



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

December 8, 2020, 1:30 p.m.
Electronic Participation

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
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Teresa Behan, Deputy Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

Deputy Mayor Seguin, Coordinator of General Government Services, called the meeting to order at 1:32 PM

2. INTRODUCTION

Chair, Deputy Mayor Seguin, Coordinator of General Government Services, explained the general purpose of the meeting, which was to receive presentations from Municipal Staff on the 2021 Operating and Capital Budget Estimates. Deputy Mayor Seguin noted that Council may seek clarification by Staff on particular items of concern or interest and that the final budget will be reviewed and debated on January 21, 2021.

3. **DECLARATION OF PECUNIARY INTREST**

There were no declarations of pecuniary interests.

4. **NOTIFICATION**

Brent Larmer, Municipal Clerk/Manager Legislative Services noted that notice was published in the local newspaper and posted on the Municipal Website www.cobourg.ca pursuant to the Town of Cobourg Public Notice Policy.

5. **DIVISIONAL STAFF PRESENTATIONS**

5.1 **Art Gallery of Northumberland**

Ken Bagshaw and Olinda Casimiro, Northumberland Art Gallery, provided an overview of the draft 2021 operating budget noting the revenues and expenses for the next fiscal year. K. Bagshaw and O. Casimiro spoke to community engagement initiatives, digital and virtual efforts, federal and provincial funding, and the impact of the pandemic on the Northumberland Art Gallery.

After a question and answer period, K. Bagshaw and O. Casimiro were dismissed (2:02 PM).

5.2 **Cobourg Public Library**

Tammy Robinson, Cobourg Public Library, provided an overview of the draft 2021 operating budget and noted the impact of the pandemic on library services. T. Robinson spoke to the digitization and virtualization of services and programs, service delivery and the Library's plan for 2021.

After a question and answer period, T. Robinson was dismissed (2:21 PM.)

5.3 **Economic Development**

Melissa Graham, Economic Development, provided an overview of the 2021 operating budget estimate and spoke to the budget increase for next year. M. Graham noted the budget increase was for the request of a strategic plan and software maintenance.

After a question and answer period, M. Graham was dismissed (2:32 PM.)

5.4 **Venture 13 Innovation Centre**

Lauren Brouwers, Venture 13 Innovation Centre, provided an overview of the 2021 operating budget estimates and spoke to the increase in next year's budget. L. Brouwers noted that the increase is due to the request

for enhanced cleaning and the extension of the contract for regular cleaning services.

After a question and answer period, L. Brouwers was dismissed (2: 50 PM.)

5.5 Planning and Development Services and Protection Services - Building Services

Glenn McGlashon, Director of Planning and Development Services, provided background information and overview of the Planning and Building department. G. McGlashon spoke to the 2021 operating budget estimate, revenues, expenditures, special planning projects, building permits, planning applications, and policy and legislative reviews.

After a question and answer period, G. McGlashon was dismissed (3: 29 PM.)

Council took a recess at 3:30 PM

All Members of Council returned at 3: 39 PM, except for Mayor John Henderson.

5.6 General Government Services and Protection Services - By-Law Enforcement/Animal Control

Tracey Vaughan, Chief Administrative Officer, spoke to the 2021 operating budget estimates for Council and the Chief Administrative Office. T. Vaughan spoke to the reason for the budget increases and noted an increase for election expenses.

Ashley Purdy, Manager, Communications spoke to the operating budget estimate and noted a budget increase for signage related to COVID-19. A. Purdy provided an overview of the operational expenses, online engagement portal and the in-house strategic communications plan.

Ian Davey, Treasurer/Director Corporate Services, provided an overview of the operation estimates for corporate services and spoke to the impacts of the pandemic, expenditures, revenue, capital budget and capital budget projects.

Mayor John Henderson returned to the meeting at 4:38 PM.

Coleen McBride, Manager, Human Resources, provided an overview of the 2021 operational estimates for the Human Resources. C. McBride

spoke health and safety initiatives and receiving outside professional services or advice for certain matters.

Brent Larmer, Municipal Clerk/Manager Legislative Services, provided an overview of the legislative services department and the 2021 operational budget. B. Larmer spoke to the impacts of the pandemic, department accomplishments, special projects and by-law enforcement investigations. B. Larmer noted an operational budget increase to cater for accessibility, diversity and inclusion initiatives and eSCRIBE software maintenance.

Members of Council raised questions regarding the operational budget estimates in each respective area, to which Staff responded.

6. CLOSED SESSION

There were no closed session items.

7. FURTHER NOTICE

Deputy Mayor Seguin, Chair, explained the next steps regarding the review and approvals of the 2021 Budget Deliberations noting the next 2021 Operating and Capital Budget Review Meetings will be on December 15 and 17, 2020.

8. ADJOURNMENT

Moved By Councillor Adam Bureau

THAT the meeting be adjourned. (5:30 PM)

Carried