360	12,723	724010	Payroll Salaries & Wages	0	0	0	0
0	292	3,530	724011	Payroll - Overtime	0	0	0	0
0	1,583	15,939	724015	Payroll Part Time Wages	0	0	0	0
0	1,924	5,768	724030	Payroll Benefits	0	0	0	0
0	205	2,076	724031	Payroll Part Time Benefit	0	0	0	0
0	9,364	40,036		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
20,000	14,176	23,485	7240475	Athletics Field Mtce	22,000 *	22,000	23,000	23,700
5,500	2,131	2,711	7240570	Property Improvements	6,000 *	6,000	6,500	6,700
25,500	16,307	26,196		SUB TOTAL MATERIALS	28,000 *	28,000	29,500	30,400
8,500	1,279	7,112	7240551	Port-A-Potties	8,500	8,500	9,000	9,300
1,000	0	0	7240701	COVID-19 Contracts	0	0	0	0
9,500	1,279	7,112		SUB TOTAL CONTRACTED SERVICES	8,500	8,500	9,000	9,300
35,000	26,950	73,344		TOTAL PARKS ATHLETIC FACILITIES	36,500 *	36,500	38,500	39,700

**TOWN OF COBOURG  
2023 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 field, diamonds, and courts within our park system.	2023	7240475	Athletic Field Maintenance	Supplies and material for competitive sports facilities Field talc Line Paint Surfacing Materials Irrigation
	2023	7240551	Port-A-Potties	Donegan Park, Westwood, James, Tracy, Cobourg Conservation Area
PERFORMANCE DATA:				
15 Ball Diamonds (2 with lights)	2023	7240551	Port-A-Potties	Donegan Park, Westwood, James, Tracy, Cobourg Conservation Area
10 Soccer Fields (1 with lights)				
6 Tennis Courts (lights)				
1 Basketball Court at Fitzhugh	2023	7240570	Property Improvements	Replenish clay, repair turf, fences, and structures at Legion Fields and Donegan.
Beach Volleyball				
Rugby Field				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	12,093	33,329	725010	Payroll Salaries & Wages	0	0	0	0
0	808	2,079	725011	Payroll Overtime	0	0	0	0
0	10,928	24,058	725015	Payroll Part Time Wages	0	0	0	0
0	4,879	12,278	725030	Payroll Benefits	0	0	0	0
0	1,350	3,210	725031	Payroll Part Time Benefit	0	0	0	0
0	30,058	74,954		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
12,000	25,869	30,104	7250600	Vehicle & Equipment Mtce	20,000 *	20,000	22,000	25,000
12,000	25,869	30,104		SUB TOTAL MATERIALSS	20,000 *	20,000	22,000	25,000
12,000	55,927	105,058		TOTAL PARKS TURF MAINTENANCE	20,000 *	20,000	22,000	25,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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>	2023	7250600	Vehicle & Equipment Maintenance	Specialty equipment. Requires trained mechanics and special parts.
<p><b>PERFORMANCE DATA:</b></p> <p>Cutting and trimming approximately 280 acres of turf:</p> <ul style="list-style-type: none"> <li>- Fertilizing</li> <li>- Weed Control</li> <li>- Aerating</li> <li>- Top Dressing</li> <li>- Integrated Pest Management (IPM) Program</li> </ul>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	279	283	7340450	Utilities	1,500	1,500	1,600	1,650
5,500	97	3,123	7340470	Building Maintenance	6,000 *	6,000	6,500	6,700
10,000	1,954	9,044	7340500	Cleaning Supplies	10,500 *	10,500	10,750	11,070
2,000	1,874	1,397	7340510	Electrial Repairs	2,250 *	2,250	2,500	2,580
3,500	2,016	7,115	7340520	Plumbing Repairs	4,000 *	4,000	4,250	4,380
22,500	6,220	20,962		SUB TOTAL MATERIALS	24,250 *	24,250	25,600	26,380
50,000	34,283	27,612	7340551	Cleaning Contract	50,000	50,000	50,000	50,000
50,000	34,283	27,612		SUB TOTAL CONTRACTED SERVICES	50,000	50,000	50,000	50,000
-69,300	-28,178	0	7340912	Transfer Parking Revenue	-69,300 *	-69,300	-69,300	-69,300
-69,300	-28,178	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-69,300 *	-69,300	-69,300	-69,300
3,200	12,325	48,574		TOTAL BEACH WASHROOMS	4,950 *	4,950	6,300	7,080

**TOWN OF COBOURG  
2023 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.	2023	7340470	Building Maintenance	Allowance for routine maintenance of building
	2023	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2023	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
<b>PERFORMANCE DATA:</b>				
2003 - Kept clean (very few complaints)	2023	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
2004 - Not clean (many complaints)				
2005 - Not clean (many complaints)				
2006 - Not clean (many complaints)	2023	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense
2007 - Kept clean (few complaints less damage)				
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)				
2022 - Kept clean (minimal complaints & damage)				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	2,580	3,832	7260450	Heat	5,000	5,000	5,000	0
7,500	9,774	11,034	7260460	Utilities	7,500	7,500	7,800	0
15,000	8,834	2,839	7260570	Property Improvements	0	10,000	141,000	0
4,000	6,892	1,535	7260580	Materials Repair	0	4,000	0	0
97,661	0	97,661	7260750	Lifeguards & Supplies	0	105,600	0	0
-11,250	-3,800	0	7260913	Recoveries - Holdco Reserve	0	0	0	0
0	0	0	7260850	Sp Project - Boiler	0	5,000	0	0
117,911	24,280	116,901		SUB TOTAL MATERIALS	12,500	137,100	153,800	0
117,911	24,280	116,901		TOTAL CENTENNIAL POOL	12,500	137,100	153,800	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	7260750	Lifeguards & Supplies	YMCA staff maintain and operates programs at Centennial Pool. Town owned facility.
<b>PERFORMANCE DATA:</b>	2023	7260570	Property Improvements	Upkeep condition of building:
	2024	7260570	Property Improvements	Projected decommissioning of facility in 2024, or when YMCA increases capacity at the main facility.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2022	2021	2022			2023	*	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
112,405	84,167	112,405	7650750	Lifeguards & Supplies	0		0	0	0
0	0	0	7650850	Special Project - Accessible Beach Mat	0		30,000	0	0
112,405	84,167	112,405		SUB TOTAL OTHER CHARGES & TRANSFERS	0		30,000	0	0
112,405	84,167	112,405		TOTAL AQUATICS LIFEGUARDS	0		30,000	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2023	7650750	Lifeguards & Supplies	No lifeguards at Victoria Beach
<b>PERFORMANCE DATA:</b>				
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  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	5,426	15,595	727015	Payroll Full Time Wages	0	0	0	0
0	720	3,444	727011	Overtime	0	0	0	0
0	1,861	5,898	727031	Payroll FT Time Benefits	0	0	0	0
0	8,007	24,937		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
18,000	19,449	19,843	7270460	Utilities	20,000 *	20,000	22,000	22,700
1,000	171	1,339	7270600	Vehicle Maint & Repairs	1,000	1,000	1,000	1,000
2,500	2,609	3,122	7270670	Other Equipment Purchases	3,500 *	3,500	4,000	4,100
6,200	6,783	15,448	7270680	Other Equipment Maint & Repairs	6,300	6,300	6,400	6,600
7,500	7,620	7,311	7270681	Setup / Tear Down	8,000 *	8,000	8,000	8,000
0	0	0		Special Project - Butterfly Wings Replacement	0 *	13,000	0	0
8,000	0	0	7270852	Special Project - Sinclair Park Outdoor Rink	0	0	0	0
43,200	36,632	47,063		SUB TOTAL MATERIALS	38,800	51,800	41,400	42,400
2,500	2,336	0	7270320	Liability Insurance	2,625 *	2,625	2,750	2,888
2,500	2,336	0		SUB TOTAL CONTRACTED SERVICES	2,625 *	2,625	2,750	2,888
-8,000	0	0	880127270	Recoveries - Donations Outdoor Rink	0 *	0	0	0
0	0	0	7270913	Reserve - CAPS	0	-13,000	0	0
-8,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	-13,000	0	0
37,700	46,975	72,000		TOTAL OUTDOOR RINK	41,425 *	41,425	44,150	45,288

**TOWN OF COBOURG  
2023 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.	2023	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2023	7270680	Other Equipment Maint & Repairs	General routine maintenance and the compressor requires scheduled maintenance.
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **882**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-8,250	-2,768	-1,819	8821	Regular Season Play	-6,500	-6,500	-7,000	-7,200
-6,000	-500	-2,060	8822	Tournaments	-3,000	-3,000	-3,500	-3,600
-25,000	0	0	8824	Canteen	-2,500	-2,500	-16,000	-16,500
-39,250	-3,268	-3,879		TOTAL LEGION FIELDS REVENUE	-12,000	-12,000	-26,500	-27,300
41,250	26,627	27,055		TOTAL LEGION FIELDS EXPENDITURES	30,713	30,713	44,400	45,800
2,000	23,359	23,176		NET TO TOWN	18,713 *	18,713	17,900	18,500

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	2,432	0	745010	Payroll Full Time Wages	0	0	0	0
0	0	404	745011	Payroll - Overtime	0	0	0	0
0	0	1,865	745015	Payroll Part Time Wages	0	0	0	0
0	325	126	745030	Payroll Full Time Benefits	0	0	0	0
0	0	221	745031	Payroll Part Time Benefit	0	0	0	0
0	2,757	2,616		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
4,000	1,628	3,109	7450450	Heat	2,700	2,700	2,800	2,880
7,700	12,615	11,164	7450460	Utilities	8,500 *	8,500	8,800	9,060
3,000	1,227	3,437	7450470	Building Maintenance	3,000	3,000	3,400	3,500
1,000	1,651	690	7450500	Cleaning Supplies	1,000	1,000	1,400	1,440
2,000	637	2,973	7450510	Electrical Repairs	2,300 *	2,300	2,400	2,470
2,200	1,723	1,281	7450520	Plumbing Repairs	4,200 *	4,200	2,400	2,470
5,000	763	1,398	7450570	Diamond Maintenance	5,500 *	5,500	6,500	6,700
12,500	0	0	7450830	Consummable Supplies	0	0	12,500	12,880
600	958	387	7450919	Bank Service Fees	100	100	600	620
38,000	21,202	24,439		SUB TOTAL MATERIALS	27,300	27,300	40,800	42,020
3,250	2,668	0	7450320	Liability Insurance	3,413 *	3,413	3,600	3,780
0	0	0	7450850	Special Project - Legion Fields Pedstrian Bridge	0	0	0	0
3,250	2,668	0		SUB TOTAL CONTRACTED SERVICES	3,413 *	3,413	3,600	3,780
41,250	26,627	27,055		TOTAL LEGION FIELDS	30,713	30,713	44,400	45,800

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE: To manage and maintain a (3) three softball diamond facility.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2023	8824	Canteen	Closed for 2023 - staff shortage projected
	2023	7450320	Liability Insurance	Allocation of liability insurance to this budget.
<b>PERFORMANCE DATA:</b>	2023	7450470	Building Maintenance	Increase to reflect actual maintenance costs
Hosted numerous provincial and OASA tournaments	2023/2024	7450830	Consumables Supplies	Food and beverage supplies to operate the canteen in 2023 removed - staff shortage projected.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-155,000	-157,000	-155,378	8831	Transient Fees	-157,800	-157,800	-162,530	-167,410
-295,000	-244,256	-310,844	8832	Seasonal Fees	-300,000	-300,000	-309,000	-318,270
-40,000	-52,378	-30,278	8833	Winter Storage	-48,000 *	-48,000	-49,440	-50,920
-5,500	-4,984	-3,872	8834	Sewage Pumpout Fees	-5,550	-5,550	-5,720	-5,890
-220,000	-305,952	-271,441	8835	Fuel Sales	-231,000 *	-231,000	-237,930	-245,070
-8,400	-10,801	-9,618	8836	Miscellaneous	-5,000	-5,000	-5,150	-5,300
-7,500	-8,665	-7,722	8837	Launching Fees	0	0	0	0
-33,000	-37,654	-44,589	8838	Liftout - in	-33,500	-33,500	-35,000	-37,000
0	-457	0	8839	Vending Revenue	0 *	0	0	0
-2,880	-2,410	0	88310	Marina Brochure Advertising	0	0	0	0
-100	0	0	88311	Finance Charges	-125 *	-125	-130	-130
-6,400	-8,160	-6,838	88312	Reservation Fees	-6,600 *	-6,600	-6,800	-7,000
-4,135	-2,535	0	88313	Facility Rentals	-4,135	-4,135	-4,260	-4,390
-40,000	-16,101	0	88314	Parking Fees	-40,000	-40,000	-40,000	-40,000
-3,500	-8,852	-2,100	88315	Summer Wage Grant	-500	-500	-520	-540
-821,415	-860,205	-842,680		TOTAL MARINA REVENUES	-832,210	-832,210	-856,480	-881,920
821,415	860,205	788,721		TOTAL MARINA EXPENDITURES	832,210	832,210	856,480	881,920
0	0	-53,959		NET TO TOWN	0 *	0	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
123,273	64,934	112,696	731010	Payroll - Full-time Wages	133,524 *	133,524	137,531	141,655
3,771	3,921	6,636	731011	Payroll - Overtime	4,015 *	4,015	4,135	4,260
110,884	96,509	115,956	731015	Payroll Part Time Wages	131,852 *	131,852	135,808	139,882
40,318	18,492	34,710	731030	Payroll - Full-time Benefits	44,839 *	44,839	49,017	53,047
20,514	11,837	14,103	731031	Payroll Part Time Benefit	35,600 *	35,600	39,384	43,363
1,200	578	745	731050	Clothing	1,200	1,200	1,200	1,200
299,960	196,271	284,846		SUB TOTAL SALARIES, WAGES & BENEFITS	351,030 *	351,030	367,075	383,407
800	447	609	7310150	Office Supplies	700	700	875	900
1,400	959	918	7310175	Internet Costs	1,000	1,000	1,600	1,650
2,100	3,290	2,643	7310180	Telephone & Answering Svc	3,320 *	3,320	3,420	3,520
3,000	1,065	0	7310210	Advertising & Promotions	3,500 *	3,500	4,000	4,120
2,000	1,518	1,332	7310220	Printing	1,700	1,700	2,250	2,320
0	0	200	7310230	Photocopier	400	400	400	400
300	2	102	7310240	Postage	200	200	350	360
1,400	1,853	2,613	7310250	Membership & Subscrip'ns	2,500 *	2,500	2,575	2,650
5,000	192	1,588	7310260	Training & Courses	5,000	5,000	5,800	5,970
1,500	0	70	7310270	Travel Expense	1,200	1,200	1,850	1,910
2,000	0	0	7310380	Conferences & Conventions	2,000	2,000	2,600	2,680
4,000	4,092	4,505	7310392	Ice Purchase	4,500 *	4,500	4,635	4,770
5,000	3,349	3,003	7310450	Heat	4,500	4,500	5,550	5,720
26,000	18,607	22,750	7310460	Utilities	25,000	25,000	28,000	28,840
10,000	9,286	8,838	7310470	Facilities Maintenance	12,000 *	12,000	12,500	12,880
5,000	1,041	432	7310500	Custodial/Cleaning Supplies	2,500	2,500	5,650	5,820
93,000	39,527	64,573	7310551	Dock Repair & Maintenance	75,000	75,000	58,000	59,740
30,000	36,227	16,921	7310552	Common Harbour Dredging Contribution	30,000	30,000	50,000	55,000
176,000	252,929	250,324	7310650	Fuel	176,000	176,000	181,280	186,720
3,200	1,167	4,252	7310670	Other Equipment Purchases	3,200	3,200	3,800	3,910
7,000	2,174	2,599	7310680	Other Equip Maint & Rep	7,000	7,000	7,500	7,730
1,500	36	414	7310691	Small Equip Maint & Rep	1,500	1,500	1,900	1,960
4,200	0	0	7310700	COVID-19 Supplies	0	0	700	720
18,000	19,800	19,640	7310919	Bank Service Fees Visa / MC / POS	20,000 *	20,000	22,000	22,660
0	0	0	7310856	Special Project - Air Conditioning Reception	0	0	0	0
0	0	0	7310858	Special Project - Marina Floors	5,000	5,000	0	0
402,400	397,561	408,326		SUB TOTAL MATERIALS	387,720	387,720	407,235	422,950

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
12,500	11,394	2	7310320	Liability Insurance	13,125	*	13,125	14,490
3,000	2,821	3,553	7310480	Garbage Removal	3,000		3,500	3,610
10,000	1,227	0	7310550	Security Contract	10,000		10,650	10,970
2,100	1,829	39,790	7310750	Contracts	2,200	*	2,500	2,580
29,000	35,519	52,204	7310751	Liftout - In	33,500	*	35,000	37,000
56,600	52,790	95,549		SUB TOTAL CONTRACTED SERVICES	61,825	*	65,450	68,650
0	2,550	0	7310541	Payment in Lieu of Taxes	0		0	0
58,855	207,433	0	7310912	Transfer to/From Reserve Funds	28,035		13,120	1,913
3,600	3,600	0	7310912	Transfer to Vehicle Reserve	3,600		3,600	5,000
0	0	0	7310910	Transfer to Harbour	0		0	0
62,455	213,583	0		SUB TOTAL OTHER CHARGES & TRANSFERS	31,635		16,720	6,913
821,415	860,205	788,721		TOTAL MARINA	832,210		856,480	881,920

**TOWN OF COBOURG  
2023 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
			<b>PERFORMANCE DATA:</b>			
YEAR	TRANSIENT VISITORS	DOLLARS				
1997	4180	\$102,019	2023	8831	Transient Fees	Expected to be a normal season
1998	4400	\$114,420	2023	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina
1999	4500	\$111,800	2023	7310175	Internet Costs	Monthly fees for internet usage
2000	4400	\$105,420	2023	7310210	Advertising & Promotions	To enhance marketing efforts
2001	4500	\$105,480	2023	7310220	Printing	Increase due to additional signage at the Marina
2002	4600	\$107,100	2023	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	2023	7310552	Marina Dredging	Costs of dredging split between Marina & Harbour Increased due to harbour west basin and launch ramp area that are filling in regularly due to deteriorated breakwaters and climate change.
2004	4600	\$110,372	2023	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	2023	7310700	COVID Supplies	PPE, Sanitizer and cleaning supplies
2006	4500	\$114,984	2023	7310858	Sp Project - Marina Floors	Public washroom floors require refinishing
2007	4600	\$121,543	2023	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 High water event				
2018	3002	\$142,822				
2019	2400	\$100,325 High water event				
2020	2184	\$113,719 COVID-19 (6 weeks)				
2021	2779	\$157,000 COVID-19 (5 weeks)				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-100,000	-250,000	0	8881	Dredging Revenue	-100,000	-100,000	-85,000	-90,000
-100,000	-250,000	0		TOTAL DREDGING REVENUE	-100,000	-100,000	-85,000	-90,000
112,878	250,000	108,120		TOTAL DREDGING EXPENDITURES	131,119 *	131,119	110,516	115,175
12,878	0	108,120		NET TO TOWN	31,119	31,119	25,516	25,175

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
52,585	65,562	62,025	736010	Payroll Salaries & Wages	59,779	*	59,779	63,420
969	6,940	2,680	736011	Payroll Overtime	1,027	*	1,027	1,090
11,879	0	0	736015	Payroll Part-time Salaries & Wages	12,406	*	12,406	13,161
16,893	24,759	22,892	736030	Payroll - Full-time Benefits	18,707	*	18,707	24,549
2,202	0	0	736031	Payroll Part-time Benefits	2,950	*	2,950	4,080
0	0	0	736020	Other Salaries & Wages	0	*	0	0
500	0	0	736050	Clothing	500		500	500
85,028	97,261	87,597		SUB TOTAL SALARIES, WAGES & BENEFITS	95,369	*	95,369	106,800
1,000	2,303	17	7360150	Administrative Services	1,200	*	1,200	1,300
350	210	0	7360180	Telephone & Answering	300		300	300
500	0	0	7360210	Advertising	500		500	500
1,500	0	0	7360260	Training & Courses	2,000	*	2,000	2,100
1,000	1,103	171	7360270	Travel Expenses	1,500	*	1,500	1,600
3,000	11,732	0	7360650	Gasoline	6,000	*	6,000	6,400
3,500	0	0	7360651	Contract Gasoline	7,000	*	7,000	7,400
5,000	2,421	2,691	7360670	Other Equipment Purchases	5,000		5,000	5,300
15,000	30,514	10,773	7360680	Maintenance & Repairs	15,000		15,000	15,900
5,000	14,491	6,703	7360681	Equipment Setup	5,000		5,000	5,300
7,000	3,279	168	7360682	Contract Equipment Setup	7,000		7,000	8,500
42,850	66,053	20,523		SUB TOTAL MATERIALS	50,500	*	50,500	54,600
5,000	9,050	0	7360320	Insurance	5,250	*	5,250	5,775
5,000	9,050	0		SUB TOTAL CONTRACTED SERVICES	5,250	*	5,250	5,775
60,000	113,863	0	7360912	Transfer from/to Reserve - Capital Repayment	60,000		60,000	70,000
-80,000	-36,227	0	7360991	Dredging Recoveries - Marina/Harbour Dredging	-80,000		-80,000	-122,000
-20,000	77,636	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-20,000	*	-20,000	-52,000
112,878	250,000	108,120		TOTAL DREDGING	131,119	*	131,119	115,175

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

<b>STATEMENT OF PURPOSE:</b>			<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.			YEAR	CODE	OBJECT	DETAILS
			<b>PERFORMANCE DATA:</b>			2023
2023	736050	Clothing				contractual obligation for 2 union staff
1999			2023	7360651	Gasoline - Contract	To streamline contract revenue
2000			2023	7360670	Other Equipment Purchases	Tools for dredge, will reduce having to rent or borrow equipment
2003			2023	7360680	Maintenance & Repairs	Routine Maintenance - \$5,000 Unexpected Maintenance - \$10,000
2006			2023	7360681	Equipment Setup	Town of Cobourg Setup - \$5,000
2008			2023	7360682	Contract Equipment Setup	To determine costs associate with contracts for equipment setup
2010			2023	7360991	Recoveries Dredging	Cobourg Harbour Entrance Project - \$80,000 (Marina - \$30,000, Harbour - \$50,000)
2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018						
2019						
2020						
2021						
2022						

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,800	-24,471	-21,975	8841	Seasonals	-25,200	-25,200	-26,000	-26,800
-265,000	-288,041	-326,726	8842	Transient Trailers	-320,000 *	-320,000	-320,000	-320,000
-12,000	-9,459	-13,403	8843	Transient Tents	-13,000 *	-13,000	-13,400	-13,800
-1,500	-1,036	-1,517	8845	Sewage Pumpouts	-1,000	-1,000	-1,000	-1,000
-6,000	-6,203	-6,151	8846	Miscellaneous	-5,000	-5,000	-5,200	-5,400
-15,000	-19,093	-11,548	8847	Reservation Fee	-15,000	-15,000	-15,500	-16,000
-5,000	-2,950	-2,100	88413	Federal Grants - Wages	-5,200 *	-5,200	-5,400	-5,600
-330,300	-351,253	-383,420		TOTAL CAMPGROUND REVENUES	-384,400 *	-384,400	-386,500	-388,600
261,029	155,292	156,683		TOTAL CAMPGROUND EXPENDITURES	243,381	243,381	285,039	318,819
-69,271	-195,961	-226,737		NET TO TOWN	-141,019 *	-141,019	-101,461	-69,781

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2022	2021	2022		2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
54,762	30,426	46,855	732010	Payroll - Full-time Wages	58,140 *	58,140	59,884	61,681
1,676	2,300	2,931	732011	Payroll Overtime	1,763 *	1,763	1,816	1,870
39,463	31,715	26,951	732015	Payroll Part Time Wages	41,228 *	41,228	42,465	43,739
17,767	10,577	16,684	732030	Payroll Full-time Benefits	18,388 *	18,388	21,204	23,111
7,301	4,089	4,424	732031	Payroll Part-time Benefits	9,132 *	9,132	12,315	13,559
300	257	228	732050	Clothing	300	300	300	300
121,269	79,364	98,073		SUB TOTAL SALARIES, WAGES & BENEFITS	128,951 *	128,951	137,984	144,260
500	292	287	7320150	Office Supplies	400	400	575	590
1,350	959	917	7320175	Internet Costs	1,350	1,350	1,550	1,600
1,100	954	461	7320180	Telephone & Answering Svc	1,200 *	1,200	1,250	1,290
1,500	0	0	7320210	Advertising & Promotions	500	500	1,600	1,650
500	80	119	7320220	Printing	300	300	575	590
100	0	23	7320240	Postage	100	100	130	130
210	192	300	7320380	Training	300 *	300	320	330
2,700	1,956	2,325	7320390	Firewood Purchase	2,500	2,500	2,900	2,990
1,400	1,061	1,284	7320392	Ice Purchase	1,200	1,200	1,580	1,630
22,000	16,674	19,878	7320460	Utilities	20,000	20,000	22,700	23,380
1,500	780	1,263	7320470	Building Maintenance	1,200	1,200	1,775	1,830
1,000	1,089	409	7320500	Custodial/Cleaning Supplies	1,200 *	1,200	1,200	1,240
3,000	3,566	1,820	7320510	Electrical Repairs	4,000 *	4,000	3,800	3,910
1,800	2,375	4,861	7320520	Plumbing Repairs	3,500 *	3,500	2,300	2,370
3,000	1,241	3,086	7320570	Property Improvements	3,500 *	3,500	4,000	4,120
2,000	1,355	1,684	7320670	Other Equipment Purchases	2,200 *	2,200	2,350	2,420
3,200	3,965	3,803	7320680	Other Equip Maint & Rep	3,350 *	3,350	3,475	3,580
800	0	0	7320700	COVID Supplies	0	0	0	0
25,000	0	665	7320852	Special Project - Management Software	0	0	0	0
7,000	8,140	8,546	7320919	Bank Service Fees	8,000 *	8,000	8,000	8,000
0	0	0	7320991	Recoveries	0	0	0	0
79,660	44,679	51,731		SUB TOTAL MATERIALS	54,800	54,800	60,080	61,650
600	467	0	7320320	Liability Insurance	630 *	630	675	709
3,000	4,309	4,954	7320480	Garbage Removal	4,000 *	4,000	4,500	5,000
6,500	1,473	1,925	7320750	Contracts - Security	5,000	5,000	6,800	7,200
10,100	6,249	6,879		SUB TOTAL CONTRACTED SERVICES	9,630	9,630	11,975	12,909
50,000	25,000	0	7320912	Transfer to Reserve	50,000	50,000	75,000	100,000
50,000	25,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	50,000	50,000	75,000	100,000
261,029	155,292	156,683		TOTAL CAMPGROUND	243,381	243,381	285,039	318,819

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT #: **7300.20**

<b>STATEMENT OF PURPOSE:</b>			<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT	DETAILS
			<b>PERFORMANCE DATA:</b>			2023
2023	8842	Transient Trailers				Increased to reflect actual trends
2023			2023	7310175	Internet Costs	Monthly fees for internet usage
2023			2023	7310210	Advertising & Promotions	Marketing to promote the campground during shoulder season.
2017	15 Season Lots	\$36,850	2023	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements.
	Transient Trailers	\$229,817				
	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	\$24,471				
	Transient Trailers	\$288,040				
	Transient Tents	\$4,091				
2022	6 Season Lots	\$25,200				
	Transient Trailers	\$323,000				
	Transient Tents	\$13,300				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
59,250	41,672	40,803	735010	Payroll Salaries & Wages	70,277	*	70,277	74,556
1,379	2,840	2,774	735011	Payroll Overtime	1,474	*	1,474	1,564
47,832	47,387	67,137	735015	Payroll Part Time Wages	73,172	*	73,172	77,631
19,976	14,050	14,679	735030	Payroll Full-time Benefits	22,225	*	22,225	28,745
8,849	5,711	8,874	735031	Payroll Part-time Benefits	15,757	*	15,757	24,066
620	430	555	735050	Clothing	620		620	620
137,906	112,090	134,822		SUB TOTAL SALARIES, WAGES & BENEFITS	183,525	*	183,525	207,182
160	122	221	7350150	Office Supplies	200	*	200	210
270	487	464	7350175	Internet Costs	500	*	500	320
420	0	0	7350180	Telephone & Answering Svc	500	*	500	530
800	0	507	7350220	Printing	800		800	920
1,000	195	357	7350260	Training & Courses	1,200	*	1,200	1,240
300	26	0	7350270	Travel Expenses	400	*	400	520
1,000	852	764	7350450	Heat	1,200	*	1,200	1,240
4,900	4,731	851	7350460	Utilities	5,000		5,000	5,250
14,000	14,549	18,343	7350470	Facilities Maintenance	16,000	*	16,000	16,480
3,250	1,234	174	7350500	Custodial / Cleaning Supplies	2,000		2,000	3,450
50,000	27,027	40,775	7350552	Common Harbour Dredging Contribution	50,000		50,000	67,000
5,000	0	1,571	7350570	Lab Testing	5,000		5,000	5,510
1,700	2,067	4,146	7350670	Other Equipment Purchases	1,800	*	1,800	1,960
1,540	897	4,097	7350680	Other Equip Maint & Rep	1,400		1,400	1,710
300	1,707	132	7350681	Small Equip Maint & Rep	200		200	410
84,640	53,894	72,402		SUB TOTAL MATERIALS	86,200		86,200	106,750
3,000	3,087	4,643	7350480	Garbage Removal	3,500	*	3,500	3,610
0	1,248	1,583	7350550	Security Contract	1,000		1,000	1,130
3,000	275	975	7350750	Contracts	3,000		3,000	3,300
20,000	0	13,992	7350851	Sp Project - E-Coli Mitigation	0		0	0
0	0	0	7350852	Sp Project - Floor Repair	2,000		2,000	0
26,000	4,610	21,193		SUB TOTAL CONTRACTED SERVICES	9,500		9,500	8,040
-10,000	-4,025	0	87096	Parking Revenue Transfer	-10,000	*	-10,000	-10,000
-4,000	-11,298	0	871137350	Recoveries - Federal Grants	-500		-500	0
-14,000	-15,323	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,500	*	-10,500	-10,000
234,546	155,271	228,417		TOTAL HARBOUR	268,725	*	268,725	311,972

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2023	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
PERFORMANCE DATA:	2023	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.
	2023	7350570	Lab Testing	E Coli testing in Harbour - June - September Increased to reflect sampling at 50' and 100'
	2023	7350852	Sp Project - Floors	Public washroom floors require refinishing

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **881**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	-3,308	88114	Floor Rentals	0	0	0	0
-20,200	-18,200	-18,200	88116	Curling	-20,200	-20,200	-20,200	-20,200
-6,000	-6,000	-7,500	88117	Solar Rental	-6,000	-6,000	-6,000	-6,000
-26,200	-24,200	-29,008		TOTAL FURNACE ST FACILITIES REVENUE	-26,200	-26,200	-26,200	-26,200
102,250	86,004	33,014		TOTAL FURNACE ST FACILITIES EXPENDITURES	99,900	99,900	103,965	106,764
76,050	61,804	4,006		NET COST TO TOWN	73,700	73,700	77,765	80,564

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **7400.100**

2022	2021	2022			2023	2023	2024	2025
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	10,000
0	588	0	740015	Payroll - Part-time Wages	0	0	0	0
0	0	0	740030	Payroll Benefits	0	0	0	0
0	68	0	740031	Payroll Part-time Benefits	0	0	0	0
10,000	656	0		SUB TOTAL SALARIES, WAGES & BENEFITS	10,000	10,000	10,000	10,000
0	998	1,200	7400180	Telephone & Answering Svc	1,000	1,000	1,030	1,060
7,500	3,910	6,333	7400450	Heat	7,500	7,500	4,000	4,120
15,000	11,362	11,980	7400460	Utilities	15,000	15,000	15,450	15,910
3,000	1,413	4,047	7400470	Building Maintenance	3,000	3,000	3,090	3,180
250	0	0	7400500	Custodial/Cleaning Supplies	250	250	260	270
0	230	0	7400510	Electrical Repairs	0 *	0	0	0
8,000	13,726	9,334	7400550	Bldg Maintenance Contracts	8,000	8,000	8,240	8,490
250	0	0	7400570	Property Improvements	250	250	260	270
250	0	0	7400580	Systems Maint & Repairs	250	250	260	270
0	0	120	7400600	Vehicle Maint & Repairs	0 *	0	0	0
34,250	31,639	33,014		SUB TOTAL MATERIALS	35,250	35,250	32,590	33,570
23,500	28,709	0	7400320	Liability Insurance	24,675 *	24,675	25,900	27,195
9,500	0	0	7400321	Liability Insurance - Heenan	9,975 *	9,975	10,475	10,999
0	0	0	7400850	Sp Project - Memorial Decommissioning	0	0	0	0
33,000	28,709	0		SUB TOTAL CONTRACTED SERVICES	34,650 *	34,650	36,375	38,194
25,000	25,000	0	7400912	Transfer to Building Reserve for Repairs	20,000	20,000	25,000	25,000
0	0	0	7400913	Transfer from Reserve	0	0	0	0
25,000	25,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	20,000	20,000	25,000	25,000
102,250	86,004	33,014		TOTAL ARENA	99,900	99,900	103,965	106,764

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

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

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><b>PERFORMANCE DATA:</b></p>	<p>2023</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 &amp; Memorial Arena's to determine health &amp; safety, regulatory and lifecycle improvements. The Town retained the responsibility for capital costs for the building envelope (roof and walls) for Jack Heenan.</p>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **889**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	0	-192,857	8891	Special Events	-25,000	-25,000	-25,000	-25,800
-105,000	-17,378	-77,459	8892	Warm Side - Rentals Medium / Minor Events	-105,000	-105,000	-105,000	-108,200
-110,000	-18,114	-66,372	8893	Canteen Rental / Café	-110,000	-110,000	-110,000	-113,300
-75,000	-7,829	-41,688	8894	Vending Machine Sales	-75,000	-75,000	-75,000	-77,300
-4,500	-2,292	-5,042	8895	Skate sharpening Pro Shop	-4,500	-4,500	-4,500	-4,600
-520	-267	0	8896	Misc Receipts	-520	-520	-520	-500
-265,000	-108,852	-237,331	8897	General Ice Rentals	-265,000	-265,000	-265,000	-273,000
-280,000	-165,858	-256,598	8898	NMHA	-280,000	-280,000	-280,000	-288,400
-42,500	-30,263	-55,929	8899	Cougars	-42,500	-42,500	-42,500	-43,800
-112,000	-46,573	-77,430	88912	WNGHL	-112,000	-112,000	-112,000	-115,400
-21,000	0	-490	88913	Floor Rentals	-21,000	-21,000	-21,000	-21,600
-55,000	-412	-1,385	88916	Warm Side Seniors	-55,000	-55,000	-55,000	-56,700
-80,000	-31,075	-46,850	88917	Board Advertising	-80,000	-80,000	-80,000	-82,400
-7,500	-3,271	-25,592	88918	Public Skating	-12,500 *	-12,500	-7,500	-7,700
-28,000	-20,373	-42,088	88919	Ice Program Revenue	-28,000	-28,000	-28,000	-28,800
-2,500	0	-260	88920	ATM Rebate	-2,500	-2,500	-2,500	-2,600
-26,000	-2,615	-14,634	88922	Warm Side Seniors - Drop In	-26,550	-26,550	-26,550	-27,300
-35,000	-35,379	-35,379	88924	Solar Rent	-35,000	-35,000	-35,000	-36,100
-25,000	-57	-1,376	88925	Warm Side - Program Revenue	-25,000	-25,000	-25,000	-25,800
-90,000	-41,855	-98,384	88926	Camp Revenue	-100,000 *	-100,000	-100,000	-103,000
-10,000	-2,562	-55,237	88927	Bar Sales	-10,000	-10,000	-10,000	-10,300
0	0	-6,848	88929	CCC Facility Fee	-10,000	-10,000	-11,000	-11,300
-11,000	0		871137410	Federal Grants Summer Wages	-1,000	-1,000	-1,000	-1,000
-1,410,520	-535,025	-1,339,229		TOTAL CCC REVENUE	-1,426,070	-1,426,070	-1,422,070	-1,464,900
2,638,261	1,829,770	2,480,477		TOTAL CCC EXPENDITURES	2,812,930 *	2,813,930	3,031,188	3,133,246
1,227,741	1,294,745	1,141,248		NET COST TO TOWN	1,386,860 *	1,387,860	1,609,118	1,668,346

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
	2023	8891	Special Events	Large events may happen in 2023
	2023	8892	Warm Side Rentals / Medium	Normal for 2023
<b>PERFORMANCE DATA:</b>	2023	8893	Canteen	Open in 2023 if staffed
	2023	8898	NMHA	NMHA is operating closer to normal numbers for 2023
	2023	88912	WNGHA	Operating normal numbers for 2023
	2023	88916	Warm Side Seniors	Plan to increase class capacity/number of classes when able.
	2023	88919	Ice Program Revenue	Return to normal program levels
	2023	88922	Warm Side Seniors - Drop-in	Class capacity/number of classes slowly returning
	2023	88925	Warm Side - Program Revenue	Class capacity/number of classes slowly returning
	2023	88926	Camp Revenue	Will be running March break and summer camp.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2022	2021	2022			2023	2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
919,381	694,398	845,236	741010	Payroll Salaries & Wages	987,147	*	987,147	1,072,417	1,104,590
19,897	26,104	37,202	741011	Payroll - Overtime	20,876	*	20,876	21,502	22,147
15,000	18,854	19,331	741012	Payroll - Standby	20,423	*	20,423	21,036	21,667
146,408	57,795	126,460	741015	Payroll Part Time Wages	210,185	*	210,185	216,491	222,986
900	0	0	741020	Other Salaries & Wages	900		900	900	900
305,840	227,275	270,001	741030	Payroll Benefits	340,103	*	340,103	392,092	425,676
27,085	7,944	18,474	741031	Payroll Part Time Benefit	52,996	*	52,996	71,905	79,169
6,000	4,726	1,323	741050	Clothing	6,000		6,000	6,000	6,400
1,800	1,425	1,509	741060	Footwear	1,800		1,800	1,900	2,000
100	0	0	741080	Employee Meal Allowance	500	*	500	520	550
1,442,411	1,038,521	1,319,536		SUB TOTAL SALARIES, WAGES & BENEFITS	1,640,930	*	1,640,930	1,804,763	1,886,085
3,000	1,815	4,462	7410150	Office Supplies	3,000		3,000	3,100	3,200
2,200	339	2,392	7410155	Program Supplies	2,200		2,200	2,300	2,400
15,000	11,387	33,951	7410156	Instructor Fees	17,000	*	17,000	17,500	18,000
9,000	4,208	7,238	7410157	Camp Supplies	11,000	*	11,000	11,300	11,600
3,100	2,700	2,025	7410175	Internet	3,100		3,100	3,200	3,300
9,000	10,062	10,279	7410180	Telephone & Answering Svc	9,000		9,000	9,300	9,600
3,000	1,294	10,888	7410210	Advertising & Promotion	3,000		3,000	3,100	3,200
3,750	3,620	3,594	7410230	Photocopier	3,750		3,750	3,900	4,000
500	12	70	7410240	Postage & Couriers	500		500	500	500
5,000	5,241	4,791	7410250	Memberships & Subscrip'ns	5,000		5,000	5,200	5,400
6,000	4,611	2,903	7410260	Training & Courses	10,000	*	10,000	10,300	10,600
1,000	0	645	7410270	Travel Expense	2,000	*	2,000	2,100	2,200
1,000	0	0	7410380	Conference & Conventions	4,000	*	4,000	4,100	4,200
40,000	72,249	70,385	7410450	Heat	85,000	*	85,000	87,550	90,200
570,000	449,177	468,445	7410460	Utilities	500,000		500,000	515,000	530,500
50,000	0	0	7410880	Utilities Payback	0		0	0	0
60,000	45,794	46,205	7410470	Building Maintenance	60,000		60,000	61,800	63,700
20,000	13,803	18,755	7410500	Custodial/Cleaning Supplies	25,000	*	25,000	25,800	26,600
12,500	7,994	13,018	7410510	Electrical Repairs	12,500		12,500	12,900	13,300
4,500	3,832	4,768	7410520	Plumbing Repairs	4,500		4,500	4,600	4,700
90,000	99,814	93,507	7410550	Bldg Maintenance Contracts	90,000		90,000	92,700	79,600
12,500	5,161	7,824	7410570	Property Mtce - Landscaping, Grass cutting	12,500		12,500	12,900	13,300
55,000	46,087	52,142	7410580	Systems Maint & Repairs	60,500	*	60,500	62,300	64,200
3,000	459	1,979	7410600	Vehicle Maint & Repairs	3,000		3,000	3,100	3,200

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,000	1,807	1,821	7410650	Gasoline	1,500 *	2,500	2,750	3,000
8,500	7,273	6,635	7410670	Other Equipment Purchases	8,500	8,500	8,500	8,750
4,000	3,896	4,560	7410680	Other Equip Maint & Rep	4,000	4,000	4,250	4,500
1,500	1,796	2,512	7410691	Equipment Rentals	1,500	1,500	1,750	1,800
4,800	19,658	4,737	7410700	COVID-19 Supplies	0	0	0	0
85,000	23,596	85,386	7410830	Consumable Supplies	85,000	85,000	87,000	88,000
5,000	1,490	7,600	7410831	Consumable Supplies - Alcohol	5,000	5,000	6,000	6,500
25,000	0	168,208	7410850	Special Events - General	25,000	25,000	25,000	25,000
7,500	5,128	13,823	7410919	Bank Service Charges	15,000 *	15,000	16,000	17,000
3,000	791	680	7410989	SOCAN Recoverable	3,000	3,000	3,000	3,000
0	0	0	7410990	Café Rebate	0 *	0	0	0
-2,500	0	0	7410991	SOCAN Recoveries	-2,500 *	-2,500	-2,600	-2,700
-8,500	0	0	7410991	Recoveries - Senior Activity Centre	-8,500 *	-8,500	-8,500	-8,800
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500 *	-3,500	-3,500	-3,600
1,109,850	855,094	1,156,228		SUB TOTAL MATERIALS	1,060,550	1,061,550	1,094,200	1,109,950
7,500	0	0	7410171	Software Maintenance	7,700	7,700	7,900	8,100
45,000	0	0	7410172	Active Net Software - Transaction Fee	0	0	0	0
0	0	0	7410300	Legal Fees	0	0	0	0
85,000	74,888	0	7410320	Liability Insurance	89,250 *	89,250	93,725	98,411
3,500	3,092	4,713	7410480	Garbage Removal	3,500	3,500	3,600	3,700
0	0	0	7410860	Sp Project - Cooling Tower Repair	11,000	11,000	0	0
3,000	0	0	7410859	Special Project - Canteen	0	0	0	0
144,000	77,980	4,713		SUB TOTAL CONTRACTED SERVICES	111,450	111,450	105,225	110,211
17,000	8,175	0	7410930	Transfer to Vehicle Reserve	27,000 *	27,000	27,000	27,000
0	0	0	7410912	Transfer to Reserve	0	0	0	0
-75,000	-150,000	0	7410913	Transfer from Northam	-27,000	-27,000	0	0
-58,000	-141,825	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	27,000	27,000
2,638,261	1,829,770	2,480,477		TOTAL CCC	2,812,930 *	2,813,930	3,031,188	3,133,246

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	7410156	Instructor Fees	Normal for 2023
	2023	7410157	Camp Supplies	March break and summer camp.
<b>PERFORMANCE DATA:</b>	2023	7410171	Software Maintenance	Active Net - Annual subscription - \$7,500
	2023	7410172	Transaction Fees	Transaction fee of 3% of sales is payable to Active Net, assumed 1,500,000 in sales - software is cloud based
	2023	7410210	Advertising/Promotions	Move from paper to more digital advertising platforms.
	2023	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
	2023	7410260	Training & Courses	Mandatory training requirements, due to health and safety priorities.
	2023	7410380	Conferences & Conventions	Conferences and in-person training will proceed in 2023

**TOWN OF COBOURG  
2023 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
<b>PERFORMANCE DATA:</b>	2023	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
	2023	7410570	Property Maintenance & Landscaping	General Maintenance - \$12,500
	2023	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.
	2023	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2023	7410919	Bank Service Charges	Bank service charges increase due to CCC being open
	2023	7410830	Consumable Supplies	Canteen open.
	2023	7410831	Consumable Supplies - Alcohol	Canteen open.
	2023	7410930	Transfer to Reserve Vehicle	transfer for equipment replacement

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-4,000	0		8851	Tournaments	-4,000	-4,000	-4,000	-4,000
-2,000	0		8852	Active Living Fair	-2,000	-2,000	-2,000	-2,040
-500	17	-30	8853	Recoveries	-500	-500	-500	-510
-20,000	-6,822	-21,492	8854	Membership Fees	-34,000 *	-34,000	-34,000	-34,680
-2,500	0		8855	Recoveries - Active Living Fair	-2,500	-2,500	-2,500	-2,550
-42,700	-42,700	-21,215	871147420	Provincial Subsidy	-42,700	-42,700	-42,700	-42,700
-9,100	-58,754	0	871147420	Provincial Subsidy - Special Grant	-9,100	-9,100	-9,100	-9,100
0	-24,616	0	871137420	Federal Grant	0	0	0	0
-80,800	-132,875	-42,737		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-94,800 *	-94,800	-94,800	-95,580
241,411	164,632	177,984		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	337,115 *	337,115	354,022	369,034
160,611	31,757	135,247		NET COST TO TOWN	242,315 *	242,315	259,222	273,454

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
90,985	94,138	119,303	742010	Payroll Salaries & Wages	150,169	*	150,169	154,674	159,314
0	0	9,141	742015	Payroll - Overtime	0		0	0	0
40,103	5,397	1,218	742015	Payroll Salaries & Wages Part - Time	51,787	*	51,787	53,341	54,941
31,404	23,917	31,168	742030	Payroll Benefits	51,489	*	51,489	58,188	63,119
7,419	2,806	3,888	742031	Payroll Benefits Part-Time	11,982	*	11,982	15,469	17,032
169,911	126,258	164,718		SUB TOTAL SALARIES, WAGES & BENEFITS	265,427	*	265,427	281,672	294,406
1,250	0	0	7420150	Office Supplies	1,250		1,250	1,300	1,340
10,750	0	2,801	7420155	Program Costs - Supplies	10,750		10,750	11,000	11,330
26,000	6,285	8,796	7420156	Instructors Fees	26,000		26,000	26,000	26,780
1,500	1,500	0	7420180	Telephone & Internet Services	1,500		1,500	1,550	1,600
2,500	0	0	7420210	Advertising & Promotions	2,500		2,500	2,500	2,580
600	350	350	7420250	Memberships & Subscrip'ns	600		600	600	620
1,000	0	0	7420260	Training & Courses	1,000		1,000	1,000	1,030
650	0	0	7420270	Travel Expense	650		650	650	670
1,500	0	0	7420380	Conferences & Conventions	1,500		1,500	1,500	1,550
15,000	15,000	0	7420460	Utilities	15,000		15,000	15,000	15,450
1,000	0	0	7420700	COVID-19 Supplies	0		0	0	0
3,500	3,500	0	7420590	Repair & Maintenance	4,500	*	4,500	4,600	4,740
2,500	0	0	7420850	Special Project - Active Living Fair	2,500		2,500	2,500	2,580
0	204	0	7420854	Special Project - Hello My Name	0	*	0	0	0
0	8,027	1,319	7420856	Special Project - Seniors Book Club	0		0	0	0
67,750	34,866	13,266		SUB TOTAL MATERIALS	67,750		67,750	68,200	70,270
3,750	3,508	0	7420320	Insurance	3,938	*	3,938	4,150	4,358
3,750	3,508	0		SUB TOTAL CONTRACTED SERVICES	3,938	*	3,938	4,150	4,358
241,411	164,632	177,984		TOTAL SENIORS ACTIVITY CENTRE	337,115	*	337,115	354,022	369,034

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2023	8851	Tournament	Hosting tournaments in 2023
	2023	8852	Registration	Active living fair funding will be available
	2023	8853	Recoveries	General recoveries for the centre.
	2023	8854	Membership Fees	Pre Covid Memberships
	2023	871147420	Provincial Subsidy	MOHLC Annual Grant
	2023	871147420	Provincial Grant - Special	Applied for \$9,100 for program assistant
	2023	7420155	Program Supplies	Programs running at or near capacity
	2023	7420156	Instructor Fees	Contractual Instructors
	2023	7420380	Conferences & Conventions	Will be attending conferences in 2023

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**CULTURE AND COMMUNITY SERVICES SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>CONCERT BAND</b>	20,350	18,396	23,060	13.3	23,060	13.3	23,325	23,591
<b>MARKET BUILDING</b>								
MARKET BUILDING EXP.	0	0	0	-	0		0	0
MARKET BUILDING REV.	-10,000	0	0	-	0		0	0
NET MARKET BUILDING	-10,000	0	0	-	0		0	0
<b>ART GALLERY</b>								
ART GALLERY EXP.	150,000	150,000	150,000	0.0	150,000	0.0	150,000	150,000
ART GALLERY REV.	0	-16,500	0	-	0	-	0	0
NET ART GALLERY	150,000	133,500	150,000	0.0	150,000	0.0	150,000	150,000
<b>CONCERT HALL</b>								
CONCERT HALL EXP.	386,096	254,031	409,529	6.1	409,529	-	495,412	515,987
CONCERT HALL REV.	-181,050	-73,833	-168,000	(7.2)	-168,000	-	-173,000	-178,000
NET CONCERT HALL	205,046	180,198	241,529	17.8	241,529	-	322,412	337,987
<b>COMMUNITY GRANTS</b>	29,794	32,008	30,000	0.7	35,352	18.7	0	0
<b>CIVIC AWARDS</b>	0	-2,693	0	0.0	0	0.0	0	0
<b>SPECIAL EVENTS DEPT</b>	283,956	268,183	334,060	17.6	334,060	17.6	341,940	355,530
<b>LIBRARY</b>								
GRANT	935,214	935,214	982,094	5.0	982,094	5.0	1,001,735	1,021,770
FACILITIES	32,000	8,421	44,705	39.7	44,705	39.7	46,500	48,500
NET LIBRARY	967,214	943,635	1,026,799	6.2	1,026,799	6.2	1,048,235	1,070,270
<b>TOTAL CULTURE &amp; COMMUNITY</b>								
TOTAL EXPENDITURES	1,837,410	1,663,560	1,973,448	7.4	1,978,800	7.7	2,058,912	2,115,378
TOTAL REVENUE	-191,050	-90,333	-168,000	(12.1)	-168,000	(12.1)	-173,000	-178,000
NET CULTURE & COMMUNITY	1,646,360	1,573,227	1,805,448	9.7	1,810,800	10.0	1,885,912	1,937,378
LIBRARY LONG TERM DEBT	-40,000	0	-40,000	0.0	-40,000	0.0	-40,000	-40,000

\*\* Detail in Long Term Debt Charges Section

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,600	1,272	436	7660450	Heat	1,600		1,600	1,700	1,800
1,350	2,096	1,760	7660460	Utilities	2,000	*	2,000	2,100	2,200
0	0	0	7660570	Property Improvements	2,000		2,000	2,000	2,000
2,950	3,368	2,196		SUB TOTAL MATERIALS	5,600	*	5,600	5,800	6,000
1,200	1,110	0	7660320	Liability Insurance	1,260	*	1,260	1,325	1,391
1,200	1,110	0		SUB TOTAL MATERIALS	1,260	*	1,260	1,325	1,391
16,200	16,200	16,200	7660940	Grants & Transfers	16,200		16,200	16,200	16,200
16,200	16,200	16,200		SUB TOTAL OTHER CHARGES & TRANSFERS	16,200		16,200	16,200	16,200
20,350	20,678	18,396		TOTAL CONCERT BAND	23,060	*	23,060	23,325	23,591

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	7660450	Heat	Band building located at 612 D'Arcy St
	2023	7660460	Utilities	Band building located at 612 D'Arcy St
<b>PERFORMANCE DATA:</b>				
Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
				7630180 Telephone Expense		*			
				7630460 Heat / Utilities		*			
				7630470 Building Maintenance		*			
				7630570 Property Improvements		*			
0	0	0		SUB TOTAL MATERIALS	0	*	0	0	0
				7630320 Liability Insurance		*			
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	0		TOTAL MARKET BUILDING	0	*	0	0	0
-10,000	-595			87029 Market Building Revenue	0			0	0
-10,000	-595	0		TOTAL MARKET BUILDING REVENUE	0		0	0	0
-10,000	-595	0		NET TO TOWN MARKET BUILDING	0	*	0	0	0
Budget has been combined with Bylaw Services, 2022 Budget for Revenue left here as no longer renting out									

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<p>To fund utilities, expenditures, service and maintain furnace. Purchase of minor supplies and insurance.</p>			<p>Budget has been combined with Bylaw Services</p>	
<p><b>PERFORMANCE DATA:</b></p> <p>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.</p>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
150,000	150,000	150,000	7640940	Grants & Transfers	150,000		150,000	150,000	150,000
150,000	150,000	150,000		SUB TOTAL OTHER CHARGES & TRANSFERS	150,000		150,000	150,000	150,000
0	0	-16,500	87085	Art Gallery Rent	0		0	0	0
150,000	150,000	133,500		TOTAL ART GALLERY COST TO TOWN	150,000		150,000	150,000	150,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<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>	2023	7640940	Grants & Transfers	Grant towards operating costs of the AGN Council resolution for grant to remain at \$150,000 for 2023 and 2024.
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **886**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-25,000	-4,725	-21,075	8861	Wedding Rentals	-25,800	*	-25,800	-26,600	-27,400
-60,000	-1,025	-13,736	8862	Bar Receipts	-61,800		-61,800	-63,700	-65,600
-18,000	0	0	8863	Specials Productions	0		0	0	0
-25,000	-217	-15,978	8864	Box Office Service Fees	-25,800	*	-25,800	-26,600	-27,400
-13,000	-880	-6,876	8866	Event Service Rentals	-13,400		-13,400	-13,800	-14,200
-700	0	0	8869	Meeting Rentals	-700		-700	-700	-700
-35,000	725	-15,735	88610	Concert / Theatre Rentals	-36,100	*	-36,100	-37,200	-38,300
-1,200	0	0	88611	Banquet / Fundraiser Rentals	-1,200		-1,200	-1,200	-1,200
-750	0	-100	88612	Other Rentals	-800	*	-800	-800	-800
-1,500	0	-175	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500		-1,500	-1,500	-1,500
-500	-111	-78	88815	Bottle Returns	-500		-500	-500	-500
-400	0	-80	88816	Gift Certificates	-400		-400	-400	-400
-181,050	-6,233	-73,833		TOTAL CONCERT HALL REVENUES	-168,000		-168,000	-173,000	-178,000
386,096	170,142	254,031		TO CONCERT HALL EXPENDITURES	409,529		409,529	495,412	515,987
205,046	163,909	180,198		NET COST OF CONCERT HALL	241,529		241,529	322,412	337,987

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

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

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
To provide the Town of Cobourg with a cultural facility for the community and professional groups. To provide banquet facilities and community meeting rooms.				Concert staff is open and fully booked, if staffed
	2023	8861	Wedding Rentals	Revenue collected for weddings
<b>PERFORMANCE DATA:</b>	2023	8862	Bar Receipts	Revenue collected from bar at weddings and events
	2023	8863	Special Productions	Special productions - ticket revenue will offset costs
	2023	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.
	2023	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 2023	

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **7500.100**

2022	2021	2022		2023		2023	2024	2025	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
188,280	115,281	138,023	750010	Payroll Salaries & Wages	213,757	*	213,757	273,842	282,058
6,000	8,732	16,867	750011	Payroll Salaries & Wages - Overtime	6,000		6,000	6,180	6,365
10,200	0	5,814	750012	Payroll Standby	10,500		10,500	10,815	11,139
9,583	115	525	750015	Payroll Part Time Wages	20,770	*	20,770	21,393	22,035
4,200	1,537	1,975	750072	Payroll Bar Staff Wages	0		0	0	0
70,033	33,448	44,783	750030	Payroll Benefits	75,594	*	75,594	96,548	104,899
2,550	37	264	750032	Payroll Part Time Benefit	4,608	*	4,608	6,204	6,831
250	234	234	750060	Footwear	600	*	600	620	640
100	91	353	750080	Meal Allowance	100		100	110	120
291,196	159,475	208,838		SUB TOTAL SALARIES, WAGES & BENEFITS	331,929	*	331,929	415,712	434,087
2,000	0	655	7500150	Office Supplies	2,200	*	2,200	2,300	2,400
1,600	1,426	1,170	7500181	Telephone - Cellular	1,600		1,600	1,600	1,600
7,500	842	6,394	7500210	Advertising & Promotions	6,000		6,000	6,200	6,400
1,000	3	1,468	7500230	Photocopier Expenses	1,000		1,000	1,000	1,000
1,500	13	1,275	7500240	Postage & Couriers	1,500		1,500	1,500	1,500
1,000	12	0	7500260	Training & Courses	1,000		1,000	1,000	1,000
1,000	0	54	7500270	Travel Expense	1,000		1,000	1,000	1,000
1,000	95	0	7500700	COVID Suppliers	0		0	0	0
9,600	3,316	9,558	7500590	Other Maint & Repairs	9,600		9,600	9,900	10,200
6,700	644	2,612	7500670	Other Equipment Purchases	6,700		6,700	6,900	7,100
15,000	0	2,377	7500800	Special Events - Sponsored Events	0		0	0	0
700	0	23	7500830	Consumables Supplies - Bar	700		700	700	700
2,800	298	1,304	7500831	Consumables - Non-alcohol purchase	2,800		2,800	2,900	3,000
6,000	1,195	3,085	7500832	Consumables - Beer Purchases	6,000		6,000	6,200	6,400
13,000	804	4,093	7500833	Consumables - Wine / Liquor Purchases	13,000		13,000	13,400	13,800
12,000	2,019	10,347	7500919	Bank Service Charges	12,000		12,000	12,400	12,800
0	0	0	7500991	Recoveries	0		0	0	0
0	0	0		Federal Grant - COVID-19 Office Retrofit	0		0	0	0
82,400	10,667	44,415		SUB TOTAL MATERIALS	65,100		65,100	67,000	68,900
2,500	0	0	7500701	COVID Contracts	0		0	0	0
10,000	0	778	7500171	Software Maintenance	12,500	*	12,500	12,700	13,000
12,500	0	778		SUB TOTAL CONTRACTED SERVICES	12,500		12,500	12,700	13,000
386,096	170,142	254,031		TOTAL CONCERT HALL FACILITIES	409,529	*	409,529	495,412	515,987

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

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

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.	2023	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2023	750011	Payroll Overtime	Reflects the overtime required to run facility 7 days a week for shows, set-up, weddings
<b>PERFORMANCE DATA:</b>	2023	7500150	Office Supplies	Office supplies including ticket stock
	2023	7500210	Advertising and Promotions	Advertising associated with producing newsletters (2 a year) and a series of shows produced by the Concert Hall as well as TODs signs, general advertising, websites and updates, etc.
	2023	7500240	Postage and Couriers	One mailed newsletter and one email newsletter per year to reduce postage charges.
	2023	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)
	2023	7500171	Software Maintenance	Yearly Theatre Manager software hosting fee

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: COMMUNITY **GRANTS**

ACCOUNT#: **7000.20**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
29,794	15,394	32,008	7020940	General Grants	30,000		35,352	0	0
0	0	0	7020942	Concert Hall	0		0	0	0
0	0	0		Allowance Community Grants	0		0	0	0
0	0	0	7020912	Transfer from Reserve Northam - Hospital	0		0	0	0
29,794	15,394	32,008		SUB TOTAL OTHER CHARGES & TRANSFERS	30,000		35,352	0	0
29,794	15,394	32,008		TOTAL ORGANIZATION GRANTS	30,000		35,352	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**COMMUNITY GRANTS**

	2020 Request	2020 Approved	2021 Request	2021 Approved	2022 Request	2022 Approved	2023 Request	2023 Approved
<b>COMMUNITY GRANTS</b>								
Big Brothers Big Sisters of Northumberland	0	0	0	0	5,000	1,000	0	0
Canadian Abilities Foundation	0	0	0	0	0	0	3,000	1,000
Cobourg & District Historical Society	1,517	989	1,517	1,517	2,328	1,800	2,520	2,000
Cobourg Collegiate Institute	350	0	0	0	0	0	0	0
Cobourg Ecology Garden	2,425	2,000	2,314	2,314	2,299	2,000	1,800	1,800
Cobourg Farmers Market Association	7,929	0	0	0	0	0	0	0
Cobourg Highland Games	2,900	2,000	0	0	13,100	806	16,675	5,000
Cobourg Lawn Bowling Club	5,500	5,500	5,500	5,500	5,500	5,500	6,720	6,720
Cobourg Museum Foundation	6,000	4,400	4,200	0	3,600	500	1,000	0
Cobourg Museum Foundation - Property Taxes	4,000	4,100	4,100	4,300	4,400	4,000	4,000	4,000
Cobourg Toastmasters	0	0	0	0	0	0	3,797	1,000
Community Care Northumberland	2,000	2,000	0	2,000	5,000	1,500	0	0
Driftwood Theatre	0	0	0	0	0	0	0	0
Fern Blodgett Sunde Commemoration	7,000	1,000	0	0	0	0	0	0
Film Access Northumberland (Eye2Eye)	0	0	0	0	3,000	1,000	0	0
Green Wood Coalition	3,000	2,000	0	0	0	0	0	0
Horizon of Friendship	6,500	500	0	0	1,000	0	1,950	1,000
La Jeunesse Choirs	2,000	1,200	5,000	2,000	2,000	1,000	2,500	1,000
Les Amis	5,000	2,000	3,000	2,000	3,000	1,000	2,000	1,000
Marie Dressler	15,000	4,000	0	0	0	0	0	0
Northumberland 89.7 FM - Small Town Radio	3,220	720	2,300	1,300	1,300	800	0	0
Northumberland Community Counselling Centre	20,000	2,000	0	0	0	0	0	0
Northumberland Festival of the Arts	0	0	0	0	4,360	1,100	0	0
Northumberland Hills Studio Tour	0	0	0	0	1,000	0	0	0
Northumberland Hispanic Cultural Club	2,500	500	0	0	0	0	0	0
Northumberland Learning Connection	3,000	0	0	0	0	0	0	0
Northumberland Oral Health Coalition					500	250	400	400
Northumberland Orchestra	5,000	1,000	0	0	5,000	1,000	5,000	1,000
Northumberland New Ventures Band	0	0	4,000	750	1,000	500	0	0
Old Cat Hollow Studio	0	0	0	0	0	0	0	0
Ontario Community Emergency Assistance Program	0	0	0	0	0	0	3,500	1,000
Oriana Singers	3,000	1,000	0	0	3,000	0	0	0
OSGA 55+ Games	250	250	0	0	250	250	0	0
PARN (your community AIDS Resource Network)	0	0	0	0	2,000	0	0	0
Saint Vincent de Paul	0	0	0	0	0	0	5,000	1,000
Song - Sounds of The Next Generation	2,500	1,500	2,500	2,000	2,500	0	3,200	1,000
St Peter's Church	0	0	0	0	0	0	15,000	0
Sustainable Cobourg	0	0	0	0	5,000	0	0	0
Terry Fox Public School - Learning Life Skills Classes	528	0	0	0	0	0	0	0
The Children's Foundation	3,200	1,000	0	0	0	0	0	0
The Help Centre	8,000	2,000	0	0	0	0	0	0
The Rose Quest Personal Care Initiative	0	0	0	0	3,000	0	0	0
Therapeutic Paws of Canada	415	243	0	0	0	0	0	0
Transition House Coalition of Northumberland	11,000	1,673	0	0	0	0	0	0
Victoria Hall Volunteers	5,000	5,000	5,000	5,000	5,000	4,788	5,432	5,432
Victorian Operetta Society	4,000	1,000	0	0	8,000	1,000	4,000	1,000
<b>TOTAL COMMUNITY GRANTS</b>	<b>142,734</b>	<b>49,575</b>	<b>39,431</b>	<b>28,681</b>	<b>92,137</b>	<b>29,794</b>	<b>87,494</b>	<b>35,352</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
To provide grants and/or subsidies to various Community Organizations.	2022	7020940	General Grants	All grants are subject to the Municipal Community Grants Policy
<b>PERFORMANCE DATA:</b>  Grants subject to change based on Grant Policy Establishment of Contingency Fund.				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	2,317	175	7030210	Advertising & promotions	1,000		1,000	1,000	1,000
1,000	222	332	7030220	Printing	1,000		1,000	1,000	1,000
3,000	5,884	2,300	7030340	Presentations	3,000		3,000	3,000	3,000
-5,000	-8,423	-5,500	7030956	Recoveries	-5,000		-5,000	-5,000	-5,000
0	0	-2,693		SUB TOTAL MATERIALS	0		0	0	0
0	0	-2,693		TOTAL CIVIC AWARDS COMMITTEE	0		0	0	0

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<p>Recognition of accomplishments of Cobourg Citizens. Annual presentation event.</p>	2023	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><b>PERFORMANCE DATA:</b></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  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
132,815	114,353	127,838	710010	Payroll Salaries & Wages	145,019	*	145,019	149,370	153,850
3,213	3,332	7,682	710011	Payroll Overtime	3,409	*	3,409	3,511	3,617
4,700	1,562	0	710015	Payroll Part-time Wages	4,700		4,700	4,700	4,700
41,458	36,342	42,548	710030	Payroll Benefits	46,592	*	46,592	51,048	55,728
870	200	0	710031	Payroll Part-time Benefits	940	*	940	1,363	1,457
600	0	0	710050	Clothing	600		600	600	650
183,656	155,789	178,068		SUB TOTAL SALARIES, WAGES & BENEFITS	201,260	*	201,260	210,592	220,002
400	159	218	7100150	Office Supplies	400		400	412	424
1,500	611	586	7100180	Telephone	1,500		1,500	1,545	1,591
4,000	4,995	6,300	7100210	Advertising & Promotion	6,500	*	6,500	6,695	6,896
500	0	0	7100220	Printing	500		500	515	530
100	0	0	7100240	Postage	100		100	103	106
1,100	239	0	7100250	Membership & Subscrip'ns	600		600	618	637
200	126	30	7100260	Training & Courses	200		200	200	212
1,500	0	142	7100270	Travel Expense	1,500		1,500	1,545	1,591
2,500	0	1,150	7100380	Conferences & Conventions	2,500		2,500	2,575	2,652
4,000	5,057	1,711	7100850	Sp Project - First Night	4,000		4,000	4,120	4,244
5,500	0	4,992	7100851	Sp Project - Movies in the Park	5,500		5,500	5,665	5,835
5,000	2,053	3,052	7100852	Sp Project - Sandcastle Festival	25,000	*	25,000	25,750	26,523
30,000	29,078	29,078	7100853	Sp Project - Christmas Downtown Lights	30,000		30,000	30,900	31,827
30,000	49,911	36,717	7100853	Sp Project - Christmas Magic Other	30,000		30,000	30,900	31,827
4,000	3,603	13,645	7100854	Sp Project - Winter Festival	4,000		4,000	4,120	4,244
5,000	4,775	6,304	7100860	Sp Project - Art Installation	5,000		5,000	5,150	5,305
29,000	94	34,176	7100861	Sp Project - Canada Day Celebrations	30,000	*	30,000	30,900	31,827
1,000	0	0	7100862	Sp Project - Family Day in Cobourg	1,000		1,000	1,030	1,061
3,000	0	1,878	7100863	Sp Project - Christmas Market	3,000		3,000	3,090	3,183
5,000	7,809	10,562	7100870	Sp Project - Cobourg Santa Claus Parade	5,000		5,000	5,150	5,305
0	0	5,623	7100871	Sp Project - Queen's Jubilee	0		0	0	0
0	0	0	7100866	Sp Project - Special Event	25,000	*	25,000	25,750	26,523
133,300	108,510	156,164		SUB TOTAL MATERIALS	181,300	*	181,300	186,733	192,343

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,500	0	7,266	7100867	Transportation - Community Events	8,000	*	8,000	8,240	8,487
0	0	0	7100868	Port-a-Potties - Community Events	3,500		3,500	3,500	3,713
10,000	0	7,123	7100869	Garbage Removal - Community Events	10,000		10,000	10,300	10,609
13,500	0	14,389		SUB TOTAL CONTRACTED SERVICES	21,500	*	21,500	22,040	22,809
-13,000	-2,500	-23,539	87086	Recoveries	-10,500		-10,500	-16,500	-16,500
-11,000	-4,150	-4,500	87087	Recoveries - Event Permit Fee	-12,000		-12,000	-12,000	-12,731
-1,500	0	0	87090	Recoveries - Wedding Ceremonies	-1,500		-1,500	-1,545	-1,591
0	0	0	87098	User Fees	0		0	0	0
0	0	0	87099	Recoveries - Special Event	-25,000		-25,000	-25,750	-26,523
-16,000	-16,000	0	87086	Recoveries - DBIA Christmas Lights	-16,000		-16,000	-16,480	-16,974
0	0	-43,399	871147100	Recoveries - Provincial Grant	0		0	0	0
-5,000	0	-9,000	871137100	Recoveries - Federal Grant	-5,000		-5,000	-5,150	-5,305
-46,500	-22,650	-80,438		TOTAL REVENUE	-70,000		-70,000	-77,425	-79,624
283,956	241,649	268,183		TOTAL SPECIAL EVENTS DEPT	334,060	*	334,060	341,940	355,530

**TOWN OF COBOURG  
2023 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.	2023	7100210	Advertising & Promotions	Increased budget to better promote activities to members of the community, and there will be increased events
	2023	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$600
<b>PERFORMANCE DATA:</b>  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.	2023	7100851	Movies on the Beach	3 movies on the beach over the course of the summer
	2023	7100853	Christmas Magic - Downtown Lights	\$30,000 - Downtown Lights - 3 year contract 2023 - 2026
	2023	7100853	Christmas Magic - Other	Christmas Lights in Rotary Waterfront Park and Victoria Park.
	2023	7100860	Art Installation	Painted picnic tables, painted garbage cans and painted pianos promote local artists and achieve goals of the Cultural Master Plan.
	2023	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.
	2023	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.
	2023	7100869	Garbage Removal Special Events	Garbage removal during Waterfront Festival

**TOWN OF COBOURG  
2023 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.	2023	87086	Recoveries	Grants, sponsorships
	2023	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events
	2023	87090	Wedding Ceremonies	Wedding ceremonies that take place on Town property are permitted through the Community Events application.
<p><b>PERFORMANCE DATA:</b></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  
2023 OPERATING BUDGET ESTIMATES**

**2023 EVENTS**

<b>7100850 - First Night</b>		
Budget		4,000
	TOTAL	4,000
<b>7100851 - Movies in the Park</b>		
Budget		5,500
Recoveries (Sponsorship)		-5,500
	TOTAL	0
<b>7100852 - Sandcastle Festival - Deferred</b>		
Budget		0
Recoveries (Sponsorship)		0
	TOTAL	0
<b>7100853 - Christmas Magic Downtown Lights</b>		
Budget		30,000
Recoveries (DBIA Partnership)		-16,000
	TOTAL	14,000
<b>7100853 - Christmas Magic Main Display</b>		
Budget		30,000
Recoveries (Sponsorship)		-5,000
	TOTAL	25,000
<b>7100854 - Winter Event</b>		
Budget		4,000
	TOTAL	4,000
<b>7100860 - Art Installation</b>		
Budget		5,000
	TOTAL	5,000
<b>7100861 - Canada Day</b>		
Fireworks/Music in the Park		30,000
Recoveries (Government Grants)		-5,000
	TOTAL	25,000
<b>#7100863 - Christmas Market - Lighting Up Ceremony</b>		
Event related infrastructure/movie		3,000
	TOTAL	3,000

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

<b>\$7100870 - Cobourg Santa Claus Parade</b>		
<i>Budget</i>		5,000
	TOTAL	5,000
<b>Recoveries (Partnership DBIA Christmas Lights)</b>		-16,000
<b>Recoveries (Advertising/Sponsorships)</b>		-10,500
<b>Recoveries (Government Grants)</b>		-5,000

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
935,214	899,700	935,214	7601940	Grants & Transfers	982,094	*	982,094	1,001,735	1,021,770
935,214	899,700	935,214		SUB TOTAL OTHER CHARGES & TRANSFERS	982,094	*	982,094	1,001,735	1,021,770
935,214	899,700	935,214		TOTAL LIBRARY	982,094	*	982,094	1,001,735	1,021,770

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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.	2023	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for requirement.
<b>PERFORMANCE DATA:</b>				
Operating grants provided:				
2022 - \$935,214				
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				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY FACILITIES**

ACCOUNT#: **7600.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	14,558	6,423	7601524	Exterior Maintenance / Snowplowing / Flag Poles	12,000		12,000	12,000	12,000
0	0	0	7601680	Other Equipment Mtce & Repairs	18,205		18,205	20,000	22,000
12,000	14,558	6,423		SUB TOTAL MATERIALS	30,205	*	30,205	32,000	34,000
0	0	0	7601320	Insurance	4,500		4,500	4,500	4,500
5,000	11,000	0	7601942	Transfer to/from reserve - Furnace Replacement	5,000		10,000	5,000	5,000
5,000	0	1,998	7601942	Transfer to/from reserve - Major Repairs	5,000		5,000	5,000	5,000
10,000	10,000	0	7601942	Transfer to/from reserve - Integrated Library System	0		0	0	0
0	0	0	7601942	Transfer to/from reserve - Computers / Printers	0	*	0	0	0
0	0	0	7601942	Transfer to/from reserve - Furniture	0	*	0	0	0
0	0	0	7601913	Reserve - Holdco	0		-5,000		
20,000	21,000	1,998		SUB TOTAL OTHER CHARGES & TRANSFERS	14,500		14,500	14,500	14,500
32,000	35,558	8,421		TOTAL LIBRARY FACILITIES	44,705	*	44,705	46,500	48,500

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE: To fund share of Library facility costs.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2023	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.
	2023	7601680	Other Equipment Mtce & Repairs	Minor Maintenance - \$2,000 Door Maintenance - \$1,600 Cleaning - \$14,605
	2023	7601320	Insurance	Building Insurance
	2023	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.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**PLANNING & DEVELOPMENT SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>PLANNING</b>								
PLANNING EXPENDITURES	514,153	711,122	646,642	25.8	597,322	16.2	792,537	801,321
PLANNING REVENUE	-180,000	-136,850	-187,000	3.9	-187,000	3.9	-213,000	-229,000
NET PLANNING	334,153	574,272	459,642	37.6	410,322	22.8	579,537	572,321
<b>COMMITTEE OF ADJUSTMENT</b>								
COMM. OF ADJUSTMENT EXP.	90,656	59,819	120,027	32.4	120,027	32.4	127,699	137,914
COMM. OF ADJUSTMENT REV	-35,000	-31,525	-45,000	28.6	-45,000	28.6	-55,000	-60,000
NET COMMITTEE OF ADJUSTMENT	55,656	28,294	75,027	34.8	75,027	34.8	72,699	77,914
<b>HERITAGE</b>	137,485	74,094	109,402	(20.4)	109,402	(20.4)	116,476	126,184
<b>TOTAL EXPENDITURES</b>	742,294	845,035	876,071	18.0	826,751	11.4	1,036,712	1,065,419
<b>TOTAL REVENUES</b>	-215,000	-168,375	-232,000	7.9	-232,000	7.9	-268,000	-289,000
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	527,294	676,660	644,071	22.1	594,751	12.8	768,712	776,419

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-35,000	-28,366	-31,525	8709	Committee of Adjustment	-45,000	*	-45,000	-55,000	-60,000
-175,000	-214,081	-129,810	87039	Planning Fees	-180,000		-180,000	-205,000	-220,000
-5,000	-6,955	-7,040	87037	Planning & Zoning Reports	-7,000	*	-7,000	-8,000	-9,000
-215,000	-249,402	-168,375		TOTAL PLANNING REVENUE	-232,000	*	-232,000	-268,000	-289,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
372,102	310,643	317,368	800010	Payroll Salaries & Wages	474,461	*	436,141	536,866	562,972
3,000	4,903	7,899	800011	Payroll Overtime	4,050	*	4,050	4,172	4,297
113,000	70,844	84,739	800030	Payroll Benefits	147,204	*	136,204	188,497	209,211
350	351	234	800060	Footwear	350		350	350	350
488,452	386,741	410,240		SUB TOTAL SALARIES, WAGES & BENEFITS	626,065	*	576,745	729,885	776,830
5,000	883	926	8000150	Office Supplies	1,000		1,000	1,000	1,000
3,000	175	2,498	8000160	Office Equip Purchases	1,500		1,500	1,500	1,500
1,500	1,272	1,733	8000180	Telephone Expenses	1,850	*	1,850	1,850	1,850
1,500	1,747	521	8000210	Advertising & Promotions	500		500	500	500
250	0	834	8000220	Printing	250		250	250	250
3,500	3,121	2,839	8000230	Photocopier Expenses	3,500		3,500	3,600	3,700
1,300	1,541	1,417	8000240	Postage & Couriers	1,300		1,300	1,300	1,300
3,500	4,176	2,463	8000250	Memberships & Subscrip'ns	4,375	*	4,375	5,400	5,700
5,500	802	2,489	8000260	Training & Courses	4,500		4,500	5,000	5,500
2,000	422	418	8000270	Travel Expense	2,500	*	2,500	2,800	3,100
3,000	198	2,244	8000380	Conferences & Conventions	4,500	*	4,500	5,250	6,000
0	0	0	8000850	Special Project - Office Renovations	0		0	0	0
0	25,979	0	8000894	Studies & Reviews #3 - Zoning Bylaw Update	25,000	*	25,000	0	0
40,000	0	0	8000895	Studies & Reviews - Official Plan Update	65,000	*	65,000	65,000	0
0	38,669	272,514	8000896	Studies & Reviews - Sustainability Master Plan	0	*	0	0	0
0	10,232	916	8000897	Studies & Reviews - Tannery Secondary Plan	10,000		10,000	0	0
20,000	0	0	8000898	Studies & Reviews - Dev Area Cobourg East	20,000		20,000	20,000	0
-14,149	-13,737	0	8000955	Building Dept. - Indirect Costs	-14,998		-14,998	-15,598	-15,909
0	0	0	8000913	Recoveries - Sustainable Plan Northam Reserve	0		0	0	0
0	0	0	8000913	Rec - Sustainable Plan Canada Community Building Fun	0		0	0	0
0	-50	0	8000993	Recoveries - LPAT	0		0	0	0
-20,000	0	0	8000994	Recoveries - Development Area Cobourg East	-20,000		-20,000	-20,000	0
-18,000	0	0	8000995	Recoveries - Official Plan Update (DC)	0		0	0	0
0	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	0		0	-10,000	0
-200	0	0	8000998	Recoveries - Source Water Protection	-200		-200	-200	0
-22,000	0	0	8000913	Transfer from OP & Zoning Reserve	-100,000		-100,000	-15,000	0
15,701	75,430	291,812		SUB TOTAL MATERIALS	10,577		10,577	52,652	14,491
8,000	15,048	9,070	8000300	Legal Fees	8,000		8,000	8,000	8,000
2,000	0	0	8000360	Consultant Fees	2,000		2,000	2,000	2,000
10,000	15,048	9,070		SUB TOTAL CONTRACTED SERVICES	10,000		10,000	10,000	10,000
514,153	477,219	711,122		TOTAL PLANNING	646,642	*	597,322	792,537	801,321

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
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
				<b>PERFORMANCE DATA:</b>			
2023	800011	Payroll - Overtime	Planning staff OT allocation				
New Applications	2020	2021	2022	2023	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware furnishings, cabinets, shelving) - 1 new laptops in 2023 New Staff - \$1,500
Official Plan	0	1	0	2023	8000180	Telephone Expenses	Annual phone charges for 3 staff, Director & 2 Managers
Zoning By-law	2	1	2	2023	8000220	Printing	Cost for printing large reports, plans, newsletters
Site Plan	7	6	6	2023	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee
Subdivision	7	16	6	2023	8000250	Memberships & Subscriptions	OPPI / CIP - \$875 x 5 staff = \$4,375
Zoning Compliance	37	47	65	2023	8000240	Postage & Couriers	Allocated to individual departments from Legislative
				2023	8000260	Training & Courses	Professional training & courses for 6 planners \$500 per planner x 3 - \$1,500 \$1,000 per manager/director x 3 - \$3,000
				2023	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)
				2023	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)
				2023	8000380	Conferences & Conventions	Registration & hotel fees associated with CIP/OPPI - \$1,500 x 3
				2023	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
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
				<b>PERFORMANCE DATA:</b>			
2023	8000994	Recoveries - Cobourg East Community	Recovery from developers.				
New Applications	2020	2021	2022	2023	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County.
Official Plan	0	1	0				
Zoning By-law	2	1	2				
Site Plan	7	6	6	2023	87039	Planning Fees	Under review
Subdivision	7	16	6				
Zoning Compliance	37	47	65				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
61,145	35,921	40,476	810010	Payroll Salaries & Wages	79,761	*	79,761	83,675	89,184
1,350	553	1,235	810011	Payroll Overtime	1,350		1,350	1,390	1,432
18,411	11,687	14,258	810030	Payroll Benefits	27,316	*	27,316	30,384	34,248
3,850	3,787	3,850	8100290	Honorarium	3,850		3,850	3,850	3,850
84,756	51,948	59,819		SUB TOTAL SALARIES, WAGES & BENEFITS	112,277	*	112,277	119,299	128,714
150	0	0	8100250	Memberships & Subscrip'ns	1,050	*	1,050	1,100	1,200
4,000	0	0	8100260	Training & Courses - Conference	4,000		4,000	4,500	5,000
1,000	0	0	8100270	Travel Expense	1,700	*	1,700	1,800	2,000
5,150	0	0		SUB TOTAL MATERIALS	6,750	*	6,750	7,400	8,200
750	0	0	8100300	Legal Fees	1,000	*	1,000	1,000	1,000
750	0	0		SUB TOTAL CONTRACTED SERVICES	1,000	*	1,000	1,000	1,000
90,656	51,948	59,819		TOTAL COMMITTEE OF ADJUSTMENT	120,027	*	120,027	127,699	137,914

44,992

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
To render decisions on applications for consents and minor variances pursuant to the Planning Act.				YEAR	CODE	OBJECT	DETAILS
				<b>PERFORMANCE DATA:</b>			
2023	8100260	Training & Courses	OACA Conference for CoA members and staff \$1000 each				
To October 31, 2015				2023	8100270	Travel expenses	Travel expenses for OACA Conference (2 members & 2 staff = \$1,200) and site inspections (\$100 x 5 - \$500)
	2020	2021	2022	2023	8100290	Honorarium	Honorarium for quasi-judicial body (Committee of Adjustment and Property Standards)
Consents	6	14	10				
Variances	5	9	18				
Property Standards App	0	0	0				
Fence Viewer	0	0	0				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT#: **7700.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
95,750	70,109	51,804	770010	Payroll Salaries & Wages	72,236		72,236	75,802	81,076
1,350	1,178	915	770011	Payroll Overtime	1,050		1,050	1,082	1,114
30,868	22,089	18,495	770030	Payroll Benefits	24,499		24,499	27,275	30,877
127,968	93,376	71,214		SUB TOTAL SALARIES, WAGES & BENEFITS	97,785		97,785	104,159	113,067
500	9	0	7700150	Office Supplies	500		500	550	600
750	0	0	7700210	Advertising & Promotions	750		750	750	750
200	0	0	7700220	Printing	200		200	200	200
600	0	0	7700230	Photocopier	600		600	600	600
200	0	0	7700240	Postage	200		200	200	200
350	100	75	7700250	Memberships & Subscrip'ns	500	*	500	550	600
4,000	0	2,520	7700260	Training & Courses	4,000		4,000	4,500	5,000
500	0	186	7700270	Travel Expense	1,700	*	1,700	1,800	2,000
1,000	0	99	7700850	Plaques	1,000		1,000	1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0		0	0	0
40,000	0	0	7700855	Special Proj - Heritage Conservation District Plan	20,000		20,000	0	0
0	37,128	0	7700852	Special Proj - Downtown CIP Incentive Program	0	*	50,000	0	0
0	0	0	7700856	Special Proj - Coeey Park Interpretive Display	0		0	0	0
0	0	0	7700853	Special Proj - Heritage District Interpretive Signage	0		0	0	0
0	0	0	7700854	Special Proj - Historical Educational Video Series	0		0	0	0
0	0	0	7700916	Heritage Loan Interest	0		0	0	0
0	0	0	7700912	CAPS Reserve	0		0	0	0
-333	0	0	7700991	Recoveries - Plaques	-333		-333	-333	-333
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0		0	0	0
0	0	0	7700913	Recoveries - Coeey Park - Parkland Reserve	0		0	0	0
0	0	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	0		0	0	0
0	0	0	7700913	Recoveries - CAPS Reserve	0		0	0	0
-40,000	0	0	7700912	Recoveries - Heritage Conserv District Plan Holdco	-20,000		-20,000	0	0
0	0	0	7700913	Reserve - Holdco	0		-50,000	0	0
7,767	37,237	2,880		SUB TOTAL MATERIALS	9,117	*	9,117	9,817	10,617
750	907	0	7700300	Legal Fees	1,000	*	1,000	1,000	1,000
1,000	0	0	7700360	Heritage Consultant	1,500	*	1,500	1,500	1,500
1,750	907	0		SUB TOTAL CONTRACTED SERVICES	2,500	*	2,500	2,500	2,500
137,485	131,520	74,094		TOTAL HERITAGE	109,402		109,402	116,476	126,184

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>																											
Promote the preservation of architectural heritage for the Town of Cobourg.				YEAR	CODE	OBJECT	DETAILS																								
				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;">2020</td> <td style="width: 10%; text-align: center;">2021</td> <td style="width: 10%; text-align: center;">2022</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Heritage Permits</td> <td style="text-align: center;">29</td> <td style="text-align: center;">31</td> <td style="text-align: center;">52</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Heritage Permits Waived</td> <td style="text-align: center;">29</td> <td style="text-align: center;">31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					2020	2021	2022					Heritage Permits	29	31	52					Heritage Permits Waived	29	31					
	2020	2021	2022																												
Heritage Permits	29	31	52																												
Heritage Permits Waived	29	31																													
				2023	7700250	Memberships & Subscriptions	Professional memberships (CAHP \$185, CHO \$100, Heritage Canada \$150) & heritage journal subscriptions																								
				2023	7700230	Photocopier Expenses	Shared with Planning																								
				2023	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)																								
				2023	7700250	Memberships & Subscriptions	Heritage Canada - \$150 Community Heritage Ontario - \$100 CAHP - \$185 Heritage Journal Subscription - \$65																								
				2023	7700260	Training & Courses	Heritage Conference for 2 Heritage members and 2 staff \$1,000 each																								
				2023	7700270	Travel Expense	Travel expenses for Heritage Conference (2 members and 2 staff = \$1,200) and site inspections (\$100 x 5 = \$500)																								
				2023	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP																								
				2023	7700360	Heritage Consultant	Consultant expenses associated with municipally-initiated CHIA's, general heritage matters, advice, designations, appeals, etc.																								
				2023	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)																								
				2023	7700912	Recoveries - Heritage Conservation District	Recoveries from Holdco																								

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>HENLEY ARCADE</b>	5,200	23,576	5,435	4.5	5,435	4.5	5,675	6,424
<b>SECOND STREET FIRE HALL</b>	9,000	4,794	9,350	3.9	9,350	3.9	9,725	10,111
<b>DRESSLER HOUSE</b>	7,450	5,912	7,525	1.0	7,525	1.0	8,300	9,155
SUB TOTAL COMMERCIAL	21,650	34,282	22,310	3.0	22,310	3.0	23,700	25,690
<b>ECONOMIC DEVELOPMENT</b>	180,322	128,911	263,090	45.9	241,140	33.7	260,953	270,943
<b>VENTURE 13</b>	192,866	258,965	221,950	15.1	221,950	15.1	231,299	238,287
<b>TOURISM</b>	117,740	98,068	125,227	6.4	125,227	6.4	135,785	139,481
SUB TOTAL ECONOMIC	490,928	485,944	610,267	24.3	588,317	19.8	628,037	648,711
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	512,578	520,226	632,577	23.4	610,627	19.1	651,737	674,401

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	453	391	7901460	Utilities	1,100	*	1,100	1,200	1,300
1,500	2,030	7,574	7901470	Building Maintenance	1,500		1,500	1,500	2,000
0	0	15,611	7901570	Special Project - Henley Arcade Improvements	0		0	0	0
0	0	0	7901913	Recoveries - Holdco	0		0	0	0
2,500	2,483	23,576		SUB TOTAL MATERIALS	2,600	*	2,600	2,700	3,300
2,700	2,353	0	7901320	Insurance	2,835	*	2,835	2,975	3,124
2,700	2,353	0		SUB TOTAL CONTRACTED SERVICES	2,835	*	2,835	2,975	3,124
5,200	4,836	23,576		TOTAL HENLEY ARCADE	5,435	*	5,435	5,675	6,424

**TOWN OF COBOURG  
2023 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.	2023	7901470	Building Maintenance	Snow removal from walkway
<b>PERFORMANCE DATA:</b>  Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

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

ACCOUNT#: **7900.200**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	645	4,794	7902470	Building Maintenance	2,000		2,000	2,000	2,000
2,000	645	4,794		SUB TOTAL MATERIALS	2,000		2,000	2,000	2,000
7,000	5,724	0	7902320	Insurance	7,350	*	7,350	7,725	8,111
7,000	5,724	0		SUB TOTAL CONTRACTED SERVICES	7,350	*	7,350	7,725	8,111
9,000	6,369	4,794		TOTAL SECOND STREET FIRE HALL	9,350	*	9,350	9,725	10,111

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMERCIAL**

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

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<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>	2023	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>
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
450	792	469	7903185	OPX Alarm Line Charges	475		475	500	500
0	0	392	7903460	Utilities	0		0	0	0
4,000	3,598	5,051	7903470	Building Maintenance	4,000		4,000	4,200	4,500
2,000	195	0	7903570	Property Improvements	2,000		2,000	2,500	3,000
6,450	4,585	5,912		SUB TOTAL MATERIALS	6,475		6,475	7,200	8,000
1,000	0	0	7903320	Insurance	1,050	*	1,050	1,100	1,155
1,000	0	0		SUB TOTAL CONTRACTED SERVICES	1,050	*	1,050	1,100	1,155
7,450	4,585	5,912		TOTAL DRESSLER HOUSE	7,525		7,525	8,300	9,155

**TOWN OF COBOURG  
2023 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.	2023	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
	2023	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
<b>PERFORMANCE DATA:</b>	2023	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
	2023	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
100,314	56,184	81,004	891010	Payroll Salaries & Wages	149,567	*	149,567	154,053	158,675
0	294	372	891011	Payroll - Overtime	0	*	0	0	0
8,013	7,081	8,558	891011	Payroll Summer Students	0		0	8,603	8,861
30,113	15,265	26,214	891030	Payroll Fringe Benefits	49,923	*	49,923	54,502	59,310
1,482	3,162	2,440	891031	Payroll Summer Student Benefits	0		0	2,495	2,747
139,922	81,986	118,588		SUB TOTAL SALARIES, WAGES & BENEFITS	199,490	*	199,490	219,653	229,593
900	898	741	8910150	Office Supplies	900		900	900	900
2,600	4,259	3,157	8910171	Software Maintenance	2,650		2,650	2,650	2,650
3,000	2,028	543	8910180	Telephone & Answering Svc	3,000		3,000	3,000	3,000
3,200	2,591	899	8910210	Advertising & Promotions	3,200		3,200	3,350	3,350
300	0	0	8910230	Photocopier Expense	300		300	300	300
100	0	0	8910240	Postage & Couriers	100		100	100	100
3,300	3,306	3,374	8910250	Memberships & Subscrip'ns	3,900	*	3,900	3,900	3,900
1,000	33	0	8910260	Training & Courses	2,000	*	2,000	2,000	2,000
1,200	68	356	8910270	Travel Expense	1,200		1,200	1,200	1,200
300	25	250	8910370	Meals & Refreshments	300		300	300	300
1,000	0	982	8910380	Conferences & Conventions	2,500	*	2,500	2,500	2,500
16,900	13,208	10,302		SUB TOTAL MATERIALS	20,050	*	20,050	20,200	20,200
1,000	884	0	8910320	Liability Insurance	1,050	*	1,050	1,100	1,150
0	46,502	0	8910750	Contracted Service - Northumberland County	0	*	0	0	0
0	0	0	8910854	Special Project - Downtown Business Attraction	0		0	0	0
0	16,204	0	8910851	Digital Service Squad	0		0	0	0
7,500	15,000	21	8910890	Studies & Reviews	22,500	*	22,500	0	0
0	0	0	8910851	Sp Project - Digital Main Street Service Squad	0		0	0	0
8,500	78,590	21		SUB TOTAL CONTRACTED SERVICES	23,550	*	23,550	1,100	1,150
15,000	15,000	0	8901	Venture 13 - Anchor Rent	20,000		20,000	20,000	20,000
0	-2,886	0	871138910	Federal Grant	0		0	0	0
0	-16,204	0	871148910	Provincial Grant - Digital Main Street Service Squad	0		0	0	0
0	0	0	8910913	Reserve - Economic Development	0		-21,950	0	0
0	0	0	8910993	Recoveries - CEDP Grant	0		0	0	0
15,000	-4,090	0		SUB TOTAL OTHER CHARGES & TRANSFERS	20,000	*	-1,950	20,000	20,000
180,322	169,694	128,911		TOTAL ECONOMIC DEVELOPMENT	263,090	0	241,140	260,953	270,943

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p><b>PERFORMANCE DATA:</b></p> <p><b>Marketing and Promotions</b> Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.</p>	2023	891010	Payroll Salaries & Wages	Due to reorganization a portion of the Director of Planning & Development is being charged to this budget now.
	2023	8910210	Marketing & Promotions	Business assistance, investment marketing, and business retention & expansion marketing
	2023	8910171	Software Maintenance	Business Directory and has increased to accommodate the Pedestrian Counters from the Public Works budget to the Economic Development budget.
	2023	8910230	Photocopier Expense	This account reflects only special print jobs.
	2023	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$350 Northumberland Central Chamber of Commerce - \$400 Northumberland Manufacturers Association - \$2,550 Economic Developers Council of Ontario - \$600
	2023	8910260	Training & Courses	Economic Development Workshop / Webinars (\$1,000 for 2 staff) - \$2,000 *includes mileage, meals & accommodation
	2023	8910270	Travel	Includes local/regional travel for 2 employees
	2023	8910370	Meals & Refreshments	Client meetings, special committee meetings, V13 coffee break into sessions, staff working meetings
	2023	8910380	Conferences & Conventions	East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation Economic Developers Council of Ontario - Annual conference - \$1,500 - 1 attendee - *includes mileage, meals & accommodation
	2023	8901	Venture 13 - Anchor Rent	Rent/share of maintenance & utilities - Increase to \$20,000 new 5-year agreement

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT  
2023 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>Northumberland County &amp; Entrepreneurship Centre Conference Exhibitor Fee</i>	800
<i>Northumberland Manufacturers Association Workshop Sponsorship</i>	1000
<b>TOTAL</b>	<b>3200</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT  
2023 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.

**\$22,500**

**TOTAL**

**\$22,500**

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2022 BUDGET	2021 YTD	2022 YTD	CODE	OBJECT	2023 DEPT REQUEST	*	2023 FINAL APPROVED	2024 FORECAST	2025 FORECAST
121,010	64,917	110,871	893010	Payroll Salaries & Wages	159,138	*	159,138	163,912	168,829
0	0	3,162	893011	Payroll Overtime	0		0	0	0
38,186	22,354	29,704	893030	Payroll Fringe Benefits	50,236	*	50,236	57,081	62,170
159,196	87,271	143,737		SUB TOTAL SALARIES, WAGES & BENEFITS	209,374	*	209,374	220,993	230,999
500	1,381	770	8930150	Office Supplies	1,000	*	1,000	1,000	1,000
4,175	0	1,315	8930155	Programming	4,175		4,175	4,300	4,430
1,000	0	515	8930160	Office Equipment Mtce	1,000		1,000	1,000	1,000
18,500	17,171	17,694	8930175	Internet Costs	17,500		17,500	17,500	17,500
1,600	665	0	8930180	Telephone Services	5,100	*	5,100	5,100	5,100
600	725	335	8930185	Alarm / Line Charges	600		600	600	600
4,300	1,613	1,436	8930210	Advertising & Promotions	6,500	*	6,500	6,695	6,900
0	20	0	8930260	Training & Conferences	2,000	*	2,000	2,000	2,000
0	0	0	8930270	Travel Expenses	300	*	300	300	300
57,000	45,886	49,487	8930460	Utilities	47,000		47,000	47,000	47,000
36,000	18,447	27,534	8930461	Utilities - Lakefront Solar	36,000		36,000	36,000	36,000
-12,000	0	0	8930461	Utilities - Prepaid Solar	-12,000		-12,000	-12,000	-12,000
31,335	37,921	25,410	8930470	Building Maintenance	36,470	*	36,470	37,000	37,000
24,500	24,358	27,316	8930500	Custodial/Cleaning Supplies	25,261	*	25,261	25,261	25,261
500	0	0	8930700	COVID Supplies	0		0	0	0
2,500	2,600	2,806	8930919	Bank Service Fees	2,500		2,500	2,500	2,500
170,510	150,787	154,618		SUB TOTAL MATERIALS	173,406		173,406	174,256	174,591
2,200	1,066	672	8930171	Software Maintenance	4,700	*	4,700	4,700	4,700
2,200	1,780	0	8930320	Liability Insurance	2,310	*	2,310	2,450	2,597
2,500	2,159	3,901	8930480	Garbage Removal	2,500		2,500	2,500	2,500
8,000	8,004	8,004	8930550	Property Maintenance Fees - Delcom	8,000		8,000	8,000	8,000
4,100	6,750	675	8930701	COVID Contracts	0		0	0	0
8,000	0	0	8930853	Sp Project - Antenna / Firewall Upgrades	0		0	0	0
27,000	19,759	13,252		SUB TOTAL CONTRACTED SERVICES	17,510		17,510	17,650	17,797
-15,000	-15,000	-15,000	8901	Anchor Tenant - Rent Recovery	-20,000		-20,000	-20,000	-20,000
-78,840	-28,080	-37,482	8902	Transient Tenant - Rent Recovery	-65,840		-65,840	-69,100	-72,600
0	0	0	8908	Grants Other	0		0	0	0
-10,000	0	-160	8909	Events / Programming	-12,500	*	-12,500	-12,500	-12,500
-60,000	-60,000	0	8930991	Recoveries	-80,000		-80,000	-80,000	-80,000
0	0	0	8930913	Transfer Economic Reserve	0		0	0	0
-163,840	-103,080	-52,642		SUB TOTAL OTHER CHARGES & TRANSFERS	-178,340		-178,340	-181,600	-185,100
192,866	154,737	258,965		TOTAL VENTURE 13	221,950	*	221,950	231,299	238,287

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2023	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$500 Writing tools, notebooks, binders, etc. - \$400 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2023	8930170	Software Maintenance	Nexus.com monthly fees - \$2,200/yr
	2023	8930175	Internet Costs	Secondary DSL backup, fibre
	2023	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$5,100
	2023	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 2023 Marketing & Promotion detail sheet
	2023	8930155	Programming	2023 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2023 Programming detail sheet
	2023	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2023	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.
	2023	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 2023 Building Maintenance detail sheet.

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2023	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 2023 Building Maintenance detail sheet.
	2023	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2023	8930701	COVID Contracts	Increased cleaning due to COVID-19.
	2023	8901	Anchor Tenant - Rent Recovery	CFDC - \$20,000
	2023	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. <b>Flex Office Rental - Town portion - \$32,400</b> (Projected at 72% capacity or 9/12 offices rented. 9 x \$600/mo 12 months.) <b>Dedicated Desk Rental - Town portion - \$9,000</b> (Projected at 72% capacity or 10/14 desks rented. 10 x \$150/month.)  <b>MakerLab User Revenue - \$1,000</b>  <b>Innovation Commons Rental Revenue - \$23,440</b> 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) - \$4,200 Lecture Hall full day rental 1x per week (\$325/booking) - \$7,800
	2023	8930991	Recoveries	Cobourg Police - Corporate Services - \$60,000 Cobourg Economic Development - \$20,000 New 5-year agreement

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2023 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
History Wall Feature	1000
Building Entrance Features	1200
VentureZone Engagement and Retention (Alumni wall, community board, Vzone culture, Vzone Signage)	1000
<b>TOTAL</b>	<b>6500</b>



**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2023 Building Maintenance**

HVAC Service Contract - Extreme Mechanical	\$9,020
HVAC General	\$2,000
HVAC Upgrade - Heat Exchanger Motors	\$3,500
Elevator - Pace Elevator and TSSA	\$2,000
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher service, high water alarm maintenance)	\$2,500
Electrical Services (generator testing and maintenance of lights out)	\$6,200
PMC Water - boiler water testing done on a monthly basis	\$650
Plumbing Contingency - various plumbing concerns	\$2,000
General Fees (pest control, locksmith, engineering etc)	\$2,600
Snow Fee	\$500
Landscaping	\$2,000
Window Cleaning	\$3,500
<b>TOTAL</b>	<b>\$36,470</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2022	2021	2022		2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
45,685	20,365	34,815	892010	Payroll Salaries & Wages	56,594	*	56,594	60,041
0	284	1,344	892011	Payroll - Overtime	0	*	0	0
0	0	0	892015	Payroll Student	0	*	0	0
13,705	11,708	13,011	892030	Payroll Fringe Benefits	18,133	*	18,133	21,640
0	0	0	892031	Payroll Student Benefits	0	*	0	0
0	0	0	892050	Uniforms	0	*	0	0
59,390	32,357	49,170		SUB TOTAL SALARIES, WAGES & BENEFITS	74,727	*	74,727	81,681
600	0	78	8920150	Office Supplies	700	*	700	800
650	0	0	8920160	Office Equipment Purchase	700	*	700	800
1,500	386	183	8920180	Telephone & Answering Svc	1,500		1,500	1,500
51,000	51,212	46,262	8920210	Advertising & Promotions	50,000		50,000	55,800
0	0	0	8920220	Printing	0		0	0
1,000	0	0	8920230	Photocopier Expense	0		0	0
1,000	0	0	8920240	Postage & Couriers	1,000		1,000	1,000
350	61	402	8920250	Membership & Subscrip'ns	350		350	400
1,500	0	1,456	8920260	Training & Courses	1,500		1,500	1,500
1,000	0	2,615	8920270	Travel Expense	1,000		1,000	1,000
2,000	0	2,331	8920380	Conferences & Conventions	2,000		2,000	2,100
2,000	0	0	8920390	Souvenir Purchases	0		0	2,100
500	0	0	8920851	Special Project - Bike Rental Program	0		0	0
750	1,496	1,270	8920919	Bank Service Fees	750		750	800
63,850	53,155	54,597		SUB TOTAL MATERIALS	59,500		59,500	67,800
1,500	0	0	8920550	Security Contract	0		0	0
0	0	0	8920750	Contracts	0		0	0
1,500	0	0		SUB TOTAL CONTRACTED SERVICES	0		0	0
-1,000	0	-5,500	87088	Filming Recoveries	-5,000		-5,000	-6,000
-2,500	-146	-199	8871	Souvenir Sales	-2,500		-2,500	-2,500
-500	0	0	8872	Bike Rentals	0		0	0
0	0	0	8873	Government Grant - Wages	0	*	0	0
0	0	0	8874	Ad Revenue	0		0	0
-1,500	0	0	8875	Sponsorship	-1,500		-1,500	-1,500
-1,500	-44,965	0	871148920	Provincial Grant	0		0	0
-7,000	-45,111	-5,699		TOTAL REVENUE	-9,000	*	-9,000	-10,000
117,740	40,401	98,068		NET TOURISM	125,227	*	125,227	139,481

**TOWN OF COBOURG  
2023 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> <p><b>PERFORMANCE DATA:</b></p> <p><b>Demographics and Database Management</b> 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><b>Visitor Information</b> 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><b>Marketing &amp; Brand Strategy</b> 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><b>Souvenirs</b> 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>	2023	8920210	Advertising & Promotions	<p>The focus of 2023 will be promoting businesses and events in the Town of Cobourg locally and surrounding areas. 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 2023 advertising and promotions activities will be on guidance from the Province of Ontario and the Tourism Industry Association of Ontario.</p>
	2023	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  
2023 OPERATING BUDGET ESTIMATES**

**2023 - 2025 MARKETING AND PROMOTIONS BUDGET**

	<b>2023</b>	<b>2024</b>	<b>2025</b>
Printed Materials / Guides	25,000	20,000	15,000
Website Redevelopment / Content Development / Social Media Design	0	5,000	10,000
External Ad Placements / Promotion	4,000	9,000	9,000
Website Support & Annual Expenses	15,000	15,000	15,000
Photography / Video Production	1,500	1,500	1,500
TODs Signage	4,500	5,000	5,300
Government Grants	0	0	0
<b>TOTAL</b>	<b>50,000</b>	<b>55,500</b>	<b>55,800</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**CAPITAL PROJECTS SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
<b>CAPITAL LEVY</b>	169,575	0	304,800	79.7	303,000	78.7	8,950,600	6,693,556

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
169,575	158,000		9401911	Transfer to Capital	304,800	*	303,000	8,950,600	6,693,556
169,575	158,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	304,800	*	303,000	8,950,600	6,693,556
169,575	158,000	0		TOTAL CAPITAL LEVY	304,800	*	303,000	8,950,600	6,693,556

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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	76,000
			PROTECTION - POLICE	0
			PROTECTION - FIRE	40,000
			PROTECTION - OTHER	39,000
			PUBLIC WORKS	20,000
<b>PERFORMANCE DATA:</b>			PARKS AND RECREATION	113,000
			CULTURE AND COMMUNITY	15,000
			ECONOMIC DEVELOPMENT & TOURISM	0
			<b>TOTAL CAPITAL LEVY</b>	<b>303,000</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**LONG TERM DEBT SUMMARY**

FUNCTION	2022 BUDGET	2022 YTD	2023 DEPT REQUEST	%	2023 FINAL APPROVED	%	2024 FORECAST	2025 FORECAST
VICTORIA HALL DEBT	0	0	18,750	-	18,750	-	37,500	37,500
TRANSPORTATION DEBT	308,800	526,252	193,750	(37.3)	193,750	(37.3)	387,560	387,500
ENVIRONMENTAL DEBT	0	169,295	0	-	0	-	0	0
PARKS & RECREATION DEBT	81,200	612,423	62,500	(23.0)	62,500	(23.0)	125,000	125,000
LIBRARY DEBT	-40,000	0	-40,000	0.0	-40,000	0.0	-40,000	-40,000
<b>TOTAL DEBT</b>	<b>350,000</b>	<b>1,307,970</b>	<b>235,000</b>	<b>(32.9)</b>	<b>235,000</b>	<b>(32.9)</b>	<b>510,060</b>	<b>510,000</b>

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT#: **1000.100**

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	1400950	Long Term Debt	18,750	18,750	37,500	37,500
0	0	0	1400991	Recoveries	0	0	0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	18,750	18,750	37,500	37,500
0	0	0		TOTAL TRANSPORTATION DEBT CHARGES	18,750	18,750	37,500	37,500

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Transportation related projects.		Debt	Repayment
	Issued:		
	2023 - New Victoria Hall	320,000	37,500
	Total	320,000	37,500
<b>PERFORMANCE DATA:</b>			

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT#: **3300.100**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
908,800	20,888	526,252	3300950	Long Term Debt	193,750		193,750	387,560	387,500
-600,000	0	0	3300991	Recoveries	0		0	0	0
308,800	20,888	526,252		SUB TOTAL OTHER CHARGES & TRANSFERS	193,750		193,750	387,560	387,500
308,800	20,888	526,252		TOTAL TRANSPORTATION DEBT CHARGES	193,750		193,750	387,560	387,500

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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:		
		Debt	Repayment
	Issued:		
<b>PERFORMANCE DATA:</b>	2023 - New - Roads	2,500,000	150,000
	2023 - New - \$715,000	715,000	43,750
	Total	3,215,000	193,750

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4800.10**

2022	2021	2022			2023		2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
602,500	11,066	169,295	4800950	Long Term Debt	434,000		434,000	520,000	520,000
-602,500	0	0	4800991	Recoveries	-434,000		-434,000	-520,000	-520,000
0	11,066	169,295		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
0	11,066	169,295		TOTAL DEBT CHARGES	0		0	0	0

03-07-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>		
To fund long term debt issued for sewage related projects.		Debt	Repayment
	Issued: Bylaw #81-95		
<b>PERFORMANCE DATA:</b>	Projects to be Issued:		
	Bylaw #50-13	1,500,000	174,000
	2023 - New - Headworks Plant #1	7,000,000	260,000
	Total	8,500,000	434,000
	To be paid from Sewer Reserve		-434,000
	Total		0

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

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

ACCOUNT#: 7290950

2022	2021	2022			2023	2023	2024	2025
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
595,400	105,194	612,423	7290950	Long Term Debt	338,500	338,500	401,000	401,000
-514,200	0	0	7290991	Recoveries	-276,000	-276,000	-276,000	-276,000
81,200	105,194	612,423		SUB TOTAL OTHER CHARGES & TRANSFERS	62,500	62,500	125,000	125,000
81,200	105,194	612,423		TOTAL PARKS & RECREATION DEBT CHARGES	62,500	62,500	125,000	125,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 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:		
	2013 - Bylaw #27-13	4,000,000	276,000
	2023 - New	1,022,500	62,500
		5,022,500	338,500
	Recoveries:		
	Development Charges	-276,000	
	Total Recoveries	-276,000	
<b>PERFORMANCE DATA:</b>			

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: 7600

2022	2021	2022			2023		2023	2024	2025
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	-40,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000		-40,000	-40,000	-40,000
-40,000	-40,000	0		TOTAL LIBRARY DEBT CHARGES	-40,000		-40,000	-40,000	-40,000

2023-03-07

\*Indicates increase over previous year

**TOWN OF COBOURG  
2023 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & REC**

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

ACCOUNT #: **7600.200**

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