

**TOWN OF COBOURG  
2021 OPERATING ESTIMATES**

**GENERAL GOVERNMENT SUMMARY**

FUNCTION	2020 BUDGET	2020 YTD	2021 DEPT REQUEST	%	2021 FINAL APPROVED	%	2022 FORECAST	2023 FORECAST
<b>COUNCIL</b>	355,840	397,720	367,580	3.3		0 (100.0)	376,313	393,482
<b>CAO</b>	268,383	110,234	263,126	(2.0)		0 (100.0)	271,891	280,671
<b>COMMUNICATIONS</b>	255,234	261,746	268,570	5.2		0 (100.0)	276,128	272,595
<b>CLERKS</b>								
Administration	494,502	409,417	576,628	16.6		0 (100.0)	637,972	644,600
General Licenses	-22,800	-23,329	-24,500	7.5		0 (100.0)	-25,500	-26,000
Lottery Revenue	-110,000	-72,472	-110,000	0.0		0 (100.0)	-110,000	-110,000
Dog Tag Revenue	-12,000	-14,563	-13,000	8.3		0 (100.0)	-13,000	-13,000
General Revenue	-34,700	-63,620	-33,700	(2.9)		0 (100.0)	-33,700	-33,700
NET CLERK	315,002	235,433	395,428	25.5		0 (100.0)	455,772	461,900
<b>FINANCE</b>	694,723	679,564	712,132	2.5		0 (100.0)	738,288	763,448
Revenue	-19,000	-19,785	-20,000	5.3		0 (100.0)	-21,000	-22,000
<b>NET FINANCE</b>	675,723	659,779	692,132	2.4		0 (100.0)	717,288	741,448
<b>INFORMATION TECH</b>	348,920	321,349	422,933	21.2		0 (100.0)	432,486	440,471
<b>VICTORIA HALL</b>	734,649	625,195	754,208	2.7		0 (100.0)	777,289	803,845
<b>FINANCIAL</b>	-144,000	17,728	-286,500	(99.0)		0 (100.0)	-78,500	-65,350
<b>PERSONNEL</b>	391,716	471,611	455,983	16.4		0 (100.0)	473,345	496,343
<b>HEALTH &amp; SAFETY</b>	12,850	8,083	11,850	(7.8)		0 (100.0)	11,850	11,850
TOTAL EXPENSES	3,412,817	3,302,647	3,546,510	3.9		0 (100.0)	3,917,062	4,041,955
TOTAL REVENUE	-198,500	-193,769	-201,200	1.4		0 (100.0)	-203,200	-204,700
NET TO TOWN	3,214,317	3,108,878	3,345,310	4.1		0 (100.0)	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			224,513	228,330
0	729	801	100011	Payroll Overtime	0	*		0	0
57,980	53,766	53,891	100030	Payroll Benefits	60,000	*		61,200	62,424
1,000	0	1,003	1000290	Honourarium - Town Crier / Poet Laurette	1,000			1,000	1,000
279,487	263,771	259,299		SUB TOTAL SALARIES, WAGES & BENEFITS	281,761		0	286,713	291,754
1,000	644	361	1000150	Office Supplies	1,000			1,000	1,000
4,400	5,300	3,907	1000180	Telephone & Answer Svc	4,400			4,400	4,400
590	3,224	261	1000210	Advertising & Promotions	600			600	600
0	9,337	0	1000211	Citizen Engagement	0	*		0	0
1,300	1,146	11	1000220	Printing	1,300			1,300	1,300
100	12	12	1000240	Postage & Couriers	100			100	100
12,325	9,963	12,557	1000250	Memberships & Subscrip'ns	13,100	*		14,000	14,250
3,000	1,520	901	1000270	Travel Expense	3,000			3,000	3,000
8,000	9,507	3,808	1000330	Receptions	9,500	*		9,500	9,500
7,500	6,909	3,793	1000340	Presentations	7,500			7,500	7,500
10,000	10,000	1,984	1000350	Election	15,000	*		15,000	15,000
3,500	1,665	831	1000370	Meals & Refreshments	3,500			3,500	3,500
21,000	8,307	1,323	1000380	Conference & Conventions	14,000			21,000	21,000
10,000	9,955	8,749	1000399	Public Relations	15,000	*		15,000	15,000
0	9,787	0	1000851	Special Projects - Strategic Planning	4,000	*		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
1,500	2,680	194	1000857	Special Project - Town Crier	1,800	*		1,800	1,800
0	10,000	31,271	1000853	Special Project - Human Resources	0	*		0	
0	0	0	1000858	Special Project - Carpet Replacement	0	*		0	12,000
60,000	0	0	1000859	Special Project - Organizational Review	0			0	0
85,000	0	76,320	1000860	Special Project - Service Delivery Review	0			0	0
-7,862	-7,718	-7,862	1000955	Building Dept. - Indirect Costs	-7,981	*		-8,100	-8,222
0	0	0	1000912	Transfer from/to Election Reserve	0	*		0	0
-60,000	0	0	1000913	Transfer from Building Efficiencies Fund	0			0	0
-85,000	0	0	1000913	Transfer from Municipal Optimization	0			0	0
76,353	92,238	138,421		SUB TOTAL MATERIALS	85,819	*	0	89,600	101,728
355,840	356,009	397,720		TOTAL COUNCIL	367,580	*	0	376,313	393,482

2020-12-21

\*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: 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	
<b>PERFORMANCE DATA:</b>	2021	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 Other advertising - \$310
	2021	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
	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 - \$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 - \$2,000 Deputy Mayor & Councillors - \$2,000/each x 6 = \$12,000
	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			206,713	210,227
0	814	801	110011	Payroll Overtime	0			0	0
51,665	47,205	18,296	110030	Payroll Benefits	53,945	*		59,081	64,375
252,233	303,723	107,620		SUB TOTAL SALARIES, WAGES & BENEFITS	257,203	*	0	265,794	274,602
750	648	747	1100150	Office Supplies	750			750	750
900	653	1,308	1100180	Telephone & Answering Svc	900			900	900
200	61	106	1100220	Printing	200			200	200
2,000	1,965	191	1100250	Memberships & Suscrip'ns	2,000			2,000	2,000
2,100	1,711	834	1100260	Training & Courses	2,100			2,100	2,100
1,500	1,294	1,178	1100270	Travel Expense	1,300			1,500	1,500
200	208	0	1100370	Meals & Refreshments	200			200	200
250	45	0	1100380	Conferences & Conventions	250			250	250
-1,750	-1,718	-1,750	1100955	Building Dept. - Indirect Costs	-1,777			-1,803	-1,831
6,150	4,867	2,614		SUB TOTAL MATERIALS	5,923		0	6,097	6,069
10,000	0	0	1100851	Special Project - Opioid Crisis	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		0	271,891	280,671

2020-12-21

\*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: Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2021	1100250	Memberships & Subscriptions	OMAA Membership - \$400 Other Professional Organizations - \$1,600
	2021	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200
	2021	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Fall OMAA - \$300
	2021	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100
	2021	1100380	Conferences & Conventions	Miscellaneous - \$250

# 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	*		147,199	149,702
3,367	4,438	4,250	130011	Payroll - Overtime	3,418			3,476	3,535
34,938	30,796	40,697	130030	Payroll Benefits	40,663			49,453	53,358
174,834	140,328	175,343		SUB TOTAL SALARIES, WAGES & BENEFITS	188,820	*	0	200,128	206,595
400	1,285	0	1300150	Office Supplies	400			400	400
32,400	15,797	34,107	1300171	Software Maintenance	26,800			26,800	26,800
1,200	589	1,600	1300180	Telephone & Answering Svc	1,200			1,200	1,200
30,900	29,675	28,986	1300210	Advertising & Promotions	32,000	*		32,000	32,000
1,500	121	843	1300220	Printing	1,500			1,500	1,500
950	339	0	1300250	Memberships & Suscrip'ns	950			950	950
400	113	0	1300260	Training & Courses	400			400	400
250	0	0	1300270	Travel Expense	300	*		350	350
2,400	0	0	1300380	Conferences & Conventions	1,200			2,400	2,400
0	0	0 NEW		COVID - Signage	15,000			10,000	0
70,400	47,919	65,536		SUB TOTAL MATERIALS	79,750	*	0	76,000	66,000
0	3,358	0	1300851	Special Project - Website	0			0	0
10,000	0	51,644	1300852	Special Project - Hometown Hockey	0			0	0
0	-292	-2,784	87010	Revenue - Comm Promotions	0			0	0
0	-40	-27,993	87011	Revenue - Sponsorships	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	*	0	276,128	272,595

2020-12-21

\*Indicates increase over previous year

# TOWN OF COBOURG 2021 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:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	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
	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			-7,500	-7,500
-16,000	-14,784	-21,329	8702	Marriage License	-17,500			-18,000	-18,500
-110,000	-109,837	-72,472	8703	Lottery License	-110,000	*		-110,000	-110,000
-12,000	-6,610	-14,563	87017	Dog Tags & Fines	-13,000			-13,000	-13,000
-8,000	-88,071	-35,813	87013	General Income	-8,000	*		-8,000	-8,000
-200	-5	-1	87014	Printing Chargebacks	-200	*		-200	-200
-4,000	-3,233	-1,770	8704	Taxi License	-2,500	*		-2,500	-2,500
-4,000	-4,785	-4,405	87035	Burial Permits	-4,000	*		-4,000	-4,000
-17,000	-17,255	-21,146	87060	Wedding Solemnization Services	-17,500			-17,500	-17,500
-1,500	-1,923	-485	87071	FOI / Comm of Oath	-1,500			-1,500	-1,500
-179,500	-250,453	-173,984		TOTAL CLERKS DEPARTMENT REVENUE	-181,200		0	-182,200	-182,700

2020-12-21

\*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
				2021	8701	Business Licences	Refreshment Vehicles, Itinerant Vendors, Second Hand Goods, Horse and Carriage. Patio
<b>PERFORMANCE DATA:</b>				2021	8702	Marriage Licences	Marriage Licence processed on behalf of Province of Ontario, Division Registrar
				2021	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences, AGCO
Function	2018	2019	2020	2021	8704	Taxi Licensing	Annual Taxi Licence (Owner/Operator) Renewals Annual Taxi Driver Licence Renewals
Lotteries	108,943	82,016	72,472				
Business Licenses	5,000	3,250	2,000				
Marriage Licenses	15,431	13,505	21,329				
Civil Ceremonies (new	15,684	14,400	21,146				
Taxi Licences	4,535	1,602	1,770	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.
Dog Tag Sales	11,604	6,565	14,563				
Burial Permits	4,155	3,200	4,405				
				2021	87013	General Income	General Income, Commission of Oaths, FOI Requests
				2021	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
				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			386,521	375,923
0	2,292	4,921	115011	Payroll - Overtime	0			0	0
0	0	0	115020	Payroll Part-time Salaries & Wages	0	*		0	0
92,029	81,276	73,522	115030	Payroll Benefits	106,117	*		108,240	110,405
431,575	351,192	333,942		SUB TOTAL SALARIES, WAGES & BENEFITS	484,374	*	0	494,761	486,328
2,500	2,631	2,193	1150150	Office Supplies	2,500			2,500	2,500
2,000	5,777	1,877	1150160	Office Equipment Purchase	2,000			2,000	2,000
800	714	549	1150170	Office Equip Maintenance	2,000	*		2,000	2,000
5,000	6,600	7,998	1150171	Software Maintenance	24,570	*		25,171	25,776
15,000	23,531	25,859	1150180	Telephone & Answering Svc	12,000			12,000	12,000
500	39	2,136	1150210	Advertising & Promotions	500			500	500
1,500	491	0	1150220	Printing	1,500			1,500	1,500
10,000	11,953	7,121	1150230	Photocopier Expense	10,000			10,000	10,000
0	0	421	1150231	Accessibility Expenses	0			0	0
10,000	6,150	16,451	1150240	Postage & Couriers	10,000			10,000	10,000
1,000	853	715	1150250	Memberships & Subscripn's	1,000			1,000	1,000
3,000	2,466	0	1150260	Training & Courses	3,000			3,000	3,000
1,000	647	0	1150270	Travel Expenses	1,000			1,000	1,000
500	190	150	1150370	Meals & Refreshments	500			500	500
2,000	1,508	687	1150380	Conferences & Conventions	2,000			2,000	2,000
-2,873	-2,820	-2,873	1150955	Building Dept. - Indirect Costs	-2,916			-2,960	-3,004
51,927	60,730	63,284		SUB TOTAL MATERIALS	69,654	*	0	70,211	70,772
6,000	6,000	6,000	1150750	Contracts - Archive Rent CPL	0			0	0
154,000	26,670	1,191	1150850	Special Project - Record Management Software	0			0	0
0	0	0 NEW		Special Project - Accessibility Plan	11,450			8,000	0
0	0	0 NEW		Special Project - EDI Strategy	11,150			65,000	77,500
5,000	0	5,000	1150912	Transfer to IT Reserve	0			0	10,000
-154,000	0	0	1150913	Transfer from Building Efficiencies Grant	0			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	*	0	637,972	644,600

2020-12-21

\*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: Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	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
	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: Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	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

**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			-21,000	-22,000
-19,000	-19,010	-19,785		TOTAL FINANCE DEPARTMENT REVENUE	-20,000		0	-21,000	-22,000

2020-12-21

\*Indicates increase over previous year

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

2020-12-21

\*Indicates increase over previous year

**TOWN OF COBOURG  
2021 OPERATING ESTIMATES**

**FINANCE RECOVERIES**

<b>RECOVERIES</b>	<b>2021</b>	<b>2022</b>	<b>2023</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>	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
				2021	1200170	Office Equipment Maintenance	Includes leasing of folding machine, yearly shredding
<b>PERFORMANCE DATA:</b>				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
Perf Data	2018	2019	2020 - Dec 1				
Tax Bills Issued	16518	16744	16826	2021	1200180	Telephone	Includes 3 cell phones
Tax Cert. Issued	463	540	540				
Tax Appeal Proc	36	0	0	2021	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits
A/C Payable - Cheques	2888	2491	2224				
A/C Payable - EFT	3192	2655	3242				
Misc. Rev Inv.	1745	1654	1044	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	*		107,837	109,670
3,112	15,105	17,232	121011	Payroll - Overtime	3,418	*		3,476	3,535
26,861	24,651	24,546	121030	Payroll Benefits	28,741	*		31,507	32,358
131,533	117,109	126,536		SUB TOTAL SALARIES, WAGES & BENEFITS	138,193	*	0	142,820	145,563
1,000	2,221	2,589	1210150	Office Supplies	1,000			1,000	1,000
4,000	3,367	0	1210170	Office Equipment	4,500	*		5,000	5,500
3,000	3,064	2,312	1210180	Telephone and Answ Svc	3,000			3,000	3,000
2,000	0	0	1210260	Training & Courses	2,000			2,000	2,000
1,000	1,205	479	1210270	Travel Expense	1,000			1,000	1,000
6,000	0	0	1210855	Special Project - Firewall Upgrade	0			0	0
0	0	0	1210850	Special Project - IT Strategy Plan	40,000			0	0
-9,813	-9,633	-9,813	1210955	Building Dept. - Indirect Costs	-9,960			-10,109	-10,261
7,187	224	-4,433		SUB TOTAL MATERIALS	41,540	*	0	1,891	2,239
7,500	5,698	75	1210171	Software Maintenance	9,000	*		9,500	10,000
166,200	152,248	159,213	1210175	Web / Security Enhancement Contract	192,300			196,000	200,000
24,000	45,501	32,614	1210750	Support Contract Simnet	24,000			24,000	24,000
12,000	0	0	1210751	Technical Support Contract - All Others	12,000			12,000	12,000
0	0	0 NEW		Special Project - Office 365	30,720			30,720	30,720
0	0	0 NEW		Special Project - Two Factor Authentication	7,680			7,680	7,680
209,700	203,447	191,902		SUB TOTAL CONTRACTED SERVICES	275,700	*	0	279,900	284,400
6,500	0	7,344	1210320	Insurance	7,500			7,875	8,269
0	0	0	1210912	Transfer to Computer Reserve	0			0	0
-6,000	0	0	1210913	Transfer from Computer Reserve	-40,000			0	0
500	0	7,344		SUB TOTAL OTHER CHARGES & TRANSFERS	-32,500		0	7,875	8,269
348,920	320,780	321,349		TOTAL INFORMATION TECHNOLOGIES	422,933	*	0	432,486	440,471

2020-12-21

\*Indicates increase over previous year

# TOWN OF COBOURG 2021 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	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
	2021	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 - \$7,900 Cloud Backup/Recovery - \$6,200 Kayesa Monitoring Software - \$10,700 Hosted Servers - \$15,000 Splunk Security Monitoring Intelligence - \$67,200 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: Computer systems support.	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
	2021	NEW	Sp Project - Office 365	Town wide necessary upgrade to Office 365, with teams including hosting
<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	2021	NEW	Sp Project - Two Factor Authentication	Increase security with industry standard two factor authentication
	2021	NEW	Sp Project - Strategy Plan	IT Strategic Plan to be completed in 2021 and funded from the Computer Reserve

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

2020-12-21

\*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	*		36,750	38,588
5,000	6,132	6,919	1400480	Garbage Removal	5,000			5,000	5,200
69,500	61,975	57,439	1400550	System Contracts/Repairs	71,000	*		73,000	75,000
5,000	0	6,546	1400850	Library Maintenance	7,000	*		7,000	7,500
0	0	0	1400851	Dressler House Maintenance	0	*		0	0
1,500	4,678	524	1400852	Special Projects - Christmas Magic	1,500			2,000	2,100
102,700	92,303	92,985		SUB TOTAL CONTRACTED SERVICES	119,500	*	0	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	*	0	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
PERFORMANCE DATA:	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
	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	21,379	305	1500360	Legal Fees - Integrity Commissioner	15,000			15,000	15,000
1,000	0	0	1500305	Collection Fee	1,000			1,000	1,000
40,000	58,592	41,823	1500310	Audit Fees	40,000			45,000	55,000
67,500	71,436	45,695	1500320	Liability Insurance	60,000			63,000	66,150
0	0	26,967	1500851	Special Project - Water Study	0			0	0
0	1,143	10,137	1500852	Special Project - Development Charges Study	40,000			0	0
85,500	0	11,499	1500853	Special Project - Asset Management Plan	15,000			15,000	15,000
0	0	0 NEW		Special Project - User Fees Study	35,000			0	0
0	0	0	1500913	Recoveries - Northam Reserve	-35,000			0	0
0	0	0	1500913	Recoveries - Development Charges	-40,000			0	0
244,000	208,603	158,254		SUB TOTAL CONTRACTED SERVICES	156,000		0	164,000	177,150
25,000	41,815	67,845	1500321	Insurance - Reserve for claims	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
10,000	0	0	1500913	Trans to Reserve - Contingency	10,000			10,000	10,000
0	22,700	0	1500912	Contingency Non-Union / Union Changes	0			0	0
200,000	262,963	0	1500916	Interest Expenses / Internal Reserve Accounts	250,000	*		250,000	250,000
0	16,979	0	1500924	Municipal Payment in Lieu Payments	0	*		0	0
247,500	355,007	76,474		SUB TOTAL FINANCIAL	322,500	*	0	322,500	322,500
410,400	657,500	0	1500925	Transfer to Reserve - Holdco	260,400			260,400	260,400
100,000	887,100	887,100	1500926	Transfer to Reserve - Northam	0			0	0
600,000	600,000	589,736	1500927	Transfer Federal Gas Tax Reserve	616,543	*		616,543	643,349
50,000	50,000	0	1500930	Transfer to Development Charges Reserve	50,000			50,000	50,000
-85,500	0	0	1500910	Transfer from Building Efficiencies - AMP	-15,000			-15,000	-15,000
-200,000	0	0	1500910	Transfer from Holdco Reserve - Tax Cancellations	-200,000			0	0
0	0	0	1510910	Transfer from Development Charges - AMP	0			0	0
-500,000	-887,100	-887,100	8715	Northam Dividend - Regular	-600,000			-600,000	-600,000
-150,000	-150,000	0	8716	Holdco Dividend	0			0	0
-260,400	-507,500	-217,000	8717	Holdco Interest	-260,400			-260,400	-260,400
-600,000	-1,190,568	-589,736	8718	Federal Gas Tax Rebate	-616,543			-616,543	-643,349
-635,500	-540,568	-217,000		TOTAL OTHER CHARGES & TRANSFERS	-765,000		0	-565,000	-565,000
-144,000	23,042	17,728		TOTAL FINANCIAL	-286,500		0	-78,500	-65,350

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

# TOWN OF COBOURG 2021 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:	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 includes 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: 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:			
	YEAR	CODE	OBJECT	DETAILS
<b>PERFORMANCE DATA:</b>	2021	1900300	Legal Fees / Professional Fees	Amount for consultations, review of employment contracts
	2021	1900330	Receptions / Retirements	Potential for 12 retirements
	2021	1900380	Conferences & Conventions	Fire Association Labour Conference - Jan 2021 OMHRA Spring Conference x 2
	2021	1900361	Employee Assistant Program	Rate adjustment - CPI increase effective April 1, 2021
	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
0	0	0	195034	Flu Clinic	0			0	0
4,500	4,500	4,500		SUB TOTAL SALARIES, WAGES & BENEFITS	4,500		0	4,500	4,500
200	0	0	1950150	Office Supplies	200			200	200
3,500	3,355	3,354	1950251	Memberships & Subscriptions	3,500			3,500	3,500
2,000	2,442	229	1950260	Training & Courses	2,000			2,000	2,000
0	0	0	1950262	Wellness Committee / Initiatives	0			0	0
450	324	0	1950370	Meals & Refreshments	450			450	450
200	0	0	1950850	Special Project - Fire Extinguishers	200			200	200
0	0	0	1950851	Special Project - Asbestos Reassessment	0			0	0
2,000	0	0	1950852	Special Project - First Aid Kits	1,000			1,000	1,000
8,350	6,121	3,583		SUB TOTAL MATERIALS	7,350		0	7,350	7,350
12,850	10,621	8,083		TOTAL HEALTH & SAFETY	11,850		0	11,850	11,850

2020-12-21

\*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: 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>	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