

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Teresa Behan, Deputy Director Community Services <a href="mailto:tbehan@cobourg.ca">tbehan@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	<b>November 15, 2021</b>		
<b>Report No.:</b>	Community Services-073-21		
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**Subject/Title: 2021 Year To Date Waterfront Operations Summary**

## RECOMMENDATION:

This report is for information purposes.

### 1. STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Strategic Actions:

Places: Review and improve the financial performance of Town operated facilities.

Programs: Implement a comprehensive management plan for all of the Town's assets.

Prosperity: Coordinate funding opportunities to optimize community development capital and special projects funding.

### 2. PUBLIC ENGAGEMENT

Cobourg 2022 Budget Process and this report is placed on the agenda ten days prior to the meeting.

### 3. PURPOSE

To provide a brief YTD Summary of the four business units within the Waterfront Operations Department.

### 4. ORIGIN AND LEGISLATION

During the upcoming budget planning session, staff present this report to assist council at budget deliberation(s) for decision-making processes.

## 5. BACKGROUND

### **Cobourg Marina (Budget funded by user fee system)**

- Lift in was postponed from the spring due to the ongoing COVID – 19 Pandemic until June 5<sup>th</sup> creating a loss of five weeks of seasonal and transient revenue.
- Due to the COVID-19 Pandemic the protocols and precautions were continued by staff including increased cleaning/disinfecting, screening, and signing in at the entrance with a loss of use of some amenities etc.
- A rebate was given to all seasonal contract holders amounting to approximately \$34,000 for lost time in their slip due to the delayed launch.
- Approximately 95% of seasonals occupied their slips in 2021 a strong increase from 2020
- Quick statistics: (YTD October 15<sup>th</sup>)
  - Seasonal Revenue \$203,000 with an outstanding \$30,000 to be collected
  - Transient Revenue \$157,000 approximately \$12,000 over budget target
  - Fuel Sales \$300,000, approximately \$100,000 over budget target
  - Lift In/Out has met budget target of \$35,000
  - Launch ramp exceeded budget target of \$7,000
  - Reservations have exceeded budget target of \$5,000
  - Storage will exceed budget target of \$40,000
  - Received almost \$6,000 in student wage grants
  - Hosted 2746 transient occupancy stays

### **Victoria Park Campground (Budget funded by user fee system)**

- Park opening was delayed in the spring due to the ongoing COVID-19 Pandemic until June 14<sup>th</sup> for a loss of six weeks of revenue.
- Due to the COVID-19 Pandemic the protocols and precautions were continued by staff including increased cleaning/disinfecting, screening, and signing in at the entrance with a loss of use of some amenities etc.
- A refund was given to all guests who had made a reservation that could not be fulfilled due to the pandemic regulations.
- All seasonals occupied their sites for 2021.
- Quick statistics: (YTD October 15<sup>th</sup>)
  - Seasonal Revenue met budget target of \$22,500
  - Transient Trailer Revenue met and exceeded target of \$270,000
  - Transient Tent Revenue fell approximately \$2,000 below budget target
  - Received \$2,950.44 in student wage grants
  - Hosted 6406 transient occupancy stays

### **Marie Dressler Dredge (Budget funded by Marina, Harbour and Contract Services)**

- Silting in (or filling in) of the harbour basin has increased dramatically due to the high lake level events in 2017 and 2019 and the deterioration of the

breakwater.

- Currently Shoreplan Engineering has been contracted to provide coastal and infrastructure design management for the repair and redesign of the harbour walls being cognizant of the silting issue in their plans.
- The harbour mouth/entrance should be maintained at a depth of approximately 12' in a sail path to the east basin and docks for the needs of the marina business and further, the launch ramp exit should be dredged to a maximum depth of 8' to 10' graded south to meet the requirements of marina launching customers.
- The Canadian Coast Guard Cobourg Detachment requires a safe navigational path through the harbour entrance to their pier for the Coast Guard Cutter Cape Rescue. The Cobourg Detachment is unable to bring the rescue vessel into her home berth annually until the spring dredging is complete.
  
- Quick Statistics: (YTD)
  - In 2021 the dredge had to work in conjunction with heavy equipment to remove a large sand bar that had formed in the west harbour basin and was successful in moving 4600m<sup>3</sup> of sand to raise the grade of the west harbour beach
  - The dredge moved additional dredgeate from the harbour entrance creating a safe navigational path between the lighthouses.
  - The west basin has a shallow depth of 3' to 4' and the sand bar and filling in of the crescent shaped inner beach area will impact the user groups that paddle in that portion of the basin.
  - There is some belief that the additional dredging of the harbour may have positively impacted the E.coli counts in the basin enabling users to continue in water activity uninterrupted.
  - Harbour Budget transfers \$50,000 into the Dredging Revenue Account for services rendered.
  - The Marina Budget transfers \$30,000 into the Dredging Revenue Account for services provided.
  - In 2021 a contract for services was fulfilled to the Municipality of the Town of Port Hope for \$250,000.
  - 2020 was the first year the dredge account had an excess of surplus over the maintenance and set up costs. Staff applied the remaining surplus to the outstanding unfinanced capital. December 31<sup>st</sup> of 2020 \$215,947.45 was left as unfinanced for the dredge, this amount relates to the original purchase of the dredge.
  - An Asset Management Study is planned for the winter of 2021/2022.

### **Cobourg Harbour (Budget funded by tax levy)**

- The harbour required additional maintenance in 2021 to ensure adequate depths were maintained in the basin for in water user groups.
- Organized user groups were able to run programming for adults and children using a variety of equipment such as canoes, kayaks, paddle boards and dinghies.
- Daycamps and after school programs were uninterrupted in 2021 as lab testing monitored E.coli levels
  - Additional lab testing was completed and mapped by staff at shoreline,

- 50' from shore and 100' from shore weekly.
- The harbour pays \$50,000 towards maintaining the depths for in water users. Received \$11,300 in student wages

## 6. ANALYSIS

Although all four business units were impacted by the ongoing COVID-19 Pandemic causing late season openings, the financial obligations to budget target were able to be met.

## 7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

**Cobourg Marina** – although opening five weeks late due to the pandemic will meet revenue target of (\$767,040.00) and transfer \$70,000 from 2021 to reserves.

**Victoria Park Campground** – Provincial Mandate prohibited the campground from opening for the first six weeks of the season but will meet revenue target of (\$331,000.00) and transfer \$25,000 to reserves.

**Marie Dressler Dredge** – Depths were maintained in Cobourg Harbour for all users and will meet target revenue of (\$180,000.00) and transfer \$60,000 to reserves.

An Asset Management Plan for the future needs and financial implications of the dredge business unit will be undertaken in the winter of 2021/2022 and brought before Council.

**Cobourg Harbour** – Users both organized and public were able to enjoy the harbour without interruption in 2021. Increased depths and additional water testing occurred for the season.

Revenue targets were met, and expenditures were kept below proposed budget.

## 8. CONCLUSION

This summary of the four business units managed in the Waterfront Operations Department of Community Services Division is to enhance transparency for upcoming budget deliberations.