



**The Corporation of The Town of Cobourg
Divisional Staff Budget Presentation Meeting
Minutes**

**December 12, 2023, 10:30 a.m.
Council Chambers, Victoria Hall, Cobourg**

Members Present: Mayor Lucas Cleveland
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Randy Barber
Councillor Brian Darling

Members Present Virtually: Councillor Miriam Mutton

Members Absent: Deputy Mayor Nicole Beatty

Staff Present: Ellard Beaven, Fire Chief
Kara Euale, Manager Communications
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Andrea Short, Manager, Human Resources
Anne Taylor Scott, Director of Planning and Development Services
Tracey Vaughan, Chief Administrative Officer
Laurie Wills, Director of Public Works

Staff Present Virtually: Brian Geerts, Director of Community Services

1. CALL TO ORDER

Mayor Lucas Cleveland called the meeting to order at 10:30 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest from Members of Council.

3. CLOSED SESSION

Moved By Councillor Adam Bureau

Seconded By Councillor Aaron Burchat

THAT Council meet in Closed Session in accordance with the *Municipal Act, 2001* regarding:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (s. 239 (2)(f)).

Carried

4. RECONVENE INTO OPEN MEETING

Council reconvened into Open Meeting at 1:00 p.m.

5. TRADITIONAL LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

6. BUDGET INTRODUCTION

Mayor Lucas Cleveland explained the general purpose of the meeting, which is to receive presentations from Municipal Staff on the 2024 Operating and Capital Budget Estimates. Council may seek clarification by Staff on particular items of concern or interest. The final budget will be reviewed and debated on January 9th, 2024 at the Strategic Priorities and Policy Standing Committee and approved on January 31st, 2024 at the Regular Council Meeting 6:00 p.m.

7. NOTIFICATION

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

8. BUDGET PRESENTATIONS

8.1 Art Gallery of Northumberland

Presentation by Olinda Casimiro, Executive Director, Art Gallery of Northumberland and Michael Maynard, President and Chair, Art Gallery of Northumberland

8.2 Cobourg Public Library

Presentation by Tammy Robinson, Chief Executive Office, Cobourg Public Library

9. DIVISIONAL STAFF BUDGET PRESENTATIONS

9.1 2024 Budget Introduction

Tracey Vaughan, Chief Administrative Officer, and Adam Giddings, Director of Corporate Services / Treasurer, presented the 2024 Budget Introduction.

9.2 2024 Divisional Budget Presentations

9.2.1 General Government Services

Mayor and Council

Presentation by Lucas Cleveland, Mayor

Office of the CAO - Customer Service

Presentation by Tracey Vaughan, Chief Administrative Officer

Office of the CAO - Communications

Presentation by Kara Euale, Manager, Communications

Office of the CAO - Human Resources

Presentation by Andrea Short, Manager, Human Resources

Council recessed at 2:42 p.m. and reconvened at 3:01 p.m.

Corporate Services Division - Building Maintenance and Information Technology

Presentation by Adam Giddings, Director, Corporate Services / Treasurer

Legislative Services Division - Clerks Department and Municipal Law Enforcement

Presentation by Brent Larmer, Director, Legislative Services / Municipal Clerk

9.2.2 Protection Services

Protection Services - Fire Services and Emergency Management

Presentation by Ellard Beavan, Fire Chief

Councillor Miriam Mutton left the meeting at 3:50 pm.

9.2.3 Planning and Development

9.2.4 Economic Development

9.2.5 Venture 13 Innovation and Entrepreneurship Centre

Planning and Development - Economic Development, Venture13 Innovation & Entrepreneurship Centre, Planning Department, Heritage, Committee of Adjustment, and Building

Presentation by Anne Taylor Scott, Director, Planning and Development

Mayor Lucas Cleveland relinquished the position of Chair to Councillor Adam Bureau at 4:12 p.m.

Councillor Adam Bureau relinquished the position of Chair to Councillor Brian Darling at 4:21 p.m.

Councillor Miriam Mutton joined the meeting at 4:27 pm.

Councillor Brian Darling relinquished the position of Chair to Mayor Lucas Cleveland at 5:02 p.m.

Moved By Councillor Randy Barber
Seconded By Councillor Aaron Burchat

Resolution 400-2023

THAT Council receive the 2024 Divisional Budget Presentations for information.

Amended

Moved By Mayor Lucas Cleveland
Seconded By Councillor Randy Barber

MOTION TO AMEND

That the following wording be added:

THAT Council direct staff to provide Council with a Draft 2024 Budget that includes the full year costing of any proposed new or current vacant positions proposed for 2024; and

FURTHER THAT Council direct staff going forward in all proposed budgets presented to Council for the remaining of the council term, that staff salaries and positions are fully costed in any proposed budget to demonstrate the full cost of each position in a transparent way; and

FURTHER THAT any savings from inclusion of full costing of positions in the budget that are not being paid due to a vacancy in the position, that those funds be transferred into a staff consistency reserve fund, to be used for any future staffing adjustments or related costs.

Divided

Moved By Councillor Adam Bureau
Seconded By Councillor Aaron Burchat

MOTION TO DIVIDE

That the motion be divided in two with the first part being the following:

FURTHER THAT any savings from inclusion of full costing of positions in the budget that are not being paid due to a vacancy in the position, that those funds be transferred into a staff consistency reserve fund, to be used for any future staffing adjustments or related costs.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Randy Barber

THAT Council direct that any savings from inclusion of full costing of positions in the budget that are not being paid due to a vacancy in the position, that those funds be transferred into a staff consistency reserve fund, to be used for any future staffing adjustments or related costs.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Randy Barber

THAT Council direct staff to provide Council with a Draft 2024 Budget that includes the full year costing of any proposed new or current vacant positions proposed for 2024; and

FURTHER THAT Council direct staff going forward in all proposed budgets presented to Council for the remaining of the council term, that staff salaries and positions are fully costed in any proposed budget to demonstrate the full cost of each position in a transparent way.

Recorded vote requested by Mayor Lucas Cleveland.

For (4): Mayor Lucas Cleveland, Councillor Adam Bureau,
Councillor Randy Barber, and Councillor Brian Darling

Against (2): Councillor Aaron Burchat, and Councillor Miriam
Mutton

Carried

Moved By Mayor Lucas Cleveland

Seconded By Councillor Randy Barber

THAT Council direct Staff to come back with (5) or more options on the reduction of services and/or positions and the impacts on the Town's Budget and Service Delivery for 2024; specifically working to minimize the impact on new customer service initiative and the required positions for growth; and

FURTHER THAT Staff present Council with a more realistic Budget in 2024 that would provide for the ability to hold the Tax Levy to a 2% to 3% + growth increase for the remainder of the budgets (2025 and 2026) in this Term of Council Term; Taking into account the non-unionized salary increases we have set in motion and the anticipated increase in reserve funding required; and

FURTHER THAT Council introduce a 1% dedicated Infrastructure Levy for this and future budgets that will be tied with the Town's Assessment Management Planning to reduce the shortfall in our reserves and infrastructure savings until such time when our Asset management funding gap is fully realized, and a fulsome plan formulated.

Referred

Moved By Councillor Aaron Burchat
Seconded By Councillor Miriam Mutton

MOTION TO REFER

That Council refer the following motion to the budget deliberations in January 2024:

THAT Council direct Staff to come back with (5) or more options on the reduction of services and/or positions and the impacts on the Town's Budget and Service Delivery for 2024; specifically working to minimize the impact on new customer service initiative and the required positions for growth; and

FURTHER THAT Staff present Council with a more realistic Budget in 2024 that would provide for the ability to hold the Tax Levy to a 2% to 3% + growth increase for the remainder of the budgets (2025 and 2026) in this Term of Council Term; Taking into account the non-unionized salary increases we have set in motion and the anticipated increase in reserve funding required; and

FURTHER THAT Council introduce a 1% dedicated Infrastructure Levy for this and future budgets that will be tied with the Town's Assessment Management Planning to reduce the shortfall in our reserves and infrastructure savings until such time when our Asset management funding gap is fully realized, and a fulsome plan formulated.

Carried

Moved By Councillor Randy Barber
Seconded By Councillor Aaron Burchat

THAT Council receive the presentations for information; and

FURTHER THAT any savings from inclusion of full costing of positions in the budget that are not being paid due to a vacancy in the position, that those funds be transferred into a staff consistency reserve fund, to be used for any future staffing adjustments or related costs; and

FURTHER THAT Council direct staff to provide Council with a Draft 2024 Budget that includes the full year costing of any proposed new or current vacant positions proposed for 2024; and

FURTHER THAT Council direct staff going forward in all proposed budgets presented to Council for the remaining of the council term, that staff salaries and positions are fully costed in any proposed budget to demonstrate the full cost of each position in a transparent way.

Carried

10. ADJOURNMENT

Mayor Lucas Cleveland adjourned the meeting at 5:07 p.m.

Lucas Cleveland, Mayor

Brent Larmer, Clerk