

**TOWN OF COBOURG**

**2024 CURRENT OPERATING BUDGET SUMMARY**

	2023 BUDGET	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
DIRECT CONTROL NET EXPENDITURES	22,510,828	25,086,524	11.44	0	-100.0	37,932,118	35,173,690
DIRECT CONTROL REVENUE	-1,350,000	-1,577,700	16.87	0	-100.0	-823,785	-820,550
DIRECT NET COST	<u>21,160,828</u>	<u>23,508,824</u>	11.10	<u>0</u>	-100.0	<u>37,108,333</u>	<u>34,353,140</u>
POLICE - NET - OPERATING	6,993,773	7,429,948	6.24	0	-100.0	7,417,362	60,737
- CAPITAL			-		-		
POLICE NET COST	<u>6,993,773</u>	<u>7,429,948</u>	6.24	<u>0</u>	-100.0	<u>7,417,362</u>	<u>60,737</u>
TOTAL FOR MUNICIPAL LEVY	<u>28,154,601</u>	<u>30,938,772</u>	9.89	<u>0</u>	-100.0	<u>44,525,695</u>	<u>34,413,877</u>
						Note 1	Note 1
IMPACT OF NEW ASSESSMENT GROWTH		<u>456,900</u>	1.85				
IMPACT ON PRIOR EXISTING ASSESSMENT		<u>30,481,872</u>	8.04	<u>0</u>	-100.0		

**Note 1:**

Readers are cautioned that the 2025 and 2026 columns and forecast only and have not been approved by Council at this time. The forecast numbers do not take into account various forms of capital financing such as the use of reserves, grants and long-term debt, all of which reduce the Municipal Tax Levy.

**TOWN OF COBOURG**

**2024 CURRENT OPERATING BUDGET SUMMARY**

FUNCTION	2023 BUDGET	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>NET EXPENDITURES</b>							
GENERAL GOVERNMENT	4,563,071	5,287,688	15.9	0	(100.0)	5,863,887	6,069,358
PROTECTION - OTHER	4,874,503	5,823,962	19.5	0	(100.0)	6,649,277	6,956,300
PUBLIC WORKS	4,850,645	4,995,112	3.0	0	(100.0)	5,034,960	5,242,022
STORMWATER	0	0	-	0	-	0	0
SOCIAL & FAMILY	5,000	0	-	0	-	0	0
PARKS & RECREATION	4,663,431	4,947,783	6.1	0	(100.0)	5,027,996	5,087,763
CULTURE & COMMUNITY	1,810,800	1,860,205	2.7	0	(100.0)	1,839,180	1,896,577
PLANNING & DEVELOPMENT	594,751	744,677	25.2	0	(100.0)	972,840	953,587
COMMERCIAL & ECO. DEV.	610,627	645,821	5.8	0	(100.0)	693,724	724,749
<b>TOTAL OPERATING</b>	<b>21,972,828</b>	<b>24,305,248</b>	<b>10.6</b>	<b>0</b>	<b>(100.0)</b>	<b>26,081,864</b>	<b>26,930,356</b>
CAPITAL LEVY	303,000	414,276	36.7	0	(100.0)	11,483,254	7,876,334
LONG TERM DEBT CHARGES	235,000	367,000	56.2	0	(100.0)	367,000	367,000
<b>TOTAL CAPITAL FORMATION</b>	<b>538,000</b>	<b>781,276</b>	<b>45.2</b>	<b>0</b>	<b>(100.0)</b>	<b>11,850,254</b>	<b>8,243,334</b>
<b>TOTAL DIRECT CONTROL</b>	<b>22,510,828</b>	<b>25,086,524</b>	<b>11.4</b>	<b>0</b>	<b>(100.0)</b>	<b>37,932,118</b>	<b>35,173,690</b>

**TOWN OF COBOURG**

**2024 CURRENT OPERATING BUDGET SUMMARY**

<b>FUNCTION</b>	<b>2023 BUDGET</b>	<b>2024 DEPT REQUEST</b>	<b>%</b>	<b>2024 FINAL APPROVED</b>	<b>%</b>	<b>2025 FORECAST</b>	<b>2026 FORECAST</b>
<b>REVENUE SUMMARY</b>							
<b>REVENUE</b>							
SUPPLEMENTARY TAXES	350,000	300,000	(14.3)	0	(100.0)	300,000	300,000
PENALTY & INTEREST	350,000	350,000	0.0	0	(100.0)	350,000	350,000
TAX CANCELLATIONS	-80,000	-50,000	(37.5)	0	(100.0)	-200,000	-200,000
TOTAL	620,000	600,000	(3.2)	0	(100.0)	450,000	450,000
<b>PROVINCIAL GRANTS</b>							
UNCONDITIONAL - TOWN	32,100	35,100	9.3	0	(100.0)	35,700	36,300
UNCONDITIONAL - OMPF	235,400	30,100	(87.2)	0	(100.0)	25,585	21,750
TOTAL	267,500	65,200	(75.6)	0	(100.0)	61,285	58,050
<b>OTHER GRANTS</b>							
OTHER GRANTS IN LIEU	12,500	12,500	0.0	0	(100.0)	12,500	12,500
TOTAL	12,500	12,500	0.0	0	(100.0)	12,500	12,500
<b>OTHER</b>							
OTHER REVENUE	450,000	900,000	100.0	0	(100.0)	300,000	300,000
TOTAL	450,000	900,000	100.0	0	(100.0)	300,000	300,000
<b>TOTAL REVENUE</b>	<b>1,350,000</b>	<b>1,577,700</b>	<b>16.9</b>	<b>0</b>	<b>(100.0)</b>	<b>823,785</b>	<b>820,550</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**REVENUE SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>TAXATION</b>								
MILL RATE	28,154,601	28,099,505	30,938,772	9.9			44,525,695	34,413,877
OTHER	700,000	563,861	650,000	(7.1)	0 (100.0)		650,000	650,000
TAX CANCELLATIONS	-80,000	-26,045	-50,000	(37.5)	0 (100.0)		-200,000	-200,000
TOTAL	28,774,601	28,637,321	31,538,772	9.6	0 (100.0)		44,975,695	34,863,877
<b>PROVINCIAL GRANTS</b>								
UNCONDITIONAL - TOWN	32,100	34,502	35,100	9.3		0 (100.0)	35,700	36,300
UNCONDITIONAL - OMPF	235,400	35,400	30,100	(87.2)	0 (100.0)		25,585	21,750
TOTAL	267,500	69,902	65,200	(75.6)	0 (100.0)		61,285	58,050
<b>OTHER GRANTS</b>								
OTHER GRANTS IN LIEU	12,500	13,747	12,500	0.0		0 (100.0)	12,500	12,500
TOTAL	12,500	13,747	12,500	0.0	0 (100.0)		12,500	12,500
<b>OTHER</b>								
OTHER REVENUE	450,000	424,052	900,000	100.0		0 (100.0)	300,000	300,000
TOTAL	450,000	424,052	900,000	100.0	0 (100.0)		300,000	300,000
<b>TOTAL REVENUE</b>	29,504,601	29,145,022	32,516,472	10.2		0 (100.0)	45,349,480	35,234,427

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **TAXATION**

ACCOUNT #: **860**

2023	2022	2023			2024		2024		2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	*	FORECAST	FORECAST
28,154,601	25,982,897	28,099,505	8601	Taxation - Municipal	30,938,772	*	0		44,525,695	34,413,877
350,000	334,992	246,415	8604	Supplementary	300,000				300,000	300,000
350,000	358,400	317,446	8606	Penalty and Interest on Taxes	350,000				350,000	350,000
-80,000	-37,685	-26,045	8609	Tax Cancellations	-50,000	*		*	-200,000	-200,000
28,774,601	26,638,604	28,637,321		TOTAL TAXATION	31,538,772		0		44,975,695	34,863,877

2023-12-13

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT #: **862**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
12,500	12,839	13,747	8621	Canada	12,500		12,500	12,500
12,500	12,839	13,747		TOTAL OTHER GRANTS IN LIEU	12,500	0	12,500	12,500

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER GRANTS IN LIEU**

ACCOUNT#: **862**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
Payments of grants in lieu by federal & municipal governments.	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	8621	Canada	Canada Post Building - Town allocation of payment in lieu of taxes.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS IN LIEU**

ACCOUNT #: **863**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
3,900	3,975	4,255	8631	LCBO	4,400	*	4,500	4,600
400	369	396	8638	MTO	400		400	400
3,100	3,572	3,572	8634	Ontario Correctional - Brookside	3,100		3,100	3,100
7,700	7,647	7,647	8636	Northumberland Hills Hospital	7,700		7,700	7,700
17,000	17,402	18,632	8637	O.P.P.	19,500	*	20,000	20,500
32,100	32,965	34,502		TOTAL PROVINCIAL GRANTS IN LIEU	35,100	*	0	35,700
								36,300

2023-12-13

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS - OMPF**

ACCOUNT #: **864**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
35,400	41,600	35,400	8641	OMPF- Direct	30,100		25,585	21,750
200,000			871142700	Reserve - Safe Restart Agreement (SRA)	0		0	0
235,400	41,600	35,400		TOTAL PROV GRANTS UNCONDITIONAL	30,100	0	25,585	21,750

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **PROVINCIAL GRANTS - CRF / OMPF**

ACCOUNT#: **864**

<b>STATEMENT OF PURPOSE:</b> Grants from the Province to offset downloading including a grant which formerly came to the Municipality and now goes directly to the County.		<b>HIGHLIGHTS/EXPLANATIONS:</b>		<b>DETAILS</b>
		<b>CODE</b>	<b>OBJECT</b>	
		8641	OMPF	The 2024 OMPF from the Province of Ontario is \$30,100. (2023 - 35,400) This grant is being reduced by 15% per year by the Province of Ontario.
<b>PERFORMANCE DATA:</b>				
2023	35,400.00	871142700	Reserve - Safe Restart Agreement (SRA)	Provincially funding being used to offset Covid-19 expenses
2022	41,600.00			
2021	48,900.00			
2020	57,500.00			
2019	67,500.00			
2018	79,500.00			
2017	93,500.00			
2016	109,900.00			
2015	129,200.00			
2014	161,500.00			
2013	189,900.00			
2012	210,900.00			
2011	318,300.00			
2010	353,600.00			
2009	442,000.00			

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **REVENUES**

FUNCTION/ACTIVITY: **OTHER REVENUE**

ACCOUNT #: **871**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	* FORECAST	FORECAST
150,000	287,996	424,052	8711	Interest Income	300,000	*	300,000	300,000
300,000	0	0	64100	Transfer from Tax Stabilization Reserve	600,000		0	0
450,000	287,996	424,052		TOTAL OTHER REVENUE	900,000	*	0	300,000

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**GENERAL GOVERNMENT SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>COUNCIL</b>	462,183	348,469	459,244	(0.6)	0	(100.0)	530,509	535,209
<b>CAO</b>	283,623	255,312	483,106	70.3	0	(100.0)	620,802	663,665
<b>COMMUNICATIONS</b>	297,281	264,646	354,902	19.4	0	(100.0)	360,024	373,153
<b>CLERKS</b>								
Administration	736,885	677,289	734,746	(0.3)	0	(100.0)	822,438	764,302
General Licenses	-21,500	-35,383	-21,500	0.0	0	(100.0)	-21,500	-21,500
Lottery Revenue	-110,000	-101,418	-110,000	0.0	0	(100.0)	-110,000	-110,000
General Revenue	-33,700	-66,046	-33,700	0.0	0	(100.0)	-33,700	-33,700
NET CLERK	571,685	474,442	569,546	(0.4)	0	(100.0)	657,238	599,102
<b>FINANCE</b>	956,776	786,803	1,055,658	10.3	0	(100.0)	1,144,978	1,196,258
Revenue	-22,000	-15,540	-23,000	4.5	0	(100.0)	-25,000	-27,000
<b>NET FINANCE</b>	934,776	771,263	1,032,658	10.5	0	(100.0)	1,119,978	1,169,258
<b>INFORMATION TECH</b>	653,765	565,148	805,851	23.3	0	(100.0)	792,990	837,460
<b>VICTORIA HALL</b>	939,962	756,587	967,113	2.9	0	(100.0)	1,006,120	1,045,399
<b>FINANCIAL</b>	-359,300	1,064,388	-214,284	40.4	0	(100.0)	-205,923	-197,394
<b>PERSONNEL</b>	757,146	428,333	807,002	6.6	0	(100.0)	959,349	1,020,706
<b>HEALTH &amp; SAFETY</b>	21,950	8,771	22,550	2.7	0	(100.0)	22,800	22,800
TOTAL EXPENSES	4,750,271	5,155,746	5,475,888	15.3	0	(100.0)	6,054,087	6,261,558
TOTAL REVENUE	-187,200	-218,387	-188,200	0.5	0	(100.0)	-190,200	-192,200
NET TO TOWN	4,563,071	4,937,359	5,287,688	15.9	0	(100.0)	5,863,887	6,069,358
DEBT CHARGES	18,750	0	27,500	-	0	-	27,500	27,500

\*\*Detail in Long Term Debt Charges Section

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT #: **1000.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
271,702	224,897	214,291	100010	Payroll Salaries & Wages	271,485			308,628	317,887
0	852	223	100011	Payroll Overtime	0	*	0	0	0
77,194	64,195	55,448	100030	Payroll Benefits	106,820	*		125,623	135,749
1,000	1,000	0	1000290	Honourarium - Town Crier / Poet Laurette	1,000			1,000	1,000
349,896	290,944	269,962		SUB TOTAL SALARIES, WAGES & BENEFITS	379,305	*	0	435,251	454,636
1,200	2,119	1,141	1000150	Office Supplies	1,500	*		1,500	1,500
4,400	5,041	4,078	1000180	Telephone & Answer Svc	4,400			4,400	4,400
1,600	0	80	1000210	Advertising & Promotions	1,600			1,600	1,600
1,300	1,605	731	1000220	Printing	1,300			1,300	1,300
100	42	24	1000240	Postage & Couriers	100			100	100
13,100	10,214	10,643	1000250	Memberships & Subscrip'ns	13,100			13,100	13,100
3,000	0	379	1000270	Travel Expense	1,000			1,000	1,000
7,000	7,204	2,787	1000330	Receptions	9,500	*		10,000	10,500
2,500	2,729	1,509	1000340	Presentations	2,500			2,500	2,500
20,000	64,162	2,567	1000350	Election	20,000			20,000	20,000
3,500	3,577	4,903	1000370	Meals & Refreshments	3,500			3,500	3,500
20,000	7,359	11,007	1000380	Conference & Conventions	22,500	*		22,500	22,500
9,500	7,487	5,439	1000399	Public Relations / Sponsorship	7,000			7,000	7,000
20,000	0	25,478	1000851	Special Projects - Strategic Planning	0			15,000	0
1,800	2,312	319	1000857	Special Project - Town Crier	1,000			1,000	1,000
12,000	0	7,422	1000858	Special Project - Carpet Replacement	0			0	0
0	0	0	1000859	Sp Proj - Organizational Review	0			0	0
-8,713	-8,220	0	1000955	Building Dept. - Indirect Costs	-9,061			-9,242	-9,427
0	-27,247	0	1000912	Transfer from/to Election Reserve	0	*		0	0
0	0	0	1000913	Transfer from Building Efficiencies Fund	0			0	0
0	0	0	1000913	Transfer from Municipal Modernization	0			0	0
112,287	78,384	78,507		SUB TOTAL MATERIALS	79,939		0	95,258	80,573
462,183	369,328	348,469		TOTAL COUNCIL	459,244		0	530,509	535,209

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COUNCIL**

ACCOUNT#: **1000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide expenses and remuneration for the Mayor's Office and Members of Council, including expenditures required for Council activities.	2024	1000210	Advertising & Promotions	Legion Vet. Publication - \$290 Other advertising - \$310 Watershed Magazine - \$1,000
	2024	1000211	Citizen Engagement	Bang the Table Annual Software Mtce moved to Communications
<b>PERFORMANCE DATA:</b>	2024	1000250	Memberships & Subscriptions	AMO - \$9,575, Great Lakes - \$2750 Municipal Word - \$1550 split with Personnel - \$775
	2024	1000330	Receptions	Mayor's Levee - \$3,000 Council & Staff Christmas Reception - \$5,000 Business Achievement Awards - \$1,500
	2024	1000340	Presentations	Framing - \$500, Merchandise - \$700 J D Burnett - \$500, Bereavement Flowers - \$500 Christmas Cards - \$300
	2024	1000370	Meals & Refreshments	
	2024	1000380	Conferences & Conventions	Mayor - \$7,500 Deputy Mayor & Councillors - \$2,500/each x 6 = \$15,000
	2024	1000399	Public Relations / Sponsorship	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
	2024	1000857	Town Crier	Town Crier, cleaning, guild membership, insurance, etc.
	2024	1000858	Carpet Replacement	Replace carpet in Council Chambers

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **ADMINISTRATION - CAO**

ACCOUNT #: **1100.100**

2023	2022	2023		2024		2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
214,806	211,729	197,690	110010	Payroll Salaries & Wages	345,285	*		405,643	417,813
0	852	222	110011	Payroll Overtime	0			0	0
57,457	53,252	51,138	110030	Payroll Benefits	113,738	*		142,616	155,251
272,263	265,833	249,050		SUB TOTAL SALARIES, WAGES & BENEFITS	459,023	*	0	548,259	573,064
1,000	847	86	1100150	Office Supplies	1,000			1,000	1,000
900	814	592	1100180	Telephone & Answering Svc	1,500	*		1,500	15,000
200	0	61	1100220	Printing	200			200	200
1,500	977	1,633	1100250	Memberships & Suscrip'ns	2,000	*		2,000	2,000
2,500	2,217	2,217	1100260	Training & Courses	4,000	*		5,000	6,000
0	0	0 NEW		Training - Customer Service	7,500			5,000	5,000
1,500	221	-221	1100270	Travel Expense	2,000	*		2,000	2,000
200	69	132	1100370	Meals & Refreshments	400	*		400	4,000
5,500	2,182	1,762	1100380	Conferences & Conventions	7,500	*		7,500	7,500
-1,940	-1,830	0	1100955	Building Dept. - Indirect Costs	-2,017			-2,057	-2,099
11,360	5,497	6,262		SUB TOTAL MATERIALS	24,083	*	0	22,543	40,601
0	0	0 NEW		Customer Service Software	0	*		50,000	50,000
0	0	0		SUB TOTAL CONTRACTED SERVICES	0		0	50,000	50,000
0	0	0	1100851	Special Project - Opiod Crisis	0			0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
283,623	271,330	255,312		TOTAL ADMINISTRATION	483,106	*	0	620,802	663,665

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CAO**

ACCOUNT #: **1100.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Directs the provision of Municipal services through Division Directors. Ensures implementation of Council decisions; general management of Municipal Administration and provides personnel service.	2024	110010	Payroll Salaries	Manager of Customer Services moved from Legislative Services with name change of Manager of the CAO Additional staff - Customer Service Rep
	2024	110015	Payroll Part-time Salaries	Summer Student for Customer Services
<b>PERFORMANCE DATA:</b>	2024	1100150	Office Supplies	2024 - \$1,000
	2024	1100180	Telephone	2024 - CAO cell phone 2024 - Additional cell phone - Manager of CAO
	2024	1100250	Memberships & Subscriptions	OMAA Membership - \$400 Other Professional Organizations - \$1,100
	2024	1100260	Training & Courses	Spring OMAA Registration/Accommodations - \$950 Fall OMAA Registration / Accommodations - \$950 Miscellaneous Day Courses - \$200 2024 - New Staff - \$800
	2024	1100270	Travel Expenses	Annual Car Allowance - \$1,000 Fall OMAA - \$500 Other Staff Travel - \$500
	2024	1100370	Meals & Refreshments	Spring OMAA - \$100 Fall OMAA - \$100 New Staff - \$200
	2024	1100380	Conferences & Conventions	OMAA CAMA AMO AMCTO - training for Customer Service



**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**Customer Service**

<b>2024</b>	Amount	
<i>Customer Service Representative - Full-time</i>		59,543.00
<i>Laptop</i>		1,500.00
<i>Customer Service Training</i>		7,500.00
	<b>TOTAL</b>	68,543.00
<b>2025</b>	Amount	
<i>Customer Service Representative - Full-time</i>		62,000.00
<i>Additional Training</i>		5,000.00
<i>Customer Service Software</i>		50,000.00
	<b>TOTAL</b>	117,000.00
<b>2026</b>		
<i>Customer Service Representative - Full-time</i>		64,000.00
<i>Additional Training</i>		5,000.00
<i>Customer Service Software</i>		50,000.00
	<b>TOTAL</b>	119,000.00

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: 1300.100

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
156,945	132,454	134,797	130010	Payroll Salaries & Wages	161,660	*		166,510	171,505
3,687	2,520	1,352	130011	Payroll - Overtime	3,798	*		3,912	4,029
0	0	0 NEW		Payroll - Part Time Wages	43,143			44,437	45,770
44,849	36,929	45,139	130030	Payroll Benefits	56,605	*		61,712	67,074
0	0	0 NEW		Payroll Part Time Benefits	12,296			13,553	14,875
205,481	171,903	181,288		SUB TOTAL SALARIES, WAGES & BENEFITS	277,502	*	0	290,124	303,253
400	180	28	1300150	Office Supplies	400			400	400
28,100	24,143	39,496	1300171	Software Maintenance	30,000	*		30,000	30,000
1,200	1,002	1,007	1300180	Telephone & Answering Svc	1,200			1,200	1,200
32,000	28,344	22,206	1300210	Advertising & Promotions	30,000			30,000	30,000
1,000	664	319	1300220	Printing	1,000			1,000	1,000
950	0	0	1300250	Memberships & Suscrip'ns	950			950	950
1,300	400	302	1300260	Training & Courses	1,500	*		1,500	1,500
350	0	0	1300270	Travel Expense	350			350	350
1,500	551	0	1300380	Conferences & Conventions	2,000	*		2,000	2,000
0	963	0	1300700	COVID - Signage	0	*		0	0
66,800	56,247	63,358		SUB TOTAL MATERIALS	67,400		0	67,400	67,400
5,000	0	0	1300853	Special Project - Internal Communications	2,500			2,500	2,500
20,000	0	0	1300913	Sp Project - Website	27,500			0	0
0	-188	0	87010	Revenue - Comm Promotions	0			0	0
0	0	0	87011	Revenue - Sponsorships	0			0	0
0	0	20,000 NEW		Communications - Reserve	-20,000			0	0
25,000	-188	20,000		SUB TOTAL OTHER CHARGES & TRANSFERS	10,000		0	2,500	2,500
297,281	227,962	264,646		TOTAL ADMINISTRATION	354,902	*	0	360,024	373,153

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

### BUDGET JUSTIFICATION

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **COMMUNICATIONS**

ACCOUNT #: 1300.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
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.	2024	1300171	Software Maintenance	Annual Webhosting GHD - \$12,500 / yr Adobe Creative Cloud Software - \$1,200/yr Engage Cobourg - Granicus Annual Software - \$15,000
	2024	1300210	Advertising & Promotions	Includes money to cover cross department advertising including daily spots on Classic Rock 107.9 and Todays Northumberland. With loss of the print edition of Northumberland News, the Communication Dept, will be focusing more advertising spends on social media advertisements, digital ads and increased radio.
<b>PERFORMANCE DATA:</b>	2024	1300220	Printing	Printing of marketing and communications material for Town of Cobourg corporate promotional/recruitment initiatives. EngageCobourg (publica engagement), promotional materials.
	2024	1300250	Memberships & Subscriptions	IABC Membership - \$340 US - \$450 CAD CMP Designation - \$500
	2024	1300260	Training & Courses	Digital Marketing Course Crisis Communications Course
	2024	1300270	Travel Expense	Travel to Conference and Workshop
	2024	1300380	Conferences	Municipal Communications Conference 2024
	2024	1300853	Sp Project - Internal Communications	Funds for employee Town Hall Meetings, tokens of appreciation IE Coffee/donuts/snacks to say thank you for a job well done.
	2024	NEW	Sp Project - Website	Staff have been informed that our current processor. Icreate is at the end of life. Comms Dept has started researching future web platforms. \$20,000 was reserved in 2023. Additional \$27,500 requested for 2024 would cover the onboarding costs based on quote received by GHD Town's current web provider.

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-21,500	-18,049	-35,383	8702	Marriage License	-21,500	*		-21,500	-21,500
-110,000	-98,685	-101,418	8703	Lottery License	-110,000	*		-110,000	-110,000
-8,000	-22,636	-31,461	87013	General Income	-8,000	*		-8,000	-8,000
-200	0	0	87014	Printing Chargebacks	-200	*		-200	-200
-4,000	-6,040	-5,315	87035	Burial Permits	-4,000	*		-4,000	-4,000
-20,000	-22,536	-27,410	87060	Wedding Solemnization Services	-20,000	*		-20,000	-20,000
-1,500	-1,185	-1,860	87071	FOI / Comm of Oath	-1,500	*		-1,500	-1,500
0	-48,355	-14,303	871141150	Clerks - Provincial Grant	0			0	0
0	-4,551	0	871131150	Clerks - Federal Grants	0			0	0
-165,200	-222,037	-217,150		TOTAL CLERKS DEPARTMENT REVENUE	-165,200		0	-165,200	-165,200

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
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
				<b>PERFORMANCE DATA:</b>			
2024	8703	Lottery Licensing	Includes: Bingos, Raffles, Nevada Licences, AGCO				
Function	2021	2022	2023	2024	87013	General Income	General Income, FOI Requests
Lotteries	35,322	82,225	91,258	2024	87035	Burial Permits	Vital Statistics - Processing and Registration of Certificates (Death)
Marriage Licenses	13,999	16,431	33,535	2024	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).
Civil Ceremonies (new)	12,725	18,936	25,610				
FOI			1,570				
Burial Permits	3,115	4,430	4,220				

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
457,357	397,565	351,051		115010 Payroll Salaries & Wages	466,396		480,448	494,922
0	11,018	4,449		115011 Payroll - Overtime	0		0	0
0	0	0 NEW		Payroll Part Time Salaries & Wages			10,139	10,446
0	235	37,423		115020 Payroll Part-time Salaries & Wages	0	*	0	0
144,262	134,018	122,068		115030 Payroll Benefits	160,861	*	175,335	190,534
0	0	0 NEW		Payroll Part Time Benefits			3,093	3,395
601,619	542,836	514,991		SUB TOTAL SALARIES, WAGES & BENEFITS	627,257	*	0	669,015
2,500	2,489	1,561		1150150 Office Supplies	2,500		2,500	2,500
3,000	599	1,194		1150160 Office Equipment Purchase	3,000		1,000	1,000
4,000	2,061	2,396		1150170 Office Equip Maintenance	2,000		2,000	2,000
25,750	20,029	24,169		1150171 Software Maintenance	26,250		26,750	27,250
30,000	34,387	10,196		1150180 Telephone & Answering Svc	5,000		5,000	5,000
1,000	0	0		1150210 Advertising & Promotions	500		500	500
1,500	535	799		1150220 Printing	1,500		1,500	1,500
10,000	8,274	9,061		1150230 Photocopier Expense	10,000		10,000	10,000
7,500	5,578	37,040		1150240 Postage & Couriers	7,500		7,500	7,500
1,000	1,224	961		1150250 Memberships & Subscrip'n's	1,000		1,000	1,000
3,000	1,963	1,997		1150260 Training & Courses	3,000		3,000	3,000
1,000	1,002	1,112		1150270 Travel Expenses	1,000		1,000	1,000
500	36	411		1150370 Meals & Refreshments	500		500	500
2,000	1,450	1,568		1150380 Conferences & Conventions	2,000		2,000	2,000
-3,184	-3,003	0		1150955 Building Dept. - Indirect Costs	-3,311		-3,377	-3,445
89,566	76,624	92,465		SUB TOTAL MATERIALS	62,439		0	60,873
0	0	0		1150750 Contracts - Archive Rent CPL	0	*	0	0
0	45,792	0		1150850 Special Project - Record Management Software	0	*	0	0
20,000	18,156	14,139		1150851 Special Project - Accessibility Plan	25,350	*	48,850	0
12,000	6,990	12,788		1150852 Special Project - EDI Strategy	13,000	*	20,000	0
0	8,926	0		1150853 Special Project - Inclusive Community	0		0	0
0	42,911	14,304		1150854 Special Project - Customer Service Strategy	0		0	0
20,000	0	18,602		1150855 Special Project - External 365 Power Page	3,000		0	0
0	0	0 NEW		Special Project - Customer Service Software	0		20,000	0
3,700	0	0		1150171 Special Project - Electronic Signature Software	3,700		3,700	3,700
10,000	0	10,000		1150912 Transfer to IT Reserve	0		0	0
-20,000	0	0		1150913 Transfer from Safe Restart Funding Reserve	0		0	0
45,700	122,775	69,833		SUB TOTAL CONTRACTED SERVICES	45,050		0	92,550
736,885	742,235	677,289		TOTAL CLERKS DEPARTMENT	734,746		0	822,438
							764,302	

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **CLERKS DEPARTMENT**

ACCOUNT #: **1150.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Performance of statutory duties of Municipal Clerk as defined by Municipal Act and other Provincial Legislation and as directed by Council.	2024	1150150	Office Supplies	New Staff - Council/Committee Coordinator
	2024	1150150	Office Supplies	Purchase of office supplies for Clerks, Mayor, CAO, Bylaw, Communications and HR. Provincial rate - Coop Purchasing with County
<b>PERFORMANCE DATA:</b>	2024	1150160	Office Equipment Purchase	Office furnishings, and equipment - \$1,000 New Staff - \$2,000
	2024	1150170	Office Equipment Maintenance	Small office equipment repairs, shredding (Prov rate), licence agreements, contracts
	2024	1150171	Software Maintenance	Escribe - \$19,570, ActiveNet, MOMRMS Records Mgmt
	2024	1150180	Telephone & Answering Services	Telephones, Service Provider, Cell Phone
	2024	1150210	Advertising	Municipal Information, Council Meetings, Notices
	2024	1150220	Printing	Stationery, letterhead, business cards, labels, brochures, booklets, signs
	2024	1150250	Photocopier Expenses	Photocopier rental service agreement, maintenance, toner and photocopy paper
	2024	1150250	Memberships & Subscriptions	AMCTO Annual Membership (1) - \$400 TOMRMS - \$300 WHMIS - Shared Municipal Web Subscription - shared
	2024	1150260	Training & Courses	AMCTO - Provincial Offences, Lotteries, Elections, Legislation, Freedom of Information, Records Management, Escribe
	2024	1150380	Conferences & Conventions	Annual AMCTO Conference
	2024	1150851	Sp Project - Multi-Year Accessibility Plan	see detailed page
	2024	1150852	Sp Project - EDI Strategy	see detailed page

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**Special Project - Multi-Year Accessibility Plan**

**2024**

<i>Closed Captioning - Council Meetings requirement under AODA</i>	12,000
<i>Additional Training</i>	2,000
<i>Rick Hansen certificate</i>	350
<i>Advertisements</i>	1,000
<i>National Accessibility Awareness Week</i>	2,000
<i>BrowseAloud</i>	5,000
<i>BlueToad Accessible Newsletters</i>	3,000
<b>TOTAL</b>	<b>25,350</b>

**2025**

<i>Closed Captioning - Council Meetings requirement under AODA</i>	12,000
<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>	2,000
<i>Hiring Initiative</i>	15,000
<b>TOTAL</b>	<b>48,850</b>



**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

***Special Project - EDI Strategy***

<b>2024</b>	Amount	
<i>CCDI Employer Partner</i>		3,000
<i>Additional Training</i>		5,000
<i>Awareness Campaigns</i>		1,000
<i>EDI Speakers</i>		2,000
<i>Youth Engagement</i>		2,000
	<b>TOTAL</b>	13,000
<b>2025</b>	Amount	
<i>Additional Training</i>		5,000
<i>Women's Mentoring Program</i>		2,500
<i>Awareness Campaigns</i>		1,000
<i>Lunch &amp; Learns</i>		2,500
<i>Conferences</i>		2,000
<i>Certifications</i>		2,000
<i>Youth Engagement</i>		5,000
	<b>TOTAL</b>	20,000

**2026**

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-22,000	-18,810	-15,540	87038	Tax Certificates	-23,000		-25,000	-27,000
-22,000	-18,810	-15,540		TOTAL FINANCE DEPARTMENT REVENUE	-23,000	0	-25,000	-27,000

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCE**

ACCOUNT #: **1200.100**

2023	2022	2023		2024		2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
658,187	539,272	524,837		120010 Payroll Salaries & Wages	704,817	*		756,963	779,672
9,804	5,784	7,017		120011 Payroll - Overtime	10,038			10,339	10,649
500	0	0		120020 Other Salaries & Wages	500			500	500
213,453	158,439	159,172		120030 Payroll Benefits	250,972	*		285,734	310,542
881,944	703,495	691,026		SUB TOTAL SALARIES, WAGES & BENEFITS	966,327	*	0	1,053,536	1,101,363
2,500	1,676	1,955		1200150 Office Supplies	2,500			2,500	2,500
4,000	0	0		1200160 Office Equip Purchase	500			500	500
4,500	1,589	2,374		1200170 Office Equip Maintenance	4,500			3,000	3,000
76,775	35,422	73,996		1200171 Software Maintenance	84,400	*		87,000	89,500
2,600	1,730	1,367		1200180 Telephone & Answer Serv	2,600			2,600	2,600
250	0	0		1200210 Advertising & Promotion	250			250	250
6,500	6,011	2,854		1200220 Printing	6,500			6,500	6,500
6,000	5,308	3,994		1200230 Photocopier Expense	6,000			6,000	6,000
19,000	20,102	42		1200240 Postage & Couriers	21,000	*		21,000	21,000
3,900	3,390	4,362		1200250 Memberships & Subscrip'ns	5,645	*		5,850	6,000
7,000	1,973	1,857		1200260 Training & Courses	11,000	*		12,000	13,000
2,000	609	0		1200270 Travel Expense	2,000			2,000	2,000
200	20	145		1200370 Meals & Refreshments	200			200	200
7,000	3,653	0		1200380 Conferences & Conventions	10,000	*		10,000	10,000
-9,293	-8,767	0		1200955 Building Dept. - Indirect Costs	-9,664			-9,858	-10,055
-13,600	-13,600	0		1200991 Recoveries	-13,600	*		-13,600	-13,600
119,332	59,116	92,946		SUB TOTAL MATERIALS	133,831	*	0	135,942	139,395
0	0	0		1200913 Transfer from Building Efficiencies	0			0	0
-45,000	-45,000	0		1200913 Transfer from Reserve - Northam	-45,000			-45,000	-45,000
500	102	2,831		1200300 Legal Fees	500			500	500
-44,500	-44,898	2,831		SUB TOTAL CONTRACTED SERVICES	-44,500		0	-44,500	-44,500
956,776	717,713	786,803		TOTAL FINANCE DEPARTMENT	1,055,658	*	0	1,144,978	1,196,258

## TOWN OF COBOURG 2024 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.  <b>PERFORMANCE DATA:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Perf Data</th> <th>2021</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Tax Bills Issued</td> <td style="text-align: right;">17038</td> <td style="text-align: right;">17202</td> <td style="text-align: right;">17342</td> </tr> <tr> <td>Tax Cert. Issued</td> <td style="text-align: right;">503</td> <td style="text-align: right;">490</td> <td style="text-align: right;">407</td> </tr> <tr> <td>A/C Payable - Cheques</td> <td style="text-align: right;">980</td> <td style="text-align: right;">428</td> <td style="text-align: right;">1516</td> </tr> <tr> <td>A/C Payable - EFT</td> <td style="text-align: right;">2803</td> <td style="text-align: right;">3919</td> <td style="text-align: right;">3381</td> </tr> <tr> <td>Misc. Rev Inv.</td> <td style="text-align: right;">731</td> <td style="text-align: right;">1216</td> <td style="text-align: right;">1368</td> </tr> </tbody> </table>				Perf Data	2021	2022	2023	Tax Bills Issued	17038	17202	17342	Tax Cert. Issued	503	490	407	A/C Payable - Cheques	980	428	1516	A/C Payable - EFT	2803	3919	3381	Misc. Rev Inv.	731	1216	1368	YEAR	CODE	OBJECT	DETAILS
				Perf Data	2021	2022	2023																								
				Tax Bills Issued	17038	17202	17342																								
				Tax Cert. Issued	503	490	407																								
				A/C Payable - Cheques	980	428	1516																								
				A/C Payable - EFT	2803	3919	3381																								
				Misc. Rev Inv.	731	1216	1368																								
				2024	1200160	Office Equipment Purchases	\$1,000 + 2 New Staff - \$3,000																								
				2024	1200170	Office Equipment Maintenance	Includes maintenance of folding machine, yearly shredding																								
				2024	1200171	Software Maintenance	Vailtech - \$10,000, Oracle - \$6,000 Great Plains - \$28,000 Year End Update - \$6,000 Joe Software - \$5,000 - upgrade to 5.0 Questica - \$24,400 Caseware - \$5,000 - NEW																								
2024	1200180	Telephone	Includes 4 cell phones - 1 additional for new Manager																												
2024	1200220	Printing	Envelopes, tax bills, letterhead, paper and toner kits																												
2024	1200230	Photocopier	Lease plus maintenance cost																												
2024	1200240	Postage	Postage is based on usage, this includes postage for tax bills, accounts receivable invoices, reminders notices, accounts payable cheques.																												
2024	1200250	Memberships & Subscriptions	Municipal Finance Officers - \$470 Ont. Municipal Revenue & Tax Collector - \$235 CPA Dues (3) - \$3,375 CPA PSAB Handbook - \$225 AMTCO - \$420 Canadian Payroll - \$420 Other - \$500																												
2024	1200260	Training & Courses	Canadian Payroll Association - year end CA required courses Payroll Designation courses																												
2024	1200380	Conferences & Conventions	Great Plains Conference - 2 Attendees - \$2,000 each																												

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**FINANCE RECOVERIES**

<b>RECOVERIES</b>	<b>2024</b>	<b>2025</b>	<b>2026</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 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECHNOLOGIES**

ACCOUNT #: **1210.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
175,501	93,280	132,631		121010 Payroll Salaries & Wages	194,553	*	210,390	216,701
6,277	11,698	13,293		121011 Payroll - Overtime	6,466	*	6,660	6,860
0	0	3,731	NEW	Payroll Salaries Standby	30,019		30,919	31,847
50,461	28,430	44,574		121030 Payroll Benefits	78,886	*	89,912	97,717
232,239	133,408	194,229		SUB TOTAL SALARIES, WAGES & BENEFITS	309,924	*	0	337,881
1,000	10,254	2,239		1210150 Office Supplies	1,000		1,000	1,000
5,500	1,596	218		1210170 Office Equipment	6,000	*	6,000	6,000
3,000	1,559	1,762		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	689	905		1210270 Travel Expense	1,000		1,000	10,000
-10,874	-10,259	0		1210955 Building Dept. - Indirect Costs	-11,309		-11,535	-11,766
1,626	3,839	5,124		SUB TOTAL MATERIALS	1,691	*	0	1,465
89,600	8,572	119,728		1210171 Software Maintenance	93,825	*	98,500	103,500
252,800	195,553	182,666		1210175 Web / Security Enhancement Contract	265,155	*	278,500	292,500
25,000	24,488	23,436		1210750 Support Contract Simnet	25,000		25,000	25,000
2,500	4,555	0		1210751 Technical Support Contract - All Others	2,500		2,500	2,500
0	26,932	0		1210850 Special Project - IT Strategy Plan	0		0	0
0	40,577	0		1210856 Special Project - Office 365	0	*	0	0
0	27,120	0		1210857 Special Project - Two Factor Authentication	0	*	0	0
0	0	0	NEW	Special Project - IT Gap Analysis	25,000	*	0	0
369,900	327,797	325,830		SUB TOTAL CONTRACTED SERVICES	411,480	*	0	404,500
25,000	10,091	14,965		1210320 Insurance	27,756	*	29,144	30,601
0	0	0		1210913 Transfer to Building Reserve - Vehicle	35,000		0	0
25,000	15,000	25,000		1210913 Transfer to Computer Reserve	20,000		20,000	20,000
50,000	25,091	39,965		SUB TOTAL OTHER CHARGES & TRANSFERS	82,756	*	0	49,144
653,765	490,135	565,148		TOTAL INFORMATION TECHNOLOGIES	805,851	*	0	792,990

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **INFORMATION TECH.**

ACCOUNT #: **1210.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Computer systems support.	2024	1210170	Office Equipment	Misc spare parts, UPS, monitors, cables, previously shown as part of capital
	2024	1210171	Software Maintenance	Annual Costs - Adobe Pro Subscription - 10 users - \$3,100 - VOIP - \$29,925 - Office 365 - \$37,800 - Two Factor Authentication - \$23,000
<b>PERFORMANCE DATA:</b>				
Systems Supported:				
10 Complete Network Systems (VPN's)	2024	1210175	Web / Internet Costs	Exchange Server - \$28,350
10 Routers/Gateway Systems				Mail Filtering - \$4,725
4 E-mail Gateway/Virus Scanning System				DSL Connection - \$1,050
12 Servers				Fortinet Analyzer - \$8,000
150 Desktop Computers				Firewall Annual Renewal - \$8,400
51 Desktop and network printers				Security Monitoring Intelligence - \$115,000
6 Networked Copiers				Security Monitoring Software - \$11,500
36 Laptop Computers				Hosted Servers/Cloud Backup/Recovery - \$70,500
GIS System - 3 Servers				Fibre Connection to Data Centre - \$17,000
Financial Systems				MDM Licensing - \$630 (\$472 US)
	2024	1210180	Telephone	Cell phone costs for two staff
	2024	1210250	Memberships & Subscriptions	MISA, other associations
	2024	1210260	Training & Courses	Various training for staff
	2024	1210270	Travel Allowance	Travel allowance
	2024	1210320	Insurance	Cyber Insurance
	2024	1210750	Support Contract	Simnet Technical Support - Contract \$2,000/month
	2024	1210751	Technical Support Contract	Technical Support - \$2,500 includes all time and material
	2024	NEW	Sp Project - IT Gap Analysis	IT Gap Analysis review
	2024	1210913	Transfer to Building Reserve	Transfer of Vehicle from Building Dept to IT

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
305,875	241,191	241,925	140010	Payroll Salaries & Wages	282,149		290,614	299,332
18,239	6,397	12,189	140011	Payroll - Overtime	15,550		16,017	16,497
21,679	19,179	19,069	140012	Payroll - Standby	22,011		22,671	23,351
11,619	8,930	10,944	140015	Payroll - Part Time Wages	12,394	*	12,766	13,149
50,000	35,983	44,975	140020	Other Salaries & Wages	50,000		52,000	54,000
103,248	76,099	77,285	140030	Payroll Benefits	114,287	*	124,301	134,814
2,137	1,182	1,517	140030	Payroll Part-time Benefits	3,532	*	3,894	4,273
2,000	866	616	140050	Clothing	2,000		2,000	2,000
1,000	608	608	140060	Footwear	1,000		1,000	1,000
515,797	390,435	409,128		SUB TOTAL SALARIES, WAGES & BENEFITS	502,923	0	525,263	548,416
400	394	620	1400150	Office Supplies	400		400	400
2,300	2,340	2,105	1400180	Cell Phone Expenses	2,400	*	2,450	2,500
500	205	324	1400190	Communication Equipment	500		500	500
2,500	0	0	1400260	Training & Courses	3,000	*	3,500	4,000
23,000	24,342	25,166	1400450	Heat	30,000	*	32,000	34,000
150,000	118,068	114,210	1400460	Utilities	150,000		157,500	165,375
67,000	95,728	56,131	1400470	Building Maintenance	70,000	*	72,000	74,000
10,000	16,084	12,416	1400500	Custodial/Cleaning Supplies	13,000	*	14,000	15,000
2,500	0	0	1400700	COVID Supplies	0		0	0
2,000	4,105	1,597	1400570	Property Maintenance & Improvements	2,500	*	2,500	2,500
3,500	1,322	2,086	1400600	Vehicle Maint & Repair	4,000	*	4,500	5,000
1,700	1,770	1,616	1400650	Gasoline	2,000	*	2,000	2,000
2,000	3,382	693	1400680	Other Equip Maint/Repair	2,500	*	2,750	3,000
2,473	0	0	1400930	Transfer to Vehicle Reserve	2,473		2,473	1,473
-27,096	-25,562	0	1400955	Building Dept. - Indirect Costs	-28,180		-28,743	-29,318
0	0	269	1400992	Recoveries - Dressler House	0	*	0	0
-23,000	-13,230	-21,155	1400993	Recoveries - Commissionaires Wages	-24,000		-25,000	-26,000
-7,000	-23,027	-15,150	1400994	Recoveries - Library Maintenance	-7,000		-7,000	-7,000
212,777	205,921	180,928		SUB TOTAL MATERIALS	223,593	0	235,830	247,430

2023-12-13

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

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

ACCOUNT #: **1400.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
38,588	37,238		1400320	Liability Insurance	38,597		40,527	42,553
9,100	9,974	10,418	1400480	Garbage Removal	10,500	*	11,000	11,500
79,600	86,189	65,618	1400550	System Contracts/Repairs	82,000	*	84,000	86,000
7,000	9,978	12,553	1400850	Library Maintenance	7,000		7,000	7,000
2,100	1,045	2,942	1400852	Special Projects - Christmas Magic	2,500	*	2,500	2,500
136,388	144,424	91,531		SUB TOTAL CONTRACTED SERVICES	140,597	*	0	145,027
75,000	2,473	75,000	1400913	Transfer to/from Reserve	100,000	*	100,000	100,000
75,000	2,473	75,000		TOTAL OTHER CHARGES & TRANSFERS	100,000	*	0	100,000
939,962	743,253	756,587		TOTAL ADMIN. BUILDING VICTORIA HALL	967,113		0	1,045,399

**TOWN OF COBOURG  
2024 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.	2024	140020	Other Salaries & Wages	Building security contractor
	2024	1400180	Telephone Expenses	Cell phones for staff on call for emergencies
	2024	1400190	Communications Equipment	Hand radios, base station, licence
	2024	1400260	Training & Courses	Retraining certifications as required by the Ministry of Labour
	2024	1400470	Building Maintenance	Regular Maintenance - \$70,000
	2024	1400480	Garbage Removal	2 yr contract garbage bins, recycling bin 1 year contract
	2024	1400700	COVID-19 Supplies	PPE, Sanitizer and cleaning supplies
	2024	1400550	System Contracts	Air Handling and Heating System - \$22,000 Chiller Service Agreement - \$6,500 Elevator - \$15,000 Boiler - \$6,150 TSSA Inspections - \$1,200 Fire Protection System - \$2,500 Sprinkler Systems - \$1,200 Generator Annual Inspection - \$1,100 Fire Extinguishers Inspection - \$1,350 Alarm Monitoring - \$1,700 Contingency - \$15,000 Building Automation System - \$5,000 Concert Blinds Yearly Service - \$2,000 Clock Tower Mechanism Service - \$1,300
	2024	1400600	Vehicle Maint & Repairs	Regular maintenance
	2024	1400650	Gasoline	Fuel for truck, lawn and snow equipment and generator
PERFORMANCE DATA:	2024	1400850/994	Library Maintenance	Services provided and billed back to library by Victoria Hall staff

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
50,000	72,489	111,632	1500300	Legal Fees	100,000	*		100,000	100,000
10,000	11,753	8,758	1500360	Legal Fees - Integrity Commissioner	10,000			10,000	10,000
1,000	0	0	1500305	Collection Fee	1,000			1,000	1,000
50,000	39,011	52,152	1500310	Audit Fees	55,000	*		60,000	65,000
67,200	65,264	794,743	1500320	Liability Insurance	67,216			70,577	74,106
0	13,003	-1,654	1500851	Special Project - Water Study	0			0	0
25,000	0	8,229	1500852	Special Project - Development Charges Study	0			0	0
0	18,105	11,735	1500853	Special Project - Asset Management Plan	0	*		0	0
0	24,928	51,982	1500855	Special Project - User Fees Study	0			0	0
0	0	0	1500913	Recoveries - Northam Reserve	0			0	0
-25,000	0	0	1500913	Recoveries - Development Charges	0			0	0
178,200	244,553	1,037,577		SUB TOTAL CONTRACTED SERVICES	233,216	*	0	241,577	250,106
50,000	1,910	11,425	1500321	Insurance - Reserve for claims	50,000			50,000	50,000
12,500	8,230	7,865	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
75,000	278,059	0	1500916	Interest Expenses / Internal Reserve Accounts	165,000	*		165,000	165,000
15,000	15,357	7,521	1500924	Municipal Payment in Lieu Payments	15,000			15,000	15,000
162,500	303,556	26,811		SUB TOTAL FINANCIAL	252,500	*	0	252,500	252,500
244,300	244,300	0	1500925	Transfer to Reserve - Holdco	244,300			244,300	244,300
0	0	0	1500926	Transfer to Reserve - Northam	0			0	0
643,349	616,543	0	1500927	Transfer Canada Community Building Fund	643,349			650,000	650,000
50,000	0	0	1500930	Transfer to Development Charges Reserve	50,000			50,000	50,000
0	0	0	1500910	Transfer from Building Efficiencies - AMP	0			0	0
0	0	0	1500910	Transfer from Holdco Reserve - Tax Cancellations	0			0	0
0	0	0	1510910	Transfer from Development Charges - AMP	0			0	0
-750,000	-1,507,064	0	8715	Northam Draw	-750,000			-750,000	-750,000
0	0	0	8716	Holdco Dividend	0			0	0
-244,300	-244,300	0	8717	Holdco Interest - 3.49%	-244,300			-244,300	-244,300
-643,349	-616,543	0	8718	Canada Community Building Fund	-643,349			-650,000	-650,000
-700,000	-1,507,064	0		TOTAL OTHER CHARGES & TRANSFERS	-700,000	*	0	-700,000	-700,000
-359,300	-958,955	1,064,388		TOTAL FINANCIAL	-214,284	*	0	-205,923	-197,394

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **FINANCIAL**

ACCOUNT #: **1500.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide for various transfers and expenses. Investment income is received and then transferred to reserves.	2024	1500321	Insurance Deductible	Budget allows for 2 claims deductibles of \$25,000 each
	2024	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.
<b>PERFORMANCE DATA:</b>	2024	1500310	Audit Fees	KPMG quote of \$50,000 less \$5,000 allocated to Northam Industrial Park plus \$10,000 for Artcurial review of post-retirement benefits.
	2024	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.
	2024	1500930	Transfer to Development Charges Reserve	To fund non statutory development charge exemptions from prior years.

## TOWN OF COBOURG 2024 OPERATING ESTIMATES

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

2023	2022	2023		2024	2024	2025	2026		
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
274,218	180,550	247,559	190010	Payroll Salaries & Wages	282,596	*		291,075	299,807
10,721	189	0	190011	Payroll - Overtime	11,042			11,373	11,715
88,331	55,842	78,047	190030	Benefits	95,433	*		104,345	113,705
0	0	0	190035	Future Benefits/Neer Surcharge	0	*		0	0
5,800	2,304	3,623	190050	Clothing	5,800			6,800	6,800
379,070	238,885	329,229		TOTAL SALARIES, WAGES & BENEFITS	394,871	*	0	413,593	432,027
5,000	1,849	2,009	1900150	Office Supplies	2,500			2,500	2,500
2,100	1,447	1,615	1900180	Telephone Expense	2,100			2,100	2,100
8,000	9,108	9,910	1900210	Advertising	10,000	*		10,000	10,000
1,000	1,806	866	1900220	Printing	1,000			3,000	1,000
3,000	1,851	2,714	1900250	Memberships & Subscrip'ns	3,000			3,000	3,000
6,000	3,479	4,697	1900260	Training & Courses	7,500	*		7,500	7,500
2,000	0	193	1900270	Travel Expense	2,500	*		2,500	2,500
3,600	0	942	1900330	Meeting Expenses/Receptions	3,800	*		4,000	4,000
10,000	7,460	6,902	1900340	Employee Recognition	12,000	*		12,000	12,000
4,000	3,342	5,920	1900380	Conferences & Conventions	5,000	*		5,000	5,000
0	1,369	0	1900391	Negotiation Expense	0	*		2,000	0
-3,624	-3,419	0	1900955	Building Dept. - Indirect Costs	-3,769			-3,844	-3,921
41,076	28,292	35,768		TOTAL MATERIALS	45,631	*	0	49,756	45,679
20,000	14,699	24,331	1900300	Legal Fees / Professional Fees	30,000	*		30,000	30,000
10,000	17,209	6,846	1900360	Consultant Fees	10,000			10,000	10,000
12,000	9,127	9,384	1900361	Employee Assistant Program	14,000	*		16,000	18,000
135,000	112,755	0	1900362	Retiree Benefits	172,500	*		200,000	215,000
40,000	35,696	22,775	1900399	Staff/Management Team Training	40,000			40,000	40,000
20,000	0	0	1900851	Sp Proj - HRIS System	0			100,000	30,000
237,000	189,486	63,336		TOTAL CONTRACTED SERVICES	266,500	*	0	396,000	343,000
0	0	0	1900913	Transfer from Holdco Reserve	0			0	0
200,000	0	0	1900912	Contingency - staff LTD, retirements, etc.	200,000			200,000	200,000
-100,000	0	0	1900913	Transfer from Reserve - WSIB/Employee Benefits	-100,000			-100,000	0
0	-18,521	0	871131900	Recoveries - Federal Grant Wages	0			0	0
100,000	-18,521	0		SUB TOTAL OTHER CHARGES & TRANSFERS	100,000		0	100,000	200,000
757,146	438,142	428,333		TOTAL PERSONNEL	807,002	*	0	959,349	1,020,706

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2024	190050	Clothing	58 Employees eligible for clothing purchase - \$100 each
	2024	1900150	Office Supplies	HR Office Supplies
	2024	1900180	Telephone	3 cell phones
<b>PERFORMANCE DATA:</b>	2024	1900210	Advertising	Recruitment / advertising costs for all departments, increase due to increased job postings
	2024	1900250	Memberships & Subscriptions	HRPA and OMHRA membership - 3 staff
	2024	1900260	Training & Courses	Training & courses for HR staff
	2024	1900270	Travel Expense	Travel for conferences out of Town
	2024	1900300	Legal / Professional Fees	Based on actuals spent Legal representation at arbitration Policy/procedure interpretation Contract reviews Legislation review Human Rights Disciplinary procedures Collective bargaining to start in 2025 - legal consultation ahead of starting
	2024	1900330	Meeting Expenses/Receptions	Employee receptions - Retirement, etc. Meeting expenses - training
	2024	1900340	Employee Recognition	Annual staff BBQ - \$2,000 Recognition lunch - \$4,000 Employee appreciation program - \$3,500 Divisional appreciation - \$2,500
	2024	1900360	Consultant Fees	Pay Equity Harassment Investigations Compensation and Salary reviews Job Evaluation for NU positions Mediation

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **PERSONNEL**

ACCOUNT #: **1900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
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.	2024	1900361	Employee Assistance Program	Fees set by provider (Telus Health)
	2024	1900362	Retiree Benefits	\$7,700 average per retiree per year 15 current retirees with full benefits, 5 life insurance only 2024 - 7 potential, 2025 - 3 potential, 2026 - 1 potential
<b>PERFORMANCE DATA:</b>	2024	1900380	Conferences & Conventions	Costs based on actuals 3 HR team members - Labour Relations (Fire) Conference Spring/Fall OMHRA conference
	2024	1900391	Negotiation Expense	No collective bargaining in 2024
	2024	1900399	Staff/Management Team Training	Mental Health First Aid - All Staff - \$10,000 for 40 staff/yr Supervisory Training - Non Union/Union - \$10,000 All Staff Training - \$10,000 Management Team Training - \$10,000
	2024	1900851	Sp Project - HRIS System	Continue to review internal HRIS system Applicant Tracking System (ATS) Training / Policy Sign-off Performance Management Onboarding Internal Employee Communication System Put out new RFP/RFQ to move forward in 2025.

**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

2023	2022	2023			2024		2024	2025	2026
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	0	1950150	Office Supplies	200			200	200
5,500	5,081	5,484	1950251	Memberships & Subscriptions	6,100	*		6,100	6,100
9,000	6,224	3,287	1950260	Training & Courses	9,000			9,000	9,000
750	287	0	1950370	Meals & Refreshments	750			1,000	1,000
2,000	0	0	1950852	Special Project - First Aid Kits	2,000			2,000	2,000
17,450	11,592	8,771		SUB TOTAL MATERIALS	18,050	*	0	18,300	18,300
21,950	16,092	8,771		TOTAL HEALTH & SAFETY	22,550		0	22,800	22,800



**TOWN OF COBOURG  
2024 OPERATING ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **HEALTH AND SAFETY**

ACCOUNT #: **1950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>Ensure compliance with Provincial Legislation and Municipal Policies regarding Health and Safety. Promotion of safe and healthy work practices in all departments.</p>	2024	1950250	Memberships & Subscriptions	HR Downloads Training - Partnership with Port Hope and Cramahe Township. All staff complete health and safety training. Costs set by provider.
	2024	19520260	Training & Courses	Certification for four committee members - \$4,000 Re-certification for four committee members - \$1,000 First Aid Training - \$4,000 - 30 people
PERFORMANCE DATA:	2024	1950370	Meals & Refreshment	Health and Safety Committee lunch/appreciation. 18-25 possible attendees. Approx. \$25.00 / person + gratuity

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PROTECTION SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>POLICE OPERATING</b>								
GENERAL	6,067,377	7,381,918	6,200,431	2.19	0	(100.0)	6,394,596	86,842
COURT SECURITY	191,995	1,185,837	375,717	95.7	0	(100.0)	235,937	0
COURT ADMINISTRATION	437,140	280,340	525,536	20.2	0		459,271	0
FACILITIES	231,101	187,326	251,497	8.83	0	(100.0)	242,796	13,895
SUB TOTAL	6,927,613	9,035,421	7,353,181	6.14	0	(100.0)	7,332,600	100,737
<b>MISC REVENUE</b>	-40,000	-25,364	-40,000	0.00	0	(100.0)	-40,000	-40,000
<b>POLICE BOARD</b>	106,160	158,396	116,767	9.99	0	(100.0)	124,762	0
<b>POLICE TOTAL EXP</b>	7,033,773	9,193,817	7,469,948	6.20	0	(100.0)	7,457,362	100,737
<b>POLICE TOTAL REVENUE</b>	-40,000	-25,364	-40,000	0.00	0	(100.0)	-40,000	-40,000
TOTAL POLICE	6,993,773	9,168,453	7,429,948	6.24	0	(100.0)	7,417,362	60,737
<b>BUSINESS SERVICES</b>	0	2,776,360	0	-	0	-	0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PROTECTION SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>FIRE</b>								
EXPENSES	4,021,707	3,290,973	4,772,966	18.7	0	(100.0)	5,571,391	5,832,353
REVENUE	-14,500	-2,178	-14,500	0.0	0	(100.0)	-14,500	-14,500
NET FIRE	4,007,207	3,288,795	4,758,466	18.7	0	(100.0)	5,556,891	5,817,853
<b>EMERGENCY MANAGEMENT</b>	88,700	14,818	131,653	48.4	0	(100.0)	137,034	141,850
<b>BUILDING INSPECTION</b>								
EXPENSES	750,000	469,027	740,424	(1.3)	0	(100.0)	755,305	827,410
BUILDING REVENUE	-750,000	-1,142,162	-740,424	(1.3)	0	(100.0)	-755,305	-827,410
NET BUILDING INSPECTION	0	-673,135	0	-	0	-	0	0
<b>CONSERVATION AUTHORITY</b>	251,354	251,353	258,546	2.9	0	(100.0)	266,000	275,000
<b>BYLAW SERVICES</b>								
EXPENSES	608,542	685,284	774,597	27.3	0	(100.0)	788,652	820,897
BYLAW REVENUE	-81,300	-45,606	-99,300	-	0	-	-99,300	-99,300
NET BYLAW SERVICES	527,242	639,678	675,297		0		689,352	721,597
<b>OTHER TOTAL EXP</b>	5,720,303	4,711,455	6,678,186	16.7	0	(100.0)	7,518,382	7,897,510
<b>OTHER TOTAL REVENUE</b>	-845,800	-1,189,946	-854,224	1.0	0	(100.0)	-869,105	-941,210
<b>TOTAL PROTECTION - OTHER</b>	4,874,503	3,521,509	5,823,962	19.5	0	(100.0)	6,649,277	6,956,300

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **87015**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-11,000	-12,197	-375	87015	Fire Receipts	-11,000		-11,000	-11,000
-3,500	-1,425	-1,803	87072	Reports / Permits	-3,500		-3,500	-3,500
0	0		871142000	Fire - Provincial Grants	0		0	0
-14,500	-13,622	-2,178		TOTAL FIRE DEPARTMENT REVENUE	-14,500	0	-14,500	-14,500

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
2,208,185	1,834,814	1,694,122	200010	Payroll Salaries & Wages	2,607,695	*	3,103,068	3,224,402
312,950	288,584	254,026	200011	Payroll Salaries Volunteer	320,000		325,216	330,517
130,000	309,340	328,558	200012	Payroll Overtime	150,000	*	150,000	150,000
75,000	54,656	29,221	200016	Recognition Pay	62,000		63,860	65,775
712,213	580,670	549,455	200030	Payroll Benefits	965,452	*	1,201,540	1,314,403
68,756	43,395	48,668	200031	Payroll - Part-time Benefits	96,000	*	104,069	112,376
50,000	44,528	-24,615	200035	WSIB Claims	50,000		50,000	50,000
15,000	24,106	11,693	200050	Protective Clothing	20,000	*	21,000	22,000
4,200	2,882	3,955	200060	Footwear	4,300		4,400	4,500
3,000	2,161	2,702	200070	Cleaning Allowance	4,300	*	4,400	4,500
8,500	24,021	19,488	200090	Uniforms	8,600		8,700	8,800
3,587,804	3,209,157	2,917,273		SUB TOTAL SALARIES, WAGES & BENEFITS	4,288,347	*	0	5,036,253
2,500	5,353	11,910	2000150	Office Supplies	2,500		2,500	2,500
14,400	0	0	2000171	Software Maintenance	14,400		14,400	14,400
10,400	6,896	4,033	2000180	Telephone & Answering Svc	10,500		10,600	10,700
4,900	12,268	866	2000200	Communication Equip Rep	5,000		5,000	5,000
400	0	4,354	2000210	Advertising & Promotions	400		400	400
250	165	1,400	2000220	Printing	250		250	250
1,600	1,719	1,828	2000230	Photocopier Expense	1,700	*	1,800	1,900
300	1,173	1,173	2000240	Postage	300		300	300
11,000	13,631	11,122	2000250	Memberships & Subscip'ns	11,000		11,000	11,000
3,700	3,816	2,477	2000252	Medicals & DZ Licencing	3,700		3,700	3,700
16,000	36,889	32,647	2000260	Training & Courses	20,000	*	20,000	20,000
500	141	0	2000280	Car Allowance	500		500	500
3,000	7,107	13,592	2000370	Meals & Refreshments	5,500	*	5,500	5,500
10,500	-2,048	10,040	2000380	Conferences & Conventions	15,000	*	15,000	15,000
10,000	9,121	11,724	2000450	Heat	12,000	*	12,500	13,000
14,000	13,497	14,748	2000460	Utilities	20,000	*	21,000	22,000
5,000	4,459	9,587	2000470	Building Maintenance	8,500	*	9,000	9,500
1,700	3,279	3,490	2000500	Custodial/Cleaning Supplies	1,700		1,700	1,700
3,000	0	4,476	2000570	Property Improvements	5,600	*	5,700	5,800
4,900	6,559	105	2000590	Other Maint & Repairs - Snow Removal	5,000		5,100	5,200
34,000	92,542	116,515	2000600	Vehicle Maint & Repair	37,000	*	41,000	45,000
30,000	30,822	35,566	2000650	Gasoline	39,000	*	40,000	41,000
14,500	59,934	40,468	2000670	Other Equip Purchases	15,000	*	15,000	15,000
12,500	11,656	20,742	2000680	Other Equip Maint/Repair	13,000	*	13,500	14,000
3,700	2,375	5,705	2000681	Medical Supplies	3,800		3,900	4,000
0	0	0	2000700	COVID Supplies	0	*	0	0
1,000	125	1,807	2000760	Public Education/Fire Prevention	5,000	*	5,000	5,000
2,800	1,633	1,653	2000780	General Administrative Supplies	2,900	*	3,000	3,100

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE:

**FIRE DEPARTMENT**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	0	0	2000853	Special Project - Bunker Gear Replacement	0	*		0	0
0	0	0	2000854	Special Project - Fire Safety Grant	0			0	0
0	54,431	11,672	2000855	Sp Project - Master Fire Plan/Risk Assessment	0	*		0	0
-14,760	-13,924	0	2000955	Building Dept. - Indirect Costs	-15,350			-15,657	-15,970
201,790	363,619	373,700		SUB TOTAL MATERIALS	243,900	*	0	251,693	259,480
2,000	0	0	2000300	Legal Fees	2,000			2,000	2,000
26,513	26,853	0	2000320	Liability Insurance	26,519			27,845	30,000
28,513	26,853	0		SUB TOTAL CONTRACTED SERVICES	28,519		0	29,845	32,000
8,600	0	0	2000930	Transfer to Admin Vehicle Reserve	8,600			8,600	8,600
35,000	33,600	0	2000931	Transfer to Small Equipment Reserve	43,600	*		45,000	45,000
510,000	145,000	0	2000932	Transfer to Large Vehicle Reserve	510,000			550,000	550,000
0	0	0	871162000	Recovery - Development Charges	0			0	0
0	0	0	2000913	Transfer from Small Equipment Reserve	0			0	0
-350,000	0	0	2000913	Transfer from Northam	-350,000			-350,000	-350,000
203,600	178,600	0		SUB TOTAL OTHER CHARGES & TRANSFERS	212,200	*	0	253,600	253,600
4,021,707	3,778,229	3,290,973		TOTAL FIRE DEPARTMENT	4,772,966	*	0	5,571,391	5,832,353

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **FIRE DEPARTMENT**

ACCOUNT #: **2000.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To respond to and provide protection of life and property being threatened by incidents caused by nature and/or persons. To provide Building/Fire Code consultation, interpretation and enforcement for existing occupancies and new development.	2024	200010	Payroll Salaries & Wages	Contractual obligations
	2024	200011	Payroll Salaries Volunteer	Contractual obligations
	2024	200012	Payroll Overtime	Separately volunteer overtime from #200011 as all overtime posted to #200012
<b>PERFORMANCE DATA:</b>				
Responses:				
2018 Actual 1666 Incidents	2024	200030	Payroll Benefits	Anticipated contractual obligations
2019 Actual 1507 Incidents	2024	2000171	Software Maintenance	Redundancy fibre lines/internet - \$1,200/month
2020 Actual 1364 Incidents	2024	2000250	Memberships & Subscriptions	Records Management Software - \$3,500
2021 Estimate 1434 Incidents				Ontario Fire Chiefs - \$560
2022 Estimate				Northumberland County Fire Chiefs - \$800
2023 Estimate				Mutual Aid - \$100
Fire Inspections:				Ontario Fire Prevention Officers - \$150
2018 Actual 355 Activities				Fire Marshall Prevention Safety Council - \$100
2019 Actual 302 Activities				NFPA Codes - \$1,800
2020 Actual 501 Activities				EMP Canada - \$50
2021 Estimate 400 Activities				Radio Licences - \$1,500
2022 Estimate				Trade/Training Publications & Manuals - \$2,440
2023 Estimate				
Training:				
2018 Actual 246 Sessions	2024	2000252	Medicals & DZ Licencing	New provincial requirements for drivers licences necessitating more frequent renewals and medical exams.
2019 Actual 379 Sessions				
2020 Actual 324 Sessions				
2021 Estimate 333 Sessions	2024	2000260	Training	Resumption of in person training post pandemic
2022 Estimate				Additional Training costs for the 2 new positions
2023 Estimate				
	2024	2000380	Conferences & Conventions	Increased for CAO to attend Chief's Conference
	2024	2000600	Vehicle Maintenance & Repair	Adjusted to better reflect actuals
	2024	2000700	COVID Supplies	Decreased to better reflect actuals
	2024	2000855	Sp Project - Master Fire Plan / Risk Assessment	75% of this project funded from Development Charges

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
48,600	79,145	2,222	270010	Payroll Salaries and Wages	75,057	*		77,309	79,628
0	24,325	1,101	270011	Overtime	0			0	0
14,575	34,997		270030	Payroll Benefits	27,771	*		30,150	32,647
63,175	138,467	3,323		SUB TOTAL SALARIES, WAGES & BENEFITS	102,828	*	0	107,459	112,275
500	139	54	2700150	Office Supplies	500			500	500
1,000	161	51	2700160	Equipment Purchases	1,000			1,000	1,000
4,500	4,805	1,405	2700180	Telephone	4,500			4,500	4,500
1,500	0	0	2700210	Advertising	1,000			1,000	1,000
1,000	2,345	61	2700220	Printing	250			1,000	1,000
375	277	254	2700230	Photocopier Expense	375			375	375
1,100	331	0	2700250	Memberships & Subscriptions	1,100			1,100	1,100
2,000	0	0	2700260	Training	2,000			2,000	2,000
2,000	713	0	2700261	Training - Risk Management New	2,000			2,000	2,000
250	227	0	2700270	Mileage	1,000	*		1,000	1,000
800	615	756	2700370	Meals & Refreshments	800			800	800
2,700	2,267	132	2700380	Conferences	2,900	*		2,900	2,900
0	3,404	1,273	2700700	COVID-19 Supplies	0			0	0
0	0	0	2700851	Sp Project - COVID-19	0			0	0
800	0	192	2700852	Special Project - Emergency Exercise	800			800	800
5,500	0	5,317	2700854	Special Project - Public Alert System	3,600			3,600	3,600
24,025	15,284	9,495		SUBTOTAL MATERIALS	21,825		0	22,575	22,575
7,000	9,800	2,000	2700170	Equipment Maintenance - Generators	7,000			7,000	7,000
-5,500	0	0	2700913	Transfer from COVID Reserve	0			0	0
1,500	9,800	2,000		SUBTOTAL CONTRACTED SERVICES	7,000	*	0	7,000	7,000
88,700	163,551	14,818		TOTAL EMERGENCY MEASURES	131,653	*	0	137,034	141,850

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **EMERGENCY MANAGEMENT**

ACCOUNT #: **2700.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide funding for projects associated with major emergencies and the municipal emergency control group as set forth in the Town's emergency plan.	2024	270010	Payroll Salaries & Wages	Contractual obligations
	2024	2700160	Equipment Purchases	Additional cost - \$1,500 - cots, blankets, pillows
PERFORMANCE DATA:  The Town of Cobourg has achieved compliance with provincial legislation and international best practices.	2024	2700380	Conferences	GEMC and Emergency Planner need to stay current with Emergency Management and Risk Management legislation and trends.
	2024	2700854	Sp Project - Public Alerting System	Alertable purchase and initial set up online means notification system used no notify communities and workplace of emergencies and day-to-day events. Town previously used CAMECO for free, that has come to an end.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **870**

2023 BUDGET	2022 YTD	2023 YTD	CODE	OBJECT	2024 DEPT REQUEST	* 2024 FINAL APPROVED	2025 FORECAST	2026 FORECAST
-750,000	-353,404	-1,142,162	8707	Building Permits	-740,424	*	-755,305	-827,410
-750,000	-353,404	-1,142,162		SUBTOTAL BUILDING REVENUE	-740,424	0	-755,305	-827,410

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

2023	2022	2023		2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
370,643	277,756	310,583	260010	Payroll Salaries & Wages	381,984	*	393,442	405,246
12,000	5,151	1,603	260011	Payroll - Overtime	12,000		12,360	12,730
5,000	0	0	260015	Payroll - Part-time	5,000		5,000	5,000
122,094	84,540	95,877	260030	Payroll Benefits	141,200	*	153,305	166,009
1,500	552	1,415	260060	Footwear / Clothing	1,500		1,500	
511,237	367,999	409,478		SUB TOTAL SALARIES, WAGES & BENEFITS	541,684	*	0	565,607
900	993	774	2600150	Office Supplies	1,200	*	1,200	1,200
500	233	571	2600170	Office Equipment Mtce	500		500	500
3,500	3,154	3,184	2600180	Telephone Expenses	3,500		3,500	3,500
150	0	0	2600210	Advertising Promotions	150		150	150
3,000	859	4,679	2600220	Printing	5,000	*	5,000	5,000
3,000	1,755	4,124	2600250	Memberships & Subscrip'ns	3,000		3,000	3,000
12,000	1,091	4,235	2600260	Training & Courses	12,000		12,000	12,000
750	0	135	2600280	Car Allowance	750		750	750
2,000	0	0	2600380	Conference & Conventions	2,000		2,000	2,000
1,000	1,302	440	2600600	Vehicle Maintenance	1,000		1,000	1,000
550	730	664	2600650	Gasoline	550		550	550
0	0	0	2600854	Special Project - Fee's Study	0		7,500	7,500
111,791	105,464	0	2600955	Building Dept. - Indirect Costs	116,263	*	118,588	120,960
139,141	115,581	18,806		SUB TOTAL MATERIALS	145,913	*	0	155,738
55,616	7,800	37,243	2600171	Software Maintenance - AMS/PLL	55,616		55,616	55,616
10,000	4,454	3,500	2600300	Legal Fees	10,000		10,000	10,000
13,335	13,635	0	2600320	Liability Insurance	13,338		14,005	14,705
0	52,608	0	2600855	Sp Project - E Permitting	0	*	0	0
0	7,829	0	2600856	Sp Project- Scanning	0		0	0
0	0	0 NEW		Sp Project - Blinds	1,600		0	0
78,951	86,326	40,743		SUB TOTAL CONTRACTED SERVICES	80,554		0	79,621
10,671	-200,203	0	2600913	Transfer from/to Reserve	-37,727		-75,661	-30,006
10,000	10,000	0	2600930	Transfer to Vehicle Reserve	10,000		30,000	30,000
20,671	-190,203	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-27,727		0	-45,661
750,000	379,703	469,027		TOTAL BUILDING DEPT	740,424		0	755,305

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BUILDING DEPT**

ACCOUNT #: **2600.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:																																																											
	YEAR	CODE	OBJECT	DETAILS																																																								
To ensure reasonable compliance with codes and By-laws for the protection of citizens and property including enforcement of the Building Codes, Property Standards and Home Loans as well as enforcement of other By-laws.	2024	260010	Payroll Salaries & Wages	CBO, Deputy CBO and 2 Inspectors += 10% of Director & Admin Assistant salaries.																																																								
	2024	260020	Other Salaries	Additional staff or overtime to cover workload																																																								
<b>PERFORMANCE DATA:</b>  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">2022 Rev</th> <th style="width: 15%;">2023 Val</th> <th style="width: 15%;">2023 Rev</th> </tr> </thead> <tbody> <tr> <td>\$ Res Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>\$ Comm Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>\$ Institutional Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>\$ Indust. Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Demolition Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Permit Value</td> <td></td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Total Fees</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Heritage Rebates</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Rebates</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Revenue</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Revenue</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total Permits</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New Dwellings</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		2022 Rev	2023 Val	2023 Rev	\$ Res Permits				\$ Comm Permits				\$ Institutional Permits				\$ Indust. Permits				Demolition Permits				Total Permit Value		0		Total Fees	0		0	Heritage Rebates				Other Rebates				Other Revenue				Total Revenue	0		0	Total Permits				New Dwellings				2024	260060	Footwear/Clothing	Safety boots, spring and winter jackets and other PPE for 4 staff (CBO, Deputy CBO, and 2 Inspectors)
		2022 Rev	2023 Val	2023 Rev																																																								
	\$ Res Permits																																																											
	\$ Comm Permits																																																											
	\$ Institutional Permits																																																											
	\$ Indust. Permits																																																											
	Demolition Permits																																																											
	Total Permit Value		0																																																									
	Total Fees	0		0																																																								
	Heritage Rebates																																																											
Other Rebates																																																												
Other Revenue																																																												
Total Revenue	0		0																																																									
Total Permits																																																												
New Dwellings																																																												
	2024	2600171	Software Maintenance	E Permitting software - Cloudpermit																																																								
	2024	2600180	Telephone Services	4 Phones for Building staff																																																								
	2024	2600220	Printing - Scanning	Monthly scanning of existing paper building permit files \$400/month (required as part of our paperless process) misc printing and business cards																																																								
	2024	2600250	Memberships & Subscriptions	Pine Ridge Chapter - 4 x \$75 OBOA - 4 x \$320 Building Code Identification Number - 4 x \$114 Ontario Building Code - 4 new codes with amendments OAPSO membership for CBO - \$200																																																								
	2024	2600260	Training & Courses	4 Building Officials, Continuous development and/or obtaining new qualifications 2 courses each @ \$1,500 per course/webinar registrations																																																								
	2024	2600280	Car Allowance	.65/km use personal vehicle for inspections																																																								
	2024	2600380	Conferences/Conventions	OBOA Annual Conference for 1 to 2 officials																																																								
	2024	2600955	Building Dept. - Indirect Costs	Building Department share of other departments overhead costs in support of the Building Department as justified in the building permit fee study.																																																								
	2024	NEW	Sp Project - Blinds	Blinds for CBO office																																																								

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION AUTHORITY**

ACCOUNT #: **2300.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
251,354	244,671	251,353	2300940	Grants & Transfers	258,546			266,000	275,000
251,354	244,671	251,353		SUB TOTAL OTHER CHARGES & TRANSFERS	258,546		0	266,000	275,000
251,354	244,671	251,353		TOTAL CONSERVATION	258,546		0	266,000	275,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **CONSERVATION**

ACCOUNT #: **2300.100**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<p>To provide for the annual operating levy of the Ganaraska Conservation Region Authority. The GCRA have set their 2024 budget at this time.</p>	2024	2300940	Grants & Transfers	Levy as determined by GRCA.
<p><b>PERFORMANCE DATA:</b></p> <p>2023 - \$251,354            2022 - \$245,000            2021 - \$243,000            2020 - \$248,100            2019 - \$248,903            2018 - \$210,531            2017 - \$213,153            2016 - \$207,666            2015 - \$201,297            2014 - \$198,606            2013 - \$198,150            2012 - \$193,317</p>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **870**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-7,500	-6,700	-4,220	8701	General License	-7,500	*	-7,500	-7,500
-20,000	-19,587	-21,225	87017	Dog Tags & Fines	-20,000	*	-20,000	-20,000
-2,500	-1,500	-865	8704	Taxi License	-2,500	*	-2,500	-2,500
-13,000	-6,750	-5,750	87045	Sign Permits	-13,000		-13,000	-13,000
-7,000	-5,528	-11,796	87048	Property Standards Inspection	-7,000		-7,000	-7,000
-800	0	0	87057	Liquor License Fee	-800		-800	-800
-5,000	-4,650	-1,750	87067	Pool Permit	-5,000		-5,000	-5,000
-7,500	0	0	87044	Provincial Offences Fines	-7,500		-7,500	-7,500
0	0	0	NEW	AMPS - Other	-15,000		-15,000	-15,000
-15,000	0	0	87046	Short Term Rentals	-18,000		-18,000	-18,000
-3,000	0	0	87047	Hearing Officer Revenue	-3,000		-3,000	-3,000
-81,300	-44,715	-45,606		SUBTOTAL BYLAW DEPT REVENUE	-99,300	0	-99,300	-99,300

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **2800.100**

2023	2022	2023		2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
332,660	343,978	313,015	280010	Payroll Salaries and Wages	443,717	*	463,029	476,920
-106,000	-106,000	0	2800992	Recoveries - From Parking Enforcement	-106,000		-109,180	-112,455
0	0	0	2800992	Recoveries - From Bylaw Dept	0		0	0
-36,000	-28,155	0	2800992	Recoveries - From Parks	-36,000		-36,000	-36,000
12,000	11,125	21,644	280011	Payroll - Overtime	12,000		12,360	12,731
24,050	8,967	18,851	280012	Standby	26,169		26,954	27,763
83,089	2,743	72,025	280015	Part-time Salaries & Wages	64,079		66,001	67,981
102,921	77,864	99,814	280030	Payroll Benefits	157,772	*	173,986	188,744
23,912	10,168	18,840	280031	Part-time Benefits	18,263		20,130	22,094
9,000	6,179	20,821	280050	Clothing Allowance	10,000	*	3,000	3,000
500	285	807	280060	Footwear	1,500		500	500
446,132	327,154	565,817		SUB TOTAL SALARIES, WAGES & BENEFITS	591,500	*	0	620,780
2,500	8,481	4,120	2800150	Office Supplies	700		700	700
500	0	0	2800170	Office Equipment Mtce	500		500	500
6,000	5,267	5,089	2800180	Telephone Services	6,000		6,000	6,000
10,500	0	9,902	2800200	Communication Equipment Purchase & Repair	1,500		1,500	1,500
500	587	444	2800210	Advertising & Promotions	500		500	500
4,000	932	1,686	2800220	Printing	1,000		1,000	1,000
1,000	810	306	2800240	Postage & Couriers	1,000		1,000	1,000
1,300	268	1,336	2800250	Memberships & Subscriptions	1,300		1,300	1,300
23,500	1,721	7,392	2800260	Training & Courses	16,000		3,000	3,000
0	0	0	2800280	Car Allowance	0		0	0
1,000	407	0	2800380	Conference & Conventions	1,000		1,000	1,000
5,500	8,160	5,803	2800460	Heat	5,665		5,835	6,010
7,000	5,036	5,106	2800470	Building Maintenance	11,000		9,000	10,000
0	0	749	2800500	Janitorial Supplies	1,000		1,000	1,000
2,000	917	64	2800553	Vet Services	2,000		2,000	2,000
1,000	0	0	2800570	Property Improvements	1,030		1,060	1,090
1,000	413	4,267	2800600	Vehicle Maintenance	1,000		1,000	1,000
6,500	6,427	7,319	2800650	Gasoline	7,150	*	7,400	7,600
14,100	0	6,054	2800680	Other Equip Purchases	5,000		5,000	5,000
0	0	7,502	2800680	Other Equip Mtce/Repairs	0		0	0
23,000	2,458	8,346	2800991	Property Standards Recoverable Costs	25,000		27,000	28,000
-26,000	11,358	-5,562	2800991	Property Standards Recoveries	-28,000		-31,000	-32,000
84,900	53,242	69,923		TOTAL MATERIALS	60,345		0	44,795

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **2800.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
11,500	0	11,262	2800170	Enforcement Software	15,100			15,100	15,100
2,500	4,023	3,671	2800300	Legal Fees	2,500			2,500	2,500
6,510	5,889	0	2800320	Insurance	6,512			6,837	7,179
50,000	43,298	28,030	2800750	Contracts - Animal Control	50,000			50,000	50,000
7,000	4,602	6,581	2800751	Docupet Transaction Fee	7,000			7,000	7,000
0	0	0 NEW		Contracts - Hearings Officer	3,000			3,000	3,000
0	0	0 NEW		Contracts - Property Standards Committee	640			640	640
0	0	0 NEW		Contracts - MTO Fees	18,000			18,000	18,000
0	0	0	0	Transfer to Reserve	20,000			20,000	20,000
77,510	57,812	49,544		TOTAL CONTRACTED SERVICES	122,752	*	0	123,077	123,419
608,542	438,208	685,284		TOTAL BYLAW ENFORCEMENT DEPT	774,597	*	0	788,652	820,897

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICES**

ACCOUNT #: **2800.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS		
	YEAR	CODE	OBJECT			
By-law Enforcement Coordinator responsible for scheduling, training, supervision, trial preparation and tracking of By-law Enforcement Officer contract, prepare by-laws, enforcement, set fines, prosecutions of POA including scheduling of trials, mediation before court, for all Town General and Parking By-laws. (Paralegal P1)	2024	280010	Payroll Salaries and Wages	3 FT Bylaw Officers Additional position Administrative Clerk - Starting April 1 40% in Bylaw & 60% in Parking Enforcement Title Change Administrator to Municipal Law Enforcement Licensing Officer		
<b>PERFORMANCE DATA:</b>						
<b>Main General / Parking Enforcement Bylaws</b>						
Parks By-law	2024	280015	Payroll Part-time Wages	2 PT Officers, changed from casual employees		
Dog Park By-law	2024	280050	Clothing	Clothing based on collective agreement LOU		
Bicycles / Skateboards / In-Line Skates on Sidewalks						
Display of Wares on Sidewalk	2024	2800170	Software	Cloud Permit - signs and pools - \$11,100 Body Camera - 3 additional - \$4,000/yr		
Animal Control By-law						
Taxi Regulating By-law						
Itinerant Vendor By-law	2024	2800180	Telephone Services	Cell phones for bylaw officers		
Parking By-law						
Refreshment Vehicle By-law	2024	2800220	Printing	By-law booklet for public education		
Boulevard By-law						
Smoking By-law	2024	2800250	Memberships & Subscriptions	P1 Paralegal Licence - \$1,200 Prosecutors Association of Ontario - \$99		
Feeding of Waterfowl / Wildlife						
Fishing By-law						
Depositing of Waste	2024	2800260	Training & Courses	CPD Law Society Licence Credits - \$500 AMCTO By-law and Licensing Training - \$1,000 5 Officer & 1 Administrator - Licensing to MLEO & 3 officers to OAPSO - \$12,000 Self Defence Skills Training - consistent with employment safety standards for persons employed in law enforcement capacity to disengage, utilize tactical communication and escape/evade assaultive behaviours. - \$10,000 for 6 staff		
Cleaning Yard and Lot Maintenance						
Electric Sign						
Sign By-law						
<b>Dog Tags</b>	<b>2022</b>	<b>2023</b>				
Dog Tags Issued	820		2024	2800300	Legal Fees	Prosecution Services TPML Paralegal
Dog Tag Revenue	18110		2024	2800380	Conferences & Conventions	Property Standards / Enforcement / Provincial

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PROTECTION**

FUNCTION/ACTIVITY: **BYLAW SERVICE**

ACCOUNT #: **2800.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
By-law Enforcement Coordinator responsible for scheduling, training, supervision, trial preparation and tracking of By-law Enforcement Officer contract, prepare by-laws, enforcement, set fines, prosecutions of POA including scheduling of trials, mediation before court, for all Town General and Parking By-laws. (Paralegal P1)	2024	2800600	Vehicle Maintenance	Repairs & maintenance on vehicle
	2024	2800650	Gasoline	Gas for By-law Officer Enforcement
	2024	2800680	Other Equipment Purchases	Vet Kit Stunner - \$5,000 Identification Card Printer - \$4,100 Cages - \$3,000 Other Equipment - \$2,000
<b>PERFORMANCE DATA:</b>				
<b>Main General / Parking Enforcement Bylaws</b>				
Parks By-law				
Dog Park By-law				
Bicycles / Skateboards / In-Line Skates on Sidewalks				
Display of Wares on Sidewalk				
Animal Control By-law	2024	2800750	Contracts - Animal Control	Northumberland Humane Society Agreement. Agreement to begin January 1, 2022 until December 31, 2026.
Taxi Regulating By-law				
Itinerant Vendor By-law	2024	2800751	Docupet Transaction Fee	Transaction Fee for Docupet
Parking By-law				
Refreshment Vehicle By-law	2024	2800991	Property Standards Recoverable Costs Property Standards Recoveries	Property Standards orders, graffiti removal All costs recoverable from orders, and include administration fees & staff time
Boulevard By-law				
Smoking By-law				
Feeding of Waterfowl / Wildlife				
Fishing By-law	2024	NEW	Hearings Officer	Approximately 10 hearings per year
Depositing of Waste				
Cleaning Yard and Lot Maintenance	2024	NEW	Property Standards Committee	\$160 per meeting - 4 meetings per year
Electric Sign				
Sign By-law	2024	NEW	MTO Fees	Reflects approx. 2,000 orders to MTO @9.00 per order
<b>Dog Tags</b>	<b>2021</b>	<b>2022</b>		
Dog Tags Issued	759	820		
Dog Tag Revenue	18998	18110		

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PUBLIC WORKS SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>ENGINEERING</b>								
ADMINISTRATION	122,589	291,389	216,549	76.6	0	(100.0)	415,714	445,174
GIS	213,871	233,004	244,809	14.5	0	(100.0)	256,042	266,753
SUB TOTAL	336,460	524,393	461,358	37.1	0	(100.0)	671,756	711,927
<b>PUBLIC WORKS</b>								
ADMINISTRATION	2,478,897	1,327,971	2,506,598	1.1	0	(100.0)	2,696,015	2,803,587
ROADS - GENERAL	313,825	480,320	321,125	2.3	0	(100.0)	297,875	318,125
ROADS - WINTER	147,500	373,414	153,500	4.1	0	(100.0)	159,500	165,500
SUB TOTAL	2,940,222	2,181,705	2,981,223	1.4	0	(100.0)	3,153,390	3,287,212
<b>SIDEWALKS</b>	60,875	169,756	50,800	(16.6)	0	(100.0)	51,000	51,100
ENG & PUBLIC WORKS EXP	3,337,557	2,875,854	3,493,381	4.7	0	(100.0)	3,876,146	4,050,239
ENG & PUBLIC WORKS REV	0	0	0	-	0	-	0	0
NET ENG & PUBLIC WORKS	3,337,557	2,875,854	3,493,381	4.7	0	(100.0)	3,876,146	4,050,239
<b>CROSSING GUARDS</b>	131,135	99,061	135,207	3.1	0	(100.0)	141,692	147,903
<b>STREET LIGHTS</b>	245,143	184,043	248,694	1.4	0	(100.0)	247,245	245,796
<b>TRANSIT</b>								
EXPENSES	1,478,666	850,822	1,500,686	1.5	0	(100.0)	1,215,233	1,243,438
REVENUE	-341,856	-70,614	-382,856	12.0	0	(100.0)	-445,356	-445,354
NET TRANSIT	1,136,810	780,208	1,117,830	(1.7)	0	(100.0)	769,877	798,084
<b>TOTAL EXPENSES</b>	5,192,501	4,009,780	5,377,968	3.6	0	(100.0)	5,480,316	5,687,376
<b>TOTAL REVENUES</b>	-341,856	-70,614	-382,856	12.0	0	(100.0)	-445,356	-445,354
<b>NET TO TOWN</b>	4,850,645	3,939,166	4,995,112	3.0	0	(100.0)	5,034,960	5,242,022
ROADS - DEBT CHARGES	193,750	0	277,000	43.0	0	(100.0)	277,000	277,000
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**TRANSPORTATION SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>PARKING</b>								
EXPENDITURES	765,362	338,145	764,997	(0.0)	0	(100.0)	748,675	769,493
REVENUES	-1,230,128	-931,000	-1,090,128	(11.4)	0	(100.0)	-1,190,982	-1,200,982
TO PARKING RESERVE	-464,766	-592,855	-325,131	(30.0)	0	(100.0)	-442,307	-431,489

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT#: **3000.005**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
258,043	227,086	218,264	300510	Payroll Salaries & Wages	371,910	*		473,068	487,260
0	524	244	300511	Payroll - Overtime	0	*		0	0
85,607	75,375	68,043	300530	Payroll Benefits	109,897	*		154,925	168,257
1,663	1,220	758	300550	Clothing	1,438			1,563	1,438
900	608	405	300560	Footwear	1,065	*		1,065	1,065
346,213	304,813	287,714		SUB TOTAL SALARIES, WAGES & BENEFITS	484,310	*	0	630,621	658,020
1,200	353	774	3005150	Office Supplies	1,300	*		1,400	1,500
3,000	0	96	3005160	Office Equipment Purchase	3,000			2,000	2,500
1,000	487	0	3005180	Telephone & Answering Svc	1,000			1,000	1,000
500	407	0	3005210	Advertising	500			500	500
1,000	889	746	3005220	Printing	1,000			1,000	1,000
3,000	2,616	2,360	3005230	Photocopier Expenses	2,500			3,000	3,000
2,000	1,213	91	3005240	Postage & Couriers	1,200			2,000	2,000
3,500	4,063	2,745	3005250	Memberships & Subscip'ns	3,500			3,500	3,500
8,000	1,353	2,002	3005260	Training & Courses	5,000			5,000	5,000
500	398	913	3005270	Travel Expense	500			500	500
0	0	0 NEW		Vehicle Maintenance	3,000			4,000	5,000
0	0	0	3005700	COVID Supplies	0	*		0	0
-10,944	-10,324	0	3005955	Building Dept. - Indirect Costs	-11,382			-11,609	-11,841
0	0	7,701	3005854	Sp Project - Brook Creek Flood	0			0	0
0	1,665	0	3005855	Sp Project - Massey Creek EA Renewal	0	*		0	0
65,000	0	4,315	3005859	Sp Project - Traffic Control Measures	0			0	0
0	0	0	871133005	Grant - FCM	0	*		0	0
-40,000	0	0	871163005	Transfer - Development Charges	0	*		0	0
-25,000	0	0	3005913	Transfer - CCBF	0			0	0
12,756	3,120	21,743		SUB TOTAL MATERIALS	11,118		0	12,291	13,659
1,500	0	1,860	3005171	Software Maintenance	2,000	*		2,200	2,400
2,500	2,492	168	3005300	Legal Fees / Consultant	3,000	*		3,250	3,500
4,620	4,492	0	3005320	Liability Insurance	4,621			4,852	5,095
5,000	4,688	1,364	3005360	Engineering Consultant	5,000			6,000	6,000
13,620	11,672	3,392		SUB TOTAL CONTRACTED SERVICES	14,621	*	0	16,302	16,995
0	0	0 NEW		Transfer to Vehicle Reserve	6,500	*		6,500	6,500
0	0	0		SUB TOTAL CHARGES & TRANSFERS	6,500	*	0	6,500	6,500
-250,000	-342,687	-21,460	87073	Recoveries - Engineering Review Fees	-300,000			-250,000	-250,000
-250,000	-342,687	-21,460		SUB TOTAL REVENUE	-300,000		0	-250,000	-250,000
122,589	-23,082	291,389		TOTAL ENGINEERING ADMINISTRATION	216,549	*	0	415,714	445,174

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ENGINEERING ADMINISTRATION**

ACCOUNT #: **3000.05**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
The Engineering Office provides administration functions for the Environmental and Transportation sections as well as administration of subdivision construction, transportation and traffic studies, road reconstruction/capital projects and street trees.	2024	3005160	Office Equipment Purchase	New Staff - \$2,000
	2024	300550	Clothing	2024: 3 staff x \$346, 4 x \$100
	2024	300560	Footwear	3 x \$225, 3 x \$130
<b>PERFORMANCE DATA:</b>	2024	3005210	Advertising & Promotions	Public meetings, job ads
	2024	3005240	Postage & Couriers	Postage allocated from Legislative Services Mail outs for public meetings
	2024	3005250	Memberships & Subscriptions	OACETT, PEO, MEA, TAC
	2024	3005260	Training & Courses	TRIECA, MEA, OGRA - Eng related courses/conferences
	2024	3005171	Software Maintenance	Annual software licence for Bluebeam and Autodesk to allow for digital development review, edit and commenting
	2024	3005300	Legal Fees / Consultant	Contract review
	2024	3005360	Engineering Consultant	Incidental engineering not tagged to a capital project.
	2024	NEW	Vehicle Maintenance	Used vehicle moved to Engineering needs maintenance budget
	2024	3005856	Sp Project - Transportation Master Plan	Defer master transportation planning until after Asset Management Plan is completed in 2025.
	2024	NEW	Transfer to Reserve	Long term planning for vehicle replacement

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS** FUNCTION/ACTIVITY: **GIS DEPARTMENT** ACCOUNT #: **3000.008**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
75,639	69,404	68,559	300810	Payroll Salaries & Wages	77,914	*		80,251	82,659
1,500	0	0	300815	Payroll Part-time Salaries & Wages	10,592	*		10,910	11,237
22,230	18,745	19,182	300830	Payroll Benefits	28,828	*		31,298	33,890
0	0	0	300831	Student Benefits	3,019			3,328	3,652
175	0	54	300850	Clothing	100			175	100
130	117	117	300860	Footwear	130			130	130
99,674	88,266	87,912		SUB TOTAL SALARIES, WAGES & BENEFITS	120,583	*	0	126,092	131,668
104,040	87,975	139,843	3008170	Software Purchase / Maintenance	115,374	*		120,230	125,000
9,700	8,665	280	3008172	Hardware Maintenance / Server Hosting	10,150	*		10,150	10,150
2,425	213	1,105	3008220	Printing	1,925			2,425	2,425
2,500	0	2,999	3008260	Training & Courses	3,000	*		3,000	3,000
500	63	0	3008270	Mileage	500			500	500
2,000	0	865	3008851	Special Project - Drone	1,000			1,000	1,000
500	0	0	3008852	Special Project - Air Photos	0			0	0
-6,368	-6,007	0	3008955	Building Dept. - Indirect Costs	-6,623			-6,755	-6,890
0	0	0	3008993	Recoveries - Past Capital Budget	0			0	0
0	0	0	3008995	Recoveries - Chargeback Developers	0			0	0
0	0	0	3008170	Recoveries - Building PLL Portion	0			0	0
115,297	90,909	145,092		SUB TOTAL MATERIALS	125,326	*	0	130,550	135,185
-100	0	0	87074	Recoveries - Maps	-100			-100	-100
-3,500	-3,094	0	87075	Recoveries - LUSI	-3,500			-3,500	-3,500
2,500	2,500	0	3008913	Transfer to Reserve	2,500			3,000	3,500
-1,100	-594	0		SUB TOTAL REVENUE	-1,100	*	0	-600	-100
213,871	178,581	233,004		TOTAL GIS DEPARTMENT	244,809	*	0	256,042	266,753



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **GIS DEPARTMENT**

ACCOUNT #: **3000.008**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
GIS is a corporate service which all departments benefit from through in house base mapping, mapping of assets and thematic datasets, web maps, hard copy maps, data queries, data analysis, and reporting.	2024	300815	Part-time Wages	The Town hires County GIS staff for ad hoc data collection. With new GPS unit, proposing a student in 2024.
	2024	3008170	Software Purchase / Maintenance	ESRI maintenance - \$38,500 Maintenance Contingency - \$500 Annual licensing Cityworks AMS/PLL \$73,100/yr. SR API is now included in the CW ELA Citworks centralizes the Town's spatial processes within GIS. Public Works, Parks, Forestry. Planning processes are digitized and consolidated into GIS which strengthens our collective reporting, analysis and communicative capabilities. Asset Manager support contingency - \$3,000
<b>PERFORMANCE DATA:</b>	2024	3008172	Hardware Maintenance / Server Hosting	\$9,400/yr for server hosting at Simnet data centre plus \$100 data plan; \$650 annual liability insurance drone
	2024	3008220	Printing	1 set of ink wells - \$815; + 1 print head kit - \$650; 8 rolls or paper \$460
	2024	3008260	Training & Courses	ESRI International User Conference SQL Server Training, Crystal Reports Training ESRI Training , Cityworks training
	2024	3008851	Sp Project - Drone	Training and advanced licencing is \$900 + \$100 each GIS and PW trained in 2022. Fire 2023. Community Services and Fire to be trained in 2023
	2024	3008913	Transfer to Reserve	GIS computer and hardware (GPS, plotters, other devices as necessary) reserve fund.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,195,597	645,409	541,100	301010	Payroll Salaries & Wages - Unallocated	1,168,673		1,255,737	1,293,409
73,114	20,711	20,640	301011	Payroll - Overtime	70,465		72,579	74,756
49,045	47,555	43,475	301012	Payroll - Standby	48,035		49,476	50,960
18,383	2,311	1,380	301015	Payroll Part Time Wages	18,838		19,403	19,985
422,570	182,856	145,956	301030	Payroll Benefits	465,751	*	526,520	570,699
3,963	935	303	301031	Payroll Benefits Part-time	5,369	*	5,918	6,495
8,100	7,998	7,806	301050	Clothing	7,020		8,520	7,020
4,275	3,483	3,172	301060	Footwear	4,500	*	4,500	4,500
650	467	430	301070	Cleaning Allowance	650		650	650
2,000	2,241	1,583	301080	Employee Meal Allowance	2,000		2,000	2,000
1,777,697	913,966	765,845		SUB TOTAL SALARIES, WAGES & BENEFITS	1,791,301	0	1,945,303	2,030,474
5,000	5,605	5,276	3010150	Office Supplies	5,000		5,000	5,000
1,500	1,167	0	3010160	Office Equipment Purchase	1,500		1,500	1,500
12,000	11,243	10,615	3010180	Telephone & Answering Svc	12,000		12,000	12,000
1,700	1,186	2,624	3010190	Communication Equipment	1,700		1,700	1,700
500	0	0	3010200	Communication Equip Rep	500		500	500
2,900	1,204	4,829	3010250	Memberships & Subscriptn's	3,100	*	3,200	3,300
9,000	6,037	5,240	3010260	Courses & Conferences	9,000		9,000	9,000
11,000	11,946	3,460	3010261	Courses - Certification Training	12,000	*	12,500	13,000
600	0	0	3010270	Car Allowance	600		600	600
18,000	24,611	27,059	3010450	Heat / Utilities	18,000		18,000	18,000
7,500	9,343	5,810	3010460	Utilities - 390 King St W	10,000	*	10,000	10,000
20,000	21,286	19,282	3010470	Building Maintenance	20,000		20,000	20,000
3,000	390	1,130	3010471	Building Maintenance - 390 King St W	1,000		1,000	1,000
12,000	9,206	8,390	3010500	Custodial/Clean Supplies	10,000		14,000	14,500
15,000	11,296	6,531	3010570	Property Improvements	15,000		15,000	15,000
163,500	231,075	288,582	3010600	Vehicle Maint & Repair	165,000		170,000	175,000
150,000	166,449	119,554	3010650	Gasoline	155,000	*	160,000	165,000
3,500	2,352	0	3010670	Other Equip Purchases	3,600		3,700	3,800
33,000	25,291	24,793	3010680	Other Equip Maint & Rep	33,000		34,000	35,000
5,000	8,435	0	3010700	COVID Supplies	0		0	0
0	0	0	3010853	Sp Projects - Health & Safety Supplies	0		0	0
0	0	0	3010856	Sp Project - AED Unit	0		0	0
-24,000	-6,439	-18,203	87076	Recoveries	-24,000		-24,000	-24,000
0	0	0	87094	Revenue - 390 King St Rental	0		0	0
450,700	541,683	514,972		SUB TOTAL MATERIALS	452,000	0	467,700	479,900

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWERS**

ACCOUNT#: **3000.10**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
3,750	3,092	5,671	3010170	Software - Hours of Service Tracking	4,000	*		4,000	4,000
194,250	193,968	0	3010320	Liability Insurance	194,297			204,012	214,213
5,000	5,000	0	3010750	Contracts - Environmental Monitoring	5,000			5,000	5,000
40,000	0	41,483	3010857	Sp Project - Tannery Maintenance	0			0	0
-40,000	0	0	3010913	Transfer from Northam	0			0	0
203,000	202,060	47,154		SUB TOTAL CONTRACTED SERVICES	203,297		0	213,012	223,213
-165,000	-167,852	0	3010992	Recoveries - Town Equipment - Sanitary	-165,000			-165,000	-165,000
212,500	235,000	0	3010911	Transfer to Vehicle Reserve	225,000	*		235,000	235,000
47,500	67,148	0		SUB TOTAL CHARGES & TRANSFERS	60,000	*	0	70,000	70,000
2,478,897	1,724,857	1,327,971		TOTAL PUBLIC WORKS ADMINISTRATION	2,506,598		0	2,696,015	2,803,587

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADS/SEWER**

ACCOUNT #: **3000.10**

STATEMENT OF PURPOSE: Salaries of Public Works staff operating and maintenance cost for Public Works yard and all vehicles/equipment.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2024	301010	Payroll Salaries & Wages	Contractual obligations
	2024	301050	Clothing	15 GUW / 2 Managers / Inspector / Working Foreman / Stores Clerk 20 x \$346/each + 1 x 100
<b>PERFORMANCE DATA:</b>	2024	301060	Footwear	20 x \$225
	2024	301080	Meal Allowance	Contractual obligations when overtime carried out
	2024	3010250	Memberships & Subscriptions	Northumberland Road Builders - \$580 Association of Ontario Road Supervisors - \$320 Ontario Goods Roads Association - \$1,700 OACETT - \$300
	2024	3010260	Courses & Conferences	Includes Road School and OGRA conference
	2024	3010261	Courses - Certified Training	Working at heights, confined space, chainsaw/chipper, book 7 etc.
	2024	3010470	Building Maintenance	Gull control PW share \$475/month, regular maintenance for HVAC, fire safety, etc.
	2024	3010471	Building Maintenance - 390 King St	Regular maintenance for HVAC, overhead doors, heat sensing fire safety, etc.
	2024	3010500	Custodial Supplies	Cleaning service at Public Works yard PW share for cleaning services \$765/month
	2024	3010570	Property Improvements	Contingency for unexpected property improvements.
	2024	3010750	Contracts - Environmental Monitoring	GRCA chargeback for environmental monitoring of creeks for salt management plan.
	2024	87076	Recoveries	Chargeback services for private works & utilities

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT#: **3100.50**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	3,178	1,562	310510	Payroll Salaries & Wages	0	*		0	0
0	0	266	310515	Payroll Part-time Wages	0			0	0
0	1,564	404	310530	Payroll - Benefits	0			0	0
0	0	37	310531	Payroll - Benefits Part-time	0			0	0
0	4,742	2,269		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
400	0	0	3105691	Equipment Rentals	400			400	400
750	0	0	3105820	Other Operating Materials	750			750	750
0	14,755	0	3105850	Special Project - Bridge Assessments	0			0	0
1,150	14,755	0		SUB TOTAL MATERIALS	1,150		0	1,150	1,150
0	0	0	3105851	Special Project - OSIM Bridge Inspections	16,500	*		0	17,000
0	0	0		SUB TOTAL CHARGES & TRANSFERS	16,500	*	0	0	17,000
1,150	19,497	2,269		TOTAL BRIDGES & CULVERTS	17,650	*	0	1,150	18,150

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **BRIDGES AND CULVERTS**

ACCOUNT #: **3100.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative maintenance for bridges and culverts.	2024	3105820	Other Operating Materials	Minor maintenance as required per inspection results.
	2024	3105851	Special Project - OSIM Bridge Inspections	As per Ontario Regulation 104 under the Public Transportation and Highway Improvement act, Bridge inspections following the Ontario Structural Inspection Manual (OSIM) are required every 2 years (2024, 2026)
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT#: **3100.110**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	11,647	16,724	311010	Payroll Salaries & Wages	0		0	0	0
0	1,943	2,292	311015	Payroll Part-Time	0		0	0	0
0	4,017	6,009	311030	Payroll Benefits	0		0	0	0
0	259	320	311031	Payroll Benefits Part-Time	0		0	0	0
0	17,866	25,345		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
7,000	10,288	6,859	3110751	Weed Control	7,000			7,250	7,500
7,000	10,288	6,859		SUB TOTAL CHARGES & TRANSFERS	7,000		0	7,250	7,500
7,000	28,154	32,204		TOTAL ROADSIDE GRASS & WEEDS	7,000		0	7,250	7,500

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **ROADSIDE GRASS & WEEDS**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To maintain grass at intersections to ensure adequate visibility for motorists.</p>	2024	3110751	Weed Control	Weed control program implemented in 2021. 2 spray events in non downtown area.
<p><b>PERFORMANCE DATA:</b></p> <p>Approximately 10 km of ditches to keep trimmed</p>				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &  
LITTER PICKUP & SWEEPING**

ACCOUNT#: **3100.150**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	37,158	44,852	311510	Payroll Salaries & Wages	0		0	0	0
0	2,035	670	311511	Payroll - Overtime	0		0	0	0
0	595	648	311515	Payroll Part Time Wages	0		0	0	0
0	15,541	18,750	311530	Payroll Benefit	0		0	0	0
0	78	91	311531	Payroll Part Time Benefits	0		0	0	0
0	55,407	65,011		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,000	81	66	3115680	Other Equipment Maintenance & Repairs	1,000			1,000	1,000
1,100	0	0	3115691	Equipment Rentals	1,100			1,100	1,100
2,100	81	66		SUB TOTAL MATERIALS	2,100		0	2,100	2,100
5,000	5,168	3,223	3113480	Garbage Removal	5,000			5,000	5,000
35,000	17,439	11,267	3115750	Contracts	20,000			20,000	20,000
-6,525	0	0	87034	Stormwater Fees	-6,525			-6,525	-6,525
-5,000	0	0	87078	Recoveries	-5,000			-5,000	-5,000
28,475	22,607	14,490		SUB TOTAL CONTRACTED SERVICES	13,475		0	13,475	13,475
30,575	78,095	79,567		TOTAL MTCE ROADSIDE DEBRIS & LITTER PICKUP	15,575		0	15,575	15,575

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE ROADSIDE DEBRIS &  
LITTER PICKUP**

ACCOUNT #: **3100.150**

STATEMENT OF PURPOSE: To collect litter/debris along the Municipal roads.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2024	3115750	Contracts	Screening street sweeping by contractor and DBIA wage subsidy for downtown sidewalk cleaning (\$12,500 paid to DBIA). Extra litter collection throughout downtown area from Victoria Day to Labour Day no longer required due to increase in garage receptacle capacity. Savings utilized to purchase remaining 7 receptacles in 2023.
	2024	3115680	Other Equipment Maintenance & Repair	Moved from account #4310680 Ongoing maintenance and repairs needed on litter and recycling containers throughout the downtown area. Including insert repairs, lock repairs, lid repairs, etc.
	2024	3115480	Garbage Removal	Moved from account #4310480 Public works bin
	2024	87034	Stormwater Fees	Contract for screening street sweeping debris is typically \$8,700 of which 75% will now be paid for through stormwater reserve.
	2024	87078	Recoveries	Street sweeping for private works.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT#: **3100.200**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	56,361	29,633	312010	Payroll Salaries & Wages	0		0	0	0
0	54	85	312011	Payroll - Overtime	0		0	0	0
0	1,448	540	312015	Payroll Part Time Wages	0		0	0	0
0	23,618	13,197	312030	Payroll Benefits	0		0	0	0
0	196	75	312031	Payroll Part Time Benefits	0		0	0	0
0	81,677	43,530		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
3,000	2,778	956	3120680	Other Equip Maint & Rep	3,000			3,000	3,000
1,500	271	2,427	3120691	Equipment Rentals	1,500			1,500	1,500
38,500	29,062	17,081	3120820	Other Operating Materials	30,000			30,000	30,000
43,000	32,111	20,464		SUB TOTAL MATERIALS	34,500		0	34,500	34,500
0	0	0	0 NEW	Software Maintenance	26,000			16,000	16,000
65,000	39,710	4,263	3120750	Contracts	50,000			50,000	50,000
-10,000	-15,594	-2,350	87079	Recoveries - Hardtop Maintenance	-10,000			-10,000	-10,000
55,000	24,116	1,913		SUB TOTAL CONTRACTED SERVICES	66,000	*	0	56,000	56,000
-50,000	0	-700	87019	Recoveries - Road Maintenance	-50,000	*		-50,000	-50,000
50,000	0	0	3120912	Transfer - Road Maintenance Reserve	50,000			50,000	50,000
0	0	-700		SUB TOTAL REVENUE	0		0	0	0
98,000	137,904	65,207		TOTAL MTCE - PAVEMENT REPAIRS	100,500		0	90,500	90,500

12-13-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **MTCE - PAVEMENT REPAIRS**

ACCOUNT #: **3100.200**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
To provide preventive maintenance and emergency maintenance to asphalt roads using crack filling and patching.				YEAR	CODE	OBJECT	DETAILS
				<b>PERFORMANCE DATA:</b>			
2024	3120820	Other Operating Materials	Crack fill material, gravel, cold mix. 2023 - no time for crack filling therefore no crack fill material purchased.				
Micro Sealing	2021 0	2022 0	2023 0	2024	87079	Recoveries - Hardtop Maintenance	Chargebacks for asphalt repairs for private works
Surface Treatment		2022 1 km	2023 1.3 km	2024	87019	Revenue - Road Maintenance	New in 2021 - fees charged for wear and tear of roads through site alteration permits.
				2024	NEW	Software Maintenance	Telus software for road patrol deficiency tracking and bi-annual pavement condition assessments.
				2024	3120912	Transfer - Road Maintenance Reserve	New in 2021 - reserve account to fund only road maintenance work.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER MAINTENANCE**

ACCOUNT#: **3200.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	156,906	133,295	320110	Payroll Salaries & Wages	0		0	0	0
0	39,222	27,341	320111	Payroll - Overtime	0		0	0	0
0	188	332	320115	Payroll Part Time Wages	0		0	0	0
0	61,261	50,574	320130	Payroll Benefits	0		0	0	0
0	26	46	320131	Payroll Part Time Benefits	0		0	0	0
0	257,603	211,588		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
1,500	1,502	0	3201680	Equipment Maintenance	1,500			1,500	1,500
32,000	21,329	16,671	3201750	Contracts	33,000	*		34,000	35,000
2,000	2,549	5,963	3201691	Equipment Rentals	2,000			2,000	2,000
130,000	163,926	140,480	3201820	De-icing Materials	135,000	*		140,000	145,000
-18,000	-15,204	-1,288	87081	Recoveries	-18,000			-18,000	-18,000
147,500	174,102	161,826		SUB TOTAL MATERIALS	153,500	*	0	159,500	165,500
				TOTAL WINTER SNOWPLOWING, SANDING & SALTING	153,500	*	0	159,500	165,500

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **WINTER - SNOWPLOWING, SANDING  
& SALTING**

ACCOUNT #: **3200.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS	
	YEAR	CODE	OBJECT		
To clear snow and ice build-up on roads as per the Town's Policy 5-1-3.	2024	3201750	Contracts	Snow removal contract for cul-de-sacs & downtown	
	2024	3201691	Equipment Rentals	Contracted equipment rental to supplement Town equipment.	
<b>PERFORMANCE DATA:</b>  Salt Historical (tonnes) 2013 965 to Nov 1 2014 1775 to Nov 1 2015 1560 to Nov 1 2016 1235 to Nov 1 2017 400 Nov 1 -Dec 31 - Fire could not track salt 2018 850 2019 1170 to Nov 1 2020 825 to Nov 1 2021 677 to Apr 30 2022 1745 Jan 1-Dec 31 2023 935 to April 30  259 lane kms. Plus all development lands that have not been assumed that are currently being charged back to owners.	2024	3201820	De-icing Materials	Salt & Brine	
	2024	3201991	Recoveries	Chargebacks to Developers from snow removal	

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION  
TRAFFIC CONTROL**

ACCOUNT#: **3100.400**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	49,959	87,636	314010	Payroll Salaries & Wages	0		0	0	0
0	3,586	4,547	314011	Payroll - Overtime	0		0	0	0
0	2,033	1,877	314015	Payroll Part Time Wages	0		0	0	0
0	19,124	34,107	314030	Payroll Benefits	0		0	0	0
0	249	262	314031	Payroll Part Time Benefits	0		0	0	0
0	74,951	128,429		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
20,000	563	27,774	3140680	Other Equip Maint & Rep	20,000			20,000	20,000
0	20,260	2,322	3140820	Operating Materials	0	*		0	0
23,000	16,736	13,946	3140840	Utilities	24,000	*		25,000	26,000
-600	-3,504	-2,033	87080	Recoveries	-600			-600	-600
11,700	0	12,227	3140853	Sp Project - Coloured Crosswalks	0			0	0
54,100	34,055	54,236		SUB TOTAL MATERIALS	43,400		0	44,400	45,400
38,000	70,056	37,635	3140750	Contracts	50,000	*		50,000	50,000
85,000	85,433	80,773	3140751	Contracts - Line Painting	87,000			89,000	91,000
123,000	155,489	118,408		SUB TOTAL CONTRACTED SERVICES	137,000	*	0	139,000	141,000
177,100	264,495	301,073		TOTAL SAFETY DEVICES	180,400		0	183,400	186,400

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SAFETY DEVICES, INFORMATION,  
TRAFFIC CONTROL**

ACCOUNT #: **3100.400**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance of regulatory and advisory signage, traffic signals and lane marking.	2024	3140750	Contracts	Signage, Maintenance CN & CP crossings traffic light maintenance - 50% per Railway Act
	2024	3140751	Contracts - Line Painting	Line Painting Contract
PERFORMANCE DATA:	2024	87080	Recoveries	Repairs to traffic signal posts and signs due to accidents. Charge back to developers, County for signs



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT#: **3600.10**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
0	69,694	83,725	360110	Payroll Salaries & Wages	0		0	0	0
0	1,071	0	360111	Payroll - Overtime	0		0	0	0
0	3,265	2,890	360115	Payroll Part Time Wages	0		0	0	0
0	28,509	36,007	360130	Payroll Benefits	0		0	0	0
0	440	402	360131	Payroll Part Time Benefits	0		0	0	0
0	102,979	123,024		SUB TOTAL SALARIES, WAGES & BENEFITS	0		0	0	0
5,000	5,914	0	3601570	Property Improvements	0			0	0
2,000	1,333	927	3601680	Other Equip Maint & Rep	2,000			2,000	2,000
500	766	1,862	3601691	Equipment Rentals	500			500	500
30,000	24,694	29,798	3601820	Other Operating Materials	30,000			30,000	30,000
0	0	0	3601850	Special Project - Downtown Paver Stone Repairs	0			0	0
0	0	0	3601913	Recoveries - Canada Community Building Fund	0			0	0
-3,500	-1,728	-2,190	87082	Recoveries	-3,500			-3,500	-3,500
34,000	30,979	30,397		SUB TOTAL MATERIALS	29,000		0	29,000	29,000
25,000	13,409	13,664	3601750	Contracts	20,000			20,000	20,000
1,875	906	2,671	3601751	Weed Control - King Street	1,800			2,000	2,100
26,875	14,315	16,335		SUB TOTAL CONTRACTED SERVICES	21,800		0	22,000	22,100
60,875	148,273	169,756		TOTAL SIDEWALKS	50,800		0	51,000	51,100

12-13-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **SIDEWALKS**

ACCOUNT #: **3600.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Preventative maintenance and emergency repairs and sidewalk reconstruction.	2023	3601751	Weed Control - King Street	Weed spraying in the downtown core June and August (2 sprays) \$1,800 - 50% contribution from DBIA
	2023	3601570	Property Improvements	Replacement of downtown litter and recycling containers Project completed in 2023. No further replacements in 2024/2025
<b>PERFORMANCE DATA:</b>	2023	3601680	Other Equip Maint & Repair	Street furniture repair, benches, litter/recycle containers, etc.
	2023	3601750	Contracts	Asphalt repair to sidewalk projects, sidewalk pumping
	2023	3601820	Other Operating Materials	Concrete, gravel, topsoil, sod, grass seed, etc.
	2023	87082	Recoveries	Chargeback for sidewalk replacement or repair for private and utilities

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT#: **3900.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
22,156	0	13,982	390010	Payroll Salaries & Wages	22,823			23,508	24,213
76,544	69,797	68,770	390015	Payroll Part Time Wages	76,544			78,840	81,205
6,868	7,717	5,079	390030	Payroll Benefits	7,075			8,698	9,443
20,667	0	7,852	390031	Payroll Part-time Benefits	21,815	*		24,046	26,392
4,300	0	1,244	390050	Clothing	4,350			4,400	4,450
130,535	77,514	96,927		SUB TOTAL SALARIES, WAGES & BENEFITS	132,607		0	139,492	145,703
600	1,894	2,134	3900820	Other Operating Materials	1,200	*		1,200	1,200
0	0	0 NEW		Sp Project - Crossing Safety Improvements	1,400			1,000	1,000
600	1,894	2,134		SUB TOTAL MATERIALS	2,600	*	0	2,200	2,200
131,135	79,408	99,061		TOTAL CROSSING GUARDS	135,207	*	0	141,692	147,903

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **CROSSING GUARDS**

ACCOUNT #: **3900.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To provide a system to control the safe passage of students to and from elementary schools through busy and/or hazardous intersections.</p> <hr/> <p><b>PERFORMANCE DATA:</b></p> <p>Crossings at:</p> <p>William / Burnham / Elgin            Notre Dame (Burnham / Burwash)            Burnham School (Burnham / Elizabeth)            C.R. Gummow (James / D'Arcy)            Cottesmore (in front of school)            St. Joseph's (D'Arcy / Elgin) x 2            King Street @ Abbott Blvd</p>	2024	390010	Payroll & Wages	25% of Transportation Supervisor salary to supervise crossing guards.
	2024	390015	Payroll Part Time Wages	Town has 8 guards and 1 spare for 7 crossings (2 at Elgin/D'Arcy)
	2024	390050	Clothing	High visibility safety clothing, winter jackets, and rain suits for 8 guards and 2 spares per CA terms.
	2024	3900820	Other Operating Materials	Replacement stop signs, whistles, etc.
	2024	NEW	Sp Project - Crossing Safety Improvements	Improving safety at crossing locations, using Ped-Zone signs and bollards to slow traffic in areas that show speeding/safety issues. Pylons for no parking zones that impact sight lines.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT#: **3950.100**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
190,000	197,868	173,053	3950840	Utilities	195,000		195,000	195,000
190,000	197,868	173,053		SUB TOTAL MATERIALS	195,000	0	195,000	195,000
0	1,009	847	3950861	Other Maintenance	0	0	0	0
0	1,009	847		SUB TOTAL CONTRACTED SERVICES	0	0	0	0
55,143	11,592	10,143	3950950	Debenture Payment	53,694		52,245	50,796
55,143	11,592	10,143		SUB TOTAL OTHER CHARGES & TRANSFERS	53,694	0	52,245	50,796
245,143	210,469	184,043		TOTAL STREET LIGHTING	248,694	0	247,245	245,796

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STREET LIGHTING**

ACCOUNT #: **3950.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To maintain and operate the Municipal Street Lighting system.	2024	3950861	Maintenance	Ongoing capital project to replace all streetlights with LED lamps and fixtures.
	2024	3950950	Debenture Payment	
PERFORMANCE DATA:				Repayment over a 20 year period to LUSI through 2029

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2023	2022	2023		2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
72,231	34,447	56,110	380010	Payroll Salaries & Wages	88,815	*	91,479	94,224
22,392	11,607	16,243	380030	Payroll Benefits	28,865	*	31,560	34,392
94,623	46,054	72,353		SUB TOTAL SALARIES, WAGES & BENEFITS	117,680	*	0 123,039	128,616
1,000	178	363	3800150	Office Supplies	1,000		1,000	1,050
500	82	0	3800210	Advertising & Promotions	500		500	525
500	0	0	3800220	Printing	550	*	650	650
2,450	0	0	3800221	Smart Cards	0		2,000	2,100
2,700	2,309	3,023	3800250	Memberships & Subscrip'ns	3,250	*	2,700	2,800
1,500	0	1,303	3800260	Training & Courses	1,500		1,500	1,600
0	0	0 NEW		Gasoline	15,000		20,000	20,000
5,250	3,964	7,196	3800680	Other Equip Maint & Rep	15,000	*	5,500	5,600
2,300	916	0	3800700	COVID	0		0	0
0	0	0	3800854	Special Project - Events	0		0	0
0	55,406	127	3800853	Special Project - On Demand Pilot	0	*	0	0
750	759	728	3800919	Bank Service Charges	750		775	800
16,950	63,614	12,740		SUB TOTAL MATERIALS	37,550	*	0 34,625	35,125
23,800	4,555	23,574	3800171	Software Maintenance	24,200		25,000	25,750
26,250	25,523	0	3800320	Liability Insurance	26,256		27,569	28,947
703,500	616,397	463,034	3800750	Contracts - Conventional Transit	1,000,000	*	760,000	780,000
0	0	0 NEW		Contracts - Fixed Route - Pilot	175,000		100,000	100,000
0	0	0 NEW		Contracts - Vehicle Maintenance	15,000		40,000	40,000
25,000	14,871	8,311	3800751	Contracts - Extended Accessible Transit	0		0	0
22,000	37,921	27,423	3800752	Contracts - Shelter Maintenance	35,000	*	35,000	35,000
257,600	271,573	235,290	3800753	Contracts - Accessible Transit (Wheels)	0		0	0
0	1,694	0	3800854	Contactless Payment	0		0	0
119,715	0	5,597	3800855	Sp Project - Electric Bus Feasibility Study	0		0	0
1,177,865	972,534	763,229		SUB TOTAL CONTRACTED SERVICES	1,275,456	*	0 987,569	1,009,697
285,000	260,000	0	3800930	Transfer to Vehicle Reserve	70,000		70,000	70,000
-95,772	0	0	3800913	Zero Emissions Transit Funding	0		0	0
0	0	0	87133801	Transfer - Canada Community Building Fund	0		0	0
0	0	0	3800856	Special Project - Wheels Lift	0		0	0
0	0	2,500	3800913	Transfer from Reserve	0		0	0
189,228	260,000	2,500		SUB TOTAL OTHER CHARGES & TRANSFERS	70,000		0 70,000	70,000
1,478,666	1,342,202	850,822		TOTAL TRANSIT	1,500,686		0 1,215,233	1,243,438

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT#: 3800.10

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-70,000	-70,374	-44,796	87021	Fares	-100,000	*		-137,500	-137,500
-40,000	-7,927	-5,495	87022	Passes	-50,000	*		-75,000	-75,000
-9,000	-10,284	-14,323	87042	Tickets	-10,000	*		-10,000	-10,000
-8,000	-8,000	-6,000	87054	Bench Advertising	-8,000			-8,000	-8,000
0	0	0	871143801	Reserve - Transit Safe Restart	0			0	2
-214,856	-290,734	0	871143801	Provincial Subsidy	-214,856			-214,856	-214,856
-341,856	-387,319	-70,614		SUB TOTAL RECOVERIES	-382,856	*	0	-445,356	-445,354
1,136,810	954,883	780,208		NET TO TOWN	1,117,830		0	769,877	798,084



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide Municipal Transit service.	2024	3800750	Contracts	All transit service for co-mingled on-demand and call centre hours. Expected that new operations contract will be less and budget should be enough to include a limited fixed route service if Council desires. RFP will include provisional item for additional fixed route service.
				Shuttle - Port Hope - \$20,000
<b>PERFORMANCE DATA:</b>				
Conventional and Wheels				
2022 55,000 Estimate	2024	NEW	Contracts - Fixed Route	Available during peak hours only Monday to Friday 9 am to 5 pm, 16 stop locations which include major points of interest and retirement residences - 1 year pilot.
2021 65,990				
2020 57,847				
2019 112,226	2024	3800221	Smart Cards	No smart cards required for 2024 - Smart Cards \$1.95/card (1000 cards) and postage fees, fully recoverable through pass sales; cards are re-loadable and not required to be purchased annually.
2018 109,565				
2017 113,772				
2016 112,862				
2015 111,155				
2014 109,244	2024	3800171	Software Maintenance	Online Payments Annual Maintenance; hosted virtual server RideCo Lease \$550/vehicle per month - Wheels CRM
2013 112,561				
2012 107,642	2024	3800250	Subscriptions & Memberships	CUTA (Canadian Urban Transit Association) OPTA (Ontario Public Transit Association)
2011 101,930				
2010 95,319	2024	NEW	Gasoline	New operations contract will have all vehicles fueled at Town Joint Operations Facility to reduce operating costs and avoid fuel escalation expenses
2009 77,014				
Conventional Ridership				
2022 30,806 Jan - Oct 13	2024	3800680	Other Equipment Maintenance & Repair	Licensing, SIM Cards for Tablets, Cell Phone 2023 to be over budget - Heavy Commercial Vehicles deferred payment plan due to fees being suspended during COVID. 2024 increase by \$10k for 4 additional fare boxes.
2021 59,384				
2020 54,009				
Wheels Ridership (Regular Hours)				
2022 5,009	2024	3800992	Provincial Subsidy	Provincial Gas Tax monies
2021 6,606				
2020 3,838				
Wheels Ridership (Extended Service after 7:45 pm)				
2022 597 Jan - Oct 13	2024	3800930	Transfer to Vehicle Reserve	Revised contribution in consideration of much cheaper capital expenses for smaller buses plus incorporation 73.33% ICIP funding for fleet until 2032.
2021 504				
2020 76 Jan - April (3.5 months)				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **TRANSIT**

ACCOUNT #: **3800.10**

STATEMENT OF PURPOSE: To provide Municipal Transit service.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2024	3800752	Contract - Shelter Maintenance	Contract for cleaning and snow removal; snow removal fees and pricing for salt significantly increased in 2023.
	2024	NEW	Contracts - Vehicle Maintenance	New operations contract will have vehicle maintenance separate from operations contract
<b>PERFORMANCE DATA:</b>				
Conventional and Wheels	2024	87022	Passes and Smart Card	Contactless smart card costs are fully recovered upon a pass purchase as well as postage/delivery costs.
2022      55,000 Estimate				<b>COVID aftermath and driver shortages having an impact on ridership and revenue.</b>
2021      65,990				
2020      57,847				
2019      112,226				
2018      109,565				
2017      113,772				
2016      112,862				
2015      111,155				
2014      109,244				
2013      112,561				
2012      107,642				
2011      101,930				
2010      95,319				
2009      77,014				
Conventional Ridership				
2022      30,806      Jan - Oct 13				
2021      59,384				
2020      54,009				
Wheels Ridership (Regular Hours)				
2022      5009				
2021      6606				
2020      3838				
Wheels Ridership (Extended Service after 7:45 pm)				
2022      597      Jan - Oct 13				
2021      504				
2020      76      Jan - April (3.5 months)				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING LOT MAINTENANCE & REPAIR**

ACCOUNT#: **3700.2**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
9,644	10,111	21,181	370210	Payroll Salaries & Wages	10,761	*		11,083	11,416
0	86	465	370215	Payroll -Part-time Salaries	0			0	0
0	4,076	7,629	370230	Payroll Benefits	0			0	0
0	11	65	370231	Payroll Part-time Benefits	0			0	0
9,644	14,284	29,340		SUB TOTAL SALARIES, WAGES & BENEFITS	10,761	*	0	11,083	11,416
5,000	448	792	3702680	Other Equipment Repair	5,000			5,000	5,000
2,200	3,238	2,670	3702840	Utilities	2,200			2,300	2,400
7,200	3,686	3,462		SUB TOTAL MATERIALS	7,200		0	7,300	7,400
72,000	89,748	80,960	3702750	Contracts	73,000			74,000	75,000
75,000	0	25,155	3702850	Special Project - Parking Infrastructure Study	0			0	0
147,000	89,748	106,115		SUB TOTAL CONTRACTED SERVICES	73,000		0	74,000	75,000
69,000	72,737	72,796	3702540	Rents	70,000			70,000	70,000
69,000	72,737	72,796		SUB TOTAL FINANCIAL	70,000		0	70,000	70,000
232,844	180,455	211,713		TOTAL PARKING LOT MAINTENANCE & REPAIRS	160,961		0	162,383	163,816

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING LOT MAINTENANCE & REPAIR**

ACCOUNT #: **3700.2**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance of off street parking lots.	2024	3702540	Rents	Second Street, Albert Street, Swayne St
	2024	3702750	Contracts	Parking lot gardens and on-street garden maintenance. (i.e. D'Arcy, Ontario/William, Burnham / Riddell) Snow removal - all municipal parking lots
PERFORMANCE DATA:	2024	3702680	Other Equipment Repair	Public Works Maintenance activities, gravel, grading, etc
	2024	3702840	Utilities	Lights

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN AND ENFORCEMENT**

ACCOUNT#: **3700.3**

2023	2022	2023		2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
147,800	136,531	4,317	370310	Payroll Salaries & Wages	206,761	*	212,964	219,353
0	0	0	370320	Other Salaries & Wages	0	*	0	0
6,868	7,093	1,831	370330	Payroll Benefits	29,600	*	42,568	46,094
100	0	0	370370	Cleaning Allowance	100		100	100
154,768	143,624	6,148		SUB TOTAL SALARIES, WAGES & BENEFITS	236,461	*	0	255,632
1,800	1,194	0	3703150	Office Supplies	1,000		1,800	1,854
2,500	1,755	1,661	3703180	Cell Phone - Handheld Devices	2,500		2,500	2,575
8,150	497	7,628	3703220	Printing	5,000		5,000	5,150
500	413	425	3703250	Membership & Subscrip'ns	500		500	515
1,000	0	0	3703260	Training & Courses	1,000		1,000	1,030
15,400	0	210	3703670	Other Equip Purchase	3,000		3,000	3,090
15,000	7,275	4,406	3703680	Other Equip Maint & Rep	15,000		16,000	16,480
18,100	8,100	17,274	3703681	Pay & Display - Service & Hosting	19,500	*	19,500	20,085
219,300	334,826	0	3703913	Transfer to Parks/Marina	217,075		219,300	225,879
17,000	28,917	20,765	3703919	Bank Service Charges	17,000		18,000	18,540
298,750	382,977	52,369		SUB TOTAL MATERIALS	281,575		0	286,600
60,000	24,101	66,199	3703171	Software Maintenance	70,000	*	27,000	27,810
0	0	1,716	3703300	Legal Fees	0		0	0
5,000	0	0	3703750	Contract - AMPS Person	2,000		2,060	2,122
464,766	143,497	0	3703912	Transfer to/from Reserve	325,131		442,307	431,489
529,766	167,598	67,915		SUB TOTAL OTHER CHARGES & TRANSFERS	397,131		0	471,367
14,000	4,310	0	3703550	Payment-in-Lieu of Taxes	14,000		15,000	15,000
14,000	4,310	0		SUB TOTAL FINANCIAL	14,000		0	15,000
997,284	698,509	126,432		TOTAL PARKING ADMIN & ENFORCEMENT	929,167		0	1,028,599
-153,128	-117,818	-126,650	87026	Parking Lot Revenue - Parking Passes	-153,128		-166,982	-166,982
-300,000	-226,174	-121,185	87027	Parking Fines - Parking Tickets	-160,000		-170,000	-180,000
-510,000	-477,987	-569,537	87053	Revenue - Victoria Park	-510,000		-510,000	-510,000
-267,000	-56,983	-113,628	87069	Parking Revenue - Downtown	-267,000		-344,000	-344,000
-1,230,128	-878,962	-931,000		TOTAL REVENUE	-1,090,128		0	-1,190,982

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN & ENFORCEMENT**

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2024	370310	Payroll Salaries & Wages	2 New Positions: Administrative Clerk - for additional duties from new AMP system - 40% Bylaw 60% Parking Bylaw Officer - for maintenance of parking equipment, collection of monies, and troubleshooting issues Reallocate portion of Transportation Supervisor to Transit
	2024	3703171	Software Maintenance	AIMS - web support & maintenance increase in 2024 with additional annual license maintenance
	2024	3703180	Cell Phone - Handheld Devices	Handheld devices for parking software
	2024	3703220	Printing	Ticket Stock - AIMS Mobile (400 rolls) Permits are virtual, no handtags required
	2024	3703250	Memberships & Subscriptions	Ontario Traffic Council - \$400 (increase in 2024)
	2024	3703680	Other Equipment Purchase	Mobile Units - \$15,400
	2024	3703680	Other Equip Maint & Rep	Parts / service / travel to repair pay & display machines. Coin Machine Maintenance
	2024	3703681	Pay & Display - Service Agreement/Gateway Hosting	Seasonal - \$510/yr per Pay & Display Machine Annual - \$660/hr per Pay & Display Machine Annual - \$85/hr per Single Space Beacon Annual - \$196/hr per Double Space Beacon Seasonal - \$69/per Single Space Beacon Seasonal - \$120/per Double Space Beacon
	2024	3703913	Transfer to Parks	Beach Washrooms - 2024- \$67,075 Parks Revenue - 2024 - \$100,000 Marina - 2024 - \$40,000 Harbour - 2024 - \$10,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **PARKING ADMIN & ENFORCEMENT**

ACCOUNT #: **3700.3**

STATEMENT OF PURPOSE: To enforce Parking Bylaws.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2024	3703919	Bank Service Charges	AIMS Web - parking payments / permit sales will increase payments / parking tickets / paid parking. Additional Pay & Display machines/beacons with new payment options such as Interac Flash/Apple Pay, etc.  ***** Parking lot revenues are based on proposed 2024 rate increases and 2023 actual revenues *****

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PERFORMANCE SUMMARY PARKING ENFORCEMENT**

CATEGORY	2023 Actual	2024 ESTIMATE	2025 ESTIMATE	2026 ESTIMATE
<b>PARKING SPACES PATROLLED</b>				
ON STREET	435	435	435	435
PARKING LOTS	857	857	673	793
TOTAL SPACES	1,292	1,292	1,108	1,228
NUMBER OF OFFICERS	3/2	3/2	3/2	3/2
<b>ENFORCEMENT STATS</b>				
POLICE DEPARTMENT	8	50	50	50
FIRE	0	10	20	20
BY-LAW UNIT	2,100	3,500	4,000	4,500
<b>TOTAL</b>	2,108	3,560	4,070	4,570
<b>REVENUES</b>				
TICKET REVENUE	121,185	160,000	170,000	180,000
PARKING PERMITS	126,650	153,128	166,982	166,982
DOWNTOWN COIN REVENUE	113,628	267,000	344,000	344,000
REVENUE - VICTORIA PARK	569,537	510,000	510,000	510,000
<b>TOTAL REVENUE</b>	931,000	1,090,128	1,190,982	1,200,982



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**STORMWATER SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>STORMWATER COLLECTION</b>	434,386	262,332	866,162	-	0	-	885,458	900,179
<b>STORM PUMPHOUSES</b>	30,734	19,838	38,275	24.5	0	(100.0)	31,850	32,475
<b>TOTAL EXPENDITURES</b>	465,120	282,170	904,437	94.5	0	(100.0)	917,308	932,654
<b>TOTAL REVENUE</b>	-1,643,727	-3,487	-1,707,563		0		-1,773,851	-1,842,686
<b>TRANSFER TO RESERVE</b>	1,178,607	0	803,126		0		856,543	910,032
<b>NET</b>	0	278,683	0		0		0	0
<b>CAPITAL REQUIREMENT</b>			130,000				50,000	621,000



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative and emergency maintenance for the stormwater collection system, stormwater management facilities, and stormwater pump stations.	2024	87034	Recoveries - Stormwater Fees	New stormwater fees to fund maintenance and capital projects.
	2024	87077	Storm Sewer Revenue	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.
	2024	3113912	Transfer - Stormwater Reserve	New reserve for stormwater infrastructure funding including resources.
<b>PERFORMANCE DATA:</b> Stormwater contains: <ul style="list-style-type: none"> <li>- Entrance Culvert and Roadside Ditching</li> <li>- Roadside Catchbasins and Gutter Maintenance</li> <li>- Stormsewer maintenance</li> <li>- Stormwater management facility maintenance</li> <li>- Street sweeping (75%)</li> <li>- Storm Pump Stations (3)</li> </ul>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT#: **3100.130**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
213,060	49,293	135,378	311310	Payroll Salaries & Wages	225,127			235,880	242,957
799	934	2,053	311311	Payroll - Overtime	875			901	928
850	0	1,455	311312	Payroll - Standby	900			927	955
0	914	548	311315	Payroll Part Time Wages	0			0	0
77,177	18,066	53,232	311330	Payroll Benefits	81,260			89,750	97,339
0	121	73	311331	Payroll Part Time Benefits	0			0	0
291,886	69,328	192,739		SUB TOTAL SALARIES, WAGES & BENEFITS	308,162		0	327,458	342,179
10,000	1,612	369	3113691	Equipment Rentals	10,000			10,000	10,000
25,000	32,067	29,610	3113820	Operating Materials	25,000			25,000	25,000
35,000	33,679	29,979		SUB TOTAL MATERIALS	35,000		0	35,000	35,000
20,000	29,177	39,614	3113750	Contracts - Storm Sewer	20,000			20,000	20,000
50,000	23,310	0	3113751	Contracts - SWM Pond Maintenance	50,000			50,000	50,000
0	3,262	0	3113752	Contracts - Nickerson Path Drainage Improvement	0	*		0	0
0	0	0	NEW	Contracts - Storm Sewer Flushing and CCTV	350,000			350,000	350,000
0	0	0	NEW	Sp Project - Floodplain Mapping	30,500			30,500	30,500
70,000	55,749	39,614		SUB TOTAL CONTRACTED SERVICES	450,500	*	0	450,500	450,500
1,178,607	0	0	3113912	Transfer - Stormwater Reserve	803,126			856,543	910,032
37,500	0	0	3113913	Transfer - Vehicle Reserve	72,500			72,500	72,500
1,216,107	0	0		SUB TOTAL REVENUE	875,626		0	929,043	982,532
1,612,993	158,756	262,332		TOTAL STORM DRAIN SYSTEM	1,669,288	*	0	1,742,001	1,810,211

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PUBLIC WORKS**

FUNCTION/ACTIVITY: **STORMWATER COLLECTION**

ACCOUNT #: **3100.130**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide preventative emergency maintenance for the storm drain system.	2024	3113750	Contracts	Third party contracts for roadway storm sewer work such as curb installation and paving.
	2024	3113751	Contracts - SWM Pond Maintenance	Annual stormwater management pond maintenance program. Intended to eventually be conducted by Town resources when available.
<b>PERFORMANCE DATA:</b>  Storm Drainage account now contains: - Entrance Culvert and Roadside Ditching - Roadside Catchbasins and Gutter Maintenance	2024	3113691	Equipment Rentals	Gradall rental for ditches
	2024	3113820	Materials	Storm iron works, culverts, gravel, concrete
	2024	3113991	Recoveries	Chargebacks for services performed by Public Work staff for curb cuts, flushing culverts, and catchbasin cleaning for County.
	2024	NEW	Sp Project - Storm Sewer Flushing and CCTV	New annual maintenance for storm sewers to clean and prepare repair program for aging sewers and to establish condition rating for asset management planning. Since never been done before, contract will be for all sewers in 3 years, then 10% of storm system annually for regular upkeep.
	2024	3113913	Transfer - Vehicle Reserve	Costs associated with the annual replacement value of the street sweeper (75%), Vactor (10%), and half tonnes (50%)

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

ACCOUNT#: **4200.10**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,561	1,929	0	4200185	Alarm Line Charges	8,600	*		1,650	1,675
2,600	11,774	0	4200470	Building Maintenance - Exterior	2,650			2,700	2,800
2,600	5,104	2,730	4200681	144 Division Storm Maint	2,650			2,700	2,800
3,650	4,750	4,256	4200682	519 Division Storm Maint	3,700			3,800	3,900
3,650	5,340	3,574	4200683	505 William Storm Maint	3,700			3,800	3,900
12,485	12,529	9,278	4200840	Utilities	12,700			12,800	12,900
26,546	41,426	19,838		SUB TOTAL MATERIALS	34,000	*	0	27,450	27,975
4,188	3,343	0	4200541	Payment-in-Lieu Taxes	4,275			4,400	4,500
4,188	3,343	0		SUB TOTAL FINANCIAL	4,275		0	4,400	4,500
30,734	44,769	19,838		TOTAL STORM PUMP STATIONS	38,275	*	0	31,850	32,475

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **STORM PUMP STATIONS**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide preventive and emergency maintenance of the Storm Sewage Pumphouses.	2024	4200185	Alarm Line Charges	Annual monitoring and reporting fee for alarms at Storm Pump Stations. Additional \$5,000 in 2024 circuit boards for auto-dialers
	<b>PERFORMANCE DATA:</b>			
3 pumping stations/6 pumps.	2024	4200470	Building Maintenance - Exterior	Repairs to pump station structure
	2024	4200681	144 Division St - Division South PS	General repair and upkeep of pump station
	2024	4200682	519 Division St - Division North PS	General repair and upkeep of pump station
	2024	4200683	505 William St Pump Station	General repair and upkeep of pump station
	2024	4200840	Utilities	Cost of heat and hydro at pump stations

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**SOCIAL AND FAMILY SERVICES SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>GRANTS &amp; TRANSFERS</b>	5,000	5,000		0 -		0 -	0	0
PHYSICIAN RECRUITMENT	0	0		0 -		0 -	0	0
HOSPICE	0	0		0 -		0 -	0	0
AFFORDABLE HOUSING ASSISTANCE	0	14,705		0		0	0	0
<b>TOTAL GRANTS &amp; TRANSFERS</b>	<b>5,000</b>	<b>19,705</b>		<b>0 -</b>		<b>0 -</b>	<b>0</b>	<b>0</b>



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

ACCOUNT#: **6100.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	0	6100940	Grants & Transfers - St Peters Court Apartments	0		0	0
25,000	0	0	6100943	Opioid Crisis	0		0	0
0	0	0	6100941	Green Wood Coalition - Drop-in Outreach Program	0		0	0
5,000	0	5,000	6100942	Northumberland Fare Share Food Bank	0		0	0
-25,000	0	0	6100913	Recoveries - Contingency Reserve	0		0	0
5,000	0	5,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
5,000	0	5,000		TOTAL ST. PETER'S COURT APARTMENTS	0	0	0	0

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **GRANTS & TRANSFERS**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<p>To fund realty taxes for St. Peter's Court. They pay the first \$1,600 of annual tax bill based on agreements which expire in 2017 and 2019. The Town of Cobourg pay the balance of the realty taxes.</p>				
<b>PERFORMANCE DATA:</b>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

ACCOUNT#: **6200.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
17,100	17,100	0	6200940	Physician Recruitment	27,452	*	30,000	30,000
-17,100	-17,100	0	6200913	Recoveries - Northam	-27,452		-30,000	-30,000
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0
0	0	0		TOTAL PHYSICIAN RECRUITMENT	0		0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **PHYSICIAN RECRUITMENT**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
<p>To provide the physician recruitment organization with funding to support a professional recruitment program.</p>	23 / 24 / 25	6200991	Recoveries	Funding provided from Northam Industrial Park transfer.
<p><b>PERFORMANCE DATA:</b></p> <p>Net Joint Board formed in 2019 to carry on with Physician Recruitment and Retention.</p>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

ACCOUNT#: **6300.100**

2023	2022	2023			2024	*	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
0	60,000	0	6300940	Hospice Care Centre	0	*		0	0
0	-60,000	0	6300913	Recoveries - Northam	0		0	0	0
0	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
0	0	0		TOTAL HOSPICE	0		0	0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **HOSPICE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To provide capital contribution to the new hospice.	2023	6300940	Hospice Care Centre	2022 was the 4th and final year
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

ACCOUNT#: 6400

2023	2022	2023			2024	*	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
75,000	611	14,705	6400940	Affordable Housing Assistance	125,000	*		125,000	125,000
-75,000	0	0	6400913	Recoveries - Holdco	-125,000			-125,000	-125,000
0	611	14,705		SUB TOTAL OTHER CHARGES & TRANSFERS	0	*	0	0	0
0	611	14,705		TOTAL AFFORDABLE HOUSING ASSISTANCE	0	*	0	0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **SOCIAL & FAMILY**

FUNCTION/ACTIVITY: **AFFORDABLE HOUSING ASSISTANCE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund incentives for the creation of new affordable rental housing.	2023	6400940	Affordable & Rental Housing CIP	Including: Trinity Housing (2019) Northumberland County Housing (2021) Balder Corporation (2022)
<b>PERFORMANCE DATA:</b>				
<b>Total funding to date: \$790,000</b>				
2019            250,000.00				
2020            165,000.00				
2021            250,000.00				
2022 <u>125,000.00</u>				
790,000.00				
Legal & Consulting    -67,354.67				
Total <u>722,645.33</u>				
<b>Total commitment to date: \$602,651.37</b>				
Trinity Housing -            402,220.00				
Balder Corporation -        147,913.87				
Northumberland County Housing - <u>52,517.50</u>				
<u>602,651.37</u>				
<b>Balance Available for 2022 Program: \$119,993.96 *</b>				
* Applications currently under review by the evaluation committee for 2022 intake.				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PARKS AND RECREATIONAL FACILITIES SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>PARKS</b>								
ADMINISTRATION	2,003,840	753,637	2,054,353	2.5	0	(100.0)	2,169,140	2,312,594
OPERATING	867,603	1,643,815	925,933	6.7	0	(100.0)	947,454	830,204
SUBTOTAL PARKS EXP.	2,871,443	2,397,452	2,980,286	3.8	0	(100.0)	3,116,594	3,142,798
PARKS REVENUE	-165,800	-79,395	-162,000	(2.3)	0	(100.0)	-172,000	-177,000
<b>NET PARKS</b>	2,705,643	2,318,057	2,818,286	4.2	0	(100.0)	2,944,594	2,965,798
<b>BEACH WASHROOMS</b>	4,950	45,339	0	-	0	-	-10,000	-11,500
<b>AQUATICS LIFEGUARDS</b>	30,000	34,343	0	(100.0)	0	(100.0)	0	0
<b>OUTDOOR RINK</b>	41,425	51,363	42,926	3.6	0	(100.0)	45,207	46,595
<b>LEGION FIELDS</b>								
LEGION FIELDS EXP.	30,713	37,235	31,714	3.3	0	(100.0)	34,285	35,364
LEGION FIELDS REVENUE	-12,000	-6,696	-12,000	0.0	0	(100.0)	-11,800	-12,100
NET LEGION FIELDS	18,713	30,539	19,714	(205.3)	0	(100.0)	22,485	23,264
<b>MARINA</b>								
MARINA EXPENDITURES	832,210	756,504	939,160	12.9	0	(100.0)	967,400	996,200
MARINA REVENUE	-832,210	-834,119	-939,160	12.9	0	(100.0)	-967,400	-996,200
NET MARINA	0	-77,615	0	0.0	0	0.0	0	0
<b>DREDGE</b>								
DREDGE EXPENDITURES	131,119	161,554	137,953	5.2	0	(100.0)	147,775	154,794
DREDGE REVENUE	-100,000	-29,600	-45,000	(55.0)	0	(100.0)	-125,000	-125,000
NET MARINA	31,119	131,954	92,953	0.0	0	0.0	22,775	29,794
<b>CAMPGROUND</b>								
CAMPGROUND EXP.	243,381	157,150	280,102	15.1	0	(100.0)	288,949	297,475
CAMPGROUND REVENUES	-384,400	-371,384	-396,100	3.0	0	(100.0)	-408,100	-420,400
NET CAMPGROUND	-141,019	-214,234	-115,998	(17.7)	0	(100.0)	-119,151	-122,925

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PARKS AND RECREATIONAL FACILITIES SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>HARBOUR</b>	268,725	257,047	229,330	(14.7)	0	(100.0)	238,155	247,009
<b>ARENA</b>								
ARENA EXPENDITURES	99,900	56,509	77,248	(22.7)	0	(100.0)	104,961	107,691
ARENA REVENUE	-26,200	-22,695	-26,200	0.0	0	(100.0)	-26,200	-26,200
NET ARENA	73,700	33,814	51,048	(30.7)	0	(100.0)	78,761	81,491
<b>COMMUNITY CENTRE</b>								
COMMUNITY CENTRE EXP	2,813,930	2,655,519	3,057,682	8.7	0	(100.0)	3,168,740	3,303,266
COMMUNITY CENTRE REV	-1,426,070	-1,288,846	-1,511,900	6.0	0	(100.0)	-1,632,800	-1,763,400
NET COMMUNITY CENTRE	1,387,860	1,366,673	1,545,782	11.4	0	(100.0)	1,535,940	1,539,866
<b>SENIORS ACTIVITY CENTRE</b>								
SENIORS ACTIVITY CENTRE EXP	337,115	156,503	365,442	8.4	0	(100.0)	381,130	405,071
SENIORS ACTIVITY CENTRE REV	-94,800	-82,371	-101,700	7.3	0	(100.0)	-111,900	-116,700
NET SENIORS ACTIVITY CENTRE	242,315	74,132	263,742	8.8	0	(100.0)	269,230	288,371
<b>TOTAL PARKS &amp; RECREATION</b>								
TOTAL PARKS & REC EXP	7,704,911	6,766,518	8,141,843	5.7	0	(100.0)	8,483,196	8,724,763
TOTAL PARKS & REC REVENUE	-3,041,480	-2,715,106	-3,194,060	5.0	0	(100.0)	-3,455,200	-3,637,000
NET PARKS & RECREATION	4,663,431	4,051,412	4,947,783	6.1	0	(100.0)	5,027,996	5,087,763
LONG TERM DEBT CHARGES	62,500	124,619	62,500	-	0	-	62,500	62,500
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS - REVENUE**

ACCOUNT#: **880**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	-25,000	-11,220	8802	Victoria Park Food Concessions Revenue	-13,000		-13,400	-13,800
-100,000	-153,063	0	8804	Parking Revenue	-100,000		-108,200	-111,400
-17,000	-24,959	-34,449	8806	User Fees	-20,000	*	-20,600	-21,200
-5,000	-5,000	-5,000	8809	Contribution from DBIA - For Baskets	-6,000	*	-6,200	-6,400
-2,800	-2,950	-7,590	88011	Beach Rentals	-3,000	*	-3,100	-3,200
-10,000	-6,800	-13,400	88012	Donations	-10,000		-10,300	-10,600
0	-211	0	88013	Special Events	0		0	0
-5,000	0	-1,231	88014	Chargebacks - Grass Cutting	-5,000		-5,000	-5,000
-1,000	-6,300	-6,505	871137210	Federal Grants Student Wages	-5,000	*	-5,200	-5,400
-165,800	-224,283	-79,395		TOTAL PARKS RECEIPTS	-162,000		0	-172,000
2,871,443	2,519,258	2,397,452		TOTAL PARKS EXPENDITURES	2,980,286	*	0	3,116,594
2,705,643	2,294,975	2,318,057		COST TO TOWN	2,818,286	*	0	2,944,594

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS REVENUE**

ACCOUNT #: 880

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Various park facilities generate revenue to offset some of the operating costs of the parks department.	2024	8804	Parking Revenue	To prevent residents from paying for tourist services, a portion of parking revenue offsets park services at the waterfront
	<b>PERFORMANCE DATA:</b>			
	2024	8806	User Fees	Rentals for Pavilion in Victoria Park
	2024	8809	Contribution from DBIA	Contribution towards downtown flower baskets
	2024	88011	User Fees	Beach Rentals
	2024	88012	Parks Donations	Public donations for memorial benches, etc.
	2024	88014	Parks Recoveries	Chargebacks for grass cutting, site clean up, etc.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT#: **7200.20**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
911,874	344,605	338,743	721010	Payroll Salaries & Wages	880,036		907,138	935,102
45,629	29,079	23,983	721011	Payroll - Overtime	29,370		30,251	31,159
231,821	28,169	33,943	721015	Payroll - Part-time	261,106 *		283,091	319,150
315,349	99,841	93,022	721030	Payroll Benefits	329,665 *		358,529	388,869
52,592	3,234	5,643	721031	Payroll Benefits - Part-time	74,415 *		86,343	103,724
5,500	2,564	6,051	721050	Clothing	5,700 *		5,900	6,100
5,300	2,837	1,973	721051	Personal Protective Equipment	5,300		5,700	5,900
2,500	1,925	1,824	721060	Footwear	2,500		2,900	3,000
1,700	2,436	2,358	721080	Meal Allowance	2,300 *		2,400	2,500
1,572,265	514,690	507,540		SUB TOTAL SALARIES, WAGES & BENEFITS	1,590,392	0	1,682,252	1,795,504
3,000	6,170	3,726	7210150	Office Supplies	3,100 *		3,600	3,700
7,000	6,842	8,067	7210180	Telephone & Answering Svc	7,200		8,000	8,200
400	0	25	7210210	Advertising & Promotion	400		400	400
1,725	1,461	1,518	7210250	Memberships & Subscrip'ns	1,800 *		1,800	1,900
12,000	10,526	9,910	7210260	Training & Courses	12,400 *		16,000	16,500
7,000	8,758	8,921	7210450	Heat	7,200		8,200	8,400
18,500	19,787	17,173	7210460	Utilities	19,100 *		19,500	20,100
22,000	23,076	30,470	7210470	Building Maintenance	22,700 *		24,200	24,900
12,000	10,684	8,390	7210500	Custodial / Cleaning Supplies	12,400 *		12,900	13,300
69,000	78,059	93,992	7210600	Vehicle Maintenance	71,100 *		75,000	77,300
75,000	73,926	60,458	7210650	Gasoline	77,300 *		79,619	82,000
6,000	3,973	548	7210670	Small Equipment Purchases	6,200 *		6,000	6,200
0	47	0	7210700	COVID-19 Supplies	0		0	0
2,800	2,652	2,899	7210850	Special Project - Blue Flag Water Testing	2,900 *		4,250	4,400
0	0	0 NEW		Special Project - Bucket Truck extend life	15,000		0	0
0	0	0	7210912	Recoveries - Holdco	0	0	0	0
236,425	245,961	246,097		SUB TOTAL MATERIALS	258,800 *	0	259,469	267,300
45,150	44,109	0	7210320	Liability Insurance	45,161		47,419	49,790
0	0	0	7210360	Consultant Fee - Waterfront Master Plan	0		0	0
45,150	44,109	0		SUB TOTAL CONTRACTED SERVICES	45,161	0	47,419	49,790
150,000	150,000	0	7210930	Transfer to Vehicle Reserve	160,000 *		180,000	200,000
150,000	150,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	160,000 *	0	180,000	200,000
2,003,840	954,760	753,637		TOTAL PARKS ADMINISTRATION	2,054,353	0	2,169,140	2,312,594

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ADMINISTRATION**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To manage and maintain the Parks System for the Corporation.	2024	721015	Salaries & Wages Part Time	Maintain current service level using in-house services
	2024	721051	Personal Protective Equipment	Sharps containers, gloves, hard hats, fall protection, etc. Sharps Kits
PERFORMANCE DATA: Responsible for all park facilities and employees.	2024	7210180	Telephone & Answering Service	Cell phone & tablet usage charges
	2024	7210250	Memberships & Subscriptions	Ontario Parks Association - \$700 2 x ISA and ISAO - \$530
	2024	7210260	Training & Courses	Professional development and mandatory training for certifications requirements, health & safety, working at heights, Crane certification, Basic Refrigeration/Ice Plant, ball diamond maintenance, horticulture training and CEU's, etc.
	2024	7210470	Building Maintenance	Costs of Building 7 shared evenly with Public Works
	2024	7210600	Vehicle Maintenance	Increase to reflect actual maintenance requirements (including \$3,000 for mandatory maintenance program)
	2024	7210850	Special Project - Blue Flag	For testing e-coli and strep on Victoria Park Beach and to be part of the program - not to Blue Flag Standard
	2024	7210930	Transfer to Vehicle Reserve	Fund equipment replacement
2024	NEW	Special Project - Bucket Truck Refit	Repair to bucket truck - cabling to pass inspection	

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT#: **7200.30**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	195,693	232,724	723010	Payroll Salaries & Wages	0	0	0	0
0	28,266	33,338	723011	Payroll - Overtime	0	0	0	0
0	74,981	69,239	723015	Payroll Part Time Wages	0	0	0	0
0	72,473	90,449	723030	Payroll Benefits	0	0	0	0
0	9,483	10,265	723031	Payroll Part Time Benefit	0	0	0	0
0	380,896	436,015		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
73,500	83,701	116,417	7230460	Utilities	120,000	*	123,600	127,300
16,000	12,805	5,589	7230470	Building Maintenance	16,500	*	17,000	17,500
3,500	7,028	5,905	7230475	Signs	3,600		3,700	3,800
10,150	3,915	2,427	7230500	Cleaning Maintenance	10,500	*	10,800	11,100
7,500	12,163	7,533	7230510	Electrical Repairs	7,700		7,900	8,100
6,000	6,095	14,215	7230520	Plumbing Repairs	6,200	*	6,400	6,600
30,000	24,496	29,332	7230570	Property Improvements	30,900	*	31,800	32,800
0	0	0	NEW	Pathway Maintenance	6,500		6,700	6,900
3,250	943	389	7230691	Equipment Rental	3,300		3,400	3,500
0	17	0	7230700	COVID-19 Supplies	0	*	0	0
149,900	151,163	181,807		SUB TOTAL MATERIALS	205,200	*	0	211,300
25,000	26,051	30,674	7230480	Garbage Removal	25,800	*	31,000	31,900
36,000	39,053	6,843	7230750	Bylaw Enforcement	36,000		36,000	37,100
0	24,955	11,578	7230751	Parks Maintenance Contracts	0	*	0	0
35,000	39,010	11,077	7230755	Port-A-Potties	40,000	*	41,000	42,200
0	19,548	7,550	7230853	Special Project - Victoria Park Bandshell Flooring	0	*	0	0
0	0	0	7230851	Special Project - Splashpad Repairs	0		0	0
0	300	0	7230852	Special Project - Trash to Treasure	0	*	0	0
21,000	0	15,468	7230854	Special Project - Bridge Deck Inspections	7,000		0	0
0	0	8,781	7230855	Encampment	0		0	0
117,000	148,917	91,971		SUB TOTAL CONTRACTED SERVICES	108,800		0	108,000
18,900	20,257	17,218	7230540	Rent - Dog Park	19,000		25,000	25,000
18,900	20,257	17,218		SUB TOTAL FIINANCIAL	19,000		0	25,000
285,800	701,233	727,011		TOTAL PARKS MAINTENANCE	333,000	*	0	344,300

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS MAINTENANCE**

ACCOUNT #: **7200.30**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
To manage and maintain all large and small parks and all buildings and facilities located therein including the operations building.	2024	7230540	Rent - Dog Park	Rental of Dog Park - \$1,526.40 / month Utilities - \$500
<b>PERFORMANCE DATA:</b>	2024	7230570	Property Improvements	To maintain stock of tables and benches, repair garbage containers, install parking barriers and paint buildings.
Beach Groomings (20 Small Parks)	2024	NEW	Pathway Maintenance	Maintain sidewalks and walkways to prevent trip hazards, drainage issues
Canteens	2024	7230691	Equipment Rentals	Cost of equipment rentals for maintenance.
Buildings	2024	7230751	Parks Maintenance Contractor	Updated to in-house service through transfer to PT wages
Playgrounds	2024	7230755	Port-A-Potties	Victoria Park and Miscellaneous Parks (summer) to meet demand on busy weekends or non-sports activities
Centennial Swimming Pool - Start/Close	2024	7230854	Special Project - Bridge Deck Replacement	As per Ontario Regulation 104 under the Public Transportation and Highway Improvement Act. Bridge Inspections following the Ontario Structural Inspection Manual (OSIM) are required every 2 years (2024, 2025)
Garbage Pick Up				
Special Events				
Spray Pad				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT#: **7200.20**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	87,817	101,092	722010	Payroll Salaries & Wages	0	0	0	0
0	15,074	10,134	722011	Payroll - Overtime	0	0	0	0
0	48,664	56,488	722015	Payroll Part Time Wages	0	0	0	0
0	33,711	38,822	722030	Payroll Benefits	0	0	0	0
0	6,516	7,590	722031	Payroll Students Benefits	0	0	0	0
0	191,782	214,126		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
12,000	3,938	6,778	7220450	Heat	12,000		12,500	12,900
6,000	6,139	6,565	7220460	Utilities	6,400	*	6,500	6,700
13,500	11,024	9,055	7220470	Building Maintenance	7,000		7,200	7,400
0	2,321	0	7220475	Ecology Garden Maintenance	0		0	0
27,000	25,528	24,500	7220506	Horticulture Supplies	27,500		28,300	29,100
15,500	9,204	5,349	7220550	Horticulture - Downtown Beautification	16,000	*	16,500	17,000
74,000	58,154	52,247		SUB TOTAL MATERIALS	68,900		71,000	73,100
74,000	249,936	266,373		TOTAL HORTICULTURE	68,900		71,000	73,100

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HORTICULTURE**

ACCOUNT #: **7200.20**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Municipal beautification through annual, perennial and shrub displays.	2024	7220470	Building Maintenance	Staff perform most building maintenance to keep costs low
	2024	7220506	Horticultural Supplies	This line item includes: Seed Cuttings Fertilizer Plant Medium Containers Biological Control Seniors Program Plants, bulbs, shrubs and trees
	2024	7220550	Property Improvements - Annual Beautification	Downtown baskets and containers
<b>PERFORMANCE DATA:</b>  3 season planting Downtown beautification Greenhouse complex Sensory Garden				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT#: **3100.110**

2023	2022	2023		2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
84,123	104,931	111,232	311110	Payroll Salaries & Wages	85,779		88,472	91,247
4,000	15,496	7,296	311111	Payroll - Overtime	4,000		4,000	4,000
21,501	1,669	17,712	311115	Payroll Part Time Wages	24,192	*	24,918	25,665
31,724	39,278	40,100	311130	Payroll Benefits	33,218	*	36,064	39,051
4,805	187	2,502	311131	Payroll Part Time Benefits	6,895	*	7,600	8,341
200	203	203	311160	Footwear	200		200	200
146,353	161,764	179,045		SUB TOTAL SALARIES, WAGES & BENEFITS	154,284	*	0	161,254
300	255	0	3111150	Office Supplies	320	*	400	400
850	484	918	3111250	Memberships & Subscriptions	600		900	900
2,000	941	746	3111260	Training & Courses	2,300	*	2,400	2,500
2,700	834	710	3111650	Gasoline	2,000		2,000	2,100
2,500	3,178	888	3111680	Other Equip Maint & Repairs	2,500		2,500	2,500
30,000	30,569	1,645	3111853	Special Project - Emerald Ash	25,000		20,000	15,000
5,000	3,366	0	3111854	Special Project - Open Space Maintenance	5,000		5,200	5,400
4,500	0	0	3111855	Special Project - Forest Inventory Program	4,000		4,000	4,100
47,850	39,627	4,907		SUB TOTAL MATERIALS	41,720		0	37,400
95,000	120,656	69,858	3111750	Contracts - Tree Planting	97,000		100,800	103,800
13,000	21,829	18,742	3111751	Contracts - Emergency Removals Hazards	14,000	*	14,400	14,800
37,000	29,930	25,711	3111754	Contracts - Tree Maintenance	38,000		39,100	40,300
145,000	172,415	114,311		SUB TOTAL CONTRACTED SERVICES	149,000		0	154,300
-25,000	-50,000	0	871153111	Transfer - Tree Levy Reserve	-27,000		-29,000	-29,900
0	-7,175	-3,150	8827	Tree Compensation	0		0	
-25,000	-57,175	-3,150		SUB TOTAL OTHER CHARGES & TRANSFERS	-27,000		0	-29,900
314,203	316,631	295,113		TOTAL FORESTRY SERVICES	318,004		0	323,954

12-13-23

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FORESTRY SERVICES**

ACCOUNT #: **3100.110**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To ensure no trees are a potential risk/liability. To replace/plant new trees in areas where trees have been removed/not provided.	2024	311160	Footwear	1 x \$225
	2024	3111250	Memberships & Subscriptions	ISA Dues - \$187 ISAO - \$110 Forests Ontario - \$50 SMA & SCA - \$180
<b>PERFORMANCE DATA:</b>				
Trees	2021	2022	2023	
Removed	125	100	100	2024
Planted	200	335	250	3111260
Feed/Preserve	150	150	150	
Prune	400	525	450	2024
Mulch	250	800	500	3111853
Service Requests	350	399	400	
Inspections	500	200	361	2024
				3111854
Mulch - Right of Way and Parks trees				2024
				3111855

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS ATHLETIC FACILITIES**

ACCOUNT#: **7200.40**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	12,723	26,762	724010	Payroll Salaries & Wages	0	0	0	0
0	3,530	5,781	724011	Payroll - Overtime	0	0	0	0
0	15,939	21,679	724015	Payroll Part Time Wages	0	0	0	0
0	5,768	11,059	724030	Payroll Benefits	0	0	0	0
0	2,076	3,027	724031	Payroll Part Time Benefit	0	0	0	0
0	40,036	68,308		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
22,000	23,561	15,082	7240475	Athletics Field Mtce	20,000		20,500	21,100
0	0	0	NEW	Sports Field Irrigation	3,000		3,200	3,300
6,000	2,711	734	7240570	Property Improvements	6,500	*	6,700	6,900
28,000	26,272	15,816		SUB TOTAL MATERIALS	29,500	*	30,400	31,300
8,500	7,112	2,758	7240551	Port-A-Potties	9,000	*	9,300	9,600
8,500	7,112	2,758		SUB TOTAL CONTRACTED SERVICES	9,000	*	9,300	9,600
36,500	73,420	86,882		TOTAL PARKS ATHLETIC FACILITIES	38,500	*	39,700	40,900

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **ATHLETIC FACILITIES**

ACCOUNT #: **7200.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To manage and maintain field, diamonds, and courts within our park system.</p> <p><b>PERFORMANCE DATA:</b></p> <p>15 Ball Diamonds (2 with lights) 10 Soccer Fields (1 with lights) 6 Tennis Courts (lights) 1 Basketball Court at Fitzhugh Beach Volleyball Rugby Field</p>	2024	7240475	Athletic Field Maintenance	Supplies and material for competitive sports facilities Field talc Line Paint Surfacing Materials Irrigation
	2024	NEW	Sport Field Irrigation	Maintain and repair sports field irrigation
	2024	7240551	Port-A-Potties	Donegan Park, Westwood, Cobourg Conservation Area, CCC Port-A-Potties (increased from Parks maintenance)
	2024	7240570	Property Improvements	Replenish clay, repair turf, fences, and structures at Legion Fields and Donegan.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT#: **7200.50**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	33,329	37,191	725010	Payroll Salaries & Wages	0	0	0	0
0	2,079	3,383	725011	Payroll Overtime	0	0	0	0
0	24,058	24,483	725015	Payroll Part Time Wages	0	0	0	0
0	12,278	12,815	725030	Payroll Benefits	0	0	0	0
0	3,210	3,466	725031	Payroll Part Time Benefit	0	0	0	0
0	74,954	81,338		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
20,000	31,043	30,123	7250600	Vehicle & Equipment Mtce	25,000 *		27,000	29,000
0	0	0	NEW	Property Improvements	3,000		3,000	3,000
20,000	31,043	30,123		SUB TOTAL MATERIALSS	28,000 *	0	30,000	32,000
20,000	105,997	111,461		TOTAL PARKS TURF MAINTENANCE	28,000 *	0	30,000	32,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **PARKS TURF MAINTENANCE**

ACCOUNT #: **7200.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
<p>To manage and maintain all Turf areas under our jurisdiction. Including all roadside cutting.</p>	2024	NEW	Property Improvements	Maintain and look after all turf areas. Includes aeration, top dressing, weed control, fertilizing, etc. Also, maintain turf irrigation within parks that are not related to sports fields.
<p><b>PERFORMANCE DATA:</b></p> <p>Cutting and trimming approximately 280 acres of turf:</p> <ul style="list-style-type: none"> <li>- Fertilizing</li> <li>- Weed Control</li> <li>- Aerating</li> <li>- Top Dressing</li> <li>- Integrated Pest Management (IPM) Program</li> </ul>	2024	7250600	Vehicle & Equipment Maintenance	Specialty equipment. Requires trained mechanics and special parts.



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT#: **7300.40**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
1,500	283	269	7340450	Utilities	1,000		1,650	1,700
6,000	3,123	8	7340470	Building Maintenance	6,100		6,700	6,900
10,500	9,491	5,493	7340500	Cleaning Supplies	10,750		11,070	11,400
2,250	1,397	0	7340510	Electrial Repairs	2,225		2,580	2,700
4,000	7,115	7,726	7340520	Plumbing Repairs	7,000 *		4,380	4,500
24,250	21,409	13,496		SUB TOTAL MATERIALS	27,075 *	0	26,380	27,200
50,000	27,612	31,843	7340551	Cleaning Contract	40,000		40,000	40,000
50,000	27,612	31,843		SUB TOTAL CONTRACTED SERVICES	40,000	0	40,000	40,000
-69,300	-105,231	0	7340912	Transfer Parking Revenue	-67,075 *		-76,380	-78,700
-69,300	-105,231	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-67,075 *	0	-76,380	-78,700
4,950	-56,210	45,339		TOTAL BEACH WASHROOMS	0	0	-10,000	-11,500

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **BEACH WASHROOMS**

ACCOUNT #: **7300.40**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To keep washrooms at Victoria Park clean.	2024	7340470	Building Maintenance	Allowance for routine maintenance of building
	2024	7340510	Electrical Repairs	Allowance for routine electrical repairs
	2024	7340520	Plumbing Repairs	Allowance for routine plumbing repairs
<b>PERFORMANCE DATA:</b>				
2003 - Kept clean (very few complaints)	2024	7340551	Cleaning Contract	Public washroom cleaning services contracted out on per hour rate based on hours of operation
2004 - Not clean (many complaints)				
2005 - Not clean (many complaints)				
2006 - Not clean (many complaints)	2024	7340912	Transfer Parking Revenue	Revenue transfer to partially fund public washroom expense
2007 - Kept clean (few complaints less damage)				
2008 - Kept clean (few complaints less damage)				
2009 - Kept clean (few complaints less damage)				
2010 - Kept clean (no complaints less damage)				
2011 - Kept clean (no complaints less damage)				
2012 - Kept clean (no complaints less damage)				
2013 - Kept clean (no complaints less damage)				
2014 - Kept clean (no complaints less damage)				
2015 - Kept clean (no complaints less damage)				
2016 - Kept clean (minimal complaints & damage)				
2017 - Kept clean (minimal complaints & damage)				
2018 - Kept clean (minimal complaints & damage)				
2019 - Kept clean (minimal complaints & damage)				
2020 - Closed				
2021 - Kept clean (minimal complaints & damage)				
2022 - Kept clean (minimal complaints & damage)				
2023 - Kept clean (minimal complaints & damage)				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT#: **7200.60**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
5,000	3,832	2,051	7260450	Heat	6,000	*	0	0
7,500	11,369	13,009	7260460	Utilities	12,500	*	0	0
10,000	2,884	1,811	7260570	Property Improvements	10,000		138,500	0
4,000	1,535	4	7260580	Materials Repair	4,000		0	0
105,600	97,661	140,100	7260750	Lifeguards & Supplies	107,029		0	0
0	0	0	7260913	Recoveries - Holdco Reserve	0		0	0
5,000	0	0	7260850	Sp Project - Boiler	0		0	0
137,100	117,281	156,975		SUB TOTAL MATERIALS	139,529		0	138,500
137,100	117,281	156,975		TOTAL CENTENNIAL POOL	139,529		0	138,500

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CENTENNIAL POOL**

ACCOUNT #: **7200.60**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance on Centennial Pool, built in 1967.	2024	7260750	Lifeguards & Supplies	YMCA staff maintain and operates programs at Centennial Pool. Town owned facility. Includes \$8,500 revenue offset
<b>PERFORMANCE DATA:</b>  10 Week operation, \$13,900 per week 6,000-9,000 visits per season	2024	7260570	Property Improvements	Upkeep condition of building:
	2024	7260570	Property Improvements	Projected decommissioning or major renovation after 2024

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: **7650.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	112,405	0	7650750	Lifeguards & Supplies	0	*	0	0
30,000	0	34,343	7650850	Special Project - Accessible Beach Mat	0		0	0
30,000	112,405	34,343		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	0	0
30,000	112,405	34,343		TOTAL AQUATICS LIFEGUARDS	0	0	0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: AQUATICS LIFEGUARDS

ACCOUNT#: 7650.100

STATEMENT OF PURPOSE: To provide lifeguarding services at Victoria Beach.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
	2023	7650750	Lifeguards & Supplies	Return Lifeguard service to beach - 4 stations
<b>PERFORMANCE DATA:</b>				
Funding History				
2010	162,000			
2011	166,500			
2012	167,584			
2013	177,613			
2014	185,585			
2015	170,000			
2016	165,000			
2017	175,000			
2018	198,000			
2019	189,300			
2020	194,805			
2021	91,033			
2022	112,405			

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT#: **7200.70**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	15,595	11,908	727015	Payroll Full Time Wages	0	0	0	0
0	3,444	1,047	727011	Overtime	0	0	0	0
0	5,898	5,032	727031	Payroll FT Time Benefits	0	0	0	0
0	24,937	17,987		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
20,000	22,056	18,818	7270460	Utilities	21,000 *		22,700	23,400
1,000	1,339	0	7270600	Vehicle Maint & Repairs	900		1,000	1,000
3,500	3,122	629	7270670	Other Equipment Purchases	3,600		3,800	3,900
6,300	17,180	1,754	7270680	Other Equipment Maint & Repairs	6,500 *		6,600	6,800
8,000	7,311	5,255	7270681	Setup / Tear Down	8,300 *		8,350	8,600
13,000	0	16,770	7270851	Special Project - Butterfly Wings Replacement	0		0	0
0	0	0	7270852	Special Project - Sinclair Park Outdoor Rink	0 *		0	0
51,800	51,008	43,226		SUB TOTAL MATERIALS	40,300	0	42,450	43,700
2,625	2,618	0	7270320	Liability Insurance	2,626		2,757	2,895
2,625	2,618	0		SUB TOTAL CONTRACTED SERVICES	2,626	0	2,757	2,895
0	0	0	880127270	Recoveries - Donations Outdoor Rink	0 *		0	0
-13,000	0	-9,850	7270913	Reserve - CAPS	0		0	0
-13,000	0	-9,850		SUB TOTAL OTHER CHARGES & TRANSFERS	0 *	0	0	0
41,425	78,563	51,363		TOTAL OUTDOOR RINK	42,926 *	0	45,207	46,595

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **OUTDOOR RINK**

ACCOUNT #: **7200.70**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Maintenance and operation of fountain / rink facility at Rotary Waterfront Park.	2024	7270320	Liability Insurance	Allocation of liability insurance to this budget.
	2024	7270680	Other Equipment Maint & Repairs	General routine maintenance and the compressor requires scheduled maintenance.
PERFORMANCE DATA:				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS - REVENUE**

ACCOUNT#: **882**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-6,500	-1,819	-6,696	8821	Regular Season Play	-8,000	*	-7,200	-7,400
-3,000	-2,060	0	8822	Tournaments	-3,000		-3,600	-3,700
-2,500	0	0	8824	Canteen	-1,000		-1,000	-1,000
-12,000	-3,879	-6,696		TOTAL LEGION FIELDS REVENUE	-12,000	0	-11,800	-12,100
30,713	30,409	37,235		TOTAL LEGION FIELDS EXPENDITURES	31,714	*	34,285	35,364
18,713	26,530	30,539		NET TO TOWN	19,714	*	22,485	23,264

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: **7450.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	0	579	745010	Payroll Full Time Wages	0	0	0	0
0	404	652	745011	Payroll - Overtime	0	0	0	0
0	1,865	1,906	745015	Payroll Part Time Wages	0	0	0	0
0	126	373	745030	Payroll Full Time Benefits	0	0	0	0
0	221	264	745031	Payroll Part Time Benefit	0	0	0	0
0	2,616	3,774		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
2,700	3,109	2,844	7450450	Heat	2,800	*	2,880	3,000
8,500	11,527	19,236	7450460	Utilities	9,000	*	10,000	10,300
3,000	3,437	514	7450470	Building Maintenance	3,200	*	3,500	3,600
1,000	690	0	7450500	Cleaning Supplies	800		1,200	1,200
2,300	2,973	137	7450510	Electrical Repairs	2,300		2,470	2,500
4,200	1,281	7,134	7450520	Plumbing Repairs	2,000		2,200	2,300
5,500	1,398	3,596	7450570	Diamond Maintenance	6,000	*	6,250	6,400
0	0	0	NEW	Diamond Irrigation	2,200		2,200	2,300
0	0	0	7450830	Consummable Supplies	0	*	0	0
100	387	0	7450919	Bank Service Fees	0		0	0
27,300	24,802	33,461		SUB TOTAL MATERIALS	28,300	*	0	30,700
3,413	2,991	0	7450320	Liability Insurance	3,414		3,585	3,764
0	0	0	7450850	Special Project - Legion Fields Pedestrian Bridge	0		0	0
3,413	2,991	0		SUB TOTAL CONTRACTED SERVICES	3,414		0	3,585
30,713	30,409	37,235		TOTAL LEGION FIELDS	31,714	*	0	34,285

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **LEGION FIELDS**

ACCOUNT#: 7450.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To manage and maintain a (3) three softball diamond facility.	2024	7450320	Liability Insurance	Allocation of liability insurance to this budget.
	2024	7450470	Building Maintenance	Increase to reflect actual maintenance costs
	2024	NEW	Diamond Irrigation	To represent the repairs to aging irrigation system
<b>PERFORMANCE DATA:</b>  Hosted numerous provincial and OASA tournaments				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **883**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-157,800	-155,378	-169,545	8831	Transient Fees	-162,530		-167,400	-172,400
-300,000	-323,304	-258,900	8832	Seasonal Fees	-309,000 *		-318,300	-327,800
-48,000	-46,653	-14,859	8833	Winter Storage	-49,440 *		-50,900	-52,400
-5,550	-3,872	-3,878	8834	Sewage Pumpout Fees	-4,000		-4,100	-4,200
-231,000	-272,231	-316,575	8835	Fuel Sales	-312,000 *		-321,400	-331,000
-5,000	-9,618	-12,499	8836	Miscellaneous	-8,000 *		-8,200	-8,400
0	-7,722	-6,225	8837	Launching Fees	-6,000 *		-6,200	-6,400
-33,500	-44,589	-41,081	8838	Liftout - in	-35,000 *		-36,100	-37,200
0	0	0	8839	Vending Revenue	0 *		0	0
0	0	0	88310	Marina Brochure Advertising	0 *		0	0
-125	0	0	88311	Finance Charges	-130 *		-100	-100
-6,600	-6,838	-6,217	88312	Reservation Fees	-6,800 *		-7,000	-7,200
-4,135	-700	0	88313	Facility Rentals	-4,260 *		-4,400	-4,500
-40,000	-62,182	0	88314	Parking Fees	-40,000		-41,200	-42,400
-500	-2,100	-4,340	88315	Summer Wage Grant	-2,000 *		-2,100	-2,200
-832,210	-935,187	-834,119		TOTAL MARINA REVENUES	-939,160 *	0	-967,400	-996,200
832,210	935,181	756,504		TOTAL MARINA EXPENDITURES	939,160 *	0	967,400	996,200
0	-6	-77,615		NET TO TOWN	0 *	0	0	0

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: 7300.10

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
133,524	112,696	111,444	731010	Payroll - Full-time Wages	126,349		130,140	134,043
4,015	6,636	4,297	731011	Payroll - Overtime	4,500 *		4,635	4,775
131,852	115,956	121,449	731015	Payroll Part Time Wages	137,170 *		141,285	145,524
44,839	34,710	33,508	731030	Payroll - Full-time Benefits	44,471		48,500	52,732
35,600	14,103	17,470	731031	Payroll Part Time Benefit	39,093 *		43,092	47,295
1,200	745	1,206	731050	Clothing	1,200		1,200	1,200
351,030	284,846	289,374		SUB TOTAL SALARIES, WAGES & BENEFITS	352,783	0	368,852	385,569
700	609	472	7310150	Office Supplies	700		700	700
1,000	918	946	7310175	Internet Costs	1,000		1,000	1,000
3,320	2,643	2,268	7310180	Telephone & Answering Svc	3,400		3,500	3,600
3,500	0	83	7310210	Advertising & Promotions	3,600		3,700	3,800
1,700	1,332	1,030	7310220	Printing	1,800 *		1,900	2,000
400	200	6,004	7310230	Photocopier	400		400	400
200	102	5	7310240	Postage	200		200	200
2,500	1,853	3,611	7310250	Membership & Subscrip'ns	2,600 *		2,700	2,800
5,000	1,588	183	7310260	Training & Courses	5,200 *		5,400	5,600
1,200	70	185	7310270	Travel Expense	1,200		1,200	1,200
2,000	0	0	7310380	Conferences & Conventions	2,100 *		2,200	2,300
4,500	4,505	5,379	7310392	Ice Purchase	4,600		4,700	4,800
4,500	3,003	4,225	7310450	Heat	4,600		4,700	4,800
25,000	23,821	25,300	7310460	Utilities	25,800 *		26,600	27,400
12,000	8,891	14,161	7310470	Facilities Maintenance	12,400 *		12,800	13,200
2,500	432	1,605	7310500	Custodial/Cleaning Supplies	2,600 *		2,700	2,800
75,000	64,573	44,780	7310551	Dock Repair & Maintenance	58,000		59,700	61,500
30,000	77,521	12,115	7310552	Common Harbour Dredging Contribution	50,000 *		51,500	53,000
176,000	216,927	277,060	7310650	Fuel	240,000 *		247,200	254,600
3,200	4,252	2,719	7310670	Other Equipment Purchases	3,800 *		3,900	4,000
7,000	4,599	2,597	7310680	Other Equip Maint & Rep	72,000 *		74,200	76,400
1,500	414	1,148	7310691	Small Equip Maint & Rep	1,900 *		2,000	2,100
20,000	20,281	20,233	7310919	Bank Service Fees Visa / MC / POS	22,000 *		22,700	23,400
0	0	0	7310856	Special Project - Air Conditioning Reception	0		0	0
5,000	0	5,500	7310858	Special Project - Marina Floors	0		0	0
387,720	438,534	431,609		SUB TOTAL MATERIALS	519,900 *	0	535,600	551,600

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT#: **7300.10**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
13,125	12,765	0	7310320	Liability Insurance	13,128		13,785	14,474
3,000	3,553	4,749	7310480	Garbage Removal	3,500 *		3,610	3,718
10,000	0	1,112	7310550	Security Contract	10,650 *		10,970	11,300
2,200	39,790	480	7310750	Contracts	2,500 *		2,580	2,657
33,500	52,204	29,180	7310751	Liftout - In	35,000 *		37,000	38,110
61,825	108,312	35,521		SUB TOTAL CONTRACTED SERVICES	64,778 *	0	67,945	70,259
0	2,624	0	7310541	Payment in Lieu of Taxes	0		0	0
28,035	100,865	0	7310912	Transfer to/From Reserve Funds	-1,901		-9,997	-16,228
3,600	0	0	7310912	Transfer to Vehicle Reserve	3,600		5,000	5,000
0	0	0	7310910	Transfer to Harbour	0		0	0
31,635	103,489	0		SUB TOTAL OTHER CHARGES & TRANSFERS	1,699	0	-4,997	-11,228
832,210	935,181	756,504		TOTAL MARINA	939,160 *	0	967,400	996,200

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **MARINA**

ACCOUNT #: **7300.100**

STATEMENT OF PURPOSE:			HIGHLIGHTS/EXPLANATIONS:			
Operation of a small craft Marina. at Rotary Waterfront Park.			YEAR	CODE	OBJECT	DETAILS
			<b>PERFORMANCE DATA:</b>			
YEAR	TRANSIENT VISITORS	DOLLARS				
1997	4180	\$102,019				
1998	4400	\$114,420				
1999	4500	\$111,800				
2000	4400	\$105,420				
2001	4500	\$105,480				
2002	4600	\$107,100				
2003	4500	\$105,590				
2004	4600	\$110,372				
2005	4700	\$116,022				
2006	4500	\$114,984				
2007	4600	\$121,543				
2008	4400	\$118,164				
2009	4500	\$137,758				
2010	4500	\$139,894				
2011	4000	\$128,343				
2012	3800	\$131,141				
2013	3873	\$139,306				
2014	3724	\$125,868				
2015	Unavailable	\$128,690				
2016	3413	\$154,561				
2017	2200	\$94,444 High water event				
2018	3002	\$142,822				
2019	2400	\$100,325 High water event				
2020	2184	\$113,719 COVID-19 (6 weeks)				
2021	2779	\$157,000 COVID-19 (5 weeks)				
			2024	8831	Transient Fees	Expected to be a normal season
			2024	88314	Parking Revenue	Transfer parking revenue from 2 Esplanade and Marina Parking Lots and bottom of Division to Marina
			2024	7310175	Internet Costs	Monthly fees for internet usage
			2024	7310210	Advertising & Promotions	To enhance marketing efforts
			2024	7310220	Printing	Increase due to additional signage at the Marina
			2024	7310250	Memberships & Subscriptions	Boating Association - \$600 Technical Standards Safety Inspection - \$100 Technical Standards Safety Licence - \$250 Assoc of Marina Industries - \$200 Receiver General - \$50 Clean Marine - \$200
			2024	7310552	Marina Dredging	Costs of dredging split between Marina & Harbour Increased due to harbour west basin and launch ramp area that are filling in regularly due to deteriorated breakwaters and climate change.
			2024	7310551	Dock Repairs	To address maintenance needs with decks, stringers and anchors - carry over from 2021 as wood price stopped work
			2024	7310700	COVID Supplies	PPE, Sanitizer and cleaning supplies
			2024	7310858	Sp Project - Marina Floors	Public washroom floors require refinishing
			2024	7310912	Transfer to Vehicle Reserve	Allocation for vehicle replacement of truck and UTV

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-100,000	0	-29,600	8881	Dredging Revenue	-45,000		-125,000	-125,000
-100,000	0	-29,600		TOTAL DREDGING REVENUE	-45,000	0	-125,000	-125,000
131,119	53,834	161,554		TOTAL DREDGING EXPENDITURES	137,953 *	0	147,775	154,794
31,119	53,834	131,954		NET TO TOWN	92,953	0	22,775	29,794



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT#:

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
59,779	62,025	63,475	736010	Payroll Salaries & Wages	57,812		59,546	61,322
1,027	2,680	9,105	736011	Payroll Overtime	1,100 *		1,133	1,167
12,406	0	2,899	736015	Payroll Part-time Salaries & Wages	11,448		11,791	12,145
18,707	22,892	11,204	736030	Payroll - Full-time Benefits	20,759 *		22,595	24,523
2,950	0	9,128	736031	Payroll Part-time Benefits	3,263 *		3,596	3,947
500	0	447	736050	Clothing	500		500	500
95,369	87,597	96,258		SUB TOTAL SALARIES, WAGES & BENEFITS	94,882	0	99,161	103,604
1,200	17	171	7360150	Administrative Services	1,240 *		1,300	1,300
300	0	0	7360180	Telephone & Answering	310 *		300	300
500	0	0	7360210	Advertising	520 *		500	500
2,000	0	1,932	7360260	Training & Courses	2,060 *		2,100	2,200
1,500	171	1,663	7360270	Travel Expenses	1,550 *		1,600	1,600
6,000	0	3,019	7360650	Gasoline	6,180 *		6,400	6,600
7,000	0	0	7360651	Contract Gasoline	7,210 *		7,400	7,600
5,000	2,691	825	7360670	Other Equipment Purchases	5,150 *		5,300	5,500
15,000	10,773	7,395	7360680	Maintenance & Repairs	15,450 *		15,900	16,400
5,000	8,549	26,303	7360681	Equipment Setup	5,150 *		5,300	5,500
7,000	168	13,281	7360682	Contract Equipment Setup	8,000 *		8,500	8,800
50,500	22,369	54,589		SUB TOTAL MATERIALS	52,820 *	0	54,600	56,300
5,250	4,468	10,707	7360320	Insurance	5,251		5,514	5,790
5,250	4,468	10,707		SUB TOTAL CONTRACTED SERVICES	5,251	0	5,514	5,790
60,000	0	0	7360912	Transfer from/to Reserve - Capital Repayment	65,000 *		70,000	72,100
-80,000	-60,600	0	7360991	Dredging Recoveries - Marina/Harbour Dredging	-80,000		-81,500	-83,000
-20,000	-60,600	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-15,000 *	0	-11,500	-10,900
131,119	53,834	161,554		TOTAL DREDGING	137,953 *	0	147,775	154,794

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **DREDGING**

ACCOUNT #: **7300.60**

<b>STATEMENT OF PURPOSE:</b>			<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Dredge purchase in 2009 to perform dredging of the Cobourg Harbour and other contract work.			YEAR	CODE	OBJECT	DETAILS
			<b>PERFORMANCE DATA:</b>			2024
2024	736050	Clothing				Contractual obligation for 2 union staff
1999			2024	7360651	Gasoline - Contract	To streamline contract revenue
2000			2024	7360670	Other Equipment Purchases	Tools for dredge, will reduce having to rent or borrow equipment
2003			2024	7360680	Maintenance & Repairs	Routine Maintenance - \$5,450 Unexpected Maintenance - \$10,000
2006			2024	7360681	Equipment Setup	Town of Cobourg Setup - \$5,150
2008			2024	7360682	Contract Equipment Setup	To determine costs associate with contracts for equipment setup
2010			2024	7360991	Recoveries Dredging	Cobourg Harbour Entrance Project - \$80,000 (Marina - \$50,000, Harbour - \$30,000)
2011						
2012						
2013						
2014						
2015						
2016						
2017						
2018						
2019						
2020						
2021						
2022						

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **884**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,200	-22,002	-25,539	8841	Seasonals	-26,000	*	-26,800	-27,600
-320,000	-326,726	-318,428	8842	Transient Trailers	-329,600	*	-339,500	-349,700
-13,000	-13,403	-7,945	8843	Transient Tents	-13,400	*	-13,800	-14,200
-1,000	-1,517	-881	8845	Sewage Pumpouts	-1,000		-1,000	-1,000
-5,000	-6,151	-5,555	8846	Miscellaneous	-5,200	*	-5,400	-5,600
-15,000	-17,176	-10,866	8847	Reservation Fee	-15,500	*	-16,000	-16,500
-5,200	-2,100	-2,170	871147320	Federal Grants - Wages	-5,400	*	-5,600	-5,800
-384,400	-389,075	-371,384		TOTAL CAMPGROUND REVENUES	-396,100	*	0	-408,100
243,381	212,235	157,150		TOTAL CAMPGROUND EXPENDITURES	280,102	*	0	288,949
-141,019	-176,840	-214,234		NET TO TOWN	-115,998		0	-119,151

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT#: **7300.20**

2023	2022	2023		2024	2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT * REQUEST	FINAL APPROVED	FORECAST	FORECAST
58,140	46,855	43,543	732010	Payroll - Full-time Wages	56,584		58,282	60,030
1,763	2,931	1,945	732011	Payroll Overtime	1,850 *		1,905	1,963
41,228	26,951	25,847	732015	Payroll Part Time Wages	44,230 *		45,557	46,924
18,388	16,684	16,375	732030	Payroll Full-time Benefits	19,732 *		21,528	23,413
9,132	4,424	3,549	732031	Payroll Part-time Benefits	12,606 *		13,895	15,250
300	228	246	732050	Clothing	300		300	300
128,951	98,073	91,505		SUB TOTAL SALARIES, WAGES & BENEFITS	135,302 *	0	141,467	147,880
400	287	467	7320150	Office Supplies	410		420	400
1,350	917	1,608	7320175	Internet Costs	1,390		1,430	1,500
1,200	461	428	7320180	Telephone & Answering Svc	1,240 *		1,280	1,300
500	0	0	7320210	Advertising & Promotions	520 *		540	600
300	119	685	7320220	Printing	310 *		320	300
100	23	0	7320240	Postage	100		100	100
300	300	184	7320380	Training	310 *		320	300
2,500	2,325	1,375	7320390	Firewood Purchase	2,580 *		2,660	2,700
1,200	1,284	1,341	7320392	Ice Purchase	1,240 *		1,280	1,300
20,000	20,093	19,976	7320460	Utilities	20,600 *		21,220	21,900
1,200	1,317	3,653	7320470	Building Maintenance	1,240 *		1,280	1,300
1,200	409	1,322	7320500	Custodial/Cleaning Supplies	1,240 *		1,280	1,300
4,000	1,820	4,874	7320510	Electrical Repairs	4,120 *		4,240	4,400
3,500	4,861	7,796	7320520	Plumbing Repairs	5,000 *		5,150	5,300
3,500	3,261	3,381	7320570	Property Improvements	3,610 *		3,720	3,800
2,200	1,684	2,245	7320670	Other Equipment Purchases	2,270 *		2,340	2,400
3,350	3,803	2,557	7320680	Other Equip Maint & Rep	3,450		3,550	3,700
0	5,065	0	7320852	Special Project - Management Software	0 *		0	0
8,000	8,731	8,383	7320919	Bank Service Fees	8,240 *		8,490	8,700
0	0	0	7320991	Recoveries	0		0	0
54,800	56,760	60,275		SUB TOTAL MATERIALS	57,870 *	0	59,620	61,300
630	523	0	7320320	Liability Insurance	630		662	695
4,000	4,954	4,298	7320480	Garbage Removal	4,500 *		5,000	5,200
5,000	1,925	1,072	7320750	Contracts - Security	6,800 *		7,200	7,400
9,630	7,402	5,370		SUB TOTAL CONTRACTED SERVICES	11,930 *	0	12,862	13,295
50,000	50,000	0	7320912	Transfer to Reserve	75,000 *		75,000	75,000
50,000	50,000	0		SUB TOTAL OTHER CHARGES & TRANSFERS	75,000 *	0	75,000	75,000
243,381	212,235	157,150		TOTAL CAMPGROUND	280,102 *	0	288,949	297,475

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CAMPGROUND**

ACCOUNT #: **7300.20**

<b>STATEMENT OF PURPOSE:</b>			<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Operate Cobourg Campground. Total of 70 lots.			YEAR	CODE	OBJECT	DETAILS
			<b>PERFORMANCE DATA:</b>			2024
2024	8842	Transient Trailers				Increased to reflect actual trends
2024			2024	7310175	Internet Costs	Monthly fees for internet usage
2024			2024	7310210	Advertising & Promotions	Marketing to promote the campground during shoulder season.
2018	11 Season Lots	\$33,900	2024	7320912	Transfer to Reserve	Increase transfer to reserve in preparation for campground enhancements.
	Transient Trailers	\$240,230				
	Transient Tents	\$12,515				
2019	7 Season Lots	\$24,300				
	Transient Trailers	\$262,568				
	Transient Tents	\$11,361				
2020	6 Season Lots	\$23,400				
	Transient Trailers	\$148,923				
	Transient Tents	\$4,758				
2021	6 Season Lots	\$24,471				
	Transient Trailers	\$288,040				
	Transient Tents	\$4,091				
2022	6 Season Lots	\$25,200				
	Transient Trailers	\$323,000				
	Transient Tents	\$13,300				
2023	6 Season Lots					
	Transient Trailers					
	Transient Tents					

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT#: 7300.50

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
70,277	40,803	38,757	735010	Payroll Salaries & Wages	63,894		65,810	67,786
1,474	2,774	1,984	735011	Payroll Overtime	1,550 *		1,597	1,644
73,172	67,137	99,636	735015	Payroll Part Time Wages	57,630		59,359	61,140
22,225	14,679	14,558	735030	Payroll Full-time Benefits	22,841		24,875	27,009
15,757	8,874	15,077	735031	Payroll Part-time Benefits	16,425 *		18,104	19,870
620	555	952	735050	Clothing	620		620	620
183,525	134,822	170,964		SUB TOTAL SALARIES, WAGES & BENEFITS	162,960	0	170,365	178,069
200	221	428	7350150	Office Supplies	200		210	220
500	464	425	7350175	Internet Costs	310		320	330
500	0	0	7350180	Telephone & Answering Svc	510		530	550
800	507	0	7350220	Printing	890 *		920	950
1,200	357	670	7350260	Training & Courses	1,200		1,240	1,280
400	0	0	7350270	Travel Expenses	500 *		520	540
1,200	764	1,378	7350450	Heat	1,200		1,240	1,280
5,000	851	495	7350460	Utilities	5,100		5,250	5,410
16,000	19,064	28,693	7350470	Facilities Maintenance	16,000		16,480	16,970
2,000	174	1,477	7350500	Custodial / Cleaning Supplies	3,350 *		3,450	3,550
50,000	40,775	36,613	7350552	Common Harbour Dredging Contribution	30,000		30,000	30,000
5,000	1,571	1,821	7350570	Lab Testing	5,350 *		5,510	5,680
1,800	4,146	2,470	7350670	Other Equipment Purchases	1,900 *		1,960	2,020
1,400	4,097	1,241	7350680	Other Equip Maint & Rep	1,660 *		1,710	1,760
200	131	501	7350681	Small Equip Maint & Rep	400 *		410	420
86,200	73,122	76,212		SUB TOTAL MATERIALS	68,570	0	69,750	70,960
3,500	4,643	5,843	7350480	Garbage Removal	3,500		3,610	3,720
1,000	1,583	1,459	7350550	Security Contract	1,100		1,130	1,160
3,000	975	600	7350750	Contracts	3,200		3,300	3,400
0	13,992	137	7350851	Sp Project - E-Coli Mitigation	0 *		0	0
2,000	0	1,832	7350852	Sp Project - Floor Repair	0		0	0
9,500	21,193	9,871		SUB TOTAL CONTRACTED SERVICES	7,800	0	8,040	8,280
-10,000	0	0	87096	Parking Revenue Transfer	-10,000 *		-10,000	-10,300
-500	0	0	871137350	Recoveries - Federal Grants	0		0	0
-10,500	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	-10,000 *	0	-10,000	-10,300
268,725	229,137	257,047		TOTAL HARBOUR	229,330	0	238,155	247,009

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **HARBOUR**

ACCOUNT #: **7300.50**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To keep walkway clean and maintained.	2024	7350470	Harbour Maintenance	Allowance for ongoing maintenance & repairs to lighting and paver stones.
	2024	7350480	Garbage Removal	To reflect cost of disposal of garbage generated by the general public at the waterfront
	2024	7350552	Dredging Costs	To reflect portion of dredging cost applicable to common harbour area. The increase is due to the condition on the west breakwater and silting of the harbour.
	2024	7350570	Lab Testing	E Coli testing in Harbour - June - September Increased to reflect sampling at 50' and 100'
PERFORMANCE DATA:				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST FACILITIES - REVENUE**

ACCOUNT#: **881**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	-3,308	-770	88114	Floor Rentals	0		0	0
-20,200	-18,200	-15,925	88116	Curling	-20,200		-20,200	-20,200
-6,000	-6,000	-6,000	88117	Solar Rental	-6,000		-6,000	-6,000
-26,200	-27,508	-22,695		TOTAL FURNACE ST FACILITIES REVENUE	-26,200	0	-26,200	-26,200
99,900	91,868	56,509		TOTAL FURNACE ST FACILITIES EXPENDITURES	77,248	0	104,961	107,691
73,700	64,360	33,814		NET COST TO TOWN	51,048	0	78,761	81,491

2023-12-13

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST FACILITIES - REVENUE**

ACCOUNT#: **7400.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
10,000	0	1,453	740010	Payroll Salaries & Wages	10,000		10,000	10,000
0	0	305	740015	Payroll - Part-time Wages	0		0	0
0	0	510	740030	Payroll Benefits	0		0	0
0	0	0	740031	Payroll Part-time Benefits	0		0	0
10,000	0	2,268		SUB TOTAL SALARIES, WAGES & BENEFITS	10,000	0	10,000	10,000
1,000	1,200	1,110	7400180	Telephone & Answering Svc	1,030		1,060	1,100
7,500	6,333	6,411	7400450	Heat	4,000		4,120	4,200
15,000	12,700	7,261	7400460	Utilities	15,450	*	15,910	16,200
3,000	4,047	3,590	7400470	Building Maintenance	3,090	*	3,180	3,400
250	0	0	7400500	Custodial/Cleaning Supplies	260	*	270	280
0	0	0	7400510	Electrical Repairs	0	*	0	0
8,000	10,328	15,378	7400550	Bldg Maintenance Contracts	8,240	*	8,490	8,700
250	0	220	7400570	Property Improvements	260	*	270	300
250	0	271	7400580	Systems Maint & Repairs	260	*	270	300
0	120	0	7400600	Vehicle Maint & Repairs	0	*	0	0
35,250	34,728	34,241		SUB TOTAL MATERIALS	32,590	0	33,570	34,480
24,675	24,018	0	7400320	Liability Insurance	24,681		25,915	27,211
9,975	8,122	0	7400321	Liability Insurance - Heenan	9,977		10,476	11,000
0	0	0	7400850	Sp Project - Memorial Decommissioning	0		0	0
34,650	32,140	0		SUB TOTAL CONTRACTED SERVICES	34,658	0	36,391	38,211
20,000	25,000	20,000	7400912	Transfer to Building Reserve for Repairs	0		25,000	25,000
0	0	0	7400913	Transfer from Reserve	0		0	0
20,000	25,000	20,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0	0	25,000	25,000
99,900	91,868	56,509		TOTAL ARENA	77,248	0	104,961	107,691

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **FURNACE ST FACILITIES - REVENUE**

ACCOUNT #: **7400.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide multi-purpose facilities for all phases of recreation.				The Memorial Arena has been de-commissioned but must be maintained until a decision is made on a potential future use. A 10-year lease renewal has been signed with the West Northumberland Curling Club for the Jack Heenan Arena.
PERFORMANCE DATA:	2024	7400912	Transfer to Building Reserve	In 2017, as part of the Town's development of an Asset Management Plan, a condition assessment was conducted on both Jack Heenan & Memorial Arena's to determine health & safety, regulatory and lifecycle improvements. The Town retained the responsibility for capital costs for the building envelope (roof and walls) for Jack Heenan.

## TOWN OF COBOURG 2024 OPERATING BUDGET ESTIMATES

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE -REVENUE**

ACCOUNT#: **889**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-25,000	-192,782	-129,132	8891	Special Events	-26,500	*	-28,600	-30,900
-105,000	-77,459	-85,009	8892	Warm Side - Rentals Medium / Minor Events	-111,300	*	-120,200	-129,800
-110,000	-66,372	-115,950	8893	Canteen Rental / Café	-116,600	*	-125,900	-136,000
-75,000	-41,688	-48,755	8894	Vending Machine Sales	-79,500	*	-85,900	-92,800
-4,500	-5,042	-5,115	8895	Skate sharpening Pro Shop	-4,800	*	-5,200	-5,600
-520	-100	-1,310	8896	Misc Receipts	-600	*	-600	-600
-265,000	-224,361	-254,553	8897	General Ice Rentals	-280,900	*	-303,400	-327,700
-280,000	-254,655	-223,791	8898	NMHA	-296,800	*	-320,500	-346,100
-42,500	-55,929	-28,837	8899	Cougars	-45,100	*	-48,700	-52,600
-112,000	-77,430	-74,735	88912	WNGHL	-118,700	*	-128,200	-138,500
-21,000	-490	-8,472	88913	Floor Rentals	-22,300	*	-24,100	-26,000
-55,000	-1,385	-9,270	88916	Warm Side Seniors	-58,300	*	-63,000	-68,000
-80,000	-45,475	-46,117	88917	Board Advertising	-84,800	*	-91,600	-98,900
-12,500	-25,592	-32,912	88918	Public Skating	-13,300	*	-14,400	-15,600
-28,000	-42,088	-25,088	88919	Ice Program Revenue	-29,700	*	-32,100	-34,700
-2,500	-345	-606	88920	ATM Rebate	-2,700	*	-2,900	-3,100
-26,550	-14,634	-20,304	88922	Warm Side Seniors - Drop In	-28,100	*	-30,300	-32,700
-35,000	-35,379	-29,167	88924	Solar Rent	-37,100	*	-40,100	-43,300
-25,000	-1,376	-2,820	88925	Warm Side - Program Revenue	-26,500	*	-28,600	-30,900
-100,000	-98,384	-103,666	88926	Camp Revenue	-106,000	*	-114,500	-123,700
-10,000	-55,237	-32,993	88927	Bar Sales	-10,600	*	-11,400	-12,300
-10,000	-6,848	-1,564	88929	CCC Facility Fee	-10,600	*	-11,400	-12,300
-1,000	0	-8,680	871137410	Federal Grants Summer Wages	-1,100	*	-1,200	-1,300
-1,426,070	-1,323,051	-1,288,846		TOTAL CCC REVENUE	-1,511,900	*	0	-1,632,800
2,813,930	2,720,302	2,655,519		TOTAL CCC EXPENDITURES	3,057,682	*	0	3,168,740
1,387,860	1,397,251	1,366,673		NET COST TO TOWN	1,545,782	*	0	1,535,940

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE REVENUE**

ACCOUNT#: 889

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
	2024	8891	Special Events	Special events back to normal levels 2024
	2024	8892	Warm Side Rentals / Medium	Normal for 2024
<b>PERFORMANCE DATA:</b>	2024	8893	Canteen	Open in 2024
	2024	8898	NMHA	NMHA is operating closer to normal numbers for 2024
	2024	88912	WNGHA	Operating normal numbers for 2024
	2024	88916	Warm Side Seniors	Plan to increase class capacity/number of classes when able.
	2024	88919	Ice Program Revenue	Return to normal program levels
	2024	88922	Warm Side Seniors - Drop-in	Class capacity/number of classes slowly returning
	2024	88925	Warm Side - Program Revenue	Class capacity/number of classes slowly returning
	2024	88926	Camp Revenue	Will be running March break and summer camp.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **CCC**

ACCOUNT#: **7410.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
987,147	845,236	945,197	741010	Payroll Salaries & Wages	993,421		1,023,224	1,053,920
20,876	39,892	33,942	741011	Payroll - Overtime	20,847		21,472	22,117
20,423	19,331	18,435	741012	Payroll - Standby	20,000		20,600	21,218
210,185	121,819	207,153	741015	Payroll Part Time Wages	296,381	*	305,272	314,430
900	0	0	741020	Other Salaries & Wages	900		900	900
340,103	270,035	296,927	741030	Payroll Benefits	373,323	*	405,829	439,949
52,996	17,615	28,854	741031	Payroll Part Time Benefit	84,468	*	93,108	102,190
6,000	3,554	6,764	741050	Clothing	6,000		6,200	6,400
1,800	1,509	1,792	741060	Footwear	1,900	*	2,000	2,100
500	0	420	741080	Employee Meal Allowance	520	*	550	570
1,640,930	1,318,991	1,539,484		SUB TOTAL SALARIES, WAGES & BENEFITS	1,797,760	*	0	1,879,155
3,000	4,462	5,099	7410150	Office Supplies	4,500	*	4,600	4,800
2,200	2,392	3,307	7410155	Program Supplies	3,500	*	2,400	2,500
17,000	33,951	20,324	7410156	Instructor Fees	25,000	*	27,000	30,000
11,000	7,373	9,827	7410157	Camp Supplies	11,300		11,600	12,000
3,100	2,025	0	7410175	Internet	3,200	*	3,300	3,400
9,000	8,779	7,462	7410180	Telephone & Answering Svc	9,300	*	9,600	9,900
3,000	10,888	1,951	7410210	Advertising & Promotion	3,100	*	3,200	3,300
3,750	3,703	3,767	7410230	Photocopier	3,900	*	4,000	4,100
500	70	56	7410240	Postage & Couriers	500		500	500
5,000	4,791	4,039	7410250	Memberships & Subscrip'ns	5,200	*	5,400	5,600
10,000	2,903	10,225	7410260	Training & Courses	12,000	*	14,000	16,000
2,000	645	179	7410270	Travel Expense	2,100	*	2,200	2,300
4,000	0	499	7410380	Conference & Conventions	4,100		4,200	4,300
85,000	100,015	70,973	7410450	Heat	87,550	*	90,200	91,000
500,000	502,093	514,222	7410460	Utilities	525,000	*	530,500	550,000
60,000	51,118	52,541	7410470	Building Maintenance	63,000	*	65,000	67,000
25,000	19,738	24,627	7410500	Custodial/Cleaning Supplies	25,800	*	26,600	26,800
12,500	13,018	15,818	7410510	Electrical Repairs	14,000	*	14,500	15,000
4,500	4,796	6,859	7410520	Plumbing Repairs	7,000	*	7,200	7,400
90,000	94,080	94,119	7410550	Bldg Maintenance Contracts	92,700	*	95,000	100,000
12,500	7,824	7,127	7410570	Property Mtce - Landscaping, Grass cutting	12,900	*	13,300	13,700
60,500	56,576	52,065	7410580	Systems Maint & Repairs	62,300		64,200	65,300
3,000	1,979	1,818	7410600	Vehicle Maint & Repairs	3,100	*	3,200	3,300

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
2,500	2,488	2,143	7410650	Gasoline	2,750 *		3,000	3,300
8,500	6,635	8,681	7410670	Other Equipment Purchases	9,000 *		9,250	9,500
4,000	4,560	3,919	7410680	Other Equip Maint & Rep	4,250 *		4,500	4,750
1,500	2,512	3,675	7410691	Equipment Rentals	4,000 *		4,500	5,000
0	4,737	43	7410700	COVID-19 Supplies	0 *		0	0
85,000	78,941	119,866	7410830	Consumable Supplies	90,000 *		92,000	94,000
5,000	6,480	14,368	7410831	Consumable Supplies - Alcohol	6,000 *		6,500	7,000
25,000	168,208	24,979	7410850	Special Events - General	25,000		25,000	25,000
15,000	13,983	16,560	7410919	Bank Service Charges	16,000 *		17,000	19,000
3,000	680	0	7410989	SOCAN Recoverable	3,000		3,000	3,000
0	0	0	7410990	Café Rebate	0 *		0	0
-2,500	0	-25	7410991	SOCAN Recoveries	-2,600		-2,700	-2,800
-8,500	0	0	7410991	Recoveries - Senior Activity Centre	-8,500 *		-8,800	-8,900
-3,500	0	0	871147410	Recoveries - Grants Wages	-3,500 *		-3,600	-3,800
1,061,550	1,222,443	1,101,113		SUB TOTAL MATERIALS	1,126,450 *	0	1,151,350	1,193,250
7,700	20,980	0	7410171	Software Maintenance	10,000 *		10,000	10,000
0	0	0	7410172	Active Net Software - Transaction Fee	0 *		0	0
0	0	2,252	7410300	Legal Fees	0		0	0
89,250	83,840	0	7410320	Liability Insurance	89,272		93,735	98,422
3,500	4,713	7,700	7410480	Garbage Removal	7,200 *		7,500	7,800
11,000	0	4,970	7410860	Sp Project - Cooling Tower Repair	0		0	0
0	0	0	7410859	Special Project - Canteen	0 *		0	0
111,450	109,533	14,922		SUB TOTAL CONTRACTED SERVICES	106,472	0	111,235	116,222
27,000	17,000	0	7410930	Transfer to Vehicle Reserve	27,000		27,000	30,000
0	52,335	0	7410912	Transfer to Reserve	0		0	0
-27,000	0	0	7410913	Transfer from Northam	0		0	0
0	69,335	0		SUB TOTAL OTHER CHARGES & TRANSFERS	27,000 *	0	27,000	30,000
2,813,930	2,720,302	2,655,519		TOTAL CCC	3,057,682 *	0	3,168,740	3,303,266

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide multi-purpose facilities for all phases of recreation and cultural activities.	2023	7410156	Instructor Fees	Normal for 2023
	2023	7410157	Camp Supplies	March break and summer camp.
<b>PERFORMANCE DATA:</b>	2023	7410171	Software Maintenance	Active Net - Annual subscription - \$7,500
	2023	7410172	Transaction Fees	Transaction fee of 3% of sales is payable to Active Net, assumed 1,500,000 in sales - software is cloud based
	2023	7410210	Advertising/Promotions	Move from paper to more digital advertising platforms.
	2023	7410250	Memberships & Subscriptions	Cogeco - \$600 MOE - HWIN Membership - \$50 CSTA (Sport Tourism) - \$300 Northumberland News - \$200 Northumberland Sports Council - \$250 MOE - HWIN Membership - \$50 ORFA Membership - \$735 Pro - \$815 TSSA - \$50 Parks & Rec Membership - \$1,950
	2023	7410260	Training & Courses	Mandatory training requirements, due to health and safety priorities.
	2023	7410380	Conferences & Conventions	Conferences and in-person training will proceed in 2024

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **COMMUNITY CENTRE**

ACCOUNT#: **7410.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
To provide multi-purpose facilities for all phases of recreation and cultural activities.	YEAR	CODE	OBJECT	DETAILS
<b>PERFORMANCE DATA:</b>	2023	7410550	Building Maintenance Contracts	Alliance Security - Fire System & AED Canadian Industrial - Emergency Lighting Inspections Carmichaels - Boilers Castle Rock Crane & Hoist - Gym BB Nets CIMCO - Ice Plants & Desiccants Corflex - Gym Dividers & Multi-purpose rooms Dimarco Water Solutions - Water Treatment Culligan - R/O and salts Howes Your Yard - snow removal HVAC Systems - air conditioning, boilers Lift Truck & Scissor Lift - annual inspection Peterborough Fire - fire extinguishers Rowley Electric - generator Schindler - elevator Troy - fire alarms & systems TSSA VCI - building automated system controls TJ Window Cleaning - cleaning windows
	2023	7410570	Property Maintenance & Landscaping	General Maintenance - \$12,500
	2023	7410580	Systems Maintenance & Repairs	All ammonia, glycol, heating, water systems Funds that are being allocated to address compressor maintenance and mechanical systems repairs as they are reaching the end of lifecycle.
	2023	7410691	Equipment Rentals	Rental of equipment, zoom boom
	2023	7410919	Bank Service Charges	Bank service charges increase due to CCC being open
	2023	7410830	Consumable Supplies	Canteen open.
	2023	7410831	Consumable Supplies - Alcohol	Canteen open.
	2023	7410930	Transfer to Reserve Vehicle	Transfer for equipment replacement



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
-4,000	0	-135	8851	Tournaments	-4,000		-4,000	-4,200
-2,000	0	0	8852	Active Living Fair	-2,000		-2,100	-2,200
-500	-30	0	8853	Recoveries	-500		-500	-500
-34,000	-21,492	-22,169	8854	Membership Fees	-50,000 *		-60,000	-61,800
-2,500	0	0	8855	Recoveries - Active Living Fair	-2,500		-2,600	-2,700
-42,700	-31,890	-32,025	871147420	Provincial Subsidy	-42,700		-42,700	-45,300
-9,100	0	-28,042	871147420	Provincial Subsidy - Special Grant	0		0	0
0	0	0	871137420	Federal Grant	0		0	0
-94,800	-53,412	-82,371		TOTAL SENIORS ACTIVITY CENTRE REVENUE	-101,700 *	0	-111,900	-116,700
337,115	212,324	156,503		TOTAL SENIORS ACTIVITY CENTRE EXPENDITURES	365,442 *	0	381,130	405,071
242,315	158,912	74,132		NET COST TO TOWN	263,742 *	0	269,230	288,371

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT #: **7420.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
150,169	119,303	90,844	742010	Payroll Salaries & Wages	151,689			156,241	160,927
0	9,141	6,623	742015	Payroll - Overtime	423			435	449
51,787	5,859	98	742015	Payroll Salaries & Wages Part - Time	66,283	*		68,271	70,319
51,489	31,168	26,460	742030	Payroll Benefits	55,767	*		60,574	65,819
11,982	4,747	3,555	742031	Payroll Benefits Part-Time	18,891	*		20,823	22,854
265,427	170,218	127,580		SUB TOTAL SALARIES, WAGES & BENEFITS	293,053	*	0	306,344	320,368
1,250	0	828	7420150	Office Supplies	1,450	*		1,550	1,750
10,750	7,804	2,982	7420155	Program Costs - Supplies	11,000			11,330	11,720
26,000	8,796	20,556	7420156	Instructors Fees	26,000			26,780	28,250
1,500	1,500	241	7420180	Telephone & Internet Services	1,550	*		1,600	1,725
2,500	0	0	7420210	Advertising & Promotions	2,500			2,580	2,750
600	262	437	7420250	Memberships & Subscrip'ns	600			620	655
1,000	0	509	7420260	Training & Courses	1,100	*		1,200	1,400
650	0	0	7420270	Travel Expense	650			670	690
1,500	0	0	7420380	Conferences & Conventions	1,500			1,550	1,620
15,000	15,000	0	7420460	Utilities	15,000			15,450	22,000
4,500	3,500	3,127	7420590	Repair & Maintenance	4,600			4,740	4,950
2,500	0	243	7420850	Special Project - Active Living Fair	2,500			2,580	2,850
0	0	0	7420854	Special Project - Hello My Name	0	*		0	0
0	1,319	0	7420856	Special Project - Seniors Book Club	0			0	0
67,750	38,181	28,923		SUB TOTAL MATERIALS	68,450		0	70,650	80,360
3,938	3,925	0	7420320	Insurance	3,939			4,136	4,343
3,938	3,925	0		SUB TOTAL CONTRACTED SERVICES	3,939		0	4,136	4,343
337,115	212,324	156,503		TOTAL SENIORS ACTIVITY CENTRE	365,442	*	0	381,130	405,071

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & RECREATION**

FUNCTION/ACTIVITY: **SENIORS ACTIVITY CENTRE**

ACCOUNT#: 7420.100

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2024	8851	Tournament	Hosting tournaments in 2024
	2024	8852	Registration	Active living fair funding will be available
	2024	8853	Recoveries	General recoveries for the centre.
	2024	8854	Membership Fees	Significantly increase membership, hold drop-in fees
	2024	871147420	Provincial Subsidy	MOHLC Annual Grant
	2024	871147420	Provincial Grant - Special	Will apply for program if available
	2024	7420155	Program Supplies	Programs running at or near capacity
	2024	7420156	Instructor Fees	Contractual Instructors
	2024	7420380	Conferences & Conventions	Will be attending conferences in 2024

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**CULTURE AND COMMUNITY SERVICES SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>CONCERT BAND</b>	23,060	21,063	23,260	0.9	0	(100.0)	23,523	23,789
<b>ART GALLERY</b>								
ART GALLERY EXP.	150,000	150,000	150,000	0.0	0	(100.0)	150,000	150,000
ART GALLERY REV.	0	0	0	-	0	-	0	0
NET ART GALLERY	150,000	150,000	150,000	0.0	0	(100.0)	150,000	150,000
<b>CONCERT HALL</b>								
CONCERT HALL EXP.	409,529	311,537	445,847	8.9	0	-	448,791	467,671
CONCERT HALL REV.	-168,000	-141,518	-167,600	(0.2)	0	-	-172,500	-177,400
NET CONCERT HALL	241,529	170,019	278,247	15.2	0	-	276,291	290,271
<b>COMMUNITY GRANTS</b>	35,352	15,529	35,000	(1.0)	0	(100.0)	0	0
<b>CIVIC AWARDS</b>	0	-2,942	0	0.0	0	0.0	0	0
<b>SPECIAL EVENTS DEPT</b>	334,060	226,928	274,265	(17.9)	0	(100.0)	257,693	267,759
<b>LIBRARY</b>								
GRANT	982,094	982,094	1,054,537	7.4	0	(100.0)	1,086,173	1,118,758
FACILITIES	44,705	46,768	44,896	0.4	0	(100.0)	45,500	46,000
NET LIBRARY	1,026,799	1,028,862	1,099,433	7.1	0	(100.0)	1,131,673	1,164,758
<b>TOTAL CULTURE &amp; COMMUNITY</b>								
TOTAL EXPENDITURES	1,978,800	1,750,977	2,027,805	2.5	0	(100.0)	2,011,680	2,073,977
TOTAL REVENUE	-168,000	-141,518	-167,600	(0.2)	0	(100.0)	-172,500	-177,400
NET CULTURE & COMMUNITY	1,810,800	1,609,459	1,860,205	2.7	0	(100.0)	1,839,180	1,896,577
LIBRARY LONG TERM DEBT	-40,000	-40,000	0	(100.0)	0	(100.0)	0	0
** Detail in Long Term Debt Charges Section								

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

ACCOUNT#: **7660.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,600	436	1,292	7660450	Heat	1,700	*		1,800	1,900
2,000	1,932	1,622	7660460	Utilities	2,100	*		2,200	2,300
2,000	0	1,949	7660570	Property Improvements	2,000			2,000	2,000
5,600	2,368	4,863		SUB TOTAL MATERIALS	5,800	*	0	6,000	6,200
1,260	1,249	0	7660320	Liability Insurance	1,260			1,323	1,389
1,260	1,249	0		SUB TOTAL MATERIALS	1,260		0	1,323	1,389
16,200	16,200	16,200	7660940	Grants & Transfers	16,200			16,200	16,200
16,200	16,200	16,200		SUB TOTAL OTHER CHARGES & TRANSFERS	16,200		0	16,200	16,200
23,060	19,817	21,063		TOTAL CONCERT BAND	23,260		0	23,523	23,789

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT BAND**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
Aid in funding the Cobourg Concert Band.	2024	7660450	Heat	Band building located at 612 D'Arcy St
	2024	7660460	Utilities	Band building located at 612 D'Arcy St
<b>PERFORMANCE DATA:</b>  Band provides many musical services to the citizens (parades, concerts, etc.) with no fees charged.				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

ACCOUNT#: **7640.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
150,000	150,000	150,000	7640940	Grants & Transfers	150,000			150,000	150,000
150,000	150,000	150,000		SUB TOTAL OTHER CHARGES & TRANSFERS	150,000		0	150,000	150,000
0	-16,500	0	87085	Art Gallery Rent	0		0	0	0
150,000	133,500	150,000		TOTAL ART GALLERY COST TO TOWN	150,000		0	150,000	150,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **ART GALLERY**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<p>To promote and provide access to art and related programs as a community gallery and as a National centre for the enjoyment of the people of Northumberland. To serve as a repository for objects of significant artistic and historical significance, to foster interest in the Arts and to serve as a cultural resource centre.</p>	2024	7640940	Grants & Transfers	Grant towards operating costs of the AGN Council resolution for grant to remain at \$150,000 for 2023 and 2024.
<b>PERFORMANCE DATA:</b>				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL/CULTURAL - REVENUE**

ACCOUNT#: **886**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-25,800	-21,075	-10,452	8861	Daily Rentals - Wedding	-38,700	*		-39,900	-41,100
-61,800	-13,956	-37,575	8862	Bar Receipts	-50,000			-51,500	-53,000
0	0	-2,591	8863	Specials Productions	0	*		0	0
-25,800	-15,978	-38,872	8864	Box Office Service Fees	-26,600	*		-27,400	-28,200
-13,400	-6,876	-11,877	8866	Event Service Rentals	-10,000			-10,300	-10,600
-700	0	200	8869	Meeting Rentals	-700			-700	-700
-36,100	-15,535	-40,103	88610	Concert / Theatre Rentals	-37,200			-38,300	-39,400
-1,200	0	0	88611	Banquet / Fundraiser Rentals	-1,200			-1,200	-1,200
-800	-100	460	88612	Other Rentals	-800			-800	-800
-1,500	-175	-726	88613	Citizen's Forum Rentals (Cabaret / Other)	-1,500			-1,500	-1,500
-500	-78	-383	88815	Bottle Returns	-500			-500	-500
-400	-80	401	88816	Gift Certificates	-400			-400	-400
-168,000	-73,853	-141,518		TOTAL CONCERT HALL REVENUES	-167,600		0	-172,500	-177,400
409,529	257,768	311,537		TO CONCERT HALL EXPENDITURES	445,847		0	448,791	467,671
241,529	183,915	170,019		NET COST OF CONCERT HALL	278,247		0	276,291	290,271

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL/CULTURAL - REVENUE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a cultural facility for the community and professional groups. To provide banquet facilities and community meeting rooms.	2024	8861	Wedding Rentals	Concert staff is open and fully booked, if staffed  Revenue collected for weddings
	2024	8862	Bar Receipts	Revenue collected from bar at weddings and events
<b>PERFORMANCE DATA:</b>	2024	8863	Special Productions	Special productions - ticket revenue will offset costs
	2024	8864	Box Office Service Fees	All tickets sold through box office are charged fees for the service. Online ticket sales and mail-out of tickets are also charged for this service to the consumer.
	2024	8886	Event Service Rentals	Each of these rentals are based on the specific type of rental. Theatre rentals brings in the most. Event Service rentals are for things such as chairs, tables, easels, special lighting etc
		8868	Meeting Rentals	
		88610	Concert / Theatre Rentals	
		88611	Banquet / Fundraising Rentals	
88612		Other Rentals		
88615	Bottle Returns	Tracking of bottle returns		
88616	Gift Certificates	Tracking of gift certificates sold - to be marketed in 2024		

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL / CULTURAL**

ACCOUNT#: **7500.100**

2023	2022	2023		2024		2024	2025	2026	
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST	
213,757	138,023	159,891	750010	Payroll Salaries & Wages	218,728		225,290	232,049	
6,000	16,867	18,548	750011	Payroll Salaries & Wages - Overtime	6,500	*	6,695	6,896	
10,500	5,814	8,100	750012	Payroll Standby	11,400	*	11,742	12,094	
20,770	525	2,379	750015	Payroll Part Time Wages	24,053	*	24,775	25,518	
0	1,975	8,474	750072	Payroll Bar Staff Wages	0	*	0	0	
75,594	44,783	52,076	750030	Payroll Benefits	83,881	*	91,273	99,031	
4,608	264	1,380	750032	Payroll Part Time Benefit	6,855	*	7,556	8,293	
600	234	234	750060	Footwear	620	*	640	660	
100	353	437	750080	Meal Allowance	110	*	120	130	
331,929	208,838	251,519		SUB TOTAL SALARIES, WAGES & BENEFITS	352,147	*	0	368,091	384,671
2,200	655	417	7500150	Office Supplies	2,300	*	2,400	2,500	
1,600	1,170	1,016	7500181	Telephone - Cellular	1,600		1,600	1,600	
6,000	9,494	4,220	7500210	Advertising & Promotions	6,500	*	6,500	6,500	
1,000	1,468	602	7500230	Photocopier Expenses	1,000		1,000	1,000	
1,500	1,275	5	7500240	Postage & Couriers	200		200	200	
1,000	0	305	7500260	Training & Courses	1,000		1,000	1,000	
1,000	54	0	7500270	Travel Expense	1,000		1,000	1,000	
9,600	8,999	8,696	7500590	Other Maint & Repairs	9,900	*	10,200	11,000	
6,700	2,612	4,591	7500670	Other Equipment Purchases	6,900		7,100	7,300	
0	2,451	0	7500800	Special Events - Sponsored Events	0	*	0	0	
700	23	81	7500830	Consumables Supplies - Bar	700		700	700	
2,800	1,304	2,743	7500831	Consumables - Non-alcohol purchase	2,900	*	3,000	3,100	
6,000	3,086	5,136	7500832	Consumables - Beer Purchases	6,200	*	6,400	6,600	
13,000	4,093	7,648	7500833	Consumables - Wine / Liquor Purchases	13,400		13,800	14,000	
12,000	11,468	15,754	7500919	Bank Service Charges	12,400	*	12,800	13,000	
0	0	0	7500991	Recoveries	0		0	0	
0	0	0 NEW		Sp Project - Citizen Forum Refurbishment	15,000		0	0	
65,100	48,152	51,214		SUB TOTAL MATERIALS	81,000	*	0	67,700	69,500
0	0	0	7500701	COVID Contracts	0	*	0	0	
12,500	778	8,804	7500171	Software Maintenance	12,700		13,000	13,500	
12,500	778	8,804		SUB TOTAL CONTRACTED SERVICES	12,700		0	13,000	13,500
409,529	257,768	311,537		TOTAL CONCERT HALL FACILITIES	445,847	*	0	448,791	467,671

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CONCERT HALL / CULTURAL**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
To provide the Town of Cobourg with a cultural facility for community and professional groups. To provide banquet facilities and community meeting rooms.	2024	750012/15	Payroll Salaries & Wages	Contractual Obligations
	2024	750011	Payroll Overtime	Reflects the overtime required to run facility 7 days a week for shows, set-up, weddings
<b>PERFORMANCE DATA:</b>	2024	7500150	Office Supplies	Office supplies including ticket stock
	2024	7500171	Software Maintenance	Yearly Theatre Manager software hosting fee
	2024	7500210	Advertising and Promotions	Advertising associated with producing newsletters and marketing a series of shows produced by the Concert Hall as well as TODs signs, general advertising, websites and updates, etc.
	2024	7500670	Other Equipment Purchases	Consumable supplies for lighting and set-ups, wires required for technical products (screen gels and gobos)
	2024	7500171	Software Maintenance	Yearly Theatre Manager software hosting fee
	2024	NEW	Sp Project - Citizen's Forum & Gillett Room Refurbishment	The Citizen's Forum and Gillett room spaces are dated and in need of a refresh by the simple use of paint, lighting and built in cabinetry we will transform these two spaces to increase bookings and improve guest experience.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

ACCOUNT#: **7000.20**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
35,352	33,108	15,529	7020940	General Grants	25,000			0	0
0	0	0	7020942	Concert Hall	0			0	0
0	0	0		Contingency Grants During Year	10,000			0	0
0	0	0	7020912	Transfer from Reserve Northam - Hospital	0			0	0
35,352	33,108	15,529		SUB TOTAL OTHER CHARGES & TRANSFERS	35,000		0	0	0
35,352	33,108	15,529		TOTAL ORGANIZATION GRANTS	35,000		0	0	0

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**COMMUNITY GRANTS**

	2021 Request	2021 Approved	2022 Request	2022 Approved	2023 Request	2023 Approved	2024 Request	2024 Approved
<b>COMMUNITY GRANTS</b>								
Big Brothers Big Sisters of Northumberland	0	0	5,000	1,000	0	0	5,000	
Canadian Abilities Foundation	0	0	0	0	3,000	1,000	0	
Cobourg & District Historical Society	1,517	1,517	2,328	1,800	2,520	2,000	2,492	
Cobourg Ecology Garden	2,314	2,314	2,299	2,000	1,800	1,800	2,500	
Cobourg Farmers Market Association	0	0	0	0	0	0	0	
Cobourg Highland Games	0	0	13,100	806	16,675	5,000	5,498	
Cobourg Lawn Bowling Club	5,500	5,500	5,500	5,500	6,720	6,720	3,800	
Cobourg Museum Foundation	4,200	0	3,600	500	1,000	0	3,000	
Cobourg Museum Foundation - Property Taxes	4,100	4,300	4,400	4,000	4,000	4,000	4,000	
Cobourg Toastmasters	0	0	0	0	3,797	1,000	0	
Community Care Northumberland	0	2,000	5,000	1,500	0	0	2,500	
Film Access Northumberland (Eye2Eye)	0	0	3,000	1,000	0	0	2,000	
Green Wood Coalition	0	0	0	0	0	0	833	
Horizon of Friendship	0	0	1,000	0	1,950	1,000	1,500	
La Jeunesse Choirs	5,000	2,000	2,000	1,000	2,500	1,000	0	
Les Amis	3,000	2,000	3,000	1,000	2,000	1,000	0	
Marie Dressler	0	0	0	0	0	0	0	
Northumberland 89.7 FM - Small Town Radio	2,300	1,300	1,300	800	0	0	0	
Northumberland Community Counselling Centre	0	0	0	0	0	0	0	
Northumberland Festival of the Arts	0	0	4,360	1,100	0	0	0	
Northumberland Hills Studio Tour	0	0	1,000	0	0	0	0	
Northumberland Hills Stitchery Guild	0	0	0	0	0	0	5,000	
Northumberland Hispanic Cultural Club	0	0	0	0	0	0	500	
Northumberland Humane Society	0	0	0	0	0	0	2,000	
Northumberland Oral Health Coalition	0	0	500	250	400	400	400	
Northumberland Orchestra	0	0	5,000	1,000	5,000	1,000	0	
Northumberland Pride	0	0	0	0	0	0	15,325	
Northumberland New Ventures Band	4,000	750	1,000	500	0	0	0	
NSCC #39	0	0	0	0	0	0	4,500	
Ontario Community Emergency Assistance Program	0	0	0	0	3,500	1,000	0	
Oriana Singers	0	0	3,000	0	0	0	0	
OSGA 55+ Games	0	0	250	250	0	0	0	
Ontario Youth Parliament	0	0	0	0	0	0	2,500	
PARN (your community AIDS Resource Network)	0	0	2,000	0	0	0	0	
Saint Vincent de Paul	0	0	0	0	5,000	1,000	0	
Song - Sounds of The Next Generation	2,500	2,000	2,500	0	3,200	1,000	0	
St Peter's Church	0	0	0	0	15,000	0	0	
Sustainable Cobourg	0	0	5,000	0	0	0	0	
The Rose Quest Personal Care Initiative	0	0	3,000	0	0	0	0	
United Way Northumberland	0	0	0	0	0	0	1,000	
Victoria Hall Volunteers	5,000	5,000	5,000	4,788	5,432	5,432	4,000	
Victorian Operetta Society	0	0	8,000	1,000	4,000	1,000	3,000	
<b>TOTAL COMMUNITY GRANTS</b>	<b>39,431</b>	<b>28,681</b>	<b>92,137</b>	<b>29,794</b>	<b>87,494</b>	<b>35,352</b>	<b>71,348</b>	<b>0</b>
Northumberland Fare Share Food Bank						5,000	10,000	

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **COMMUNITY GRANTS**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	<b>DETAILS</b>
To provide grants and/or subsidies to various Community Organizations.	2024	7020940	General Grants	All grants are subject to the Municipal Community Grants Policy
<b>PERFORMANCE DATA:</b>  Grants subject to change based on Grant Policy Establishment of Contingency Fund.				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

ACCOUNT#: **7000.30**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,000	175	0	7030210	Advertising & promotions	1,000			1,000	1,000
1,000	332	0	7030220	Printing	1,000			1,000	1,000
3,000	2,300	0	7030340	Presentations	3,000			3,000	3,000
-5,000	-5,500	-2,942	7030956	Recoveries	-5,000			-5,000	-5,000
0	-2,693	-2,942		SUB TOTAL MATERIALS	0		0	0	0
0	-2,693	-2,942		TOTAL CIVIC AWARDS COMMITTEE	0		0	0	0

2023-12-13

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **CIVIC AWARDS COMMITTEE**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>			<b>DETAILS</b>
	<b>YEAR</b>	<b>CODE</b>	<b>OBJECT</b>	
<p>Recognition of accomplishments of Cobourg Citizens. Annual presentation event.</p>	2024	7030991	Civic Awards - Recoveries	<p>This committee raises sufficient funds each year through sponsorship of the event to cover the costs associated with it. Any annual surplus is placed in a Special Holdings account in case of a future deficit.</p>
<p><b>PERFORMANCE DATA:</b></p> <p>The Civic Awards Committee is a self-funding organization. Any surplus of receipts over expenditures goes into a holding account for future use to cover potential deficient.</p>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
145,019	127,838	99,915	710010	Payroll Salaries & Wages	118,990			122,560	126,237
3,409	7,682	7,301	710011	Payroll Overtime	2,335			2,405	2,477
4,700	0	0	710015	Payroll Part-time Wages	4,700			4,700	4,700
46,592	42,548	35,107	710030	Payroll Benefits	39,978			43,675	47,560
940	0	0	710031	Payroll Part-time Benefits	1,457	*		1,551	1,645
600	0	0	710050	Clothing	600			650	
201,260	178,068	142,323		SUB TOTAL SALARIES, WAGES & BENEFITS	168,060		0	175,541	182,619
400	218	150	7100150	Office Supplies	400			410	420
1,500	586	967	7100180	Telephone	1,500			1,550	1,600
6,500	6,300	8,887	7100210	Advertising & Promotion	6,700			6,900	7,110
500	0	269	7100220	Printing	500			520	540
100	0	5	7100240	Postage	100			100	100
600	0	0	7100250	Membership & Subscrip'ns	600			620	640
200	30	0	7100260	Training & Courses	200			210	220
1,500	71	262	7100270	Travel Expense	1,500			1,550	1,600
2,500	1,150	-388	7100380	Conferences & Conventions	2,600	*		2,680	2,760
4,000	7,246	1,287	7100850	Sp Project - First Night	4,500	*		4,640	4,780
5,500	4,992	6,074	7100851	Sp Project - Movies in the Park	5,500			5,670	5,840
25,000	3,052	27,213	7100852	Sp Project - Sandcastle Festival	0			0	0
30,000	29,078	0	7100853	Sp Project - Christmas Downtown Lights	30,000			30,900	31,830
30,000	36,692	15,802	7100853	Sp Project - Christmas Magic Other	30,000			30,900	31,830
4,000	13,645	6,497	7100854	Sp Project - Winter Festival	4,000			4,120	4,240
0	0	2,636	7100859	Sp Project - Cobourg Music Experience	0			0	0
5,000	6,304	5,593	7100860	Sp Project - Art Installation	5,500	*		5,670	5,840
30,000	34,469	34,306	7100861	Sp Project - Canada Day Celebrations	35,000	*		36,050	37,130
1,000	0	0	7100862	Sp Project - Family Day in Cobourg	1,000			1,030	1,060
3,000	1,878	1,935	7100863	Sp Project - Christmas Market	3,000			3,090	3,180
5,000	10,562	8,828	7100870	Sp Project - Cobourg Santa Claus Parade	5,000			5,150	5,300
0	5,623	0	7100871	Sp Project - Queen's Jubilee	0			0	0
25,000	0	-405	7100866	Sp Project - Special Event	25,000			25,750	26,520
0	0	0 NEW		Sp Project - RCMP Musical Ride	20,000			0	0
181,300	161,896	119,918		SUB TOTAL MATERIALS	182,600		0	167,510	172,540

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS**

ACCOUNT#: **7100.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
8,000	7,266	6,649	7100867	Transportation - Community Events	0			0	0
3,500	0	2,244	7100868	Port-a-Potties - Community Events	3,500			3,713	3,800
10,000	7,123	7,785	7100869	Garbage Removal - Community Events	10,300			10,609	10,800
21,500	14,389	16,678		SUB TOTAL CONTRACTED SERVICES	13,800		0	14,322	14,600
-10,500	-24,539	-31,729	87086	Recoveries	-10,500			-16,500	-17,000
-12,000	-4,450	-5,138	87087	Recoveries - Event Permit Fee	-12,000			-12,750	-13,100
-1,500	0	0	87090	Recoveries - Wedding Ceremonies	-1,545			-1,600	-1,600
0	0	-3,662	87098	User Fees	0			0	0
-25,000	0	0	87099	Recoveries - Special Event	-25,000			-26,550	-27,300
-16,000	0	0	87086	Recoveries - DBIA Christmas Lights	-16,000			-16,980	-17,500
0	0	0	NEW	Ticket Sales RCMP Musical Ride	-20,000			-20,000	-20,000
0	-43,399	-6,462	871147100	Recoveries - Provincial Grant	0			0	0
-5,000	-9,000	-5,000	871137100	Recoveries - Federal Grant	-5,150			-5,300	-5,500
-70,000	-81,388	-51,991		TOTAL REVENUE	-90,195		0	-99,680	-102,000
334,060	272,965	226,928		TOTAL SPECIAL EVENTS DEPT	274,265		0	257,693	267,759

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a Special Event Department including staff and resources responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	2024	7100210	Advertising & Promotions	Increased budget to better promote activities to members of the community, and there will be increased events
	2024	7100250	Memberships & Subscriptions	Festivals and Events Ontario - \$600
<b>PERFORMANCE DATA:</b>  An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.	2024	7100851	Movies on the Beach	3 movies on the beach over the course of the summer
	2024	7100853	Christmas Magic - Downtown Lights	\$30,000 - Downtown Lights - 3 year contract 2023 - 2026
	2024	7100853	Christmas Magic - Other	Christmas Lights in Rotary Waterfront Park and Victoria Park.
	2024	7100860	Art Installation	Painted picnic tables, painted garbage cans and painted pianos promote local artists and achieve goals of the Cultural Master Plan.
	2024	7100863	Christmas Market - Lighting Up Event	Community event leading up to the unveiling of Christmas Magic. Budget covers cost of glow sticks, sponsorship to Habitat for Humanity gingerbread house competition and appearance by Santa. Increased due to additional lights in the north end of the park.
	2024	7100867	Transportation Special Events	Shuttles for Waterfront Festival weekend to reduce parking and traffic in the downtown Cobourg area.
	2024/2024	7100868	Port-A-Potties Special Events	To alleviate the demand of the Sandcastle Festival on the existing washrooms, extra portable toilets will be out on the beach.
	2024	7100869	Garbage Removal Special Events	Garbage removal during Waterfront Festival
	2024	NEW	Sp Project - RCMP Musical Ride	RCMP Musical Ride - June 22, 2024 Planned cost recovery through ticket sales

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **SPECIAL EVENTS DEPT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To provide the Town of Cobourg with a Special Event Department including staff and resources responsible for organizing and coordinating all aspects of Town events and to act as a liaison with all community events. To provide economic and community impact reports.	2024	87086	Recoveries	Grants, sponsorships
	2024	87087	Recoveries - Event Permit Fee	Permit fees from third party approved events
	2024	87090	Wedding Ceremonies	Wedding ceremonies that take place on Town property are permitted through the Community Events application.
<b>PERFORMANCE DATA:</b>  An annual costing report on all events is provided each year. Evaluations will be completed on Town events to provide community and economic impact results and figures.				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**2024 EVENTS**

<b>7100850 - First Night</b>		
Budget		4,500
	TOTAL	4,500
<b>7100851 - Movies in the Park</b>		
Budget		5,500
Recoveries (Sponsorship)		-5,500
	TOTAL	0
<b>7100852 - Sandcastle Festival - Deferred</b>		
Budget		0
Recoveries (Sponsorship)		0
	TOTAL	0
<b>7100853 - Christmas Magic Downtown Lights</b>		
Budget		30,000
Recoveries (DBIA Partnership)		-16,000
	TOTAL	14,000
<b>7100853 - Christmas Magic Main Display</b>		
Budget		30,000
Recoveries (Sponsorship)		-5,000
	TOTAL	25,000
<b>7100854 - Winter Event</b>		
Budget		4,000
	TOTAL	4,000
<b>7100860 - Art Installation</b>		
Budget		5,500
	TOTAL	5,500
<b>7100861 - Canada Day</b>		
Fireworks/Music in the Park		35,000
Recoveries (Government Grants)		-5,000
	TOTAL	30,000
<b>7100863 - Christmas Market - Lighting Up Ceremony</b>		
Event related infrastructure/movie		3,000
	TOTAL	3,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

<i>7100870 - Cobourg Santa Claus Parade</i>		
<i>Budget</i>		<i>5,000</i>
	<i>TOTAL</i>	<i>5,000</i>
<i>Recoveries (Partnership DBIA Christmas Lights)</i>		<i>-16,000</i>
<i>Recoveries (Advertising/Sponsorships)</i>		<i>-10,500</i>
<i>Recoveries (Government Grants)</i>		<i>-5,000</i>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

ACCOUNT#: **7600.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
982,094	935,214	982,094	7601940	Grants & Transfers	1,054,537	*		1,086,173	1,118,758
982,094	935,214	982,094		SUB TOTAL OTHER CHARGES & TRANSFERS	1,054,537	*	0	1,086,173	1,118,758
982,094	935,214	982,094		TOTAL LIBRARY	1,054,537	*	0	1,086,173	1,118,758



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
To fund share of Library operation costs.	2024	7601940	Operating Grant	Amount as approved by the Cobourg Public Library Board for requirement.
<b>PERFORMANCE DATA:</b>  Operating grants provided:  2023 - \$982,094 2022 - \$935,214 2021 - \$899,700 2020 - \$899,700 2019 - \$871,505 2018 - \$832,468 2017 - \$804,756 2016 - \$782,581 2015 - \$753,228 2014 - \$726,000 2013 - \$687,340 2012 - \$634,000 2011 - \$615,366 2010 - \$538,269 + \$40,000 2009 - \$503,888 + \$40,000 2008 - \$489,412 + \$40,000 2007 - \$475,312 + \$30,000 2006 - \$438,812 + \$30,000 2005 - \$438,812 2004 - \$388,812 2003 - \$381,188 + \$20,000 (one time)				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY FACILITIES**

ACCOUNT#: **7600.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
12,000	8,590	5,893	7601524	Exterior Maintenance / Snowplowing / Flag Poles	12,000			12,000	12,000
18,205	0	14,896	7601680	Other Equipment Mtce & Repairs	18,396			19,000	19,500
30,205	8,590	20,789		SUB TOTAL MATERIALS	30,396		0	31,000	31,500
4,500	827	4,133	7601320	Insurance	4,500			4,500	4,500
10,000	5,000	10,000	7601942	Transfer to/from reserve - Furnace Replacement	5,000			5,000	5,000
5,000	5,000	11,846	7601942	Transfer to/from reserve - Major Repairs	5,000			5,000	5,000
0	10,000	0	7601942	Transfer to/from reserve - Integrated Library System	0	*	0	0	0
0	0	0	7601942	Transfer to/from reserve - Computers / Printers	0	*	0	0	0
0	0	0	7601942	Transfer to/from reserve - Furniture	0	*	0	0	0
-5,000	0	0	7601913	Reserve - Holdco	0				
14,500	20,827	25,979		SUB TOTAL OTHER CHARGES & TRANSFERS	14,500		0	14,500	14,500
44,705	29,417	46,768		TOTAL LIBRARY FACILITIES	44,896		0	45,500	46,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY**

STATEMENT OF PURPOSE: To fund share of Library facility costs.	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<b>PERFORMANCE DATA:</b>	2024	7601524	Exterior Maintenance	Amount is required to look after the grounds including fall leaf clean up, maintenance of bushes and flower beds and winter maintenance of walkways and parking lot.
	2024	7601680	Other Equipment Mtce & Repairs	Door Maintenance - \$1,600 Elevator - \$16,796
	2024	7601320	Insurance	Building Insurance
	2024	7601942	Transfer to/from Reserve	Amounts as identified for future major expenditure items. Any allocated amounts not required in the current budget year will be transferred to Reserve for future projects as identified.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**PLANNING & DEVELOPMENT SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>PLANNING</b>								
PLANNING EXPENDITURES	597,322	522,780	790,035	32.3	0	(100.0)	1,015,747	991,675
PLANNING REVENUE	-187,000	-156,028	-262,000	40.1	0	(100.0)	-270,000	-280,000
NET PLANNING	410,322	366,752	528,035	28.7	0	(100.0)	745,747	711,675
<b>COMMITTEE OF ADJUSTMENT</b>								
COMM. OF ADJUSTMENT EXP.	120,027	73,915	134,545	12.1	0	(100.0)	145,243	155,416
COMM. OF ADJUSTMENT REV	-45,000	-8,690	-45,000	0.0	0	(100.0)	-45,000	-50,000
NET COMMITTEE OF ADJUSTMENT	75,027	65,225	89,545	19.4	0	(100.0)	100,243	105,416
<b>HERITAGE</b>	109,402	68,647	127,097	16.2	0	(100.0)	126,850	136,496
<b>TOTAL EXPENDITURES</b>	826,751	665,342	1,051,677	27.2	0	(100.0)	1,287,840	1,283,587
<b>TOTAL REVENUES</b>	-232,000	-164,718	-307,000	32.3	0	(100.0)	-315,000	-330,000
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	594,751	500,624	744,677	25.2	0	(100.0)	972,840	953,587

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
-45,000	-31,525	-8,690	8709	Committee of Adjustment	-45,000			-45,000	-50,000
-180,000	-128,710	-150,085	87039	Planning Fees	-250,000	*		-260,000	-270,000
-7,000	-7,040	-5,943	87037	Planning & Zoning Reports	-12,000	*		-10,000	-10,000
-232,000	-167,275	-164,718		TOTAL PLANNING REVENUE	-307,000	*	0	-315,000	-330,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT#: **8000.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
436,141	317,368	347,917	800010	Payroll Salaries & Wages	565,106	*		639,680	665,542
4,050	8,913	7,822	800011	Payroll Overtime	4,050			4,050	4,050
136,204	84,775	95,778	800030	Payroll Benefits	193,127	*		231,676	254,261
350	234	234	800060	Footwear	350			350	350
576,745	411,290	451,751		SUB TOTAL SALARIES, WAGES & BENEFITS	762,633	*	0	875,756	924,203
1,000	926	949	8000150	Office Supplies	1,000			1,000	1,000
1,500	2,498	768	8000160	Office Equip Purchases	4,500	*		1,500	1,500
1,850	1,733	1,455	8000180	Telephone Expenses	1,850			1,850	1,850
500	521	403	8000210	Advertising & Promotions	500			500	500
250	834	61	8000220	Printing	250			250	250
3,500	2,839	2,407	8000230	Photocopier Expenses	3,600			3,700	3,800
1,300	1,417	29	8000240	Postage & Couriers	1,300			1,300	1,300
4,375	2,463	4,921	8000250	Memberships & Subscrip'ns	5,400	*		5,700	6,000
4,500	2,489	1,419	8000260	Training & Courses	6,000	*		6,000	3,000
2,500	418	791	8000270	Travel Expense	2,800	*		3,100	3,500
4,500	2,244	2,517	8000380	Conferences & Conventions	6,000	*		6,000	6,000
0	0	0	8000850	Special Project - Office Renovations	0			0	0
25,000	0	12,941	8000894	Studies & Reviews #3 - Zoning Bylaw Update	40,000	*		0	0
65,000	0	0	8000895	Studies & Reviews - Official Plan Update	65,000			65,000	45,000
0	272,514	13,096	8000896	Studies & Reviews - Sustainability Master Plan	0	*		0	0
10,000	916	4,267	8000897	Studies & Reviews - Tannery Secondary Plan	0			0	0
20,000	0	0	8000898	Studies & Reviews - Dev Area Cobourg East	20,000			0	0
0	0	0	NEW	Studies & Reviews - Cobourg West Trail Feasibility Study	0			50,000	0
-14,998	-14,149	0	8000955	Building Dept. - Indirect Costs	-15,598			-15,909	-16,228
0	0	0	8000913	Recoveries - Sustainable Plan Northam Reserve	0			0	0
0	0	0	8000913	Rec - Sustainable Plan Canada Community Building Fund	0			0	0
-20,000	0	0	8000994	Recoveries - Development Area Cobourg East	-20,000			0	0
0	0	0	8000995	Recoveries - Official Plan Update (DC)	0			0	0
0	0	0	8000913	Recoveries - Zoning Bylaw Update (DC)	-40,000			0	0
-200	0	-43	8000998	Recoveries - Source Water Protection	-200			0	0
-100,000	0	0	8000913	Transfer from OP & Zoning Reserve	-65,000			0	0
10,577	277,663	45,981		SUB TOTAL MATERIALS	17,402	*	0	129,991	57,472
8,000	24,951	4,511	8000300	Legal Fees	8,000			8,000	8,000
2,000	0	20,537	8000360	Consultant Fees	2,000			2,000	2,000
10,000	24,951	25,048		SUB TOTAL CONTRACTED SERVICES	10,000		0	10,000	10,000
597,322	713,904	522,780		TOTAL PLANNING	790,035	*	0	1,015,747	991,675

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				<b>PERFORMANCE DATA:</b>			
2024	800011	Payroll - Overtime	Planning staff OT allocation				
New Applications	2021	2022	2023	2024	8000160	Office Equipment	Misc. office equipment & upgrades (i.e.. Computer hardware furnishings, cabinets, shelving) - 2 new laptops in 2024 New Staff - \$3,000
Official Plan	1	0	1	2024	8000180	Telephone Expenses	Annual phone charges for 3 staff, Director & 2 Managers
Zoning By-law	1	2	3	2024	8000220	Printing	Cost for printing large reports, plans, newsletters
Site Plan	6	6	4	2024	8000230	Photocopier Expenses	Costs shared with Cobourg Heritage Committee
Subdivision	16	6	1	2024	8000250	Memberships & Subscriptions	OPPI / CIP - \$900 x 5 staff = \$5,400
Zoning Compliance	47	65	44	2024	8000240	Postage & Couriers	Allocated to individual departments from Legislative
				2024	8000260	Training & Courses	Professional training & courses for 6 planners \$500 per planner x 3 - \$1,500 \$1,000 per manager/director x 3 - \$3,000 \$1,000 for Sustainability Coordinator
				2024	8000300	Legal Fees	Fees associated with general planning-related legal advice and land registrations (non-recoverable)
				2024	8000360	Consultant Fees	Fees associated with general planning-related advice (non-recoverable)
				2024	8000380	Conferences & Conventions	Registration & hotel fees associated with CIP/OPPI - \$2,000 x 3
				2024	8000898	Cobourg East Community (Area C)	Expenses associated with review of development proposals in the Cobourg East S. P. (recoverable)

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & RESIDENTIAL**

FUNCTION/ACTIVITY: **PLANNING**

ACCOUNT #: **8000.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Administration of the Corporation's Land Use Planning Program including Official Plan, Secondary Plans, Zoning By-laws, Site Plans, Subdivisions, etc.				YEAR	CODE	OBJECT	DETAILS
				<b>PERFORMANCE DATA:</b>			
2024	8000994	Recoveries - Cobourg East Community	Recovery from developers.				
New Applications	2021	2022	2023	2024	8000998	Recoveries - Source Water	Recoveries for planning staff time associated with Source Water Protection policy development for County.
Official Plan	1	0	1				
Zoning By-law	1	2	3				
Site Plan	6	6	4	2024	87039	Planning Fees	Under review
Subdivision	16	6	1				
Zoning Compliance	47	65	44				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
79,761	40,476	50,041	810010	Payroll Salaries & Wages	88,981	*		94,912	100,800
1,350	1,235	1,899	810011	Payroll Overtime	1,350			1,350	1,350
27,316	14,258	16,224	810030	Payroll Benefits	31,664	*		35,731	40,016
3,850	3,850	0	8100290	Honorarium	3,850			3,850	3,850
112,277	59,819	68,164		SUB TOTAL SALARIES, WAGES & BENEFITS	125,845	*	0	135,843	146,016
1,050	0	0	8100250	Memberships & Subscrip'ns	1,400	*		1,400	1,400
4,000	0	3,041	8100260	Training & Courses - Conference	4,500	*		5,000	5,000
1,700	0	1,266	8100270	Travel Expense	1,800	*		2,000	2,000
6,750	0	4,307		SUB TOTAL MATERIALS	7,700	*	0	8,400	8,400
1,000	0	1,444	8100300	Legal Fees	1,000			1,000	1,000
1,000	0	1,444		SUB TOTAL CONTRACTED SERVICES	1,000		0	1,000	1,000
120,027	59,819	73,915		TOTAL COMMITTEE OF ADJUSTMENT	134,545	*	0	145,243	155,416

45,273

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **COMMITTEE OF ADJUSTMENT**

ACCOUNT #: **8100.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
To render decisions on applications for consents and minor variances pursuant to the Planning Act.				YEAR	CODE	OBJECT	DETAILS
				<b>PERFORMANCE DATA:</b>			
2024	8100260	Training & Courses	OACA Conference (registration & hotel) for CoA members and staff \$1,400 each (4 Total)				
To October 31, 2023				2024	8100270	Travel expenses	Travel expenses for OACA Conference (2 members & 2 staff = \$1,200) and site inspections (\$100 x 5 - \$500)
Consents	2021	2022	2023	2024	8100290	Honorarium	Honorarium for quasi-judicial body (Committee of Adjustment and Property Standards)
Variances	14	10	4				
	9	18	6				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT#: **7700.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
72,236	51,804	48,936	770010	Payroll Salaries & Wages	76,095	*		79,809	85,235
1,050	915	1,612	770011	Payroll Overtime	1,050			1,050	1,050
24,499	18,495	17,163	770030	Payroll Benefits	26,785	*		29,724	33,511
97,785	71,214	67,711		SUB TOTAL SALARIES, WAGES & BENEFITS	103,930	*	0	110,583	119,796
500	0	0	7700150	Office Supplies	300			300	300
750	0	-268	7700210	Advertising & Promotions	3,500	*		4,500	4,500
200	0	180	7700220	Printing	200			200	200
600	0	0	7700230	Photocopier	600			600	600
200	0	0	7700240	Postage	200			200	200
500	75	0	7700250	Memberships & Subscip'ns	500			500	500
4,000	2,520	675	7700260	Training & Courses	4,500	*		5,000	5,000
1,700	186	349	7700270	Travel Expense	1,700			1,800	1,900
1,000	99	0	7700850	Plaques	1,000			1,000	1,000
0	0	0	7700851	Special Proj - Heritage Master Plan	0			0	0
20,000	0	0	7700855	Special Proj - Heritage Conservation District Plan	60,000	*		0	0
50,000	0	0	7700852	Special Proj - Downtown CIP Incentive Program	50,000			0	0
-333	0	0	7700991	Recoveries - Plaques	-333			-333	-0
0	0	0	7700994	Recoveries - Heritage Master Plan DC's	0			0	0
0	0	0	7700913	Recoveries - Coeey Park - Parkland Reserve	0			0	0
0	0	0	7700995	Recoveries - Downtown Heritage Grant CIP Holdco	-50,000			0	0
0	0	0	7700913	Recoveries - CAPS Reserve	0			0	0
-20,000	0	0	7700912	Recoveries - Heritage Conserv District Plan Holdco	-60,000			0	0
-50,000	0	0	7700913	Reserve - Holdco	0			0	0
9,117	2,880	936		SUB TOTAL MATERIALS	12,167	*	0	13,767	14,200
1,000	0	0	7700300	Legal Fees	1,000			1,000	1,000
1,500	0	0	7700360	Heritage Consultant	10,000	*		1,500	1,500
2,500	0	0		SUB TOTAL CONTRACTED SERVICES	11,000	*	0	2,500	2,500
109,402	74,094	68,647		TOTAL HERITAGE	127,097	*	0	126,850	136,496

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PLANNING & DEVELOPMENT**

FUNCTION/ACTIVITY: **HERITAGE**

ACCOUNT #: **7700.100**

<b>STATEMENT OF PURPOSE:</b>				<b>HIGHLIGHTS/EXPLANATIONS:</b>			
Promote the preservation of architectural heritage for the Town of Cobourg.				YEAR	CODE	OBJECT	DETAILS
2024	7700250	Memberships & Subscriptions	Professional memberships (CAHP \$205, CHO \$75, Heritage Canada \$160)				
<b>PERFORMANCE DATA:</b>				2024	7700230	Photocopier Expenses	Shared with Planning
	2021	2022	2023	2024	7700240	Postage	Expenses for bulk mail-outs (i.e.. newsletters, etc.)
Heritage Permits	31	52		2024	7700250	Memberships & Subscriptions	Heritage Canada - \$150 Community Heritage Ontario - \$100 CAHP - \$185 Heritage Journal Subscription - \$65
Heritage Permits Waived	31			2024	7700260	Training & Courses	Heritage Conference for 2 Heritage members and 2 staff \$1,250 each (hotel & registration)
				2024	7700270	Travel Expense	Mileage for Heritage Conference (2 members and 2 staff = \$1,200) and site inspections (\$100 x 5 = \$500)
				2024	7700300	Legal Fees	Expenses associated with general heritage legal advice, appeals, etc. and implementation of Heritage Master Plan and Downtown CIP
				2024	7700360	Heritage Consultant	Consultant expenses associated with municipally-initiated CHIA's, general heritage matters, advice, designations, appeals, and as a result of Bill 23
				2024	7100855	Heritage Conservation District Study/Plan Transfer to Reserve - Heritage Conservation District Study / Plan	A part of a strategic approach to addressing Bill 23 changes to Ontario Heritage Act, this increase in budget is to move forward with Corktown HCD and assess the feasibility of a fifth HCD.
				2024	7700912	Recoveries - Heritage Conservation District	Recoveries from Holdco

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

***Heritage  
2024 Advertising & Promotions Budget***

As part of a strategic approach to addressing Bill 23 changes to Ontario Heritage Act, this increase in budget is to assist with evaluating and designing listed properties (through municipally-initiated CHERs, etc)

<i>Excellence in Heritage Conservation Award</i>	500
<i>Heritage Week Programming (including Heritage Hunt Activity)</i>	1000
<i>Printing of Educational and Promotional Materials</i>	750
<i>Lectures and Workshops</i>	750
<i>Refresh of Cobourg Heritage Walking Tours</i>	500
<b>TOTAL</b>	<b>3500</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**COMMERCIAL & ECONOMIC DEVELOPMENT SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>HENLEY ARCADE</b>	5,435	1,839	5,536	1.9	0	(100.0)	6,277	7,026
<b>SECOND STREET FIRE HALL</b>	9,350	1,123	10,352	10.7	0	(100.0)	10,719	11,105
<b>DRESSLER HOUSE</b>	7,525	3,836	7,550	0.3	0	(100.0)	7,703	7,858
SUB TOTAL COMMERCIAL	22,310	6,798	23,438	5.1	0	(100.0)	24,699	25,989
<b>ECONOMIC DEVELOPMENT</b>	241,140	217,506	252,950	4.9	0	(100.0)	263,006	273,246
<b>VENTURE 13</b>	221,950	215,653	212,278	(4.4)	0	(100.0)	219,945	226,740
<b>TOURISM</b>	125,227	92,418	157,155	25.5	0	(100.0)	186,074	198,774
SUB TOTAL ECONOMIC	588,317	525,577	622,383	5.8	0	(100.0)	669,025	698,760
TOTAL COMMERCIAL & ECONOMIC DEVELOPMENT	610,627	532,375	645,821	5.8	0	(100.0)	693,724	724,749

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

ACCOUNT#: **7900.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
1,100	432	374	7901460	Utilities	1,200	*		1,300	1,400
1,500	7,574	1,211	7901470	Building Maintenance	1,500			2,000	2,500
0	15,611	254	7901570	Special Project - Henley Arcade Improvements	0			0	0
0	0	0	7901913	Recoveries - Holdco	0			0	0
2,600	23,617	1,839		SUB TOTAL MATERIALS	2,700	*	0	3,300	3,900
2,835	2,634	0	7901320	Insurance	2,836			2,977	3,126
2,835	2,634	0		SUB TOTAL CONTRACTED SERVICES	2,836		0	2,977	3,126
5,435	26,251	1,839		TOTAL HENLEY ARCADE	5,536		0	6,277	7,026

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **HENLEY ARCADE**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund utilities and other maintenance items per agreement with Victoria Operetta Society.	2024	7901470	Building Maintenance	Snow removal from walkway
<b>PERFORMANCE DATA:</b>  Clear snow / ice Maintain winter / summer				



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

ACCOUNT#: **7900.200**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
2,000	4,794	1,123	7902470	Building Maintenance	2,000			2,000	2,000
2,000	4,794	1,123		SUB TOTAL MATERIALS	2,000		0	2,000	2,000
7,350	6,406	0	7902320	Insurance	7,352			7,719	8,105
0	0	0	NEW	Contracts/Repairs	1,000			1,000	1,000
7,350	6,406	0		SUB TOTAL CONTRACTED SERVICES	8,352	*	0	8,719	9,105
9,350	11,200	1,123		TOTAL SECOND STREET FIRE HALL	10,352	*	0	10,719	11,105

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **SECOND STREET FIRE HALL**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>This building is managed by the Northumberland Players. All utilities paid by tenant. Maintain flower boxes in summer months, maintain exterior of building, snow removal, and maintain fire protection systems.</p>	2024	7902470	Building Maintenance	<p>Exterior maintenance is the responsibility of the Town. Minor items not impacted by capital work.</p> <p>Maintenance is on call 24/7 for fire system</p>
<p><b>PERFORMANCE DATA:</b></p>				

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: **DRESSLER HOUSE**

ACCOUNT#: **7900.300**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
475	469	435	7903185	OPX Alarm Line Charges	500			500	500
0	392	0	7903460	Utilities	0			0	0
4,000	5,051	2,997	7903470	Building Maintenance	4,000			4,100	4,200
2,000	0	404	7903570	Property Improvements	2,000			2,000	2,000
6,475	5,912	3,836		SUB TOTAL MATERIALS	6,500		0	6,600	6,700
1,050	0	0	7903320	Insurance	1,050			1,103	1,158
1,050	0	0		SUB TOTAL CONTRACTED SERVICES	1,050		0	1,103	1,158
7,525	5,912	3,836		TOTAL DRESSLER HOUSE	7,550		0	7,703	7,858

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMERCIAL**

FUNCTION/ACTIVITY: DRESSLER HOUSE

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Maintenance and operations of Dressler House building currently housing the Marie Dressler Museum operated by the Foundation.	2024	7930185	OPX Alarm Line Charges	Town is responsible for security alarm line charges
	2024	7930460	Utilities	Utility bills are now paid by the Marie Dressler Foundation
<b>PERFORMANCE DATA:</b>	2024	7903470	Building Maintenance	Maintenance of the building plus spring/summer/fall maintenance of the grounds. Winter maintenance Monday - Friday - Maintenance Dept Week-end/holidays done by contractor Maintenance staff on 24/7 fire alarm
	2024	7903320	Insurance	Insurance of the building only. Contents insured by the Marie Dressler Foundation.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

ACCOUNT#: **8910.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
149,567	81,004	134,881	891010	Payroll Salaries & Wages	139,506			143,691	148,002
0	1,034	3,187	891011	Payroll - Overtime	1,500	*		1,545	1,591
0	8,558	0	891011	Payroll Summer Students	6,951	*		7,160	7,374
49,923	36,974	44,782	891030	Payroll Fringe Benefits	48,637			52,970	57,518
0	2,440	0	891031	Payroll Summer Student Benefits	1,981	*		2,184	2,397
199,490	130,010	182,850		SUB TOTAL SALARIES, WAGES & BENEFITS	198,575		0	207,550	216,882
900	741	511	8910150	Office Supplies	900			900	900
2,650	3,157	3,771	8910171	Software Maintenance	3,500	*		3,500	3,500
3,000	543	763	8910180	Telephone & Answering Svc	1,000			1,000	1,000
3,200	899	4,567	8910210	Advertising & Promotions	8,000	*		5,000	5,000
300	0	0	8910230	Photocopier Expense	300			300	300
100	0	14	8910240	Postage & Couriers	100			100	100
3,900	3,374	3,927	8910250	Memberships & Subscrip'ns	3,900			3,900	3,900
2,000	0	1,190	8910260	Training & Courses	2,000			2,000	2,000
1,200	356	783	8910270	Travel Expense	1,000			1,200	1,200
300	250	-1,158	8910370	Meals & Refreshments	300			300	300
2,500	982	2,191	8910380	Conferences & Conventions	2,000			2,000	2,000
20,050	10,302	16,559		SUB TOTAL MATERIALS	23,000	*	0	20,200	20,200
1,050	988	0	8910320	Liability Insurance	0			0	0
22,500	7,521	20,047	8910890	Studies & Reviews	0			0	0
0	0	0	8910851	Sp Project - Digital Main Street Service Squad	0			0	0
23,550	8,509	20,047		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
20,000	15,000	20,000	8901	Venture 13 - Anchor Contribution	29,375			30,256	31,164
0	0	0	871138910	Federal Grant	-3,000			0	0
0	0	0	871148910	Provincial Grant - Digital Main Street Service Squad	0			0	0
-21,950	0	-21,950	8910913	Reserve - Economic Development	5,000			5,000	5,000
0	0	0	8910993	Recoveries - CEDP Grant	0			0	0
-1,950	15,000	-1,950		SUB TOTAL OTHER CHARGES & TRANSFERS	31,375	*	0	35,256	36,164
241,140	163,821	217,506		TOTAL ECONOMIC DEVELOPMENT	252,950	0	0	263,006	273,246

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **ECONOMIC DEVELOPMENT**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
Promote Town as a destination for investment through marketing, linkages with public and private sector agencies and target sectors. Maintain and enhance the data base and library information, provide small business support. Work with existing business and industry to help them expand.	2024	891010	Payroll Salaries & Wages	A portion of the Director of Planning & Development is being charged to this budget now.
	2024	8910210	Marketing & Promotions	Business assistance, investment marketing, and business retention & expansion marketing \$3,000 Federal Grant received
<b>PERFORMANCE DATA:</b>				
<b>Marketing and Promotions</b>				
Website, promotional ads, business retention activities, community profile promotion and Strategic Plan Implementation.	2024	8910171	Software Maintenance	Business Directory and has increased to accommodate the Pedestrian Counters from the Public Works budget to the Economic Development budget.
	2024	8910230	Photocopier Expense	This account reflects only special print jobs.
	2024	8910250	Memberships & Subscriptions	Ontario East Economic Development Corporation - \$350 Northumberland Central Chamber of Commerce - \$400 Northumberland Manufacturers Association - \$2,550 Economic Developers Council of Ontario - \$600
	2024	8910260	Training & Courses	Economic Development Workshop / Webinars (\$1,000 for 2 staff) - \$2,000 *includes mileage, meals & accommodation
	2024	8910270	Travel	Includes local/regional travel for 2 employees
	2024	8910370	Meals & Refreshments	Client meetings, special committee meetings, coffee break into sessions, staff working meetings
	2024	8910380	Conferences & Conventions	East Municipal Conference - \$1000 - 1 attendee *includes mileage, meals & accommodation Economic Developers Council of Ontario - Annual conference or Ontario Business Improvement Associations Annual Conference - \$1,000 1 attendee - *includes mileage, meals & accommodation
	2024	8901	Venture 13 - Anchor Contribution	Economic Development Proportionate Share of Base Building Operational Costs as per Schedule "C" of Council Approved Partnership Agreement 2024 - \$29,375
	2024	NEW	Transfer to Reserve	Annual amount set aside for Economic Development Study in 2028

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT  
2024 MARKETING AND PROMOTIONS BUDGET**

<i>Cobourg Street Map Ad featuring new location</i>	300
<i>Domain Name Fees Invest Cobourg</i>	100
<i>Business Achievement Awards</i>	500
<i>Promotional Souvenirs - provided to clients / conferences / trade shows</i>	600
<i>Northumberland Manufacturers Association Program Sponsorship</i>	1000
<i>Revenue Growth Series and other programs</i>	2500
<i>Economic Development marketing materials and videos</i>	3000
<b>TOTAL</b>	8000
<i>Federal Grant - Economic Development Marketing Materials and Videos</i>	-3000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**ECONOMIC DEVELOPMENT  
2024 Strategic Plan New and Ongoing / Outstanding Project Status  
Special Project 8910890**

**2028 Economic Development Strategic Plan Update**

To update priorities, strengthen operations, ensure the employees and other stakeholders are working toward common goals, establish agreements around intended outcomes / results

**\$5,000**

**TOTAL**

**\$5,000**



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **VENTURE 13**

ACCOUNT#: **8930.100**

2023 BUDGET	2022 YTD	2023 YTD	CODE	OBJECT	2024 DEPT REQUEST	*	2024 FINAL APPROVED	2025 FORECAST	2026 FORECAST
159,138	110,871	130,910	893010	Payroll Salaries & Wages	177,967	*		183,306	188,805
0	3,162	3,673	893011	Payroll Overtime	3,000			3,090	3,183
50,236	29,743	46,980	893030	Payroll Fringe Benefits	60,484	*		65,964	71,719
209,374	143,776	181,563		SUB TOTAL SALARIES, WAGES & BENEFITS	241,451	*	0	252,360	263,707
1,000	770	1,667	8930150	Office Supplies	1,000			1,000	1,000
4,175	1,315	1,587	8930155	Programming	7,200	*		7,200	7,200
1,000	515	614	8930160	Office Equipment Mtce	1,000			1,000	1,000
17,500	17,694	7,972	8930175	Internet Costs	9,000			9,500	10,000
5,100	0	435	8930180	Telephone Services	1,000			1,000	1,000
600	335	335	8930185	Alarm / Line Charges	600			600	600
6,500	1,436	7,744	8930210	Advertising & Promotions	6,000			7,500	7,500
2,000	0	579	8930260	Training & Conferences	500			500	500
300	0	0	8930270	Travel Expenses	100			300	300
47,000	58,085	51,433	8930460	Utilities	47,000			47,000	47,000
36,000	18,356	22,197	8930461	Utilities - Lakefront Solar	36,000			36,000	36,000
-12,000	0	0	8930461	Utilities - Prepaid Solar	-12,000			-12,000	-12,000
36,470	27,972	41,503	8930470	Building Maintenance	41,070	*		42,300	43,575
25,261	27,316	19,241	8930500	Custodial/Cleaning Supplies	25,261			25,261	25,261
2,500	2,946	2,862	8930919	Bank Service Fees	2,500			2,500	2,500
173,406	156,740	158,169		SUB TOTAL MATERIALS	166,231		0	169,661	171,436
4,700	672	0	8930171	Software Maintenance	4,700			4,700	4,700
2,310	1,987	0	8930320	Liability Insurance	2,311			2,426	2,547
2,500	3,901	3,407	8930480	Garbage Removal	3,000	*		3,000	3,000
8,000	8,004	7,337	8930550	Property Maintenance Fees - Delcom	8,000			8,000	8,000
0	0	7,000	8930853	Sp Project - Antenna / Firewall Upgrades	0	*		0	0
17,510	14,564	17,744		SUB TOTAL CONTRACTED SERVICES	18,011		0	18,126	18,247
-20,000	-15,000	-17,100	8901	Anchor Tenant - Contribution	-24,102			-24,825	-25,570
-65,840	-43,494	-35,845	8902	Transient Tenant - Rent Recovery	-53,600			-55,300	-57,000
-12,500	-160	-1,878	8909	Events / Programming	-16,550	*		-18,000	-19,000
0	0	0 NEW		Sponsorship	-22,000			-22,000	-22,000
-80,000	-60,000	-80,000	8930991	Recoveries	-97,163			-100,077	-103,080
0	0	0 NEW		John Pincott Memorial Award	1,200			1,200	1,200
0	0	0 NEW		Transfer from Special Holdings John Pincott Memorial	-1,200			-1,200	-1,200
0	0	-7,000	8930913	Transfer Reserve	0			0	0
-178,340	-118,654	-141,823		SUB TOTAL OTHER CHARGES & TRANSFERS	-213,415		0	-220,202	-226,650
221,950	196,426	215,653		TOTAL VENTURE 13	212,278		0	219,945	226,740

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
PERFORMANCE DATA:	2024	8930150	Office Supplies	Printer Paper V13 Staff and VentureZone - \$500 Writing tools, notebooks, binders, etc. - \$400 Special Print Jobs (i.e. Wifi Cards) - \$50 Microphone batteries, etc - \$50
	2024	8930170	Software Maintenance	Nexus.com monthly fees - \$2,200/yr, Mailchamp monthly fees \$200/yr
	2024	8930175	Internet Costs	Secondary DSL backup, fibre
	2024	8930180	Telephone Services	IP Phones - Simnet VOIP Services
	2024	8930210	Advertising & Promotions	Attract and retain entrepreneurs as well as position Community The Venture 13 team will utilize the advertising and promotion budget to fulfill the mandate to attract and retain entrepreneurs as well as position Community rental spaces as the go-to professional space rentals in Cobourg. The team will continue to position Venture 13 as the front-runner for innovation, technology and entrepreneurial services and support in Eastern Ontario. See breakdown of costs on 2024 Marketing & Promotion detail sheet
	2024	8930155	Programming	2024 Programming Budget is designed to fulfill the team's mandate to engage entrepreneurs, youth and the community. See breakdown of costs on 2024 Programming detail sheet
	2024	8930460	Utilities	Will be offset by new solar panel installation in 2019
	2024	8930461	Utilities - Prepaid Solar	One third of solar purchase of power cost will be set aside each year and recovered in future years as rates increase.
	2024	8930470	Building Maintenance	This budget includes routine maintenance to the building including replacing lights, repairing fixtures, touching up paint, etc service contracts for elevator maintenance and fire monitoring systems. See breakdown of costs on 2024 Building Maintenance detail sheet.

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV.**

FUNCTION/ACTIVITY: **VENTURE 13**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
PERFORMANCE DATA:	2024	8930550	Property Management Fees - Delcom	Management fees including mechanical / building systems & 24/7 on-call service
	2024	8901	Anchor Tenant - Contribution	NCFDC's Proportionate Share of Base Building Operational Costs as per Schedule "C" of Council Approved Partnership Agreement 2024 - \$24,102
	2024	8902	Transient Tenant Rent Recovery	This reflects projected revenue from the V13 VentureZone transient tenants, revenue received from Innovation Commons rentals and naming rights. <b>Flex Office Rental - Town portion - \$21,600</b> (Projected at 50% capacity or 6/12 offices rented. 6 x \$600/mo 12 months.) <b>Dedicated Desk Rental - Town portion - \$12,600</b> (Projected at 93% capacity or 14/15 desks rented. 14 x \$150/month.)  <b>MakerLab User Revenue - \$1,250</b>  <b>Innovation Commons Rental Revenue - \$18,150</b> Seminar Room - 70 Revenue Generating Bookings - \$6,500 Lecture Hall - 40 Revenue Generating Bookings - \$8,500 Boardroom - 48 Revenue Generating Bookings - \$2,400
	2024	NEW	Sponsorships	<b>Sponsorship Naming Rights - \$22,000</b> Part-time CFO Services Community Kitchen - \$1,000 National Shunt Services Limited Seminar Rooms - \$10,000 Lecture Hall - \$10,000 Boardroom - \$1,000
	2024	8930991	Recoveries	Proportionate Share of Base Building Operational Costs as per Council Approved Partnership Agreement. Cobourg Police - Corporate Services - \$67,788 Cobourg Economic Development - \$29,375 New 5-year agreement
	2024	NEW	John Pincott Memorial Award	Annual John Pincott Memorial Award - 2 awards each high school
	2024	NEW	Transfer from John Pincott Memorial Award Special Holdings	Transfer from John Pincott Memorial Award Special Holdings Account

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2024 MARKETING AND PROMOTIONS BUDGET**

Creative Content (Sell Sheet, Poster boards, ads)	2000
Printing (Sell Sheets, Poster boards, rack cards)	1500
Social Campaigns	300
Building Entrance Features	1200
VentureZone Engagement and Retention (Vzone culture, Vzone Signage)	1000
<b>TOTAL</b>	<b>6000</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2024 Programming Committee Budget**

Community Outreach Events	\$200
- <i>The Business Blend</i>	
- <i>Chamber of Commerce Meet and Greet</i>	
V13 Speaker Series (Podcasting, Cybersecurity, Intellectual Property, etc.)	\$4,000
STEM Youth March Break Camp	\$1,000
STEM Youth Summer Camps (2x)	\$2,000
<b>TOTAL</b>	<b>\$7,200</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**VENTURE 13  
2024 Building Maintenance**

HVAC Service Contract - Extreme Mechanical	\$9,020
HVAC General	\$2,000
HVAC Upgrade - Heat Exchanger Motors	\$2,500
Elevator - Pace Elevator and TSSA	\$2,500
Fire System Maintenance (Trinity Fire Monitoring, Peterborough Fire Extinguisher service, high water alarm maintenance)	\$2,500
Electrical Services (generator testing and maintenance of lights out)	\$8,300
PMC Water - boiler water testing done on a monthly basis	\$650
Plumbing Contingency - various plumbing concerns	\$5,000
General Fees (pest control, locksmith, engineering etc)	\$2,600
Snow Fee	\$500
Landscaping	\$2,000
Window Cleaning	\$3,500
<b>TOTAL</b>	<b>\$41,070</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **COMMUNITY DEVELOPMENT**

FUNCTION/ACTIVITY: **TOURISM**

ACCOUNT#: **8920.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
56,594	34,815	30,768	892010	Payroll Salaries & Wages	58,293			60,042	61,843
0	1,081	1,274	892011	Payroll - Overtime	0	*		0	0
0	0	5,807	892015	Payroll Student	21,184	*		21,820	22,475
18,133	13,011	10,891	892030	Payroll Fringe Benefits	19,491	*		21,277	23,152
0	0	501	892031	Payroll Student Benefits	6,037	*		6,655	7,304
74,727	48,907	49,241		SUB TOTAL SALARIES, WAGES & BENEFITS	105,005	*	0	109,794	114,774
700	78	213	8920150	Office Supplies	800	*		800	800
700	0	63	8920160	Office Equipment Purchase	750	*		8,000	8,000
1,500	183	168	8920180	Telephone & Answering Svc	1,500			1,500	1,500
50,000	46,619	45,567	8920210	Advertising & Promotions	55,500	*		80,580	90,800
1,000	0	216	8920240	Postage & Couriers	1,000			1,000	1,000
350	402	1,053	8920250	Membership & Subscrip'ns	350			400	400
1,500	1,456	1,008	8920260	Training & Courses	1,500			1,500	1,500
1,000	2,646	2,354	8920270	Travel Expense	1,000			1,000	1,000
2,000	2,331	1,109	8920380	Conferences & Conventions	2,000			2,100	2,100
0	0	0	8920390	Souvenir Purchases	2,000	*		2,100	2,100
0	0	0	8920851	Special Project - Bike Rental Program	1,000	*		0	0
750	1,270	1,487	8920919	Bank Service Fees	750			800	800
59,500	54,985	53,238		SUB TOTAL MATERIALS	68,150	*	0	99,780	110,000
0	0	0	8920550	Security Contract	0	*		0	0
0	0	0	8920750	Contracts	0			0	0
0	0	0		SUB TOTAL CONTRACTED SERVICES	0		0	0	0
-5,000	-5,500	-1,100	87088	Filming Recoveries	-5,500			-6,000	-6,500
-2,500	-199	0	8871	Souvenir Sales	-2,000			-2,000	-2,000
0	0	0	8872	Bike Rentals	-2,000			-2,000	-2,000
0	0	0	8873	Government Grant - Wages	0	*		0	0
0	0	-4,799	8874	Ad Revenue	-5,000			-12,000	-14,000
-1,500	0	-350	8875	Sponsorship	-1,500			-1,500	-1,500
0	0	-3,812	871148920	Provincial Grant	0			0	0
-9,000	-5,699	-10,061		TOTAL REVENUE	-16,000	*	0	-23,500	-26,000
125,227	98,193	92,418		NET TOURISM	157,155	*	0	186,074	198,774

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **COMMUNITY DEV**

FUNCTION/ACTIVITY: **TOURISM**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			DETAILS
	YEAR	CODE	OBJECT	
<p>To promote the Town as a tourist destination through marketing and linkages with public and private sector organizations. Maintain relevant tourism-related demographics, database and visitor information and co-ordinate the annual visitors guide. Work with the existing tourism related business to create co-op marketing opportunities.</p> <p><b>PERFORMANCE DATA:</b></p> <p><b>Demographics and Database Management</b> A robust visitor demographics collection strategy was employed in 2018 including surveys, cell phone tracking, web analytics, and laser tracking. Overall, Cobourg is branded first by its beach and second by its multiple event offerings.</p> <p><b>Visitor Information</b> A pilot program to relocate Visitor Information services to Victoria Hall proved most effective, with a dramatic increase of guest traffic and a higher volume of marketing collateral distribution. Guest surveys indicated that people enjoyed the convenience of the location and were promoted to view the Art Gallery and Court Room attractions.</p> <p><b>Marketing &amp; Brand Strategy</b> Promoting the new the "Experience Cobourg" brand proved successful in increasing awareness of Cobourg within the GTA, Eastern Ontario and the Capital Region. Postal code tracking through online surveys showed an increase in visitation in each of these regions.</p> <p><b>Souvenirs</b> Experience Cobourg will continue to sell the unique Hoselton sculptures designed and crafted in 2018. 2024 Experience Cobourg will include in their souvenir inventory beach toys, towels and umbrellas for rent.</p>	2024	892010	Payroll Part-time Wages	2 Tourism students, one for Victoria Hall foyer for customer service
	2024	8920210	Advertising & Promotions	The focus of 2024 will be promoting businesses and events in the Town of Cobourg locally and surrounding areas. The rebuilding of our local economy will be dependent on our local businesses and community groups working together.
	2024	8930380	Conferences/Sport & Conventions	As we recover from COVID-19, tourism marketing and promotion will be essential to the economic recovery of our local economy.  As COVID-19 has changed the way that we manage and promote community events and cultural activities, we believe there will be many opportunities to brainstorm and learn from each other in the promotion industry. Participation in industry-related trade shows and conferences will be important to learn best practices from our neighbouring communities and beyond.



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**2024 - 2026 MARKETING AND PROMOTIONS BUDGET**

	<b>2024</b>	<b>2025</b>	<b>2026</b>
Printed Materials / Guides	20,000	45,000	50,000
Website Redevelopment / Content Development / Social Media Design	5,000	10,000	10,000
External Ad Placements / Promotion	9,000	9,000	9,000
Website Support & Annual Expenses	15,000	15,000	15,000
Photography / Video Production	1,500	1,500	1,500
TODs Signage	5,000	5,300	5,300
<b>TOTAL</b>	<b>55,500</b>	<b>85,800</b>	<b>90,800</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**CAPITAL PROJECTS SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
<b>CAPITAL LEVY</b>	303,000	0	414,276	36.7		0 (100.0)	11,483,254	7,876,334

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

ACCOUNT#: **9400.10**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
303,000	169,575		9401911	Transfer to Capital	414,276	*		11,483,254	7,876,334
303,000	169,575	0		SUB TOTAL OTHER CHARGES & TRANSFERS	414,276	*	0	11,483,254	7,876,334
303,000	169,575	0		TOTAL CAPITAL LEVY	414,276	*	0	11,483,254	7,876,334

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **CAPITAL**

FUNCTION/ACTIVITY: **CAPITAL LEVY**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:			
	YEAR	CODE	OBJECT	DETAILS
To fund various Capital projects from the Current Levy.			GENERAL GOVERNMENT	116,900
			PROTECTION - POLICE	0
<b>PERFORMANCE DATA:</b>			PROTECTION - FIRE	23,500
			PROTECTION - OTHER	52,500
			PUBLIC WORKS	71,876
			PARKS AND RECREATION	134,500
			CULTURE AND COMMUNITY	15,000
			ECONOMIC DEVELOPMENT & TOURISM	0
			<b>TOTAL CAPITAL LEVY</b>	<b>414,276</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**LONG TERM DEBT SUMMARY**

FUNCTION	2023 BUDGET	2023 YTD	2024 DEPT REQUEST	%	2024 FINAL APPROVED	%	2025 FORECAST	2026 FORECAST
VICTORIA HALL DEBT	18,750	0	27,500	-	0	-	27,500	27,500
TRANSPORTATION DEBT	193,750	0	277,000	43.0	0	(100.0)	277,000	277,000
ENVIRONMENTAL DEBT	0	171,680	0	-	0	-	0	0
PARKS & RECREATION DEBT	62,500	124,619	62,500	0.0	0	(100.0)	62,500	62,500
LIBRARY DEBT	-40,000	-40,000	0	(100.0)	0	(100.0)	0	0
<b>TOTAL DEBT</b>	<b>235,000</b>	<b>256,299</b>	<b>367,000</b>	<b>56.2</b>	<b>0</b>	<b>(100.0)</b>	<b>367,000</b>	<b>367,000</b>

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL DEBT CHARGES**

ACCOUNT#: 1000.100

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
18,750	0	0	1400950	Long Term Debt	27,500		27,500	27,500
0	0	0	1400991	Recoveries	0	0	0	0
18,750	0	0		SUB TOTAL OTHER CHARGES & TRANSFERS	27,500	0	27,500	27,500
18,750	0	0		TOTAL TRANSPORTATION DEBT CHARGES	27,500	0	27,500	27,500

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **GENERAL GOVERNMENT**

FUNCTION/ACTIVITY: **VICTORIA HALL DEBT CHARGES**

ACCOUNT #: **1000.100**

<b>STATEMENT OF PURPOSE:</b>	<b>HIGHLIGHTS/EXPLANATIONS:</b>		
To fund long term debt for Transportation related projects.		Debt	Repayment
	Issued:		
<b>PERFORMANCE DATA:</b>	2023 - New Victoria Hall	320,000	27,500
	Total	320,000	27,500

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT#: **3300.100**

2023	2022	2023			2024		2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	*	FINAL APPROVED	FORECAST	FORECAST
193,750	574,944	0	3300950	Long Term Debt	277,000	*		277,000	277,000
0	-421,608	0	3300991	Recoveries	0			0	0
193,750	153,336	0		SUB TOTAL OTHER CHARGES & TRANSFERS	277,000	*	0	277,000	277,000
193,750	153,336	0		TOTAL TRANSPORTATION DEBT CHARGES	277,000	*	0	277,000	277,000

2023-12-13

\*Indicates increase over previous year



**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **TRANSPORTATION**

FUNCTION/ACTIVITY: **ROADS CONSTR. DEBT CHARGES**

ACCOUNT #: **3300.100**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Transportation related projects.		Debt	Repayment
<b>PERFORMANCE DATA:</b>	Issued:		
	2023 - New - Roads	2,500,000	215,000
	2023 - New - \$715,000	715,000	62,000
	Total	3,215,000	277,000

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **SEWER - DEBT CHARGES**

ACCOUNT#: **4800.10**

2023	2022	2023			2024	*	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
434,000	602,500	171,680	4800950	Long Term Debt	602,000	*		602,000	602,000
-434,000	-602,500	0	4800991	Recoveries	-602,000	*		-602,000	-602,000
0	0	171,680		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
0	0	171,680		TOTAL DEBT CHARGES	0		0	0	0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **ENVIRONMENTAL**

FUNCTION/ACTIVITY: **DEBT CHARGES**

ACCOUNT #: **4800.10**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt issued for sewage related projects.		Debt	Repayment
	Issued: Bylaw #81-95		
<b>PERFORMANCE DATA:</b>	Projects to be Issued:		
	2023 - New - Headworks Plant #1	7,000,000	602,000
	Total	7,000,000	602,000
	To be paid from Sewer Reserve		-602,000
	Total		0

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION - DEBT CHARGES**

ACCOUNT#: 7290950

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
338,500	659,332	124,619	7290950	Long Term Debt	338,500		338,500	338,500
-276,000	-238,200	0	7290991	Recoveries	-276,000		-276,000	-276,000
62,500	421,132	124,619		SUB TOTAL OTHER CHARGES & TRANSFERS	62,500	0	62,500	62,500
62,500	421,132	124,619		TOTAL PARKS & RECREATION DEBT CHARGES	62,500	0	62,500	62,500

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **PARKS & RECREATION DEBT CHARGES**

ACCOUNT #: **7600.200**

STATEMENT OF PURPOSE:	HIGHLIGHTS/EXPLANATIONS:		
To fund long term debt for Parks & Recreation related projects.		Debt	Repayment
	Issued:		
	2013 - Bylaw #27-13	4,000,000	276,000
	2023 - New	1,022,500	62,500
		5,022,500	338,500
	Recoveries:		
	Development Charges	-276,000	
	Total Recoveries	-276,000	
<b>PERFORMANCE DATA:</b>			

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

COMMITTEE: **CULTURE & COMMUNITY**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT#: 7600

2023	2022	2023			2024	*	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST		FINAL APPROVED	FORECAST	FORECAST
-40,000	-40,000	-40,000	7600950	Long Term Debt	0			0	0
-40,000	-40,000	-40,000		SUB TOTAL OTHER CHARGES & TRANSFERS	0		0	0	0
-40,000	-40,000	-40,000		TOTAL LIBRARY DEBT CHARGES	0		0	0	0

2023-12-13

\*Indicates increase over previous year

**TOWN OF COBOURG  
2024 OPERATING BUDGET ESTIMATES**

**BUDGET JUSTIFICATION**

COMMITTEE: **PARKS & REC**

FUNCTION/ACTIVITY: **LIBRARY - DEBT CHARGES**

ACCOUNT #: **7600.200**

<p><b>STATEMENT OF PURPOSE:</b> Development charges collected towards debenture debt payment in prior years.</p>	<p><b>HIGHLIGHTS/EXPLANATIONS:</b></p>		
<p><b>PERFORMANCE DATA:</b></p>			