

TOWN OF COBOURG

2021 CURRENT OPERATING BUDGET SUMMARY

	2020 BUDGET	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
DIRECT CONTROL NET EXPENDITURES	19,056,922	19,525,168	2.5	19,013,209	(0.2)	27,442,986	27,721,819
DIRECT CONTROL REVENUE	-636,910	-692,930	8.8	-692,930	8.8	-560,650	-554,450
DIRECT NET COST	<u>18,420,012</u>	<u>18,832,238</u>	2.2	<u>18,320,279</u>	(0.5)	<u>26,882,336</u>	<u>27,167,369</u>
POLICE - NET - OPERATING	6,241,980	6,473,290	3.7	6,473,290	3.7	7,043,442	7,185,183
- CAPITAL	25,000		(100.0)		(100.0)	0	0
POLICE NET COST	<u>6,266,980</u>	<u>6,473,290</u>	3.3	<u>6,473,290</u>	3.3	<u>7,043,442</u>	<u>7,185,183</u>
TOTAL FOR MUNICIPAL LEVY	<u>24,686,992</u>	<u>25,305,528</u>	2.5	<u>24,793,569</u>	0.4	<u>33,925,778</u>	<u>34,352,552</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>148,120</u>	0.6	<u>148,120</u>	0.6		
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>25,157,408</u>	1.9	<u>24,645,449</u>	(0.2)		

Note 1:

Readers are cautioned that the 2022 and 2023 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

2021 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2020 BUDGET	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
NET EXPENDITURES							
GENERAL GOVERNMENT	3,214,317	3,345,310	4.1	3,239,269	0.8	3,713,862	3,837,255
PROTECTION - OTHER	3,596,686	3,952,732	9.9	3,892,479	8.2	4,326,537	4,443,310
PUBLIC WORKS	4,406,110	4,641,795	5.3	4,636,795	5.2	4,969,345	5,202,165
ENVIRONMENTAL	34,925	35,525	1.7	35,525	1.7	36,116	36,718
SOCIAL & FAMILY	31,000	125,000	303.2	125,000	303.2	125,000	125,000
PARKS & RECREATION	3,931,023	3,939,656	0.2	3,806,497	(3.2)	4,662,537	4,796,113
CULTURE & COMMUNITY	1,770,208	1,545,647	(12.7)	1,455,646	(17.8)	1,893,512	1,943,669
PLANNING & DEVELOPMENT	472,350	493,810	4.5	490,810	3.9	517,685	477,780
COMMERCIAL & ECO. DEV.	647,619	586,693	(9.4)	523,188	(19.2)	736,692	760,852
TOTAL OPERATING	18,104,238	18,666,168	3.1	18,205,209	0.6	20,981,286	21,622,862
CAPITAL LEVY	301,984	209,000	(30.8)	158,000	(47.7)	5,811,700	5,631,957
LONG TERM DEBT CHARGES	650,700	650,000	(0.1)	650,000	(0.1)	650,000	467,000
TOTAL CAPITAL FORMATION	952,684	859,000	(9.8)	808,000	(15.2)	6,461,700	6,098,957
TOTAL DIRECT CONTROL	19,056,922	19,525,168	2.5	19,013,209	(0.2)	27,442,986	27,721,819

TOWN OF COBOURG

2021 CURRENT OPERATING BUDGET SUMMARY

FUNCTION	2020 BUDGET	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
REVENUE SUMMARY							
REVENUE							
SUPPLEMENTARY TAXES	425,000	300,000	(29.4)	300,000	(29.4)	300,000	300,000
PENALTY & INTEREST	410,000	360,000	(12.2)	360,000	(12.2)	300,000	300,000
TAX CANCELLATIONS	-475,000	-300,000	(36.8)	-300,000	(36.8)	-250,000	-250,000
TOTAL	360,000	360,000	0.0	360,000	0.0	350,000	350,000
PROVINCIAL GRANTS							
UNCONDITIONAL - TOWN	31,210	31,530	1.0	31,530	1.0	31,550	31,550
UNCONDITIONAL - OMPF	57,500	163,900	185.0	163,900	185.0	41,600	35,400
TOTAL	88,710	195,430	120.3	195,430	120.3	73,150	66,950
OTHER GRANTS							
OTHER GRANTS IN LIEU	13,200	12,500	(5.3)	12,500	(5.3)	12,500	12,500
TOTAL	13,200	12,500	(5.3)	12,500	(5.3)	12,500	12,500
OTHER							
OTHER REVENUE	175,000	125,000	(28.6)	125,000	(28.6)	125,000	125,000
TOTAL	175,000	125,000	(28.6)	125,000	(28.6)	125,000	125,000
TOTAL REVENUE	636,910	692,930	8.8	692,930	8.8	560,650	554,450

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

REVENUE SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
TAXATION								
MILL RATE	24,686,992	24,639,521	25,305,528	2.5	24,793,569	0.4	33,925,778	34,352,552
OTHER	835,000	458,787	660,000	(21.0)	660,000	(21.0)	600,000	600,000
TAX CANCELLATIONS	-475,000	-866,480	-300,000	(36.8)	-300,000	(36.8)	-250,000	-250,000
TOTAL	25,046,992	24,231,828	25,665,528	2.5	25,153,569	0.4	34,275,778	34,702,552
PROVINCIAL GRANTS								
UNCONDITIONAL - TOWN	31,210	31,072	31,530	1.0	31,530	1.0	31,550	31,550
UNCONDITIONAL - OMPF	57,500	57,500	163,900	185.0	163,900	185.0	41,600	35,400
TOTAL	88,710	88,572	195,430	120.3	195,430	120.3	73,150	66,950
OTHER GRANTS								
OTHER GRANTS IN LIEU	13,200	12,224	12,500	(5.3)	12,500	(5.3)	12,500	12,500
TOTAL	13,200	12,224	12,500	(5.3)	12,500	(5.3)	12,500	12,500
OTHER								
OTHER REVENUE	175,000	68,598	125,000	(28.6)	125,000	(28.6)	125,000	125,000
TOTAL	175,000	68,598	125,000	(28.6)	125,000	(28.6)	125,000	125,000
TOTAL REVENUE	25,323,902	24,401,222	25,998,458	2.7	25,486,499	0.6	34,486,428	34,907,002

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2020	2019	2020			2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST	
24,686,992	23,950,496	24,639,521	8601	Taxation - Municipal	25,305,528	*	24,793,569	33,925,778	34,352,552
425,000	313,165	172,537	8604	Supplementary	300,000		300,000	300,000	300,000
410,000	389,071	286,250	8606	Penalty and Interest on Taxes	360,000		360,000	300,000	300,000
-475,000	-632,456	-866,480	8609	Tax Cancellations	-300,000	*	-300,000	-250,000	-250,000
25,046,992	24,020,276	24,231,828		TOTAL TAXATION	25,665,528		25,153,569	34,275,778	34,702,552

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **862**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
13,200	12,315	12,224	8621	Canada	12,500	12,500	12,500	12,500
13,200	12,315	12,224		TOTAL OTHER GRANTS IN LIEU	12,500	12,500	12,500	12,500

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **862**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **863**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
3,900	3,927	3,898	8631	LCBO	3,900	3,900	3,900	3,900
360	332	359	8638	MTO	380 *	380	400	400
3,100	3,746	3,100	8634	Ontario Correctional - Brookside	3,100	3,100	3,100	3,100
6,650	8,020	6,650	8636	Northumberland Hills Hospital	6,650	6,650	6,650	6,650
17,200	17,191	17,065	8637	O.P.P.	17,500	17,500	17,500	17,500
31,210	33,216	31,072		TOTAL PROVINCIAL GRANTS IN LIEU	31,530	31,530	31,550	31,550

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

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

ACCOUNT #: **864**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
57,500	67,600	57,500	8641	OMPF- Direct	48,900	48,900	41,600	35,400
0	0	0	NEW	Safe Restart Agreement (SRA)	115,000	115,000	0	0
57,500	67,600	57,500		TOTAL PROV GRANTS UNCONDITIONAL	163,900 *	163,900	41,600	35,400

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **REVENUES**

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

ACCOUNT#: **864**

STATEMENT OF PURPOSE:		HIGHLIGHTS/EXPLANATIONS:		
		CODE	OBJECT	DETAILS
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 2021 OMPF allocation has been announced by Province of Ontario as \$48,900 (2020 - 57,500) This grant is being reduced by 15% per year by the Province of Ontario.
		New	Safe Restart Agreement (SRA)	The 2021 allocation from provincial Safe Restart Agreement announced December 2020 to assist with revenue losses and expenditures related to COVID-19.
PERFORMANCE DATA:				
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			
2007	442,000.00			

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
175,000	169,292	68,598	8711	Interest Income	125,000	125,000	125,000	125,000
175,000	169,292	68,598		TOTAL OTHER REVENUE	125,000	125,000	125,000	125,000

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

GENERAL GOVERNMENT SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
COUNCIL	355,840	397,720	367,580	3.3	360,080	1.2	376,313	393,482
CAO	268,383	110,234	263,126	(2.0)	262,026	(2.4)	271,891	280,671
COMMUNICATIONS	255,234	261,746	268,570	5.2	261,570	2.5	276,128	272,595
CLERKS								
Administration	494,502	409,417	576,628	16.6	548,369	10.9	637,972	644,600
General Licenses	-22,800	-23,329	-24,500	7.5	-24,500	7.5	-25,500	-26,000
Lottery Revenue	-110,000	-72,472	-110,000	0.0	-110,000	0.0	-110,000	-110,000
Dog Tag Revenue	-12,000	-14,563	-13,000	8.3	-13,000	8.3	-13,000	-13,000
General Revenue	-34,700	-63,620	-33,700	(2.9)	-33,700	(2.9)	-33,700	-33,700
NET CLERK	315,002	235,433	395,428	25.5	367,169	16.6	455,772	461,900
FINANCE	694,723	679,564	712,132	2.5	712,132	2.5	738,288	763,448
Revenue	-19,000	-19,785	-20,000	5.3	-20,000	5.3	-21,000	-22,000
NET FINANCE	675,723	659,779	692,132	2.4	692,132	2.4	717,288	741,448
INFORMATION TECH	348,920	321,349	422,933	21.2	384,533	10.2	432,486	440,471
VICTORIA HALL	734,649	625,195	754,208	2.7	742,176	1.0	777,289	803,845
FINANCIAL	-144,000	17,728	-286,500	(99.0)	-286,500	99.0	-78,500	-65,350
PERSONNEL	391,716	471,611	455,983	16.4	444,233	13.4	473,345	496,343
HEALTH & SAFETY	12,850	8,083	11,850	(7.8)	11,850	(7.8)	11,850	11,850
TOTAL EXPENSES	3,412,817	3,302,647	3,546,510	3.9	3,440,469	0.8	3,917,062	4,041,955
TOTAL REVENUE	-198,500	-193,769	-201,200	1.4	-201,200	1.4	-203,200	-204,700
NET TO TOWN	3,214,317	3,108,878	3,345,310	4.1	3,239,269	0.8	3,713,862	3,837,255
DEBT CHARGES	0	0	0	-	0	-	0	37,000

**Detail in Long Term Debt Charges Section

TOWN OF COBOURG 2021 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
220,507	209,276	203,604	100010	Payroll Salaries & Wages	220,761	220,761	224,513	228,330
0	729	801	100011	Payroll Overtime	0 *	0	0	0
57,980	53,766	53,891	100030	Payroll Benefits	60,000 *	60,000	61,200	62,424
1,000	0	1,003	1000290	Honourarium - Town Crier / Poet Laurette	1,000	1,000	1,000	1,000
279,487	263,771	259,299		SUB TOTAL SALARIES, WAGES & BENEFITS	281,761	281,761	286,713	291,754
1,000	644	361	1000150	Office Supplies	1,000	1,000	1,000	1,000
4,400	5,300	3,907	1000180	Telephone & Answer Svc	4,400	4,400	4,400	4,400
590	3,224	261	1000210	Advertising & Promotions	600	600	600	600
0	9,337	0	1000211	Citizen Engagement	0 *	0	0	0
1,300	1,146	11	1000220	Printing	1,300	1,300	1,300	1,300
100	12	12	1000240	Postage & Couriers	100	100	100	100
12,325	9,963	12,557	1000250	Memberships & Subscrip'ns	13,100 *	13,100	14,000	14,250
3,000	1,520	901	1000270	Travel Expense	3,000	3,000	3,000	3,000
8,000	9,507	3,808	1000330	Receptions	9,500 *	8,000	9,500	9,500
7,500	6,909	3,793	1000340	Presentations	7,500	7,500	7,500	7,500
10,000	10,000	1,984	1000350	Election	15,000 *	15,000	15,000	15,000
3,500	1,665	831	1000370	Meals & Refreshments	3,500	3,500	3,500	3,500
21,000	8,307	1,323	1000380	Conference & Conventions	14,000	10,500	21,000	21,000
10,000	9,955	8,749	1000399	Public Relations	15,000 *	12,500	15,000	15,000
0	9,787	0	1000851	Special Projects - Strategic Planning	4,000 *	4,000	0	0
0	0	0	1000854	Special Project - Mayor's 150th Project	0 *	0	0	0
0	0	0	1000856	Special Project - Council Chamber Gallery Chairs	0 *	0	0	0
1,500	2,680	194	1000857	Special Project - Town Crier	1,800 *	1,800	1,800	1,800
0	10,000	31,271	1000853	Special Project - Human Resources	0 *	0	0	0
0	0	0	1000858	Special Project - Carpet Replacement	0 *	0	0	12,000
60,000	0	0	1000859	Special Project - Organizational Review	0	0	0	0
85,000	0	76,320	1000860	Special Project - Service Delivery Review	0	0	0	0
-7,862	-7,718	-7,862	1000955	Building Dept. - Indirect Costs	-7,981 *	-7,981	-8,100	-8,222
0	0	0	1000912	Transfer from/to Election Reserve	0 *	0	0	0
-60,000	0	0	1000913	Transfer from Building Efficiencies Fund	0	0	0	0
-85,000	0	0	1000913	Transfer from Municipal Optimization	0	0	0	0
76,353	92,238	138,421		SUB TOTAL MATERIALS	85,819 *	78,319	89,600	101,728
355,840	356,009	397,720		TOTAL COUNCIL	367,580 *	360,080	376,313	393,482

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 Other advertising - \$310
	2021	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
PERFORMANCE DATA:	2021	1000250	Memberships & Subcriptions	AMO - \$9,575, Great Lakes - \$2750 Municipal Word - \$1550 split with Personnel - \$775
	2021	1000330	Receptions	Mayor's Levee - \$1,500, 25 yr Reception - \$2,500 Staff Christmas Reception - \$4,000 Business Achievement Awards - 2022, 2023 - \$1,500
	2021	1000340	Presentations	Framing - \$500, Merchandise - \$700 Long Service Recognition Gifts - \$5000 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300
	2021	1000380	Conferences & Conventions	Mayor - \$1,500 Deputy Mayor & Councillors - \$1,500/each x 6 = \$9,000
	2021	100399	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
	2021	1000857	Town Crier	Town Crier, cleaning, guild membership, insurance, etc.
	2023	1000858	Carpet Replacement	Replace carpet in Council Chambers

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
200,568	255,704	88,523	110010	Payroll Salaries & Wages	203,258	203,258	206,713	210,227
0	814	801	110011	Payroll Overtime	0	0	0	0
51,665	47,205	18,296	110030	Payroll Benefits	53,945	* 53,945	59,081	64,375
252,233	303,723	107,620		SUB TOTAL SALARIES, WAGES & BENEFITS	257,203	* 257,203	265,794	274,602
750	648	747	1100150	Office Supplies	750	750	750	750
900	653	1,308	1100180	Telephone & Answering Svc	900	900	900	900
200	61	106	1100220	Printing	200	200	200	200
2,000	1,965	191	1100250	Memberships & Suscrip'ns	2,000	2,000	2,000	2,000
2,100	1,711	834	1100260	Training & Courses	2,100	1,100	2,100	2,100
1,500	1,294	1,178	1100270	Travel Expense	1,300	1,200	1,500	1,500
200	208	0	1100370	Meals & Refreshments	200	200	200	200
250	45	0	1100380	Conferences & Conventions	250	250	250	250
-1,750	-1,718	-1,750	1100955	Building Dept. - Indirect Costs	-1,777	-1,777	-1,803	-1,831
6,150	4,867	2,614		SUB TOTAL MATERIALS	5,923	4,823	6,097	6,069
10,000	0	0	1100851	Special Project - Opioid Crisis	0	0	0	0
10,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
268,383	308,590	110,234		TOTAL ADMINISTRATION	263,126	262,026	271,891	280,671

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	1100250	Memberships & Subscriptions	OMAA Membership - \$400 Other Professional Organizations - \$1,600
	2021	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$450 Fall OMAA Registration / Accommodations - \$450 Miscellaneous Day Courses - \$200
	2021	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Fall OMAA - \$200
	2021	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2021	1100380	Conferences & Conventions	Miscellaneous - \$250
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #:

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
136,529	105,094	130,396	130010	Payroll Salaries & Wages	144,739	*	144,739	147,199	149,702
3,367	4,438	4,250	130011	Payroll - Overtime	3,418		3,418	3,476	3,535
34,938	30,796	40,697	130030	Payroll Benefits	40,663		40,663	49,453	53,358
174,834	140,328	175,343		SUB TOTAL SALARIES, WAGES & BENEFITS	188,820	*	188,820	200,128	206,595
400	1,285	0	1300150	Office Supplies	400		400	400	400
32,400	15,797	34,107	1300171	Software Maintenance	26,800		26,800	26,800	26,800
1,200	589	1,600	1300180	Telephone & Answering Svc	1,200		1,200	1,200	1,200
30,900	29,675	28,986	1300210	Advertising & Promotions	32,000	*	25,000	32,000	32,000
1,500	121	843	1300220	Printing	1,500		1,500	1,500	1,500
950	339	0	1300250	Memberships & Suscrip'ns	950		950	950	950
400	113	0	1300260	Training & Courses	400		400	400	400
250	0	0	1300270	Travel Expense	300	*	300	350	350
2,400	0	0	1300380	Conferences & Conventions	1,200		1,200	2,400	2,400
0	0	0 NEW		COVID - Signage	15,000		15,000	10,000	0
70,400	47,919	65,536		SUB TOTAL MATERIALS	79,750	*	72,750	76,000	66,000
0	3,358	0	1300851	Special Project - Website	0		0	0	0
10,000	0	51,644	1300852	Special Project - Hometown Hockey	0		0	0	0
0	-292	-2,784	87010	Revenue - Comm Promotions	0		0	0	0
0	-40	-27,993	87011	Revenue - Sponsorships	0		0	0	0
10,000	3,026	20,867		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
255,234	191,273	261,746		TOTAL ADMINISTRATION	268,570	*	261,570	276,128	272,595

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	1300171	Software Maintenance	Annual Webhosting Esolutions - \$4,200 / yr Annual E-Commerce Gateway - \$3,500 / yr Annual Ebook Module Service Fee - \$500 Annual CLUDO Service Fee - \$700 Web/Intranet Enhancements - \$5,000 Adobe Creative Cloud Software - \$900/yr Bang the Table Annual Fee - \$12,000/yr Icompass Video Streaming - moved to Legislative Services
	2021	1300210	Advertising & Promotions	Includes all block ad advertising and department promotion as well as cross-departmental marketing promotional material. Added in IABC Gold Quill Award application fee - \$299 US - \$400 CAD
PERFORMANCE DATA:	2021	1300220	Printing	Printing of marketing and communications material for Town of Cobourg corporate branding initiatives EngageCobourg (public engagement), travel advertisements, lamp post banners, pull up banners, etc.
	2021	1300250	Memberships & Subscriptions	IABC Membership - \$340 US - \$450 CAD CMP Designation - \$500
	2021	1300260	Training & Courses	Digital Marketing Workshop
	2021	1300270	Travel Expense	Travel to Conference and Workshop
	2021	1300380	Conferences	Municipal Communications Conference 2020
	2021	NEW	COVID	Singaage and printing

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-6,800	-3,950	-2,000	8701	General License	-7,000		-7,000	-7,500	-7,500
-16,000	-14,784	-21,329	8702	Marriage License	-17,500		-17,500	-18,000	-18,500
-110,000	-109,837	-72,472	8703	Lottery License	-110,000	*	-110,000	-110,000	-110,000
-12,000	-6,610	-14,563	87017	Dog Tags & Fines	-13,000		-13,000	-13,000	-13,000
-8,000	-88,071	-35,813	87013	General Income	-8,000	*	-8,000	-8,000	-8,000
-200	-5	-1	87014	Printing Chargebacks	-200	*	-200	-200	-200
-4,000	-3,233	-1,770	8704	Taxi License	-2,500	*	-2,500	-2,500	-2,500
-4,000	-4,785	-4,405	87035	Burial Permits	-4,000	*	-4,000	-4,000	-4,000
-17,000	-17,255	-21,146	87060	Wedding Solemnization Services	-17,500		-17,500	-17,500	-17,500
-1,500	-1,923	-485	87071	FOI / Comm of Oath	-1,500		-1,500	-1,500	-1,500
-179,500	-250,453	-173,984		TOTAL CLERKS DEPARTMENT REVENUE	-181,200		-181,200	-182,200	-182,700

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
Function	2018	2019	2020	2021	8701	Business Licences	Refreshment Vehicles, Itinerant Vendors, Second Hand Goods, Horse and Carriage. Patio
Lotteries	108,943	82,016	72,472	2021	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario, Division Registrar
Business Licenses	5,000	3,250	2,000	2021	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences, AGCO
Marriage Licenses	15,431	13,505	21,329	2021	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Civil Ceremonies (new)	15,684	14,400	21,146	2021	87017	Dog Tag Sales	2020 Dog Tag Sales with new DocuPet Online Application Process, with potential to increase dog tag sales and compliance with the licencing process.
Taxi Licences	4,535	1,602	1,770	2021	87013	General Income	General Income, Commission of Oaths, FOI Requests
Dog Tag Sales	11,604	6,565	14,563	2021	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
Burial Permits	4,155	3,200	4,405	2021	87060	Wedding Solemnization Services	Marriage Ceremonies performed by Town of Cobourg Marriage Officiant. As part of regular salary, includes courtroom or Council Chambers. (300 On-Site and 350 Off-Site).

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
339,546	267,624	255,499	115010	Payroll Salaries & Wages	378,257	378,257	386,521	375,923
0	2,292	4,921	115011	Payroll - Overtime	0	0	0	0
0	0	0	115020	Payroll Part-time Salaries & Wages	0	0	0	0
92,029	81,276	73,522	115030	Payroll Benefits	106,117	100,458	108,240	110,405
431,575	351,192	333,942		SUB TOTAL SALARIES, WAGES & BENEFITS	484,374	478,715	494,761	486,328
2,500	2,631	2,193	1150150	Office Supplies	2,500	2,500	2,500	2,500
2,000	5,777	1,877	1150160	Office Equipment Purchase	2,000	2,000	2,000	2,000
800	714	549	1150170	Office Equip Maintenance	2,000	2,000	2,000	2,000
5,000	6,600	7,998	1150171	Software Maintenance	24,570	24,570	25,171	25,776
15,000	23,531	25,859	1150180	Telephone & Answering Svc	12,000	12,000	12,000	12,000
500	39	2,136	1150210	Advertising & Promotions	500	500	500	500
1,500	491	0	1150220	Printing	1,500	1,500	1,500	1,500
10,000	11,953	7,121	1150230	Photocopier Expense	10,000	10,000	10,000	10,000
0	0	421	1150231	Accessibility Expenses	0	0	0	0
10,000	6,150	16,451	1150240	Postage & Couriers	10,000	10,000	10,000	10,000
1,000	853	715	1150250	Memberships & Subscripn's	1,000	1,000	1,000	1,000
3,000	2,466	0	1150260	Training & Courses	3,000	3,000	3,000	3,000
1,000	647	0	1150270	Travel Expenses	1,000	1,000	1,000	1,000
500	190	150	1150370	Meals & Refreshments	500	500	500	500
2,000	1,508	687	1150380	Conferences & Conventions	2,000	2,000	2,000	2,000
-2,873	-2,820	-2,873	1150955	Building Dept. - Indirect Costs	-2,916	-2,916	-2,960	-3,004
51,927	60,730	63,284		SUB TOTAL MATERIALS	69,654	69,654	70,211	70,772
6,000	6,000	6,000	1150750	Contracts - Archive Rent CPL	0	0	0	0
154,000	26,670	1,191	1150850	Special Project - Record Management Software	0	0	0	0
0	0	0 NEW		Special Project - Accessibility Plan	11,450	11,450	8,000	0
0	0	0 NEW		Special Project - EDI Strategy	11,150	11,150	65,000	77,500
5,000	0	5,000	1150912	Transfer to IT Reserve	0	0	0	10,000
-154,000	0	0	1150913	Transfer from Building Efficiencies Grant	0	-22,600	0	0
11,000	32,670	12,191		SUB TOTAL CONTRACTED SERVICES	22,600	0	73,000	87,500
494,502	444,592	409,417		TOTAL CLERKS DEPARTMENT	576,628	548,369	637,972	644,600

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
	2021	1150160	Office Equipment Purchase	Office furnishings, and equipment
PERFORMANCE DATA:	2021	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2021	1150171	Software Maintenance	Escribe - \$19,570, Max Galaxy, MOMRMS Records Management
	2021	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2021	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2021	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2021	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2021	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 Flip Book Software - Shared WHMIS - Shared Municipal Web Subscription - shared
	2021	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Escribe
	2021	1150380	Conferences & Conventions	Annual AMCTO Conference
	2021	1150750	Archives	Remove - County to pay rental fee

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	2021	NEW	Sp Project - Multi-Year Accessibility Plan	2021 Projects Closed Captioning - \$10,450 Awareness Campaigns - \$1,000 2022 Projected Costs Video Remote Interpreting Costs - \$8,000
	2021	NEW	Sp Project - EDI Strategy	2021 Projects Intercultural Development Inventory Training - \$5,500 Indigenous Awareness and Inclusion - \$4,300 Anti-Racism Workshop - \$1,350 2022 Projected Costs Training - \$10,000 Inclusion Campaigns - \$5,000 Technology Needs - \$10,000 HR Practices - \$25,000 Communication Tools - \$10,000 Misc Costs - \$5,000 2023 Projected Costs Training - \$30,000 Inclusion Campaigns - \$5,000 Technology Needs - \$5,000 HR Practices - \$25,000 Communication Tools - \$7,500 Misc Costs - \$5,000
	2021	1150913	Transfer from Building Efficiencies	Fund Special Projects from Building Efficiencies Reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
-19,000	-19,010	-19,785	87038	Tax Certificates	-20,000		-20,000	-21,000	-22,000
-19,000	-19,010	-19,785		TOTAL FINANCE DEPARTMENT REVENUE	-20,000		-20,000	-21,000	-22,000

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
499,192	474,765	472,393	120010	Payroll Salaries & Wages	509,001	*	509,001	517,654	526,454
8,479	10,970	3,333	120011	Payroll - Overtime	9,101	*	9,101	9,256	9,413
500	871	583	120020	Other Salaries & Wages	500		500	500	500
145,437	136,440	138,997	120030	Payroll Benefits	151,091	*	151,091	164,367	178,049
653,608	623,046	615,306		SUB TOTAL SALARIES, WAGES & BENEFITS	669,693	*	669,693	691,777	714,416
2,400	1,450	953	1200150	Office Supplies	2,500	*	2,500	2,500	2,500
500	143	41	1200160	Office Equip Purchase	500		500	500	500
4,500	4,593	5,063	1200170	Office Equip Maintenance	4,500		4,500	4,500	4,500
37,500	31,532	31,119	1200171	Software Maintenance	49,950	*	49,950	51,000	53,000
1,450	1,244	1,524	1200180	Telephone & Answer Serv	1,850	*	1,850	1,900	1,950
250	0	0	1200210	Advertising & Promotion	250		250	250	250
6,500	3,188	6,330	1200220	Printing	6,500		6,500	6,500	6,500
6,000	6,418	4,809	1200230	Photocopier Expense	6,000		6,000	6,000	6,000
18,500	18,637	15,322	1200240	Postage & Couriers	19,000	*	19,000	19,000	19,000
3,800	3,429	3,988	1200250	Memberships & Subscrip'ns	3,800		3,800	3,900	4,000
4,500	1,978	2,545	1200260	Training & Courses	4,500		4,500	5,500	6,000
2,000	1,024	70	1200270	Travel Expense	1,500		1,500	2,000	2,000
200	0	65	1200370	Meals & Refreshments	200		200	200	200
4,500	3,511	814	1200380	Conferences & Conventions	3,000		3,000	4,500	4,500
-8,385	-8,232	-8,385	1200955	Building Dept. - Indirect Costs	-8,511		-8,511	-8,639	-8,768
-13,600	-13,600	0	1200991	Recoveries	-13,600	*	-13,600	-13,600	-13,600
70,615	55,315	64,258		SUB TOTAL MATERIALS	81,939	*	81,939	86,011	88,532
25,000	109	23,439	1200850	Special Project - Upgrade to Vailtech Security	0		0	0	0
-25,000	0	-23,439	1200913	Transfer from Building Efficiencies	0		0	0	0
-30,000	-25,000	0	1200913	Transfer from Reserve - Northam	-40,000		-40,000	-40,000	-40,000
500	0	0	1200300	Legal Fees	500		500	500	500
-29,500	-24,891	0		SUB TOTAL CONTRACTED SERVICES	-39,500		-39,500	-39,500	-39,500
694,723	653,470	679,564		TOTAL FINANCE DEPARTMENT	712,132	*	712,132	738,288	763,448

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

FINANCE RECOVERIES

RECOVERIES	2021	2022	2023
<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>	40,000	40,000	40,000
<i>Total Recoveries</i>	53,600	53,600	53,600

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To ensure timely collection of revenues, to pay suppliers accounts, salaries and wages, prepare financial statements, subsidy applications, invest surplus funds and maintain adequate tax flow to meet commitments. Co-ordinate debentures sales, energy management matters, computerized information systems.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
Perf Data				2018	2019	2020 - Dec 1	
Tax Bills Issued				16518	16744	16826	
Tax Cert. Issued				463	540	540	
Tax Appeal Proc				36	0	0	
A/C Payable - Cheques				2888	2491	2224	
A/C Payable - EFT				3192	2655	3242	
Misc. Rev Inv.				1745	1654	1044	
				2021	1200171	Software Maintenance	Annual software maintenance contracts: Vailtech - \$15,500 increases for 2021/22 licensing Great Plains - \$24,000 Year End Update - \$3,000 Joe Software - \$3,100 Oracle - \$4,350
				2021	1200180	Telephone	Includes 3 cell phones
				2021	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
				2021	1200230	Photocopier	Lease plus maintenance cost
				2021	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.
				2021	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$400 Ont. Municipal Revenue & Tax Collector - \$230 CPA Dues (2) - \$2,250 CPA PSAB Handbook - \$225 AMTCO - \$420 Canadian Payroll - \$275
				2021	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses
				2021	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees MFOA Conference - 2 Attendees

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
101,560	77,353	84,758	121010	Payroll Salaries & Wages	106,034	*	106,034	107,837	109,670
3,112	15,105	17,232	121011	Payroll - Overtime	3,418	*	3,418	3,476	3,535
26,861	24,651	24,546	121030	Payroll Benefits	28,741	*	28,741	31,507	32,358
131,533	117,109	126,536		SUB TOTAL SALARIES, WAGES & BENEFITS	138,193	*	138,193	142,820	145,563
1,000	2,221	2,589	1210150	Office Supplies	1,000		1,000	1,000	1,000
4,000	3,367	0	1210170	Office Equipment	4,500	*	4,500	5,000	5,500
3,000	3,064	2,312	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	1,205	479	1210270	Travel Expense	1,000		1,000	1,000	1,000
6,000	0	0	1210855	Special Project - Firewall Upgrade	0		0	0	0
0	0	0	1210850	Special Project - IT Strategy Plan	40,000		40,000	0	0
-9,813	-9,633	-9,813	1210955	Building Dept. - Indirect Costs	-9,960		-9,960	-10,109	-10,261
7,187	224	-4,433		SUB TOTAL MATERIALS	41,540	*	41,540	1,891	2,239
7,500	5,698	75	1210171	Software Maintenance	9,000	*	9,000	9,500	10,000
166,200	152,248	159,213	1210175	Web / Security Enhancement Contract	192,300		192,300	196,000	200,000
24,000	45,501	32,614	1210750	Support Contract Simnet	24,000		24,000	24,000	24,000
12,000	0	0	1210751	Technical Support Contract - All Others	12,000		12,000	12,000	12,000
0	0	0 NEW		Special Project - Office 365	30,720		30,720	30,720	30,720
0	0	0 NEW		Special Project - Two Factor Authentication	7,680		7,680	7,680	7,680
209,700	203,447	191,902		SUB TOTAL CONTRACTED SERVICES	275,700	*	275,700	279,900	284,400
6,500	0	7,344	1210320	Insurance	7,500		7,500	7,875	8,269
0	0	0	1210913	Transfer from Building Efficiencies	0		-38,400	0	0
-6,000	0	0	1210913	Transfer from Computer Reserve	-40,000		-40,000	0	0
500	0	7,344		SUB TOTAL OTHER CHARGES & TRANSFERS	-32,500		-70,900	7,875	8,269
348,920	320,780	321,349		TOTAL INFORMATION TECHNOLOGIES	422,933	*	384,533	432,486	440,471

**TOWN OF COBOURG
2021 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.	2021	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2021	1210171	Software Maintenance	Annual Costs - Anti virus subscriptions - \$6,000 - Regular software maintenance costs - \$1,500 - Additional software - Abode Pro, - \$1,500
PERFORMANCE DATA:				
Systems Supported:				
10 Complete Network Systems (VPN's)	2021	1210175	Web / Internet Costs	Exchange Server - \$22,000
10 Routers/Gateway Systems				Forti Mail Spam - \$4,500
4 E-mail Gateway/Virus Scanning System				Eagle DSL Connection - \$28,000
12 Servers				Fortinet Analyzer - \$7,700
150 Desktop Computers				Firewall Annual Renewal - \$7,900
51 Desktop and network printers				Cloud Backup/Recovery - \$6,200
6 Networked Copiers				Kayesa Monitoring Software - \$10,700
36 Laptop Computers				Hosted Servers - \$15,000
GIS System - 3 Servers				Splunk Security Monitoring Intelligence - \$67,200
Financial Systems				Fibre Connection to Data Centre - \$16,300 (for increased security and better performance)
				Security/Training Application - \$6,800
	2021	1200180	Telephone	Cell phone costs for two staff
	2021	1200250	Memberships & Subscriptions	MISA, other associations
	2021	1210260	Training & Courses	Various training for staff
	2021	1210270	Travel Allowance	Travel allowance
	2021	1210320	Insurance	Cyber Insurance
	2021	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month
	2021	1210751	Technical Support Contract	Technical Support - \$12,000 includes all time and material

**TOWN OF COBOURG
2021 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.	2021	NEW	Sp Project - Office 365	Town wide necessary upgrade to Office 365, with teams including hosting
PERFORMANCE DATA:	2021	NEW	Sp Project - Two Factor Authentication	Increase security with industry standard two factor authentication
Systems Supported:	2021	NEW	Sp Project - Strategy Plan	IT Strategic Plan to be completed in 2021 and funded from the Computer Reserve
10 Complete Network Systems (VPN's)	2021	1210913	Transfer from Building Efficiencies	Fund Office 265 & Two Factor Authentication from Building Efficiencies Reserve
10 Routers/Gateway Systems				
4 E-mail Gateway/Virus Scanning System				
12 Servers				
150 Desktop Computers				
51 Desktop and network printers				
6 Networked Copiers				
36 Laptop Computers				
GIS System - 3 Servers				
Financial Systems				

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
233,419	213,506	217,859	140010	Payroll Salaries & Wages	233,888	233,888	237,863	241,907
12,500	9,345	2,977	140011	Payroll - Overtime	15,376 *	15,376	15,637	15,903
16,944	16,968	17,144	140012	Payroll - Standby	18,057 *	18,057	18,364	18,676
9,931	6,588	0	140015	Payroll - Part Time Wages	10,069	0	10,240	10,414
45,000	45,825	10,403	140020	Other Salaries & Wages	50,000 *	50,000	55,000	56,000
74,795	68,322	68,773	140030	Payroll Benefits	75,000	75,000	76,500	78,030
1,738	650	0	140030	Payroll Part-time Benefits	1,963 *	0	2,202	2,447
1,600	1,049	1,297	140050	Clothing	1,600	1,600	1,600	2,000
600	810	811	140060	Footwear	600	600	600	1,000
396,527	363,063	319,264		SUB TOTAL SALARIES, WAGES & BENEFITS	406,553 *	394,521	418,006	426,377
400	371	411	1400150	Office Supplies	400	400	450	475
2,100	1,628	2,026	1400180	Cell Phone Expenses	2,100	2,100	2,200	2,300
400	191	195	1400190	Communication Equipment	500 *	500	600	700
1,500	551	0	1400260	Training & Courses	1,500	1,500	2,000	2,500
20,000	17,432	12,058	1400450	Heat	18,000	18,000	20,000	25,000
175,000	173,716	134,777	1400460	Utilities	170,000	170,000	175,000	180,000
65,000	96,573	74,536	1400470	Building Maintenance	65,000	65,000	65,000	67,000
9,000	10,590	7,231	1400500	Custodial/Cleaning Supplies	9,000	9,000	9,500	10,000
0	0	0 NEW		COVID Supplies	5,000	5,000	5,000	5,000
1,500	0	0	1400570	Property Maintenance & Improvements	1,500	1,500	1,500	2,000
7,000	3,084	5,260	1400600	Vehicle Maint & Repair	3,000	3,000	3,000	3,500
1,500	1,816	1,443	1400650	Gasoline	1,500	1,500	1,500	1,700
1,000	4,055	88	1400680	Other Equip Maint/Repair	1,000	1,000	1,500	2,000
2,473	2,473	2,473	1400930	Transfer to Vehicle Reserve	2,473	2,473	2,473	2,473
-24,451	-24,002	-24,451	1400955	Building Dept. - Indirect Costs	-24,818	-24,818	-25,190	-25,568
0	0	0	1400992	Recoveries - Dressler House	0 *	0	0	0
-20,000	-20,393	-3,101	1400993	Recoveries - Commissionaires Wages	-21,000	-21,000	-22,000	-23,000
-7,000	-1,892	0	1400994	Recoveries - Library Maintenance	-7,000	-7,000	-7,000	-7,000
235,422	266,193	212,946		SUB TOTAL MATERIALS	228,155	228,155	235,533	249,080

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
21,700	19,518	21,557	1400320	Liability Insurance	35,000	*	35,000	36,750	38,588
5,000	6,132	6,919	1400480	Garbage Removal	5,000		5,000	5,000	5,200
69,500	61,975	57,439	1400550	System Contracts/Repairs	71,000	*	71,000	73,000	75,000
5,000	0	6,546	1400850	Library Maintenance	7,000	*	7,000	7,000	7,500
0	0	0	1400851	Dressler House Maintenance	0	*	0	0	0
1,500	4,678	524	1400852	Special Projects - Christmas Magic	1,500		1,500	2,000	2,100
102,700	92,303	92,985		SUB TOTAL CONTRACTED SERVICES	119,500	*	119,500	123,750	128,388
0	0	0	1400913	Transfer to/from Reserve	0		0	0	0
0	0	0		TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
734,649	721,559	625,195		TOTAL ADMIN. BUILDING VICTORIA HALL	754,208	*	742,176	777,289	803,845

**TOWN OF COBOURG
2021 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.	2021	140020	Other Salaries & Wages	Building security contractor
	2021	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2021	1400190	Communications Equipment	Hand radios, base station, licence
	2021	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2021	1400470	Building Maintenance	Regular Maintenance - \$65,000
	2021	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2021	NEW	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
	2021	1400550	System Contracts	Air Handling and Heating System - \$20,000 Chiller Service Agreement - \$6,000 Elevator - \$15,000 Boiler - \$2,000 TSSA Inspections - \$1,000 Fire Protection System - \$2,500 Sprinkler Systems - \$1,000 Generator Annual Inspection - \$1,000 Fire Extinguishers Inspection - \$1,000 Alarm Monitoring - \$1,500 Contingency - \$13,000 Building Automation System - \$4,500 Concert Blinds Yearly Service - \$1,500 Clock Tower Mechanism Service - \$1,000
	2021	1400600	Vehicle Maint & Repairs	Regular maintenance
	2021	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
PERFORMANCE DATA:	2021	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff

TOWN OF COBOURG 2021 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2020	2019	2020		2021		2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
25,000	56,053	21,828	1500300	Legal Fees	25,000		25,000	25,000	25,000
25,000	21,379	305	1500360	Legal Fees - Integrity Commissioner	15,000		15,000	15,000	15,000
1,000	0	0	1500305	Collection Fee	1,000		1,000	1,000	1,000
40,000	58,592	41,823	1500310	Audit Fees	40,000		40,000	45,000	55,000
67,500	71,436	45,695	1500320	Liability Insurance	60,000		60,000	63,000	66,150
0	0	26,967	1500851	Special Project - Water Study	0		0	0	0
0	1,143	10,137	1500852	Special Project - Development Charges Study	40,000		40,000	0	0
85,500	0	11,499	1500853	Special Project - Asset Management Plan	15,000		15,000	15,000	15,000
0	0	0 NEW		Special Project - User Fees Study	35,000		35,000	0	0
0	0	0	1500913	Recoveries - Northam Reserve	-35,000		-35,000	0	0
0	0	0	1500913	Recoveries - Development Charges	-40,000		-40,000	0	0
244,000	208,603	158,254		SUB TOTAL CONTRACTED SERVICES	156,000		156,000	164,000	177,150
25,000	41,815	67,845	1500321	Insurance - Reserve for claims	50,000	*	50,000	50,000	50,000
12,500	10,550	8,629	1500912	POS, Modem and Other Bank Fees	12,500		12,500	12,500	12,500
10,000	0	0	1500913	Trans to Reserve - Contingency	10,000		10,000	10,000	10,000
0	22,700	0	1500912	Contingency Non-Union / Union Changes	0		0	0	0
200,000	262,963	0	1500916	Interest Expenses / Internal Reserve Accounts	250,000	*	250,000	250,000	250,000
0	16,979	0	1500924	Municipal Payment in Lieu Payments	0	*	0	0	0
247,500	355,007	76,474		SUB TOTAL FINANCIAL	322,500	*	322,500	322,500	322,500
410,400	657,500	0	1500925	Transfer to Reserve - Holdco	260,400		260,400	260,400	260,400
100,000	887,100	887,100	1500926	Transfer to Reserve - Northam	0		0	0	0
600,000	600,000	589,736	1500927	Transfer Federal Gas Tax Reserve	616,543	*	616,543	616,543	643,349
50,000	50,000	0	1500930	Transfer to Development Charges Reserve	50,000		50,000	50,000	50,000
-85,500	0	0	1500910	Transfer from Building Efficiencies - AMP	-15,000		-15,000	-15,000	-15,000
-200,000	0	0	1500910	Transfer from Holdco Reserve - Tax Cancellations	-200,000		-200,000	0	0
0	0	0	1510910	Transfer from Development Charges - AMP	0		0	0	0
-500,000	-887,100	-887,100	8715	Northam Dividend - Regular	-600,000		-600,000	-600,000	-600,000
-150,000	-150,000	0	8716	Holdco Dividend	0		0	0	0
-260,400	-507,500	-217,000	8717	Holdco Interest	-260,400		-260,400	-260,400	-260,400
-600,000	-1,190,568	-589,736	8718	Federal Gas Tax Rebate	-616,543		-616,543	-616,543	-643,349
-635,500	-540,568	-217,000		TOTAL OTHER CHARGES & TRANSFERS	-765,000		-765,000	-565,000	-565,000
-144,000	23,042	17,728		TOTAL FINANCIAL	-286,500		-286,500	-78,500	-65,350

**TOWN OF COBOURG
2021 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.	2021	1500321	Insurance Deductible	Budget allows for 2 claims deductibles of \$25,000 each
	2021	1500912	POS, modem, and other bank fees	Cost of doing business as more municipal locations are offering debit and credit cards as methods of payment.
PERFORMANCE DATA:	2021	1500912	Contingency Non-Union/Union Changes	Contingency for reviews at 6 months of positions moved from Non-Union to Union
	2021	1500310	Audit Fees	KPMG quote of \$45,000 less \$5,000 allocated to Northam Industrial Park
	2021	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.
	2021	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.
	2021	1500853	Assessment Management Plan	2021 - Asset Management Software Licence - \$11,000/yr - Software Support - \$4,000/yr
	2021	NEW	Special Project - User Fees Study	Funded from Northam

TOWN OF COBOURG 2021 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
				OBJECT				
219,477	152,696	158,671						
5,822	4,632	2,898	190010	Payroll Salaries & Wages	174,480	174,480	177,444	180,461
0	0	0	190011	Payroll - Overtime	7,776 *	7,776	7,910	8,044
				NEW Payroll - Part Time Wages	8,100	8,100	0	0
51,303	42,014	36,010	190030	Benefits	52,854 *	52,854	57,460	62,207
0	0	9,944		NEW Payroll Part-time Benefits	1,417	1,417	0	0
15,000	44,254	107,322	190035	Future Benefits/Neer Surcharge	0	0	0	0
4,200	2,633	1,504	190050	Clothing	4,800 *	4,800	4,800	4,800
295,802	246,229	316,349		TOTAL SALARIES, WAGES & BENEFITS	249,427	249,427	247,614	255,512
1,500	910	2,784	1900150	Office Supplies	2,500 *	2,500	2,500	2,500
700	542	539	1900180	Telephone Expense	700	700	700	800
2,500	4,935	1,251	1900210	Advertising	6,000 *	6,000	7,000	7,000
500	0	1,359	1900220	Printing	1,500 *	1,500	1,500	1,500
1,650	963	1,252	1900250	Memberships & Subscrip'ns	2,475 *	2,475	2,500	2,550
3,000	0	1,260	1900260	Training & Courses	4,000 *	4,000	4,500	4,500
1,000	144	0	1900270	Travel Expense	500	500	1,000	1,000
1,500	2,289	288	1900330	Receptions - Retirements	3,600 *	3,600	3,600	3,600
2,500	1,161	2,035	1900380	Conferences & Conventions	2,500	2,500	3,000	3,000
1,000	0	0	1900391	Negotiation Expense	1,000	1,000	1,000	1,000
-3,270	-3,210	-3,270	1900955	Building Dept. - Indirect Costs	-3,319	-3,319	-3,369	-3,419
12,580	7,734	7,498		TOTAL MATERIALS	21,456 *	21,456	23,931	24,031
6,000	8,728	27,599	1900300	Legal Fees / Professional Fees	25,000 *	25,000	15,000	15,000
1,500	1,347	-76	1900360	Consultant Fees	1,500	1,500	1,500	1,500
22,500	21,965	28,831	1900361	Employee Assistant Program	23,000 *	11,250	23,500	23,500
95,000	78,788	91,347	1900362	Retiree Benefits	129,600 *	129,600	151,800	166,800
7,000	5,981	63	1900399	Management Team Training	10,000 *	10,000	10,000	10,000
5,739	29,740	0	1900850	Sp Proj - Non-Union Job Evaluation/Pay Equity Plan	0	0	0	0
137,739	146,549	147,764		TOTAL CONTRACTED SERVICES	189,100 *	177,350	201,800	216,800
-54,405		0	1900913	Transfer from Building Efficiencies	0	0	0	0
0	0	0 NEW		Recoveries - Federal Grant Wages	-4,000	-4,000		0
-54,405	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-4,000 *	-4,000	0	0
391,716	400,512	471,611		TOTAL PERSONNEL	455,983 *	444,233	473,345	496,343

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p>PERFORMANCE DATA:</p>	2021	190010	Salaries & Wages	Hire a 12 month temporary contract employee to complete risk assessments, required training assessments and ergonomic assessments for all Town of Cobourg departments. Work would also include providing support to the Joint Health and Safety Committee with action items.
	2021	NEW	Payroll - Part Time Wages	Summer student to help with HR administration
	2021	190035	WSIB Neer - Surcharge	The Neer Surcharge has been replaced by a new model called "Rate Framework". The rates will be established each year. We have been informed the maximum increase will be 5% above the rate for 2022, 10% over the 2022 for 2023 and 15% over the 2023 rate for 2024.
	2021	190050	Clothing	48 Employees eligible for clothing purchase - \$100 each
	2021	1900150	Office Supplies	Additional file cabinet - TOMRS - Separate personnel and medical files
	2021	1900210	Advertising	Recruitment / advertising costs for all departments
	2021	1900220	Printing	Printing of Collective Agreements
	2021	1900250	Memberships & Subscriptions	HRPA Membership for HR Manager and Generalist OMHRA Membership for Manager and Generalist Valuable resources and reduced rates for conferences and training. Municipal World - \$1,550 split with Council - \$775
	2021	1900260	Training & Courses	\$2,000 each for training / courses provided throughout the year.

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2021	1900300	Legal Fees / Professional Fees	Amount for consultations, review of employment contracts
	2021	1900330	Receptions / Retirements	Potential for 12 retirements
PERFORMANCE DATA:	2021	1900380	Conferences & Conventions	Fire Association Labour Conference - Jan 2021 OMHRA Spring Conference x 2
	2021	1900361	Employee Assistant Program	Renegotiated contract at lower rate
	2021	1900362	Retiree Benefits	Currently 15 Retirees, 6 additional eligible to go this year and 4 can go throughout 2021. Assumptions is that 1 will go in 2020 and 2 will go during 2021.
	2021	1900391	Negotiation Expense	Bargaining for Full Time Fire Association
	2021	1900399	Management Team Training	Training to support and reflect performance review results.

**TOWN OF COBOURG
2021 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
4,500	4,500	4,500	195010	Payroll Salaries & Wages	4,500	4,500	4,500	4,500
0	0	0	195034	Flu Clinic	0	0	0	0
4,500	4,500	4,500		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500	4,500	4,500	4,500
200	0	0	1950150	Office Supplies	200	200	200	200
3,500	3,355	3,354	1950251	Memberships & Subscriptions	3,500	3,500	3,500	3,500
2,000	2,442	229	1950260	Training & Courses	2,000	2,000	2,000	2,000
0	0	0	1950262	Wellness Committee / Initiatives	0	0	0	0
450	324	0	1950370	Meals & Refreshments	450	450	450	450
200	0	0	1950850	Special Project - Fire Extinguishers	200	200	200	200
0	0	0	1950851	Special Project - Asbestos Reassessment	0	0	0	0
2,000	0	0	1950852	Special Project - First Aid Kits	1,000	1,000	1,000	1,000
8,350	6,121	3,583		SUB TOTAL MATERIALS	7,350	7,350	7,350	7,350
12,850	10,621	8,083		TOTAL HEALTH & SAFETY	11,850	11,850	11,850	11,850

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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>PERFORMANCE DATA:</p>	2021	1950250	Memberships & Subscriptions	HR Downloads Training - Partnership with Port Hope and Cramahe Township. All staff complete health and safety training. Access to policy/procedure templates/risk assessment tools etc. -
	2021	19520260	Training & Courses	Certification for one committee member - Part 1 and 2 - registration, mileage, and per diem Summer student training is conducted at the dept. level with the support of the HR Assistant. Use HR Summer student lunch and learn (Fire Safety) is still conducted each summer. Funds required for cost of lunch.
	2021	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. 18 possible attendees. Approx. \$20.00 / person + gratuity
	2021	1950852	Special Project - First Aid Kits	Contract for First Aid Kits with a monthly service to ensure they are filled and complete

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
POLICE OPERATING								
GENERAL	5,763,486	6,084,709	5,830,001	1.15	5,830,001	1.2	6,360,929	6,480,612
COURT SECURITY	296,127	773,019	184,923	(37.6)	184,923	(37.6)	201,531	218,471
COURT ADMINISTRATION	0	0	234,294		234,294		238,744	243,284
FACILITIES	159,900	170,814	201,000	25.70	201,000	25.7	218,550	219,128
SUB TOTAL	6,219,513	7,028,542	6,450,218	3.71	6,450,218	3.7	7,019,754	7,161,495
MISC REVENUE	-65,000	-24,258	-65,000	0.00	-65,000	0.0	-65,000	-65,000
POLICE BOARD	87,467	66,872	88,072	0.69	88,072	0.7	88,688	88,688
POLICE TOTAL EXP	6,306,980	7,095,414	6,538,290	3.67	6,538,290	3.7	7,108,442	7,250,183
POLICE TOTAL REVENUE	-65,000	-24,258	-65,000	0.00	-65,000	0.0	-65,000	-65,000
TOTAL POLICE	6,241,980	7,071,156	6,473,290	3.71	6,473,290	3.7	7,043,442	7,185,183
BUSINESS SERVICES	0	2,302,220	0	-	0	-	0	0

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PROTECTION SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
FIRE								
EXPENSES	2,995,254	2,818,971	3,319,619	10.8	3,259,366	8.8	3,669,947	3,825,012
REVENUE	-13,500	-4,881	-13,500	0.0	-13,500	0.0	-13,500	-13,500
NET FIRE	2,981,754	2,814,090	3,306,119	10.9	3,245,866	8.9	3,656,447	3,811,512
EMERGENCY MANAGEMENT	136,456	479,375	144,555	5.9	144,555	5.9	152,164	156,695
BUILDING INSPECTION								
EXPENSES	410,000	453,815	415,000	1.2	415,000	1.2	415,000	415,000
BUILDING REVENUE	-410,000	-768,484	-415,000	1.2	-415,000	1.2	-415,000	-415,000
NET BUILDING INSPECTION	0	-314,669	0	-	0	-	0	0
BYLAW DEPT								
EXPENSES	95,765	56,862	90,576	(5.4)	90,576	(5.4)	92,707	94,896
BYLAW REVENUE	-19,000	-12,400	-19,000	0.0	-19,000	0.0	-19,000	-19,000
NET BYLAW DEPT	76,765	44,462	71,576	(6.8)	71,576	(6.8)	73,707	75,896
CONSERVATION AUTHORITY	248,100	248,100	243,000	(2.1)	243,000	(2.1)	250,000	255,000
ANIMAL CONTROL	101,632	82,550	101,032	(0.6)	101,032	(0.6)	104,000	50,000
BYLAW ENFORCEMENT	51,979	111,970	86,450	66.3	86,450	66.3	90,219	94,207
OTHER TOTAL EXP	4,039,186	4,251,643	4,400,232	8.9	4,339,979	7.4	4,774,037	4,890,810
OTHER TOTAL REVENUE	-442,500	-785,765	-447,500	1.1	-447,500	1.1	-447,500	-447,500
TOTAL PROTECTION - OTHER	3,596,686	3,465,878	3,952,732	9.9	3,892,479	8.2	4,326,537	4,443,310

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **87015**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-65,000	-48,497	-24,258	87016	Police Receipts	-65,000	*	-65,000	-65,000	-65,000
-65,000	-48,497	-24,258		TOTAL POLICE GENERAL REVENUE	-65,000		-65,000	-65,000	-65,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2020	2019	2020			2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
3,983,414	3,368,567	3,431,944	210010	Payroll Salaries & Wages	4,203,290	*	4,203,290	4,287,356	4,373,103
85,000	292,685	143,683	210011	Payroll - Overtime	85,000		85,000	85,000	85,000
111,636	162,484	141,311	210012	Payroll Part Time Wages	128,622	*	128,622	131,194	133,818
13,000	7,042	8,130	210013	Payroll - Shift Differ'l	9,000		9,000	9,000	9,000
25,000	41,529	53,723	210014	Payroll - Acting Pay	25,000		25,000	25,000	25,000
108,455	70,640	79,070	210015	Payroll - Responsibility Pay	75,315		75,315	76,821	78,358
0	6,810	6,407	210016	Payroll - Ride	0		0	0	0
56,003	38,214	19,914	210017	Student Program Administration	56,933		56,933	56,933	56,933
8,300	5,481	3,298	210018	Payroll - Specialist & Service Pay	6,000		6,000	6,000	6,000
0	155,773	0	210020	Payroll - Banked Overtime	0		0	0	0
1,133,834	930,561	955,702	210030	Payroll Benefits	1,240,960	*	1,240,960	1,265,779	1,291,095
26,536	37,951	35,619	210031	Payroll - Part-time Benefits	23,383		23,383	23,850	24,327
74,282	79,018	59,082	210032	Payroll Retired Employees	80,000	*	80,000	80,000	80,000
10,625	9,739	11,575	210033	Payroll 10% in lieu of Benefits	12,434	*	12,434	12,682	12,936
20,000	276,551	268,208	210035	WSIB - Employee Claims (Neer surcharge)	245,000	*	245,000	150,000	150,000
15,000	19,144	18,291	210036	YMCA Membership Benefit	15,000		15,000	15,000	15,000
9,000	5,648	7,279	210050	Clothing Allowance	9,000		9,000	9,000	9,000
2,000	4,478	3,860	210060	Footwear Allowance - Remove	0		0	0	0
0	1,013	185	210061	Gloves - Remove	0	*	0	0	0
2,000	2,737	1,618	210070	Cleaning Allowance	3,500	*	3,500	3,500	3,500
700	0	52	210080	Employee Meal Allowance	700		700	700	700
27,000	32,777	19,958	210090	Uniforms	27,000		27,000	27,000	27,000
5,711,785	5,548,842	5,268,909		SUB TOTAL SALARIES, WAGES & BENEFITS	6,246,137	*	6,246,137	6,264,815	6,380,770

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
8,000	16,757	10,552	2100150	Office Supplies	8,000	8,000	8,000	8,000
4,000	4,681	4,677	2100160	Office Equipment Purchase	4,000	4,000	4,000	4,000
18,000	24,078	44,283	2100180	Telephone	30,000 *	30,000	30,000	30,000
5,000	6,352	7,479	2100182	Telephone Monthly Service Rent	7,000 *	7,000	7,000	7,000
15,000	35,384	15,670	2100189	Cell Phones	15,000	15,000	15,000	15,000
4,200	3,677	3,870	2100204	Radio Licence - Communications	4,200	4,200	4,200	4,200
5,000	5,390	6,341	2100210	Advertising & Promotion	5,000	5,000	6,000	6,000
2,000	0	4,410	2100212	Donations / Sponsorships	4,000 *	4,000	4,000	4,000
9,500	6,333	7,278	2100231	Photocopier Contract	7,500	7,500	7,500	7,500
500	367	319	2100241	Postage Fees	500	500	500	500
1,000	1,127	1,081	2100242	Courier Charges	1,000	1,000	1,200	1,200
7,000	7,923	11,949	2100250	Memberships & Subscrip'ns	11,000 *	11,000	11,000	11,000
13,000	18,196	14,139	2100261	Courses - Police	13,000	13,000	13,000	13,000
5,000	2,509	0	2100264	Seminars	5,000	5,000	5,000	5,000
20,000	45,245	26,707	2100265	Training - In House	10,000	10,000	10,000	10,000
0	8,639	713	2100266	Block Training	0 *	0	0	0
22,000	11,981	13,274	2100267	Senior Career Development Training	15,000	15,000	15,000	15,000
2,000	228	816	2100270	Travel Expense	500	500	500	500
0	2,312	227	2100271	Auxiliary Travel Expense	0 *	0	0	0
5,500	8,733	0	2100330	Recognition Awards	5,000	5,000	5,000	5,000
10,000	14,137	3,277	2100370	Meals & Refreshments	7,500	7,500	7,500	7,500
20,000	20,361	2,998	2100380	Conferences & Conventions	15,000	15,000	15,000	15,000
0	0	0 NEW		Maint & Repairs - all vehicles	21,000	21,000	23,500	23,500
3,000	13,041	4,703	2100601	Maint & Repair - #04	0	0	0	0
0	2,947	1,645	2100602	Maint & Repair - #07-01	0 *	0	0	0
3,000	242	579	2100604	Maint & Repair - #07-02	0	0	0	0
3,000	2,315	3,376	2100605	Maint & Repair - #07-03	0	0	0	0
3,000	5,123	3,110	2100606	Maint & Rep - Admin	0	0	0	0
3,000	3,721	1,549	2100607	Maint & Rep - CIB	0	0	0	0
3,000	1,306	4,442	2100608	Maint & Rep - Comm Service	0	0	0	0
0	10,878	-1,614	2100611	CIB Lease Payments / Refunds	0	0	0	0
2,000	2,734	12,496	2100620	Vehicle - Cleaning	3,000 *	3,000	3,000	3,000
1,500	967	167	2100621	Vehicle Equipment	1,500	1,500	1,500	1,500
50,000	64,442	71,685	2100650	Gasoline	60,000 *	60,000	60,000	60,000
5,000	6,862	10,774	2100670	Other Equipment Purchases	5,000	5,000	5,000	5,000
2,000	7,810	4,966	2100680	Other Equipment Maintenance & Repair	3,000 *	3,000	3,000	3,000
2,000	3,551	800	2100710	FIS Supplies & Equipment	4,000 *	4,000	4,000	4,000
2,000	2,649	0	2100711	Lab Supplies - Equipment - Delete	0	0	0	0
2,000	308	510	2100752	Computer Repairs	0	0	0	0

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	11,485	3,727	2100753	Consulting Fees	5,000	5,000	5,000	5,000
20,000	20,000	18,333	2100754	Identification Services - Peterborough	20,000	20,000	20,000	20,000
5,000	17,748	5,125	2100755	Website Maintenance	3,000	3,000	3,000	3,000
4,000	8,105	13,996	2100756	Wellness/Bias Training	8,000 *	8,000	8,000	8,000
5,000	20,841	5,976	2100820	Other Operating Materials	5,000	5,000	5,000	5,000
25,000	52,968	29,274	2100821	OPTIC Costs	38,000 *	38,000	38,000	38,000
25,000	3,677	21,373	2100854	Special Project - Other Covert	35,000 *	35,000	35,000	35,000
32,000	38,697	19,451	2100856	Special Project - Vests/Outwear	25,000	25,000	25,000	25,000
25,000	25,000	25,000	2100857	Special Project - Rebound	25,000	25,000	25,000	25,000
6,000	1,263	480	2100858	Special Project - Promotional Items	3,000	3,000	3,000	3,000
15,000	29,857	31,549	2100859	Special Project - Police Ambassador	15,000	15,000	15,000	15,000
0	930	0	2100860	Special Project - Surveillance	0 *	0	0	0
30,000	30,000	30,000	2100862	Special Project- Domestic Violence Enhancement	32,500 *	32,500	32,500	32,500
35,000	54,532	19,494	2100863	Special Project - CERT Program	0	0	20,000	20,000
0	63,472	10,617	2100864	Special Project - Mobile Data Project	15,000	15,000	15,000	15,000
10,000	6,784	1,242	2100866	Special Project - Respectful Workplace Project	10,000	10,000	10,000	10,000
35,000	20,164	16,465	2100867	Special Project - Active Shooter Program	0	0	0	0
10,000	21,945	3,164	2100868	Special Project - Pipe Band	0	0	0	0
100,000	0	6,481	2100870	Special Project - Innovations	100,000	100,000	100,000	100,000
8,000	0	4,006	2100871	Special Project - CPTED Audits	0	0	0	0
0	0	40,146	2100872	Special Project - COVID-19	0	0	0	0
0	0	0 NEW		Special Project - Training Ammunition/Supplies	10,000	10,000	10,000	10,000
1,000	717	38	2100919	Bank Service Fees	500	500	500	500
-138,000	-296,376	-221,600	871142100	Recoveries (Ride, CSP, CISO, Community Safety)	-341,000	-341,000	-141,000	-141,000
-53,023	0	-16,550	871142100	Recoveries - Student Program	-56,933	-56,933	-56,933	-56,933
0	-3,000	0	871142100	Recoveries - Secondments	-148,651	-148,651	-148,651	-148,651
466,177	502,115	367,035		SUB TOTAL MATERIALS	69,116	69,116	292,816	292,816
15,000	34,490	90,914	2100170	Software Maintenance	80,000 *	80,000	80,000	80,000
0	10,949	5,868	2100172	Fingerprint Equipment	0	0	0	0
2,000	0	1,823	2100233	Shredding	1,000	1,000	1,000	1,000
55,000	54,749	305	2100300	Legal Fees	55,000	55,000	55,000	55,000
52,000	56,849	54,354	2100320	Liability Insurance	71,000 *	71,000	74,550	78,278
10,000	10,922	19,549	2100540	Water Tower Rental	12,000 *	12,000	12,000	12,000
55,000	55,567	50,089	2100750	Information Technology Support	75,000 *	75,000	75,000	75,000
6,500	2,564	11,005	2100751	Support Contract - Sidewinder Firewall	12,000 *	12,000	12,000	12,000
0	20,304	0	2100869	Pay Equity	0	0	0	0
213,644	213,147	219,542	2100998	Contracts - Communications	220,000 *	220,000	220,000	220,000
409,144	459,541	453,449		SUB TOTAL CONTRACTED SERVICES	526,000 *	526,000	529,550	533,278

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE-GENERAL**

ACCOUNT #: **2100.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-786,252	-842,067	0	2100913	Recoveries - Business Services Revenue	-786,252	-786,252	-786,252	-786,252
50,000	0	0	2100913	Corporate Services Loan Repayment - Transfer to Reserv	0	0	60,000	60,000
-87,368	0	0	2100913	Transfer from Reserve - Neer	-225,000	-225,000	0	0
0	-16,827	-4,684	2100991	Recoveries	0	0	0	0
-823,620	-858,894	-4,684		SUB TOTAL OTHER CHARGES & TRANSFERS	-1,011,252	-1,011,252	-726,252	-726,252
5,763,486	5,651,604	6,084,709		TOTAL POLICE GENERAL	5,830,001	5,830,001	6,360,929	6,480,612

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE: The protection of life, property and the prevention of crime. Apprehension of offenders.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2021	210010	Payroll Salaries & Wages	Contractual wage increase, pay equity increases. New position.
	2021	210012	Payroll Part Time Wages	Contracted wage increase, pay equity increases
	2021	210030	Payroll Benefits	Due to increase in Salaries & Wages
	2021	210032	Payroll Retired Employees	1 additional retiree for 2021
	2021	210033	Payroll 10% in lieu of Benefits	Due to increase in Part Time Wages
	2021	210070	Cleaning Allowance	Increase to include dry cleaning for Auxiliary members dress uniform, tunic
	2021	2100180	Telephone	Increase to reflect actuals
	2021	2100182	Telephone Monthly Service Rent	Increase to reflect actuals, billed by Owen Sound
	2021	2100250	Memberships & Subscriptions	Increase to reflect actuals
	2021	NEW	Vehicle Maintenance & Repairs	Combined all vehicles maintenance, repair lines into one
	2021	2100620	Vehicle Cleaning	Increase to reflect actuals, increase to cleaning due to COVID-19
	2021	2100650	Gasoline	Increase to reflect actuals
	2021	2100680	Other Equipment Mtce & Repair	Increase to reflect actuals
	2021	2100710	FIS Supplies & Equipment (new name)	combined #2100710 and #2100711 - no increase in budget
	2021	2100756	Wellness/Bias Training (new name)	Increase to reflect actuals
	2021	2100821	OPTIC Costs	Increase to reflect 2021 rate increases
	2021	2100854	Special Project - Other Covert	Increase to reflect actuals, additional CIB projects
PERFORMANCE DATA: Calls for Service:				
2016 2017 2018 2019 2020				
7792 7140 8852 9961				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - GENERAL**

ACCOUNT #: **2100.100**

STATEMENT OF PURPOSE: The protection of life, property and the prevention of crime. Apprehension of offenders.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2021	2100870	Special Project - Innovations (new name)	
	2021	2100320	Liability Insurance	Provided by Finance
	2021	2100540	Water Tower Rental	Increase to reflect actuals
	2021	2100750	Information Technology Support	Increase in rates and service for 2021
	2021	2100751	Support Contract - Sidewinder (Firewall)	Increase to firewalls, reflects actuals
	2021	2100998	Contracts - Communication	Expected cost for communications
PERFORMANCE DATA:				
Calls for Service:				
2016 2017 2018 2019 2020				
7792 7140 8852 9961				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
67,538	176,120	77,192	212010	Payroll Salaries & Wages	0	0	0	0
2,000	20,942	16,616	212011	Payroll - Overtime	20,000 *	20,000	20,000	20,000
1,000	828	857	212013	Payroll - Shift Differential	1,000	1,000	1,000	1,000
661,818	1,153,557	886,125	212015	Part-time Court Security	651,275	651,275	664,301	677,587
0	4,870	0	212016	Responsibility Pay	0	0	0	0
0	5,967	0	212017	Payroll - Security Officers	0	0	0	0
2,000	0	1,700	212019	Service Pay/Specialist Pay	1,500	1,500	1,500	1,500
20,599	52,715	21,403	212030	Payroll Benefits	0	0	0	0
139,443	216,119	168,208	212031	Payroll Part-time Benefits	113,973	113,973	116,253	118,578
66,182	90,605	76,400	212033	Payroll 10% in Lieu of Benefits	65,128	65,128	66,430	67,759
2,000	356	227	212090	Clothing & Uniforms	2,000	2,000	2,000	2,000
0	7,630	23,762	212050	Clothing Allowance	0	0	0	0
962,580	1,729,709	1,272,490		SUB TOTAL SALARIES, WAGES & BENEFITS	854,876	854,876	871,484	888,424
3,000	4,566	3,696	212095	Prisoner Meals	5,000 *	5,000	5,000	5,000
1,000	3,033	3,155	2120150	Office Supplies	0	0	0	0
1,000	1,266	988	2120180	Cell Phone Expenses	1,000	1,000	1,000	1,000
4,500	5,604	6,417	2120230	Photocopier Contract	0	0	0	0
0	533	0	2120231	Photocopier Materials	0	0	0	0
2,000	5,463	9,101	2120260	Training & Courses	2,000	2,000	2,000	2,000
0	2,629	2,100	2120603	Maint & Repair - #833	0 *	0	0	0
-26,953	-26,953	-54,021	871142120	Recoveries - Province	-26,953 *	-26,953	-26,953	-26,953
-1,000	0	0	871142120	Recoveries - Prisoner Meals	-1,000 *	-1,000	-1,000	-1,000
-650,000	-648,882	-470,907	871152120	Recoveries - Northumberland County	-650,000 *	-650,000	-650,000	-650,000
-666,453	-652,741	-499,471		SUB TOTAL MATERIALS	-669,953 *	-669,953	-669,953	-669,953
296,127	1,076,968	773,019		TOTAL COURT SERVICES	184,923	184,923	201,531	218,471

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.120**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide Crown Attorney with briefs to prosecute. To provide court security for judges and prisoners. To provide escorts for prisoners as required.	2021	212011	Payroll Overtime	Increase to reflect actuals
	2021	212095	Prisoner Meals	Increase to reflect actuals
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT#: **2100.140**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
				Payroll Salaries & Wages	69,819	*	69,819	71,215	72,640
				Payroll - Overtime	0	*	0	0	0
				Payroll - Shift Differential	0	*	0	0	0
				Part-time Court Administration	102,222	*	102,222	104,266	106,352
				Service Pay/Specialist Pay	500		500	500	500
				Payroll Benefits	22,342	*	22,342	22,789	23,245
				Payroll Part-time Benefits	17,889		17,889	18,247	18,612
				Payroll 10% in Lieu of Benefits	10,222	*	10,222	10,427	10,635
0	0	0		SUB TOTAL SALARIES, WAGES & BENEFITS	222,994	*	222,994	227,444	231,984
				Office Supplies	3,000	*	3,000	3,000	3,000
				Telephone Expenses	1,300	*	1,300	1,300	1,300
				Photocopier Contract	6,000	*	6,000	6,000	6,000
				Photocopier Materials	1,000		1,000	1,000	1,000
0	0	0		SUB TOTAL MATERIALS	11,300	*	11,300	11,300	11,300
0	0	0		TOTAL COURT ADMINISTRATION	234,294	*	234,294	238,744	243,284

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT#: **2100.140**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide Crown Attorney with briefs to prosecute. Administrative support.	2021	NEW	Payroll & Salaries - FT Wages	Quality Assurance
	2021	NEW	Payroll & Salaries - PT Wages	Court Administration
PERFORMANCE DATA:	2021	NEW	Payroll - FT benefits	
	2021	NEW	Payroll - PT benefits	
	2021	NEW	Payroll 10% in Lieu of Benefits	
	2021	NEW	Office Supplies	
	2021	NEW	Telephone Services	
	2021	NEW	Photocopier Contract	
	2021	NEW	Photocopier Materials	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.150**

2020	2019	2020		2021	2021	2022	2023		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
447,927	179,329	388,109	215010	Payroll Salaries & Wages - Full Time	537,032	*	537,032	547,773	558,728
1,109,338	1,258,111	1,093,163	215015	Payroll Salaries & Wages - Part Time	1,162,205	*	1,162,205	1,185,449	1,209,158
20,000	22,580	25,000	215011	Payroll - Overtime	20,000		20,000	20,000	20,000
2,500	2,176	1,541	215013	Payroll - Shift Differential	2,500		2,500	2,500	2,500
1,000	2,166	2,955	215018	Payroll - Specialist Pay	1,000		1,000	1,000	1,000
132,999	60,194	108,866	215030	Payroll Benefits Full Time	171,850	*	171,850	175,287	178,793
250,134	208,955	208,888	215031	Payroll Benefits Part Time	203,386		203,386	207,454	211,603
110,934	107,330	97,869	215033	Payroll Benefits Vac Lieu	116,221	*	116,221	118,545	120,916
15,000	0	695	215036	YMCA Membership	15,000		15,000	15,000	15,000
1,000	0	885	215050	Clothing Allowance	1,000		1,000	1,000	1,000
2,090,832	1,840,841	1,927,971		SUB TOTAL SALARIES, WAGES & BENEFITS	2,230,194	*	2,230,194	2,274,008	2,318,698
6,000	11,167	5,000	2150150	Office Supplies	6,000		6,000	6,000	6,000
2,000	0	0	2150233	Shredding	2,000		2,000	2,000	2,000
2,000	8,512	299	2150160	Office Equipment Purchases	2,000		2,000	2,000	2,000
5,000	4,670	19,120	2150180	Telephone	20,000	*	20,000	20,000	20,000
3,000	0	1,970	2150181	Cell Phones	4,000	*	4,000	4,000	4,000
20,000	5,550	2,538	2150211	Marketing	5,000		5,000	5,000	5,000
5,000	975	4,155	2150230	Photocopier Expenses - Materials	5,000		5,000	5,000	5,000
15,000	11,149	10,289	2150231	Photocopier Lease	15,000		15,000	15,000	15,000
4,000	1,319	3,763	2150241	Postage	4,000		4,000	4,000	4,000
5,000	4,681	693	2150240	Courier Charges	5,000		5,000	5,000	5,000
15,000	13,569	7,085	2150260	Training & Courses	15,000		15,000	15,000	15,000
0	0	0	2150270	Travel Expense	0		0	0	0
6,000	4,787	769	2150370	Meals / Meetings	6,000		6,000	6,000	6,000
25,000	15,443	27,313	2150821	OPTIC Costs	38,000	*	38,000	38,000	38,000
3,000	0	0	2150600	Vehicle Maintenance	3,000		3,000	3,000	3,000
3,000	0	0	2150755	Health and Wellness	3,000		3,000	3,000	3,000
15,000	4,706	8,355	2150850	Audit Travel Expense	15,000		15,000	15,000	15,000
0	0	100,000	2150851	Sp Project - Policing Accelerator	0		0	0	0
10,000	6,486	995	2150919	Banking Fees	1,500		1,500	1,500	1,500
144,000	93,014	192,344		SUB TOTAL MATERIALS	149,500	*	149,500	149,500	149,500
15,000	0	49,488	2150170	Software Maintenance	50,000		50,000	50,000	50,000
15,000	14,000	0	2150360	Consultant	15,000		15,000	15,000	15,000
5,000	0	0	2150753	Contracted Office Cleaning	5,000		5,000	5,000	5,000
5,000	0	0	2150470	Building Maintenance	5,000		5,000	5,000	5,000
45,000	46,350	45,000	2150460	Utilities - Venture 13	45,000		45,000	45,000	45,000
150,000	62,834	20,871	2150750	Contracts - Business Development	0		0	0	0
55,000	57,344	55,731	2150751	IT	75,000	*	75,000	75,000	75,000
2,800	0	10,815	2150752	Firewall	12,000	*	12,000	12,000	12,000
292,800	180,528	181,905		SUB TOTAL CONTRACTED SERVICES	207,000		207,000	207,000	207,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **2100.150**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
50,000	0	0	2150912	Transfer to Computer Reserve	0		0	0	0
70,000	0	0	2150912	Transfer to Police Cruiser Reserve	0		0	0	0
250,000	0	0	2150912	Transfer to Building Reserve	0		0	0	0
50,000	0	0	2150912	Transfer to Facility Analysis Review Reserve	0		0	0	0
-2,947,632	-2,114,383	0	2150913	Transfer from Reserve	-2,586,694	*	-2,586,694	-2,630,508	-2,675,198
0		0	2150913	Transfer to Communications Reserve	0		0	0	0
-2,527,632	-2,114,383	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-2,586,694		-2,586,694	-2,630,508	-2,675,198
0	0	2,302,220		TOTAL BUSINESS SERVICES DEPARTMENT	0	*	0	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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
	2021	215015	Payroll Salaries & Wages - Part Time	Hours increased over counter checks, contractual wage increase
	2021	215033	Payroll Benefits Vac Lieu	Increase reflects increases in #215015
PERFORMANCE DATA:	2021	2150180	Telephone	Increase to reflect actuals
	2021	2150181	Cell Phones	Increase two additional phones for team leaders
	2021	2150821	OPTIC costs	Increase to reflect 2021 rate increases
	2021	2150751	IT	Increase in rates and services for 2021
	2021	2150752	Firewall	Increase to firewalls, reflects actuals

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
13,000	8,982	7,419	2130450	Heat	12,000	12,000	13,000	13,000
53,000	48,799	43,378	2130461	Utilities - Electrical	52,000	52,000	54,000	54,000
5,000	4,024	3,759	2130462	Utilities - Water	4,800	4,800	5,200	5,200
0	425	0	2130470	Building Maintenance	0	0	0	0
2,200	1,335	3,228	2130500	Custodial/Clean Supplies	3,000 *	3,000	3,500	3,500
14,000	12,699	11,641	2130505	Cell Cleaning	13,500	13,500	16,000	16,000
10,000	13,153	9,857	2130510	Electrical Repairs	10,000	10,000	12,000	12,000
4,000	3,340	1,221	2130515	Heat Repairs	3,000	3,000	4,000	4,000
5,000	3,269	7,241	2130520	Plumbing Repairs	5,000	5,000	6,000	6,000
2,000	671	2,310	2130521	Door Repairs	2,000	2,000	2,000	2,000
3,800	3,518	2,005	2130522	Fire Safety	3,000	3,000	3,500	3,500
1,600	1,287	936	2130523	Biohazard Bin	1,700 *	1,700	1,800	1,800
8,000	10,138	7,781	2130524	Snow Removal	11,500 *	11,500	12,000	12,000
121,600	111,640	100,776		SUB TOTAL MATERIALS	121,500	121,500	133,000	133,000
8,300	7,929	7,954	2130320	Liability Insurance	11,000 *	11,000	11,550	12,128
5,800	4,465	4,570	2130480	Garbage Removal	5,000	5,000	5,500	5,500
20,000	18,253	16,593	2130550	Service Contract	19,500	19,500	21,000	21,000
35,000	35,954	32,736	2130552	Contractor Cleaning	36,000 *	36,000	37,000	37,000
5,000	3,278	8,185	2130554	Minor Repairs	5,000	5,000	6,500	6,500
3,000	2,340	0	2130555	Minor Repairs - Painting	3,000	3,000	4,000	4,000
77,100	72,219	70,038		\	79,500	79,500	85,550	86,128
-38,800	-28,061	0	2130913	Transfer - Business Service Revenue	0	0	0	0
-38,800	-28,061	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
159,900	155,798	170,814		TOTAL POLICE FACILITIES	201,000 *	201,000	218,550	219,128

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE - FACILITIES**

ACCOUNT #: **2100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide for maintenance of the police facility.	2021	2130500	Custodial / Clean Supplies	
	2021	2130523	Biohazard Bin	
	2021	2130524	Snow Removal	
PERFORMANCE DATA:	2021	2130320	Liability Insurance	Provided by Finance
	2021	2130552	Contractor Cleaning	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
18,720	19,189	14,700	210115	Payroll Part Time Wages	18,720	18,720	18,720	18,720
3,182	3	2,598	210130	Payroll Benefits	3,182	3,182	3,182	3,182
1,872	3,073	0	210131	Payroll 10% in Lieu of Benefits	1,872	1,872	1,872	1,872
34,593	32,755	33,637	2101290	Payroll Honorarium	35,198	35,198	35,814	35,814
58,367	55,020	50,935		SUB TOTAL SALARIES, WAGES & BENEFITS	58,972	58,972	59,588	59,588
500	739	-164	2101150	Office Supplies	500	500	500	500
1,500	0	1,147	2101180	Telephone/Cell Phones	1,500	1,500	1,500	1,500
100	0	0	2101210	Advertising & Promotion	100	100	100	100
3,600	3,797	3,825	2101250	Memberships & Subscrip'ns	3,600	3,600	3,600	3,600
2,000	0	458	2101260	Training & Courses	2,000	2,000	2,000	2,000
1,000	0	0	2101261	Per Diem Training	1,000	1,000	1,000	1,000
500	938	0	2101280	Car Allowance	500	500	500	500
2,500	0	0	2101340	Presentations	2,500	2,500	2,500	2,500
5,000	4,787	0	2101360	Labour Relations Consultants	5,000	5,000	5,000	5,000
6,000	8,258	2,048	2101380	Conferences & Conventions	6,000	6,000	6,000	6,000
1,400	96	80	2101780	Meeting Expense	1,400	1,400	1,400	1,400
24,100	18,615	7,394		SUB TOTAL MATERIALS	24,100	24,100	24,100	24,100
5,000	48,191	8,543	2101300	Legal Fees	5,000	5,000	5,000	5,000
5,000	48,191	8,543		SUB TOTAL CONTRACTED SERVICES	5,000	5,000	5,000	5,000
87,467	121,826	66,872		TOTAL POLICE SERVICES BOARD	88,072	88,072	88,688	88,688

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **POLICE SERVICES BOARD**

ACCOUNT #: **2100.10**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-10,000	-1,630	-4,281	87015	Fire Receipts	-10,000	-10,000	-10,000	-10,000
-3,500	-2,928	-600	87072	Reports / Permits	-3,500	-3,500	-3,500	-3,500
-13,500	-4,558	-4,881		TOTAL FIRE DEPARTMENT REVENUE	-13,500	-13,500	-13,500	-13,500

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
1,786,320	1,714,477	1,671,972	200010	Payroll Salaries & Wages	1,892,347 *	1,832,094	2,045,517	2,140,290
269,725	251,377	226,156	200011	Payroll Salaries Volunteer	294,250 *	294,250	299,252	304,340
40,000	130,738	92,050	200012	Payroll Overtime	90,000 *	90,000	91,530	93,086
82,418	78,365	61,148	200016	Recognition Pay	83,903	83,903	85,329	86,780
519,960	502,107	478,810	200030	Payroll Benefits	567,078 *	567,078	664,895	705,640
25,000	26,502	18,735	200031	Payroll - Part-time Benefits	35,310 *	35,310	41,895	48,694
15,500	7,234	6,207	200050	Protective Clothing	28,000 *	28,000	16,500	17,000
3,800	3,323	4,410	200060	Footwear	4,000 *	4,000	4,100	4,200
3,900	2,702	2,521	200070	Cleaning Allowance	4,000 *	4,000	4,100	4,200
7,100	15,524	11,938	200090	Uniforms	8,300 *	8,300	8,400	8,500
2,753,723	2,732,349	2,573,947		SUB TOTAL SALARIES, WAGES & BENEFITS	3,007,188 *	2,946,935	3,261,518	3,412,730
2,500	1,795	1,551	2000150	Office Supplies	2,500	2,500	2,500	2,500
4,500	3,988	4,562	2000180	Telephone & Answering Svc	4,600 *	4,600	4,700	4,800
4,600	6,015	3,059	2000200	Communication Equip Rep	4,700 *	4,700	4,800	4,900
650	375	0	2000210	Advertising & Promotions	650	650	650	650
500	424	138	2000220	Printing	500	500	500	500
1,300	1,767	1,029	2000230	Photocopier Expense	1,400 *	1,400	1,500	1,600
300	82	360	2000240	Postage	300	300	300	300
11,000	9,842	9,397	2000250	Memberships & Subscrip'ns	11,000	11,000	11,000	11,000
15,500	16,846	2,212	2000260	Training & Courses	10,000	10,000	16,000	16,250
1,000	1,869	21	2000280	Car Allowance	500	500	1,200	1,200
3,600	2,870	826	2000370	Meals & Refreshments	3,700 *	3,700	3,700	3,700
9,000	5,179	7,370	2000380	Conferences & Conventions	7,500	7,500	9,500	9,750
12,000	9,167	6,136	2000450	Heat	10,000	10,000	12,000	12,000
12,000	11,191	9,752	2000460	Utilities	12,000	12,000	12,000	12,000
8,500	6,522	5,935	2000470	Building Maintenance	8,600	8,600	8,700	8,800
1,500	1,707	1,490	2000500	Custodial/Cleaning Supplies	1,600 *	1,600	1,700	1,700
0	0	0 NEW		COVID Supplies	10,000	10,000	10,000	10,000
5,200	4,754	7,557	2000570	Property Improvements	5,400 *	5,400	5,400	5,500
4,200	4,638	2,913	2000590	Other Maint & Repairs - Snow Removal	4,300 *	4,300	4,400	4,500
27,500	68,627	67,046	2000600	Vehicle Maint & Repair	28,000	28,000	28,500	29,000
15,000	16,155	13,610	2000650	Gasoline	15,000	15,000	15,000	15,000
13,000	8,750	17,650	2000670	Other Equip Purchases	13,500 *	13,500	14,000	14,500
11,000	7,703	12,789	2000680	Other Equip Maint/Repair	11,500 *	11,500	12,000	12,500
3,400	3,197	2,825	2000681	Medical Supplies	3,500 *	3,500	3,600	3,700
4,500	1,186	2,111	2000760	Fire & Crime Prevention	5,000 *	5,000	5,000	5,000
2,500	1,638	555	2000780	General Administrative Supplies	2,600 *	2,600	2,700	2,800

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE:

FIRE DEPARTMENT

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
0	13,488	0	2000852	Special Project - IT Upgrades	0		0	0	0
22,000	0	23,570	2000853	Special Project - Bunker Gear Replacement	22,000		22,000	0	0
-13,319	-13,074	-13,318	2000955	Building Dept. - Indirect Costs	-13,519		-13,519	-13,721	-13,928
183,431	196,701	191,146		SUB TOTAL MATERIALS	186,831		186,831	177,629	180,222
2,000	3,044	0	2000300	Legal Fees	2,000		2,000	2,000	2,000
19,500	19,191	18,848	2000320	Liability Insurance	24,000	*	24,000	25,200	26,460
21,500	22,235	18,848		SUB TOTAL CONTRACTED SERVICES	26,000	*	26,000	27,200	28,460
8,600	8,600	8,600	2000930	Transfer to Admin Vehicle Reserve	8,600		8,600	8,600	8,600
0	0	0	2000931	Transfer to Small Equipment Reserve	25,000	*	25,000	35,000	35,000
50,000	50,000	50,000	2000932	Transfer to Large Vehicle Reserve	100,000	*	100,000	160,000	160,000
0	0	0	871162000	Recovery - Development Charges	-12,000		-12,000	0	0
-22,000	-31,923	-23,570	2000913	Transfer from Small Equipment Reserve	-22,000		-22,000	0	0
36,600	26,677	35,030		SUB TOTAL OTHER CHARGES & TRANSFERS	99,600	*	99,600	203,600	203,600
2,995,254	2,977,962	2,818,971		TOTAL FIRE DEPARTMENT	3,319,619	*	3,259,366	3,669,947	3,825,012

**TOWN OF COBOURG
2021 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.	2021	200010	Payroll Salaries & Wages	Anticipated contractual obligations + 3 additional probationary firefighter start date July 2, 2021
	2021	200011	Payroll Salaries Volunteer	Anticipated contractual obligations
PERFORMANCE DATA: Responses: 2015 Actual 1215 Incidents 2016 Actual 1158 Incidents 2017 Actual 1395 Incidents 2018 Actual 1666 Incidents 2019 Actual 1507 Incidents 2020 Estimate 1430 Incidents Fire Inspections: 2015 Actual 565 Activities 2016 Actual 468 Activities 2017 Actual 518 Activities 2018 Actual 355 Activities 2019 Actual 302 Activities 2020 Estimate 470 Activities Training: 2015 Actual 225 Sessions 2016 Actual 223 Sessions 2017 Actual 233 Sessions 2018 Actual 246 Sessions 2019 Actual 379 Sessions 2020 Estimate 343 Sessions	2021	200030	Payroll Benefits	Anticipated contractual obligations
	2021	200050	Protective Clothing	Additional \$12,000 for new hires funding from the development charge reserve
	2021	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
	2021	2000570	Property Improvements	Ongoing refurbishment of grounds and building
	2021	2000930	Transfer to Admin Vehicle Reserve	Increased to match amortization of vehicles, and equipment
		2000931	Transfer to Small Equipment Reserve	
		2000932	Transfer to Large Vehicle Reserve	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
86,756	78,824	88,053	270010	Payroll Salaries and Wages	89,331	*	89,331	90,850	92,395
25,000	24,564	25,565	270030	Payroll Benefits	29,324	*	29,324	31,639	34,025
111,756	103,388	113,618		SUB TOTAL SALARIES, WAGES & BENEFITS	118,655	*	118,655	122,489	126,420
300	114	198	2700150	Office Supplies	300		300	300	300
1,000	1,559	112	2700160	Equipment Purchases	1,000		1,000	1,000	1,000
4,500	4,561	4,586	2700180	Telephone	4,500		4,500	4,500	4,500
250	40	338	2700210	Advertising	300	*	300	300	300
250	0	0	2700220	Printing	250		250	250	250
300	442	256	2700230	Photocopier Expense	350	*	350	375	375
1,000	1,518	0	2700250	Memberships & Subscriptions	1,100	*	1,100	1,100	1,100
2,000	764	845	2700260	Training	1,000		1,000	2,000	2,000
2,000	2,817	0	2700261	Training - Risk Management New	1,000		1,000	2,000	2,000
250	297	0	2700270	Mileage	250		250	250	250
600	729	42	2700370	Meals & Refreshments	600		600	600	600
3,500	3,688	226	2700380	Conferences	2,500		2,500	3,700	3,800
0	0	0		NEW COVID-19 Supplies	5,000		5,000	5,000	5,000
0	0	352,920	2700851	Sp Project - COVID-19	0		0	0	0
750	904	0	2700852	Special Project - Emergency Exercise	750		750	800	800
16,700	17,433	359,523		SUBTOTAL MATERIALS	18,900	*	18,900	22,175	22,275
8,000	6,008	6,234	2700170	Equipment Maintenance - Generators	7,000		7,000	7,500	8,000
8,000	6,008	6,234		SUBTOTAL CONTRACTED SERVICES	7,000		7,000	7,500	8,000
136,456	126,829	479,375		TOTAL EMERGENCY MEASURES	144,555	*	144,555	152,164	156,695

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	2021	270010	Payroll Salaries & Wages	Contractual obligations
	2021	2700380	Conferences	CEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.
PERFORMANCE DATA:				
The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2021	2700851	Sp Project - COVID-19	Anticipated expenses relating to managing through the Pandemic. Signage, PPE, Cleaning, Barriers, Working from home equipment, etc.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-410,000	-259,653	-768,484	8707	Building Permits	-415,000	-415,000	-415,000	-415,000
-410,000	-259,653	-768,484		SUBTOTAL BUILDING REVENUE	-415,000	-415,000	-415,000	-415,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
217,826	169,029	199,628	260010	Payroll Salaries & Wages	220,606		220,606	224,556	228,520
10,000	11,966	2,676	260011	Payroll - Overtime	10,000		10,000	10,000	10,000
5,000	0	0	260015	Payroll - Part-time	5,000		5,000	5,000	5,000
68,014	47,870	55,302	260030	Payroll Benefits	70,650	*	70,650	76,338	82,199
800	487	410	260060	Footwear / Clothing	700		700	700	700
301,640	229,352	258,016		SUB TOTAL SALARIES, WAGES & BENEFITS	306,956		306,956	316,594	326,419
700	771	1,292	2600150	Office Supplies	725	*	725	725	725
700	84	234	2600170	Office Equipment Mtce	500		500	500	500
7,500	7,500	7,500	2600171	Software Maintenance - AMS/PLL	7,500		7,500	7,500	7,500
2,000	1,356	1,081	2600180	Telephone Expenses	3,500	*	3,500	3,500	3,500
250	0	0	2600210	Advertising Promotions	150		150	150	150
1,350	1,661	535	2600220	Printing	800		800	800	800
3,000	1,756	1,996	2600250	Memberships & Subscrip'ns	3,000		3,000	3,000	3,000
12,000	4,082	3,767	2600260	Training & Courses	9,000		9,000	10,000	10,000
1,000	844	289	2600280	Car Allowance	750		750	750	750
2,600	0	405	2600380	Conference & Conventions	2,000		2,000	2,000	2,000
2,000	1,123	454	2600600	Vehicle Maintenance	1,000		1,000	1,000	1,000
750	369	374	2600650	Gasoline	500		500	500	550
0	0	0	NEW	Special Project - Fee's Study	0		0	7,500	0
100,879	-99,027	160,968	2600955	Building Dept. - Indirect Costs	102,392		102,392	103,928	105,487
134,729	-79,481	178,895		SUB TOTAL MATERIALS	131,817		131,817	141,853	135,962
10,000	3,209	1,681	2600300	Legal Fees	10,000		10,000	10,000	10,000
10,500	9,655	9,223	2600320	Liability Insurance	12,000	*	12,000	12,600	13,230
20,500	12,864	10,904		SUB TOTAL CONTRACTED SERVICES	22,000		22,000	22,600	23,230
-52,869	102,746	0	2600913	Transfer Reserve	-55,773		-55,773	-76,047	-80,611
6,000	6,000	6,000	2600930	Transfer to Vehicle Reserve	10,000	*	10,000	10,000	10,000
-46,869	108,746	6,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-45,773	*	-45,773	-66,047	-70,611
410,000	271,481	453,815		TOTAL BUILDING DEPT	415,000		415,000	415,000	415,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE: 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.				HIGHLIGHTS/EXPLANATIONS:		
				YEAR	CODE	OBJECT
			2021	260010	Payroll Salaries & Wages	Charge allocated of time for Chief Building Official
			2021	260020	Other Salaries	Additional staff or overtime to cover workload
			2021	2600171	Software Maintenance	Annual Licence AMS/PLL - Building Portion
			2021	2600180	Telephone Services	3 Phones for Building staff + 1 new phone
			2021	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 3 x \$75 OBOA - 3 x \$320 Building Code Identification Number - 3 x \$114 Ontario Building Code - 3 new codes with amendments
			2021	2600260	Training & Courses	3 Building Officials, Continuous development and/or obtaining new qualifications 2 courses each @ \$1,500 per course
			2021	2600280	Car Allowance	.55/km use personal vehicle for inspections
			2021	2600380	Conferences/Conventions	OBOA Annual Conference for 1 to 2 officials
			2022	NEW	Sp Project - Fee's Study	Retain consultant for Building Permit Fee's study
			2021	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.
PERFORMANCE DATA:						
	2019 Rev	2020 Val	2020 Rev			
\$ Res Permits	212,299					
\$ Comm Permits	117,275					
\$ Institutional Permits	14,889					
\$ Indust. Permits	825					
Demolition Permits	2,934					
Total Permit Value		0				
Total Fees	348,222		0			
Heritage Rebates	-18,738					
Other Rebates	-44,166					
Other Revenue						
Total Revenue	285,318		0			
Total Permits	182					
New Dwellings	66					

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #: **870**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-13,000	-10,230	-6,050	87045	Sign Permits	-13,000	-13,000	-13,000	-13,000
-3,000	-5,550	-3,300	87048	Property Standards Inspection	-3,000	-3,000	-3,000	-3,000
-800	0	0	87057	Liquor License Fee	-800	-800	-800	-800
-2,200	-3,200	-3,050	87067	Pool Permit	-2,200	-2,200	-2,200	-2,200
-19,000	-18,980	-12,400		SUBTOTAL BYLAW DEPT REVENUE	-19,000	-19,000	-19,000	-19,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
64,070	51,481	39,179	261010	Payroll Salaries & Wages	64,679		64,679	65,456	66,245
0	2,676	418	261011	Payroll - Overtime	0		0	0	0
12,845	15,649	11,407	261030	Payroll Benefits	13,247	*	13,247	14,401	15,591
375	0	0	261060	Footwear / Clothing	400	*	400	400	400
77,290	69,806	51,004		SUB TOTAL SALARIES, WAGES & BENEFITS	78,326		78,326	80,257	82,236
250	0	86	2610150	Office Supplies	250		250	250	250
250	0	0	2610170	Office Equipment Mtce	250		250	250	250
350	351	193	2610220	Printing	200		200	200	200
475	76	144	2610250	Memberships & Subscrip'ns	300		300	300	300
1,000	0	0	2610260	Training & Courses	750		750	750	750
700	303	420	2610280	Car Allowance	250		250	250	250
1,600	0	0	2610380	Conference & Conventions	1,000		1,000	1,000	1,000
350	180	134	2610650	Gasoline	250		250	250	250
1,000	0	3,167	2610989	Property Standards Recoverable Expenses	1,000		1,000	1,000	1,000
6,500	988	0	2610990	Weed Cutting Recoverable Expenses	6,500		6,500	6,500	6,500
-1,000	870	0	2610993	Property Standards Removal Recoveries	-1,000		-1,000	-1,000	-1,000
-6,500	0	-1,360	2610992	Weed Cutting Recoveries	-6,500		-6,500	-6,500	-6,500
4,975	2,768	2,784		SUB TOTAL MATERIALS	3,250		3,250	3,250	3,250
10,000	2,349	0	2610300	Legal Fees	5,000		5,000	5,000	5,000
3,500	3,218	3,074	2610320	Liability Insurance	4,000	*	4,000	4,200	4,410
13,500	5,567	3,074		SUB TOTAL CONTRACTED SERVICES	9,000		9,000	9,200	9,410
95,765	78,141	56,862		TOTAL BYLAW DEPT	90,576		90,576	92,707	94,896

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

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

ACCOUNT #:

STATEMENT OF PURPOSE: 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				HIGHLIGHTS/EXPLANATIONS:		
				YEAR	CODE	OBJECT
		2021	261010	Payroll Salaries & Wages	Charge allocated of time for Chief Building Official	
		2021	2610250	Memberships & Subscriptions	Ontario Association of Property Standards Officers 3 memberships	
		2021	2610260	Training & Courses	2 Building Officials By-Law training / continuous development	
		2021	2610280	Car Allowance	.55/km use personal vehicle for inspections	
		2021	2610380	Conferences / Conventions	2 Building Officials Annual Conference Ontario Association of Property Standards Officers (OAPSO)	
PERFORMANCE DATA:						
		2018	2019	2020		
Signs Permits	121	86				
Liquor License	1	2				
Pool Permits	10	14				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
248,100	248,903	248,100	2300940	Grants & Transfers	243,000		243,000	250,000	255,000
248,100	248,903	248,100		SUB TOTAL OTHER CHARGES & TRANSFERS	243,000		243,000	250,000	255,000
248,100	248,903	248,100		TOTAL CONSERVATION	243,000		243,000	250,000	255,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2015 budget at this time.	2021	2300940	Grants & Transfers	Levy as determined by GRCA.
PERFORMANCE DATA:				
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				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
600	724	0	2410240	Postage	0		0	0	0
0	0	0	2410390	Admin Operating Materials	0		0	0	0
600	724	0		SUB TOTAL MATERIALS	0		0	0	0
101,032	99,148	75,774	2410750	Contracts - Animal Control	101,032		101,032	104,000	50,000
0	0	6,776	2410751	Contracts - Tag Seller	0		0	0	0
101,032	99,148	82,550		SUB TOTAL CONTRACTED SERVICES	101,032		101,032	104,000	50,000
101,632	99,872	82,550		TOTAL JOINT ANIMAL CONTROL	101,032		101,032	104,000	50,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **JOINT ANIMAL CONTROL**

ACCOUNT #: **2400.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Animal Control service for 5 area Municipalities. Service administered by Hamilton Township.	2021	2410750	Contracts - Animal Control	Municipal Animal Services - JACS Board Budget Our agreement with the Joint Animal Control ends Dec 31, 2021 Services will be provided within the Town after the agreement has ended.
PERFORMANCE DATA:				
	2018	2019	2020	
Dog Tags Issued	1063			
Dog Tag Revenue	11554	6565		
Cobourg - 35%				
Port Hope - 32%				
Hamilton Township - 21%				
Alnwick/Haldimand - 12%				
Cramahe - Fixed Rate - \$9,303				
Alderville - Fixed Rate - \$1,500				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERVICES**

ACCOUNT #: **2800.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
104,977	25,578	80,618	280010	Payroll Salaries and Wages	131,451	*	131,451	134,435	137,470
-73,000	0	0	280010	Recoveries - From Parking Enforcement	-75,000		-75,000	-77,000	-79,000
-19,000	0	0	280010	Recoveries - From Bylaw Dept	-20,000		-20,000	-21,000	-22,000
-32,000	0	0	280010	Recoveries - From Parks	-33,000		-33,000	-34,000	-35,000
0	1,366	2,237	280011	Payroll - Overtime	0		0	0	0
27,127	0	0	280015	Part-time Salaries & Wages	27,441		27,441	27,907	28,382
26,428	11,900	21,639	280030	Payroll Benefits	38,256	*	38,256	41,935	45,753
4,747	0	0	280031	Part-time Benefits	4,802		4,802	5,442	6,102
2,500	1,975	561	280050	Clothing Allowance	1,500		1,500	1,500	1,500
41,779	40,819	105,055		SUB TOTAL SALARIES, WAGES & BENEFITS	75,450	*	75,450	79,219	83,207
700	573	503	2800150	Office Supplies	700		700	700	700
500	0	0	2800210	Advertising & Promotions	500		500	500	500
1,000	159	318	2800220	Printing	1,000		1,000	1,000	1,000
1,300	1,234	1,123	2800250	Memberships & Subscriptions	1,300		1,300	1,300	1,300
1,200	1,714	1,304	2800600	Vehicle Maintenance	1,000		1,000	1,000	1,000
1,000	1,260	2,179	2800650	Gasoline	1,500	*	1,500	1,500	1,500
1,000	0	0	2800380	Conference & Conventions	1,000		1,000	1,000	1,000
1,500	1,220	0	2800260	Training & Courses (Paralegal)	1,500		1,500	1,500	1,500
8,200	6,160	5,427		TOTAL MATERIALS	8,500	*	8,500	8,500	8,500
2,000	1,621	1,488	2800300	Legal Fees	2,500	*	2,500	2,500	2,500
0	0	0	2800750	Contracts	0		0	0	0
2,000	1,621	1,488		TOTAL CONTRACTED SERVICES	2,500	*	2,500	2,500	2,500
51,979	48,600	111,970		TOTAL BYLAW ENFORCEMENT DEPT	86,450	*	86,450	90,219	94,207

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW ENFORCEMENT SERV**

ACCOUNT #: **2800.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
By-law Enforcement Coordinator responsible for scheduling, training, supervision, trial preparation and tracking of By-law Enforcement Officer contract, prepare by-laws, enforcement, set fines, prosecutions of POA including scheduling of trials, mediation before court, for all Town General and Parking By-laws. (Paralegal P1)	2021	280010	Payroll Salaries and Wages Recoveries - From Parking Enforcement	By-law Officer - 50% 25% of Manager of Legislative Services - for prosecutions and administration New bylaw enforcement officer position
	PERFORMANCE DATA:			
Prosecutions/Trials	2018	2019	2020	
Parking (Part II)	60	82		
By-law General	10	12		
By-laws Prepared / Passed by Council	2			
Tribunals - Property Strd / Animal Ctrl	4	6		
Main General / Parking Enforcement Bylaws	2021	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000
Parks By-law				
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks Display of Wares on Sidewalk	2021	2800300	Legal Fees	Prosecution Services TPML Paralegal
Animal Control By-law	2021	2800380	Conferences & Conventions	Property Standards / Enforcement / Provincial Offences
Taxi Regulating By-law				
Itinerant Vendor By-law				
Parking By-law	2021	2800600	Vehicle Maintenance	Repairs & maintenance on vehicle
Refreshment Vehicle By-law				
Boulevard By-law	2021	2800650	Gasoline	Gas for By-law Officer Enforcement
Smoking By-law				
Feeding of Waterfowl / Wildlife				
Fishing By-law				
Depositing of Waste				
Cleaning Yard and Lot Maintenance				
Electric Sign				
Sign By-law				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PUBLIC WORKS SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
ENGINEERING								
ADMINISTRATION	263,168	217,487	191,253	(27.3)	191,253	(27.3)	299,368	336,149
GIS	184,557	175,831	190,282	3.1	190,282	3.1	196,579	200,195
SUB TOTAL	447,725	393,318	381,535	(14.8)	381,535	(14.8)	495,947	536,344
PUBLIC WORKS								
ADMINISTRATION	2,294,767	1,538,224	2,379,307	3.7	2,379,307	3.7	2,560,610	2,736,828
ROADS - GENERAL	311,750	539,897	367,650	17.9	362,650	16.3	389,150	380,650
ROADS - WINTER	160,500	259,351	160,500	0.0	160,500	0.0	166,500	172,500
SUB TOTAL	2,767,017	2,337,472	2,907,457	5.1	2,902,457	4.9	3,116,260	3,289,978
SIDEWALKS	49,500	210,857	62,875	27.0	62,875	27.0	63,875	64,875
ENG & PUBLIC WORKS EXP	3,264,242	2,941,647	3,351,867	2.7	3,346,867	2.5	3,676,082	3,891,197
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,264,242	2,941,647	3,351,867	2.7	3,346,867	2.5	3,676,082	3,891,197
CROSSING GUARDS	77,999	46,281	79,520	2.0	79,520	2.0	80,878	82,258
STREET LIGHTS	309,300	196,518	266,870	(13.7)	266,870	(13.7)	264,440	262,010
TRANSIT								
EXPENSES	1,082,569	880,817	1,259,685	16.4	1,259,685	16.4	1,277,445	1,296,200
REVENUE	-328,000	-33,330	-316,147	(3.6)	-316,147	(3.6)	-329,500	-329,500
NET TRANSIT	754,569	847,487	943,538	25.0	943,538	25.0	947,945	966,700
TOTAL EXPENSES	4,734,110	4,065,263	4,957,942	4.7	4,952,942	4.6	5,298,845	5,531,665
TOTAL REVENUES	-328,000	-33,330	-316,147	(3.6)	-316,147	(3.6)	-329,500	-329,500
NET TO TOWN	4,406,110	4,031,933	4,641,795	5.3	4,636,795	5.2	4,969,345	5,202,165
ROADS - DEBT CHARGES	512,700	536,014	608,800	18.7	608,800	18.7	608,800	352,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

TRANSPORTATION SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
PARKING								
EXPENDITURES	529,925	161,167	554,497	4.6	546,497	3.1	553,136	558,166
REVENUES	-687,500	-118,309	-662,750	(3.6)	-662,750	(3.6)	-682,250	-747,000
TO PARKING RESERVE	-157,575	42,858	-108,253	(31.3)	-116,253	(26.2)	-129,114	-188,834

TOWN OF COBOURG 2021 OPERATING BUDGET ESTIMATES

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2020	2019	2020		2021		2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
211,752	150,039	210,680	300510	Payroll Salaries & Wages	219,231	*	219,231	223,357	227,554
0	1,731	809	300511	Payroll - Overtime	0	*	0	0	0
0	909	0	300512	Payroll - Standby	0	*	0	0	0
72,727	49,134	58,135	300530	Payroll Benefits	72,251		72,251	78,485	84,907
1,830	978	1,138	300550	Clothing	1,785		1,785	1,485	1,785
935	522	928	300560	Footwear	710		710	710	710
287,244	203,313	271,690		SUB TOTAL SALARIES, WAGES & BENEFITS	293,977	*	293,977	304,037	314,956
1,000	163	788	3005150	Office Supplies	1,000		1,000	1,100	1,200
2,000	0	2,078	3005160	Office Equipment Purchase	1,000		1,000	1,000	1,000
1,000	877	965	3005180	Telephone & Answering Svc	1,000		1,000	2,000	2,000
500	0	0	3005210	Advertising	500		500	500	500
1,000	1,493	789	3005220	Printing	1,000		1,000	1,000	1,000
3,000	2,780	1,827	3005230	Photocopier Expenses	3,000		3,000	3,000	3,000
1,000	0	0	3005231	Accessibility Expenses	0		0	0	0
2,000	2,183	609	3005240	Postage & Couriers	2,000		2,000	2,000	2,000
1,900	2,831	4,250	3005250	Memberships & Subscip'ns	2,100	*	2,100	2,100	2,800
5,000	1,427	1,754	3005260	Training & Courses	2,500		2,500	5,000	5,000
1,800	400	427	3005270	Travel Expense	500		500	500	500
0	0	0	NEW	COVID Supplies	600		600	0	0
0	14,947	0	3005851	Sp Project - Downtown Christmas Lights	0		0	0	0
-9,876	-9,694	-9,876	3005955	Building Dept. - Indirect Costs	-10,024		-10,024	-10,174	-10,327
0	2,112	0	3005853	Sp Project - Accessibility	0		0	0	0
25,000	0	0	3005854	Sp Project - Brook Creek Flood Reduction	0		0	0	0
0	0	0	3005855	Sp Project - Massey Creek EA Renewal	5,000	*	5,000	0	0
0	0	0	3005856	Sp Project - Transportation Master Plan	0		0	75,000	0
0	0	0	3005857	Sp Project - Kerr St Environmental Assessment	0		0	0	100,000
35,324	19,519	3,611		SUB TOTAL MATERIALS	10,176		10,176	83,026	108,673
0	0	0	NEW	Software Maintenance	1,500		1,500	1,500	1,500
1,500	3,310	0	3005300	Legal Fees / Consultant	1,500		1,500	1,500	1,500
4,100	4,000	3,628	3005320	Liability Insurance	4,100		4,100	4,305	4,520
5,000	0	3,239	3005360	Engineering Consultant	5,000		5,000	5,000	5,000
10,600	7,310	6,867		SUB TOTAL CONTRACTED SERVICES	12,100	*	12,100	12,305	12,520
-70,000	-95,008	-64,681	87073	Recoveries - Engineering Review Fees	-125,000		-125,000	-100,000	-100,000
-70,000	-95,008	-64,681		SUB TOTAL REVENUE	-125,000		-125,000	-100,000	-100,000
263,168	135,134	217,487		TOTAL ENGINEERING ADMINISTRATION	191,253		191,253	299,368	336,149

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2021	300550	Clothing	2021: 4 staff x \$421, 1 x \$100
	2021	300560	Footwear	2 x \$225 + 2 x \$130
	2021	3005210	Advertising & Promotions	Public meetings, job ads
PERFORMANCE DATA:	2021	3005240	Postage & Couriers	Postage allocated from Legislative Services Mail outs for public meetings
	2021	3005250	Memberships & Subscriptions	OACETT - \$300 x 3 Professional Engineers - \$225 x 2 MEA - \$150 Auto Cad Lite - \$600
	2021	3005260	Training & Courses	TRIECA, MEA, OGRA - Eng related courses/conferences
	2021	NEW	Software Maintenance	Annual software licence for Bluebeam to allow for digital development review, edit and commenting
	2021	3005300	Legal Fees / Consultant	Contract review
	2021	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2021	NEW	COVID Supplies	Zoom accounts (3)
	2021	3005855	Sp Project - Massey Creek Flood Reduction Study - EA Renewal	The Massey Creek Flood reduction study EA was filed in 2011 and must be renewed within 10 years.
	2022	3005856	Sp Project - Transportation Master Plan	Due to deferral of several other studies / capital projects in 2020 not enough resources to commit to completing this update in 2021.
	2023	3005857	Sp Project - Kerr Street EA	Property acquisitions required prior to this study moving forward. Defer until after 2023.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

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

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
65,933	64,918	62,524	300810	Payroll Salaries & Wages	66,739		67,874	69,028
1,000	9,439	0	300815	Student Payroll Salaries & Wages	2,000	*	2,000	2,000
19,000	16,405	16,187	300830	Payroll Benefits	19,691	*	23,435	25,231
0	908	0	300831	Student Benefits	0		0	0
100	0	0	300850	Clothing	175	*	100	175
130	0	117	300860	Footwear	130		130	130
86,163	91,670	78,828		SUB TOTAL SALARIES, WAGES & BENEFITS	88,735	*	93,539	96,564
98,840	95,325	93,713	3008170	Software Purchase / Maintenance	101,580	*	102,160	102,840
11,400	9,401	9,378	3008172	Hardware Maintenance / Server Hosting	9,500		9,500	9,500
1,900	998	0	3008220	Printing	2,550	*	2,700	2,850
2,500	9	0	3008260	Training & Courses	1,500		2,500	2,500
500	226	31	3008270	Mileage	500		500	500
500	0	0	3008851	Special Project - Air Photos	500		500	500
-5,746	-5,641	-5,746	3008955	Building Dept. - Indirect Costs	-5,833		-5,920	-6,009
0	0	0	3008993	Recoveries - Past Capital Budget	0		0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0		0	0
-7,500	-7,500	0	3008170	Recoveries - Building PLL Portion	-7,650		-7,800	-7,950
102,394	92,818	97,376		SUB TOTAL MATERIALS	102,647		104,140	104,731
-500	-2,340	-373	87074	Recoveries - Maps	-100		-100	-100
-3,500	-3,188	0	87075	Recoveries - LUSI	-3,500		-3,500	-3,500
0	0	0		Transfer to Reserve	2,500		2,500	2,500
-4,000	-5,528	-373		SUB TOTAL REVENUE	-1,100	*	-1,100	-1,100
184,557	178,960	175,831		TOTAL GIS DEPARTMENT	190,282	*	196,579	200,195

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **GIS DEPARTMENT**

ACCOUNT #: **3000.008**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p>PERFORMANCE DATA:</p>	2021	300815	Part-time Wages	The Town hires County GIS staff for 4 weeks in order for us to split up collection of data both in the spring/fall and stay more up to date, year round. County investigating the purchase of a drone in 2021 which Town can utilize with additional time required for County field technician.
	2021	3008170	Software Purchase / Maintenance	ESRI maintenance - \$32,680 (new term 2021-2023) Maintenance Contingency - \$500 Annual licensing Cityworks AMS/PLL increasing to \$60,600/yr + 7,800 (SR API) - year 2 of 3 yr term Citiworks PLL centralizes the Town's spatial processes within GIS. Public Works, Parks, Forestry, Building & Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities.
	2021	3008172	Hardware Maintenance / Server Hosting	\$9,400/yr for server hosting at Simnet data centre plus contingency; \$100 data plan
	2021	3008220	Printing	Costs of ink wells have substantially increased, typically need 2 sets per year. Full size printing for all departments requires 10 rolls of paper. New print head in 2021 will be \$650, need one set per year
	2021	3008260	Training & Courses	ESRI International User Conference SQL Server Training, Crystal Reports Training ESRI Training in Toronto, Cityworks training
	2021	3008851	Sp Project - Air Photos	County investigating purchase of a drone. Town can then utilize this County service for photos and surveys. Costs are unknown as of yet, small budget as estimate 2023 will require fees for SCOOP Provincial 5 year photo project.
	2021	NEW	Transfer to Reserve	GIS computer reserve fund

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,067,064	589,779	595,568	301010	Payroll Salaries & Wages - Unallocated	1,150,350	*	1,150,350	1,321,112
65,550	15,420	11,737	301011	Payroll - Overtime	70,980	*	70,980	73,414
44,800	48,690	39,459	301012	Payroll - Standby	44,375		44,375	45,897
21,234	4,768	947	301015	Payroll Part Time Wages	17,375		17,375	17,971
432,384	168,787	171,938	301030	Payroll Benefits	455,908	*	455,908	576,912
3,716	477	136	301031	Payroll Benefits Part-time	3,041		3,041	3,864
5,982	6,881	6,900	301050	Clothing	7,678	*	7,678	8,520
3,825	3,289	3,546	301060	Footwear	4,050	*	4,050	4,500
650	160	55	301070	Cleaning Allowance	650		650	650
2,000	1,688	1,049	301080	Employee Meal Allowance	2,000		2,000	2,000
1,647,205	839,939	831,335		SUB TOTAL SALARIES, WAGES & BENEFITS	1,756,407	*	1,756,407	2,054,840
5,000	5,441	4,956	3010150	Office Supplies	5,000		5,000	5,000
1,500	1,464	597	3010160	Office Equipment Purchase	1,500		1,500	1,500
3,000	2,932	5,372	3010170	Software - Hours of Service Tracking	3,000		3,000	3,750
12,000	12,599	13,060	3010180	Telephone & Answering Svc	12,000		12,000	12,000
1,700	1,103	1,257	3010190	Communication Equipment	1,700		1,700	1,700
500	1,010	949	3010200	Communication Equip Rep	500		500	500
2,700	945	2,227	3010250	Memberships & Subscriptn's	2,800	*	2,800	3,000
9,000	6,607	3,743	3010260	Courses & Conferences	6,000		6,000	9,000
12,500	9,339	5,623	3010261	Courses - Certification Training	10,000		10,000	11,000
600	450	450	3010270	Car Allowance	600		600	600
18,000	19,736	12,758	3010450	Heat / Utilities	18,000		18,000	18,000
10,000	6,587	6,958	3010460	Utilities - 390 King St W	10,000		10,000	10,000
20,000	35,799	29,635	3010470	Building Maintenance	20,000		20,000	20,000
1,000	892	1,650	3010471	Building Maintenance - 390 King St W	7,500	*	7,500	7,500
15,800	7,267	5,095	3010500	Custodial/Clean Supplies	12,000		12,000	13,000
0	0	0	NEW	COVID Supplies	10,000		10,000	10,000
15,000	7,007	14,472	3010570	Property Improvements	5,000		5,000	5,000
147,000	199,803	177,125	3010600	Vehicle Maint & Repair	150,000	*	150,000	160,000
112,200	93,316	41,148	3010650	Gasoline	100,000		100,000	110,000
3,200	2,600	2,885	3010670	Other Equip Purchases	3,300	*	3,300	3,500
31,000	27,607	25,890	3010680	Other Equip Maint & Rep	31,000		31,000	33,000
0	2,629	0	3010853	Sp Projects - Health & Safety Supplies	0	*	0	0
0	0	0	3010856	Sp Project - AED Unit	0		0	0
-23,500	-5,139	-9,197	87076	Recoveries	-24,000		-24,000	-24,000
0	-4,425	-4,867	87094	Revenue - 390 King St Rental	0		0	0
398,200	435,569	341,786		SUB TOTAL MATERIALS	385,900		385,900	414,050

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
145,000	142,219	135,741	3010320	Liability Insurance	172,000	*	172,000	183,750	192,938
5,000	5,000	5,000	3010750	Contracts - Environmental Monitoring	5,000		5,000	5,000	5,000
150,000	147,219	140,741		SUB TOTAL CONTRACTED SERVICES	177,000	*	177,000	188,750	197,938
-125,000	-166,059	0	3010992	Recoveries - Town Equipment - Sanitary	-165,000		-165,000	-165,000	-165,000
224,362	224,362	224,362	3010911	Transfer to Vehicle Reserve	225,000		225,000	235,000	235,000
99,362	58,303	224,362		SUB TOTAL CHARGES & TRANSFERS	60,000		60,000	70,000	70,000
2,294,767	1,481,030	1,538,224		TOTAL PUBLIC WORKS ADMINISTRATION	2,379,307	*	2,379,307	2,560,610	2,736,828

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE: Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2021	301010	Payroll Salaries & Wages	Contractual obligations
	2021	301050	Clothing	13 GUW / 2 Managers / Inspector / Working Foreman / Stores Clerk 18 x \$421/each + 1 x 100
PERFORMANCE DATA:	2021	301060	Footwear	18 x \$225
	2021	301080	Meal Allowance	Contractual obligations when overtime carried out
	2021	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320 Ontario Goods Roads Association - \$1,600 OACETT - \$300
	2021	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2021	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc.
	2021	3010470	Building Maintenance	Increase reflects actual costs, gull control PW share \$455/month
	2021	3010471	Building Maintenance - 390 King St	Rental of trailer
	2021	3010500	Custodial Supplies	Cleaning service at Public Works yard, increase reflects actual costs. PW share for cleaning services \$570/month
	2021	NEW	COVID Supplies	For COVID-19 transit related expenses (PPE, sanitizer, cleaning)
	2021	3010570	Property Improvements	Additional administrative office renovation, and doorway from office to garage
	2021	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2021	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	997	756	310510	Payroll Salaries & Wages	0	*	0	0	0
0	0	0	310515	Payroll Part-time Wages	0		0	0	0
0	437	294	310530	Payroll - Benefits	0		0	0	0
0	0	0	310531	Payroll - Benefits Part-time	0		0	0	0
0	1,434	1,050		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
			3105850	Special Project - Bridge Assessments	0		0	0	0
1,150	0	0		SUB TOTAL MATERIALS	1,150		1,150	1,150	1,150
0	0	0	New	Special Project - OSIM Bridge Inspections	0	*	0	15,000	0
0	0	0		SUB TOTAL CHARGES & TRANSFERS	0	*	0	15,000	0
1,150	1,434	1,050		TOTAL BRIDGES & CULVERTS	1,150		1,150	16,150	1,150

**TOWN OF COBOURG
2021 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.	2021	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
	2021	NEW	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 (2020, 2022)
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.110**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	11,462	14,062	311010	Payroll Salaries & Wages	0		0	0	0
0	750	0	311015	Payroll Part-Time	0		0	0	0
0	3,905	4,456	311030	Payroll Benefits	0		0	0	0
0	55	0	310131	Payroll Benefits Part-Time	0		0	0	0
0	16,172	18,518		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
0	0	0 New		Weed Control	5,000	*	5,000	5,000	5,000
0	0	0		SUB TOTAL CHARGES & TRANSFERS	5,000	*	5,000	5,000	5,000
0	16,172	18,518		TOTAL ROADSIDE GRASS & WEEDS	5,000		5,000	5,000	5,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To maintain grass at intersections to ensure adequate visibility for motorists.</p>	2021	NEW	Weed Control	Due to ongoing complaints annually about weeds growing in traffic islands, etc new annual program will include 2-3 spray events. Non downtown areas.
<p>PERFORMANCE DATA:</p> <p>Approximately 10 km of ditches to keep trimmed</p>				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORM DRAIN SYSTEM**

ACCOUNT#: **3100.130**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	51,678	66,015	311310	Payroll Salaries & Wages	0		0	0	0
0	1,360	587	311311	Payroll - Overtime	0		0	0	0
0	2,981	1,340	311315	Payroll Part Time Wages	0		0	0	0
0	19,298	23,478	311330	Payroll Benefits	0		0	0	0
0	263	171	311331	Payroll Part Time Benefits	0		0	0	0
0	75,580	91,591		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
10,000	11,271	585	3113691	Equipment Rentals	10,000		10,000	10,000	10,000
25,000	33,827	41,209	3113820	Operating Materials	25,000		25,000	25,000	25,000
-5,000	-8,130	-6,518	87077	Recoveries	-5,000		-5,000	-5,000	-5,000
30,000	36,968	35,276		SUB TOTAL MATERIALS	30,000		30,000	30,000	30,000
20,000	25,272	51,528	3113750	Contracts - Storm Sewer	20,000		20,000	20,000	20,000
0	0	0	NEW	Contracts - SWM Pond Maintenance	50,000		50,000	50,000	50,000
20,000	25,272	51,528		SUB TOTAL CONTRACTED SERVICES	70,000	*	70,000	70,000	70,000
50,000	137,820	178,395		TOTAL STORM DRAIN SYSTEM	100,000	*	100,000	100,000	100,000

**TOWN OF COBOURG
2021 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
To provide preventative emergency maintenance for the storm drain system.	2021	3113570	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving.
	2021	NEW	Contracts - SWM Pond Maintenance	New annual stormwater management pond maintenance program. Intended to eventually be conducted by Town resources when available. Future SWM 'fee' to be proposed to fund maintenance for stormwater infrastructure.
PERFORMANCE DATA: Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2021	3113691	Equipment Rentals	Gradall rental for ditches
	2021	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2021	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.150**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	39,062	38,375	311510	Payroll Salaries & Wages	0		0	0	0
0	1,568	502	311511	Payroll - Overtime	0		0	0	0
0	946	0	311515	Payroll Part Time Wages	0		0	0	0
0	14,149	13,161	311530	Payroll Benefit	0		0	0	0
0	80	0	311531	Payroll Part Time Benefits	0		0	0	0
0	55,805	52,038		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,100	680	0	3115691	Equipment Rentals	1,100		1,100	1,100	1,100
1,100	680	0		SUB TOTAL MATERIALS	1,100		1,100	1,100	1,100
35,000	29,774	26,058	3115750	Contracts	35,000		35,000	35,000	35,000
-5,000	-1,531	-1,841	87078	Recoveries	-5,000		-5,000	-5,000	-5,000
30,000	28,243	24,217		SUB TOTAL CONTRACTED SERVICES	30,000		30,000	30,000	30,000
				TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	31,100		31,100	31,100	31,100

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To collect litter/debris along the Municipal roads.	2021	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. (contracted) on Sundays on top of regular pick up Tues / Fri. Street sweeping for private works.
PERFORMANCE DATA:	2021	87078	Recoveries	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.200**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	24,055	26,728	312010	Payroll Salaries & Wages	0		0	0	0
0	268	256	312011	Payroll - Overtime	0		0	0	0
0	3,865	430	312015	Payroll Part Time Wages	0		0	0	0
0	7,612	8,779	312030	Payroll Benefits	0		0	0	0
0	348	55	312031	Payroll Part Time Benefits	0		0	0	0
0	36,148	36,248		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
3,000	1,971	1,290	3120680	Other Equip Maint & Rep	3,000		3,000	3,000	3,000
1,500	1,069	1,604	3120691	Equipment Rentals	1,500		1,500	1,500	1,500
37,000	13,977	20,203	3120820	Other Operating Materials	37,500		37,500	38,000	38,500
41,500	17,017	23,097		SUB TOTAL MATERIALS	42,000		42,000	42,500	43,000
70,000	49,721	0	3120750	Contracts	65,000		65,000	70,000	75,000
-18,000	-15,816	-3,865	87079	Recoveries - Hardtop Maintenance	-10,000		-10,000	-10,000	-10,000
52,000	33,905	-3,865		SUB TOTAL CONTRACTED SERVICES	55,000	*	55,000	60,000	65,000
93,500	87,070	55,480		TOTAL MTCE - PAVEMENT REPAIRS	97,000	*	97,000	102,500	108,000

02-03-21

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS								
	YEAR	CODE	OBJECT									
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.	2021	3120750	Contracts	Northumberland County Agreement Pavement Repairs, micro sealing Crack fill material, gravel, cold mix. 2020 - no time for crack filling therefore less material Crackfilling was to take place in the Spring but COVID-19 caused this work to be postponed another year.								
	2021	3120820	Other Operating Materials									
PERFORMANCE DATA: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">2018</th> <th style="text-align: center;">2019</th> <th style="text-align: center;">2020</th> </tr> </thead> <tbody> <tr> <td>Micro Sealing</td> <td style="text-align: center;">1.15 km</td> <td style="text-align: center;">0.58 km</td> <td style="text-align: center;">0.55 km</td> </tr> </tbody> </table>		2018	2019	2020	Micro Sealing	1.15 km	0.58 km	0.55 km	2021	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works
		2018	2019	2020								
Micro Sealing	1.15 km	0.58 km	0.55 km									

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	135,999	82,582	320110	Payroll Salaries & Wages	0		0	0	0
0	26,476	17,373	320111	Payroll - Overtime	0		0	0	0
0	10,516	4,206	320115	Payroll Part Time Wages	0		0	0	0
0	45,579	28,053	320130	Payroll Benefits	0		0	0	0
0	1,022	587	320131	Payroll Part Time Benefits	0		0	0	0
0	219,592	132,801		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	2,691	861	3201680	Equipment Maintenance	1,500		1,500	1,500	1,500
35,000	17,494	4,940	3201750	Contracts	30,000		30,000	31,000	32,000
2,000	10,684	254	3201691	Equipment Rentals	2,000		2,000	2,000	2,000
140,000	219,762	120,862	3201820	De-icing Materials	145,000	*	145,000	150,000	155,000
-18,000	-20,596	-367	87081	Recoveries	-18,000		-18,000	-18,000	-18,000
160,500	230,035	126,550		SUB TOTAL MATERIALS	160,500		160,500	166,500	172,500
				TOTAL WINTER SNOWPLOWING, SANDING & SALTING	160,500		160,500	166,500	172,500

**TOWN OF COBOURG
2021 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.	2021	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown
	2021	3201691	Equipment Rentals	
PERFORMANCE DATA:	2021	3201820	De-icing Materials	Salt & Brine Salt cost up \$4.25/tonne from 1 supplier and \$2.49/tonne from other supplier
	2021	3201991	Recoveries	
Salt Historical (tonnes)				
2010 672 to Nov 1				
2011 144 to Nov 1				
2012 960 to Nov 1				
2013 965 to Nov 1				
2014 1775 to Nov 1				
2015 1560 to Nov 1				
2016 1235 to Nov 1				
2017 400 Nov 1 -Dec 31 - Fire could not track salt				
2018 850				
2019 1170 to Nov 1				
2020 825 to Nov 1				
259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3100.400**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
0	44,539	57,577		314010 Payroll Salaries & Wages	0		0	0	0
0	6,597	2,905		314011 Payroll - Overtime	0		0	0	0
0	8,491	1,585		314015 Payroll Part Time Wages	0		0	0	0
0	16,106	20,525		314030 Payroll Benefits	0		0	0	0
0	813	203		314031 Payroll Part Time Benefits	0		0	0	0
0	76,546	82,795		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
0	1,343	0		3140470 Maintenance - Relamping Traffic Lights	0		0	0	0
8,000	2,360	965		3140680 Other Equip Maint & Rep	8,000		8,000	8,000	8,000
12,000	15,215	16,864		3140820 Operating Materials	12,000		12,000	12,000	12,000
21,000	20,370	16,990		3140840 Utilities	21,000		21,000	22,000	23,000
-600	-1,323	-6,597		87080 Recoveries	-600		-600	-600	-600
2,600	0	0		3140852 Sp Project - Signal Warrant Study - King/College	0		0	0	0
5,000	4,803	4,716		3140850 Sp Project - Flashing Light Sign King / Abbott	0		0	0	0
48,000	42,768	32,938		SUB TOTAL MATERIALS	40,400		40,400	41,400	42,400
38,000	74,446	45,986		3140750 Contracts	38,000		38,000	38,000	38,000
50,000	54,424	48,480		3140751 Contracts - Line Painting	55,000	*	50,000	55,000	55,000
88,000	128,870	94,466		SUB TOTAL CONTRACTED SERVICES	93,000	*	88,000	93,000	93,000
136,000	248,184	210,199		TOTAL SAFETY DEVICES	133,400		128,400	134,400	135,400

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE: Maintenance of regulatory and advisory signage, traffic signals and lane marking.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2021	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2021	3140751	Contracts - Line Painting	Line Painting Contract
PERFORMANCE DATA:	2021	3140820	Operating Materials	General maintenance & repairs
	2021	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents. Charge back to developers, County for signs

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	67,466	78,402	360110	Payroll Salaries & Wages	0	0	0	0
0	1,045	435	360111	Payroll - Overtime	0	0	0	0
0	10,302	70	360115	Payroll Part Time Wages	0	0	0	0
0	22,161	25,863	360130	Payroll Benefits	0	0	0	0
0	1,016	9	360131	Payroll Part Time Benefits	0	0	0	0
0	101,990	104,779		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
1,500	967	1,908	3601751	Weed Control - King Street	1,875	1,875	1,875	1,875
5,000	10,670	436	3601570	Property Improvements	5,000	5,000	5,000	5,000
1,000	4,570	2,754	3601680	Other Equip Maint & Rep	2,000	2,000	2,000	2,000
500	2,234	686	3601691	Equipment Rentals	500	500	500	500
30,000	35,427	40,904	3601820	Other Operating Materials	32,000	32,000	33,000	34,000
50,000	43,523	49,560	3601850	Special Project - Downtown Paver Stone Repairs	0	0	0	0
-50,000	-43,523	0	3601913	Recoveries - Federal Gas Tax	0	0	0	0
-3,500	-22,127	-9,371	87082	Recoveries	-3,500	-3,500	-3,500	-3,500
34,500	31,741	86,877		SUB TOTAL MATERIALS	37,875	37,875	38,875	39,875
15,000	14,638	19,201	3601750	Contracts	25,000	25,000	25,000	25,000
15,000	14,638	19,201		SUB TOTAL CONTRACTED SERVICES	25,000	25,000	25,000	25,000
49,500	148,369	210,857		TOTAL SIDEWALKS	62,875	62,875	63,875	64,875

02-03-21

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Preventative maintenance and emergency repairs and sidewalk reconstruction.	2021	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August \$1,875 - 50% contribution from DBIA
	2021	3601570	Property Improvements	Replacement of downtown litter and recycling containers, as several containers are beyond repair. This will be approx. 5 containers per year, 22 containers still to be replaced, 15 completed to date. Funding matched by DBIA - \$5,000
PERFORMANCE DATA:	2021	3601750	Contracts	Street furniture repair, asphalt repair to sidewalk projects, sidewalk pumping (not able to complete all pumping repairs in 2020, more funds requested 2021).
	2021	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2021	3601850	Special Project - Downtown Paver Stones	Moved to Capital Project in 2021
	2021	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
69,206	66,355	39,687	390015	Payroll Part Time Wages	69,620		69,620	70,804	72,007
7,593	6,581	4,445	390030	Payroll Benefits	8,700	*	8,700	8,874	9,051
76,799	72,936	44,132		SUB TOTAL SALARIES, WAGES & BENEFITS	78,320	*	78,320	79,678	81,058
1,200	2,855	2,149	3900820	Other Operating Materials	1,200		1,200	1,200	1,200
1,200	2,855	2,149		SUB TOTAL MATERIALS	1,200		1,200	1,200	1,200
77,999	75,791	46,281		TOTAL CROSSING GUARDS	79,520	*	79,520	80,878	82,258

02-03-21

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.	2021	390015	Payroll Part Time Wages	Town has 8 guards and 1 spare for 7 crossings (2 at Elgin/D'Arcy)
	2021	390080	Clothing	High visibility safety clothing, winter jackets, and rain suits.
PERFORMANCE DATA: Crossings at: 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				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
240,000	205,848	170,852	3950840	Utilities	200,000		200,000	200,000	200,000
240,000	205,848	170,852		SUB TOTAL MATERIALS	200,000		200,000	200,000	200,000
0	0	1,366	3950861	Other Maintenance	0		0	0	
0	0	1,366		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
69,300	26,730	24,300	3950950	Debenture Payment	66,870		66,870	64,440	62,010
69,300	26,730	24,300		SUB TOTAL OTHER CHARGES & TRANSFERS	66,870		66,870	64,440	62,010
309,300	232,578	196,518		TOTAL STREET LIGHTING	266,870		266,870	264,440	262,010

**TOWN OF COBOURG
2021 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.	2021	3950840	Utilities	LED lights consume ~50% of the energy of induction lights while providing more light output per fixture.
	2021	3950861	Maintenance	Ongoing capital project to address maintenance issues.
PERFORMANCE DATA:	2020	3950950	Debenture Payment	Repayment over a 20 year period to LUSI through 2029

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
44,900	12,640	23,454	380010	Payroll Salaries & Wages	44,498	44,498	45,066	45,643
9,598	2,921	8,767	380030	Payroll Benefits	9,685	9,685	10,529	11,399
54,498	15,561	32,221		SUB TOTAL SALARIES, WAGES & BENEFITS	54,183	54,183	55,595	57,042
1,000	287	129	3800150	Office Supplies	1,000	1,000	1,000	1,000
15,000	12,474	14,045	3800171	Software Maintenance	15,702	15,702	19,900	19,900
500	90	76	3800210	Advertising & Promotions	500	500	500	500
1,200	535	0	3800220	Printing	1,200	1,200	1,200	1,200
2,600	2,323	2,582	3800250	Memberships & Subscrip'ns	2,600	2,600	2,600	2,700
1,500	1,163	356	3800260	Training & Courses	1,500	1,500	1,500	1,500
0	0	0	NEW	COVID	10,000	10,000	10,000	10,000
1,500	19,840	0	3800570	Shelter Maintenance	1,500	1,500	1,500	1,500
4,500	4,456	3,743	3800680	Other Equip Maint & Rep	4,500	4,500	4,500	4,500
0	0	27,445	3800851	Special Project - COVID-19	0	0	0	0
0	3,953	0	3800854	Special Project - Events	0	0	0	0
0	0	0	3800853	Special Project - On Demand Pilot	40,000	40,000	0	0
27,800	45,121	48,376		SUB TOTAL MATERIALS	78,502	78,502	42,700	42,800
15,500	16,344	16,277	3800320	Liability Insurance	23,000	23,000	24,150	25,358
811,271	836,640	593,785	3800750	Contracts - Conventional Transit	650,000	650,000	665,000	675,000
40,000	26,500	12,012	3800751	Contracts - Extended Accessible Transit	35,000	35,000	36,000	37,000
13,500	0	17,721	3800752	Contracts - Shelter Maintenance	19,000	19,000	19,000	19,000
0	0	0	NEW	Contracts - Accessible Transit (Wheels)	240,000	240,000	245,000	250,000
880,271	879,484	639,795		SUB TOTAL CONTRACTED SERVICES	967,000	967,000	989,150	1,006,358
160,000	140,000	160,000	3800930	Transfer to Vehicle Reserve	160,000	160,000	190,000	190,000
-40,000	0	0	87133801	Transfer - Federal Gas Tax	0	0	0	0
5,600	0	425	3800856	Special Project - Wheels Lift	0	0	0	0
-5,600	0	0	3800913	Transfer from Holdco Reserve	0	0	0	0
120,000	140,000	160,425		SUB TOTAL OTHER CHARGES & TRANSFERS	160,000	160,000	190,000	190,000
1,082,569	1,080,166	880,817		TOTAL TRANSIT	1,259,685	1,259,685	1,277,445	1,296,200

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-72,000	-67,228	-12,170	87021	Fares	-50,421		-50,421	-72,000	-72,000
-44,500	-45,873	-9,565	87022	Passes	-34,405		-34,405	-44,500	-44,500
0	-24,428	-4,928	87042	Tickets	-18,321	*	-18,321	0	0
-6,500	-3,563	-6,667	87054	Bench Advertising	-8,000	*	-8,000	-8,000	-8,000
-205,000	-231,500	0	871143801	Provincial Subsidy	-205,000		-205,000	-205,000	-205,000
-328,000	-372,592	-33,330		SUB TOTAL RECOVERIES	-316,147		-316,147	-329,500	-329,500
754,569	707,574	847,487		NET TO TOWN	943,538	*	943,538	947,945	966,700

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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		
PERFORMANCE DATA: Conventional and Wheels 2020 56,403 Up to Sep 30 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 2008 72,000 Conventional Ridership 2020 52000 Estimate 2019 98,795 Wheels Ridership (Regular Hours) 2020 13287 Estimate 2019 13287 Wheels Ridership (Extended Service after 7:45 pm) 2020 72 Jan - April (3.5 months) 2019 144 May - Dec (8 months)	2021	3800750	Contracts - Conventional	Conventional Service 2021 Hourly Rate - \$72.07/hr Estimated operating hours - 8,726 Conventional Service = \$628,883 Shuttle - Port Hope Transit \$20,000 Total = \$648,883	
		2021	3800150	Office Supplies	Membership cards, ink for printer/pvc cards
		2021	3800171	Software Maintenance	Annual maintenance fees for AODA requirements, automated passenger counters, hosted virtual server Routematch specialized scheduling software annual fees Simnet server hosting monthly fees.
		2021	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
		2021	NEW	COVID-19	For COVID-19 transit related expenses (PPE, sanitizer, cleaning)
		2021	3800570	Shelter Maintenance / Property Improv	Transit shelters - General Utility Workers time
		2021	3800992	Provincial Subsidy	Provincial Gas Tax monies
		2021	3800930	Transfer to Vehicle Reserve	Re-evaluation in 2020
		2021	3800751	Contracts - Extended Accessible Transit	Extended Wheels Service (10 pm Mon - Fri) 11.25 hours per week x 52 weeks at \$54.51/hr = \$31,888.35 Contingency - \$3,111.50
		2021	3800752	Contract - Shelter Maintenance	Contract for cleaning and snow removal
		2021	NEW	Contract - Wheels (Regular)	Wheels Service 2021 Hourly Rate - \$54.51 Estimated operating hours - 4,363 Total Wheels = \$237,827.00

**TOWN OF COBOURG
2021 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	
	2021	3800853	Sp Project - On Demand Pilot	12 month pilot for conventional service throughout which time Wheels service and online payment service will be integrated. Use of existing buses and service provider with current contract meaning no additional operating expenses. In partnership with new software company who will plan stops, provide marketing and project initiation for community. Outcome will determine number of smaller vehicles needed to replace conventional buses.
PERFORMANCE DATA: Conventional and Wheels 2020 56,403 Up to Sep 30 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 2008 72,000 Conventional Ridership 2020 52000 Estimate 2019 98,795 Wheels Ridership (Regular Hours) 2020 13287 Estimate 2019 13287 Wheels Ridership (Extended Service after 7:45 pm) 2020 Jan - April (3.5 months) 2019 144 May - Dec (8 months)	2021		Revenues	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT#: **3700.2**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,225	4,771	2,335	370210	Payroll Salaries & Wages	3,292	*	3,292	3,317	3,374
0	0	0	370215	Payroll -Part-time Salaries	0		0	0	0
0	1,343	628	370230	Payroll Benefits	0		0	0	0
0	0	0	370231	Payroll Part-time Benefits	0		0	0	0
3,225	6,114	2,963		SUB TOTAL SALARIES, WAGES & BENEFITS	3,292	*	3,292	3,317	3,374
7,100	4,039	954	3702680	Other Equipment Repair	7,100		7,100	7,100	7,100
3,450	1,348	951	3702840	Utilities	3,450		3,450	3,550	3,650
10,550	5,387	1,905		SUB TOTAL MATERIALS	10,550		10,550	10,650	10,750
67,500	66,011	53,731	3702750	Contracts	70,000	*	70,000	71,000	72,000
0	0	0 NEW		Contract - OPG EV Chargers	8,000		0	0	0
67,500	66,011	53,731		SUB TOTAL CONTRACTED SERVICES	78,000	*	70,000	71,000	72,000
56,000	57,534	62,779	3702540	Rents	68,000	*	68,000	68,000	68,000
56,000	57,534	62,779		SUB TOTAL FINANCIAL	68,000	*	68,000	68,000	68,000
137,275	135,046	121,378		TOTAL PARKING ON LOTS	159,842	*	151,842	152,967	154,124

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ON LOTS**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of off street parking lots.	2021	3702540	Rents	Second Street Albert Street Swayne Street
PERFORMANCE DATA:	2021	3702750	Contracts	Parking lot gardens and on-street garden maintenance. (i.e. D'Arcy, Ontario/William, Burnham / Riddell) Snow removal - all municipal parking lots

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT#: **3700.3**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
51,500	53,177	1,327	370310	Payroll Salaries & Wages	108,500	*	108,500	112,500
55,000	40,421	4,718	370320	Other Salaries & Wages	0		0	0
0	681	449	370330	Payroll Benefits	0	*	0	0
100	0	0	370370	Cleaning Allowance	100		100	100
106,600	94,279	6,494		SUB TOTAL SALARIES, WAGES & BENEFITS	108,600		108,600	112,600
1,800	0	648	3703150	Office Supplies	1,800		1,800	1,800
22,750	22,619	22,368	3703171	Software Maintenance	23,205	*	23,205	24,142
2,500	1,912	1,465	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,500
5,000	3,513	0	3703220	Printing	4,000		4,500	5,000
700	377	0	3703250	Membership & Subscrip'ns	700		700	700
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,000
8,000	6,142	5,471	3703680	Other Equip Maint & Rep	8,000		8,000	8,000
2,500	997	167	3703681	Pay & Display	2,550	*	2,550	3,000
0	6,426	0	3703850	Special Project - Meter Covers for Sp Events	0		0	0
219,300	-4,039	0	3703913	Transfer to Parks/Marina	219,300		219,300	219,300
10,000	9,421	3,176	3703919	Bank Service Charges	10,000		10,000	12,000
273,550	47,368	33,295		SUB TOTAL MATERIALS	273,055		273,055	277,442
157,575	44,177	0	3703912	Transfer to/from Reserve	108,253		116,253	180,834
157,575	44,177	0		SUB TOTAL OTHER CHARGES & TRANSFERS	108,253		116,253	180,834
12,500	3,639	0	3703550	Payment-in-Lieu of Taxes	13,000	*	13,000	14,000
12,500	3,639	0		SUB TOTAL FINANCIAL	13,000		13,500	14,000
550,225	189,463	39,789		TOTAL PARKING ADMIN & ENFORCEMENT	502,908		510,908	584,876
-70,000	-49,895	-8,722	87026	Parking Lot Revenue - Parking Passes	-67,500		-67,500	-97,500
-100,000	-101,558	-42,372	87027	Parking Fines - Parking Tickets	-110,000	*	-110,000	-120,000
-330,000	-196,815	-31,923	87053	Revenue - Victoria Park	-294,000		-294,000	-300,000
-187,500	-153,032	-35,292	87069	Parking Revenue - Downtown	-191,250		-191,250	-229,500
-687,500	-501,300	-118,309		TOTAL REVENUE	-662,750		-682,250	-747,000

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PUBLIC WORKS**

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

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2021	3703171	Software Maintenance	- AIMS - web support & maintenance
	2021	3703180	Cell Phone - Handheld Devices	Handheld devices for parking software
	2021	3703220	Printing	Hand tag parking permits - \$1,700. Ticket stock \$2,170 possible parking ticket books in 2021.
	2021	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$350
	2021	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines
	2021	3703913	Transfer to Parks	Beach Washrooms - 2021- \$69,300 Parks Revenue - 2021 - \$100,000 Marina - 2021 - \$40,000 Harbour - 2021 - \$10,000
	2021	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. **** Parking lot revenues are based on proposed rate increases

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PERFORMANCE SUMMARY PARKING ENFORCEMENT

CATEGORY	2020 Actual	2021 ESTIMATE	2022 ESTIMATE	2023 ESTIMATE
PARKING SPACES PATROLLED				
ON STREET	257	257	257	257
PARKING LOTS	849	849	849	849
TOTAL SPACES	1,106	1,106	1,106	1,106
NUMBER OF OFFICERS	2/4	2/4	2/4	2/4
ENFORCEMENT STATS				
POLICE DEPARTMENT	100	100	100	100
FIRE	20	20	20	20
BY-LAW UNIT	1,300	5,000	5,500	6,000
TOTAL	1,420	5,120	5,620	6,120
REVENUES				
TICKET REVENUE	42,372	110,000	115,000	120,000
PARKING PERMITS	8,722	67,500	82,000	97,500
PARKING PERMITS - VICTORIA PARK				
DOWNTOWN COIN REVENUE	35,292	191,250	191,250	229,500
REVENUE - VICTORIA PARK	31,923	294,000	294,000	300,000
DBIA	0	0	0	0
TOTAL REVENUE	118,309	662,750	682,250	747,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

ENVIRONMENTAL SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
STORM PUMP STATIONS	28,925	17,066	29,525	2.1	29,525	2.1	30,116	30,718
GARBAGE COLLECTION	6,000	13,975	6,000	0.0	6,000	0.0	6,000	6,000
TOTAL EXPENDITURES	34,925	31,041	35,525	1.7	35,525	1.7	36,116	36,718
LONG TERM DEBT CHARGES	89,000	88,621						
** Detail in Long Term Debt Charges Section								
			0	(100.0)	0	-	0	0

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

ACCOUNT#: **4200.10**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,500	1,501	2,689	4200185	Alarm Line Charges	1,500		1,500	1,530	1,561
2,500	585	236	4200470	Building Maintenance - Exterior	2,500		2,500	2,550	2,601
2,500	1,410	2,624	4200681	144 Division Storm Maint	2,500		2,500	2,550	2,601
3,500	3,268	2,181	4200682	519 Division Storm Maint	3,500		3,500	3,570	3,641
3,500	2,048	2,210	4200683	505 William Storm Maint	3,500		3,500	3,570	3,641
11,500	10,744	7,126	4200840	Utilities	12,000	*	12,000	12,240	12,485
25,000	19,556	17,066		SUB TOTAL MATERIALS	25,500	*	25,500	26,010	26,530
3,925	3,673	0	4200541	Payment-in-Lieu Taxes	4,025	*	4,025	4,106	4,188
3,925	3,673	0		SUB TOTAL FINANCIAL	4,025	*	4,025	4,106	4,188
28,925	23,229	17,066		TOTAL STORM PUMP STATIONS	29,525	*	29,525	30,116	30,718

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

STATEMENT OF PURPOSE: To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2021	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations.
	2021	4200470	Building Maintenance - Exterior	Repairs to pump station structure
PERFORMANCE DATA: 3 pumping stations/6 pumps. Stations beginning to show their age. Extra funds budgeted for repairs.	2021	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2021	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2021	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2021	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

ACCOUNT#: **4300.10**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	7,757	5,110	431010	Payroll Salaries & Wages	0		0	0	0
0	2,042	1,388	431030	Payroll Benefits	0		0	0	0
0	9,799	6,498		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,000	1,298	4,092	4310680	Other Equipment Maintenance & Repair	1,000		1,000	1,000	1,000
1,000	1,298	4,092		SUB TOTAL MATERIALS	1,000		1,000	1,000	1,000
5,000	2,596	3,385	4310480	Garbage Removal	5,000		5,000	5,000	5,000
5,000	2,596	3,385		SUB TOTAL CONTRACTED SERVICES	5,000		5,000	5,000	5,000
6,000	13,693	13,975		TOTAL GARBAGE COLLECTION	6,000		6,000	6,000	6,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **GARBAGE COLLECTION**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal curbside collection program and operation of Municipal Transfer Station.	2021	4310650	Other Equipment Maintenance & Repairs	Ongoing maintenance and repairs needed on litter and recycling containers throughout the downtown area. Including insert repairs, lock repairs, lid repairs, etc.
PERFORMANCE DATA:	2021	4310480	Garbage Removal	Public Works bin

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

SOCIAL AND FAMILY SERVICES SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
GRANTS & TRANSFERS	6,000	13,000		0 (100.0)		0 (100.0)	0	0
PHYSICIAN RECRUITMENT	0	0		0 -		0 -	0	0
HOSPICE	0	0		0 -		0 -	0	0
AFFORDABLE HOUSING ASSISTANCE	25,000	50,658	125,000		125,000		125,000	125,000
TOTAL GRANTS & TRANSFERS	31,000	63,658	125,000	303.2	125,000	303.2	125,000	125,000

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	22,412	0	6100940	Grants & Transfers - St Peters Court Apartments	0	0	0	0
6,000	0	6,000	6100941	Green Wood Coalition - Drop-in Outreach Program	0	0	0	0
0	0	7,000	6100942	Northumberland Fare Share Food Bank	0	0	0	0
6,000	22,412	13,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
6,000	22,412	13,000		TOTAL ST. PETER'S COURT APARTMENTS	0	0	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2017 and 2019. The Town of Cobourg pay the balance of the realty taxes.</p>	2020	6100941	Green Wood Coalition - Drop-in Outreach Program	Collaborate efforts with Green Wood Coalition, NHH Community Mental Health and Northumberland Community Health Centres to coordinate and provide a drop-in outreach program
<p>PERFORMANCE DATA:</p>				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	17,100	6200940	Physician Recruitment	17,100	17,100	17,100	17,100
-17,100	-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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide the physician recruitment organization with funding to support a professional recruitment program.	2021 / 22 / 23	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
PERFORMANCE DATA: Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
60,000	60,000	60,000	6300940	Hospice Care Centre	60,000	60,000	60,000	0
-60,000	-60,000	-60,000	6300913	Recoveries - Northam	-60,000	-60,000	-60,000	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
0	0	0		TOTAL HOSPICE	0 *	0	0	0

**TOWN OF COBOURG
2021 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.	2021	6300940	Hospice Care Centre	Town Capital contribution to new hospice. \$60,000 a year for 4 years
	2021	6300913	Recoveries - Northam	Funded from Northam reserve
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
165,000	175,000	50,658	6400940	Affordable Housing Assistance	250,000	*	250,000	250,000
-100,000	0	0	6400913	Recoveries - Holdco	-125,000		-125,000	-125,000
-40,000	0	0	6400913	Transfer from Building Efficiencies Reserve	0		0	0
25,000	175,000	50,658		SUB TOTAL OTHER CHARGES & TRANSFERS	125,000	*	125,000	125,000
25,000	175,000	50,658		TOTAL AFFORDABLE HOUSING ASSISTANCE	125,000	*	125,000	125,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund incentives for the creation of new affordable rental housing.	2021	6400940	Affordable & Rental Housing CIP	Funding for projects under the Affordable & Rental CIP, including \$37,000/yr* for 3 years (2nd year of commitment) to accommodate Council's 2019 Affordable Housing Financial Support Approval for Trinity Housing per Strategic Plan Action #1 *PEOPLE) 50% recoverable via Holdco
PERFORMANCE DATA:				
Trinity Housing DC Grant (50%): ~\$111,360 10 yr Property Tax Grant (100%): ~\$179,500 Town Commitments Affordable & Rental CIP: \$65,000 Building Fees Study: \$5,000 Sub-Total: \$360,860 Subtract: \$5,000 (Building Fee Study not required) Total: \$355,860 Pre-commitment required in 2020/21/22: \$105,860 (\$35,287/year)				*Revised to \$35,287/yr as per Performance Data

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
PARKS								
ADMINISTRATION	1,646,233	936,335	1,692,155	2.8	1,681,421	2.1	1,808,603	1,868,481
OPERATING	639,029	796,140	666,466	4.3	666,466	4.3	787,786	798,719
SUBTOTAL PARKS EXP.	2,285,262	1,732,475	2,358,621	3.2	2,347,887	2.7	2,596,389	2,667,200
PARKS REVENUE	-156,000	-20,220	-157,000	0.6	-157,000	0.6	-157,800	-158,600
NET PARKS	2,129,262	1,712,255	2,201,621	3.4	2,190,887	2.9	2,438,589	2,508,600
AQUATICS LIFEGUARDS								
	204,805	102,500	200,033	(2.3)	91,033	(55.6)	215,000	230,000
OUTDOOR RINK								
	43,300	22,735	36,400	(15.9)	41,400	(4.4)	38,115	39,836
LEGION FIELDS								
LEGION FIELDS EXP.	39,800	19,015	27,800	(30.2)	27,800	(30.2)	43,300	44,708
LEGION FIELDS REVENUE	-37,000	0	-14,000	(62.2)	-14,000	(62.2)	-39,250	-39,500
NET LEGION FIELDS	2,800	19,015	13,800	(592.9)	13,800	392.9	4,050	5,208
MARINA								
MARINA EXPENDITURES	707,540	572,692	767,040	8.4	767,040	8.4	788,440	788,440
MARINA REVENUE	-707,540	-473,039	-767,040	8.4	-767,040	8.4	-788,440	-788,440
NET MARINA	0	99,653	0	0.0	0	0.0	0	0
DREDGE								
DREDGE EXPENDITURES	149,409	244,474	180,000	20.5	180,000	20.5	189,182	192,368
DREDGE REVENUE	-105,000	-143,794	-180,000	71.4	-180,000	71.4	-80,000	-80,000
NET MARINA	44,409	100,680	0	0.0	0	0.0	109,182	112,368
CAMPGROUND								
CAMPGROUND EXP.	186,340	86,108	185,348	(0.5)	182,320	(2.2)	275,632	252,323
CAMPGROUND REVENUES	-313,000	-203,589	-331,000	5.8	-331,000	5.8	-337,700	-344,400
NET CAMPGROUND	-126,660	-117,481	-145,652	15.0	-148,680	17.4	-62,068	-92,077
BEACH WASHROOMS								
	700	3,480	4,950	-	4,950	-	6,450	7,950

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

PARKS AND RECREATIONAL FACILITIES SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
HARBOUR	174,937	145,624	217,964	24.6	215,632	23.3	226,079	232,219
ARENA								
ARENA EXPENDITURES	115,250	101,646	100,750	(12.6)	100,750	(12.6)	127,325	128,979
ARENA REVENUE	-26,200	-24,200	-26,200	0.0	-26,200	0.0	-26,200	-26,200
NET ARENA	89,050	77,446	74,550	(16.3)	74,550	(16.3)	101,125	102,779
COMMUNITY CENTRE								
COMMUNITY CENTRE EXP	2,637,930	1,884,541	2,184,455	(17.2)	2,171,390	(17.7)	2,846,122	2,903,745
COMMUNITY CENTRE REV	-1,400,570	-467,145	-949,770	(32.2)	-949,770	(32.2)	-1,401,070	-1,401,070
NET COMMUNITY CENTRE	1,237,360	1,417,396	1,234,685	(0.2)	1,221,620	(1.3)	1,445,052	1,502,675
SENIORS ACTIVITY CENTRE								
SENIORS ACTIVITY CENTRE EXP	233,790	129,139	188,885	(19.2)	188,885	(19.2)	246,043	251,635
SENIORS ACTIVITY CENTRE REV	-102,730	-59,522	-87,580	(14.7)	-87,580	(14.7)	-105,080	-105,080
NET SENIORS ACTIVITY CENTRE	131,060	69,617	101,305	(22.7)	101,305	(22.7)	140,963	146,555
TOTAL PARKS & RECREATION								
TOTAL PARKS & REC EXP	6,779,063	5,044,429	6,452,246	(4.8)	6,319,087	(6.8)	7,598,077	7,739,403
TOTAL PARKS & REC REVENUE	-2,848,040	-1,391,509	-2,512,590	(11.8)	-2,512,590	(11.8)	-2,935,540	-2,943,290
NET PARKS & RECREATION	3,931,023	3,652,920	3,939,656	0.2	3,806,497	(3.2)	4,662,537	4,796,113
LONG TERM DEBT CHARGES	89,000	598,303	81,200	-	81,200	-	81,200	118,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-20,000	-20,000	0	8802	Victoria Park Canteen	-20,000	-20,000	-20,000	-20,000
-100,000	-80,730	0	8804	Parking Revenue	-100,000	-100,000	-100,000	-100,000
-12,000	-14,045	-945	8806	User Fees	-12,500	-12,500	-13,000	-13,500
-5,000	-5,000	0	8809	Donation From DBIA - For Baskets	-5,000	-5,000	-5,000	-5,000
-2,000	-1,614	325	88011	Beach Rentals	-2,500	-2,500	-2,800	-3,100
-6,000	-23,583	0	88012	Donations	-6,000	-6,000	-6,000	-6,000
-11,000	-11,760	-19,600	871137210	Federal Grants Student Wages	-11,000	-11,000	-11,000	-11,000
-156,000	-156,732	-20,220		TOTAL PARKS RECEIPTS	-157,000	-157,000	-157,800	-158,600
2,285,262	2,197,594	1,732,475		TOTAL PARKS EXPENDITURES	2,358,621 *	2,347,887	2,596,389	2,667,200
2,129,262	2,040,862	1,712,255		COST TO TOWN	2,201,621 *	2,190,887	2,438,589	2,508,600

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	8804	Parking Revenue	A portion of funds collected through parking meters and fines in Victoria Park area are returned to the Parks budget to assist with maintenance costs.
	PERFORMANCE DATA:			
	2021	8806	User Fees	Rentals for Pavilion in Victoria Park
	2021	8809	Donation from DBIA	To assist with downtown beautification flower baskets
	2021	88011	User Fees	Beach Rentals
	2021	88012	Parks Donations	Public donations for memorial benches, etc.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
797,734	486,308	468,718	721010	Payroll Salaries & Wages	798,397		790,076	819,729	834,414
44,686	32,779	19,439	721011	Payroll - Overtime	45,105		45,105	45,872	46,652
0	0	0	721012	Payroll - Standby	0		0	0	
192,173	35,826	21,500	721015	Payroll - Part-time	169,529		169,529	197,028	200,377
270,210	134,226	134,334	721030	Payroll Benefits	272,556		270,143	296,854	319,857
33,630	4,186	2,760	721031	Payroll Benefits - Part-time	29,668		29,668	38,420	43,081
5,500	5,835	5,239	721050	Clothing	5,500		5,500	5,500	5,500
4,500	4,068	1,849	721051	Personal Protective Equipment	4,700 *		4,700	5,000	5,300
2,500	1,621	2,011	721060	Footwear	2,500		2,500	2,500	2,500
2,000	2,794	513	721080	Meal Allowance	2,000		2,000	2,000	2,000
1,352,933	707,643	656,363		SUB TOTAL SALARIES, WAGES & BENEFITS	1,329,955		1,319,221	1,412,903	1,459,681
5,000	3,001	2,148	7210150	Office Supplies	3,000		3,000	3,500	4,000
4,800	6,165	5,940	7210180	Telephone & Answering Svc	4,800		4,800	5,000	5,200
1,000	111	0	7210190	Communication License	1,000		1,000	1,000	1,000
400	0	773	7210210	Advertising & Promotion	400		400	400	400
700	0	170	7210250	Memberships & Subscrip'ns	700		700	700	700
10,000	12,470	523	7210260	Training & Courses	7,500		7,500	12,000	14,000
13,000	9,070	5,732	7210450	Heat	13,500 *		13,500	14,000	14,500
14,600	18,507	15,906	7210460	Utilities	14,900 *		14,900	15,200	15,500
20,000	25,824	32,548	7210470	Building Maintenance	20,000		20,000	20,000	20,000
15,400	8,734	10,859	7210500	Custodial / Cleaning Supplies	15,400		15,400	15,400	15,400
55,000	64,681	55,771	7210600	Vehicle Maintenance	55,000		55,000	65,000	70,000
40,000	48,992	41,235	7210650	Gasoline	40,000		40,000	42,000	44,000
6,000	4,096	5,148	7210670	Small Equipment Purchases	6,000		6,000	6,500	7,000
3,000	3,821	2,783	7210850	Special Project - Blue Flag	0		0	0	0
0	0	0	7210851	Special Project - YMCA PCC - Feasibility Study	0		0	0	0
0	0	0	7210912	Recoveries - Holdco	0		0	0	0
188,900	205,472	179,536		SUB TOTAL MATERIALS	182,200		182,200	200,700	211,700
34,400	33,226	30,436	7210320	Liability Insurance	40,000 *		40,000	42,000	44,100
0	468	0	7210360	Consultant Fee - Waterfront Master Plan	0		0	0	0
34,400	33,694	30,436		SUB TOTAL CONTRACTED SERVICES	40,000 *		40,000	42,000	44,100
70,000	70,000	70,000	7210930	Transfer to Vehicle Reserve	140,000 *		140,000	153,000	153,000
70,000	70,000	70,000		SUB TOTAL OTHER CHARGES & TRANSFERS	140,000 *		140,000	153,000	153,000
1,646,233	1,016,809	936,335		TOTAL PARKS ADMINISTRATION	1,692,155 *		1,681,421	1,808,603	1,868,481

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE: To manage and maintain the Parks System for the Corporation.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2021	721015	Salaries & Wages Part Time	Cityworks Student to assist with work orders Recovery from Special Events for staff time during events.
PERFORMANCE DATA: Responsible for all park facilities and employees.	2021	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats
	2021	7210250	Memberships & Subscriptions	Ontario Parks Association - \$691
	2021	7210260	Training & Courses	Professional development and mandatory training for certifications, health & safety, etc.
	2021	7210470	Building Maintenance	Costs of Building 7 shared evenly with Public Works
	2021	7210600	Vehicle Maintenance	Increase to reflect actual maintenance requirements (including \$3,000 for mandatory maintenance program)
	2021	7210930	Transfer to Vehicle Reserve	Re-evaluation in 2020 requires \$153,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	208,441	152,131	723010	Payroll Salaries & Wages	0	0	0	0
0	29,166	9,830	723011	Payroll - Overtime	0	0	0	0
0	97,423	14,334	723015	Payroll Part Time Wages	0	0	0	0
0	75,211	54,909	723030	Payroll Benefits	0	0	0	0
0	13,359	1,800	723031	Payroll Part Time Benefit	0	0	0	0
0	423,600	233,004		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
72,000	66,164	47,020	7230460	Utilities	72,500	72,500	73,000	73,500
15,000	9,823	4,356	7230470	Building Maintenance	15,000	15,000	17,000	19,000
3,000	2,752	1,340	7230475	Signs	3,200 *	3,200	3,500	3,800
10,000	8,531	3,923	7230500	Cleaning Maintenance	10,000	10,000	10,000	10,000
7,500	8,959	2,236	7230510	Electrical Repairs	7,500	7,500	7,500	7,500
5,000	5,111	4,929	7230520	Plumbing Repairs	5,000	5,000	5,000	5,000
0	0	0 NEW		COVID-19 Supplies	3,800	3,800	3,900	4,000
20,000	21,732	10,527	7230570	Property Improvements	21,000 *	21,000	22,000	23,000
8,000	3,103	971	7230691	Equipment Rental	8,000	8,000	8,500	9,000
140,500	126,175	75,302		SUB TOTAL MATERIALS	146,000 *	146,000	150,400	154,800
25,000	26,167	13,220	7230480	Garbage Removal	25,000	25,000	25,000	25,000
0	0	0 NEW		COVID-19 Contracts	25,000	25,000	29,000	29,000
20,000	19,694	22,198	7230751	Parks Maintenance Contracts	21,000 *	21,000	22,000	23,000
15,000	0	0	7230755	Port-A-Potties	33,000 *	33,000	35,000	37,000
32,000	22,119	0	7230750	Bylaw Enforcement	34,000 *	34,000	36,000	38,000
0	7,927	0	7230850	Special Project - Victoria Park Bandshell	0 *	0	0	0
0	4,622	0	7230851	Special Project - Splashpad Repairs	0	0	0	0
2,000	0	0	7230852	Special Project - Trash to Treasure	0	0	2,000	2,000
94,000	80,529	35,418		SUB TOTAL CONTRACTED SERVICES	138,000 *	138,000	149,000	154,000
18,400	19,680	19,293	7230540	Rent - Dog Park	18,400	18,400	20,400	22,400
18,400	19,680	19,293		SUB TOTAL FIINANCIAL	18,400	18,400	20,400	22,400
252,900	649,984	363,017		TOTAL PARKS MAINTENANCE	302,400 *	302,400	319,800	331,200

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

STATEMENT OF PURPOSE: To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2021	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month
	2021	NEW	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
PERFORMANCE DATA:	2021	7230570	Property Improvements	To maintain stock of tables and benches, repair garbage containers, install parking barriers and paint buildings.
Beach Groomings (20 Small Parks)				
Canteens				
Buildings	2021	NEW	COVID-19 Contracts	Additional Cleaning contracts, Port-a-Potties
Playgrounds				
Centennial Swimming Pool - Start/Close	2021	7230691	Equipment Rentals	Cost of equipment rentals for maintenance.
Garbage Pick Up				
Special Events				
Spray Pad	2021	7230751	Parks Maintenance Contractor	Annual additional support to maintain park flower beds, shrubs, etc.
	2021	7230755	Port-A-Potties	Victoria Park (summer) to meet demand
	2022/2023	7230852	Special Project - Trash to Treasure	Trash to Treasure Pilot Program

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	73,423	73,215	722010	Payroll Salaries & Wages	0	0	0	0
0	9,531	6,636	722011	Payroll - Overtime	0	0	0	0
0	45,248	1,150	722015	Payroll Part Time Wages	0	0	0	0
0	24,342	27,056	722030	Payroll Benefits	0	0	0	0
0	5,356	140	722031	Payroll Students Benefits	0	0	0	0
0	157,900	108,197		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
16,800	12,622	11,173	7220450	Heat	16,900	16,900	17,000	17,100
5,400	6,438	5,670	7220460	Utilities	5,800 *	5,800	6,000	6,200
6,000	5,843	2,242	7220470	Building Maintenance	6,500 *	6,500	7,000	7,500
0	0	0	7220475	Ecology Garden Maintenance	0	0	0	0
27,000	26,556	27,514	7220506	Horticulture Supplies	27,000	27,000	30,000	32,000
15,000	15,276	10,593	7220550	Horticulture - Downtown Beautification	15,000	15,000	16,000	17,000
0	0	0	7220850	Special Project - Communities in Bloom	0	0	0	0
70,200	66,735	57,192		SUB TOTAL MATERIALS	71,200	71,200	76,000	79,800
70,200	224,635	165,389		TOTAL HORTICULTURE	71,200	71,200	76,000	79,800

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	7220505	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
PERFORMANCE DATA: 3 season planting Downtown beautification Greenhouse complex Sensory Garden	2021	7220550	Property Improvements - Annual Beautification	Downtown baskets Replace old shrubs / beds

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
64,639	79,503	90,257	311110	Payroll Salaries & Wages	43,591	43,591	66,505	67,635
6,500	7,938	1,038	311111	Payroll - Overtime	4,000	4,000	6,610	6,723
9,544	11,562	0	311115	Payroll Part Time Wages	0	0	9,999	10,169
22,476	26,468	30,373	311130	Payroll Benefits	16,000	16,000	26,322	28,256
1,670	1,345	0	311131	Payroll Part Time Benefits	0	0	1,950	2,186
200	203	203	311160	Footwear	200	200	200	200
105,029	127,019	121,871		SUB TOTAL SALARIES, WAGES & BENEFITS	63,791	63,791	111,586	115,169
250	32	150	3111150	Office Supplies	250	250	300	350
650	697	477	3111250	Memberships & Subscriptions	775	* 775	800	850
1,500	1,581	1,012	3111260	Training & Courses	1,500	1,500	2,500	3,000
2,500	550	413	3111650	Gasoline	2,500	2,500	2,800	3,100
2,500	2,434	2,510	3111680	Other Equip Maint & Repairs	2,500	2,500	2,500	2,500
40,000	32,450	25,878	3111853	Special Project - Emerald Ash	40,000	40,000	50,000	55,000
5,000	3,708	2,290	3111854	Special Project - Open Space Maintenance	5,000	5,000	5,000	5,000
4,000	453	382	3111855	Special Project - Forest Inventory Program	4,250	* 4,250	4,500	4,750
0	0	0	3111856	Special Project - Neighbor Wood Program	0	0	0	0
56,400	41,905	33,112		SUB TOTAL MATERIALS	56,775	56,775	68,400	74,550
70,000	51,715	64,328	3111750	Contracts - Tree Planting	70,000	70,000	70,000	70,000
12,000	5,927	8,281	3111751	Contracts - Emergency Removals Hazards	12,000	12,000	13,000	14,000
0	0	0		NEW Special Project - More Tree Planting as per PRAC	25,000	25,000	25,000	25,000
30,000	21,198	13,641	3111753	Contracts - Tree Maintenance	30,000	30,000	31,000	32,000
112,000	78,840	86,250		SUB TOTAL CONTRACTED SERVICES	137,000	* 137,000	139,000	141,000
-25,000	-25,000	-25,000	871153111	Transfer - Tree Levy Reserve	-35,000	-35,000	-25,000	-25,000
-25,000	-25,000	-25,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-35,000	-35,000	-25,000	-25,000
248,429	222,764	216,233		TOTAL ROADSIDE TREE TRIMMING	222,566	222,566	293,986	305,719

02-03-21

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE: To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2021	3111250	Memberships & Subscriptions	ISA Dues - \$475 ISAO - \$250 Forests Ontario - \$50
	2021	3111260	Training & Courses	Industry standards - specific training for new bug species.
	2021	3111853	Special Project - Emerald Ash	Additional Ash tree removal due to EAB - increase to 2015 level - replacement included in Tree Planting budget.
	2021	3111854	Special Project - Open Space Maintenance	Tree trimming, etc.
	2021	3111855	Special Project - Forest Inventory Program	GIS inventory for maintenance of public trees.
	2021	NEW	Special Project - More Tree Planting as per PRAC	Additional tree planting in right of way to replace ash trees
PERFORMANCE DATA:				
Trees	2018	2019	2020	
Removed	81	164	100	
Planted	208	150	160	
Feed/Preserve	697	350	190	
Prune	596	416	400	
Mulch	605	500	250	
Service Requests	290	285	350	
Inspections	756	935	500	
Mulch - Right of Way and Parks trees				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	5,005	702	724010	Payroll Salaries & Wages	0	0	0	0
0	0	114	724011	Payroll - Overtime	0	0	0	0
0	180	0	724015	Payroll Part Time Wages	0	0	0	0
0	1,917	293	724030	Payroll Benefits	0	0	0	0
0	20	0	724031	Payroll Part Time Benefit	0	0	0	0
0	7,122	1,109		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
18,500	19,230	7,677	7240475	Athletics Field Mtce	19,000 *	19,000	20,000	21,000
5,000	6,082	3,994	7240570	Property Improvements	5,500 *	5,500	6,000	6,500
23,500	25,312	11,671		SUB TOTAL MATERIALS	24,500 *	24,500	26,000	27,500
8,000	1,420	0	7240551	Port-A-Potties	8,500 *	8,500	9,000	9,500
0	0	0 NEW		COVID-19 Contracts	1,000	1,000	1,000	1,000
0	0	0 NEW		Sp Proj - Conditon Assessment Donegan Washroom			20,000	
8,000	1,420	0		SUB TOTAL CONTRACTED SERVICES	9,500 *	9,500	30,000	10,500
31,500	33,854	12,780		TOTAL PARKS ATHLETIC FACILITIES	34,000 *	34,000	56,000	38,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To manage and maintain all ball diamonds located within our Parks System.</p> <p>PERFORMANCE DATA:</p> <p>15 Ball Diamonds (2 with lights) 10 Soccer Fields (1 with lights) 6 Tennis Courts (lights) 1 Basketball Court at Fitzhugh 13 Playgrounds maintained and inspected to CAW / CSA Z614-98 Beach Volleyball Splash Pad Rugby Field</p>	2021	7240475	Athletic Field Maintenance	<p>Supplies and material for sporting and playground facilities, including new soccer pitch at CCA.</p> <p>Field talc Line Paint Surfacing Materials Playground Equipment Irrigation</p>
	2021	7240551	Port-A-Potties	Donegan Park, Westwood, James, Tracy, Cobourg Conservation Area, Peace Park (if required due to fishing).
	2021	7240570	Property Improvements	Replenish clay at Legion Fields and Donegan, etc.
	2022	NEW	Sp Project - Condition Assessment Donegan Park Washroom/Canteen/ Changeroom	A baseline property condition assessment was done for the assist management plan Jan 31, 2020. The findings report major deficiencies in the building and further detail and investigation are required across all areas of the building.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	4,395	1,697	725010	Payroll Salaries & Wages	0	0	0	0
0	366	0	725011	Payroll Overtime	0	0	0	0
0	807	0	725015	Payroll Part Time Wages	0	0	0	0
0	1,601	996	725030	Payroll Benefits	0	0	0	0
0	95	0	725031	Payroll Part Time Benefit	0	0	0	0
0	7,264	2,693		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
12,000	19,040	19,427	7250600	Vehicle & Equipment Mtce	16,000 *	16,000	18,000	20,000
0	17,781	0	7250850	Special - Rebuild Wide Area Mower	0	0	0	0
0	-17,781	0	7250913	Recoveries - Equipment Reserve	0	0	0	0
12,000	19,040	19,427		SUB TOTAL MATERIALSS	16,000 *	16,000	18,000	20,000
12,000	26,304	22,120		TOTAL PARKS TURF MAINTENANCE	16,000 *	16,000	18,000	20,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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>	2021	7250600	Vehicle & Equipment Maintenance	Increased costs to maintain turf equipment
<p>PERFORMANCE DATA:</p> <p>Cutting and trimming approximately 280 acres of turf:</p> <ul style="list-style-type: none"> - Fertilizing - Weed Control - Aerating - Top Dressing - IPM Program - ODC 				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	3,851	3,560	7260450	Heat	5,000	5,000	5,000	5,000
7,500	6,169	5,491	7260460	Utilities	7,500	7,500	7,500	7,500
15,000	26,370	6,591	7260570	Property Improvements	7,600	7,600	15,000	15,000
4,000	854	959	7260580	Materials Repair	4,000	4,000	4,000	4,000
-7,500	-14,000	0	7260913	Recoveries - Holdco Reserve	-3,800	-3,800	-7,500	-7,500
24,000	23,244	16,601		SUB TOTAL MATERIALS	20,300	20,300	24,000	24,000
24,000	23,244	16,601		TOTAL CENTENNIAL POOL	20,300	20,300	24,000	24,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT #: **7200.60**

STATEMENT OF PURPOSE: Maintenance on Centennial Pool, built in 1967.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:				YMCA staff maintain and operates programs at Centennial Pool. Town owned facility.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2020	2019	2020			2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
194,805	189,300	97,500	7650750	Lifeguards & Supplies	200,033	*	91,033	215,000	230,000
10,000	10,000	5,000	7650751	Grants & Transfers	0		0	0	0
0	23,964	0	7650850	Special Project - Lifeguard Chairs	0		0	0	0
0	0			Recoveries - 2017 Lifeguard Chair	0		0	0	
204,805	223,264	102,500		SUB TOTAL OTHER CHARGES & TRANSFERS	200,033		91,033	215,000	230,000
204,805	223,264	102,500		TOTAL AQUATICS LIFEGUARDS	200,033		91,033	215,000	230,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide lifeguarding services at Victoria Beach and Centennial Pool.	2021	7650940	Lifeguards & Supplies	Contract with YMCA to operate Centennial Pool. Lifeguarding services at Victoria Beach won't be provided in 2021.
PERFORMANCE DATA:				
Funding History				
1999	138,155			
2000	138,155			
2001	138,155			
2002	150,195			
2003	150,195			
2004	150,195			
2005	150,195			
2006	150,195			
2007	150,195			
2008	160,000			
2009	160,000			
2010	162,000			
2011	166,500			
2012	167,584			
2013	177,613			
2014	185,585			
2015	170,000			
2016	165,000			
2017	175,000			
2018	198,000			
2019	189,300			
2020	194,805			

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	969	0	727015	Payroll Full Time Wages	0	0	0	0
0	0	0	727011	Overtime	0	0	0	0
0	176	0	727031	Payroll FT Time Benefits	0	0	0	0
0	1,145	0		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
15,000	17,696	18,923	7270460	Utilities	17,500 *	17,500	18,000	18,500
1,000	289	36	7270600	Vehicle Maint & Repairs	1,000	1,000	1,000	1,000
2,500	5,120	80	7270670	Other Equipment Purchases	2,500	2,500	3,000	3,500
6,000	13,777	2,065	7270680	Other Equipment Maint & Repairs	6,100	6,100	6,200	6,300
7,000	6,965	0	7270681	Setup / Tear Down	7,000	7,000	7,500	8,000
10,000	0	0	7270851	Special Project - Butterfly Wings Replacement	0	0	0	0
			NEW	Special Project - Sinclair Park Outdoor Rink	0	5,000	0	0
41,500	43,847	21,104		SUB TOTAL MATERIALS	34,100	39,100	35,700	37,300
1,800	1,709	1,631	7270320	Liability Insurance	2,300 *	2,300	2,415	2,536
1,800	1,709	1,631		SUB TOTAL CONTRACTED SERVICES	2,300 *	2,300	2,415	2,536
43,300	46,701	22,735		TOTAL OUTDOOR RINK	36,400	41,400	38,115	39,836

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT #: **7200.70**

STATEMENT OF PURPOSE: Maintenance and operation of fountain / rink facility at Rotary Waterfront Park.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2021	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2021	7270680	Other Equipment Maint & Repairs	General routine maintenance Additional - repair of compressors
	2021	NEW	Special Project - Sinclair Park Outdoor Rink	Cost of building outdoor rink in Sinclair Park Water - \$3,500 Fence - \$1,000 Signage - \$500

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **882**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-7,000	-2,547	0	8821	Regular Season Play	-8,000 *	-8,000	-8,250	-8,500
-5,000	-4,125	0	8822	Tournaments	-6,000 *	-6,000	-6,000	-6,000
-25,000	-23,636	0	8824	Canteen	0	0	-25,000	-25,000
-37,000	-30,308	0		TOTAL LEGION FIELDS REVENUE	-14,000	-14,000	-39,250	-39,500
39,800	65,835	19,015		TOTAL LEGION FIELDS EXPENDITURES	27,800	27,800	43,300	44,708
2,800	35,527	19,015		NET TO TOWN	13,800 *	13,800	4,050	5,208

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	700	745010	Payroll Full Time Wages	0	0	0	0
0	0	92	745011	Payroll - Overtime	0	0	0	0
0	12,637	0	745015	Payroll Part Time Wages	0	0	0	0
0	0	218	745030	Payroll Full Time Benefits	0	0	0	0
0	1,320	0	745031	Payroll Part Time Benefit	0	0	0	0
0	13,957	1,010		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
4,000	2,732	2,598	7450450	Heat	4,000	4,000	4,300	4,400
7,700	13,125	7,503	7450460	Utilities	7,700	7,700	8,250	8,500
3,000	5,770	3,563	7450470	Building Maintenance	3,000	3,000	3,200	3,300
1,000	485	0	7450500	Cleaning Supplies	1,000	1,000	1,400	1,500
2,000	323	0	7450510	Electrical Repairs	2,000	2,000	2,200	2,300
2,000	1,456	1,586	7450520	Plumbing Repairs	2,000	2,000	2,200	2,300
4,500	3,940	0	7450570	Diamond Maintenance	4,500	4,500	5,500	6,000
12,500	13,849	0	7450830	Consummable Supplies	0	0	12,500	12,500
600	920	847	7450919	Bank Service Fees	600	600	600	600
37,300	42,600	16,097		SUB TOTAL MATERIALS	24,800	24,800	40,150	41,400
2,500	2,233	1,908	7450320	Liability Insurance	3,000 *	3,000	3,150	3,308
0	7,045	0	7450850	Special Project - Legion Fields Pedstrian Bridge	0	0	0	0
2,500	9,278	1,908		SUB TOTAL CONTRACTED SERVICES	3,000 *	3,000	3,150	3,308
39,800	65,835	19,015		TOTAL LEGION FIELDS	27,800	27,800	43,300	44,708

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain a (3) three softball diamond facility.	2021	8824	Canteen	Closed for 2021
	2021	74503220	Liability Insurance	Allocation of liability insurance to this budget.
PERFORMANCE DATA:	2021	7450470	Building Maintenance	Increase to reflect actual maintenance costs
Hosted numerous provincial and OASA tournaments	2022/2022	7450830	Consumables Supplies	Food and Beverage supplies to operate the canteen. Canteen closed for 2021

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-100,000	-102,913	-113,720	8831	Transient Fees	-145,000	-145,000	-150,000	-150,000
-285,000	-279,144	-110,672	8832	Seasonal Fees	-280,000	-280,000	-290,000	-290,000
-35,000	-43,169	-42,997	8833	Winter Storage	-40,000	-40,000	-40,000	-40,000
-5,100	-3,052	-2,983	8834	Sewage Pumpout Fees	-5,200	-5,200	-5,200	-5,200
-175,000	-167,913	-156,089	8835	Fuel Sales	-190,000	-190,000	-197,700	-197,700
-8,400	-11,159	-3,917	8836	Miscellaneous	-8,400	-8,400	-8,400	-8,400
-6,000	-7,246	-4,260	8837	Launching Fees	-7,000	-7,000	-4,000	-4,000
-30,000	-36,367	-13,635	8838	Liftout - in	-35,000	-35,000	-30,000	-30,000
-2,000	-1,778	0	8839	Vending Revenue	0	0	-2,000	-2,000
-2,880	-1,475	0	88310	Marina Brochure Advertising	-2,880	-2,880	-2,880	-2,880
-100	-148	0	88311	Finance Charges	-100	-100	-100	-100
-6,100	-4,596	-5,166	88312	Reservation Fees	-5,000	-5,000	-6,200	-6,200
-8,600	-7,585	0	88313	Facility Rentals	-5,100	-5,100	-8,600	-8,600
-40,000	-32,292	0	88314	Parking Fees	-40,000	-40,000	-40,000	-40,000
-3,360	-3,920	-19,600	88315	Summer Wage Grant	-3,360	-3,360	-3,360	-3,360
-707,540	-702,757	-473,039		TOTAL MARINA REVENUES	-767,040	-767,040	-788,440	-788,440
707,540	702,759	572,692		TOTAL MARINA EXPENDITURES	767,040 *	767,040	788,440	788,440
0	2	99,653		NET TO TOWN	0 *	0	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
110,638	113,066	65,887	731010	Payroll - Full-time Wages	109,617	107,809	113,521	115,676
2,808	4,084	1,136	731011	Payroll - Overtime	2,968 *	2,968	2,969	3,019
92,802	85,638	122,694	731015	Payroll Part Time Wages	105,339 *	105,339	107,130	108,951
33,894	31,028	14,626	731030	Payroll - Full-time Benefits	34,440	33,916	37,933	41,022
16,240	9,965	16,622	731031	Payroll Part Time Benefit	18,434 *	18,434	20,890	23,424
1,200	985	128	731050	Clothing	1,200	1,200	1,200	1,200
257,582	244,766	221,093		SUB TOTAL SALARIES, WAGES & BENEFITS	271,998 *	269,666	283,643	293,292
800	392	330	7310150	Office Supplies	800	800	800	800
1,400	1,162	1,022	7310175	Internet Costs	1,400	1,400	1,400	1,400
2,100	2,031	1,823	7310180	Telephone & Answering Svc	2,100	2,100	2,100	2,100
6,000	518	0	7310210	Advertising & Promotions	3,000	3,000	6,000	6,000
2,000	1,794	1,028	7310220	Printing	2,000	2,000	2,000	2,000
100	75	6	7310240	Postage	300 *	300	300	300
1,400	1,503	999	7310250	Membership & Subscrip'ns	1,400	1,400	1,400	1,400
5,000	659	22	7310260	Training & Courses	3,000	3,000	5,000	5,000
1,500	531	240	7310270	Travel Expense	1,000	1,000	1,500	1,500
2,000	450	0	7310380	Conferences & Conventions	1,000	1,000	2,000	2,000
3,600	4,062	479	7310392	Ice Purchase	3,600	3,600	3,600	3,600
5,000	3,102	2,025	7310450	Heat	5,000	5,000	5,000	5,000
26,000	11,922	11,922	7310460	Utilities	26,000	26,000	26,000	26,000
10,000	9,742	8,891	7310470	Facilities Maintenance	10,000	10,000	10,000	10,000
5,000	3,822	680	7310500	Custodial/Cleaning Supplies	5,000	5,000	5,000	5,000
99,000	51,360	48,300	7310551	Dock Repair & Maintenance	99,000	99,000	53,000	53,000
19,500	19,517	26,998	7310552	Common Harbour Dredging Contribution	30,000 *	30,000	30,000	30,000
0	0	0	NEW	COVID-19 Supplies	4,100	4,100	4,200	4,300
140,000	142,716	157,892	7310650	Fuel	158,141 *	158,141	158,141	158,141
3,200	2,606	3,394	7310670	Other Equipment Purchases	3,200	3,200	3,200	3,200
7,000	5,103	3,912	7310680	Other Equip Maint & Rep	7,000	7,000	7,000	7,000
1,500	23	112	7310691	Small Equip Maint & Rep	1,500	1,500	1,500	1,500
1,400	1,065	11	7310830	Beverage Purchase	0	0	1,400	1,400
25,000	0	27,464	7310851	Special Project - Wireless Internet	0	0	0	0
0	0	0	7310855	Special Project - Online Reservation Software	0	0	0	0
17,000	16,252	11,817	7310919	Bank Service Fees Visa / MC / POS	18,000 *	18,000	18,000	18,000
0	0	0	NEW	Special Project - Surveillance System	0	0	5,000	0
0	4,430	1,112	7310856	Special Project - Air Conditioning Reception	0	0	0	0
385,500	284,837	310,479		SUB TOTAL MATERIALS	386,541	386,541	353,541	348,641

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
9,500	9,186	8,742	7310320	Liability Insurance	11,500	*	11,500	12,679
2,500	2,746	2,722	7310480	Garbage Removal	2,300		2,300	2,300
10,000	4,519	1,913	7310550	Security Contract	0		0	10,000
2,100	2,001	2,136	7310750	Contracts	2,100		2,100	2,100
24,000	27,739	22,007	7310751	Liftout - In	24,000		24,000	24,000
48,100	46,191	37,520		SUB TOTAL CONTRACTED SERVICES	39,900		39,900	51,079
0	2,763	0	7310541	Payment in Lieu of Taxes	0		0	0
-4,742	89,202	0	7310912	Transfer to/From Reserve Funds	65,001	*	67,333	91,828
3,600	0	3,600	7310912	Transfer to Vehicle Reserve	3,600		3,600	3,600
17,500	35,000	0	7310910	Transfer to Harbour	0		0	0
16,358	126,965	3,600		SUB TOTAL OTHER CHARGES & TRANSFERS	68,601	*	70,933	95,428
707,540	702,759	572,692		TOTAL MARINA	767,040	*	767,040	788,440

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT #: **7300.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:									
Operation of a small craft Marina. at Rotary Waterfront Park.			YEAR	CODE	OBJECT	DETAILS						
			PERFORMANCE DATA:			2021	8831	Transient Fees	Increased due to expectations that it will be a normal season			
2021	88314	Parking Revenue				Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina Enhanced Marina signage						
YEAR	TRANSIENT VISITORS	DOLLARS	2021	7310175	Internet Costs	Monthly fees for internet usage						
1997	4180	\$102,019	2021	7310210	Advertising & Promotions	To enhance marketing efforts						
1998	4400	\$114,420	2021	7310220	Printing	Increase due to additional signage at the Marina						
1999	4500	\$111,800	2021	7310250	Memberships & Subscriptions	Boating Association - \$600						
2000	4400	\$105,420				Technical Standards Safety Inspection - \$100						
2001	4500	\$105,480				Technical Standards Safety Licence - \$250						
2002	4600	\$107,100				Assoc of Marina Industries - \$200						
2003	4500	\$105,590				Receiver General - \$50						
2004	4600	\$110,372				Clean Marine - \$200						
2005	4700	\$116,022				2021	7310552	Marina Dredging	Costs of dredging split between Marina & Harbour			
2006	4500	\$114,984							Increased due to harbour west basin and launch ramp area that are filling in at an alarming rate.			
2007	4600	\$121,543							2021	7310551	Dock Repairs	To address maintenance needs with decks, stringers and anchors
2008	4400	\$118,164										2021
2009	4500	\$137,758	2022	NEW	Sp Project - Surveillance System	Surveillance system inside Marina is outdated and does not integrate with the recording system used on the harbour and docks. Will assist in Police investigations.						
2010	4500	\$139,894				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
2011	4000	\$128,343	2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			
2012	3800	\$131,141				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
2013	3873	\$139,306	2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			
2014	3724	\$125,868				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
2015	Unavailable	\$128,690	2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			
2016	3413	\$154,561				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
2017	2200	\$94,444 High water event	2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			
2018	3002	\$142,822				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
2019	2400	\$100,325 High water event	2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			
2020	2184	\$113,719 COVID-19				2021	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV			
			2021	7310912	Transfer to Vehicle Reserve				Allocation for vehicle replacement of truck and UTV			

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-105,000	-131,045	-143,794	8881	Dredging Revenue	-180,000 *	-180,000	-80,000	-80,000
-105,000	-131,045	-143,794		TOTAL DREDGING REVENUE	-180,000 *	-180,000	-80,000	-80,000
149,409	130,210	244,474		TOTAL DREDGING EXPENDITURES	180,000 *	180,000	189,182	192,368
44,409	-835	100,680		NET TO TOWN	0 *	0	109,182	112,368

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
52,769	22,134	67,493	736010	Payroll Salaries & Wages	50,585	48,237	53,411	54,543
0	478	8,179	736011	Payroll Overtime	787	787	800	814
1,140	14,785	4,419	736015	Payroll Part-time Salaries & Wages	1,166 *	1,166	1,186	1,206
16,351	7,479	23,196	736030	Payroll - Full-time Benefits	16,391	15,711	18,324	19,812
199	1,722	565	736031	Payroll Part-time Benefits	204 *	204	231	259
0	0	0	736020	Other Salaries & Wages	0 *	0	0	0
70,459	46,598	103,852		SUB TOTAL SALARIES, WAGES & BENEFITS	69,133	66,105	73,952	76,634
2,300	564	103	7360150	Administrative Services	2,300	2,300	2,300	2,300
350	0	0	7360180	Telephone & Answering	350	350	350	350
500	254	254	7360210	Advertising	1,500 *	1,500	1,500	1,500
1,500	1,557	0	7360260	Training & Courses	1,500	1,500	1,500	1,500
1,000	572	6,908	7360270	Travel Expenses	1,000	1,000	1,000	1,000
6,500	3,585	3,622	7360650	Gasoline	6,500	6,500	6,500	6,500
0	0	0 NEW		Other Equipment Purchases	5,000	5,000	5,000	5,000
12,000	21,183	77,075	7360680	Maintenance & Repairs	15,000 *	15,000	15,000	15,000
25,500	43,486	44,175	7360681	Equipment Setup	5,000	5,000	5,000	5,000
0	0	0 NEW		Contract Equipment Setup	7,000	7,000	7,000	7,000
49,650	71,201	132,137		SUB TOTAL MATERIALS	45,150	45,150	45,150	45,150
9,300	12,411	8,485	7360320	Insurance	9,600 *	9,600	10,080	10,584
9,300	12,411	8,485		SUB TOTAL CONTRACTED SERVICES	9,600 *	9,600	10,080	10,584
20,000	0	0	7360912	Transfer from/to Reserve - Capital Repayment	56,117 *	59,145	60,000	60,000
20,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	56,117 *	59,145	60,000	60,000
149,409	130,210	244,474		TOTAL DREDGING	180,000 *	180,000	189,182	192,368

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	-38,741	-16,247	8841	Seasonals	-22,500	-22,500	-19,200	-15,900
-255,000	-252,967	-162,809	8842	Transient Trailers	-270,000 *	-270,000	-280,000	-290,000
-12,000	-11,362	-5,010	8843	Transient Tents	-12,000	-12,000	-12,000	-12,000
-1,000	-1,007	-675	8845	Sewage Pumpouts	-1,500 *	-1,500	-1,500	-1,500
-6,000	-6,031	-2,729	8846	Miscellaneous	-6,000	-6,000	-6,000	-6,000
-14,000	-15,600	-8,279	8847	Reservation Fee	-14,000	-14,000	-14,000	-14,000
0	-3,920	-7,840	88413	Federal Grants - Wages	-5,000	-5,000	-5,000	-5,000
-313,000	-329,628	-203,589		TOTAL TOURIST PARK REVENUES	-331,000 *	-331,000	-337,700	-344,400
186,340	132,935	86,108		TOTAL TOURIST PARK EXPENDITURES	185,348	182,320	275,632	252,323
-126,660	-196,693	-117,481		NET TO TOWN	-145,652 *	-148,680	-62,068	-92,077

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2020	2019	2020		2021	2021	2022	2023	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
44,450	37,260	28,001	732010	Payroll - Full-time Wages	42,943	40,595	45,814	46,993
1,061	1,424	657	732011	Payroll Overtime	1,113	1,113	1,132	1,151
37,501	34,921	7,290	732015	Payroll Part Time Wages	37,980	37,980	38,626	39,283
11,480	11,689	8,642	732030	Payroll Full-time Benefits	11,455	10,775	13,243	14,589
6,563	4,172	965	732031	Payroll Part-time Benefits	6,647	6,647	7,532	8,446
200	36	128	732050	Clothing	200	200	200	200
101,255	89,502	45,683		SUB TOTAL SALARIES, WAGES & BENEFITS	100,338	97,310	106,547	110,662
500	809	107	7320150	Office Supplies	500	500	500	500
1,350	1,130	953	7320175	Internet Costs	1,350	1,350	1,350	1,350
1,100	1,034	1,046	7320180	Telephone & Answering Svc	1,100	1,100	1,100	1,100
1,500	0	0	7320210	Advertising & Promotions	1,500	1,500	1,500	1,500
500	295	0	7320220	Printing	500	500	500	500
100	0	0	7320240	Postage	100	100	100	100
210	118	0	7320380	Training	210	210	210	210
1,800	2,617	870	7320390	Firewood Purchase	1,800	1,800	1,800	1,800
1,000	609	253	7320392	Ice Purchase	1,400 *	1,400	1,400	1,400
20,000	15,933	14,160	7320460	Utilities	22,000 *	22,000	22,000	22,000
1,500	918	1,427	7320470	Building Maintenance	1,500	1,500	1,500	1,500
2,500	355	309	7320500	Custodial/Cleaning Supplies	2,500	2,500	2,500	2,500
2,000	308	757	7320510	Electrical Repairs	3,000 *	3,000	3,000	3,000
1,800	119	5,505	7320520	Plumbing Repairs	1,800	1,800	1,800	1,800
0	0	0 NEW		COVID Supplies	750	750	800	850
2,000	0	899	7320570	Property Improvements	4,300 *	4,300	4,300	4,300
2,000	2,414	1,575	7320670	Other Equipment Purchases	2,000	2,000	2,000	2,000
3,200	1,544	2,709	7320680	Other Equip Maint & Rep	3,200	3,200	3,200	3,200
0	0	0	7320850	Special Project - Cameras	0	0	2,500	0
25,000	0	0	7320852	Special Project - Management Software	0	0	25,000	0
7,000	7,623	4,927	7320919	Bank Service Fees	7,000	7,000	7,000	7,000
0	0	0	7320991	Recoveries	0	0	0	0
75,060	35,826	35,497		SUB TOTAL MATERIALS	56,510	56,510	84,060	56,610
525	397	352	7320320	Liability Insurance	500	500	525	551
3,000	2,947	2,817	7320480	Garbage Removal	3,000	3,000	3,000	3,000
6,500	4,263	1,759	7320750	Contracts - Security	0	0	6,500	6,500
10,025	7,607	4,928		SUB TOTAL CONTRACTED SERVICES	3,500	3,500	10,025	10,051
0	0	0	7320912	Transfer to Reserve	25,000 *	25,000	75,000	75,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000 *	25,000	75,000	75,000
186,340	132,935	86,108		TOTAL TOURIST PARK	185,348	182,320	275,632	252,323

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **TOURISM**; FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT #: **7300.20**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT	DETAILS
			PERFORMANCE DATA:			2021
2021	8842	Transient Trailers				Increased to reflect additional 3 transient sites
2021			2021	7310175	Internet Costs	Monthly fees for internet usage
2021			2021	7310210	Advertising & Promotions	Marketing to promote the campground during shoulder season.
2015	17 Season Lots	\$41,500	2021	NEW	COVID Supplies	PPE, Sanitizer and cleaning supplies
	Transient Trailers	\$196,003	2022	7320852	Special Project - Management Software	To develop software to fully automate online bookings.
	Transient Tents	\$9,092	2022	NEW	Special Project - Camera	Surveillance system inside Campground is outdated and does not integrate with the recording system used on the harbour and docks. Will assist in Police investigations.
2016	15 Season Lots	\$42,050	2021	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements.
	Transient Trailers	\$203,632				
	Transient Tents	\$10,230				
2017	15 Season Lots	\$36,850				
	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				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	263	252	7340450	Utilities	1,500	1,500	1,500	1,500
5,500	2,160	0	7340470	Building Maintenance	5,500	5,500	6,000	6,500
10,000	9,639	2,422	7340500	Cleaning Supplies	12,000 *	12,000	12,500	13,000
2,000	1,109	0	7340510	Electrial Repairs	2,000	2,000	2,250	2,500
3,000	3,602	806	7340520	Plumbing Repairs	3,250 *	3,250	3,500	3,750
22,000	16,773	3,480		SUB TOTAL MATERIALS	24,250 *	24,250	25,750	27,250
48,000	31,368	0	7340551	Cleaning Contract	50,000 *	50,000	50,000	50,000
48,000	31,368	0		SUB TOTAL CONTRACTED SERVICES	50,000 *	50,000	50,000	50,000
-69,300	-55,945	0	7340912	Transfer Parking Revenue	-69,300 *	-69,300	-69,300	-69,300
-69,300	-55,945	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-69,300 *	-69,300	-69,300	-69,300
700	-7,804	3,480		TOTAL BEACH WASHROOMS	4,950 *	4,950	6,450	7,950

**TOWN OF COBOURG
2021 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.	2021	7340470	Building Maintenance	Allowance for routine maintenance of building
	2021	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2021	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
PERFORMANCE DATA:				
2003 - Kept clean (very few complaints)	2021	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)	2021	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				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
65,313	13,664	35,720	735010	Payroll Salaries & Wages	63,693	61,885	67,317	69,311
1,183	581	817	735011	Payroll Overtime	1,237	1,237	1,258	1,279
44,017	52,905	33,724	735015	Payroll Part Time Wages	45,058 *	45,058	45,824	46,603
20,211	4,504	11,057	735030	Payroll Full-time Benefits	20,281	19,757	22,734	24,796
7,703	5,669	4,140	735031	Payroll Part-time Benefits	7,885 *	7,885	8,936	10,020
620	688	415	735050	Clothing	620	620	620	620
139,047	78,011	85,873		SUB TOTAL SALARIES, WAGES & BENEFITS	138,774	136,442	146,689	152,629
160	28	48	7350150	Office Supplies	160	160	160	160
270	268	480	7350175	Internet Costs	270	270	270	270
420	29	0	7350180	Telephone & Answering Svc	420	420	420	420
800	77	0	7350220	Printing	800	800	800	800
1,000	0	23	7350260	Training & Courses	1,000	1,000	1,000	1,000
300	0	0	7350270	Travel Expenses	300	300	300	300
250	0	0	7350380	Conference & Conventions	250	250	250	250
1,000	855	537	7350450	Heat	1,000	1,000	1,000	1,000
4,900	3,121	3,643	7350460	Utilities	4,900	4,900	4,900	4,900
14,000	22,401	17,617	7350470	Facilities Maintenance	14,000	14,000	14,000	14,000
3,250	639	640	7350500	Custodial / Cleaning Supplies	3,250	3,250	3,250	3,250
30,500	30,527	41,652	7350552	Common Harbour Dredging Contribution	50,000 *	50,000	50,000	50,000
1,700	1,806	1,599	7350670	Other Equipment Purchases	1,700	1,700	1,700	1,700
1,540	2,666	908	7350680	Other Equip Maint & Rep	1,540	1,540	1,540	1,540
300	0	61	7350681	Small Equip Maint & Rep	300	300	300	300
0	0	0	NEW	Lab Testing	3,300	3,300	3,500	3,700
0	4,858	0	7350850	Special Project - Life Safety Audits	0 *	0	0	0
60,390	67,275	67,208		SUB TOTAL MATERIALS	83,190 *	83,190	83,390	83,590
3,000	4,187	2,770	7350480	Garbage Removal	3,000	3,000	3,000	3,000
0	2,909	1,167	7350550	Security Contract	0	0	0	0
0	275	366	7350750	Contracts	3,000	3,000	3,000	3,000
3,000	7,371	4,303		SUB TOTAL CONTRACTED SERVICES	6,000 *	6,000	6,000	6,000
-10,000	-8,073	0	87096	Parking Revenue Transfer	-10,000 *	-10,000	-10,000	-10,000
0	0	-11,760	871137350	Recoveries - Federal Grants	0	0	0	0
-17,500	-35,000	0	7350910	Transfer from Marina	0	0	0	0
-27,500	-43,073	-11,760		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000 *	-10,000	-10,000	-10,000
174,937	109,584	145,624		TOTAL HARBOUR	217,964 *	215,632	226,079	232,219

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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.	2021	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2021	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
	2021	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.
	2021	NEW	Lab Testing	E Coli testing in Harbour - June - September
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **881**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	-5,460	0	8813	Vending Machines	0	*	0	0
0	-14,762	0	8817	Miscellaneous Ice Rentals	0	*	0	0
0	-20,149	0	8819	NMHA	0	*	0	0
0	-13,558	0	88112	Girl's Hockey	0		0	0
0	-300	0	88114	Floor Rentals	0		0	0
-20,200	-52,900	-18,200	88116	Curling	-20,200		-20,200	-20,200
-6,000	-6,000	-6,000	88117	Solar Rental	-6,000		-6,000	-6,000
-26,200	-113,129	-24,200		TOTAL ARENA REVENUE	-26,200		-26,200	-26,200
115,250	269,747	101,646		TOTAL ARENA EXPENDITURES	100,750		127,325	128,979
89,050	156,618	77,446		NET COST TO TOWN	74,550		101,125	102,779

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
10,000	99,361	0	740010	Payroll Salaries & Wages	10,000	10,000	10,000	10,000
0	4,043	0	740011	Payroll - Overtime	0	0	0	0
0	0	0	740012	Payroll - Standby	0	0	0	0
0	6,818	505	740015	Payroll - Part-time Wages	0	0	0	0
0	26,573	0	740030	Payroll Benefits	0 *	0	0	0
0	532	57	740031	Payroll Part-time Benefits	0	0	0	0
0	152	0	740050	Clothing	0 *	0	0	0
0	2,221	0	740060	Footwear	0 *	0	0	0
10,000	139,700	562		SUB TOTAL SALARIES, WAGES & BENEFITS	10,000	10,000	10,000	10,000
0	575	595	7400180	Telephone & Answering Svc	0 *	0	0	0
0	1,861	0	7400260	Training & Courses	0 *	0	0	0
7,000	5,701	4,342	7400450	Heat	7,500 *	7,500	7,500	7,500
15,000	26,646	21,853	7400460	Utilities	15,000	15,000	15,000	15,000
3,000	14,411	1,145	7400470	Building Maintenance	3,000	3,000	3,000	3,000
250	1,863	0	7400500	Custodial/Cleaning Supplies	250	250	250	250
0	1,938	391	7400510	Electrical Repairs	0 *	0	0	0
0	290	0	7400520	Plumbing Repairs	0 *	0	0	0
8,000	13,144	3,028	7400550	Bldg Maintenance Contracts	8,000	8,000	8,000	8,000
250	1,215	195	7400570	Property Improvements	250	250	250	250
250	4,988	0	7400580	Systems Maint & Repairs	250	250	250	250
0	4,118	156	7400600	Vehicle Maint & Repairs	0 *	0	0	0
0	160	0	7400650	Gasoline	0 *	0	0	0
0	188	0	7400670	Other Equipment Purchases	0 *	0	0	0
0	128	0	7400680	Other Equip Maint & Rep	0 *	0	0	0
0	145	0	7400691	Equipment Rentals	0 *	0	0	0
0	0	0	7400830	Consumable Supplies	0 *	0	0	0
33,750	77,371	31,705		SUB TOTAL MATERIALS	34,250	34,250	34,250	34,250

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT#: **7400.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
39,000	45,581	42,290	7400320	Liability Insurance	22,500	22,500	23,625	24,806
7,500	0	0	7400321	Liability Insurance - Heenan	9,000	9,000	9,450	9,923
0	2,244	589	7400480	Garbage Removal	0 *	0	0	0
0	0	26,500	7400850	Sp Project - Memorial Decommissioning	0	0	0	0
46,500	47,825	69,379		SUB TOTAL CONTRACTED SERVICES	31,500	31,500	33,075	34,729
0	4,851	0	7400950	Transfer to Vehicle Reserve	0 *	0	0	0
25,000	0	0	7400912	Transfer to Building Reserve for Repairs	25,000	25,000	50,000	50,000
25,000	4,851	0		SUB TOTAL OTHER CHARGES & TRANSFERS	25,000	25,000	50,000	50,000
115,250	269,747	101,646		TOTAL ARENA	100,750	100,750	127,325	128,979

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST ARENAS**

ACCOUNT #: **7400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide multi-purpose facilities for all phases of recreation.</p>				<p>The Memorial Arena has been de-commissioned but must be maintained until a decision is made on a potential future use. A 10-year lease renewal has been signed with the West Northumberland Curling Club for the Jack Heenan Arena.</p>
<p>PERFORMANCE DATA:</p>	2021	7400912	Transfer to Building Reserve	<p>In 2017, as part of the Town's development of an Asset Management Plan, a condition assessment was conducted on both Jack Heenan & Memorial Arena's to determine health & safety, regulatory and lifecycle improvements. The Town retained the responsibility for capital costs for the building envelope (roof and walls) for Jack Heenan. A new reserve is being setup for these building repairs.</p>

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

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

ACCOUNT#: **889**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-27,000	-26,298	-2,307	8891	Special Events	0	0	-25,000	-25,000
-105,000	-118,327	-28,841	8892	Warm Side - Rentals Medium / Minor Events	-52,500	-52,500	-105,000	-105,000
-110,000	-102,694	-34,827	8893	Canteen Rental / Café	0	0	-110,000	-110,000
-75,000	-42,210	-9,711	8894	Vending Machine Sales	0	0	-75,000	-75,000
-4,500	-4,500	-1,125	8895	Skate sharpening Pro Shop	-4,500	-4,500	-4,500	-4,500
-520	-388	-31	8896	Misc Receipts	-520	-520	-520	-520
-265,000	-273,007	-109,873	8897	General Ice Rentals	-265,000	-265,000	-265,000	-265,000
-280,000	-286,715	-100,786	8898	NMHA	-220,000	-220,000	-280,000	-280,000
-42,500	-40,572	-19,642	8899	Cougars	-42,500	-42,500	-42,500	-42,500
-112,000	-75,226	-47,844	88912	WNGHL	-80,000	-80,000	-112,000	-112,000
-21,000	-19,666	0	88913	Floor Rentals	-10,500	-10,500	-21,000	-21,000
-55,000	-46,854	-4,407	88916	Warm Side Seniors	-27,500	-27,500	-55,000	-55,000
-80,000	-57,608	-43,425	88917	Board Advertising	-80,000	-80,000	-80,000	-80,000
-7,500	-6,810	-1,164	88918	Public Skating	-3,000	-3,000	-7,500	-7,500
-28,000	-30,712	-9,716	88919	Ice Program Revenue	-22,000	-22,000	-28,000	-28,000
-2,500	-163	0	88920	ATM Rebate	-2,500	-2,500	-2,500	-2,500
-26,550	-29,573	-7,791	88922	Warm Side Seniors - Drop In	-13,250	-13,250	-26,550	-26,550
-35,000	-35,000	-35,000	88924	Solar Rent	-35,000	-35,000	-35,000	-35,000
-25,000	-18,108	-2,710	88925	Warm Side - Program Revenue	-25,000	-25,000	-25,000	-25,000
-77,500	-78,456	-3,717	88926	Camp Revenue	-50,000	-50,000	-80,000	-80,000
-10,000	-14,776	-4,228	88927	Bar Sales	-5,000	-5,000	-10,000	-10,000
-11,000	-11,760	0	871137410	Federal Grants Summer Wages	-11,000	-11,000	-11,000	-11,000
-1,400,570	-1,319,423	-467,145		TOTAL CCC REVENUE	-949,770	-949,770	-1,401,070	-1,401,070
2,637,930	2,359,092	1,884,541		TOTAL CCC EXPENDITURES	2,184,455	2,171,390	2,846,122	2,903,745
1,237,360	1,039,669	1,417,396		NET COST TO TOWN	1,234,685	1,221,620	1,445,052	1,502,675

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
	2021	8891	Special Events	Due to COVID-19 and being closed March-August no large events have been booked for the CCC for 2021.
	2021	8892	Warm Side Rentals / Medium	Uncertainty of capacity numbers and fewer rentals in 2021
PERFORMANCE DATA:	2021	8893	Canteen	Few ice rentals, no tournaments for the 2020-2021 season
	2021	8898	NMHA	NMHA is operating closer to normal numbers than other organizations for the 2020-2021 season.
	2021	88912	WNGHA	Fewer teams running for the 2020-2021 season.
	2021	88916	Warm Side Seniors	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes September - December
	2021	88919	Ice Program Revenue	Plan to run an increase in programming at a decreased capacity in 2021 to meet the demand.
	2021	88922	Warm Side Seniors - Drop-in	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes September - December
	2021	88925	Warm Side - Program Revenue	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes September - December
	2021	88926	Camp Revenue	Due to COVID-19 we will not be running a March Break camp due to space and uncertainty of facility capacity and staffing.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
957,324	647,710	679,653	741010	Payroll Salaries & Wages	832,035	821,907	1,016,028	1,034,151
39,812	41,046	22,011	741011	Payroll - Overtime	18,105	18,105	18,413	18,726
0	0	13,492	741012	Payroll - Standby	0 *	0	0	0
136,215	208,369	62,250	741015	Payroll Part Time Wages	60,120	60,120	154,652	157,282
30,769	0	0	741016	Payroll Part Time Wages - Camp Instructors	31,298	31,298	31,830	32,371
900	259	0	741020	Other Salaries & Wages	900	900	900	900
301,363	172,106	207,826	741030	Payroll Benefits	262,474	259,537	343,910	371,315
28,222	28,890	8,164	741031	Payroll Part Time Benefit	15,998	15,998	36,364	40,775
6,000	4,239	1,602	741050	Clothing	6,000	6,000	6,000	6,000
1,800	90	1,808	741060	Footwear	1,800	1,800	1,800	1,800
100	68	0	741080	Employee Meal Allowance	100	100	100	100
1,502,505	1,102,777	996,806		SUB TOTAL SALARIES, WAGES & BENEFITS	1,228,830	1,215,765	1,609,997	1,663,420
3,000	3,542	2,330	7410150	Office Supplies	3,000	3,000	3,000	3,000
2,200	3,055	540	7410155	Program Supplies	2,200	2,200	2,200	2,200
20,000	23,619	10,490	7410156	Instructor Fees	15,000	15,000	20,000	20,000
11,000	9,523	0	7410157	Camp Supplies	9,000	9,000	11,000	11,000
10,600	165	10,187	7410171	Software Maintenance	10,600	10,600	10,600	10,600
3,100	2,700	3,525	7410175	Internet	3,100	3,100	3,100	3,100
9,000	7,196	7,661	7410180	Telephone & Answering Svc	9,000	9,000	9,000	9,000
6,500	4,483	2,772	7410210	Advertising & Promotion	3,000	3,000	6,500	6,500
3,750	5,642	3,091	7410230	Photocopier	3,750	3,750	3,750	3,750
500	228	171	7410240	Postage & Couriers	500	500	500	500
5,000	5,318	2,496	7410250	Memberships & Subscrip'ns	5,000	5,000	5,000	5,000
8,000	8,375	6,099	7410260	Training & Courses	6,000	6,000	10,000	10,000
2,000	951	0	7410270	Travel Expense	1,000	1,000	2,000	2,000
4,000	5,807	2,165	7410380	Conference & Conventions	0	0	4,000	4,000
38,000	61,665	53,551	7410450	Heat	40,000 *	40,000	40,000	40,000
560,000	597,691	449,558	7410460	Utilities	570,000	570,000	570,000	570,000
50,000	50,000	57,378	7410912	Utilities Payback	50,000	50,000	50,000	50,000
55,000	72,767	43,875	7410470	Building Maintenance	60,000 *	60,000	60,000	60,000
20,000	15,408	9,892	7410500	Custodial/Cleaning Supplies	20,000	20,000	20,000	20,000
12,500	13,431	3,078	7410510	Electrical Repairs	12,500	12,500	12,500	12,500
4,500	8,621	7,672	7410520	Plumbing Repairs	4,500	4,500	4,500	4,500
70,000	119,150	76,906	7410550	Bldg Maintenance Contracts	100,000 *	100,000	75,000	75,000
0	0	0	NEW	COVID-19 Supplies	4,800	4,800	4,800	4,800
12,500	5,919	6,264	7410570	Property Mtce - Landscaping, Grass cutting	12,500	12,500	12,500	12,500
25,500	13,350	15,547	7410580	Systems Maint & Repairs	60,500 *	60,500	60,500	60,500
3,000	3,390	5,070	7410600	Vehicle Maint & Repairs	3,000	3,000	3,000	3,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,000	1,040	1,474	7410650	Gasoline	1,000	1,000	1,000	1,000
8,500	3,817	3,971	7410670	Other Equipment Purchases	8,500	8,500	8,500	8,500
4,000	11,073	3,054	7410680	Other Equip Maint & Rep	4,000	4,000	4,000	4,000
1,500	1,755	0	7410691	Equipment Rentals	1,500	1,500	1,500	1,500
85,000	91,499	38,782	7410830	Consumable Supplies	0	0	85,000	85,000
5,000	4,293	3,361	7410831	Consumable Supplies - Alcohol	0	0	5,000	5,000
25,000	26,702	1,429	7410850	Special Events - General	0	0	25,000	25,000
7,500	8,547	3,400	7410919	Bank Service Charges	6,500	6,500	7,500	7,500
3,000	742	0	7410989	SOCAN Recoverable	3,000	3,000	3,000	3,000
0	0	0	7410990	Café Rebate	0 *	0	0	0
-2,500	0	-50	7410991	SOCAN Recoveries	-2,500 *	-2,500	-2,500	-2,500
-8,500	0	0	7410991	Recoveries - Senior Activity Centre	-8,500 *	-8,500	-8,500	-8,500
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500 *	-3,500	-3,500	-3,500
1,065,650	1,191,464	835,739		SUB TOTAL MATERIALS	1,018,950	1,018,950	1,129,450	1,129,450
0	0	0	7410300	Legal Fees	0 *	0	0	0
45,600	43,500	42,132	7410320	Liability Insurance	75,000 *	75,000	84,000	88,200
3,500	4,326	1,689	7410480	Garbage Removal	3,500	3,500	3,500	3,500
0	8,850	0	7410856	Special Project - Gym Floor Repairs	0 *	0	0	0
11,000	0	0	7410858	Special Project - Fire Alarm Replacement	0	0	0	0
7,000	0	0	7410859	Special Project - Canteen	0	0	11,000	11,000
67,100	56,676	43,821		SUB TOTAL CONTRACTED SERVICES	78,500 *	78,500	98,500	102,700
8,175	8,175	8,175	7410930	Transfer to Vehicle Reserve	8,175	8,175	8,175	8,175
-5,500	0	0	7410913	Transfer from Northam	-150,000	-150,000	0	0
2,675	8,175	8,175		SUB TOTAL OTHER CHARGES & TRANSFERS	-141,825	-141,825	8,175	8,175
2,637,930	2,359,092	1,884,541		TOTAL CCC	2,184,455	2,171,390	2,846,122	2,903,745

**TOWN OF COBOURG
2021 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.	2021	7410171	Software Maintenance	Max Galaxy
	2021	7410156	Instructor Fees	Planned decrease in programming January - April
PERFORMANCE DATA:	2021	7410157	Camp Supplies	No March break camp, this will decrease camp supplies
	2021	7410210	Advertising/Promotions	Move from paper to more digital advertising platforms. Increased on our in-house advertising capabilities.
	2021	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
	2021	7410260	Training & Courses	Mandatory training requirements, due to health and safety priorities
	2021	7410380	Conferences & Conventions	Conferences and conventions have been cancelled for 2021.
	2021	7410913	Transfer from Northam	One time transfer from Northam to offset revenue loss

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2021	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 Additional \$25,000 - Glycol leak in the concrete floors of the pads
	2021	7410570	Property Maintenance & Landscaping	General Maintenance - \$12,500
	2021	NEW	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2021	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.
	2021	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2021	7410919	Bank Service Charges	Decreased sales so reduced bank service charges for 2021
	2021	7410830	Consumable Supplies	Decreased capacity in facility usage, no set date to re-open canteen
	2021	7410831	Consumable Supplies - Alcohol	Decreased capacity in facility usage, no set date to re-open canteen

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-4,000	-4,385	0	8851	Tournaments	0	0	-4,000	-4,000
-2,000	-863	130	8852	Active Living Fair	0	0	-2,000	-2,000
-500	-914	-141	8853	Recoveries	-500	-500	-500	-500
-30,000	-29,869	-6,945	8854	Membership Fees	-25,000 *	-25,000	-34,000	-34,000
-2,500	-2,000	0	8855	Recoveries - Active Living Fair	0	0	-2,500	-2,500
-42,700	-42,700	-42,700	871147420	Provincial Subsidy	-42,700	-42,700	-42,700	-42,700
-9,100	-9,100	0	871147420	Provincial Subsidy - Special Grant	-9,100	-9,100	-9,100	-9,100
-10,280	-1,302	-9,866	871147420	Hello My Name is Wellness Grant	-10,280	-10,280	-10,280	-10,280
-1,650	0	0	87030	Senior Market Building Activity Fee	0	0	0	0
-102,730	-91,133	-59,522		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-87,580	-87,580	-105,080	-105,080
233,790	198,862	129,139		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	188,885	188,885	246,043	251,635
131,060	107,729	69,617		NET COST TO TOWN	101,305	101,305	140,963	146,555

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
95,214	71,400	71,319	742010	Payroll Salaries & Wages	73,337		73,337	98,991	100,674
27,109	34,685	12,231	742015	Payroll Salaries & Wages Part - Time	27,373		27,373	27,838	28,311
28,093	21,198	22,040	742030	Payroll Benefits	22,605		22,605	32,081	34,674
4,744	5,535	1,562	742031	Payroll Benefits Part-Time	4,790		4,790	5,428	6,087
155,160	132,818	107,152		SUB TOTAL SALARIES, WAGES & BENEFITS	128,105		128,105	164,338	169,746
1,250	112	0	7420150	Office Supplies	1,250		1,250	1,250	1,250
10,750	7,681	2,306	7420155	Program Costs - Supplies	5,000		5,000	10,750	10,750
23,000	24,527	10,605	7420156	Instructors Fees	15,000		15,000	26,000	26,000
1,500	1,500	0	7420180	Telephone & Internet Services	1,500		1,500	1,500	1,500
5,000	6,034	2,052	7420210	Advertising & Promotions	2,500		2,500	5,000	5,000
600	820	449	7420250	Memberships & Subscrip'ns	600		600	600	600
1,000	1,379	829	7420260	Training & Courses	1,000		1,000	1,000	1,000
650	264	0	7420270	Travel Expense	650		650	650	650
1,500	745	0	7420380	Conferences & Conventions	0		0	1,500	1,500
15,000	15,000	0	7420460	Utilities	15,000		15,000	15,000	15,000
0	0	0	NEW	COVID-19 Supplies	1,000		1,000	1,000	1,000
3,500	3,640	702	7420590	Repair & Maintenance	3,500		3,500	3,500	3,500
1,500	297	0	7420850	Special Project - Active Living Fair	0		0	0	0
10,280	1,295	2,467	7420854	Special Project - Hello My Name	10,280		10,280	10,280	10,280
75,530	63,294	19,410		SUB TOTAL MATERIALS	57,280		57,280	78,030	78,030
3,100	2,750	2,577	7420320	Insurance	3,500	*	3,500	3,675	3,859
3,100	2,750	2,577		SUB TOTAL CONTRACTED SERVICES	3,500	*	3,500	3,675	3,859
233,790	198,862	129,139		TOTAL SENIORS ACTIVITY CENTRE	188,885		188,885	246,043	251,635

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2021	8851	Tournament	Unsure of ability to host tournaments in 2021 due to COVID-19
	2021	8852	Registration	Due to COVID-19 the active living fair funding will not be available
	2021	8853	Recoveries	General recoveries for the centre.
	2021	8854	Membership Fees	Reduced due to drop in membership with COVID-19
	2021	871147420	Provincial Subsidy	MOHLC Annual Grant
	2021	871147420	Provincial Grant - Special	Applied for \$15,000 for program assistant
	2021	7420155	Program Supplies	Decrease in programs will result in decrease of program supplies
	2021	7420156	Instructor Fees	Lower class capacity and fewer classes being provided. Plan to increase class capacity/number of classes. September - December
	2021	7420380	Conferences & Conventions	Will not be attending conferences in 2021
	2021	NEW	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2021	7420850	Active Living Fair	Due to COVID-19 the active living fair funding will not be available

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

CULTURE AND COMMUNITY SERVICES SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
CULTURAL ADMINISTRATION	111,796	77,406	72,159	(35.5)	60,965	(45.5)	114,237	117,726
CONCERT BAND	20,600	21,641	20,150	(2.2)	20,150	(2.2)	20,305	20,463
MARKET BUILDING								
MARKET BUILDING EXP.	18,250	6,681	18,500	1.4	18,500	1.4	18,575	18,654
MARKET BUILDING REV.	-22,000	-16,445	-11,000	(50.0)	-11,000	(50.0)	-22,000	-22,000
NET MARKET BUILDING	-3,750	-9,764	7,500	(300.0)	7,500	(300.0)	-3,425	-3,346
ART GALLERY								
ART GALLERY EXP.	170,000	172,500	170,000	0.0	150,000	(11.8)	190,000	200,000
ART GALLERY REV.	-45,000	-45,000	0	(100.0)	0	(100.0)	0	0
NET ART GALLERY	125,000	127,500	170,000	36.0	150,000	20.0	190,000	200,000
CONCERT HALL								
CONCERT HALL EXP.	375,643	208,224	0	(100.0)	0	(100.0)	390,842	402,300
CONCERT HALL REV.	-181,050	-7,251	0	(100.0)	0	(100.0)	-181,050	-181,050
NET CONCERT HALL	194,593	200,973	0	(100.0)	0	(100.0)	209,792	221,250
COMMUNITY GRANTS	49,575	32,361	39,431	(20.5)	28,681	(42.1)	0	0
CIVIC AWARDS	0	-250	0	0.0	0	0.0	0	0
SPECIAL EVENTS DEPT	339,694	226,261	286,612	(15.6)	255,650	(24.7)	395,389	404,576
LIBRARY								
GRANT	899,700	899,700	916,795	1.9	899,700	0.0	934,214	950,000
FACILITIES	33,000	2,315	33,000	0.0	33,000	0.0	33,000	33,000
NET LIBRARY	932,700	902,015	949,795	1.8	932,700	0.0	967,214	983,000
TOTAL CULTURE & COMMUNITY								
TOTAL EXPENDITURES	2,018,258	1,646,839	1,556,647	(22.9)	1,466,646	(27.3)	2,096,562	2,146,719
TOTAL REVENUE	-248,050	-68,696	-11,000	(95.6)	-11,000	(95.6)	-203,050	-203,050
NET CULTURE & COMMUNITY	1,770,208	1,578,143	1,545,647	(12.7)	1,455,646	(17.8)	1,893,512	1,943,669
LIBRARY LONG TERM DEBT	-40,000	-40,000	-40,000	0.0	-40,000	0.0	-40,000	-40,000

** Detail in Long Term Debt Charges Section

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
78,033	48,504	53,465	700010	Payroll Salaries & Wages	50,767		42,090	81,332	82,715
22,413	14,347	15,646	700030	Payroll Benefits	16,042		13,525	26,555	28,661
100,446	62,851	69,111		SUB TOTAL SALARIES, WAGES & BENEFITS	66,809		55,615	107,887	111,376
5,000	204	803	7000150	Administrative Expenses	4,000		4,000	5,000	5,000
600	283	0	7000180	Telephone Services	600		600	600	600
750	450	450	7000270	Travel Expense	750		750	750	750
0	20,103	0	7000850	Special Project - Cultural Master Plan	0		0	0	0
0	15,112	7,042	7000851	LAV III Monument	0		0	0	0
5,000	0	0	7000852	Special Project - Victoria Hall 160th	0		0	0	0
0	0	0	7000913	Recoveries - Federal Gas Tax	0		0	0	0
11,350	36,152	8,295		SUB TOTAL MATERIALS	5,350		5,350	6,350	6,350
111,796	99,003	77,406		TOTAL CULTURAL ADMIN	72,159		60,965	114,237	117,726

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CULTURAL ADMIN**

ACCOUNT#: 7000.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2021	7000150	Administrative Expenses	Budget for Directors office supplies, conferences etc
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,100	1,343	1,147	7660450	Heat	1,500		1,500	1,600	1,700
1,350	1,386	1,132	7660460	Utilities	1,350		1,350	1,350	1,350
0	0	2,396	7660570	Property Improvements	0		0	0	0
3,450	2,729	4,675		SUB TOTAL MATERIALS	2,850		2,850	2,950	3,050
950	831	766	7660320	Liability Insurance	1,100	*	1,100	1,155	1,213
950	831	766		SUB TOTAL MATERIALS	1,100	*	1,100	1,155	1,213
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
20,600	19,760	21,641		TOTAL CONCERT BAND	20,150		20,150	20,305	20,463

**TOWN OF COBOURG
2021 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.	2021	7660450	Heat	Band building located at 612 D'Arcy St
	2021	7660460	Utilities	Band building located at 612 D'Arcy St
	2021	7660570	Property Improvements	No building improvements requested this year.
PERFORMANCE DATA: Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

ACCOUNT#: **7630.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
500	438	459	7630180	Telephone Expense	500		500	500	500
5,500	5,481	3,443	7630460	Heat / Utilities	5,500		5,500	5,500	5,500
10,000	5,423	1,755	7630470	Building Maintenance	10,000		10,000	10,000	10,000
1,000	1,565	0	7630570	Property Improvements	1,000		1,000	1,000	1,000
0	0	0	7630850	Special Project - New Chairs	0		0	0	0
17,000	12,907	5,657		SUB TOTAL MATERIALS	17,000		17,000	17,000	17,000
1,250	1,133	1,024	7630320	Liability Insurance	1,500	*	1,500	1,575	1,654
1,250	1,133	1,024		SUB TOTAL OTHER CHARGES & TRANSFERS	1,500	*	1,500	1,575	1,654
18,250	14,040	6,681		TOTAL MARKET BUILDING	18,500		18,500	18,575	18,654
-22,000	-19,020	-16,445	87029	Market Building Revenue	-11,000		-11,000	-22,000	-22,000
-22,000	-19,020	-16,445		TOTAL MARKET BUILDING REVENUE	-11,000		-11,000	-22,000	-22,000
-3,750	-4,980	-9,764		NET TO TOWN MARKET BUILDING	7,500	*	7,500	-3,425	-3,346

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **MARKET BUILDING**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund utilities, expenditures, service and maintain furnace. Purchase of minor supplies and insurance.	2021	7630180	Telephone Expense	All accounts to remain the same as the building bookings are consistent over the next few years - Farmer's Market, Seniors, Dog School, etc. Rates to increase and will only reflect a minor increase in the budget.
		7630320	Liability Insurance	
7630460		Heat / Utilities		
PERFORMANCE DATA: Centre during the week, the Farmer's Market on Saturdays and outside rentals in the remainder of the time. The facility is open 7 days per week. No cost to rent for seniors.	2021	7630470	Building Maintenance	The building is currently cleaned by town staff five to six days a week and if additional cleaning is required the user groups and charged back.
		7630570	Property Improvements	
	2021	87029	Market Building Revenue	Legislative Services responsible for the booking, processing fees, sign contracts, and correspond with rental parties. Maintenance Dept. is on call 24/7 for fire systems. Reduction in revenue projected for 2021 due to COVID-19

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
215,000	205,000	172,500	7640940	Grants & Transfers	170,000		150,000	190,000	200,000
-45,000	-45,000	0	7640913	Recoveries - Holdco	0		0	0	0
170,000	160,000	172,500		SUB TOTAL OTHER CHARGES & TRANSFERS	170,000		150,000	190,000	200,000
-45,000	-45,000	-45,000	87085	Art Gallery Rent	0			0	0
125,000	115,000	127,500		TOTAL ART GALLERY COST TO TOWN	170,000	*	150,000	190,000	200,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To promote and provide access to art and related programs as a community gallery and as a National centre for the enjoyment of the people of Northumberland. To serve as a repository for objects of significant artistic and historical significance, to foster interest in the Arts and to serve as a cultural resource centre.</p> <p>PERFORMANCE DATA:</p>	2021	7640940	Grants & Transfers	Grant towards operating costs of the AGN

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: **886**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-25,000	-12,330	775	8861	Wedding Rentals	0		0	-25,000	-25,000
-60,000	-26,948	-2,361	8862	Bar Receipts	0		0	-60,000	-60,000
-18,000	-11,721	0	8863	Specials Productions	0		0	-18,000	-18,000
-25,000	-38,432	-2,916	8864	Box Office Service Fees	0		0	-25,000	-25,000
-13,000	-8,220	-153	8866	Event Service Rentals	0		0	-13,000	-13,000
-700	-975	0	8869	Meeting Rentals	0		0	-700	-700
-35,000	-35,713	-1,917	88610	Concert / Theatre Rentals	0		0	-35,000	-35,000
-1,200	0	-625	88611	Banquet / Fundraiser Rentals	0		0	-1,200	-1,200
-750	100	-100	88612	Other Rentals	0		0	-750	-750
-1,500	-175	0	88613	Citizen's Forum Rentals (Cabaret / Other)	0		0	-1,500	-1,500
-500	-376	-59	88815	Bottle Returns	0		0	-500	-500
-400	-204	105	88816	Gift Certificates	0		0	-400	-400
-181,050	-134,994	-7,251		TOTAL CONCERT HALL REVENUES	0		0	-181,050	-181,050
375,643	339,759	208,224		TO CONCERT HALL EXPENDITURES	0	*	0	390,842	402,300
194,593	204,765	200,973		NET COST OF CONCERT HALL	0	*	0	209,792	221,250

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

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

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide the Town of Cobourg with a cultural facility for the community and professional groups. To provide banquet facilities and community meeting rooms.</p>	2021			Concert Closed in 2021
<p>PERFORMANCE DATA:</p>				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

ACCOUNT#: **7500.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
192,691	168,665	135,348	750010	Payroll Salaries & Wages	0	0	199,364	202,752
6,000	26,397	8,978	750011	Payroll Salaries & Wages - Overtime	0	0	6,102	6,206
10,200	9,572	2,595	750012	Payroll Standby	0	0	10,373	10,550
9,226	29,101	403	750015	Payroll Part Time Wages	0	0	9,366	9,524
5,320	7,548	1,414	750072	Payroll Bar Staff Wages	0	0	4,125	4,196
67,910	41,469	39,364	750030	Payroll Benefits	0	0	76,481	82,172
2,546	10,567	108	750032	Payroll Part Time Benefit	0	0	2,631	2,950
250	277	234	750060	Footwear	0	0	250	250
100	388	80	750080	Meal Allowance	0	0	100	100
294,243	293,984	188,524		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	308,792	318,700
2,000	1,713	36	7500150	Office Supplies	0	0	2,000	2,500
1,600	1,467	1,619	7500181	Telephone - Cellular	0	0	1,600	1,600
7,500	5,596	3,998	7500210	Advertising & Promotions	0	0	5,000	6,000
1,000	735	256	7500230	Photocopier Expenses	0	0	1,000	1,000
1,500	478	878	7500240	Postage & Couriers	0	0	1,500	1,500
1,000	332	174	7500260	Training & Courses	0	0	1,000	1,000
1,000	0	0	7500270	Travel Expense	0	0	1,000	1,000
0	0	0 NEW		COVID Suppliers	0	0	650	700
9,600	2,165	2,428	7500590	Other Maint & Repairs	0	0	9,600	9,600
6,700	6,996	225	7500670	Other Equipment Purchases	0	0	6,700	6,700
15,000	5,700	0	7500800	Special Events - Sponsored Events	0	0	15,000	15,000
700	239	0	7500830	Consumables Supplies - Bar	0	0	700	700
2,800	2,284	273	7500831	Consumables - Non-alcohol purchase	0	0	2,800	2,800
6,000	3,181	2,173	7500832	Consumables - Beer Purchases	0	0	6,000	6,000
13,000	6,622	2,410	7500833	Consumables - Wine / Liquor Purchases	0	0	13,000	13,000
12,000	13,446	5,230	7500919	Bank Service Charges	0	0	12,000	12,000
0	-5,179	0	7500991	Recoveries	0	0	0	0
0	0	0 NEW		Federal Grant - COVID-19 Office Retrofit	0	0	0	0
81,400	45,775	19,700		SUB TOTAL MATERIALS	0	0	79,550	81,100
0	0	0 NEW		COVID Contracts	0	*	2,500	2,500
0	0	0		SUB TOTAL CONTRACTED SERVICES	0	*	2,500	2,500
375,643	339,759	208,224		TOTAL CONCERT HALL FACILITIES	0	0	390,842	402,300

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL FACILITIES**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.</p>	2021			Concert Closed in 2021
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

ACCOUNT#: **7000.20**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
49,575	49,795	32,361	7020940	General Grants	39,431		28,681	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
49,575	49,795	32,361		SUB TOTAL OTHER CHARGES & TRANSFERS	39,431		28,681	0	0
49,575	49,795	32,361		TOTAL ORGANIZATION GRANTS	39,431		28,681	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMUNITY GRANTS

	2018 Request	2018 Approved	2019 Request	2019 Approved	2020 Request	2020 Approved	2021 Request	2021 Approved
COMMUNITY GRANTS								
Art Gallery	0	0	0	0	0	0	0	0
Cobourg & District Historical Society	1,084	1,084	1,487	989	1,517	989	1,517	1,517
Cobourg Collegiate Institute	0	0	0	0	350	0	0	0
Cobourg Community Garden Group	600	0	0	0	0	0	0	0
Cobourg Ecology Garden	2,000	2,500	2,575	2,000	2,425	2,000	2,314	2,314
Cobourg Farmers Market Association	0	0	0	0	7,929	0	0	0
Cobourg Highland Games	0	0	9,000	3,000	2,900	2,000	0	0
Cobourg Lawn Bowling Club	5,500	5,500	5,500	5,439	5,500	5,500	5,500	5,500
Cobourg Museum Foundation - Capital Grant	4,500	4,500	4,500	4,500	6,000	4,400	4,200	0
Cobourg Museum Foundation - Property Taxes	3,000	3,000	4,000	4,000	4,000	4,100	4,100	4,300
Community Care Northumberland	2,000	2,000	2,000	2,000	2,000	2,000	0	2,000
Cornerstone Grant	2,000	0	0	0	0	0	0	0
Driftwood Theatre	0	0	2,000	0	0	0	0	0
Fern Blodgett Sunde Commemoration	0	0	5,000	0	7,000	1,000	0	0
Green Wood Coalition	0	0	0	0	3,000	2,000	0	0
Horizon of Friendship	0	0	0	0	6,500	500	0	0
La Jeunesse Choirs	2,000	1,000	2,000	1,865	2,000	1,200	5,000	2,000
Legion - Education Taxes	1,100	1,100	0	0	0	0	0	0
Les Amis	0	0	6,000	2,000	5,000	2,000	3,000	2,000
Lions Club of Cobourg	30,000	0	0	0	0	0	0	0
Marie Dressler	6,200	6,200	1,000	1,000	15,000	4,000	0	0
Northumberland 89.7 FM - Small Town Radio	4,000	2,500	3,000	1,582	3,220	720	2,300	1,300
Northumberland Community Counselling Centre	0	0	0	0	20,000	2,000	0	0
Northumberland Film Sundays	500	0	0	0	0	0	0	0
Northumberland Hispanic Cultural Club	0	0	0	0	2,500	500	0	0
Northumberland Learning Connection	0	0	0	0	3,000	0	0	0
Northumberland Orchestra	4,000	2,000	4,000	2,000	5,000	1,000	0	0
Northumberland New Ventures Band	0	0	0	0	0	0	4,000	750
Old Cat Hollow Studio	0	0	2,000	0	0	0	0	0
Oriana Singers	3,000	1,000	3,000	2,000	3,000	1,000	0	0
OSGA 55+ Games	0	0	0	0	250	250	0	0
OSGA District 12 Senior Games	300	300	0	0	0	0	0	0
Santa Claus Parade Committee	0	0	10,000	10,000	0	0	0	0
Song - Sounds of The Next Generation	2,500	2,500	2,500	2,000	2,500	1,500	2,500	2,000
Terry Fox Public School - Learning Life Skills Classes	0	0	0	0	528	0	0	0
The Children's Foundation	500	0	0	0	3,200	1,000	0	0
The Help Centre	0	0	0	0	8,000	2,000	0	0
Therapeutic Paws of Canada	0	0	215	243	415	243	0	0
Transition House Coalition of Northumberland	0	0	0	0	11,000	1,673	0	0
Victoria Hall Volunteers	5,000	5,000	4,500	4,520	5,000	5,000	5,000	5,000
Victorian Operetta Society	5,000	3,000	3,000	1,808	4,000	1,000	0	0
Transfer from Contingency	-34,784							
TOTAL COMMUNITY GRANTS	50,000	43,184	77,277	50,946	142,734	49,575	39,431	28,681

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To provide grants and/or subsidies to various Community Organizations.</p>	2021	7020940	General Grants	<p>All grants are subject to the Municipal Community Grants Policy</p> <p>Annual process so no amounts established for 2022 & 2023</p>
<p>PERFORMANCE DATA:</p> <p>Grants subject to change based on Grant Policy Establishment of Contingency Fund.</p>				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	357	0	7030210	Advertising & promotions	1,000		1,000	1,000	1,000
1,000	1,173	0	7030220	Printing	1,000		1,000	1,000	1,000
3,000	3,926	0	7030340	Presentations	3,000		3,000	3,000	3,000
-5,000	-5,456	-250	7030956	Recoveries	-5,000		-5,000	-5,000	-5,000
0	0	-250		SUB TOTAL MATERIALS	0		0	0	0
0	0	-250		TOTAL CIVIC AWARDS COMMITTEE	0		0	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>Recognition of accomplishments of Cobourg Citizens. Annual presentation event.</p>	2021	7030991	Civic Awards - Recoveries	<p>This committee raises sufficient funds each year through sponsorship of the event to cover the costs associated with it. Any annual surplus is placed in a Special Holdings account in case of a future deficit.</p>
<p>PERFORMANCE DATA:</p> <p>The Civic Awards Committee is a self-funding organization. Any surplus of receipts over expenditures goes into a holding account for future use to cover potential deficient.</p>				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
182,939	129,293	142,538	710010	Payroll Salaries & Wages	153,188	147,403	197,678	201,039
2,877	7,756	1,654	710011	Payroll Overtime	3,036	3,036	3,088	3,140
4,700	4,747	0	710015	Payroll Part-time Wages	4,700	4,700	4,700	4,700
49,555	38,963	41,970	710030	Payroll Benefits	42,965	41,288	61,606	66,787
823	1,950	0	710031	Payroll Part-time Benefits	823	823	917	1,010
600	0	0	710050	Clothing	600	600	600	600
241,494	182,709	186,162		SUB TOTAL SALARIES, WAGES & BENEFITS	205,312	197,850	268,589	277,276
400	226	73	7100150	Office Supplies	400	400	400	400
1,500	564	623	7100180	Telephone	1,500	1,500	1,500	1,500
5,500	6,444	1,989	7100210	Advertising & Promotion	5,000	5,000	6,500	6,500
500	79	69	7100220	Printing	500	500	500	500
100	0	0	7100240	Postage	100	100	100	100
1,000	391	561	7100250	Membership & Subscrip'ns	1,100	1,100	1,100	1,100
200	0	0	7100260	Training & Courses	200	200	200	200
2,500	505	115	7100270	Travel Expense	1,500	1,500	1,500	1,500
2,500	1,560	566	7100380	Conferences & Conventions	2,500	2,500	2,500	2,500
4,000	3,603	0	7100850	Sp Project - First Night	4,000	4,000	4,000	4,000
5,500	5,190	2,250	7100851	Sp Project - Movies in the Park	1,500	1,500	5,500	5,500
25,000	33,855	1,641	7100852	Sp Project - Sandcastle Festival	5,000	5,000	25,000	25,000
30,000	0	29,078	7100853	Sp Project - Christmas Magic Downtown Lights	30,000	30,000	30,000	30,000
20,000	21,797	20,523	7100853	Sp Project - Christmas Magic Other	30,000	30,000	20,000	20,000
4,000	102	0	7100854	Sp Project - Winter Festival	4,000	4,000	4,000	4,000
0	3,268	0	7100860	Sp Project - Street Pianos/Art Installation	2,000	2,000	2,000	2,000
27,000	29,053	4,351	7100861	Sp Project - Canada Day Celebrations	19,000	0	29,000	30,000
1,000	907	0	7100862	Sp Project - Family Day in Cobourg	0	0	1,000	1,000
3,000	1,009	0	7100863	Sp Project - Christmas Market	3,000	3,000	3,000	3,000
0	0	4,072 NEW		Sp Project - Cobourg Santa Claus Parade	2,000	2,000	5,000	5,000
0	-225	0	7100865	Sp Project - Armistice 2018	0	0	0	0
25,000	0	0	7100866	Sp Project - 2021 Special Event	25,000	25,000	25,000	25,000
158,700	108,328	65,911		SUB TOTAL MATERIALS	138,300	119,300	167,800	168,800

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
7,000	0	311	7100867	Transportation - Community Events	3,500		0	3,500	3,500
3,500	0	0	7100868	Port-a-Potties - Community Events	0		0	3,500	3,500
8,000	0	0	7100869	Garbage Removal - Community Events	8,000		2,000	17,000	17,500
18,500	0	311		SUB TOTAL CONTRACTED SERVICES	11,500		2,000	24,000	24,500
-22,500	-16,500	-20,173	87086	Recoveries	-16,000		-16,000	-22,500	-22,500
-9,000	-9,375	-950	87087	Recoveries - Event Permit Fee	-5,000		-5,000	-11,000	-12,000
-1,500	0	0	87090	Recoveries - Wedding Ceremonies	-1,500		-1,500	-1,500	-1,500
0	-3,337	0	87098	User Fees	0		0	0	0
-25,000	0	0	87099	Recoveries - 2020 Special Event	-25,000		-25,000	-25,000	-25,000
-16,000	0	0	87086	Recoveries - DBIA Christmas Lights	-16,000		-16,000	0	0
0	0	0	871147100	Recoveries - Provincial Grant	0		0	0	0
-5,000	-5,000	-5,000	871137100	Recoveries - Federal Grant	-5,000		0	-5,000	-5,000
-79,000	-34,212	-26,123		TOTAL REVENUE	-68,500		-63,500	-65,000	-66,000
339,694	256,825	226,261		TOTAL SPECIAL EVENTS DEPT	286,612		255,650	395,389	404,576

**TOWN OF COBOURG
2021 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.	2021	7100210	Advertising & Promotions	Keep advertising budget the same as 2020 to better promote activities to members of the community
	2021	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$500 IFEA (International Festivals and Events Association) - \$600
PERFORMANCE DATA: An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.	2021	7100851	Movies on the Beach	Cutting budget to \$1,500 to ensure the showing of one film. Will source sponsorship to cover remainder of cost.
	2021	7100853	Christmas Magic - Downtown Lights	\$30,000 - Downtown Lights - 3 year contract 2020 - 2022
	2021	7100853	Christmas Magic - Other	Christmas Lights in Rotary Waterfront Park and Victoria Park
	2021	7100860	Street Pianos/Art Installation	Replace street pianos with an artist installation/community event that will help us promote local artists and achieve goals of the Cultural Master Plan.
	2021	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. Increase due to additional lights in the north end of the park.
	2022 / 2023	7100867	Transportation Special Events	Removed for 2021 because we are not having Waterfront Festival.
	2021	7100868	Port-A-Potties Special Events	Removed for 2021 because we are not having Sandcastle Festival.
	2021	7100869	Garbage Removal Special Events	Garbage removal during Waterfront Festival - reduced in 2021 due to most events being virtual.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>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.</p> <p>PERFORMANCE DATA:</p> <p>An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.</p>	2021	87086	Recoveries	Grants, sponsorships
	2021	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events
	2021	87090	Wedding Ceremonies	Wedding ceremonies that take place on Town property are permitted through the Community Events application.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

2021 FESTIVALS

7100850 - First Night		
Budget		4,000
	TOTAL	4,000
7100851 - Movies in the Park		
Budget		1,500
Recoveries (Sponsorship)		-1,500
	TOTAL	0
7100852 - Sandcastle Festival (Virtual)		
Budget		5,000
Recoveries (Sponsorship)		-2,000
	TOTAL	3,000
7100853 - Christmas Magic Downtown Lights		
Budget		30,000
Recoveries (DBIA Partnership)		-16,000
	TOTAL	14,000
7100853 - Christmas Magic Other		
Budget		30,000
Recoveries (Sponsorship)		-5,000
	TOTAL	25,000
7100854 - Winter Event - Savoury Celebrations		
Budget		4,000
Recoveries (Sponsorship/Advertising)		-2,000
	TOTAL	2,000
7100860 - Street Pianos / Artist Installation		
Budget		2,000
Recoveries (Sponsorship/Advertising)		-1,000
	TOTAL	1,000
7100861 - Canada Day - Virtual		
Fireworks/Music in the Park		0
Recoveries (Government Grants)		0
	TOTAL	0
#7100863 - Christmas Market - Lighting Up Ceremony		
Event related infrastructure/movie/guest chefs		3,000
	TOTAL	3,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

NEW - Cobourg Santa Claus Parade	
Budget	2,000
Partnership DBIA	3,500
Recoveries (Sponsorship & Float Fees)	-4,500
TOTAL	1,000
Recoveries (Partnership DBIA Christmas Lights)	-16,000
Recoveries (Advertising/Sponsorships)	-16,000
Recoveries (Government Grants)	0

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
899,700	880,505	899,700	7601940	Grants & Transfers	916,795	*	899,700	934,214	950,000
899,700	880,505	899,700		SUB TOTAL OTHER CHARGES & TRANSFERS	916,795	*	899,700	934,214	950,000
899,700	880,505	899,700		TOTAL LIBRARY	916,795	*	899,700	934,214	950,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY FACILITIES**

ACCOUNT#: **7600.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	3,456	2,315	7601524	Exterior Maintenance / Snowplowing / Flag Poles	12,000		12,000	12,000	12,000
12,000	3,456	2,315		SUB TOTAL MATERIALS	12,000		12,000	12,000	12,000
6,000	7,000	0	7601942	Transfer to/from reserve - Furnace Replacement	6,000		6,000	6,000	6,000
5,000	5,000	0	7601942	Transfer to/from reserve - Major Repairs	5,000		5,000	5,000	5,000
10,000	0	0	7601942	Transfer to/from reserve - Integrated Library System	10,000		10,000	10,000	10,000
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
21,000	12,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	21,000		21,000	21,000	21,000
33,000	15,456	2,315		TOTAL LIBRARY FACILITIES	33,000		33,000	33,000	33,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund share of Library facility costs.	2021	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. Per Council motion Feb 1/21 use \$6,000 towards cost of new flag poles.
PERFORMANCE DATA:	2021	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
2021 OPERATING BUDGET ESTIMATES**

PLANNING & DEVELOPMENT SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
PLANNING								
PLANNING EXPENDITURES	397,137	312,044	429,824	8.2	429,824	8.2	473,246	469,561
PLANNING REVENUE	-115,000	-99,110	-130,000	13.0	-130,000	13.0	-155,000	-180,000
NET PLANNING	282,137	212,934	299,824	6.3	299,824	6.3	318,246	289,561
COMMITTEE OF ADJUSTMENT								
COMM. OF ADJUSTMENT EXP.	81,193	50,843	85,311	5.1	85,311	5.1	93,523	97,408
COMM. OF ADJUSTMENT REV	-15,000	-15,325	-25,000	66.7	-25,000	66.7	-35,000	-55,000
NET COMMITTEE OF ADJUSTMENT	66,193	35,518	60,311	(8.9)	60,311	(8.9)	58,523	42,408
HERITAGE	124,020	105,245	133,675	7.8	130,675	5.4	140,916	145,811
TOTAL EXPENDITURES	602,350	468,132	648,810	7.7	645,810	7.2	707,685	712,780
TOTAL REVENUES	-130,000	-114,435	-155,000	19.2	-155,000	19.2	-190,000	-235,000
TOTAL PLANNING & DEVELOPMENT	472,350	353,697	493,810	4.5	490,810	3.9	517,685	477,780

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-15,000	-19,125	-15,325	8709	Committee of Adjustment	-25,000		-25,000	-35,000	-55,000
-110,000	-160,675	-94,830	87039	Planning Fees	-125,000		-125,000	-150,000	-175,000
-5,000	-5,030	-4,280	87037	Planning & Zoning Reports	-5,000		-5,000	-5,000	-5,000
-130,000	-184,830	-114,435		TOTAL PLANNING REVENUE	-155,000		-155,000	-190,000	-235,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
287,221	306,261	224,779	800010	Payroll Salaries & Wages	314,076	*	314,076	322,415	331,096
3,000	6,406	1,267	800011	Payroll Overtime	3,000		3,000	3,051	3,103
85,950	77,534	55,936	800030	Payroll Benefits	94,635	*	94,635	103,673	113,164
350	351	468	800060	Footwear	350		350	350	350
376,521	390,552	282,450		SUB TOTAL SALARIES, WAGES & BENEFITS	412,061	*	412,061	429,489	447,713
600	447	763	8000150	Office Supplies	800	*	800	800	800
1,000	1,146	458	8000160	Office Equip Purchases	1,000		1,000	1,000	1,000
1,500	1,347	1,087	8000180	Telephone Expenses	1,500		1,500	1,500	1,500
500	292	1,353	8000210	Advertising & Promotions	500		500	500	500
250	180	0	8000220	Printing	250		250	250	250
3,500	3,530	2,390	8000230	Photocopier Expenses	3,500		3,500	3,500	3,500
1,300	1,577	1,210	8000240	Postage & Couriers	1,300		1,300	1,300	1,300
5,500	5,914	6,020	8000250	Memberships & Subscrip'ns	5,500		5,500	5,600	5,700
3,750	2,437	0	8000260	Training & Courses	3,850	*	3,850	4,000	4,100
2,600	2,247	628	8000270	Travel Expense	1,500		1,500	2,700	2,800
4,250	3,696	1,080	8000380	Conferences & Conventions	2,000		2,000	4,750	4,750
0	0	0	8000850	Special Project - Office Renovations	0		0	0	0
10,000	0	6,686	8000894	Studies & Reviews #3 - Zoning Bylaw Update	30,000	*	30,000	0	0
0	0	0	8000895	Studies & Reviews - Official Plan Update	40,000	*	40,000	40,000	0
126,000	0	0	8000896	Studies & Reviews - Sustainability Master Plan	131,000	*	131,000	0	0
0	-41,836	0	8000897	Studies & Reviews - Tannery Secondary Plan	0		0	0	0
20,000	0	0	8000898	Studies & Reviews - Dev Area Cobourg East	20,000		20,000	20,000	20,000
-13,534	-13,285	-13,534	8000955	Building Dept. - Indirect Costs	-13,737		-13,737	-13,943	-14,152
-85,000	0	0	8000913	Recoveries - Sustainable Plan Northam Reserve	-85,000		-85,000	0	0
-41,000	0	0	8000913	Recoveries - Sustainable Plan Federal Gas Reserve	-46,000		-46,000	0	0
-20,000	0	18	8000994	Recoveries - Development Area Cobourg East	-20,000		-20,000	-20,000	-20,000
0	0	0	8000995	Recoveries - Official Plan Update (DC)	-18,000		-18,000	-18,000	0
-10,000	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	-13,500		-13,500	0	0
-600	-410	-347	8000998	Recoveries - Source Water Protection	-200		-200	-200	-200
0	0	0	8000913	Transfer from Holdco Reserve - OP & Zoning	-38,500		-38,500	0	0
10,616	-32,718	7,812		SUB TOTAL MATERIALS	7,763		7,763	33,757	11,848
8,000	6,404	21,652	8000300	Legal Fees	8,000		8,000	8,000	8,000
2,000	3,429	130	8000360	Consultant Fees	2,000		2,000	2,000	2,000
10,000	9,833	21,782		SUB TOTAL CONTRACTED SERVICES	10,000		10,000	10,000	10,000
397,137	367,667	312,044		TOTAL PLANNING	429,824	*	429,824	473,246	469,561

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:																											
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS																								
				PERFORMANCE DATA:				2021	800011	Payroll - Overtime	Planning staff OT allocation																				
2021	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware furnishings, cabinets, shelving)																												
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">New Applications</td> <td style="width: 10%;">2018</td> <td style="width: 10%;">2019</td> <td style="width: 10%;">2020</td> </tr> <tr> <td>Official Plan</td> <td style="text-align: center;">0</td> <td style="text-align: center;">2</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Zoning By-law</td> <td style="text-align: center;">1</td> <td style="text-align: center;">6</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Site Plan</td> <td style="text-align: center;">3</td> <td style="text-align: center;">9</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Subdivision</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Zoning Compliance</td> <td style="text-align: center;">50</td> <td style="text-align: center;">52</td> <td style="text-align: center;">37</td> </tr> </table>				New Applications	2018	2019	2020	Official Plan	0	2	0	Zoning By-law	1	6	2	Site Plan	3	9	7	Subdivision	2	4	7	Zoning Compliance	50	52	37	2021	8000180	Office Equipment Maintenance	Annual phone charges for 4 staff
				New Applications	2018	2019	2020																								
Official Plan	0	2	0																												
Zoning By-law	1	6	2																												
Site Plan	3	9	7																												
Subdivision	2	4	7																												
Zoning Compliance	50	52	37																												
				2021	8000220	Printing	Cost for printing large reports, plans, newsletters																								
				2021	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee																								
				2021	8000250	Memberships & Subscriptions	OPPI / CIP - \$675 x 5 staff = \$3,375 Thomson Reuters - \$1,900 Canadian Urban Institute - \$150																								
				2021	8000240	Postage & Couriers	Allocated to individual departments from Legislative																								
				2021	8000260	Training & Courses	Professional training for 5 planners																								
				2021	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)																								
				2021	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)																								
				2021	8000380	Conferences & Conventions	Annual fees associated with CIP/OPPI/OEMC, etc																								
				2021	8000894	Zoning Bylaw Update	Consultant expenses associated with the review of the Comprehensive Zoning Bylaw re: Rehabilitation Treatment Centres (recoverable DC)																								
				20/21	8000896	Sustainability Master Plan	To develop a Community Sustainability Plan (recoverable Northam/Gas Tax Reserves per Council Strategic Plan Action #3 (partnership)																								
				2021	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)																								

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				PERFORMANCE DATA:			
2021	8000994	Recoveries - Cobourg East Community	Recovery from developers.				
New Applications	2018	2019	2020	2021	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County.
Official Plan	0	2	0	2021	8000913	Recoveries - Sustainability Plan	Recovery from Northam & Federal Gas Tax
Zoning By-law	1	6	2				
Site Plan	3	9	7				
Subdivision	2	4	7	2021	87039	Planning Fees	Under review in 2021
Zoning Compliance	50	52	37				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
53,280	39,962	35,318	810010	Payroll Salaries & Wages	59,860	*	59,860	61,528	63,275
1,350	1,053	198	810011	Payroll Overtime	1,350		1,350	1,373	1,396
15,363	13,074	10,791	810030	Payroll Benefits	17,101	*	17,101	18,872	20,737
3,850	3,850	3,850	8100290	Honorarium	3,850		3,850	3,850	3,850
73,843	57,939	50,157		SUB TOTAL SALARIES, WAGES & BENEFITS	82,161	*	82,161	85,623	89,258
150	0	150	8100250	Memberships & Subscrip'ns	150		150	150	150
6,000	2,512	76	8100260	Training & Courses - Conference	2,000		2,000	6,000	6,000
1,000	216	0	8100270	Travel Expense	500		500	1,000	1,000
7,150	2,728	226		SUB TOTAL MATERIALS	2,650		2,650	7,150	7,150
200	0	460	8100300	Legal Fees	500	*	500	750	1,000
200	0	460		SUB TOTAL CONTRACTED SERVICES	500	*	500	750	1,000
81,193	60,667	50,843		TOTAL COMMITTEE OF ADJUSTMENT	85,311	*	85,311	93,523	97,408

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

STATEMENT OF PURPOSE:				HIGHLIGHTS/EXPLANATIONS:			
To render decisions on applications for consents and minor variances pursuant to the Planning Act.				YEAR	CODE	OBJECT	DETAILS
2021	8100260	Training & Courses	OACA Conference for CoA members and staff				
PERFORMANCE DATA:				2021	8100270	Travel expenses	Travel expenses for OACA Conference and site inspections
To October 31, 2015				2021	8100290	Honourarium	Honourarium for quasi-judicial body (Committee of Adjustment and Property Standards)
	2018	2019	2020				
Consents	8	18	6				
Variances	2	6	5				
Property Standards App	2	1	0				
Fence Viewer	0	1	0				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT#: **7700.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
86,797	19,277	67,319	770010	Payroll Salaries & Wages	93,589	*	93,589	97,479
1,350	826	516	770011	Payroll Overtime	1,350		1,373	1,396
26,306	7,502	19,899	770030	Payroll Benefits	28,569	*	28,569	33,769
114,453	27,605	87,734		SUB TOTAL SALARIES, WAGES & BENEFITS	123,508	*	127,999	132,644
300	217	377	7700150	Office Supplies	300		300	300
1,000	1,031	253	7700210	Advertising & Promotions	1,000		1,000	1,000
200	439	0	7700220	Printing	200		200	200
600	0	0	7700230	Photocopier	600		600	600
200	484	0	7700240	Postage	200		200	200
300	265	581	7700250	Memberships & Subscip'ns	350	*	350	350
4,100	1,214	1,351	7700260	Training & Courses	2,100		4,100	4,100
700	212	0	7700270	Travel Expense	250		750	750
1,000	-71	173	7700850	Plaques	1,000		1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0		0	0
0	0	0	7700854	Special Proj - Heritage Conservation District Plan	40,000	*	40,000	0
0	54,008	14,840	7700852	Special Proj - Downtown CIP Incentive Program	0	*	0	75,000
0	0	0	7700856	Special Proj - Coeey Park Interpretive Display	0		0	0
0	0	0	7700853	Special Proj - Heritage District Interpretive Signage	0		0	0
0	0	0	7700854	Special Proj - Historical Educational Video Series	0		0	0
0	0	0	7700916	Heritage Loan Interest	0		0	0
0	5,000	0	7700912	CAPS Reserve	3,000		3,000	3,000
-333	0	-64	7700991	Recoveries - Plaques	-333		-333	-333
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0		0	0
0	0	0	7700913	Recoveries - Coeey Park - Parkland Reserve	0		0	0
0	-54,008	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	0		0	-75,000
0	0	0	7700913	Recoveries - CAPS Reserve	0		0	0
0	0	0		NEW Recoveries - Heritage Conserv District Plan Holdco	-40,000		-40,000	0
8,067	8,791	17,511		SUB TOTAL MATERIALS	8,667	*	11,167	11,167
1,000	0	0	7700300	Legal Fees	1,000		1,000	1,000
500	0	0	7700360	Heritage Consultant	500		750	1,000
1,500	0	0		SUB TOTAL CONTRACTED SERVICES	1,500		1,750	2,000
124,020	36,396	105,245		TOTAL HERITAGE	133,675	*	140,916	145,811

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE: Promote the preservation of architectural heritage for the Town of Cobourg.				HIGHLIGHTS/EXPLANATIONS:			
				YEAR	CODE	OBJECT	DETAILS
				2021	7700210	Advertising & Promotions	Misc. expenses associated with public education on heritage matters (i.e.. heritage permits, incentives, newsletters, mail-outs, advertising, heritage awards)
PERFORMANCE DATA:				2021	7700250	Memberships & Subscriptions	Professional memberships (CAHP, CHO) & heritage journal subscriptions
				2021	7700230	Photocopier Expenses	Shared with Planning
	2018	2019	2020	2021	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
Heritage Permits	78	60	29	2021	7700250	Memberships & Subscriptions	Cobourg & District Historical - \$35 Heritage Canada - \$150 Community Heritage - \$75
Heritage Permits Waived	78	60	29	2021	7700260	Training & Courses	Professional training for heritage staff and CHC
				2021	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
				2021	7700360	Heritage Consultant	Consultant expenses associated with general heritage matters, advice, appeals, etc.
				2023	7700852	Downtown Vitalization CIP Program	Multi-year CIP incentive program to improve the physical condition and appearance of downtown buildings and stimulate economic activity. Funding not renewed for 2020 per Council Strategic Plan Action #4 (PLACES)
				2021/22	7100855	Heritage Conservation District Study/Plan Transfer to Reserve - Heritage Conservation District Study / Plan	This is 2 year budget program to establish a new Heritage Conservation District (i.e. Corktown, John St., Walton St., Henry St.) in accordance with Strategic Recommendations 1 c of the Heritage Master Plan and Council Strategic Plan Action #1 (PLACES)
				22 / 23	7700912	CAPS Reserve	\$3,000 annual contribution to build reserve for public art projects - Decision no transfer in 2021

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:				
Promote the preservation of architectural heritage for the Town of Cobourg.	YEAR	CODE	OBJECT	DETAILS	
		2021	7700360	Heritage Consultant	Consultant fees associated with municipally-initiated CHIA's and peer reviews of CHIA's and Archaeological
		2023	7700995	Recoveries - Downtown Heritage Grant CIP	Recoveries from Holdco
		21 / 22	NEW	Recoveries - Heritage Conservation District Plan Holdco	Recoveries from Holdco
PERFORMANCE DATA:					
	2018	2019	2020		
Heritage Permits	78	60	29		
Heritage Permits Waived	78	60	29		

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY

FUNCTION	BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
HENLEY ARCADE	4,600	3,825	5,000	8.7	5,000	8.7	5,125	5,256
SECOND STREET FIRE HALL	7,625	5,611	6,600	(13.4)	6,600	(13.4)	8,930	9,277
DRESSLER HOUSE	7,275	5,061	7,350	1.0	7,350	1.0	7,395	7,467
SUB TOTAL COMMERCIAL	19,500	14,497	18,950	(2.8)	18,950	(2.8)	21,450	22,000
ECONOMIC DEVELOPMENT	185,224	170,517	200,032	8.0	200,032	8.0	239,618	244,476
VENTURE 13	224,999	152,903	204,352	(9.2)	199,527	(11.3)	230,748	243,534
TOURISM	217,896	45,647	163,359	(25.0)	104,679	(52.0)	244,876	250,842
SUB TOTAL ECONOMIC	628,119	369,067	567,743	(9.6)	504,238	(19.7)	715,242	738,852
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	647,619	383,564	586,693	(9.4)	523,188	(19.2)	736,692	760,852

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	835	611	7901460	Utilities	1,000		1,000	1,000	1,000
1,500	2,832	1,484	7901470	Building Maintenance	1,500		1,500	1,500	1,500
0	0	0	7901570	Special Project - Henley Arcade Improvements	0		0	0	0
0	0	0	7901913	Recoveries - Holdco	0		0	0	0
2,500	3,667	2,095		SUB TOTAL MATERIALS	2,500		2,500	2,500	2,500
2,100	1,927	1,730	7901320	Insurance	2,500	*	2,500	2,625	2,756
2,100	1,927	1,730		SUB TOTAL CONTRACTED SERVICES	2,500	*	2,500	2,625	2,756
4,600	5,594	3,825		TOTAL HENLEY ARCADE	5,000	*	5,000	5,125	5,256

**TOWN OF COBOURG
2021 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.	2021	7901470	Building Maintenance	Snow removal from walkway
PERFORMANCE DATA: Clear snow / ice Maintain winter / summer				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

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

ACCOUNT#: **7900.200**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
2,000	7,721	906	7902470	Building Maintenance	2,000		2,000	2,000	2,000
2,000	7,721	906		SUB TOTAL MATERIALS	2,000		2,000	2,000	2,000
5,625	5,193	4,705	7902320	Insurance	4,600		4,600	6,930	7,277
5,625	5,193	4,705		SUB TOTAL CONTRACTED SERVICES	4,600		4,600	6,930	7,277
7,625	12,914	5,611		TOTAL SECOND STREET FIRE HALL	6,600		6,600	8,930	9,277

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMERCIAL**

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

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>This building is managed by the Northumberland Players. All utilities paid by tenant. Maintain flower boxes in summer months, maintain exterior of building, snow removal, and maintain fire protection systems.</p>	2021	7902470	Building Maintenance	<p>Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.</p> <p>Maintenance is on call 24/7 for fire system</p>
PERFORMANCE DATA:				

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
450	256	459	7903185	OPX Alarm Line Charges	450		450	450	475
0	4,090	516	7903460	Utilities	0	*	0	0	0
4,000	5,371	4,035	7903470	Building Maintenance	4,000		4,000	4,000	4,000
2,000	2,738	51	7903570	Property Improvements	2,000		2,000	2,000	2,000
6,450	12,455	5,061		SUB TOTAL MATERIALS	6,450		6,450	6,450	6,475
825	0	0	7903320	Insurance	900	*	900	945	992
825	0	0		SUB TOTAL CONTRACTED SERVICES	900	*	900	945	992
7,275	12,455	5,061		TOTAL DRESSLER HOUSE	7,350		7,350	7,395	7,467

**TOWN OF COBOURG
2021 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.	2021	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
	2021	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
PERFORMANCE DATA:	2021	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
	2021	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
76,721	94,651	71,837	891010	Payroll Salaries & Wages	76,483	76,483	77,783	79,106
0	1,928	964	891011	Payroll - Overtime	0	0	0	0
7,479	7,403	560	891011	Payroll Summer Students	7,655	7,655	7,785	7,918
21,865	26,973	22,040	891030	Payroll Fringe Benefits	23,004	23,004	25,002	27,060
1,309	805	0	891031	Payroll Summer Student Benefits	1,340	1,340	1,518	1,702
107,374	131,760	95,401		SUB TOTAL SALARIES, WAGES & BENEFITS	108,482	108,482	112,088	115,786
900	1,002	21	8910150	Office Supplies	900	900	900	900
1,550	1,025	611	8910171	Software Maintenance	2,550	2,550	2,600	2,650
3,000	1,972	1,941	8910180	Telephone & Answering Svc	3,000	3,000	3,000	3,000
3,200	2,218	2,341	8910210	Advertising & Promotions	3,200	3,200	3,300	3,350
300	238	0	8910230	Photocopier Expense	300	300	300	300
100	4	27	8910240	Postage & Couriers	100	100	100	100
3,460	3,412	3,231	8910250	Memberships & Subscrip'ns	3,460	3,460	3,590	3,650
1,000	2,776	198	8910260	Training & Courses	1,000	1,000	1,000	2,000
1,200	224	0	8910270	Travel Expense	500	500	1,200	1,200
300	351	0	8910370	Meals & Refreshments	300	300	300	300
2,600	2,448	0	8910380	Conferences & Conventions	1,000	1,000	1,000	1,000
0	0	0	8910399	Misc Admin Expenses	0	0	0	0
0	0	0	8910460	Utilities	0	0	0	0
0	45	0	8910470	Building Maintenance	0	0	0	0
0	0	0	8910990	Recoverable Expense	0	0	0	0
-560	-1,960	0	8910992	Government Grant Wages	-560	-560	-560	-560
17,050	13,755	8,370		SUB TOTAL MATERIALS	15,750	15,750	16,730	17,890
800	775	642	8910320	Liability Insurance	800	800	800	800
45,000	67,500	42,060	8910750	Contracted Service - Northumberland County	45,000	45,000	45,000	45,000
0	982	0	8910854	Special Project - Downtown Business Attraction	0	0	0	0
0	0	9,044	8910851	Digital Service Squad	0	0	0	0
0	277	0	8910890	Studies & Reviews	15,000	15,000	50,000	50,000
0	0	0 NEW		Sp Project - Digital Main Street Service Squad	10,000	10,000	0	0
45,800	69,534	51,746		SUB TOTAL CONTRACTED SERVICES	70,800	70,800	95,800	95,800
15,000	0	15,000	8901	Venture 13 - Anchor Rent	15,000	15,000	15,000	15,000
0	0	0	8910912	Transfer from Economic Development Reserve	0	0	0	0
0	-38,843	0	871148910	Provincial Grant - Digital Main Street Service Squad	-10,000	-10,000	0	0
0	0	0	8910993	Recoveries - CEDP Grant	0	0	0	0
15,000	-38,843	15,000		SUB TOTAL OTHER CHARGES & TRANSFERS	5,000	5,000	15,000	15,000
185,224	176,206	170,517		TOTAL ECONOMIC DEVELOPMENT	200,032	200,032	239,618	244,476

**TOWN OF COBOURG
2021 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>PERFORMANCE DATA:</p> <p>Marketing and Promotions Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.</p>	2021	8910210	Marketing & Promotions	Business assistance, investment marketing, and business retention & expansion marketing
	2021	8910171	Software Maintenance	Business Directory and has increased to accommodate the Pedestrian Counters from the Public Works budget to the Economic Development budget.
	2021	8910230	Photocopier Expense	\$80/month avg monthly copy charge N/A due to V13 sponsorship with RedX Technologies. This account reflects only special print jobs.
	2021	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$560 Northumberland Central Chamber of Commerce - \$400 Northumberland Manufacturers Association - \$2,500
	2021	8910260	Training & Courses	Placeholder for HR Mandatory Training - \$300 BR +E Workshop / Webinars - \$250 *includes mileage, meals & accommodation
	2021	8910270	Travel	Includes local/regional travel for 1 employees
	2021	8910370	Meals & Refreshments	Client meetings, special committee meetings, V13 coffee break into sessions, staff working meetings
	2021	8910380	Conferences & Conventions	East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation
	2021	8910750	Contracted Services - Northumberland County	Manufacturing Attraction Specialist will be hired by Northumberland County on a cost share basis.
	2021	8910540	Venture 13 - Anchor Rent	Rent/share of maintenance & utilities - \$15,000
	2021	NEW	Sp Project - Digital Main Street Service Squad	In 2020 Economic Development was successful in receiving \$18,000 to hire one employee to assist small businesses with upgrading their digital presence. All fees will be covered by a grant.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2021 MARKETING AND PROMOTIONS BUDGET**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT
2021 Strategic Plan New and Ongoing / Outstanding Project Status
Special Project 8910890**

2021 - 2025 Economic Development Strategic Plan

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

\$15,000

TOTAL

\$15,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2020 BUDGET	2019 YTD	2020 YTD	CODE	OBJECT	2021 DEPT REQUEST	*	2021 FINAL APPROVED	2022 FORECAST	2023 FORECAST
116,889	100,157	62,336	893010	Payroll Salaries & Wages	101,815		101,815	120,529	122,578
27,485	27,233	21,581	893030	Payroll Fringe Benefits	32,112	*	32,112	39,994	43,126
144,374	127,390	83,917		SUB TOTAL SALARIES, WAGES & BENEFITS	133,927		133,927	160,523	165,704
500	540	357	8930150	Office Supplies	500		500	500	500
10,000	0	1,686	8930155	Programming	9,825		7,000	10,325	10,325
1,000	17,216	140	8930160	Office Equipment Mtce	1,000		1,000	1,000	1,000
4,700	3,772	1,146	8930170	Software Maintenance	4,700		4,700	4,700	4,700
18,500	17,443	16,834	8930175	Internet Costs	18,500		18,500	18,500	18,500
1,600	789	884	8930180	Telephone Services	1,600		1,600	1,600	1,600
600	601	725	8930185	Alarm / Line Charges	600		600	600	600
12,500	29,918	0	8930210	Advertising & Promotions	6,300		4,300	17,500	20,000
2,000	0	64	8930260	Training & Conferences	2,000		2,000	2,000	2,000
300	0	0	8930270	Travel Expenses	300		300	300	300
0	0	0 NEW		COVID Supplies	500		500	500	500
57,000	97,194	75,002	8930460	Utilities	57,000		57,000	57,000	57,000
36,000	0	0	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
37,500	79,609	33,794	8930470	Building Maintenance	31,000		31,000	35,000	45,000
23,500	25,321	19,976	8930500	Custodial/Cleaning Supplies	23,500		23,500	24,500	25,000
2,500	2,810	1,871	8930919	Bank Service Fees	2,500		2,500	2,500	2,500
196,200	275,213	152,479		SUB TOTAL MATERIALS	183,825		179,000	200,525	213,525
1,425	1,367	1,442	8930320	Liability Insurance	2,000	*	2,000	2,100	2,205
0	0	0 NEW		COVID Contracts	4,100		4,100	4,100	4,100
2,500	1,756	1,740	8930480	Garbage Removal	2,500		2,500	2,500	2,500
8,000	8,127	7,337	8930550	Property Maintenance Fees - Delcom	8,000		8,000	8,000	8,000
0	3,153	0	8930850	Special Project - Chairs/Fountain/Outdoor Signage	0		0	0	0
0	0	0	8930851	Special Project - Workforce Development	0		0	0	0
0	0	0 NEW		Special Project - Signage	0	*	0	3,000	0
11,925	14,403	10,519		SUB TOTAL CONTRACTED SERVICES	16,600	*	16,600	19,700	16,805
-75,000	-60,000	-15,000	8901	Anchor Tenant - Rent Recovery	-15,000		-15,000	-15,000	-15,000
-47,500	-35,360	-18,862	8902	Transient Tenant - Rent Recovery	-55,000		-55,000	-65,000	-65,000
0	-4,889	0	8908	Grants Other	0		0	0	0
-5,000	-1,260	-150	8909	Events / Programming	0		0	-10,000	-12,500
0	0	-60,000	8930991	Recoveries	-60,000		-60,000	-60,000	-60,000
0	0	0	8930913	Transfer Economic Reserve	0		0	0	0
-127,500	-101,509	-94,012		SUB TOTAL OTHER CHARGES & TRANSFERS	-130,000		-130,000	-150,000	-152,500
224,999	315,497	152,903		TOTAL VENTURE 13	204,352		199,527	230,748	243,534

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2021	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$300 Writing tools, notebooks, binders, etc. - \$100 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2021	8930170	Software Maintenance	Nexus.com monthly fees - \$2,200 Venture13.ca website maintenance & upgrades - \$2,500
	2021	8930175	Internet Costs	Secondary DSL backup, fibre
	2021	8930180	Telephone Services	IP Phones - Simnet VOIP Services - \$1,600
	2021	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 2021 Marketing & Promotion detail sheet
	2021	8930155	Programming	2021 Programming Budget is designed to fulfill the committee's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2021 Programming detail sheet
	2021	8930260	Training & Conference	Collison Conference is a 3 day Tech Conference in Toronto. The conference will provide professional development, market research, lead generation and networking opportunities valuable to The Town of Cobourg, Venture 13 and its partners/clients.
	2021	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2021	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.

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2021	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 2021 Building Maintenance detail sheet.
	2021	NEW	COVID Supplies	PPE, Sanitizer and cleaning supplies
	2021	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2021	NEW	COVID Contracts	Increased cleaning due to COVID-19.
	2022	NEW	Sp Project - Signage	Exterior signage for 739 D'Arcy - includes signage for the front, rear and side of the building to aid in directing traffic to the parking lot and pedestrians to the main entrance. This will be deferred until 2022 for wayfinding signage.
	2021	8901	Anchor Tenant - Rent Recovery	CFDC - \$15,000
	2021	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants as well as revenue received from innovation commons rentals. Flex Office Rental - Town portion - \$28,500 Hot Seat Rental - Town portion - \$6,500 MakerLab User Revenue - \$2,000 Innovation Commons Revenue - \$18,000
	2021	8930991	Recoveries	Cobourg Police - Corporate Services - \$45,000 Cobourg Economic Development - \$15,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2021 MARKETING AND PROMOTIONS BUDGET**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2021 Programming Committee Budget**

Fireside Chat Series - quarterly	\$400
Community Outreach Events	\$500
- <i>Chamber of Commerce Meet and Greet</i>	
- <i>Strategic Space Rentals to Non-Profits and Professional Organizations</i>	
- <i>NHH Big Coffee Morning</i>	
Speaker Series (two events)	\$500
Youth Engagement Programming (quarterly)	\$600
- <i>YEP Pitch Competition</i>	
- <i>3 X youth coding events</i>	
Mastermind Entrepreneur Development Group Engagement + Attraction	\$500
Start-Up Entrepreneurship Programming	\$1,675
TechXpo - Cyber Security Software Development and Talent Attraction Competition	\$500
VentureKids TECHimmersive Program with VentureKids Canada and Northeastern U	\$1,500
- <i>guest speaker fees</i>	
- <i>T-shirt for Youth</i>	
- <i>Marketing Material</i>	
Zoom Annual Account / Webinar Account - For Virtual Programming	\$825
TOTAL	\$7,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

**VENTURE 13
2021 Building Maintenance**

Lakeland Multi-trade HVAC Service Contract	\$11,600
Lakeland - Heat Pump Replacement deferred from 2020 Budget - Required in 2021	\$5,200
Lakeland Contingency	\$1,500
Elevator Inspection and Maintenance Fees	\$2,800
Fire system Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher Service, High Water Alarm Maintenance)	\$1,600
Electrician Services - Canadian Industrial Services	\$2,500
PWC Water Systems Services	\$700
Plumbing Contingency	\$100
General Fees (Pest Control, Locksmith, Engineering etc)	\$2,500
Contingency Snow Removal	\$500
Landscaping	\$2,000
TOTAL	\$31,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2020	2019	2020		2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
92,100	48,771	55,640	892010	Payroll Salaries & Wages	58,017	52,232	96,470	98,110
0	2,021	268	892011	Payroll - Overtime	0	0	0	0
45,940	29,512	0	892015	Payroll Summer Ambassadors	39,334	0	40,003	40,683
24,616	15,541	15,931	892030	Payroll Fringe Benefits	16,825	15,147	31,602	34,102
8,040	3,601	0	892031	Payroll Summer Ambassadors Benefits	6,883	0	7,801	8,747
1,200	0	0	NEW	Uniforms	600	600	650	700
171,896	99,446	71,839		SUB TOTAL SALARIES, WAGES & BENEFITS	121,659	67,979	176,526	182,342
500	1,044	0	8920150	Office Supplies	500	500	600	700
2,000	499	0	8920160	Office Equipment Purchase	600	600	650	700
1,500	1,781	707	8920180	Telephone & Answering Svc	1,500	1,500	1,500	1,500
75,000	102,897	26,438	8920210	Advertising & Promotions	40,000	30,000	100,000	100,000
0	121	0	8920220	Printing	0	0	0	0
1,000	1,000	2	8920230	Photocopier Expense	1,000	1,000	1,000	1,000
1,000	428	0	8920240	Postage & Couriers	1,000	1,000	1,000	1,000
250	0	61	8920250	Membership & Subscrip'ns	350	350	350	350
1,500	201	0	8920260	Training & Courses	1,000	1,000	1,500	1,500
1,000	0	0	8920270	Travel Expense	500	500	1,000	1,000
2,000	0	0	8920380	Conferences & Conventions	1,000	1,000	2,000	2,000
2,000	1,868	0	8920390	Souvenir Purchases	2,000	2,000	2,000	2,000
500	0	0	8920851	Special Project - Bike Rental Program	500	500	500	500
0	0	0	NEW	Special Project - Hop on Hop off bus tour	0	0	2,500	2,500
750	1,518	1,382	8920919	Bank Service Fees	750	750	750	750
89,000	111,357	28,590		SUB TOTAL MATERIALS	50,700	40,700	115,350	115,500
1,500	664	0	8920550	Security Contract	1,500	1,500	1,500	1,500
0	14,329	0	8920750	Contracts	0	0	0	0
1,500	14,993	0		SUB TOTAL CONTRACTED SERVICES	1,500	1,500	1,500	1,500
-1,000	-3,335	0	87088	Filming Recoveries	-1,000	-1,000	-1,000	-1,000
-2,500	-1,284	-54	8871	Souvenir Sales	-2,500	-2,500	-2,500	-2,500
-500	-558	0	8872	Bike Rentals	-500	-500	-500	-500
-5,000	-7,840	0	8873	Government Grant - Wages	-5,000	0	-5,000	-5,000
-35,500	-31,114	0	8874	Ad Revenue	0	0	-36,500	-36,500
0	0	0	NEW	Sponsorship	-1,500	-1,500	-1,500	-1,500
0	0	-54,728	871148920	Provincial Grant	0	0	-1,500	-1,500
-44,500	-44,131	-54,782		TOTAL REVENUE	-10,500	-5,500	-48,500	-48,500
217,896	181,665	45,647		NET TOURISM	163,359	104,679	244,876	250,842

**TOWN OF COBOURG
2021 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>	2021	8920210	Advertising & Promotions	<p>Due to COVID-19 we do not foresee local businesses being able to afford advertising. Therefore, we are reducing the advertising and promotions budget to offset loss of revenue.</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 2021 advertising and promotions activities will be on guidance from the Province of Ontario and the Tourism Industry Association of Ontario.</p>
<p>PERFORMANCE DATA:</p> <p>Demographics and Database Management A robust visitor demographics collection strategy was employed in 2018 including surveys, cell phone tracking, web analytics, and laser tracking. Overall, Cobourg is branded first by its beach and second by its multiple event offerings.</p> <p>Visitor Information A pilot program to relocate Visitor Information services to Victoria Hall proved most effective, with a dramatic increase of guest traffic and a higher volume of marketing collateral distribution. Guest surveys indicated that people enjoyed the convenience of the location and were promoted to view the Art Gallery and Court Room attractions.</p> <p>Marketing & Brand Strategy Promoting the new the "Experience Cobourg" brand proved successful in increasing awareness of Cobourg within the GTA, Eastern Ontario and the Capital Region. Postal code tracking through online surveys showed an increase in visitation in each of these regions.</p> <p>Souvenirs Experience Cobourg will continue to sell the unique Hoselton sculptures designed and crafted in 2018. 2021 Experience Cobourg will include in their souvenir inventory beach toys, towels and umbrellas for rent.</p>	2021	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 lessons to come out of 2020.</p> <p>Participation in industry-related trade shows and conferences will be important to learn new techniques and best practices.</p> <p>TIAO Tourism Industry Conference Digital Marketing Canada Conference Ontario Tourism Summit</p>

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

2021 - 2023 MARKETING AND PROMOTIONS BUDGET

	2021	2022	2023
Printed Materials / Guides	0	39,000	39,000
Website Redevelopment / Content Development / Social Media Design	7,000	8,000	8,000
External Ad Placements / Promotion	7,000	18,500	18,500
Website Support & Annual Expenses	12,500	30,000	30,000
Photography / Video Production	0	1,500	1,500
TODs Signage	3,500	3,000	3,000
Government Grants	0	0	0
TOTAL	30,000	100,000	100,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

CAPITAL PROJECTS SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
CAPITAL LEVY	326,984	326,984	209,000	(36.1)	158,000	(51.7)	5,811,700	5,631,957

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9800.10**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
326,984	154,000	326,984	9401911	Transfer to Capital	209,000		158,000	5,811,700	5,631,957
326,984	154,000	326,984		SUB TOTAL OTHER CHARGES & TRANSFERS	209,000		158,000	5,811,700	5,631,957
326,984	154,000	326,984		TOTAL CAPITAL LEVY	209,000		158,000	5,811,700	5,631,957

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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	126,000
			PROTECTION - POLICE	0
			PROTECTION - FIRE	0
			PROTECTION - OTHER	0
			PUBLIC WORKS	0
PERFORMANCE DATA:			PARKS AND RECREATION	32,000
			CULTURE AND COMMUNITY	0
			ECONOMIC DEVELOPMENT & TOURISM	0
			TOTAL CAPITAL LEVY	158,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

LONG TERM DEBT SUMMARY

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
VICTORIA HALL DEBT	0	0	0	-	0	-	0	37,000
TRANSPORTATION DEBT	512,700	536,014	608,800	18.7	608,800	18.7	608,800	352,000
ENVIRONMENTAL DEBT	0	164,729	0	-	0	-	0	0
PARKS & RECREATION DEBT	89,000	598,303	81,200	(8.8)	81,200	(8.8)	81,200	118,000
LIBRARY DEBT	-40,000	-40,000	-40,000	0.0	-40,000	0.0	-40,000	-40,000
LANDFILL	89,000	88,621	0	(100.0)	0	-	0	0
TOTAL DEBT	650,700	1,347,667	650,000	(0.1)	650,000	(0.1)	650,000	467,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT#: 1000.100

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	0 NEW	Long Term Debt	0	*	0	0	37,000
0	0	0	0 NEW	Recoveries	0	*	0	0	0
0	0	0	0	SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	37,000
0	0	0	0	TOTAL TRANSPORTATION DEBT CHARGES	0	*	0	0	37,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 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
PERFORMANCE DATA:	Issued:		
	2023 - New Victoria Hall	320,000	37,000
	Total	320,000	37,000

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT#: **3300.100**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
783,800	376,892	536,014	3300950	Long Term Debt	908,800	*	908,800	908,800	352,000
-271,100	-222,366	0	3300991	Recoveries	-300,000		-300,000	-300,000	0
512,700	154,526	536,014		SUB TOTAL OTHER CHARGES & TRANSFERS	608,800	*	608,800	608,800	352,000
512,700	154,526	536,014		TOTAL TRANSPORTATION DEBT CHARGES	608,800	*	608,800	608,800	352,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **TRANSPORTATION**

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

ACCOUNT #: **3300.100**

STATEMENT OF PURPOSE: To fund long term debt for Transportation related projects.	HIGHLIGHTS/EXPLANATIONS:		
PERFORMANCE DATA:		Debt	Repayment
	Issued:		
	2019 - Public Works/Parks Facility - 091-17	3,000,000	638,800
	2020 - New - Roads	2,500,000	270,000
	Total	5,500,000	908,800
	Recoveries:		
	Holdco Reserve	-150,000	
	Northam Reserve	-150,000	
		-300,000	

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: **4800.10**

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
407,000	321,600	164,729	4800950	Long Term Debt	602,500	*	602,500	602,500	602,500
-407,000	-321,600		4800991	Recoveries	-602,500		-602,500	-602,500	-602,500
0	0	164,729		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	0	164,729		TOTAL DEBT CHARGES	0	*	0	0	0

02-03-21

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

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

ACCOUNT#: 7290950

2020	2019	2020			2021	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
595,400	659,298	598,303	7290950	Long Term Debt	595,400	595,400	595,400	394,000
-506,400	-531,400		7290991	Recoveries	-514,200	-514,200	-514,200	-276,000
89,000	127,898	598,303		SUB TOTAL OTHER CHARGES & TRANSFERS	81,200	81,200	81,200	118,000
89,000	127,898	598,303		TOTAL PARKS & RECREATION DEBT CHARGES	81,200	81,200	81,200	118,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

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

ACCOUNT #: **7600.200**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

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

ACCOUNT#: 7600

2020	2019	2020			2021		2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	-40,000	7600950	Long Term Debt	-40,000	*	-40,000	-40,000	-40,000
-40,000	-40,000	-40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	-40,000	*	-40,000	-40,000	-40,000
-40,000	-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	-40,000	*	-40,000	-40,000	-40,000

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **PARKS & REC**

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

ACCOUNT #: **7600.200**

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

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: 4420

2020	2019	2020			2021	*	2021	2022	2023
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
89,000	118,512	88,621	4420950	Long Term Debt	0		0	0	0
0	-118,512		4420991	Recoveries	0		0	0	0
89,000	0	88,621		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
89,000	0	88,621		TOTAL LANDFILL DEBT CHARGES	0		0	0	0

2021-02-03

*Indicates increase over previous year

**TOWN OF COBOURG
2021 OPERATING BUDGET ESTIMATES**

BUDGET JUSTIFICATION

COMMITTEE: **ENVIRONMENTAL**

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

ACCOUNT#: 4420

<p>STATEMENT OF PURPOSE: To fund long term debt for costs related to closing former Town of Cobourg landfill site.</p>	<p>HIGHLIGHTS/EXPLANATIONS:</p>		
	Debt	Repayment	
<p>PERFORMANCE DATA:</p>			