



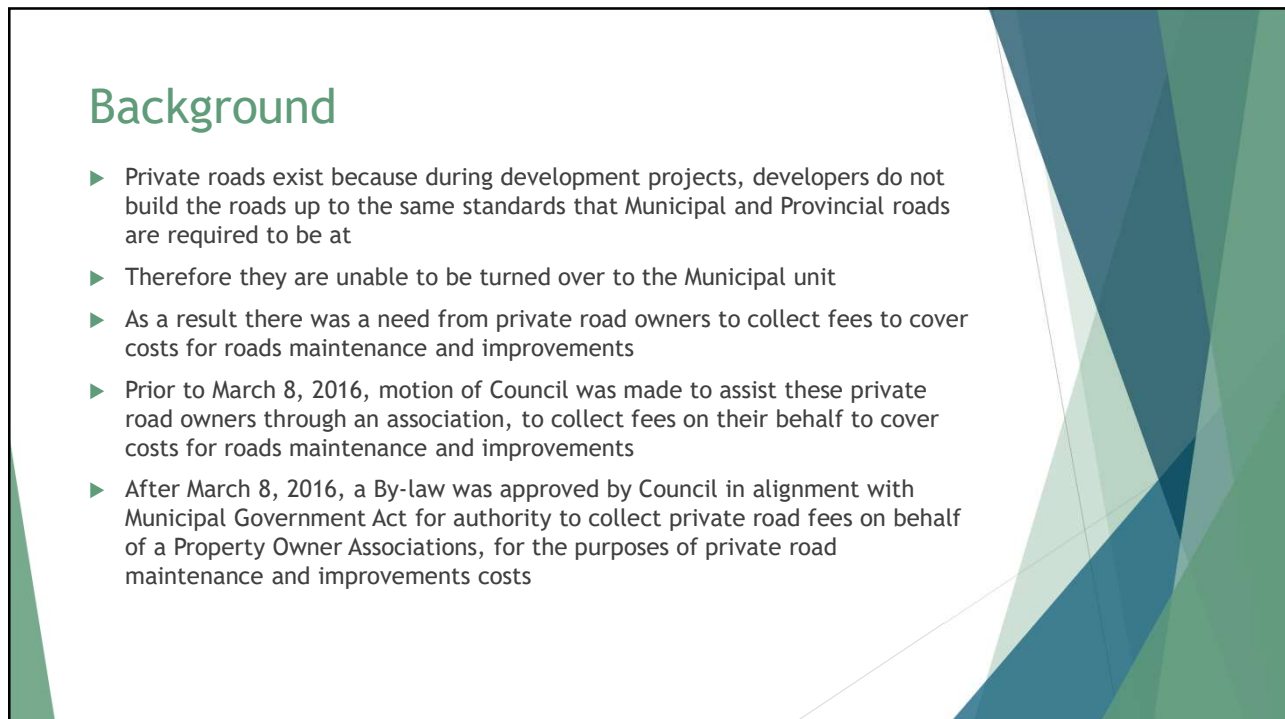
**WEST HANTS REGIONAL MUNICIPALITY
Special Committee of the Whole - Meeting Agenda
September 23, 2020, 5:30 p.m.
Virtual Meeting via Zoom & FB Livestream**

Agenda is subject to change due to additions that may not be able to be reflected until after the meeting.

1. Call to Order
2. Roll Call
3. Announcements
4. Approval of the Agenda, including additions or deletions
5. Declaration(s) of Conflict of Interest
6. New Business
 - a) Private Owners' Association Review
7. Next Meeting Date / Adjournment



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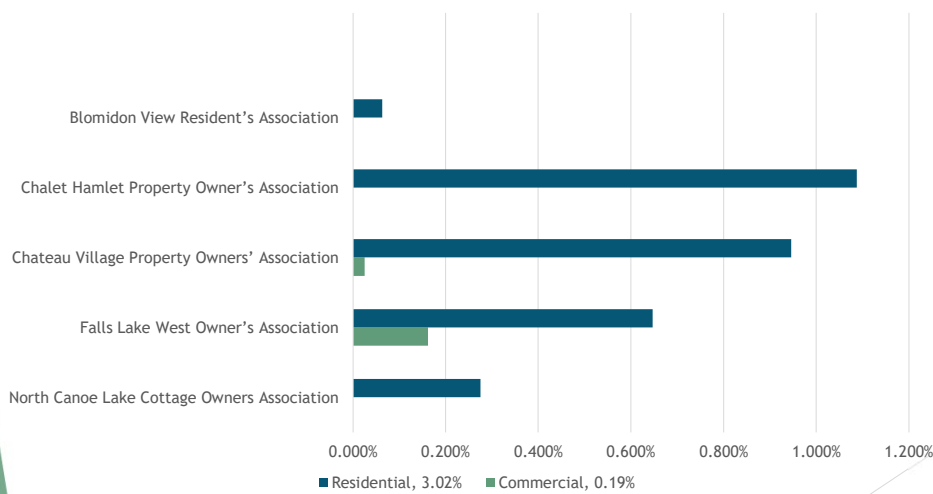
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Agreements

- ▶ Following that approval agreements were established with each Property Owners Association to collect fees on their behalf:
 - ▶ Falls Lake West Owners Association - April 18, 2016
 - ▶ North Canoe Lake Cottage Owners Association - March 27, 2017
 - ▶ Blomidon View Resident's Association - June 3, 2016
 - ▶ Chateau Village Association - April 8, 2016
 - ▶ Chalet Hamlet Property Owners Association - March 24, 2016

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Percentage of Total Assessment



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Services

- ▶ No. of Associations: 5
- ▶ Fee Structure: 10% on POA's Collected Fees
- ▶ No. of Remittance: 10
- ▶ Additional Services:
 - ▶ Provide a listing with each remittance on collection status, contact information, etc.
 - ▶ Provide expertise and support with collections and inquiries
 - ▶ Provide security through guaranteed collection
- ▶ Annual Requirements (Jan 31st):
 - ▶ Annual budget and minutes meeting called by the Association for approval of the budget by majority
 - ▶ Proof of good standing at the Registry of Joint Stocks
 - ▶ Financial Statements for preceding fiscal year
 - ▶ Charge area and method of calculating charge
 - ▶ Copies of amendments to the By-law of the Associations

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Income	
Association Fees (20 lots x \$500 per lot)	\$ 10,000
Other Revenue	\$ 2,000
Total Revenue	\$ 12,000

Expenses	
Administrative	
Taxes	\$ 500
Renewal (JS)	\$ 50
Operational	
Snow Removal	\$ 3,000
Maintenance	\$ 7,450
Administrative Collection Fee ((\$10,000 x 10%)	\$ 1,000
Total Expenses	\$ 12,000

Sample - POA Budget & Fees

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Costs of Service

- ▶ Tax Clerk \$4,400 per year, plus \$2,950 - \$3,150 per association per year for other staff and resources to offset the cost involved in billing, collecting and forwarding the fees. Variance is due to variance in payment option, additional services requested by association
- ▶ Total collected based on 10% of POA's fees
 - ▶ Falls Lake West Owners Association - \$3,421.25 (119 accounts)
 - ▶ North Canoe Lake Cottage Owners Association - \$431.88 (44 accounts)
 - ▶ Blomidon View Resident's Association - \$325.50 (17 accounts)
 - ▶ Chateau Village Association - \$6,303.96 (130 accounts)
 - ▶ Chalet Hamlet Property Owners Association - \$8,661.00 (203 accounts)
- ▶ Total cost \$19,400 per year, less collected Administration fee of \$19,143.59, resulting in a variance of **-\$256.41**

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Comparison to Other Municipal Units

Municipality of East Hants

- ▶ No. of Associations: 21
- ▶ Fee Structure: 5% on POA's total annual operating budget for all activities and services
- ▶ No. of Remittance: 2
- ▶ Additional Services:
 - ▶ Provided a listing of properties for each road and maps
- ▶ Annual Requirements (Jan 31st):
 - ▶ Annual budget and minutes meeting called by the Association for approval of the budget by majority
 - ▶ Proof of good standing at the Registry of Joint Stocks

Municipality of the County of Kings

- ▶ No. of Associations: 13
- ▶ Fee Structure: 4% on POA's collected fees
- ▶ No. of Remittance: 2
- ▶ Additional Services:
 - ▶ Provided a listing of properties, with contact information
- ▶ Annual Requirements (May 1st):
 - ▶ Charge area and method of calculating charge
 - ▶ Annual budget in support of the charge, including Administration Fee
 - ▶ Financial Statements for preceding fiscal year
 - ▶ Proof of good standing under Society Act

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Options

The following may be considered, pending POA decision and Council approval:

- ▶ Status quo
- ▶ Change in service, resulting in a reduction of the fee presentation
- ▶ Reduce the fee, and ask West Hants Regional Council to subsidize shortfall through the general tax rate
- ▶ Termination the service

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Next Steps

- ▶ Association's Representative take this information back to their board to discuss level of services and costs
- ▶ Membership vote if needed, per Association's By-laws
- ▶ Consultation with Director, Financial Services
- ▶ Report to Council with requested changes to the Property Association agreements
- ▶ Establish new agreements with reflected changes
- ▶ Resolutions for each association presented to Council during 2020-21 budget deliberations

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