



**MUNICIPALITY of the
COUNTY of KINGS
SPECIAL COUNCIL
Tuesday, July 16, 2024 Following
COTW
AGENDA**

**Video Recording Times Noted in Red
Video is available [here](#).**

1. Roll Call **2:25:12**
2. Approval of Agenda **2:26:50** Page 1
3. Disclosure of Conflict of Interest Issues None
4. Approval of Minutes **2:27:50**
 - a. July 2, 2024 Council Page 2
 - b. July 4, 2024 Special Council Page 11
5. Business Arising from Minutes **None**
 - a. July 2, 2024 Council Page 2
 - b. July 4, 2024 Special Council Page 11
6. Administration
 - a. Amendments to Policy FIN-05-002: Council and Committee Remuneration (adoption) **2:29:00** Page 14
 - b. Policy PRO-10-005: Fire and Emergency Services Providers Funding Policy (adoption) **2:29:57** Page 17
7. Financial Services
 - a. By-law 93: Private Road Maintenance & Improvement Charge (second reading) **2:32:40** Page 25
8. Planning & Development
 - a. Application for rezoning in Coldbrook (File # 24-03) (presentation) **2:34:56**
9. Recommendations from Committee of the Whole July 16, 2024 **2:54:35**
 - a. Proclamation Requests for August through to October 2024
 - b. Policy ADMIN-01-023: Council Conference Attendance and Professional Development (notice)
 - c. By-law 111: Police Advisory Board (first reading)
 - d. Policy ADMIN-01-024: Asset Naming (notice)
 - e. Policy HR-06-023: Respectful Workplace Policy (notice)
 - f. By-law 113: Deed Transfer Tax (first reading)
 - g. Award of Contract # 24-13: Lift Station Upgrades
 - h. By-law 112: Property Assessed Clean Energy Program (first reading)
10. Other Business None
11. Comments from the Public **3:06:03**
12. Closed Session
 - a. Approval of Council Closed Session Minutes: June 18, 2024
 - b. Contract Negotiations
13. Adjournment **3:08:17**

THE MUNICIPALITY OF THE COUNTY OF KINGS
MUNICIPAL COUNCIL
Tuesday, July 2, 2024
DRAFT MINUTES

**Meeting Date
and Time**

A meeting of Municipal Council was held on Tuesday, July 2, 2024 at 7:00 p.m. following a Public Hearing in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

1. Attendance

All Members of Council were in attendance, with the exception of Councillors Davison and Hirtle.

Results for Roll Call

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Trish Javorek, Director, Planning & Inspections
- Scott MacKay, Revenue Manager
- Laura Mosher, Manager, Planning & Development
- Alice Jacob, Planner
- Samuel Lopez Matos, Inclusive Communities Summer Intern
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Granger and Councillor Burgess, that Council approve the July 2, 2024 agenda as circulated.

Motion Carried.

RC-2024-07-02-106

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

3. **Disclosure of Conflict of Interest Issues** No Conflict of Interest issues were declared.

4. **Approval of Minutes**

- 4a. [June 4, 2024 Council and June 18, 2024 Special Council](#) On motion of Councillor Allen and Councillor Harding, that the minutes of the June 4, 2024 Council and June 18, 2024 Special Council meetings be approved as circulated.

Motion Carried.

RC-2024-07-02-107

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

5. **Business Arising from Minutes**

- 5a. [June 4, 2024 Council](#) There was no business arising from the June 4, 2024 minutes.

- 5b. [June 18, 2024 Special Council](#) There was no business arising from the June 18, 2024 minutes.

6. **Planning and Development Services**

- 6a. [Application to Discharge a Development Agreement from the Property at 2214 Gaspereau River Road \(PID: 55458400\), Avonport](#) Alice Jacob, Planner, presented the report as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Allen and Deputy Mayor Lutz, that Municipal Council approve the discharge of the Development Agreement registered on March 17, 2008 between Synergy Agri Group Inc. of Avonport, Nova Scotia and the Municipality of the County of Kings, from the lands located at 2214 Gaspereau River Road (PID 55458400), Avonport, as described in Appendix A of the report dated July 2, 2024.

Motion Carried.

RC-2024-07-02-108

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For

District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

7. [Planning Advisory Committee Recommendations May 14, 2024](#)

7a-1. **Application for rezoning in Coldbrook (File # 24-03)**

Councillor Armstrong, Chair of the Planning Advisory Committee, presented the recommendations as attached to the July 2, 2024 Council agenda.

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give Second Reading to the application to rezone a portion of the property located at 2809 Lovett Road (PID 55159925), Coldbrook from the Residential One and Two Unit (R2) Zone to the Residential Mixed Density (R3) Zone, as described in Appendix E of the report dated May 14, 2024.

Motion Tabled.

On motion of Councillor Burgess and Councillor Allen, that Municipal Council table the application to rezone a portion of the property located at 2809 Lovett Road (PID 55159925), Coldbrook from the Residential One and Two Unit (R2) Zone to the Residential Mixed Density (R3) Zone, until further information is received from staff regarding what could be built on the property.

Motion Carried.

RC-2024-07-02-109

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

7b. **Application for rezoning in Kingston (File #24-02)**

On motion of Councillor Armstrong and Councillor Allen, that Municipal Council give Second Reading to the application to rezone 543 Windsor Street (PID 55110423), Kingston from the Residential One Unit (R1) Zone to the Residential One and Two Unit (R2) Zone to enable the development of a two unit dwelling as described in Appendix C of the report dated May 8, 2024.

Motion Carried.

RC-2024-07-02-110

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For

District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

7c. **Next Public Hearing Date**

It was noted that the date of the next Public Hearing was to be decided.

8. **Administration**

8a. **[Proclamation Requests for the Month of July 2024](#)**

Samuel Lopez Matos, Inclusive Communities Summer Intern, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

Disability Pride Month

On motion of Councillor Granger and Councillor Burgess, that Municipal Council proclaim July 2024 as “Disability Pride Month” across the Municipality of the County of Kings.

Motion Carried.

RC-2024-07-02-111

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

International Non-Binary People's Day

On motion of Councillor Burgess and Councillor Granger, that Municipal Council proclaim July 14, 2024 as “International Non-Binary People's Day” across the Municipality of the County of Kings.

Motion Carried.

RC-2024-07-02-112

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

8b. [Amendments to Policy
FIN-05-002: Council and
Committee
Remuneration \(notice\)](#)

Janny Postema, Municipal Clerk, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Harding, that Municipal Council provide seven days' notice, per s. 48(1) of the *Municipal Government Act*, to adopt amendments to Policy FIN-05-002: Council and Committee Remuneration, to take effect with the Council elected in October 2024, in accordance with the July 5, 2022 Council motion and as outlined in the July 2, 2024 Request for Decision.

Motion Carried.

RC-2024-07-02-113

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

9 Financial Services

9a. [Guarantee Resolution:
Valley Region Solid
Waste-Resource
Management Authority](#)

Greg Barr, Director, Finance & IT, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council approve the Valley Region Solid Waste-Resource Management Authority Municipal Partner Guarantee Resolution, as detailed in Appendix A attached to the Request for Decision dated July 2, 2024, in the amount of \$1,284,421.

Motion Carried.

RC-2024-07-02-114

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

9b. [Approval of 2024-25
Hantsport Fire
Department Capital
Budget](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Allen and Councillor Harding, that Municipal Council approve the Capital Budget of the Hantsport Volunteer Fire Department for the fiscal year 2024/25 as attached to the July 2, 2024 Request for Decision in the amount of \$215,674.

Motion Carried.

RC-2024-07-02-115

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

9c. [Fire and Recreation
Area Rates](#)

Scott MacKay, Manager of Revenue, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

On motion of Deputy Mayor Lutz and Councillor Burgess, that Municipal Council approve the levying, collection and remittance of the Area Rates as shown in Appendix A: Area Rates 2024/25 and approve the 4% administration fee charged against the area rates collected in Appendix B: Area Rates for Fire Commissions 2024/25 as attached to the July 2, 2024 Request for Decision.

Motion Carried.

RC-2024-07-02-116

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

10. **Recommendation from the Fire Services Advisory Committee June 20, 2024**

10a. [Policy PRO-10-005: Fire
and Emergency](#)

Rob Frost, Deputy CAO, presented the Request for Decision as attached to the July 2, 2024 Council agenda and provided a [presentation](#).

[Services Providers
Funding Policy \(notice\)](#)

On motion of Councillor Granger and Councillor Burgess, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt Policy PRO-10-005: Fire and Emergency Services Providers Funding as attached to the July 2, 2024 Request for Decision.

Motion Carried.

RC-2024-07-02-117

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

11. Board and Committee Reports

- 11a. Annapolis Valley Trails Coalition Board Deputy Mayor Lutz provided a verbal report.
- 11b. Annapolis Valley Regional Library Board Deputy Mayor Lutz provided a verbal report on the Board's AGM in June.
- 11c. Kentville Joint Fire Services Committee Councillor Burgess provided a verbal report.
- 11d. Joint Accessibility Advisory Committee Councillor Burgess provided a verbal report and noted that accommodations for members of the public to attend meetings could now be requested.
- 11e. Kings Regional Rehabilitation Board Councillor Harding provided a brief verbal report.
- 11f. [Committees of Council](#) For information.
- 11g. [External Boards and Committees](#) For information.

On motion of Councillor Allen and Deputy Mayor Lutz, that Municipal Council receive the Board and Committee Reports as provided verbally on July 2, 2024 for information.

Motion Carried.

RC-2024-07-02-118

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For

District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

12. **Correspondence**

Mayor Muttart presented the correspondence as attached to the July 2, 2024 Council agenda.

On motion of Councillor Burgess and Councillor Armstrong, that Municipal Council receive the correspondence as attached to the July 2, 2024 agenda for information.

Motion Carried.

RC-2024-07-02-119

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

12a. [Municipal Affairs and Housing 12-Months' Notice Letter to NSFM](#) For information.

12b. [Brigadoon Village Thank you](#) For information.

12c. [Never Forgotten National Memorial Foundation](#) For Information.

12d. [Kings County Seniors' Safety Society Annual Report](#) For information.

12e. [Kings Historical Society Thank You](#) For information.

13. **Other Business** There was no other business to come before Council.

14. **Comments from the Public** Two members of the public were present but did not provide comments.

15. **Adjournment** **On motion of Councillor Allen and Councillor Granger, there being no further business, the meeting adjourned at 8:42 p.m.**

Motion Carried.**RC-2024-07-02-120****Results**

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	For
District 8	Kevin Davison	-
District 9	Peter Allen	For

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Results Legend	
-	Absent
COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.

THE MUNICIPALITY OF THE COUNTY OF KINGS
SPECIAL MUNICIPAL COUNCIL
Thursday, July 4, 2024
DRAFT MINUTES

**Meeting Date
and Time**

A special meeting of Municipal Council was held on Thursday, July 4, 2024, at 6:00 p.m. by videoconference.

The meeting was held in conjunction with the Councils of the Municipality of the County of Annapolis, Town of Annapolis Royal, Town of Berwick, Municipality of Digby, Town of Kentville, Town of Middleton, and the Town of Wolfville.

1. Attendance

All Members of Council were in attendance, with the exception of Deputy Mayor Lutz and Councillors Davison and Killam, with notice.

Results for Roll Call

For 7

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	-
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Granger and Councillor Burgess, that Council approve the July 4, 2024 agenda as circulated.

Motion Carried.

SC-2024-07-04-071

Results

For 7

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	-
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	For

3. **Amending Agreement
Interim Valley Waste and
Kings Transit IMSA**

Mayor Muttart presented the Request for Decision as attached to the July 4, 2024 Council agenda and provided a [presentation](#).

On motion of Councillor Harding and Councillor Allen, that Council authorize the execution of an Amending Agreement to the 2021 Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority Interim Intermunicipal Service Agreement as detailed in the related July 4, 2024 Request for Decision.

Motion Carried.

SC-2024-07-04-072

Results

For 7

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	-
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	For

4. **Adjournment**

There being no further business, the meeting adjourned at 6:25 p.m.

Motion Carried.

SC-2024-07-04-073

Results

For 7

Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	-
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	For

Approved by:

Peter Muttart
Mayor

Janny Postema
Municipal Clerk/Recording Secretary

Results Legend	
-	Absent

COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.



Municipality of the County of Kings

Council and Committee Remuneration Policy

Policy Category	Finance	Most Recent Amendment	Council Adoption Date
First Council Approval	April 6, 1999	Future Review Date	+ 2 Years

1. Purpose

The Municipality of the County of Kings ("the Municipality") will provide fair remuneration for work and contributions of members of Council and citizens appointed to Committees, Boards, and Corporations established by Council.

2. Scope

This Policy applies to all members of Council (Mayor, Deputy Mayor, and Councillors) and citizens appointed by Council to any Committee, Board, or Corporation established by Council.

3. Policy Statements

3.1 Sections 23, 24, and 202 of the *Municipal Government Act* provide that Council may establish policies for remuneration of all members of Council and citizens appointed by Council to any Committee, Board, or Corporation established by Council.

3.2 Municipal Council recognizes the importance of adequate remuneration for members of Council and citizen appointees that reflects the duties and responsibilities of these individuals.

Remuneration for Elected Officials

3.3 The Mayor, Deputy Mayor, and Councillors shall have annual remuneration as follows (as of ~~January 1, 2025~~ the Council elected in October 2024):

Mayor	\$95,150
Deputy Mayor	\$62,875
Councillors	\$53,285

3.4 The remuneration established in Section 3.3 of this Policy is exclusive of any optional benefits a Member of Council may choose to receive at cost.

3.5 Where a Council member is appointed by the Council to a Board, Commission, or Body Corporate, or is otherwise appointed as a representative of the Municipality, any remuneration from that position, excluding reimbursement of expenses, shall be paid to the Municipality (s.23(2) *Municipal Government Act*).

Consumer Price Index Annual Adjustment to Remuneration

3.6 The remuneration established in Section 3.3 of this Policy shall be annually adjusted by

DRAFT

the December year-over-year Nova Scotia Consumer Price Index rate for all products as determined by Statistics Canada.

- 3.7 Notice of the Consumer Price Index adjustments to remuneration for members of Council shall be calculated and applied by the Director of Finance & IT.

Allowable Expenses for Elected Officials

- 3.8 The Municipal Council sets the maximum amount of remuneration allowable for expenses incidental to the discharge of duties for expenses at 20% of the total remuneration provided to Council.

Deductions for Missed Meetings

- 3.9 Should any member of Council not attend a meeting of Council or a Committee to which they have been appointed by Council, their regular remuneration shall be deducted by \$50.00 for each unexcused absence after three absences.
- 3.10 If the member of Council is attending a Council, Committee, Corporation, or Board meeting, conference, or seminar held simultaneously to another meeting, there shall be no deduction.

Honoraria for Citizen Members

- 3.11 The honorarium for any citizen appointed to a Corporation, Committee, or Board who has been appointed by Council and is not a member of Council, and is not otherwise remunerated by the Corporation, Committee, or Board shall be set at \$100 per meeting to a maximum of \$1,300 per year.
- 3.12 Honoraria shall be based on actual meeting attendance in accordance with any committee-related by-laws and policies of Council.
- 3.13 Exceptions to Section 3.11 include:

Audit & Finance Committee	\$400 per meeting to a maximum of \$1,200 per year
Kings Regional Rehabilitation Centre	\$450 per quarter, or as determined by the Board of the Kings Regional Rehabilitation Centre

Mileage Reimbursement for Citizen Members

- 3.14 Citizen members appointed by Council who are not Members of Council shall be reimbursed for mileage at the Province of Nova Scotia's rate per kilometre.

4. Responsibilities

- 4.1 Council will:
- 4.1.1 ensure the Municipality has a current and comprehensive Policy to address remuneration for members of Council and citizen appointees to Committees, Corporations, and Boards; and
 - 4.1.2 review and amend this Policy as required.
- 4.2 The Chief Administrative Officer will:
- 4.2.1 implement this Policy; and
 - 4.2.2 identify and propose revisions to this Policy.

5. Amendments

Date	Amendments
October 5, 2004	
June 7, 2005	
May 2, 2006	
March 4, 2008	
May 20, 2008	
May 5, 2009	
August 4, 2009	
August 2, 2016	
June 5, 2018	
November 6, 2018	
2024	Migration to new template. Update figures per July 5, 2022, Council motion adjusted by CPI. Addition of governing legislation for Council to establish remuneration policies.



Municipality of the County of Kings

Fire and Emergency Services Providers Funding Policy

Policy Category	Protective Services	Most Recent Amendment	
First Council Approval	Council Meeting Date	Future Review Date	Approval + 1 year

1. Purpose

To establish the authority to require each Fire Department, fire commission, and other Emergency Services Provider to enter into a funding agreement with the Municipality.

The funding agreement establishes the principles and processes that ensure each receives their annual operational funding allocation in a consistent and equitable manner, subject to all current legislation and the Municipal Procurement Policy.

The funding agreement also sets out the circumstances under which the Municipality may consider requests for assistance with capital expenditures.

2. Scope

This policy applies to the annual operational funding of all Fire Departments, fire commissions, and other Emergency Services Providers that serve the Municipality of the County of Kings unless specifically excluded.

This policy is a companion policy to the Fire and Emergency Services Providers Registration Policy and the Fire and Recreation Area Rates Policy.

3. Definitions

3.1 **Capital Expenses:** as defined in the Municipal Tangible Capital Asset Policy are non-financial assets having physical substance that are acquired, constructed, or developed and

- are held for use in the production or supply of goods and services;
- have useful lives extending beyond the fiscal year;
- are intended to be used on a continuing basis; and
- are not intended for sale in the ordinary course of operations.

3.2 **Fire Department:** an organization incorporated either as a Society under the *Societies Act* or as a Commission under the *Rural District Fire Act* or owned by a Municipality or Village and having as its object the provision of fire and emergency services to the citizens of Kings County.

3.3 **Fire and Emergency Services Providers:**

All Fire Departments, commissions, societies, and search and rescue organizations operating within the Municipal boundaries.

- 3.4 **Fire and Emergency Services Providers Registration Policy** (PRO-10-003): policy that establishes a registration process for Fire Departments and Emergency Services Providers.
- 3.5 **Fire Funding Agreement:** a contract between the Fire Department or Emergency Services Provider and the Municipality, and other parties as required, which sets out the duties and responsibilities of the Fire Department or Emergency Services Provider, calculates the amount of annual operational funding, and the requirements that must be satisfied by the Fire Department or Emergency Services Provider to receive that funding. It also outlines the process for Fire Department and Emergency Services Providers requests for assistance with capital expenditure funding.
- 3.6 **Fire and Recreation Area Rates Policy:** provides the framework for establishing and administering fire area rates.
- 3.7 **Municipality:** means the Municipality of the County of Kings.
- 3.8 **Mutual Aid:** calls to and from other Fire Departments to render assistance, as outlined in the Municipality of Kings Mutual Aid Fire Fighting Agreement, as amended from time to time.
- 3.9 **Operating Expenses:** funds utilized by Fire Departments and Emergency Services Providers to support normal fire and emergency operations. These funds are to be used for such things as building and vehicle maintenance, including heating fuel, vehicle fuel, utilities, insurance, office supplies, communication, advertising, equipment maintenance, firefighter clothing, training and similar type expenses used to support daily operations. The amount of operational funding will be determined and set out in the funding agreement. For consistency in budgeting, a list of revenue and expense categories is attached as Appendix "A".

4. Policy Statements

- 4.1 The Municipality of the County of Kings recognizes the importance of fire and emergency services provided by the volunteer departments and commissions to the residents, businesses, and institutions within the Municipality, and supports their annual operation and capital development by providing annual operational funding, and in some cases, capital funding.
- 4.2 Operational costs of Fire Departments and Emergency Services Providers will continue to be provided through the general tax rate as approved by Municipal Council pursuant to s.75 of the *Municipal Government Act*. The fund will be determined by agreement between the parties.
- 4.3 The Council may require proof of compliance with any legislation or policies of the Municipality before advancing funds to a Fire Department or Emergency Services Provider.
- 4.4 Any Fire Department or Emergency Services Provider failing to comply with any applicable legislation, the Policy, and/or the conditions set out in the resulting funding agreement shall have future instalments from the Municipality withheld until such time as all conditions are met.

- 4.5 This policy requires that all Emergency Services Providers be a society under the *Societies Act* of Nova Scotia, a company under the *Companies Act* of Nova Scotia, or a body corporate pursuant to other legislation.

General Statements

- 4.6 In all activities and undertakings, the Municipality and those Fire Departments, Emergency Services Providers, and service commissions to which this Policy applies, shall also be subject to requirements of the *Municipal Government Act* (MGA) and other pertinent legislation.
- 4.7 The MGA sets out the authority of the Municipality as follows:
- (1) *The council may make policies respecting full-time, volunteer and composite fire departments and emergency service providers in the municipality.*
 - (2) *Policies for fire departments and emergency service providers may include*
 - (a) *requirements and procedures for registration;*
 - (b) *personnel policies with respect to those members who are employees of the municipality;*
 - (c) *the manner of accounting to the council for the use of funds provided by the municipality;*
 - (d) *an annual meeting to report to the public respecting fire and emergency services;*
 - (e) *such other matters as are necessary and expedient for the provision of emergency services in the municipality.*
 - (3) *The council may require proof of compliance with its policies before advancing any funds. 1998, c. 18, s. 296.*

Agreements with Emergency Services Providers & Commissions

- 4.8 To ensure fairness and consistency, the Municipality will enter into funding agreements with each Fire Department, commission, Emergency Services Provider, and other parties as required, providing service within the Municipality. Such agreements shall uphold the statements of this Policy, will set out a mechanism for calculating annual funding increases throughout the term of the contract, and will include a consistent honorarium for all firefighters and Emergency Services Providers covered by this Policy.
- 4.9 The amount of funding received will be determined on an individual basis based on contract discussions.

Values of Funding and Agreements with the Municipality

- 4.10 In all financial, contractual, and governance arrangements and agreements between the Municipality and Fire Department or Emergency Services Provider, none may be in opposition to the values of the Municipality's Strategic Plan.

Procurement

- 4.11 The Municipality will require that all Fire Departments and Emergency Services Providers to which the Policy applies shall ensure that all procurement of goods and services is carried out in a fair, open, consistent, and transparent manner. The Municipality encourages Fire Departments to obtain their loans through the Municipal Finance Division

of the Nova Scotia Department of Finance and Treasury Board. The intent of this part is to provide the best value to rate payers at the least cost.

- 4.12 Fire Departments and Emergency Services Providers shall follow Nova Scotia's procurement policies as updated from time to time. Fire Departments and Emergency Services Providers must consult with the Municipality to determine how the goods or services will be tendered when the anticipated cost exceeds the greater of \$133,800, or the current threshold amount established for Municipalities, Academic Institutions, Schools, and Hospitals (MASH) Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.
- 4.13 As part of any assistance with capital expenditures, the Municipality will require Fire Departments and Emergency Services Providers to submit to the Municipality a five (5) year capital plan.

Capital Expenditures

- 4.14 Funding for capital expenditures is primarily attained through the Municipality's Area Rate Policy, or the *Rural Fire District Act*. However, in an extraordinary circumstance should a Fire Department or Emergency Services Provider covered under this policy anticipate incurring or being contractually bound to incur an unbudgeted capital expenditure it may request assistance with funding or in obtaining temporary financing from the Municipality to be recaptured from a future capital rate.
- 4.15 Fire Departments and Emergency Services Providers will provide the Municipality with whatever information the Municipality deems necessary to assess the reasonableness of the proposed capital expenditure and the proposed financing before any assistance is provided.

Loan Guarantees

- 4.16 For capital expenditures requiring a loan, the Municipality may consider requests for a loan guarantee to be approved by Municipal Council. The Fire Department would be required to provide whatever information the Municipality deemed necessary to consider a request for a loan guarantee. Any guarantee provided would be on conditions as stipulated by the Municipality and where the Municipality has determined that it would not create undue risk or liability for the Municipality.
- 4.17 The Municipality of the County of Kings shall guarantee loans at the request of a registered fire and Emergency Services Provider, subject to the other provisions of this Policy, and if by agreement, Council being satisfied that:
- (1) The purpose of the loan is for the fire hall or equipment that is not unduly duplicative of other fire halls and equipment available within or near the Municipality; and
 - (2) the guarantee will not create undue risk or liability for the Municipality.
- 4.18 In considering guarantees, the Municipality shall undertake financial analysis of the impact on the Municipality's obligations under the *Municipal Government Act* and any policies of the Municipality.

- 4.19 The Municipality shall only consider guarantees for capital purchases in excess of the greater of \$133,800, or the current threshold amount established for MASH Goods under the Canadian Free Trade Agreement, unless otherwise dictated by Agreement.
- 4.20 All loans for which the Municipality provides a guarantee, shall be of a fixed term.
- 4.21 Council may require the Fire Department or Emergency Services Provider to provide budgets, financial statements, proof of how the Fire Department or Emergency Services Provider has fulfilled requirements of the *Municipal Government Act*, or other supporting materials for the loan guarantee request.
- 4.22 It shall be at the sole discretion of Council to limit the number of loan guarantees issued to Fire Departments or Emergency Services Providers at any one time.
- 4.23 Guarantees may be granted up to a maximum of 0.25% of current taxable assessment of the fire area plus \$1,000,000. This maximum is based on the Municipality's share of all outstanding debt. (Appendix "B")
- 4.24 Notwithstanding s. 4.24 above, where there is the requirement that Municipal Council passes a guarantee resolution for Fire Departments receiving debentures directly from the Department of Finance and Treasury Board (formerly the Nova Scotia Municipal Finance Corporation), such resolution shall not be unreasonably denied.

Mutual Aid

- 4.25 In recognition that mutual aid is an essential element in emergency preparedness and response, and that such agreements enable Fire Departments to respond simultaneously and collaboratively regardless of jurisdiction, the Municipality shall require Fire Departments to be signatories to the joint mutual aid agreement.
- 4.26 The Municipality shall permit Fire Departments subject to this Policy to enter into Mutual Aid Agreements with Fire Departments outside of the Municipality who have not registered with the Municipality. If additional/supplemental mutual agreements are signed, the Municipality shall receive a copy.
- 4.27 Without limitation, mutual aid agreements shall address:
- Response to calls;
 - Requests for assistance and instances of automatic aid;
 - The authority of the Chief for any responding Fire Department;
 - Line of authority for all responding to an emergency;
 - The period of assistance for an emergency;
 - Reciprocity of mutual aid;
 - Cost recovery;
 - Claims for liability; and
 - Indemnification of responding Emergency Services Providers.

Registration

- 4.28 Per s.294 and 295 of the *Municipal Government Act*, the Municipality shall undertake the registration of a body corporate as a Fire Department or Emergency Services Provider. The Municipality shall comply with all provisions of the MGA related to registration of Fire

Department and Emergency Services Provider, and in accordance with Municipal Policy PRO-10-003 – Fire and Emergency Services Providers Registration Policy.

- 4.29 Fire Departments and Emergency Services Providers must register with the Municipality on an annual basis.

Claiming and Disbursements

- 4.30 Fire Departments and Emergency Services Providers are to complete a claim form, which is to be submitted, along with a detailed general ledger printout to the Municipality. The Municipality must receive these and the return of any previous surplus (s. 4.34) before the second and final instalment of the annual grant will be paid.
- 4.31 The Municipality may withhold payments for operational funds or capital grants in the following circumstances:
- The Fire Department or Emergency Services Providers is not current with Workers Compensation Board requirements;
 - The Fire Department or Emergency Services Provider is not registered with the Municipality as a service provider;
 - The Fire Department or Emergency Services Provider is not current with Employee Assistance Program requirements;
 - The Fire Department or Emergency Services Provider has failed to release its audited financial statement to the Municipality.
- 4.32 Fire Departments and Emergency Services Providers must agree to prepare and submit to the Municipality annually audited financial statements prepared in accordance with Canadian Generally Accepted Accounting Principles through the use of an accountant licensed to conduct audits under the Nova Scotia *Chartered Professional Accountants Act* and in accordance with Generally Accepted Auditing Standards.
- 4.33 Any surplus operating funds remaining at the close of each fiscal year will be returned to the Municipality, and available for redistribution to fire departments for operations in the following fiscal period, effectively reducing the tax burden of fire services in future years.

5. Responsibilities

- 5.1 Council will:
- 5.1.1 ensure the Municipality has a current and comprehensive Fire Service Funding Policy; and
 - 5.1.2 review and amend this Policy as required.
- 5.2 The Chief Administrative Officer will:
- 5.2.1 implement this Policy; and
 - 5.2.2 identify and propose revisions to this Policy.

6. Amendments

Date	Amendments
N/A	

APPENDIX "A" OPERATING BUDGET LINE ITEMS

Operating Revenue

Municipality of Kings Contribution
Other Municipal Contributions

Operating Expenses

Administration
Training
Legal Fees
Audit Fees
Other Professional Fees
Postage and Office Supplies
Telephone & Internet
Bank Fees
WCB
Employee Assistance Program (EAP)
Honorariums
Firefighting Clothing
Other (please specify)

Insurance

Property
Vehicle
Liability

Equipment Maintenance & Services

Fire Suppression
Rescue Equipment
Personal Protection
Equipment Repairs & Maintenance
Other (please specify)

Apparatus Maintenance

Routine Maintenance
Major Repairs
Fuel
Other (please specify)

Fire Station

Utilities
Janitorial
Snow Removal
Maintenance
Supplies
Other (please specify)

**APPENDIX “B”
FIRE GUARANTEE LIMITS**
(Updated annually with Current Assessment Information)

\$1 000 000,00 0,25%

Fire Area	2023/24 Assessment	Limit Base	Variable Limit Rate	Variable Limit	Guarantee Limit
Aylesford Fire/ Comm.	\$371,379,200	\$1,000,000	0.25%	928,448.00	\$1,928,448
Kingston Fire Commission	\$647,665,800	\$1,000,000	0.25%	1,619,164.50	\$2,619,165
Kentville Fire Department	\$1,016,795,000	\$1,000,000	0.25%	2,541,987.50	\$3,541,988
New Minas Fire	\$534,328,700	\$1,000,000	0.25%	1,335,821.75	\$2,335,822
Greenwich Fire/ Comm.	\$167,877,500	\$1,000,000	0.25%	419,693.75	\$1,419,694
Berwick Fire Commission	\$243,914,800	\$1,000,000	0.25%	609,787.00	\$1,609,787
Canning Fire Commission	\$368,343,700	\$1,000,000	0.25%	920,859.25	\$1,920,859
Wolfville Fire Department	\$299,895,300	\$1,000,000	0.25%	749,738.25	\$1,749,738
Halls Harbour Fire	\$74,618,600	\$1,000,000	0.25%	186,546.50	\$1,186,547
Hantsport Fire	\$122,007,800	\$1,000,000	0.25%	305,019.50	\$1,305,020
Waterville Fire/ Comm.	\$438,346,200	\$1,000,000	0.25%	1,095,865.50	\$2,095,866
Port Williams	\$218,127,200	\$1,000,000	0.25%	545,318.00	\$1,545,318



BY-LAW # 93

PRIVATE ROAD MAINTENANCE & IMPROVEMENT CHARGE BY-LAW

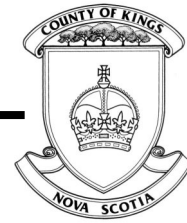
1. Purpose

Pursuant to this By-law, the Municipality of the County of Kings (Municipality) may enter into an Agreement with a Private Road Association to collect Charges for the maintenance, improvement, or Private Road Betterments.

In addition to ongoing maintenance, the Municipality encourages Private Road Associations to undertake asset management and capital planning activities (to address Private Road Betterments) as a means to ensure the ongoing serviceability of Private Roads.

2. Definitions

- 2.1 Administration Fee: a charge of 4% retained by the Municipality to offset the costs of billing, collection, and administration of a Private Road Maintenance and Improvement Charge as set out in an Agreement.
- 2.2 Agreement: a written Agreement pursuant to this By-law entered into in writing between the Municipality and a Private Road Association.
- 2.3 Applicant: a Private Road Association which submits an application to the Municipality for an Agreement.
- 2.4 Chief Administrative Officer: the Chief Administrative Officer as defined by the *Municipal Government Act* or their designate.
- 2.5 Fiscal Year: means the fiscal year of the Municipality which commences April 1 and concludes March 31 of the following calendar year.
- 2.6 Owner: an owner of land as defined by the *Municipal Government Act*.
- 2.7 Private Road: as defined by the Subdivision Regulations made pursuant to the *Municipal Government Act*, as amended from time to time, and as confirmed by a Development Officer of the Municipality.
- 2.8 Private Road Association (Association): a society registered pursuant to the *Societies Act* in good standing with the Nova Scotia Registrar of Joint Stocks.
- 2.9 Private Road Betterment: is a cost incurred to enhance the service potential of a Private Road. In general, service potential may be enhanced when there is an increase in the road's capacity to provide services, where associated operating costs are lowered, or the useful life of the road is extended.



- 2.10 Private Road Maintenance & Improvement Charge (Charge): a lienable charge, in accordance with the *Assessment Act* levied by the Municipality pursuant to an Agreement.

3. Authority

This By-law is enabled by Section 81 *Municipal Government Act*.

4. Private Road Maintenance & Improvement Charges

- 4.1 The Municipality will consider Applications from Associations for the levying of Charges.
- 4.2 Applications for an Agreement shall be submitted to the Chief Administrative Officer.
- 4.3 The Application shall:
- 4.3.1 be accompanied by a resolution of the Association that includes a description of the Charge formula and area to which the Charge is to apply with sufficient detail to allow for all necessary detail for the production and execution of an Agreement, including all items herein set out;
 - 4.3.2 provide evidence of the Applicant's good standing with the Registrar of Joint Stocks;
 - 4.3.3 include an operating (maintenance) budget, and may include capital or reserve budgets, and be accompanied by a resolution of the Association adopting the budget(s);
 - 4.3.4 include the Applicant's approved financial statements for the preceding Fiscal Year;
 - 4.3.5 detail the method of calculating the Charge, which may include different Charges determined by occupancy, or the presence or absence of a residence;
 - 4.3.6 indicate the term of the Charge(s) to be levied against properties up to a maximum of five Fiscal Years; and
 - 4.3.7 be submitted prior to May 1 of a Fiscal Year to which the Charge applies.
- 4.4 The Municipality may enter into an Agreement with the Applicant that shall remain in place until amended or terminated per terms of the Agreement.

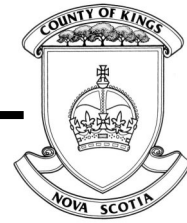
5. Administration of Private Road Maintenance & Improvement Charges

- 5.1 A provision shall be included in Agreements that require an Association to notify every property owner abutting the related Private Road of the Association's Annual General Meeting or any other meeting where the Association intends to seek approvals from its members to recommend a Charge for collection by the Municipality.

MUNICIPALITY OF THE COUNTY OF KINGS

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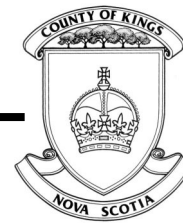
- 5.2 The Chief Administrative Officer shall levy the Charge on Owners as part of the Municipality's regular property tax billings.
- 5.3 All Charges under this By-law shall be due and payable from the date they are levied.
- 5.4 All Charges shall be due and payable per terms of Policy FIN-05-013: Interest Rate & Tax Due Date as amended from time to time.
- 5.5 The Charge and interest thereon is a first lien on the whole of the property subject to the Charge in the same manner and with the same effect as rates and taxes under *Assessment* and *Municipal Government Acts*.

6. Responsibility of the Municipality

- 6.1 The Municipality limits its involvement in Private Road maintenance and Improvements to the administration of the Charge as described in this By-law. The Municipality will not provide engineering advice or technical assistance for Private Road Maintenance or Improvements.
- 6.2 The Municipality bears no financial responsibility for any work undertaken or activities of an Association.
- 6.3 Upon written request, the Municipality shall make available to each Association a letter that details particulars of the Association's Agreement with the Municipality.

7. Effect

This By-law shall take effect commencing with the Municipality's 2023/24 Fiscal Year.



SCHEDULE A

Schedule of Charges

1. The Tupper Lake Road Maintenance Area is defined as all properties located on Tupper Lake Road, Lakeside Drive, Point Drive, Lake Drive, and Welton Court. The Municipality will:
 1. Transfer to the Tupper Lake Property Owners Association and charge to the area defined as Tupper Lake District the amount requested by the residents at a public meeting held on October 22, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 on each dwelling unit as follows:
 1. Seasonal residents \$615.00
 2. Permanent residents \$820.00
2. That the Murphy Lake Road Maintenance Area is defined as all properties containing a residence that are abutting on, and accessed by, Murphy Lake Road. The Municipality will:
 1. Transfer to the Murphy Lake Road Property Owners Association and charge to the area defined as Murphy Lake Road District, an amount requested by the residents at a public meeting held on April 30, 2024.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 on each dwelling unit as follows:
 1. Seasonal residents \$350.00
 2. Permanent residents \$495.00
3. The Aylescott Village Road Maintenance Area is defined as all properties located at Aylesford Lake on Yacht Club Road, Maple Drive, Sunrise Trail, Village Road, Loon Lane, Hilltop Lane, Aspen Drive, and properties identified as AANs 04114132, 02402637, and 00297232. The Municipality will:
 1. Transfer to the Aylescott Village Lot Owners Association and charge to the area defined as Aylescott Village Lot Owners District the amount requested by the residents at a public meeting held on August 15, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. All properties \$250.00. In the event that an owner has multiple lots, they are not to be charged for extra, undeveloped lots.
4. The North Lake Paul Road Maintenance Area is defined as all properties on North Lake Paul Road, Serenity Lane, and Raven Crest Road as PID 55526370 to PID 55126692. The Municipality will:
 1. Transfer to the North Lake Paul Road Lot Owners Association and charge to the area defined as North Lake Paul Road District the amount requested by the residents at a public meeting held on April 30, 2024.

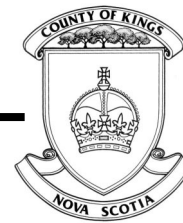
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2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. \$225.00 per property
5. The Armstrong Lake Road Maintenance Area is defined as being lots numbered 2 through 68 situated on Lakecrest Drive and Birch Point Road in Armstrong Village at Armstrong Lake, plus five additional properties whose boundaries border on or in Armstrong Lake and whose owners use the common right of way connecting Lakecrest Drive to the public road known as Lakeview Road. The Municipality will:
 1. Transfer to the Armstrong Lake Road Owners Association and charge to the area defined as Armstrong Lake District the amount requested by the residents at a public meeting held on September 30, 2023
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Improved Lot \$254.00
 2. Unimproved Lot \$85.00
6. The Gooseneck Road Maintenance Area is defined as being the private portions of Black River Road beginning after Civic #965, and Oak Hill Road at Black River Lake. The Municipality will:
 1. Transfer to the Gooseneck Road Association and charge to the area defined as the private portion of Black River Road, Cove Road, and Oak Hill Road at Black River Lake the amount requested by the residents at a public meeting held on March 9, 2024.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. \$695.00 per Lot
7. The West Lake Torment Property Owners Association Area is defined as being all properties on Lakeside Drive, Torment Spur, Hillcrest Road, and Forest Drive excluding AANs 06115691 and 06115284. The Municipality will:
 1. Transfer to the West Lake Torment Property Owners Association and charge to the area defined as West Lake Torment District the amount requested by the residents at a public meeting held on May 28, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Developed Lots \$200.00
 2. Undeveloped Lots \$125.00
8. The Nature Haven Road Association is defined as being properties on Natures Haven Road beginning with AANs 04691679 and 10907039 and extending to AANs 10916097 and 04691776 located on Nature Haven Road. The Municipality will:
 1. Transfer to the Nature Haven Road Association and charge to the area defined as Nature Haven Road Association District the amount requested by the residents at a public meeting held on February 23, 2024.



2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Residential \$600.00
 2. Seasonal \$400.00
 3. Vacant Lot \$75.00
9. The Loon Lake Drive Property Owners Association is defined as all properties on Loon Lake Drive with no exceptions. The Municipality will:
 1. Transfer to the Loon Lake Drive Property Owners Association and charge to the area defined as Loon Lake Drive District the amount requested by the residents at a public meeting held on April 14, 2024.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. \$550.00 per property
10. The Sunrise Ridge Property Owners Association is defined as all properties on Sunrise Ridge, Spruce Drive, and Birch Lane in the Sunrise Ridge Development excluding AANs 09811346, 09113338, 09811311, 09811354, 09811362; all properties on Dodge Island which have a right of way over Sunrise Ridge and Spruce Drive; all properties on Blue Lane (including unnamed extension) which have a right of way over Sunrise Ridge and Spruce Drive to the entrance of Blue Lane, The Municipality will:
 1. Transfer to the Sunrise Ridge Property Owners Association and charge to the area defined as Sunrise Ridge District the amount requested by the residents at a public meeting held on July 15, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Developed Lot \$375.00
 2. Developed with 2 Dwellings \$750.00
 3. Vacant Lot \$125.00
 4. Dodge Island Lots \$125.00
 5. Lots on New Road (as yet unnamed) \$125.00
11. The South Side Mack Lake Property Owners Association is defined as all properties on Stoddart Drive to Easy Street, Easy Street, Stoddart Lane and Pine Point Road. The lot numbers being, 3 – 7, 9 -27, 36, 37, 40 and 121. The Municipality will:
 1. Transfer to the South Side Mack Lake Property Owners Association and charge to the area defined as South Side Mack Lake District the amount requested by the residents at a public meeting held on April 13, 2024.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Lot \$250.00
 2. \$60.00 per undeveloped/vacant secondary lot where a lot owner owns more than one lot.

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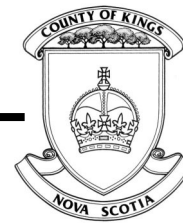


12. The Rivers End Park Association is defined as being properties on River Lane, Crescent Point Road, and Lake End Road with the exception of AANs 02026287, 10962099, and 10962080. The Municipality will:
 1. Transfer to the Rivers End Park Association and charge to the area defined as Rivers End Park Association District the amount requested by the residents at a public meeting held on August 5, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. Developed Lots \$220.00
 2. Undeveloped Lots \$110.00
13. The Lake Torment East Lot Owners Association is defined as being properties in the geographic area of Lake Torment East. Specifically, Falkenham Road, Island Branch Road, Birch Grove Drive, Birchgrove Park, Birchgrove Lane, Grove Lane, Cove Road and all deeded lake access roads. The Municipality will:
 1. Transfer to the Lake Torment East Property Owners Association and charge to the area defined as Lake Torment East Lot Owners Association District the amount requested by the residents at a public meeting held on August 19, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. All Lots \$345.00
14. The First In Road Maintenance Area is defined as being all properties located on Cove Lane and all properties located on Black River Road between and including civic numbers 965 and 1101. The Municipality will:
 1. Transfer to the First In Road Association and charge to the area defined as First In Road Association Area, the amount requested by the residents at a public meeting held on August 26, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. All Lots \$150.00
15. The Meadow Lane Road Association is defined as all properties accessed by Meadow Lane. The Municipality will:
 1. Transfer to the Meadow Lane Road Association and charge to the area defined as Meadow Lane Road Association the amount requested by the residents at a public meeting held on August 11, 2023.
 2. Approve the levying of a uniform charge for the year ended March 31, 2025, as follows:
 1. \$200.00 per property with a dwelling or a dwelling under construction
16. The Otter Lake Property Owners Association (OLPOA) area is defined as being all properties on Otter Lake Lane, Beaver Crescent, Beaver Pond Drive and White Tail Lane. The Municipality will:

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1. Transfer to the Otter Lake Property Owners Association and charge to the area defined as Otter Lake Owners District the amount requested by the residents at the annual general meeting held July 15, 2023.
2. Approve the levying of a uniform charge for the year ended March 31, 2025 as follows:
 1. \$125.00 per owners first lot
 2. \$63.00 per owners' subsequent lot(s)

History of this By-law:

Enacted - February 4, 2009

Amended - August 3, 2010

- August 2, 2011

- July 3, 2012

- July 30, 2013

- July 2014

- July 2015

- July 2016

- July 2017

- July 2018

- July 31, 2019

- July 7, 2020

- July 6, 2021

- July 26, 2022

- August 15, 2023

By-law Amendments Since July 2020					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister
June 15, 2021	June 19, 2021	July 6, 2021	July 13, 2021	July 13, 2021	July 23, 2021
July 5, 2022	July 9, 2022	July 26, 2022	Aug. 2, 2022	Aug. 2, 2022	Aug 23, 2022
June 6, 2023	June 29, 2023	August 15, 2023	September 5, 2023	September 6, 2023	September 21, 2023