

Sheralee Mitchell-MacEwan

From: Kim Ramsay
Sent: Wednesday, January 24, 2024 5:57 PM
To: Sheralee Mitchell-MacEwan
Subject: FW: Arrowhead Park: 2024 Budget Submission and Special Request

Please post.

Where the Bylaw says we are exempt from paying private road fees we should have Council validate that the private road fees would be paid, as we do with the Engineered Spring property.

Kim

From: Geoff MacDonald <gmacdonald@easthants.ca>
Sent: January 4, 2024 5:09 PM
To: Kim Ramsay <kramsay@easthants.ca>
Cc: Jesse Hulsman <jhulsman@easthants.ca>; Chad Greenham <cgreenham@easthants.ca>; Wade Tattrie <wtattrie@easthants.ca>; Janice Taylor <jtaylor@easthants.ca>; Adam Clarkson <aclarkson@easthants.ca>; Sheralee Mitchell-MacEwan <smacewan@easthants.ca>
Subject: RE: Arrowhead Park: 2024 Budget Submission and Special Request

Hi Kim,

I have noted below the revenue from private road admin fees for the current year:

PRIVATE ROAD NAME	Budget Request	Admin Fee
ARROWHEAD PARK	\$ 28,582.90	\$ 1,429.15
BEAVER RIDGE	\$ 21,160.00	\$ 1,058.00
BELLFIELD LANE	\$ 2,285.71	\$ 114.29
CANAVAN DRIVE ROAD ASSOCIATION	\$ 5,714.29	\$ 285.71
COCKSCOMB LAKE ASSOCIATION	\$ 20,400.00	\$ 1,020.00
COLES ROAD MAINTENANCE ASSOCIATION	\$ 9,142.86	\$ 457.14
DYKE ROAD MAINTENANCE SOCIETY	\$ 2,100.00	\$ 105.00
EDWARD DRIVE LANDOWNERS' ASSOCIATION	\$ 15,333.33	\$ 766.67
HEMLOCK COURT ROAD ASSOCIATION	\$ 9,047.62	\$ 452.38
LAKEFIELD DRIVE HOMEOWNERS ASSOCIATION	\$ 4,523.81	\$ 226.19
LEWIS LAKE COVE ROAD ASSOCIATION	\$ 9,714.29	\$ 485.71
LILY LAKE GROUP ASSOCIATION	\$ 8,000.00	\$ 400.00
LILY LAKE ROAD ASSOCIATION	\$ 12,333.33	\$ 616.67
LILY LAKE WOODS ROAD ASSOCIATION	\$ 3,192.00	\$ 159.60
PARTRIDGE LANE	\$ 25,904.76	\$ 1,295.24
PENTZ LAKE	\$ 16,666.67	\$ 833.33
PIGOTT LAKE	\$ 22,421.43	\$ 1,121.07
RUSSELL MCKEEN DRIVE ROAD ASSOCIATION	\$ 5,200.00	\$ 260.00
TANGLEWOOD DR.	\$ 18,666.67	\$ 933.33
TRACY DR	\$ 9,714.29	\$ 485.71
WATERVIEW DRIVE HOME OWNERS ASSOCIATION	\$ 8,666.67	\$ 433.33
WELSH POINT ROAD COMMITTEE	\$ 32,000.00	\$ 1,600.00
WOODLAND PARK DRIVE PROPERTY OWNERS	\$ 7,428.57	\$ 371.43
Total	\$ 298,199.20	\$ 14,909.96

In terms of the amount of time to administer the roads, the following would be what typically happens through the year:

December – February: Start to receive and review budgets from each association. Generally they are in good order and come with required information, however, there is some questions and follow up required with some. In total, I would estimate that getting all budgets in, reviewed, reconciled and entered into the spreadsheet would take 15 to 25 hours.

March – Planning will send us updated mapping and account listings for the next fiscal year. I will review and incorporate these into the existing master spreadsheets. Jenna and Tamara will then review the list of private roads and check SAP to ensure all appropriate updates are made for the next tax billing period and that the SAP data matches what Planning provides us with. This can take 4 to 6 hours.

April – We would prepare the letters to each private road showing what the payment amount will be for the two payouts in June and November. This would take 2 to 3 hours.

June – Complete a final reconciliation of the spreadsheet and ensure all numbers match up with the GLs in SAP. Prepare the cheque requests and have them processed. This would take 2 to 3 hours of my time, plus Wade’s time to review and time for Janice’s team to process in SAP and issue the payments.

Late October/ early November – Prepare the second payment run – the same process as above as well, there is a final review done of the GLs to ensure everything was paid out.

Throughout the year we will also take calls on private roads, which are generally infrequent, however, when an issue arises, it can be quite time consuming to manage, for example, we had one resident recently disputing having to pay private road fees when she owned two properties on the same road. We had several phone calls and e-mail exchanges over a couple of weeks and I then referred her on to Planning to further assist. We will also occasionally have residents who have disputes with their associations and those issues tend to sometimes drag on for long periods of time – for example we have one resident who has been disputing his private road fee going back many years and continues to do so.

When setting up a new private road, there is a fair bit of work involved from Finance’s end as we have to setup and test a new GL and involve SAP to setup new operands and eventually test and add those to the impacted tax accounts. This can take 6 to 10 hours, depending on the amount of properties involved. There is also meetings involved with Planning as the roads are getting setup. These meetings can vary in length depending on the size of the road and any complexities.

In addition to the above, there is also the work down outside of Finance by Planning, which Louise coordinates. They manage the mapping and setup of the road itself. They would also handle any non-financial inquiries and changes and are heavily involved in the initial setup of the private roads. If needed, I can talk to Louise and get a breakdown of what occurs at her end and how much time is involved.

This was my first year being involved in the process, as Janice previously managed this. Janice is included here and can add any additional information she feels might be of importance.

Cheers,

Geoff



Geoff MacDonald
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Municipality of East Hants
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EAST HANTS

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