

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**GENERAL GOVERNMENT SUMMARY**

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

\*\*Detail in Long Term Debt Charges Section

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

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

2021-11-16

\*Indicates increase over previous year

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

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

2021-11-16

\*Indicates increase over previous year

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #:

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

2021-11-16

\*Indicates increase over previous year

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #:

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

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

2021-11-16

\*Indicates increase over previous year



**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

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

2021-11-16

\*Indicates increase over previous year

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

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

## TOWN OF COBOURG 2022 OPERATING ESTIMATES

### Special Project - Multi-Year Accessibility Plan

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## Special Project - EDI Strategy

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

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

2021-11-16

\*Indicates increase over previous year

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
509,001	499,276	378,520	120010	Payroll Salaries & Wages	598,332	*		722,341	734,983
9,101	3,388	6,630	120011	Payroll - Overtime	9,357			9,521	9,687
500	583	0	120020	Other Salaries & Wages	500			500	500
151,091	144,108	114,756	120030	Payroll Benefits	195,351	*		247,469	266,693
669,693	647,355	499,906		SUB TOTAL SALARIES, WAGES & BENEFITS	803,540	*	0	979,831	1,011,863
2,500	1,006	1,403	1200150	Office Supplies	2,500			2,500	2,500
500	41	0	1200160	Office Equip Purchase	2,500	*		2,500	500
4,500	4,357	4,762	1200170	Office Equip Maintenance	4,500			4,500	4,500
49,950	31,119	57,439	1200171	Software Maintenance	52,400	*		53,500	54,500
1,850	1,677	1,392	1200180	Telephone & Answer Serv	1,900			1,950	2,000
250	0	0	1200210	Advertising & Promotion	250			250	250
6,500	6,330	4,495	1200220	Printing	6,500			6,500	6,500
6,000	5,900	4,231	1200230	Photocopier Expense	6,000			6,000	6,000
19,000	17,270	7,161	1200240	Postage & Couriers	19,000			19,000	19,000
3,800	3,988	4,111	1200250	Memberships & Subscrip'ns	3,800			3,900	4,000
4,500	2,545	458	1200260	Training & Courses	7,000	*		9,000	9,500
1,500	70	55	1200270	Travel Expense	2,000	*		2,000	2,000
200	65	43	1200370	Meals & Refreshments	200			200	200
3,000	814	916	1200380	Conferences & Conventions	4,500	*		4,500	4,500
-8,511	-8,385	0	1200955	Building Dept. - Indirect Costs	-8,767	*		-8,942	-9,121
-13,600	0	0	1200991	Recoveries	-13,600	*		-13,600	-13,600
81,939	66,797	86,466		SUB TOTAL MATERIALS	90,683	*	0	93,758	93,229
0	23,439	0	1200850	Special Project - Upgrade to Vailtech Security	0			0	0
0	-23,439	0	1200913	Transfer from Building Efficiencies	0			0	0
-40,000	-30,000	0	1200913	Transfer from Reserve - Northam	-45,000			-45,000	-45,000
500	0	0	1200300	Legal Fees	500			500	500
-39,500	-30,000	0		SUB TOTAL CONTRACTED SERVICES	-44,500		0	-44,500	-44,500
712,132	684,152	586,372		TOTAL FINANCE DEPARTMENT	849,723	*	0	1,029,089	1,060,592

2021-11-16

\*Indicates increase over previous year

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**FINANCE RECOVERIES**

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



# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

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

2021-11-16

\*Indicates increase over previous year

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
233,888	230,248	183,831	140010	Payroll Salaries & Wages	239,307			243,495	247,756
15,376	3,021	3,201	140011	Payroll - Overtime	15,425			15,695	15,970
18,057	17,960	15,150	140012	Payroll - Standby	18,340			18,661	18,988
0	0	4,462	140015	Payroll - Part Time Wages	11,193	*		11,388	11,587
50,000	10,403	7,062	140020	Other Salaries & Wages	50,000			52,000	55,000
75,000	71,513	57,179	140030	Payroll Benefits	76,750			80,000	81,000
0	0	567	140030	Payroll Part-time Benefits	1,550	*		1,575	1,600
1,600	1,297	1,504	140050	Clothing	1,600			2,000	2,000
600	811	725	140060	Footwear	600			1,000	1,000
394,521	335,253	273,681		SUB TOTAL SALARIES, WAGES & BENEFITS	414,765	*	0	425,814	434,901
400	411	114	1400150	Office Supplies	400			400	400
2,100	2,230	1,832	1400180	Cell Phone Expenses	2,200	*		2,300	2,400
500	195	199	1400190	Communication Equipment	500			500	500
1,500	0	0	1400260	Training & Courses	2,000	*		2,500	3,000
18,000	14,178	10,777	1400450	Heat	18,000			22,000	25,000
170,000	155,459	80,251	1400460	Utilities	170,000			180,000	190,000
65,000	78,486	28,637	1400470	Building Maintenance	65,000			67,000	69,000
9,000	7,231	5,707	1400500	Custodial/Cleaning Supplies	9,000			10,000	10,000
5,000	0	1,990	1400700	COVID Supplies	2,500			2,500	2,500
1,500	0	1,851	1400570	Property Maintenance & Improvements	1,500			2,000	2,500
3,000	5,260	995	1400600	Vehicle Maint & Repair	3,000			3,500	4,000
1,500	1,547	728	1400650	Gasoline	1,500			1,700	2,000
1,000	88	320	1400680	Other Equip Maint/Repair	1,500	*		2,000	2,500
2,473	2,473	0	1400930	Transfer to Vehicle Reserve	2,473			2,473	2,473
-24,818	-24,451	0	1400955	Building Dept. - Indirect Costs	-25,562	*		-26,074	-26,595
0	0	0	1400992	Recoveries - Dressler House	0	*		0	0
-21,000	-3,101	0	1400993	Recoveries - Commissionaires Wages	-21,000	*		-23,000	-24,000
-7,000	-7,682	0	1400994	Recoveries - Library Maintenance	-7,000			-7,000	-7,000
228,155	232,324	133,401		SUB TOTAL MATERIALS	226,011		0	242,799	258,678

2021-11-16

\*Indicates increase over previous year

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL BUILDING**

ACCOUNT #: **1400.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

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



**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

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

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2021	2020	2021			2022		2022	2023	2024
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
174,480	168,049	163,823	190010	Payroll Salaries & Wages	221,312	*		268,663	273,365
7,776	3,115	1,298	190011	Payroll - Overtime	6,892			10,281	10,460
8,100	0	0	190015	Payroll - Part Time Wages	0			8,389	8,536
52,854	33,749	43,448	190030	Benefits	68,000	*		73,000	75,000
1,417	4,885	5,736	190031	Payroll Part-time Benefits	0			1,720	1,921
0	117,266	0	190035	Future Benefits/Neer Surcharge	0	*		0	0
4,800	1,679	2,076	190050	Clothing	4,800			4,800	4,800
249,427	328,743	216,381		TOTAL SALARIES, WAGES & BENEFITS	301,004	*	0	366,853	374,082
2,500	2,952	266	1900150	Office Supplies	2,500			2,500	2,500
700	590	443	1900180	Telephone Expense	1,400	*		1,400	1,400
6,000	1,251	870	1900210	Advertising	6,000			7,000	7,500
1,500	1,359	0	1900220	Printing	3,000	*		2,000	2,000
2,475	1,252	1,724	1900250	Memberships & Subscrip'ns	3,000	*		3,000	3,000
4,000	1,260	652	1900260	Training & Courses	4,500	*		4,500	4,500
500	0	0	1900270	Travel Expense	500			1,000	1,000
3,600	288	551	1900330	Receptions	3,600			3,600	3,600
0	0	0 NEW		Employee Recognition	7,500	*		7,500	7,500
2,500	2,035	0	1900380	Conferences & Conventions	3,000	*		3,000	3,000
1,000	0	34	1900391	Negotiation Expense	3,000	*		1,000	1,000
-3,319	-3,270	0	1900955	Building Dept. - Indirect Costs	-3,419	*		-3,487	-3,557
21,456	7,717	4,540		TOTAL MATERIALS	34,581	*	0	33,013	33,443
25,000	34,955	19,888	1900300	Legal Fees / Professional Fees	50,000	*		30,000	30,000
1,500	-76	840	1900360	Consultant Fees	5,000	*		5,000	5,000
11,250	28,831	7,510	1900361	Employee Assistant Program	15,000	*		15,000	15,000
129,600	91,458	56,091	1900362	Retiree Benefits	135,500	*		159,500	191,500
10,000	63	7,963	1900399	Management Team Training	30,000	*		20,000	20,000
0	0	0	1900850	Sp Proj - CUPE Pay Equity Plan	0	*		0	0
0	0	0 NEW		Sp Proj - HRIS System	20,000	*		20,000	20,000
177,350	155,231	92,292		TOTAL CONTRACTED SERVICES	255,500	*	0	249,500	281,500
0	0	0	1900913	Transfer from Building Efficiencies	0			0	0
-4,000	0	0	871131900	Recoveries - Federal Grant Wages	0			0	0
-4,000	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
444,233	491,691	313,213		TOTAL PERSONNEL	591,085	*	0	649,366	689,025

# TOWN OF COBOURG 2022 OPERATING ESTIMATES

## BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

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

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	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.	2022	1900391	Negotiation Expense	Bargaining for full-time Fire Association and CUPE
	2022	1900399	Management Team Training	Training and support for management staff through workshops and coaching
	20200	NEW	Sp Project - HRIS System	Internal HRIS System Employee dashboard - employee profiles, vacation reports, application tracking system, offboarding, license tracking, employee information (banking, time off requests, emergency contacts) Create announcements, policy sign-offs, digital on-boarding, performance management appraisal system
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

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

2021-11-16

\*Indicates increase over previous year

**TOWN OF COBOURG  
2022 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

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