



**WEST HANTS REGIONAL MUNICIPALITY
Committee of the Whole Agenda
June 1, 2021 5:00-9:30 p.m.
Virtual Zoom Presentation**

1. Call to Order
2. Attendance
3. Announcements
4. Approval of Agenda, including additions or deletions
5. Declaration of Conflict of Interest
6. 5:00-5:30 Introduction and Overview of 2021-2022 Budget
Mark Phillips & Carlee Rochon
7. 5:45-6:30 Reserve Budget Overview
8. 6:30-8:00 Capital Budget Overview
9. 8:00-8:15 Break
10. 8:15-9:15 General Revenues and Expenses
11. 9:15-9:30 Discussion & Direction from Council
12. 9:30 Adjournment
 - a. Next Meeting June 2, 2021



WEST HANTS REGIONAL MUNICIPALITY
Special Committee of the Whole Meeting (Budget Deliberations)
June 1, 2021 / 5:00 p.m.
Held virtually via Zoom (also Facebook Livestreamed)

1. Call to Order – Mayor Zebian called the meeting to order at 5:00 p.m.

2. Attendance

Council:

Abraham Zebian, Mayor
Rupert Jannasch, Councillor Dist. 1
Scott McLean, Councillor Dist. 2
Mark McLean, Councillor Dist. 3
Jeff Hartt, Councillor Dist. 4

Paul Morton, Deputy Mayor, Dist. 8
Debbie Francis, Councillor Dist. 5
Bob Morton, Councillor Dist. 6
Ed Sherman, Councillor Dist. 7
Laurie Murley, Councillor Dist. 10
Jim Ivey, Councillor Dist. 11

Staff & Guests:

Mark Phillips, CAO
Shelleena Thornton, Admin. Supervisor
Kathy Kehoe, Dir. Community
Development
Carmen Dewar-Miller, Admin. Asst,
Financial Services

Todd Richard, Dir. Public Works
Carlee Rochon, Dir. Financial Services
Madelyn LeMay, Dir. Planning &
Development (left at 8:57pm)

Regrets: None

3. Announcements – None.

4. Approval of agenda, including additions/deletions

**MOVED BY DEPUTY MAYOR P. MORTON AND COUNCILLOR B.
MORTON THAT THE AGENDA BE APPROVED AS CIRCULATED.
MOTION CARRIED**

5. Declaration of conflict of interest – None.

6. Introduction and Overview of 2021/2022 Budget (Mark Phillips & Carlee Rochon)

An overview was provided and noted that former revenues/expenses, projections, outcomes from the strategic planning sessions, tax modeling workshops, and meetings with staff, RCMP, and Fire Chiefs were taken into consideration while preparing the budgets.

7. Reserve Budget Overview – Director Rochon presented the Reserves information.

Discussion/Review Points:

- Surplus is not transferred to the Operating Reserve until the audit is complete as per the Municipal financial reporting and accounting manual (FRAM).
- Sewer is self-funded by users.
- As per the Consolidation Agreement, all reserves within the former Municipal Units (Windsor, West Hants, and Hantsport) must be used within that municipality.
- Reserve contributions are proposed based on the Reserve Policy.
- Hantsport Reserves must be spent in the 2021/22 fiscal year.
- Consolidation Reserve includes funds agreed on prior to consolidation and does not include capital reserves items currently submitted to the Province.
- Safe ReStart Fund (SRF) is a federal investment. All reporting elements related to SRF have not yet been determined.
- Water Utility Reserves are self-funded.
- Reserve withdrawals and the opening/closing of reserves must be approved by motion of Council.

8. Capital Budget Overview – Director Rochon reviewed the five-year capital budget presentation.

Discussion/Review Points:

- Sewer Reserves and contributions toward capital projects in other communities was discussed. It was noted that Three Mile Plains (TMP) for year 1 is primarily operations as identified in the operating budget. TMP is part of the WH sewer utility, and besides capital work on sewage lift stations, the majority of capital identified in this year's budget is related to Willow St reconstruction in Hantsport.
- Old Parish project will move from Long Term Debt to CCBF in the final budget.
- Transitional and Consolidation Funding – WHRM has received some funding, while some is still being negotiated with the Province.
- Water Utility projects over a certain threshold require Utility Board approval as well.
- Traffic Control Measures – roundabouts are favoured; however, require quite a bit more space. If roundabouts can be used, that would be great. While considering WHRM traffic control measures, it was suggested to also consider the Hwy. 101 Twinning Project and what might be done there.
- Street Sweeper – request to move it from 2022/23 Capital Budget to 2021/22. Current annual cost is approx. \$82,000 and they are difficult to get. Street sweeping reduces the material going into WHRM's storm and sewage system (in which a vacuum truck is required when material ends up in there). The life expectancy is anticipated to be approx. 20-25 years.
- Public Works Maintenance Facility / Shop – A lot of work is required. All Public Works employees should work out of the same facility. Hantsport is now just a storage facility and satellite depot.
- Asset Management Software – the capital portion is a carry-forward. Project has been delayed due to the pandemic. Much work has been done; however, WHRM hasn't been billed yet.
- Debt Ratio estimates - will be impacted depending on potential funding opportunities. These projections were also reviewed with the Province.
- The increase in debt ratio estimates is primarily fire related.
- A summary of all loans and their status are part of the financial reporting and not

budgeting.

- The debt ratio curve will continue to change after 2022/23; however, it is difficult to identify at this time. This is based on current project allocations. Funding may or may not come available and the strategy re-visited.
- Provincial and Federal funding opportunities vary, including contribution amounts. Some are 50/50 or 1/3, 1/3, 1/3, depending on the Program. WHRM applies for all it is eligible for.

9. Break – 7:50 – 8:00 p.m.

10. General Revenues and Expenses – Director Rochon presented the general revenue and expenses of the proposed Operating Budget.

Discussion/Review Points:

- Detailed budget information will be presented during the departmental reviews which start June 2nd.
- Proposed rate summaries were presented.
- Total proposed (expected) revenue and expenses was reviewed, including changes in expenses.
- 2021/22 reflects more of a typical regular operating year compared to 2020/21 when we had the unexpected COVID, newly consolidated, etc. 2021/22 reflects regular (normal programming and such).
- Deed Transfer Tax – brought it to where both former Municipal Units (Windsor and WH) were pre-COVID, so being conservative.
- Debt servicing is 6.7% (but rounded to next whole number, 7%), which equates to 1,831,499.00. Net transfers are reflected at -2%.
- Mandatory expenses and the RCMP figure were highlighted in-relation to the proposed general rate.
- “What a penny is worth” was reviewed and asked to be taken into consideration when suggesting changes to the proposed budget.

11. Discussion & Direction from Council

Council agreed to re-start this discussion at tomorrow’s meeting.

Director Rochon will bring back the outstanding debt principle figures (increasing) over the next three years. She will also prepare the information related to whether the street sweeper is in/out of the proposed budget when she reports back on different scenarios.

12. Adjournment – Next meeting is 5pm June 2, 2021

MOVED BY COUNCILLOR SHERMAN AND DEPUTY MAYOR P. MORTON THAT AT 9:32 PM, THE MEETING ADJOURN. MOTION CARRIED.

Mayor Abraham Zebian

Shelleena Thornton, Administrative Supervisor