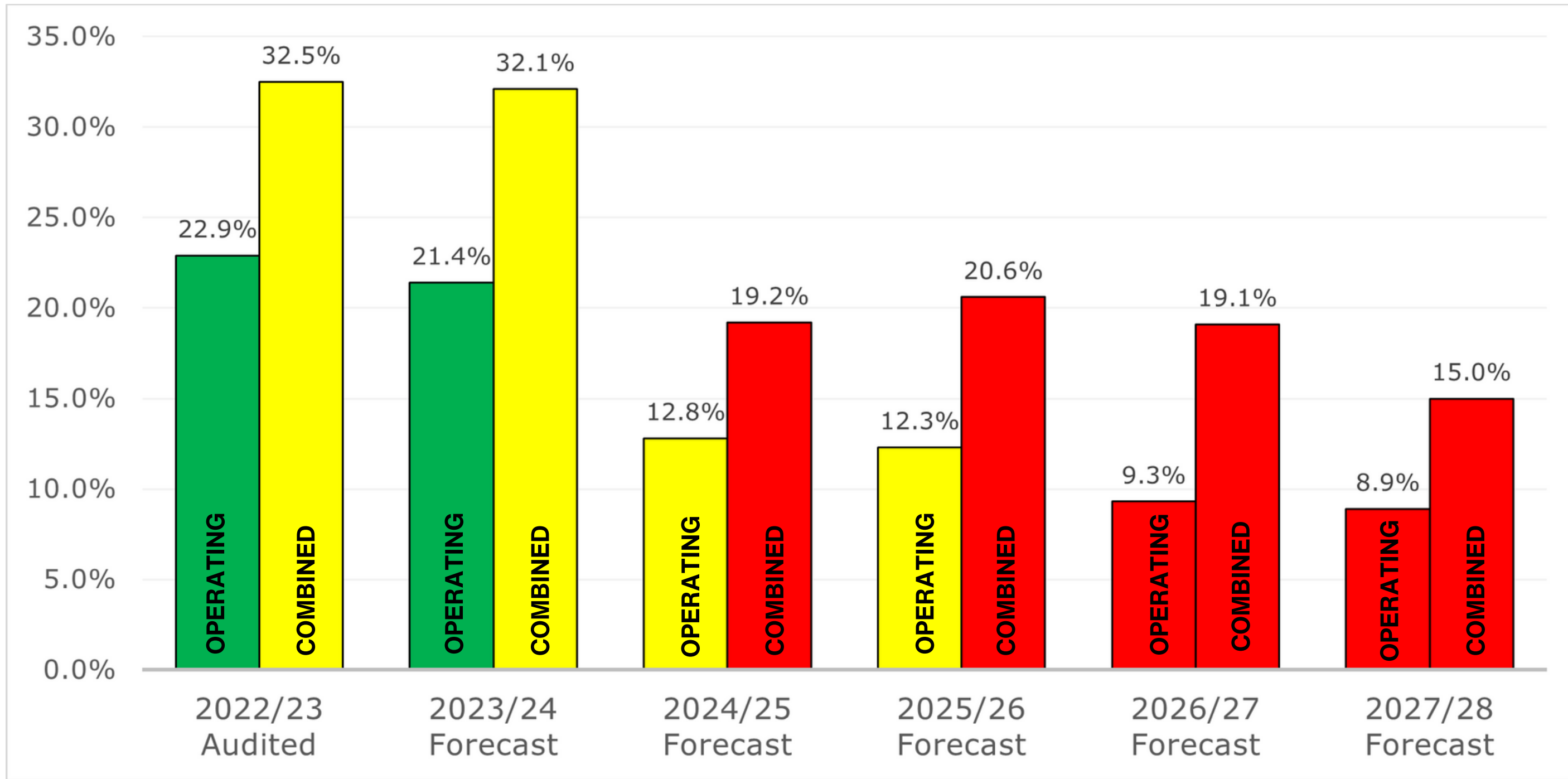




2024-25 OPERATING BUDGET V3

Town Council - March 12, 2024

OPERATING & COMBINED RESERVES



OPERATING RESERVES THRESHOLDS

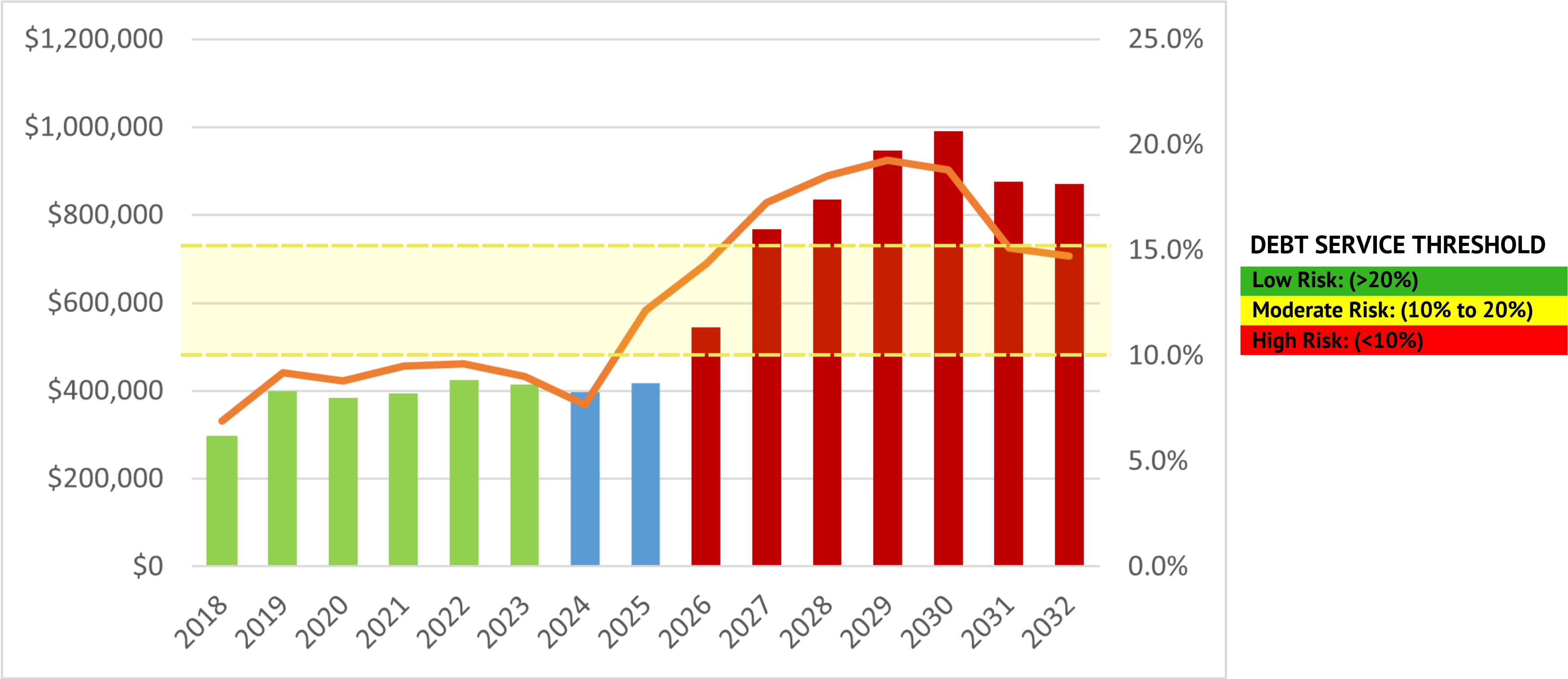
- Low Risk: (>20%)
- Moderate Risk: (10% to 20%)
- High Risk: (<10%)

COMBINED RESERVES THRESHOLDS

- Low Risk: (>40%)
- Moderate Risk: (30% to 40%)
- High Risk: (<30%)



DEBT REPAYMENTS & DEBT SERVICE FCI

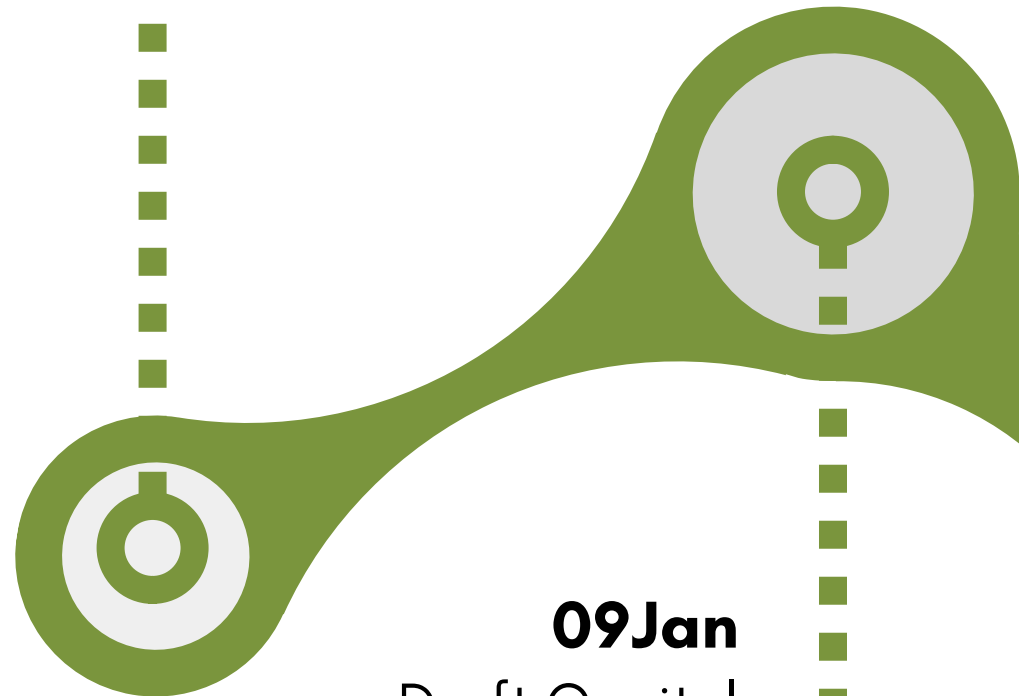


■ TOTAL DEBT REPAYMENT ACTUAL
 — DEBT SERVICE FCI
 ■ TOTAL DEBT REPAYMENT BUDGETED
 ■ TOTAL DEBT REPAYMENT FORECASTED

BUDGET PROCESS & TIMELINE

December 2023

Review and populate capital and operating budget templates



09 Jan

Draft Capital Budget V1

23 Jan

Draft Operating Budget V1

January 2024



February 2024

13 Feb

Present Public Feedback
Draft Operating & Capital Budgets V2

20 Feb

Public Engagement Session

27 Feb

Operating and Capital Budgets Options



12 Mar

Approval of Operating & Capital Budgets

18 Mar

Optional Meeting
Approval of Operating & Capital Budgets

March 2024



HOW WE GOT HERE

Dec 2023	Budget Preparation	<ul style="list-style-type: none"> Review trends, consider changes to legislation, Council direction/strategic priorities, emergent circumstances, expiring contracts, etc. 	
Jan. 23	2024/25 Operating Budget V1	<ul style="list-style-type: none"> \$306K shortfall No transfer from reserves AREA Dividend significant reduced No change to the tax rate 	<ul style="list-style-type: none"> Education increase \$30K RCMP increase \$75K Rescope vacant FTE Add 0.5 FTE Bylaw Officer Add 1 FTE Parks Coordinator
Feb. 13	2024/25 Operating Budget V2	<ul style="list-style-type: none"> \$191K shortfall \$21K from Safe Restart Reserve AREA Dividend increased by \$35K No change to the tax rate 	<ul style="list-style-type: none"> Education increase another \$30K Rescope vacant FTE Add 0.5 FTE Bylaw Officer Add 1 FTE Parks Coordinator
Feb. 27	2024/25 Operating Budget	<ul style="list-style-type: none"> Balanced budget \$130K from Operating Reserve \$21 Safe Restart No AREA Dividend No change to the tax rate 	<ul style="list-style-type: none"> Rescope vacant FTE Remove 0.5 FTE Bylaw Officer Reduce 1 FTE Parks Coordinator to 0.66 FTE AREA Deficit projected (\$63K)





COUNCIL DIRECTION

- Provide options for 1 and 2 cent tax rate decrease
- Consider pre-paying expenses
- Make Parks Coordinator 8 month term
- Make Customer Service & Communication Coordinator term for year one

CHANGES SINCE FEBRUARY 27

V3 Shortfall \$42,958

REVENUE	
Two cent decrease to tax rate	(\$45,598)
EXPENDITRES	
Benefits renewal	\$16,000
Kings Point to Point one-time increase request	\$3,800
PVSC actual invoice figures received	\$1,200
Utility increase to reflect BEC flow through	\$7,000
Maintain Public Works and Parks compliments	(\$18,000)
Director of Public Works to 11 months	(\$10,000)
Miscellaneous changes	(\$2,640)



MANDATORY/FIXED COSTS

Change in Revenue	
Total Taxation	\$282,406
Municipal Financial Capacity Grant	33,458
Total	\$315,864
AREA Dividend	(162,000)
Total	\$153,864

Change in Mandatory/Fixed Costs Year over Year	
Debt Repayment	19,122
Education	58,578
RCMP	52,389
Election	15,000
Valley Waste	24,469
Utilities, Communication, Insurance PVSC	5,013
Net Salary* Grants have been removed.	\$214,642
Total Change in Mandatory/Fixed Costs	\$389,213



PROPOSED BUDGET ITEMS

Proposed Item	Amount	Comments
Customer Service & Communications Coordinator	62,500	Still included. Position is important to completing key tasks. Rescope of vacant FTE.
Human Resources Recruitment	20,000	Removed. No longer required.
Grants to Organizations	5,500	Removed because it is not assigned to any specific request.
Bylaw Enforcement Officer (Part-time)	28,000	Removed. Will continue to evaluate need in conjunction with Provincial Policing Review.
PW Training	10,000	Deferred heavy equipment operator training related to succession planning.
Tree Management	6,000	Still included. It is important to replant trees that are removed by the Town. Trees have not been replanted in several years.
Stop Sign Sensors	4,000	Removed. Will re-evaluate need.
Camera & GPS of Sewer Lines	14,000	Still included. This task is important to maintaining an asset management plan for future capital projects. Staff are seeking grants to offset costs.
Sewer Connection Fee	(15,000)	Still included as revenue. Explanation below.
Parks Coordinator Positions	53,000 Savings of *18,000	Removed. Since this position was proposed, the hiring of a Director of Public Works is in the foreseeable future. Staff will continue to evaluate need.



BUDGET DIRECTION

- Reduce annual operating paving budget
- Reduce service - crossing guards (\$24,557)
- Draw on additional reserves
- Other direction from Council

V3 Shortfall with 2 cent reduction \$42,958

V3 Shortfall with 1 cent reduction \$20,158



APPROVAL OPTIONS

Option 1

Approve the 2024/25 Operating Budget on March 12, 2024.

Staff have prepared a resolution to approve a balanced budget with a decrease of one or two cents to the tax rates, pending Council direction for covering the shortfall.

Option 2

Set a Special Council meeting for March 18, 2024, to approve the 2024/25 Operating Budget.

If Council requires any new information that has not been provided to aid in their decision, staff recommend holding a Special Council meeting on March 18, 2024