WORKING COPY - 2024-2025 BUDGET PROPOSAL (tabs for operations, W&S and Capital)

	BUDGET 2023-24 AS ADOPTED	2023-24 PROJECTED ACTUALS	2024-25 BUDGET DRAFT (presented to Council Feb 12)	Changes made between Feb 12 and final approval	2024-25 FINAL BUDGET DRAFT	Notes (inflation was accounted for as 2.9% for 2023)	updated 2023/24 forecast	updated 2024/25 budget draft	
INCOME									
Surplus carried forward from previous years	- 115	8,034	**17,998**		**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.	-115	33,829	
Taxation - Real Property	121,791	121,791	**125,323**		**125,323**	Inflation ($19,753,700 at $.45/100 non-commercizal + $4,138,300 at $.88/100 commercial	125,626	125,626	
CCBF (Gas Tax) Funding	5,500	5,500	**-**		**-**	This was for municipal sustainability implementation study in 2023-24. Not expected to repeat.	0	0	
MCEG (Municipal Capital Expenditure Grant)	550	2,614	**-**		**-**	Was 10% of the Sustainability Study implementation fund. Not expected to repeat.	0	0	
Grant-in-Lieu of Property Taxes	3,300	3,300	**3,396**		**3,396**	Inflation	3,225	3,225	
Outside Fire Dues	7,900	8,815	**9,071**		**9,071**	Inflation	9,271	9,271	
Community Revitalization Program	-	6,600	**-**		**-**	Received for Community Hall painting. A one-off expense not anticipated for next year unless applied for and awarded.	40,516	0	
Lighthouse Rentals	550	550	**1,300**		**1,300**	Based on new RFP approved.	550	1,300	
Community Hall Rentals	7,502	5,502	**6,000**		**6,000**	Realistic. Staff plan to bring forward modestly increased rental rates soon.	5,185	6,000	
Old School Rentals	6,502	4,502	**5,000**		**5,000**	Realistic. Staff plan to bring forward modestly increased rental rates soon.	4,890	6,000	
Development Permits	3,000	1,000	**2,000**		**2,000**	Expecting more, for rezoning etc, in 2024, after approval of official plan.	1,500	2,000	
Other government funding sought/secured?	5,650	5,650	**650**		**650**	Current year included $5000 beach grant, which was a one-time grant from Dept of Tourism. $650 annual welcome centre grant expected.	5,000	650	
Gov't Transfers - Wage Subsidies	9,000	12,221	**9,000**		**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.	13,790	9,000	
Welcome Centre Rentals	3,640	3,640	**3,640**		**3,640**	Based on new RFP approved.	3,640	3,640	
Park Rentals	-	100	**100**		**100**		100	100	
"Other" Government Contributions	-	15,000	**-**		**-**	15000 was for the MASP grant, not recurring in 2024.	15,000	0	
Other Income	1,300	1,641	**1,689**		**1,689**	VISA rewards credit, WCB credit & other misc. Inflation.	1,641	1,640	
Donations Received		3,467	**3,000**		**3,000**	Expecting $3000 from Friends of Vic Park again.	3,647	3,000	
TOTAL INCOME	**176,070**	**209,927**	**188,165**	**-**	**188,165**	$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	**233,466**	**205,281**	
EXPENSES									
General Government									
Audit Fees	10,000	11,000	**13,000**		**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).	11,000	13,000	
Advertising	200	-	**200**		**200**		-	200	
Bank Charges	360	360	**370**		**370**	Inflation	420	440	
Dues	660	660	**679**		**679**	Inflation	565	600	
principal pmt							7,187	7,187	
Honorarium	5,000	4,754	**5,000**		**5,000**	Assumes a full Council for the full year.	4,754	5,500	1000+750*6
Insurance	5,650	5,650	**5,814**		**5,814**	Inflation	4,765	5,500	
Office Supplies	5,500	3,600	**3,704**		**3,704**	Reduce budget to actuals, add inflation.	3,700	3,700	
Interest Loans	2,500	3,035	**3,123**		**3,123**	Inflation	3,681	3,700	
Telephone & Internet	2,100	2,100	**2,161**		**2,161**	Inflation	2,220	2,220	
Mileage	-	74	**200**		**200**	For staff and/or Councillors to attend events, as per policy	74	200	
CAO Salary	31,200	31,200	**42,120**		**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	30,850	43,680	
Administrative Staff	41,600	41,600	**42,806**		**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.	41,136	42,329	
Wage Expense CPP	4,000	4,000	**4,666**		**4,666**	Estimate based on new salaries	4,360	5,209	
Wage Expense EI	2,200	2,200	**2,566**		**2,566**	Estimate based on new salaries	2,140	2,557	
Wage Expense WCB	950	950	**1,108**		**1,108**	Estimate based on new salaries	1,030	1,231	
Postage	200	150	**154**		**154**	Inflation	225	225	
Maintenance	500	300	**309**		**309**	Inflation	110	500	

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Training- Staff & Councilors	-	570	**800**		**800**	Increase so staff and/or Councillors can attend events by FPEIM etc	570	800	
Legal/Consulting Fees	5,500	1,000	**2,000**		**2,000**	Staff should aim to minimise legal advice outside of planning & development decisions wherever possible.	465	2,000	
Accounting/ Bookkeeping	220	275	**283**		**283**	Inflation	275	275	
Community Events	250	100	**500**		**500**	Suggest offering more hospitality for key public meetings, catering for a year-end celebration, Councillors or Mayoral town hall events, etc.	70	500	
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.	1,012	0	
Miscellaneous	250	995	**1,024**		**1,024**	Inflation. Miscellaneous includes things like: Cash over or short, appreciation gifts for outgoing councillors/staff...	995	1,000	
Seasonal Wages - General Maintenance	10,540	15,846	**9,000**		**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.	15,846	9,000	
Real expenses General Gov't (Mun + W&S)	**131,380**	**131,431**	**141,589**	**-**	**141,589**	Increase of 6.2% over actual spending.	**137,450**	**151,553**	
Share of GG allocated to Water & Sewer	41,956	41,030	**47,292**	**-**	**47,292**	Municipality charges W&S Corp 40% of the costs for... - auditing, insurance, office, internet, accounting - staff salaries	**40,590**	**43,691**	
Municipal share of real expenses General Gov't	**89,424**	**90,401**	**94,297**	**-**	**94,297**		**96,860**	**107,862**	
						water and sewer allocation		**0.365**	
Fire Dept									
Electricity	950	1,950	**2,500**		**2,500**	Assume increase by $1500 over actuals due to heatpump installation.	2,300	3,000	extra allowance for heat pump
Heat	2,500	1,000	**500**		**500**	Assume decrease by $2000 from budget due to heatpump installation. Oil furnance is still present and may still be used in power-outages or as backup heat.	590	200	
Fire Insurance	1,450	1,496	**1,539**		**1,539**	Inflation	1,496	1,539	
Fire Insurance - Truck	1,800	3,457	**3,557**		**3,557**	Inflation over actuals (actual higher because new truck)	3,457	3,557	
Property Taxes	720	720	**741**		**741**	Inflation	717	741	
Bldg Repairs & Maintenance	2,500	127	**2,500**		**2,500**	**Annual allocation**	127	**2,500**	
Messaging, Paging	3,900	3,900	**4,013**		**4,013**	Inflation	4,272	4,300	
Water & Sewer	985	985	**1,014**		**1,014**	Inflation	985	985	
Small Fire Equipment	-	495	**2,000**		**2,000**	**Annual allocation**	594	**2,000**	
Telephone & Internet	1,600	1,600	**1,646**		**1,646**	Inflation	1,700	1,750	
Office Supplies	-	9	**50**		**50**	**Annual allocation**	85	**100**	
Training	2,000	1,000	**2,000**		**2,000**	**Annual allocation**	663	**2,000**	
Medical Supplies	300	300	**300**		**300**	Epi-pen	313	300	
Truck Fuel	600	600	**617**		**617**	Inflation	708	750	
Lawn Mowing	720	720	**741**		**741**	Inflation	650	675	
Waste	300	316	**325**		**325**	Inflation	385	400	
Truck & Equipment Repairs	1,500	500	**1,500**		**1,500**	**Annual allocation**	33	**1,500**	
Membership Dues	800	800	**800**		**800**	PEIFA	771	800	
Snow Removal	660	726	**747**		**747**	Inflation	726	747	
VISA Charges	75	75	**77**		**77**	Inflation	75	75	
Transfer to/from Fire Dept Operating Reserve (annual rollover of surplus/deficit)		2,584	- 2,584		- 2,584	**New budget line, to account for annual rollover of unspent funds, 2023-24.** 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		2,713	
Real expenses Fire Dept	23,360	**23,360**	**24,584**	**-**	**24,584**	5.2% increase on actuals, assuming that rollover from this year is spent next year as needed.	**20,647**	**30,632**	
Planning									
Applications - Costs	500	7,911	**8,000**		**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.	7,911	8,000	

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Applications - Legal & Consulting	8,000	8,000	**4,000**		**4,000**	With all outstanding IRAC appeals cleared, legal consulting costs for development are expected to be significantly lower in future.	7,600	4,000	
Total Applications	*8,500*	***15,911***	***12,000***	**-**	***12,000***		***15,511***	***12,000***	
Official Plan Updates Expenses	1,100	1,100	**1,100**		**1,100**	Reserving some budget for finalization of OP and DB as we get provincial approval.	520	1,100	
Official Plan Legal & Consulting	7,000	4,647	**4,000**		**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.	4,647	4,000	
Total Official Plan	*8,100*	***5,747***	***5,100***	**-**	***5,100***		***5,167***	***5,100***	
Real Planning Expenses	16,600	**21,658**	**17,100**	**-**	**17,100**	Less than last year's actual because no major official plan work, and smoother processes are generally now in place.	**20,678**	**17,100**	
.									
Old School									
Electricity	4,400	4,400	**4,200**		**4,200**	Trying to rely on electric heatpumps more over the winter, and baseboard heaters less.	5,550	5,800	
Fire Insurance	2,900	3,196	**3,289**		**3,289**	Inflation	3,196	3,289	
Property Taxes	3,050	3,050	**3,138**		**3,138**	Inflation	2,967	313	
Repair & Maintenance	400	713	**734**		**734**	Inflation	713	3,138	
Water & Sewer	1,413	1,478	**1,521**		**1,521**	Inflation	1,478	1,478	
Cleaning	900	900	**926**		**926**	Inflation	1,042	1,100	
Waste	600	1,368	**1,408**		**1,408**	Inflation. Significant improvement of waste-management practices in 2023 included placing dumpsters at schoolhouse. Higher cost here reflects lower costs at washrooms.	1,436	1,500	
Supplies	350	100	**150**		**150**	Misc	-	150	
Lawn Mowing	1,800	1,430	**1,471**		**1,471**	Inflation	1,430		
Snow Clearing	2,500	2,860	**2,943**		**2,943**	Inflation	3,030		
Real expenses Old School (Mun + W&S)	18,313	**19,495**	**19,780**	**-**	**19,780**		**20,842**	**16,768**	
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%!)*	1,465	**1,224**	
Municipal share of real expenses of Old School	16,848	**17,935**	**18,197**	**-**	**19,780**		**19,377**	**15,544**	
.									
Community Hall (Playhouse)									
Electricity	825	1,625	**3,000**		**3,000**	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.	762	800	
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.	359	100	small allowance if heatpump down
Fire Insurance	3,850	4,203	**4,325**		**4,325**	Inflation	4,203	4,325	
Property Taxes	1,370	1,390	**1,430**		**1,430**		1,390	1,430	
Repairs & Maintenance	1,500	4,124	**4,000**	**400**	**4,400**	We expect another emergency roof repair to be required, if no capital project to fix the roof is completed.	4,124	4,400	
Water & Sewer	875	924	**951**		**951**	Inflation	924	924	
Fire Alarm Monitoring - Comm Hall		264	**272**		**272**	Inflation	264	272	
Snow Removal	625	666	**685**		**685**	Inflation	666	685	
Real Expenses for Hall	11,345	**13,555**	**14,663**	**400**	**15,063**	Increase of 8.17% over actuals.	**13,358**	**12,936**	
WHS - Welcome Centre & Washrooms									
Water & Sewer	1,413	1,478	**1,521**		**1,521**	Inflation	1,478	1,478	
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.	285	0	
Welcome Centre Maintenence (Lawn Mowing)	4,720	650	**669**		**669**	Inflation. $4000 in boardwalk repairs were not required (covered by seasonal staff).	650	670	

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Supplies	1,800	2,346	**1,600**		**1,600**	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.	2,346	1,600
Washroom Maintenance	200	0	**0**		**-**	Covered under 'supplies'.	0	0
Property tax	497	513	**528**		**528**	Inflation	513	528
Insurance	108	119	**122**		**122**	Inflation	119	122
Real expenses for Washrooms	9,579	**5,391**	**4,440**	**-**	**4,440**	$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.	**5,391**	**4,398**
Victoria Park								
Repairs & Maintenance	-	7,804	**1,500**		**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.	7,804	1,500
Lawn Mowing - Victoria Parl	-	3,080	**3,169**		**3,169**	Inflation	3,080	3,169
Water & Sewer - Victoria Pa	502	525	**540**		**540**	Inflation	525	525
Real expenses Vic Park	502	**11,409**	**5,210**	**-**	**5,210**	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. **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.**	**11,409**	**5,194**
Dunrovin Green Space								
Lawn mowing	1,975	1,950	**2,007**		**2,007**	Inflation	1,950	2,007
Water & Sewer	493	493	**507**		**507**	Inflation	493	507
Real expenses Dunrovin Green Space	2,468	**2,443**	**2,514**		**2,514**		**2,443**	**2,514**
Seawall Boardwalk Park								
Water & Sewer	493	493	**507**		**507**	Inflation	493	493
Repairs & Maintenance - W	-	127	**-**		**-**	Boardwalk repair carpentry materials last year. Not expected to be needed this year.	127	-
Property Taxes	661	707	**728**		**728**	Inflation	707	728
Lawn mowing	720	650	**669**		**669**	Inflation	650	669
Interest on Loan	600	600	**600**		**600**		459	460
Real expenses Seawall	2,474	**2,577**	**2,504**	**-**	**2,504**		**2,436**	**2,350**
Lighthouse								
Property Taxes	250	250	**257**		**257**	Inflation	247	260
Lawn mowing	720	650	**669**		**669**	Inflation	650	720
Repair & Maintenance	-	0	**0**		**-**		0	0
Real expenses Lighthouse	970	**900**	**926**	**-**	**926**		**897**	**980**
Street Lights								
Street Lights	2,500	**2,300**	**2,367**	**2,435**	**2,506**	Inflation	**3,428**	**3,531**
Total Municipal Real Expenses (w/o depreciation, after charges to W&S)	176,070	**191,929**	**186,802**	**2,835**	**188,923**	**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.	**196,924**	**203,041**
BALANCES								
NET MUNICPAL INCOME (w/o depreciation) (Must be > $0 in a budget submitted to the province)	- 0	**17,998**	**1,364**	- **2,835**	- **758**	*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.*	**36,542**	**2,241**

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