



**The Corporation of The Town of Cobourg**  
**2021 OPERATING AND CAPITAL BUDGET REVIEW MEETING**  
**MINUTES**

**November 9, 2021, 1:00 p.m.**  
**Hybrid Meeting (In-Person and Electronic)**

Members Present: Mayor John Henderson  
Deputy Mayor Suzanne Séguin  
Councillor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Emily Chorley  
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer  
Ian Davey, Treasurer/Director of Corporate Services  
Laurie Wills, Director of Public Works  
Teresa Behan, Deputy Director Community Services  
Ashley Purdy, Manager, Communications  
Andrea Short, Manager, Human Resources  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Krystal Christopher, Deputy Clerk

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**1. CALL TO ORDER**

Deputy Mayor Seguin, Coordinator of General Government Services, called the meeting to order at 1:04 PM

**2. TRADITIONAL LAND ACKNOWLEDGEMENT**

Deputy Mayor Seguin, Coordinator of General Government Services, recited the Traditional Land Acknowledgment Statement.

### **3. INTRODUCTION**

Deputy Mayor Seguin explained the general purpose of the meeting, which is to receive presentations from Municipal Staff on the 2022 Operating and Capital Budget Estimates. Council may seek clarification by Staff on particular items of concern or interest. The final budget will be reviewed and debated on November 25, 2021, and November 26, 2021 at 10:00 A.M. The final 2022 Budget Approval is scheduled for December 13, 2021.

### **4. DISCLOSURE OF PECUNIARY INTEREST**

There were not declarations of pecuniary interest declared by members.

### **5. NOTIFICATION**

Brent Larmer, Municipal Clerk, advised that notice was published in the local newspaper and posted on the Municipal Website [www.cobourg.ca](http://www.cobourg.ca) pursuant to the Town of Cobourg Public Notice Policy. In addition to the press release and notice to the public, the Town of Cobourg is requesting feedback and input available through the Town of Cobourg's online public engagement platform, Engage Cobourg ([www.engagecobourg.ca](http://www.engagecobourg.ca)). Additional details and the full draft budget can be found on that website.

### **6. BUDGET PRESENTATIONS**

#### **6.1 Art Gallery of Northumberland**

Olinda Casimiro, Northumberland Art Gallery, provided an overview of the draft 2022 operating budget noting the revenues and expenses for the next fiscal year. O. Casimiro spoke to community engagement initiatives, Cobourg's Cultural Master Plan, and the permanent collection at the Gallery. O. Casimiro noted the Gallery does not have any debt and spoke to financial accountability.

After a question and answer period, O. Casimiro was dismissed at 1: 48 PM

#### **6.2 Cobourg Public Library**

Tammy Robinson, Cobourg Public Library, provided an overview of the draft 2022 operating budget noting the revenue and expenses for the next fiscal year. T. Robinson spoke to the rationale for the increase in the Library's budget, programming and services provided to the community.

After a question and answer period, T. Robinson 2:17 PM

## **7. DIVISIONAL STAFF PRESENTATIONS**

### **7.1 2022 Budget Introduction**

Tracey Vaughan, Chief Administrative Officer, provided an overview of the 2022 capital budget process and spoke to public engagement, budget schedule and the impacts of COVID-19. T. Vaughan provided information on the impacts of the budget to property taxes and the Community Grants process.

Ian Davey, Treasurer/ Director of Corporate Services, provided details on the year-to-year analysis of the 2021/22 budget and highlighted the main impacts to the capital and operating budget in 2022. I. Davey spoke to the impacts of the budget to property taxes.

### **7.2 General Government Services**

#### **7.2.1 Budget Overview Presentation**

Mayor John Henderson provided comments for the 2022 operating and capital budget for Mayor and Council. Mayor Henderson spoke to the operating budget increase (promotions and advertising) due to the 2022 Municipal Election.

Tracey Vaughan, CAO, provided details on the operating budget estimates for Executive Services. T. Vaughan spoke to the reasons for the increase noting the hiring of staff, organizational structure changes and special projects.

Ashley Purdy, Manager, Communications spoke to the operating budget estimate and noted cost savings for COVID-19 signage. A. Purdy spoke to the operating budget increase due to upgrades to the Towns websites and Google search integration.

Andrea Short, Manager, Human Resources, spoke to the operating budget estimate and noted operating budget increase due to hiring of staff, legal fees, and training. A. Short provided information on the special projects in the HR Department.

Ian Davey, Treasurer/ Director, Corporate Services, provided an overview of the operating budget estimates for the Finance department and spoke to the operating budget highlights which include the hiring of two full-time positions as identified in the Organizational Review. I. Davey spoke to the large operating

budget increases in 2022 which include salaries, benefits, training, equipment, Memberships and the purchase of Budgeting Software.

Motion to Recess

Moved by: Councillor Adam Bureau

THAT Council take a ten (10) minutes recess (3:21PM)

Brent Larmer, Municipal Clerk/Manager of Legislative Services, provided information on the Legislative Services department operating and capital budget for 2022 and spoke to the increase in revenue for Dog Tags. B. Larmer noted the operating budget highlights which include the hiring of two full time staff, implementation of the Multi-Year Accessibility Plan and the continuation of the Town's EDI Strategy.

Ian Davey, Director of Corporate Services, spoke to the operating budget highlights for the Building Maintenance department and IT department. I. Davey spoke to the capital projects planned for Building Maintenance which include the repair of Heating/Cooling systems and units within the Town, paver stones at the library, and exterior work at the Market Building. I. Davey provided information on the large operating budget increases for the IT department noting the hiring of 1 full -time staff member and the upgrade of IT infrastructure.

Members of Council raised questions regarding the operational budget estimates for the Corporate Services Department to staff responded

**7.2.2 Budget Justification Sheets - Operating**

**7.2.3 Budget Justification Sheets - Capital**

**7.3 Public Works Services**

**7.3.1 Budget Overview Presentation**

Laurie Wills, Director of Public Works, provided an overview of the capital and operating budget for the Public Works department and spoke to the operating budget highlights for Roads and Sewers, Engineering, GIS, Parking, and Transit. L. Wills provided details on the capital projects within Public Works, the large operating increases, cost avoidance and savings, and the hiring of a Manager of Infrastructure Planning.

Members of Council raised questions regarding the operational budget estimates for the Public Works department to which L. Wills responded.

### **7.3.2 Budget Justification Sheets - Operating**

### **7.3.3 Budget Justification Sheets - Capital**

## **7.4 Environmental Services**

Laurie Wills, Director Public Works, provided background information and overview of the 2022 capital budget and operating budget estimate. L. Wills spoke to the operating budget highlights, special, and capital projects.

Members of Council raised questions regarding the operational budget estimates to which L. Wills responded.

### **7.4.1 Budget Overview Presentation**

### **7.4.2 Budget Justification Sheets - Operating**

### **7.4.3 Budget Justification Sheets - Capital**

## **7.5 Economic Development**

### **7.5.1 Budget Overview Presentation**

Ashley Purdy, Manager, Communications, spoke to the operating budget highlights for Economic Development. A. Purdy noted cost savings due to a contract ending with the County. A. Purdy spoke to the hiring of a Manager of Economic Development and the completion of the 2021-2025 Economic Development Strategic Plan.

### **7.5.2 Budget Justification Sheets - Operating**

## **7.6 Venture 13 Innovation Centre**

### **7.6.1 Budget Overview Presentation**

Ashley Purdy, Manager, Communications, provided an overview of the operating and capital budget for Venture 13. A. Purdy highlighted the cost avoidance/savings within the operating budget and spoke to the antenna and firewall upgrades at the building.

Members of Council raised questions regarding the information provided to which A. Purdy and T. Vaughan responded.

**7.6.2 Budget Justification Sheets - Operating**

**8. CLOSED SESSION**

Members of Council did not move into Closed Session.

**9. ADJOURNMENT**

**Moved By** Councillor Adam Bureau

THAT the meeting be adjourned (5:58 PM)

**Carried**