

Rural Municipality of Kinkora
Meeting to Present 2023-24 Financial Plan
March 6, 2023
Minutes

Present: Mayor Robert Duffy, Councilors Harrison Duffy, Amanda Dwyer, Andrew Lawless, Andrew McCarville, Christine McKenna, and Amanda Noonan

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

1. **Call to Order:** 7:00 pm

2. **Presentation of Draft 2023-24 Financial Plan (attached)**

Councilor Amanda Noonan, chair of Council's Finance Committee, presented the draft 2023-24 Financial Plan, starting with the operating budget for the municipality and the sewer utility.

- No need to look at raising property taxes
- The Municipal Capital Expenditure Grant program expires on March 31, 2023 but Infrastructure is looking into another extension of the program or a similar program. This amount can be adjusted when they release that information in the coming weeks.
- Events Revenue is made up of events that the committee holds
- Multiplex Revenue comes from board ad signage
- There is a decrease in projected Other Revenue as this was not as much as expected this fiscal
- The EYC Revenue is from the daycare
- The Facility Repairs and Maintenance includes \$10,000 toward sidewalk repair with more possibly added
- For Events expenses, Bingo is showing nothing at the moment. This will be revisited once the community hall addition is complete. The raffle is the Pot of Gold draw that Lesley Cousins has agreed to continue doing.
- Sewer Utility – previous auditors have suggested that rates may need to be increased. This will not be done this fiscal year but may have to be looked at for next year.
- EYC Revenue and Expenses – there are currently 31 EYC children and 15 school age and this will increase to 56 EYC children and 15 school age.
- Councilor Noonan went through the Capital Projects and the Five-Year Capital Plan
- The final financial plan will be presented for adoption at the regular council meeting on Monday, March 27, 2023 at 7 pm.

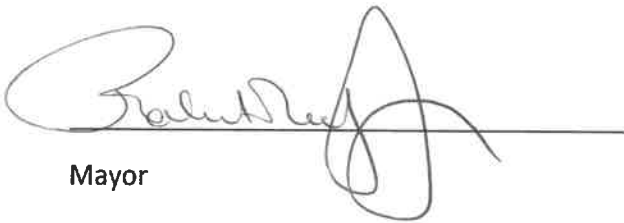
3. **Questions from the Floor** – one resident in attendance
 - Question regarding the Fire Department's budget – the fire chief will be presenting the department's budget on Wednesday, March 8, 2023. Fire Department revenue is not included in the municipal operating budget, and neither are expenses. The department

does share in administrative and facility costs and those costs are included in the department budget.

- Regarding the Duffy Ballfield operating and capital expenditures, a question was raised as to whether the Bedeque and Area Minor Baseball Association (BAMBA) would consider paying to use the field.

4. Adjournment

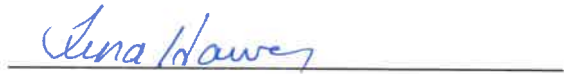
MOTION: Moved by Andrew McCarville and seconded by Andrew Lawless "to adjourn the meeting at 7:15 pm."



Mayor

March 27th / 2023

Date



Chief Administrative Officer

March 27/23

Date

RURAL MUNICIPALITY OF KINKORA
SUMMARY OF OPERATING REVENUE AND EXPENSES

MUNICIPALITY OPERATING REVENUE	2023-24 Budget
Assessable municipal property taxes	\$ 138,377.94
Equalization grant from provincial government (MSG payment)	\$ 61,203.52
Municipal Capital Expenditure Grant (MCEG)	\$ 100,000.00
Events - Regular and Special	\$ 79,370.00
Multiplex Board Signage	\$ 8,000.00
Early Learning Center Revenue	\$ 784,000.00
Other Income (Donations, permits, etc.)	\$ 2,000.00
Total	\$ 1,172,951.46

MUNICIPALITY OPERATING EXPENSES	2023-24 Budget
Administration	\$ 177,900.00
Facility	\$ 89,500.00
Events	\$ 53,100.00
Parks and Recreation	\$ 20,000.00
Early Learning Center	\$ 784,000.00
Reserve Funds	\$ 3,500.00
Total	\$ 1,128,000.00

Operating Surplus	\$ 44,951.46
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SEWER UTILITY OPERATING REVENUE	2023-24 Budget
Flat Rate Sewer Fees	\$ 83,600.00
Total	\$ 83,600.00

SEWER UTILITY OPERATING EXPENSES	2023-24 Budget
Total Operating Expenses	\$ 83,600.00
Sewer Operating Surplus	\$ -

MUNICIPALITY OPERATING EXPENSES**2023-24 Budget****Administration**

Advertising	\$	5,000.00
Donations	\$	2,000.00
Dues/Grants	\$	1,000.00
Accounting Fees	\$	10,000.00
Insurance	\$	10,000.00
Interest on Loans	\$	20,000.00
Office Supplies	\$	3,000.00
POS Fees	\$	500.00
Professional Fees	\$	10,000.00
Library	\$	300.00
Travel	\$	1,000.00
Wages and Benefits	\$	38,000.00
Community Programs (Black Fly)	\$	8,000.00
Bank Charges	\$	800.00
Honorariums	\$	3,300.00
Training	\$	2,000.00
Internet and Phone	\$	2,500.00
Website	\$	1,000.00
Fire Dues	\$	28,000.00
Accounting Software	\$	1,500.00
Loan Repayment	\$	30,000.00
Total	\$	177,900.00

Facility and Public Property

Property Tax	\$	2,500.00
Snow Removal	\$	5,000.00
Repairs and Maintenance	\$	30,000.00
Utilities	\$	26,000.00
Landscaping	\$	6,000.00
Cleaning and Supplies	\$	10,000.00
Wages	\$	10,000.00
Total	\$	89,500.00

Events

Bar	\$	3,000.00
Bingo	\$	-
Kitchen/Canteen	\$	2,000.00
Special Events	\$	11,600.00
Bartenders	\$	2,000.00
Security	\$	2,000.00
Raffle Fundraiser	\$	32,500.00
Total	\$	53,100.00

MUNICIPALITY OPERATING EXPENSES**2023-24 Budget****Parks and Recreation**

Ballfield	\$	15,000.00
Rink	\$	5,000.00

Total	\$	20,000.00
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Early Learning Center

Administration	\$	711,500.00
Facility Costs	\$	45,000.00
Food	\$	21,000.00
Supplies	\$	6,500.00

Total	\$	784,000.00
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SEWER UTILITY OPERATING EXPENSES**2023-24 Budget**

Administration	\$	16,000.00
Bank Fees	\$	300.00
Accounting Fees	\$	5,000.00
Interest on Debt	\$	7,000.00
Debit Machine	\$	800.00
Repairs and Maintenance	\$	27,700.00
Supplies	\$	4,000.00
Internet and Phone	\$	800.00
Electricity	\$	2,000.00
Loan Repayment	\$	20,000.00
Total	\$	83,600.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES - KINKORA EARLY LEARNING CENTER

KELC OPERATING REVENUE	2023-24 Budget
Parent Fees	\$ 344,000.00
Designation and Government Funding	\$ 440,000.00
Total Operating Revenue	\$ 784,000.00

KELC OPERATING EXPENSES	2023-24 Budget
Administration	
Advertising	\$ 100.00
Accounting Fees	\$ 4,000.00
Insurance	\$ 3,500.00
Office Supplies	\$ 2,500.00
Travel	\$ 500.00
Wages	\$ 654,000.00
Bank Fees	\$ 400.00
Benefits (Healthcare Spending Account)	\$ 15,000.00
Training	\$ 2,000.00
Internet and Phone	\$ 1,600.00
Website	\$ 400.00
Accounting Software	\$ 500.00
Loan Payment	\$ 27,000.00
Total	\$ 711,500.00

Facility	
Property Tax	\$ 1,000.00
Snow Removal	\$ 1,000.00
Repairs and Maintenance	\$ 4,000.00
Utilities	\$ 18,000.00
Cleaning and Supplies	\$ 15,000.00
Wages	\$ 6,000.00
Total	\$ 45,000.00

Food	
Daily Lunch and Snacks	\$ 21,000.00
Total	\$ 21,000.00

Supplies	
Craft Supplies	\$ 6,000.00
Supplies	\$ 500.00
Total	\$ 6,500.00

Total Operating Expenses	\$ 784,000.00
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RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2023-2024

MUNICIPAL CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	2022-23 BUDGET
Fire Pump	Fire pump/high capacity well	Funding/Financing/Cash on hand	\$ 130,000.00
KELC Equipment	Learning Centre Furniture	Funding/Cash on hand	\$ 30,000.00
Computer/Laptop	Replacement of computer/laptop	Cash on hand	\$ 2,000.00
Complex Furniture	Furniture for new office space	Cash on hand	\$ 7,000.00
New Heat Pumps	Replace heat pumps in Kinkora Place	Funding/Cash on hand	\$ 30,000.00
Upgrade UV Chamber	Upgrades to UV Chamber at Lagoon	ICIP Funding/Cash on hand	\$ 56,000.00
New Stove	New stove for Kinkora Place kitchen	Cash on hand	\$ 10,000.00
Heritage Park Revitalization	New equipment, signage etc at Heritage Park	Gas Tax Funding/Donated Funds	\$ 60,000.00
FD - Pumper Truck	New pumper truck for FD	Financing/Reserve Fund	\$ 560,000.00
Official Plan Review	Mandated review of 2015 Official Plan	Gas Tax Funding	\$ 50,000.00
Community Hall Addition	Expansion to current community hall	Funding/Financing	\$ 1,200,000.00
Ballfield Revitalization	Improvements to Duffy Ballfield	Funding/Financing	\$ 30,000.00
Zamboni Building	Renovations to Kinkora Place for Zamboni	Funding/Financing	\$ 30,000.00
Total Capital Expenditures			\$ 2,195,000.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2023-2027

CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	BUDGET	YEAR
Fire Pump	Fire pump with high capacity well	Funding/financing/cash on hand	\$ 130,000.00	23-24
Kinkora Early Learning Center	Learning Centre Furniture	Funding/Cash on hand	\$ 30,000.00	23-24
Computer/Laptop	Replacement of computer/laptop	Cash on hand	\$ 2,000.00	23-24
Complex Furniture	Furniture for new office space	Cash on hand	\$ 7,000.00	23-24
New Heat Pumps	Replace heat pumps in Kinkora Place	Funding/Cash on hand	\$ 30,000.00	23-24
Upgrade UV Chamber	Upgrades to UV Chamber at Lagoon	ICIP Funding/Cash on hand	\$ 56,000.00	23-24
New Stove	New stove for Kinkora Place kitchen	Cash on hand	\$ 10,000.00	23-24
Heritage Park Playground	Revitalization of Heritage Park/Playground	Gas Tax Funding/Donated Funds	\$ 60,000.00	23-24
FD Pumper Truck	New pumper truck for fire department	Financing/Reserve Fund	\$ 560,000.00	23-24
Ballfield Revitalization	Improvements to Duffy Ballfield	Funding/Financing	\$ 30,000.00	23-24
Zamboni Building	Renovations to Kinkora Place for Zamboni	Funding/Financing	\$ 30,000.00	23-24
Official Plan Review	Mandated review of 2015 Official Plan	Gas Tax Funding	\$ 50,000.00	23-24
Community Hall Addition	Expansion to current community hall	Funding/Financing	\$ 1,200,000.00	23-24
Kinkora Place Improvement	New eavestrough for Kinkora Place	Cash on hand	\$ 7,000.00	24-25
Sportsplex Playground	Addition to Multiplex Facility	Gas Tax Funding	\$ 52,000.00	24-25
Storm Drain Upgrade	Storm Drain Infrastructure - Shamrock Cres	Funding	\$ 250,000.00	25-26