



West Hants
something inspiring awaits

**WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Agenda - **AMENDED**
February 2, 2022, 6:00 p.m.
Via Zoom and Facebook Livestreamed**

1. Call to Order
2. Declaration(s) of Conflict of Interest
3. Announcements
4. Approval of Agenda, including additions or deletions
5. Approval of October 20, 2021 Minutes, including additions or deletions
6. New Business
 - (a.) Information Report – 2019-2020 Financial Condition Index
 - (b.) Recommendation Report – West Hants Dial-A-Ride Funding
 - (c.) Information Report – Financial Update- Month Ending December 31/2021
7. Date of Next Meeting – May 2022
8. Adjournment



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**WEST HANTS REGIONAL MUNICIPALITY
Audit Committee – Meeting Minutes
February 2, 2022, 6:00 p.m.
Via Zoom and Facebook Livestreamed**

Present: Abraham Zebian	Mayor / Committee Chair
Ed Sherman	Councillor, District 7
Jeff Hartt	Councillor, District 4
Jane Davis	Resident Member
Carlee Rochon	Director of Financial Services
Mark Phillips	Chief Administrative Officer (CAO)
Carmen Dewar-Miller	Administrative Assistant

- 1. Call to Order** – Mayor Zebian called the meeting to order at 6:00pm
- 2. Declaration(s) of Conflict of Interest** - No declarations
- 3. Announcements**
The Municipality is accepting resident member applicants for this committee – we need one more resident member.
- 4. Approval of Agenda, including additions or deletions**
Mayor Zebian asked for a motion to approve the agenda, amended as follows:
Under New Business, item 6. a) Recommendation Report – West Hants Dial-A-Ride Funding as stated on the agenda will become 6. b), and item 6. b) Information Report – 2019-2020 Financial Condition Index as stated on the agenda, will become 6.a)
MOVED by Citizen Member Davis and Councillor Sherman that the agenda as amended be approved.
Motion Carried.
- 5. Approval of October 20, 2021 Minutes, including additions or deletions**
Mayor Zebian asked for a motion to approve the minutes
MOVED by Councillor Sherman and Citizen Member Davis that the minutes be approved.
Motion Carried.

6. New Business

(a.) Information Report – 2019-2020 Financial Condition Index

Director Rochon explained the Financial Condition Index and presented a snapshot of the Financial Indicator Report (FIR), fiscal year ending March 31, 2020, for review.

Discussion Points

- Reds and yellows not necessarily a bad thing. Timing of the reporting factors in.
- The province does not break out numbers to compare rural and urban property owners' inability to pay property taxes. This could be done internally but would be labour intensive.
- With additional collections and tax sale by tender implemented, the West Hants Uncollected Taxes indicator has improved. The first regional report will provide a good comparison.
- This report is based on financial data from 2019/20 and is the last report for the two former entities.

(b.) Recommendation Report – West Hants Dial-A-Ride Funding

Director Rochon reviewed the recommendation report.

Discussion Points

- Dial-A-Ride (DAR) do not appear on the federal list of registered charities (clarification has been requested). They are considered a not for profit, so we are recommending audited financial statements be provided
- Audited financial statements are required of all similar groups and there is capacity within the DAR budget (surplus)
- There are concerns surrounding internal controls and reporting but their surplus and quarterly reporting indicate that they are fiscally minded. Our proposed arrangement would further reduce risk
- During DAR's presentation to Council, they answered questions related to financials
- There is no proposed administration fee but the Committee can revisit if they feel a fee is required.
- DAR offers a good service and our funds are restricted to operational use. Audited statements provide a level of comfort.
- The Committee agreed to add a termination clause to the agreement
- DAR is a separate entity, covered under their own insurance. No liability for the Municipality

The recommended motion was put forward as follows:

MOVED by Councillors Sherman and Hartt that Council approve entering into a three-year funding agreement with West Hants Dial-A-Ride, to allow for annual transportation funding beginning in 2022-23. Motion Carried.

The amendment to the motion is as follows:

MOVED by Councillor Sherman and Citizen Member Davis that the funding agreement include a three-month termination clause in advance of Dial-A-Ride's year-end, should Dial-A-Ride fail to meet the requirements of the agreement.

Motion Carried.

- (c.) Information Report – Financial Update- Month Ending December 31/2021
Director Rochon reviewed this report.

Discussion Points

- Public Housing contributions were explained and discussed
- The Municipality must take note of big fluctuations such as with the current Deed Transfer, budget accordingly and conserve surplus into a reserve where possible.

7. Date of Next Meeting – tentatively May 2022

8. Adjournment

Mayor Zebian called for a motion to adjourn

MOVED by Councillor Sherman and Citizen Member Davis that the meeting be adjourned.

Motion Carried.

Meeting adjourned at 6:53 pm

X

Committee Chair