

# 2024-2025 BUDGET PROPOSAL

	BUDGET 2023-24 AS ADOPTED	2023-24 PROJECTED ACTUALS (at Feb Council meeting.)	2024-25 BUDGET DRAFT (inflation 2.9% for 2023)	Notes
<b>INCOME</b>				
Surplus carried forward from previous years	- 115	8,034	17,998	\$115 as per current year budget. \$8034 as per monthly financial for end-March 2023, largely due to timing of MASP grant arrival. New budget uses forecast end-March 2024 surplus.
Taxation - Real Property	121,791	121,791	125,323	Inflation
CCBF (Gas Tax) Funding	5,500	5,500	-	This was for municipal sustainability implementation study in 2023-24. Not expected to repeat.
MCEG (Municipal Capital Expenditure Grant)	550	2,614	-	Was 10% of the Sustainability Study implementation fund. Not expected to repeat.
Grant-in-Lieu of Property Taxes	3,300	3,300	3,396	Inflation
Outside Fire Dues	7,900	8,815	9,071	Inflation
Community Revitalization Program	-	6,600	-	Received for Community Hall painting. A one-off expense not anticipated for next year unless applied for and awarded.
Lighthouse Rentals	550	550	1,300	Based on new RFP approved.
Community Hall Rentals	7,502	5,502	6,000	Realistic. Staff plan to bring forward modestly increased rental rates soon.
Old School Rentals	6,502	4,502	5,000	Realistic. Staff plan to bring forward modestly increased rental rates soon.
Development Permits	3,000	1,000	2,000	Expecting more, for rezoning etc, in 2024, after approval of official plan.
Other government funding sought/secured?	5,650	5,650	650	Current year included \$5000 beach grant, which was a one-time grant from Dept of Tourism. \$650 annual welcome centre grant expected.
Gov't Transfers - Wage Subsidies	9,000	12,221	9,000	Budgeting only for a single summer staffer this year - should be operationally possible.  Would recommend that any student jobs include more administrative/office tasks this year than last year.
Welcome Centre Rentals	3,640	3,640	3,640	Based on new RFP approved.
Park Rentals	-	100	100	
"Other" Government Contributions	-	15,000	-	15000 was for the MASP grant, not recurring in 2024.
Other Income	1,300	1,641	1,689	VISA rewards credit, WCB credit & other misc. Inflation.
Donations Received		3,467	3,000	Expecting \$3000 from Friends of Vic Park again.
<b>TOTAL INCOME</b>	<b>176,070</b>	<b>209,927</b>	<b>188,165</b>	\$19k up from last year's budget (\$14k more than inflation), nearly entirely due to projected rollover of surplus.  Higher than expected revenue in 2023-24 was due to: - two unexpected grants applied for and received (Community Hall painting, Summer Student) - \$3k in Friends of Vic Park donations, - late receipt of the MASP grant that had been budgeted for in the previous year

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<b>EXPENSES</b>				
<b>General Government</b>				
Audit Fees	10,000	11,000	13,000	Expect same \$11k fee from ABCE Accounting, but should negotiate with auditor to lower the fees to the same as West River, especially now that our records are more digitized.  Adding \$2k to this line to support the work required to research the Asset Retirement Obligation (ie, do we have asbestos in our buildings).
Advertising	200	-	200	
Bank Charges	360	360	370	Inflation
Dues	660	660	679	Inflation
Honorarium	5,000	4,754	5,000	Assumes a full Council for the full year.
Insurance	5,650	5,650	5,814	Inflation
Office Supplies	5,500	3,600	3,704	Reduce budget to actuals, add inflation.
Interest Loans	2,500	3,035	3,123	Inflation
Telephone & Internet	2,100	2,100	2,161	Inflation
Mileage	-	74	200	For staff and/or Councillors to attend events, as per policy
CAO Salary	31,200	31,200	42,120	Significant change: \$27/hr x 30hrs/wk x 52 weeks = \$42,120 Up from 20hrs/week at \$30/hr x 52 weeks = \$31,200
Administrative Staff	41,600	41,600	42,806	Assumes current \$25/hr rate & hours, increased by CPI (2.9%). Contract should be re-signed to state new wage and that it will increase with CPI each year.
Wage Expense CPP	4,000	4,000	4,666	Estimate based on new salaries
Wage Expense EI	2,200	2,200	2,566	Estimate based on new salaries
Wage Expense WCB	950	950	1,108	Estimate based on new salaries
Postage	200	150	154	Inflation
Maintenance	500	300	309	Inflation
Training- Staff & Councillors	-	570	800	Increase so staff and/or Councillors can attend events by FPEIM etc
Legal/Consulting Fees	5,500	1,000	2,000	Staff should aim to minimise legal advice outside of planning & development decisions wherever possible.
Accounting/ Bookkeeping	220	275	283	Inflation
Community Events	250	100	500	Suggest offering more hospitality for key public meetings, catering for a year-end celebration, Councillors or Mayoral town hall events, etc.
Election Costs	2,000	1,012	-	Previous year had budgeted \$2000 assuming one contested election. 2 uncontested elections meant costs were advertising only. Budget assumes no byelections in next year.
Miscellaneous	250	995	1,024	Inflation. Miscellaneous includes things like: Cash over or short, appreciation gifts for outgoing councillors/staff...
Seasonal Wages - General Maintenance	10,540	15,846	9,000	Assumes a single seasonal staffer this year. Should a student jobs grant be received, additional spending can be planned. Would recommend that any student jobs include more administrative/office tasks this year than last year.
<b>Real expenses General Gov't (Mun + W&amp;S)</b>	<b>131,380</b>	<b>131,431</b>	<b>141,589</b>	Increase of 6.2% over actual spending.
Share of GG allocated to Water & Sewer	41,956	41,030	47,292	Municipality charges W&S Corp 40% of the costs for... - auditing, insurance, office, internet, accounting - staff salaries
<b>Municipal share of real expenses General Gov't</b>	<b>89,424</b>	<b>90,401</b>	<b>94,297</b>	

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<b>Fire Dept</b>				
Electricity	950	1,950	2,500	Assume increase by \$1500 over actuals due to heatpump installation.
Heat	2,500	1,000	500	Assume decrease by \$2000 from budget due to heatpump installation. Oil furnace is still present and may still be used in power-outages or as backup heat.
Fire Insurance	1,450	1,496	1,539	Inflation
Fire Insurance - Truck	1,800	3,457	3,557	Inflation over actuals (actual higher because new truck)
Property Taxes	720	720	741	Inflation
Bldg Repairs & Maintenance	2,500	127	2,500	<b>Annual allocation</b>
Messaging, Paging	3,900	3,900	4,013	Inflation
Water & Sewer	985	985	1,014	Inflation
Small Fire Equipment	-	495	2,000	<b>Annual allocation</b>
Telephone & Internet	1,600	1,600	1,646	Inflation
Office Supplies	-	9	50	<b>Annual allocation</b>
Training	2,000	1,000	2,000	<b>Annual allocation</b>
Medical Supplies	300	300	300	Epi-pen
Truck Fuel	600	600	617	Inflation
Lawn Mowing	720	720	741	Inflation
Waste	300	316	325	Inflation
Truck & Equipment Repairs	1,500	500	1,500	<b>Annual allocation</b>
Membership Dues	800	800	800	PEIFA
Snow Removal	660	726	747	Inflation
VISA Charges	75	75	77	Inflation
<b>Transfer to/from Fire Dept Operating Reserve (annual rollover of surplus/deficit)</b>		2,584 -	2,584	<b>New budget line, to account for annual rollover of unspent funds, 2023-24.</b>  May be spent as needed to augment annual budget allocations for the following budget lines: - Bldg repairs & maintenance - Small Fire Equipment - Office Supplies - Training - Truck & Equipment repairs
<b>Real expenses Fire Dept</b>	23,360	23,360	24,584	5.2% increase on actuals, assuming that rollover from this year is spent next year as needed.
Depreciation	375	375	375	
<b>Expenses w/ deprecn: Fire Dept</b>	22,985	23,735	24,959	

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<b>Planning</b>				
Applications - Costs	500	7,911	8,000	This is our fees paid to our Dev Officer for processing applications. Budget allocation last year was an error, far too low, caused by previous years erroneously recording his invoices under the legal line.
Applications - Legal & Consulting	8,000	8,000	4,000	With all outstanding IRAC appeals cleared, legal consulting costs for development are expected to be significantly lower in future.
<b>Total Applications</b>	<b>8,500</b>	<b>15,911</b>	<b>12,000</b>	
Official Plan Updates Expenses	1,100	1,100	1,100	Reserving some budget for finalization of OP and DB as we get provincial approval.
Official Plan Legal & Consulting	7,000	4,647	4,000	Reserving some budget for finalization of OP and DB as we get provincial approval. Could be spent engaging a consultant planner to update Development & Subdivision application forms & processes, both paper & digital, for new DB.
<b>Total Official Plan</b>	<b>8,100</b>	<b>5,747</b>	<b>5,100</b>	
<b>Real Planning Expenses</b>	<b>16,600</b>	<b>21,658</b>	<b>17,100</b>	Less than last year's actual because no major official plan work, and smoother processes are generally now in place.
<b>Old School</b>				
Electricity	4,400	4,400	4,200	Trying to rely on electric heatpumps more over the winter, and baseboard heaters less.
Fire Insurance	2,900	3,196	3,289	Inflation
Property Taxes	3,050	3,050	3,138	Inflation
Repair & Maintenance	400	713	734	Inflation
Water & Sewer	1,413	1,478	1,521	Inflation
Cleaning	900	900	926	Inflation
Waste	600	1,368	1,408	Inflation. Significant improvement of waste-management practices in 2023 included placing dumpsters at schoolhouse. Higher cost here reflects lower costs at washrooms.
Supplies	350	100	150	Misc
Lawn Mowing	1,800	1,430	1,471	Inflation
Snow Clearing	2,500	2,860	2,943	Inflation
<b>Real expenses Old School (Mun + W&amp;S)</b>	<b>18,313</b>	<b>19,495</b>	<b>19,780</b>	
Share of Old School expenses allotted to Water & Sewer	1,465	1,560	1,582	Muni charges W&S 8% of Old School expenses each year (20% of Old School is the municipal office space, and 40% of the office costs should be covered by W&S. And 40% of 20% = 8%)
<b>Municipal share of real expenses of Old School</b>	<b>16,848</b>	<b>17,935</b>	<b>18,197</b>	
Depreciation	16,000	16,000	16,000	
<b>Mun Expenses w/ deprcn: old school</b>	<b>32,848</b>	<b>33,935</b>	<b>34,197</b>	

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<b>Community Hall (Playhouse)</b>				
Electricity	825	1,625	<b>3,000</b>	Unsure why electricity bill was so much higher in 2023-24 than budgeted. Expected to be significantly higher in 2024-25 if electric heatpump installation is completed, and if hall is kept warm over the winter.
Heat	2,300	359	-	Assumes 0 because if heatpump install has been completed, oil will not be paid for. Cost was lower than budgeted because heatpump was broken and therefore not run. Space heaters may need to be purchased to run from generators in the event of a power outage if water is left on.
Fire Insurance	3,850	4,203	<b>4,325</b>	Inflation
Property Taxes	1,370	1,390	<b>1,430</b>	
Repairs & Maintenance	1,500	4,124	<b>4,000</b>	We expect another emergency roof repair to be required, if no capital project to fix the roof is completed.
Water & Sewer	875	924	<b>951</b>	Inflation
Fire Alarm Monitoring - Comm Hall		264	<b>272</b>	Inflation
Snow Removal	625	666	<b>685</b>	Inflation
<b>Real Expenses for Hall</b>	<b>11,345</b>	<b>13,555</b>	<b>14,663</b>	Increase of 8.17% over actuals.
Depreciation	6,500	6,500	<b>6,500</b>	
<b>Expenses w/ deprcn: Hall</b>	<b>17,845</b>	<b>20,055</b>	<b>21,163</b>	

**WHS - Welcome  
Centre &  
Washrooms**

Water & Sewer	1,413	1,478	<b>1,521</b>	Inflation
Garbage	841	285	-	Purchased small bins in 2023 for removal by seasonal staff. Did not pay for waste removal services. Expect to be \$0 this year as no new small bins need to be purchased.
Welcome Centre Maintenance (Lawn Mowing)	4,720	650	<b>669</b>	Inflation. \$4000 in boardwalk repairs were not required (covered by seasonal staff).
Supplies	1,800	2,346	<b>1,600</b>	Actuals higher than budgeted as we purchased small equipment for both sets of washrooms last year (supported by beach grant). Lower budget as small equipment is already purchased, and installation of dryers mean handtowel purchases are no longer required.
Washroom Maintenance	200	0 -		Covered under 'supplies'.
Property tax	497	513	<b>528</b>	Inflation
Insurance	108	119	<b>122</b>	Inflation
<b>Real expenses for Washrooms</b>	<b>9,579</b>	<b>5,391</b>	<b>4,440</b>	\$5k less because we expect no major maintenance work, so we are back to a standard year. And, have improved some systems to reduce operating costs.
Depreciation	11,000	11,000	<b>11,000</b>	
<b>Expenses w/ deprcn: Washrooms</b>	<b>20,579</b>	<b>16,391</b>	<b>15,440</b>	

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<b>Victoria Park</b>				
Repairs & Maintenance	-	7,804	1,500	Reserving for perhaps one plumbing repairs, perhaps a patch repair to the roof. Not expected to get a beach grant this year, nor to need repeated plumbing repairs.
Lawn Mowing - Victoria Pa	-	3,080	3,169	Inflation
Water & Sewer - Victoria P:	502	525	540	Inflation
<b>Real expenses Vic Park</b>	<b>502</b>	<b>11,409</b>	<b>5,210</b>	Increasing by \$4.5k from budget because we assume lawnmowing and operation will happen this year.  \$6k lower than actuals because key plumbing repairs have been done, which should prevent future emergency plumbing repairs.  <b>Additional funds could be spent to repair the roof of the building, or to make the showers functional again, if a grant becomes available for this work or if Council prioritizes operational funds towards it.</b>

<b>Dunrovin Green Space</b>				
Lawn mowing	1,975	1,950	2,007	Inflation
Water & Sewer	493	493	507	Inflation
<b>Real expenses Dunrovin Green Space</b>	<b>2,468</b>	<b>2,443</b>	<b>2,514</b>	

<b>Seawall Boardwalk Park</b>				
Water & Sewer	493	493	507	Inflation
Repairs & Maintenance - V	-	127	-	Boardwalk repair carpentry materials last year. Not expected to be needed this year.
Property Taxes	661	707	728	Inflation
Lawn mowing	720	650	669	Inflation
Interest on Loan	600	600	600	
<b>Real expenses Seawall</b>	<b>2,474</b>	<b>2,577</b>	<b>2,504</b>	
Depreciation - Seawall	25,000	25,000	25,000	
<b>Expenses w/ deprcn: Seawall</b>	<b>27,474</b>	<b>27,577</b>	<b>27,504</b>	

<b>Lighthouse</b>				
Property Taxes	250	250	257	Inflation
Lawn mowing	720	650	669	Inflation
Repair & Maintenance	-	-	-	
<b>Real expenses Lighthouse</b>	<b>970</b>	<b>900</b>	<b>926</b>	

<b>Street Lights</b>				
Street Lights	2,500	2,300	2,367	Inflation

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<b>Total Municipal Real Expenses</b> (w/o depreciation, after charges to W&S)	176,070	<b>191,929</b>	<b>186,802</b>	4.2% more than last year's budget. (Compare with 2.9% inflation) 4.3% less than last year's actuals, because last year's actuals had a number of overruns.
Depreciation of assets	58,875	58,875	<b>58,875</b>	
<b>Total Municipal Costs</b> (w/ Depreciation)	234,945	<b>250,804</b>	<b>245,677</b>	

<b>BALANCES</b>					
<b>NET MUNICIPAL INCOME</b> (w/o depreciation) (Must be > \$0 in a budget submitted to the province)	-	<b>0</b>	<b>17,998</b>	<b>1,364</b>	A budget surplus is predicted for the current year, which will be largely spent in the following year.  Suggest that after audited financial statements are completed to verify a surplus for the current year, that a modest contribution be made to pay down the municipality's Line of Credit.
Net Income (w/ depreciation)	-	<b>58,875 -</b>	<b>40,877 -</b>	<b>57,511</b>	