



P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 15.1.3**  
**Halifax Regional Council**  
**May 23, 2023**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original Signed

---

Cathie O'Toole, Chief Administrative Officer

**DATE:** May 11, 2023

**SUBJECT:** **2023-24 Budget Area-rated Services and Amendments to 2018-003-ADM**

---

**ORIGIN**

This is the staff report recommending tax rates to be approved for all area rated services for the fiscal year 2023-24. This includes Community Area Rates, Private Road Area Rates, and Business Improvement Districts (BIDS). This report also includes proposed amendments to Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance*.

**LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter* (Charter), clauses 35(1)(b), and 79A (1)(a), and subsections 96 (1), (2), (3), and (5).

- 35 (1) The Chief Administrative Officer shall...
- (b) ensure that an annual budget is prepared and presented to the Council.
- 79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if
- (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality
- 96 (1) The Council may spend money in an area, or for the benefit of an area, for any purpose for which the Municipality may expend funds or borrow.
- (2) The Council may recover annually from the area the amount required or as much of that sum as the Council considers advisable to collect in any one fiscal year by an area rate of so much on the dollar on the assessed value of the taxable property or occupancy assessments in the area.
- (3) The Council may provide:
- (a) a subsidy for an area rate from the general rate in the amount proportion approved by the Council;

**RECOMMENDATION ON PAGE 2**

- (4) The Council may, in lieu of levying an area rate, levy a uniform charge on each
  - (a) taxable property assessment;
  - (b) dwelling unit, in the area.

*Business Improvement District Administrative Order*, sections 4 and 5, as follows:

4. The amount of money Regional Council, from time to time, provides to carry out those activities set out in section 70 of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39, as amended, will be recovered by means of an area rate.
5. The area rate will be set annually by resolution of the Regional Council pursuant to the *Halifax Regional Municipality Charter*.

## **RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. Approve the attached Resolution to approve Area Rates and Uniform Charges for fiscal year 2023/24, as well as the Schedules of Area Tax Rates and Budgeted Revenues as set out in Appendix A and Appendix C to this report.
2. Adopt the amendments to Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance*, as set out in Appendix H to this report.
3. Authorize the approval of an annual uniform charge of \$35 to be applied against each of the properties within the mapped area depicted in Appendix I of this report commencing with the 2023-24 fiscal year for the purposes of recreational activities in the Waverley community in District 1.

## **BACKGROUND**

In addition to the general rates of taxation the Halifax Regional Municipality determines area tax rates and uniform charges for services provided outside the general tax rates. The Charter requires Council to formally set these rates.

## **DISCUSSION**

Staff have completed the necessary calculations to determine the area tax rates required to support the budgeted operating costs for services not included in the general rate. For ease of reference, Appendix C includes for each area rated service:

- a. the total proposed operating budget for 2023-24 with the 2022-23 budget for comparison,
- b. all sources of property tax revenue (residential, resource and commercial), and
- c. the proposed area rates with the prior year's rates for comparison

## **Area Rates for Community Facilities & Services and Private Infrastructure**

There are 38 area rates for which budgets are included in Appendix C and Appendix D of this report. Of the thirty-eight area rates, one rate pertains to sidewalks, three pertain to private infrastructure, sixteen area rates pertain to Community Facilities & Services, and eighteen area rates pertain to private roads.

## Business Improvement Districts

Three Business Improvement Districts (BIDs) have increased their 2023-24 rate compared to last year including Downtown Halifax, Sackville, and Spryfield. The remaining six BIDs will maintain their current area rates. Three BIDs increased their minimum charge per assessment account including Sackville, Spring Garden Road, and Spryfield. Three BIDs increased their maximum charge per assessment account including Quinpool, Spring Garden Road, and Spryfield. These changes are summarized in Appendix E of this report.

A comprehensive summary of Community and Private Road Area Rates, as well as BID's are included in this budget resolution as set out in Appendix C, D, and E of this report.

Additional information, details and documentation regarding area rates can be found on the Halifax.ca website. All 2023/24 business cases for active community area rates will be available through the community area rate website at the following location: [Community Area Rates | Halifax](#)

The annual funding for community area rate associations will not be released to the association and will remain on hold with HRM until such time that the association provide a copy of the prior year financial statements including a full accounting for the funds received and expended from the rate, the fully completed and approved business plan and budgets for the 2023/24 fiscal year approved by majority vote at an AGM, a copy of the minutes from the AGM where the approval was recorded, and updated contribution agreement with HRM if required. If a community area rate association is requesting capital work in their business plan, it will be remitted to Parks and Recreation for evaluation and final approval before the funding is committed.

## Administrative Order Amendments

The purpose of the proposed amendments to Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance* are to increase the area rate of the Kelly Point Land Owners Association and the St. Margaret's Bay Heights Subdivision Resident's Association as approved by majority vote of membership.

Staff began consulting with all associations in October 2022 and where associations indicated they would be requesting a rate change, staff worked with the association regarding the voting process. Accordingly, all anticipated rate changes are included in this report.

In prior years, the area rate and BID budgets were brought to Council for approval in June or July, and last year it was done in May. This meant that associations had to wait until Council approved the report in May, June or July before their funds could be released to them. This created unnecessary hardship for certain organizations who had incurred expenses before the funds could be released. This fiscal year the budgets have been delayed until May again due to staffing challenges, however beginning next fiscal year (2024/25), staff will include the area rate and BID budgets as part of the main budget report. This permits associations that submit their required reporting to access their funds sooner. Staff will begin annual consultations with the Associations in September of each year. If the association anticipates a rate change, staff will assist with required voting procedures with the intention of having the vote held and finalized by the following January so the revised rate can be included in the report approved by Council (typically in April).

Please note, under the private road area rate Administrative Order capital expenditures are not permitted.

A full area rate year-over-year change summary, as well as a complete explanation of the purpose of the amendments to Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance*, has been provided within the attachment Appendix B and contained within the attachment Appendix H of this report respectively.

### White Hills Residents Association

The community area rate of the White Hills Residents Association was set to \$0 in fiscal year 2020 after the association requested that the rate be suspended, as the current board were all stepping down. The rate remained at \$0 in fiscal year 2021 as no contact was made with a new Board of Directors. In March 2022, staff contacted the Chair of the White Hills Residents Association, who confirmed in writing their desire to reinstate the area rate which had been previously established. Since then, the association has failed to meet numerous deadlines as communicated by staff to submit a preliminary business plan to justify reinstating the rate for fiscal 2022/23. Staff communicated to the association in October 2022 and the association again failed to meet the deadline to submit a business plan. To provide the association with sufficient time to re-establish their mandate and to formally provide instruction to re-instate the rate via an approved business plan, it is recommended the rate be set to zero for the 2023/24 fiscal year.

### Waverley Community Association

The community of Waverley is located in District 1. The Waverley Community Association (WCA) is a non-profit volunteer group which has been incorporated under the Societies Act and is registered with the Registry of Joint Stock Companies since October 1995. In 2022 HRM along with WCA held a public consultation and had a successful vote to implement a new community area rate with a uniform charge of \$35 per property for those properties shown in the map in Appendix I commencing in fiscal 2023/24.

On September 30, 2022 a ballot and information package was mailed to residents in the proposed catchment area. The information package included details of the purpose and amount of the uniform charge and the date, time and location of the public information meeting which was held on October 24, 2022 at 2234 Rocky Lake Drive, Waverley, NS.

At the public meeting there was some discussion of certain residents paying two proposed uniform fees due to owning two AAN properties, one with a residence and one that is a waterlot. The decision was made to hold a second vote and adjust the catchment area to exclude waterlots as they could never have residence constructed on them.

A second information package explaining the reason for the change along with a second ballot was mailed to the owners of 963 properties on December 7, 2022. A copy of both information packages is attached as Appendix J to this report.

The following are the final results of the second ballot:

Description	Number of Ballots	Description	Percentage
Total in favour of \$35 uniform charge	127	% of Respondents in favour	63%
Total against \$35 uniform charge	74	% of Respondents against	37%
Total Ballots Returned	201	Response Rate	21%
Total Ballots Distributed	963		

Therefore, a simple majority of 50 % + 1 in favour of the uniform charge was achieved.

A uniform charge of \$35 per property for 963 properties is recommended to Council for approval. Details of the rate are included as part of Appendix D.

### 1% Administration Fee for Community & Private Road Area Rate Associations

As part of the Budget Adjustment List (BAL) meeting on March 29, 2023 the Budget Committee recommended a 1% administration charge be placed on community and private road area rate associations to recover a small portion of the costs to administer this program by staff. The briefing note that

accompanied this item on the BAL is attached in Appendix K. This fee will require the creation of a by-law which will be provided for approval at a later date. The 1% fee will be collected directly on the tax bills of area rate payers along with the area rate.

### **FINANCIAL IMPLICATIONS**

The area rates and uniform charges, as recommended, are sufficient to support the current level of service contained within the budgets of the respective area rated services. The total area rate revenue recommended for approval in this report for 2023-24 is \$5,171,550 including Payment in Lieu of Tax (PILT) for the Business Improvement Districts (PILT amounts shown in Appendix E of this report). The revised private road uniform charges as noted and summarized in Appendix C and D of this report, would take effect in the 2023-24 fiscal year. As all funding is from the uniform charges (i.e. no transfers from the general tax rate), there would be no impact on the HRM General Operating Budget at any time in the future.

### **RISK CONSIDERATION**

As with all property taxes, HRM may impose a lien on properties for which area rate or uniform charges are past due. Therefore, the risk of not being able to collect these taxes is minimized.

### **COMMUNITY ENGAGEMENT**

Where required, community consultation took place in accordance with Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance*.

### **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

### **ALTERNATIVES**

THAT Halifax Regional Council:

1. Approve some area rates and uniform charges and defer others pending additional information.
2. Adopt the amending Administrative Order with modifications. This may require a subsequent report for Council's consideration depending on the extent of the changes Council directs.
3. Refuse the proposed amendments to Administrative Order 2018-003-ADM.

### **ATTACHMENTS**

Appendix A: Resolution to Approve Area Rates for Fiscal Year 2023-24  
Appendix B: Area Rate Change Summary Report  
Appendix C: Schedule of Area Tax Rates and Uniform Charges  
Appendix D: Summary of Budgeted Expenditures & Revenues Area Rated Services 2023-24  
Appendix E: Summary of Budgeted Business Improvement District Area Rates 2023-24  
Appendix F: Showing Proposed Changes to 2018-003-ADM  
Appendix H: Amendments to Administrative Orders 2018-003-ADM

Appendix I: Waverley Proposed Area Rate Map

Appendix J: Waverley Information Letter & Ballot

Appendix K: BN007 - Admin Fees Area Rate & Private Road Home Owners

---

A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Daniel Freeman, Senior Financial Consultant, Finance & Asset Management,  
902.399.8397, Kenzie McNeil, Manager, Financial Policy, Finance & Asset Management,  
902.579.4129

---

## **Appendix A**

### ***HALIFAX REGIONAL MUNICIPALITY***

#### **Proposed 2023-24 Area Rates & Uniform Charges**

##### ***RESOLUTION to Approve Area Rates for Fiscal 2023/24***

---

It is hereby resolved that:

- a) Area rates and uniform charges shall be set on taxable residential, resource, and commercial assessment, as per the attached **Schedule of Area Tax Rates**.

# Appendix B

## Area Rate Change Summary Report

### White Hills Residents Association

The community area rate of the White Hills Residents Association was set to \$0 in fiscal year 2020 after the association requested that the rate be suspended, as the current board were all stepping down. The rate remained at \$0 in fiscal year 2021 as no contact was made with a new Board of Directors. In March 2022, staff contacted the Chair of the White Hills Residents Association, who confirmed in writing their desire to reinstate the area rate which had been previously established. Since then, the association has failed to meet numerous deadlines as communicated by staff to submit a preliminary business plan to justify reinstating the rate for fiscal 2022/23. Staff communicated to the association in October 2022 and the association again failed to meet the deadline to submit a business plan. To provide the association with sufficient time to re-establish their mandate and to formally provide instruction to re-instate the rate via an approved business plan, it is recommended the rate be set to zero for the 2023/24 fiscal year.

### Waverley Community Association

The community of Waverley is located in District 1. The Waverley Community Association (WCA) is a non-profit volunteer group which has been incorporated under the Societies Act and is registered with the Registry of Joint Stock Companies since October 1995. In 2022 HRM along with WCA held a public consultation and had a successful vote to implement a new community area rate with a uniform charge of \$35 per property for those properties shown in the map in Appendix I commencing in fiscal 2023/24.

On September 30, 2022 a ballot and information package were mailed to residents in the proposed catchment area. The information package included details of the purpose and amount of the uniform charge and the date, time and location of the public information meeting which was held on October 24, 2022 at 2234 Rocky Lake Drive, Waverley, NS.

At the public meeting there was some discussion of certain residents paying two proposed uniform fees due to owning two AAN properties, one with a residence and one that is a water lot. The decision was made to hold a second vote and adjust the catchment area to exclude water lots as they could never have a residence constructed on them.

A second information package explaining the reason for the change along with a second ballot was mailed to the owners of 963 properties on December 7, 2022. A copy of both information packages is attached as Appendix J to this report.

The following are the final results of the second ballot:

Description	Number of Ballots	Description	Percentage
Total in favour of \$35 uniform charge	127	% of Respondents in favour	63%
Total against \$35 uniform charge	74	% of Respondents against	37%
Total Ballots Returned	201	Response Rate	21%
Total Ballots Distributed	963		

Therefore, a simple majority of 50 % + 1 in favour of the uniform charge was achieved.

A uniform charge of \$35 per property for 963 properties is recommended to Council for approval. Details of the rate are included as part of Appendix D.

### **Private Road Maintenance Rate and Administrative Order Change Summary**

1. The Three Brooks Homeowners Owners Association requested to increase their uniform charge for their private road maintenance fee from \$450 per property to \$640 per property due to an increase in cost of road maintenance expenditures. A special AGM was held in January 2023 and the matter was presented and voted on. Since this increase is within the approved rate limit there is no vote required through HRM for the increase. This increase is within their approved maximum Uniform Charge of \$750 annually outlined in Schedule 2, clause (1) of Administrative Order 2018-003-ADM, Respecting Private Road Maintenance, therefore no amendments to the Administrative Order are required.
2. The Kelly Point Land Owners Association requested to increase the approved maximum for their uniform charge fee schedule for their private road maintenance fee from \$700 per property to \$1,500 per property due to an increase in cost of road maintenance expenditures. This increase request was communicated via information letter with accompanied voting ballot by HRM to all rate paying members of the association. A public meeting was held on June 2022 to communicate the proposal and take questions from residents. Voting ballots were accepted by HRM for up to 7 days following the public meeting. The result of the vote was 82% of ballots cast voting “yes” in favour of the proposal which successfully achieved the required majority approval. Schedule 15, clause (1, 2) of Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance* will be amended to reflect the required change.
3. The St. Margaret’s Bay Heights Subdivision Resident’s Association requested to increase the approved maximum for their uniform charge fee schedule for their private road maintenance fee to from \$280 to \$500 per property due to an increase in cost of road maintenance expenditures. This increase request was communicated via information letter with accompanied voting ballot by HRM to all rate paying members of the association. A public meeting was held on January 11, 2023 to communicate the proposal and take questions from residents. Voting ballots were accepted by HRM for up to 7 days following the public meeting. The result of the vote was 82% of ballots cast voting “yes” in favour of the proposal which successfully achieved the required majority approval. Schedule 13, clause (1, 2) of Administrative Order 2018-003-ADM, *Respecting Private Road Maintenance* will be amended to reflect the required change.

## Appendix C

HRM 2023-24

Schedule of Area Tax Rates and Uniform Charges	Residential and Resource Rate		Commercial Rate		Budget
<b>Sidewalks</b>					
Sheet Hbr & Area Streetscape Program (per property; not applicable to Resource)	\$5/\$15/\$25	Tiered	\$5/\$15/\$25	Tiered	43,300
<b>Community Facilities &amp; Services</b>					
Frame Subdivision Homeowners' Association (flat fee per residential property)	\$45.00	Flat Fee		n/a	4,100
Glen Arbour Homeowners Association (flat fee per property)	\$65.00	Flat Fee	\$65.00	Flat Fee	21,900
Haliburton Highbury Homeowners		0.0230		n/a	63,300
Highland Park Ratepayers Association		0.0050		n/a	11,200
Kingswood Ratepayers Association (flat fee per property)	\$50.00	Flat Fee	\$50.00	Flat Fee	67,550
Maplewood Village Ratepayers Association (flat fee per property)	\$0.00	Flat Fee	\$0.00	Flat Fee	0
Mineville Community Association (flat fee per property)	\$20.00	Flat Fee	\$20.00	Flat Fee	11,200
Musquodoboit Harbour & Area Chamber of Commerce & Civic Affairs		0.0050		n/a	14,600
Prospect Road and Area Recreation Association		0.0120		n/a	121,600
Sackville Heights Community & Cultural Centre		0.0100		0.0100	345,000
Silversides Residents Association (flat fee per property)	\$100.00	Flat Fee	\$100.00	Flat Fee	16,300
St Margaret's Village at Fox Hollow Homeowners Association (flat fee per property)	\$60.00	Flat Fee	\$60.00	Flat Fee	6,100
Three Brooks Homeowners Association (flat fee per property)	\$60.00	Flat Fee		n/a	10,000
Westwood Hills Residents Association (flat fee per property)	\$50.00	Flat Fee	\$50.00	Flat Fee	35,900
White Hills Residents Association (flat fee per property)	\$0.00	Flat Fee	\$0.00	Flat Fee	0
Waverley Community Association	\$35.00	Flat Fee	\$35.00	Flat Fee	33,700
<b>Private Infrastructure</b>					
Ketch Harbour Area Residents Association (flat fee per dwelling)	\$66.67	Flat Fee		n/a	10,600
Grand Lake Oakfield Community Centre		0.021		n/a	32,500
LWF Ratepayer's Association (Urban Core)		0.030		n/a	259,700
<b>Business Improvement Districts</b>					
Downtown Dartmouth Business Commission		n/a		0.3600	387,600
Downtown Halifax Business Commission		n/a		0.1300	1,749,300
Main Street Dartmouth & Area Business Improvement Assoc		n/a		0.1950	148,100
North End Business Association		n/a		0.1600	252,000
Quinpool Road Mainstreet District Association		n/a		0.2200	211,300
Sackville Business Association		n/a		0.1700	232,800
Spring Garden Area Business Association		n/a		0.3400	407,500
Spryfield & District Business Commission		n/a		0.3200	119,200
Porters Lake		n/a		0.1000	11,600
<b>Private Road Maintenance Fees</b>					
Black's Subdivision Ratepayer's Association (flat fee per property)		Up to \$150 Flat Fee		Up to \$150 Flat Fee	4,700
BV Homeowners Society (flat fee per property)		Up to \$600 Flat Fee		Up to \$600 Flat Fee	10,800
Cambrian's Cove Homeowners' Association (flat fee per property)		Up to \$680 Flat Fee		Up to \$680 Flat Fee	45,500
Jenna Lane Home Owner's Association (flat fee per property)	\$625.00	Flat Fee	\$625.00	Flat Fee	5,000
Kelly Point Lot Owners Association (flat fee per property)	\$900.00	Flat Fee	\$900.00	Flat Fee	65,700
Mariner's Anchorage Resident's Association (flat fee per property)	\$300.00	Flat Fee	\$300.00	Flat Fee	12,900
Petpeswick Drive Improvement Society (flat fee per property)	\$300.00	Flat Fee	\$300.00	Flat Fee	5,400
Range Road Land Owner's Association (flat fee per property)	\$150.00	Flat Fee	\$150.00	Flat Fee	3,700
Redoubt Head Homeowner's Association (flat fee per property)	\$500.00	Flat Fee	\$500.00	Flat Fee	7,500
River Bend Rd & River Court Homeowner's Association (flat fee per property)		Up to \$350 Flat Fee		Up to \$350 Flat Fee	8,400
Rutter Court Residents Association (flat fee per property)	\$450.00	Flat Fee	\$450.00	Flat Fee	5,800
Sambro Head Lot Owner's Association: Bald Rock Rd (flat fee per property)	\$385.33	Flat Fee	\$385.33	Flat Fee	5,700
St. Margaret's Bay Heights Subdivision (flat fee per property)	\$340.00	Flat Fee	\$340.00	Flat Fee	18,000
St. Margaret's Village Community Association (flat fee per dwelling)	\$450.00	Flat Fee	\$450.00	Flat Fee	109,800
Shag End Lot Owner's Association (flat fee per property)	\$900.00	Flat Fee	\$900.00	Flat Fee	94,500
Shiloh and Karla Drive Road Association (flat fee per property)	\$700.00	Flat Fee	\$700.00	Flat Fee	13,300
South West Grand Lake Property Owner's Association (flat fee per property)		Flat Fee Schedule		Flat Fee Schedule	60,300
Three Brooks Homeowner's Association (flat fee per property)	\$640.00	Flat Fee	\$640.00	Flat Fee	66,600

## Appendix D

### SUMMARY OF BUDGETED EXPENDITURES & REVENUES AREA RATED SERVICES FOR 2023-24 HALIFAX REGIONAL MUNICIPALITY

	2022-23 Approved Budget	% Change 2022-23 to 2023-24	2023-24 Proposed Budget	Total Area Rate Revenue	4201 Residential Area Rate Revenue	4206 Resource Area Rate Revenue	4202 Commercial Area Rate Revenue	2022-23 Approved Residential Area Rate	2023-24 Proposed Residential Area Rate	Increase or -Decrease in Area Rate
<b>Community Facilities &amp; Services</b>										
Frame Subdivision Homeowners' Association	3,780	8.5%	4,100	4,100	4,100	0	0	\$45.00 Flat Fee	\$45.00 Flat Fee	No Change*
Glen Arbour Homeowners Association	21,580	1.5%	21,900	21,900	21,900	0	0	\$65.00 Flat Fee	\$65.00 Flat Fee	No Change*
Haliburton Highbury Homeowners	55,700	13.6%	63,300	63,300	63,300	0	0	0.023	0.023	No Change
Highland Park Ratepayers Association	10,700	4.7%	11,200	11,200	11,200	0	0	0.0050	0.0050	No Change
Kingswood Ratepayers Association	67,550	0.0%	67,550	67,550	67,550	0	0	\$50.00 Flat Fee	\$50.00 Flat Fee	No Change
Maplewood Village Residents Association	0	N/A	0	0	0	0	0	\$0.00 Flat Fee	\$0.00 Flat Fee	Rate Suspended
Mineville Community Association	11,200	0.0%	11,200	11,200	11,200	0	0	\$20.00 Flat Fee	\$20.00 Flat Fee	No Change
Musquodoboit Harbour & Area Chamber of Commerce & Civic Affairs	12,300	18.7%	14,600	14,600	14,100	500	0	0.005	0.005	No Change*
Prospect Road and Area Recreation Association	103,700	17.3%	121,600	121,600	120,000	1,600	0	0.012	0.012	No Change*
Sackville Heights Community & Cultural Centre	305,920	12.8%	345,000	345,000	310,300	400	34,300	0.010	0.010	No Change
Silversides Residents Association	16,300	0.0%	16,300	16,300	16,300	0	0	\$100.00 Flat Fee	\$100.00 Flat Fee	No Change
St Margaret's Village at Fox Hollow Homeowners Association	6,180	-1.3%	6,100	6,100	6,100	0	0	\$60.00 Flat Fee	\$60.00 Flat Fee	No Change
Three Brooks Homeowners Association	10,080	-0.8%	10,000	10,000	10,000	0	0	\$60.00 Flat Fee	\$60.00 Flat Fee	No Change
Westwood Hills Residents Association	35,850	0.1%	35,900	35,900	35,900	0	0	\$50.00 Flat Fee	\$50.00 Flat Fee	No Change*
White Hills Residents Association	0	N/A	0	0	0	0	0	\$0.00 Flat Fee	\$0.00 Flat Fee	Rate Suspended
Waverley Community Association	0	N/A	33,700	33,700	33,700	0	0	\$35.00 Flat Fee	\$35.00 Flat Fee	New Area Rate
<b>Private Infrastructure</b>										
Ketch Harbour Area Residents Association	10,860	-2.4%	10,600	11,000	10,600	0	0	\$66.67 Flat Fee	\$66.67 Flat Fee	No Change*
Grand Lake Oakfield Community Centre	27,200	19.5%	32,500	32,500	32,300	200	0	0.021	0.021	No Change*
LWF Ratepayers Association	228,600	13.6%	259,700	259,700	259,400	300	0	0.030	0.030	No Change*
<b>Sidewalks</b>										
Sheet Harbour & Area Streetscape Program	43,260	0.1%	43,300	43,300	43,300	0	0	\$5/\$15/\$25 Tiered	\$5/\$15/\$25 Tiered	No Change*

## Appendix D

### SUMMARY OF BUDGETED EXPENDITURES & REVENUES AREA RATED SERVICES FOR 2023-24 HALIFAX REGIONAL MUNICIPALITY

	2022-23 Approved Budget	% Change 2022-23 to 2023-24	2023-24 Proposed Budget	Total Area Rate Revenue	4201 Residential Area Rate Revenue	4206 Resource Area Rate Revenue	4202 Commercial Area Rate Revenue	2022-23 Approved Residential Area Rate	2023-24 Proposed Residential Area Rate	Increase or -Decrease in Area Rate
<b>Business Improvement Districts</b>										
Downtown Dartmouth Business Commission	368,400	5.2%	387,600	387,600	0	0	387,600	0.360	0.360	No Change
Downtown Halifax Business Commission	1,243,100	40.7%	1,749,300	1,749,300	0	0	1,749,300	0.091	0.130	No Change
Main Street Dartmouth & Area Business Improvement Assoc	141,900	4.4%	148,100	148,100	0	0	148,100	0.195	0.195	No Change
North End Business Association	234,800	7.3%	252,000	252,000	0	0	252,000	0.160	0.160	No Change
Quinpool Road Mainstreet District Association	194,600	8.6%	211,300	211,300	0	0	211,300	0.220	0.220	No Change
Sackville Business Association	220,800	5.4%	232,800	232,800	0	0	232,800	0.150	0.170	No Change
Spring Garden Area Business Association	388,900	4.8%	407,500	407,500	0	0	407,500	0.340	0.340	No Change
Spryfield & District Business Commission	108,100	10.3%	119,200	119,200	0	0	119,200	0.290	0.320	No Change
Porters Lake	10,400	11.5%	11,600	11,600	0	0	11,600	0.100	0.100	No Change
<b>Private Road Maintenance Fees</b>										
Black's Subdivision Ratepayer's Association	4,420	6.3%	4,700	4,700	4,700	0	0	Up to \$150 Flat Fee	Up to \$150 Flat Fee	No Change*
BV Homeowners Society	8,400	28.6%	10,800	10,800	10,800	0	0	Up to \$600 Flat Fee	Up to \$600 Flat Fee	No Change*
Cambrian's Cove Homeowners' Association	39,440	15.4%	45,500	45,500	45,500	0	0	Up to \$680 Flat Fee	Up to \$680 Flat Fee	No Change*
Jenna Lane Home Owner's Association	5,000	0.0%	5,000	5,000	5,000	0	0	\$625.00 Flat Fee	\$625.00 Flat Fee	No Change
Kelly Point Lot Owners Association	48,300	36.0%	65,700	65,700	65,700	0	0	\$700.00 Flat Fee	\$900.00 Flat Fee	Increase*
Mariner's Anchorage Resident's Association	12,900	0.0%	12,900	12,900	12,900	0	0	\$300.00 Flat Fee	\$300.00 Flat Fee	No Change
Petpeswick Drive Improvement Society	5,400	0.0%	5,400	5,400	5,400	0	0	\$300.00 Flat Fee	\$300.00 Flat Fee	No Change
Range Road Land Owner's Association	3,750	-1.3%	3,700	3,700	3,700	0	0	\$150.00 Flat Fee	\$150.00 Flat Fee	No Change
Redoubt Head Homeowner's Association	5,000	50.0%	7,500	7,500	7,500	0	0	\$500.00 Flat Fee	\$500.00 Flat Fee	No Change*
River Bend Rd & River Court Homeowner's Association	8,400	0.0%	8,400	8,400	8,400	0	0	Up to \$350 Flat Fee	Up to \$350 Flat Fee	No Change
Rutter Court Residents Association	5,850	-0.9%	5,800	5,800	5,800	0	0	\$350.00 Flat Fee	\$450.00 Flat Fee	No Change
Sambro Head Lot Owner's Association: Bald Rock Rd	5,780	-1.4%	5,700	5,700	5,700	0	0	\$385.33 Flat Fee	\$385.33 Flat Fee	No Change

## Appendix D

### SUMMARY OF BUDGETED EXPENDITURES & REVENUES AREA RATED SERVICES FOR 2023-24 HALIFAX REGIONAL MUNICIPALITY

	2022-23 Approved Budget	% Change 2022-23 to 2023-24	2023-24 Proposed Budget	Total Area Rate Revenue	4201 Residential Area Rate Revenue	4206 Resource Area Rate Revenue	4202 Commercial Area Rate Revenue	2022-23 Approved Residential Area Rate	2023-24 Proposed Residential Area Rate	Increase or -Decrease in Area Rate
St. Margaret's Bay Heights Subdivision	12,040	49.5%	18,000	18,000	18,000	0	0	\$280.00 Flat Fee	\$340.00 Flat Fee	\$60.00 Increase*
St. Margaret's Village Community Association	109,800	0.0%	109,800	109,800	109,800	0	0	\$450.00 Flat Fee	\$450.00 Flat Fee	No Change
Shag End Lot Owner's Association	65,700	43.8%	94,500	94,500	94,500	0	0	\$900.00 Flat Fee	\$900.00 Flat Fee	No Change*
Shiloh and Karla Drive Road Association	11,200	18.8%	13,300	13,300	13,300	0	0	\$700.00 Flat Fee	\$700.00 Flat Fee	No Change*
South West Grand Lake Property Owner's Association	59,250	1.8%	60,300	60,300	60,300	0	0	Schedule \$450.00	Schedule \$640.00	No Change* \$190.00
Three Brooks Homeowner's Association	44,550	49.5%	66,600	66,600	66,600	0	0	Flat Fee	Flat Fee	Increase*
			\$5,171,550							

\* Additional properties included in 2023/24 proposed budget

## Appendix E

### Summary of Budgeted Business Improvement District Area Rates for 2023-24 \*

#### Halifax Regional Municipality

	Downtown Dart	Downtown Hfx	Dart Main St	North End Hfx	Quinpool	Sackville	Spring Grdn Rd	Spryfield	Porters Lake
4202 Area Rate Commercial	\$371,000	\$1,623,600	\$148,100	\$243,900	\$211,300	\$229,100	\$389,500	\$119,200	\$11,600
4601 Grants in Lieu - Federal	\$16,000	\$13,400	\$0	\$0	\$0	\$2,500	\$18,000	\$0	\$0
4602 Grants in Lieu - Provincial	\$600	\$68,900	\$0	\$8,100	\$0	\$1,200	\$0	\$0	\$0
4605 Grants in Lieu - Halifax Port	\$0	\$38,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0
4607 Grants in Lieu - Via Rail	\$0	\$4,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Area Rate Revenue*:	\$387,600	\$1,749,300	\$148,100	\$252,000	\$211,300	\$232,800	\$407,500	\$119,200	\$11,600
<b>2022/23</b>									
Minimum per property	\$300	\$300	\$250	\$350	\$300	\$200	\$250	\$300	\$300
Maximum per property	No Cap	No Cap	No Cap	\$10,000	\$20,000	\$7,000	\$18,000	\$10,000	\$3,000
Commercial Rate	\$0.3600	\$0.0910	\$0.1950	\$0.1600	\$0.2200	\$0.1500	\$0.3400	\$0.2900	\$0.1000
<b>2023/24</b>									
Minimum per property	\$300	\$300	\$250	\$350	\$300	\$250	\$500	\$500	\$300
Maximum per property	No cap	No cap	No cap	\$10,000	\$22,000	\$7,000	\$23,000	\$15,000	\$3,000
Commercial Rate	\$0.3600	\$0.1300	\$0.1950	\$0.1600	\$0.2200	\$0.1700	\$0.3400	\$0.3200	\$0.1000
<b>Increase / (Decrease)</b>									
Minimum per property	unchanged	unchanged	unchanged	unchanged	unchanged	\$50	\$250	\$200	unchanged
Maximum per property	unchanged	unchanged	unchanged	unchanged	\$2,000	unchanged	\$5,000	\$5,000	unchanged
Commercial Rate	unchanged	\$0.0390	unchanged	unchanged	unchanged	\$0.0200	unchanged	\$0.0300	unchanged

\* Detailed budgets are available upon request.

**HALIFAX REGIONAL MUNICIPALITY**  
**ADMINISTRATIVE ORDER 2018-003-ADM**  
**RESPECTING PRIVATE ROAD MAINTENANCE**

**BE IT RESOLVED** as an Administrative Order of the Council of the Halifax Regional Municipality, as follows:

**WHEREAS** the Municipality is committed to facilitating public streets access for residents of the Municipality whose principal residences are accessed from private roads which do not form part of the street system of the Municipality;

**AND WHEREAS** facilitating the maintenance of private roads is a service that provides for safety and long-term usability of private roads situated on privately owned land;

**AND WHEREAS**, pursuant to clause 79(1)(ab) of the HRM Charter, the Municipality may expend funds for work on private roads ;

**AND WHEREAS**, pursuant to section 104 of the HRM Charter, the Municipality may make by-laws imposing, fixing and providing methods of enforcement of charges for maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads where the cost is incurred by the Municipality or under an agreement between the Municipality and a person;

**AND WHEREAS** Council may levy an area rate or uniform charge pursuant to section 96 of the HRM Charter;

**Short Title**

1. This Administrative Order may be cited as the *Private Road Maintenance Cost Recovery Administrative Order*.

**Interpretation**

2. In this Administrative Order;

- (a) "area rate" means an area rate set pursuant to subsection 96(2) of the HRM Charter;
- (b) "Association" means a Property Owner's Association incorporated as a society pursuant to the *Societies Act*; 1989 R.S.N.S., c. 42, as amended;
- (c) "By-law" means By-law P-1100, the *Private Road Maintenance By-law*;
- (d) "Council" means the Council of the Municipality;
- (e) "Director" means the director of the department of the Municipality responsible for administering private roads, and includes a person acting under the supervision and direction of the Director;
- (f) "HRM Charter" means the *Halifax Regional Municipality Charter*, 2008 S.N.S. c. 39, as amended;
- (g) "Municipality" means the Halifax Regional Municipality;
- (h) "private road maintenance" means all work required to maintain a private road in a serviceable condition year-round, including work respecting

(i) curbs, sidewalks, gutters, culverts, retaining walls, and signage that are associated with those private roads, and

(ii) snow removal, grading, ditch and culvert and bridge repair, brush clearing, and the creation of or repairs to street and traffic signage;

(i) "rate" means an area rate or uniform charge for private road maintenance; and

(j) "uniform charge" means a uniform charge levied pursuant to subsection 96(4) of the HRM Charter.

### **Purpose**

3. The purpose of this Administrative Order is to provide a financing procedure for the funding and repayment of private road maintenance.

### **General Provisions**

4. A rate under this Administrative Order shall only apply to costs associated with private road maintenance.

5. The Municipality will only administer the collection of the rate, and assist an applicant with the process for the establishment of the rate.

6. The Municipality will not provide to the Association:

(a) engineering, technical, or legal services;

(b) advice in respect of the private road maintenance; or

(c) private road maintenance.

7. In accordance with the By-law, this Administrative Order does not apply to construction of or capital improvements to private roads.

8. Unless otherwise stated, a uniform charge under this Administrative Order is levied on each taxable property assessment in the catchment area.

9. Nothing in this Administrative Order requires Council to pass a rate, pass a rate at a certain amount, or restricts Council's ability to impose, set, change, or terminate a rate.

### **PROCESS**

#### **Commencement by Petition**

10. Upon application by a person, the Municipality may consider the establishment of a rate under this Administrative Order.

11. To commence the application process, a petition must be presented to the Director.

12. The presented petition shall:

(a) be signed by property owners comprising at least two-thirds (66.7%) of the properties located within the proposed area that would be subject to the rate; and

(b) contain the following information:

- (i) the proposed area that would be subject to the rate,
- (ii) the proposed rate,
- (iii) the nature of the private road maintenance being proposed, and
- (iv) whether the proposed rate would be an area rate or uniform charge.

13. Upon acceptance of the petition by the Director, an employee of the Municipality will be assigned to assist the applicant with the process.

**Meeting of Property Owners**

14. Subject to section 16, after the Municipality has accepted the petition, the applicant shall call a public meeting of the subject property owners.

15. (1) The applicant shall provide notice of the public meeting by:

(a) posting a notice in three (3) conspicuous places in the proposed area that would be subject to the rate, and the notice shall:

- (i) contain the information required by subsection 15(2), and
- (ii) be posted not less than fourteen (14) days prior to the date of the meeting; and

(b) subject to subsection 15(3), mailing a notice to the tax assessment addresses of all the property owners located within the proposed area that would be subject to the rate, and the notice shall:

- (i) contain the information required by subsection 15(2),
- (ii) contain the ballot and proxy form required by subsection 15(5), and
- (iii) be mailed not less than fourteen (14) days prior to the date of the meeting.

(2) The notices of the public meeting shall contain the following information:

- (a) the date, time, and place of the meeting;
- (b) the name or names of the applicant;
- (c) a description of the area that would be subject to the proposed rate;
- (d) a description of the nature of the road maintenance proposed;
- (e) a description of the type of rate proposed;
- (f) a description of the road maintenance plan and budget;
- (g) the proposed rate amount;
- (h) that the property owners are entitled to vote on the establishment of the rate;

(i) the date of the vote, including only ballots received within 7 days of the meeting will be counted; and

(j) the method of voting, including that a proxy may vote on a property owner's behalf at the public meeting.

(3) If a property owner owns property located within the proposed area but resides at a location outside of the proposed area that would subject to the rate, such as residing in another province or country, the Director may approve emailing the notice of the public meeting to them rather than mailing it.

(4) An emailed notice shall

(a) contain the information required by subsection 15(2);

(b) contain the ballot and proxy form required by subsection 15(5); and

(c) be emailed not less than fourteen (14) days prior to the date of the public meeting.

(5) Any notice mailed or emailed shall contain proxy forms and ballots approved to form by the Director.

#### **Waiver of Public Meeting**

16. (1) The requirement for a meeting of the property owners may be waived where, in the opinion of Council, a meeting is not in the best interest of the property owners affected, or a meeting is unreasonable in the circumstances.

(2) Before Council determines whether to waive the public meeting, a staff report may be prepared listing the reasons for the request of the waiver.

(3) If the public meeting requirement is waived by Council, the applicant shall provide notice of the rate by

(a) posting a notice in three (3) conspicuous places in the proposed area that would be subject to the rate, and the notice shall:

(i) contain the information required by subsection 15(2), except for the information respecting proxy voting, and except for the information respecting the date, time and place of the meeting, and

(ii) be posted not less than fourteen (14) days prior to the date of the vote; and

(b) mailing a notice to the tax assessment addresses of all property owners that would be affected by the proposed rate, and the notice shall

(i) contain the information required by subsection 15(2), except for the information respecting proxy voting, and except for the information respecting the date, time and place of the meeting,

(ii) contain the ballot required by subsection 15(5), and

(iii) be mailed not less than fourteen (14) days prior to the date of the vote.

(4) If a property owner owns property located within the proposed area but resides at a location outside of the proposed area that would subject to the rate, such as residing in another province or country, the Director may approve emailing the notice of the public meeting to them rather than mailing it.

(5) An email notice shall

(a) contain the information required by subsection 15(2), except for the information respecting proxy voting, and except for the information respecting the date, time and place of the meeting;

(b) contain the ballot required by subsection 15(5); and

(c) be emailed not less than fourteen (14) days prior to the date of the vote.

### **Public Meeting**

17. (1) The public meeting shall be conducted by the applicant under the supervision of staff of the Municipality.

(2) At the public meeting, the applicant shall:

(a) have a register available in which those property owners attending the meeting may place their names and addresses; and

(b) make a presentation setting out the amount of the proposed rate and the proposed uses of the funds arising from that rate.

(3) After the presentation, a vote shall be conducted to determine if the property owners support the proposed rate.

(4) Proxy voting shall be allowed by property owners not in attendance at the public meeting.

### **Votes**

18. (1) Each property located within the proposed area that would be subject to the rate is entitled to one vote.

(2) A person who owns more than one property in the proposed area may vote once for each property that is owned.

### **Counting Votes**

19. (1) The votes cast at the public meeting, and the mailed and emailed ballots that are received by 4:30 pm on the seventh day after the date of the public meeting, will be counted to determine the level of support for the proposed rate.

(2) For a vote to be successful, owners representing at least two-thirds (66.7%) of the assessed properties that are located within the proposed area that would be subject to the rate must have voted in favor of the rate.

### **Request to Establish**

20. The applicant may only request a rate be established under this Administrative Order if the vote was successful.

21. (1) The request for the establishment of a rate shall include the following information:

(a) the area where the proposed rate would apply;

(b) whether the proposed rate is an area rate or uniform charge, and if a uniform charge is proposed, the request shall indicate whether the proposed uniform charge will apply to each taxable property assessment or each dwelling unit in the area;

(c) a detailed proposed maintenance budget to support the proposed rate;

(d) a declaration that the public notice requirements have been satisfied;

(e) unless the public meeting requirement was waived by Council, a declaration that the requirement for the public meeting was satisfied; and

(f) any additional information that, in the opinion of the Director, is necessary to process the application, bill the rate on the tax bills, and collect the funds arising from the rate.

(2) A request for the establishment of the rate may only proceed if the Director is of the opinion that the information provided pursuant to subsection 21(1) is sufficient to allow the Municipality to process the rate, bill the rate on the tax bills, and collect the funds arising from the rate.

(3) If the Director is of the opinion that the information provided pursuant to subsection 2(1) is insufficient to allow the Municipality to process the rate, bill the rate on the tax bills, and collect the funds arising from the rate, the Director may request additional information, and if the information is not received by the date indicated in such request, the Director may terminate the application process.

#### **Establishment of Rate**

22. Upon receipt of a complete request, Council may consider the establishment of a rate in accordance with the provisions of this Administrative Order, the By-law, and the HRM Charter.

23. Staff will prepare a report and recommendation for the consideration of Council respecting the establishment of a rate.

24. Upon receipt of the staff report, Council may consider the report and may establish

(a) an area rate based on so much on the dollar on the assessed value of the taxable property in the catchment area; or

(b) a uniform charge on each taxable property assessment, or dwelling unit, in the catchment area.

25. If a rate is established, Council will define the area that will be subject to the rate.

#### **Property Owner's Association**

26. If Council establishes a rate, the applicant shall incorporate a Property Owner's Association in the form of a society under the *Societies Act*.

27. (1) The Association shall be comprised of the owners of the subject properties and all subject property owners shall be eligible for membership in the Association.

(2) The Association must provide written consent from the owner(s) of the private road(s), in the form of a Private Road Maintenance Agreement; if the private road(s) are not owned by the Association.

28. (1) The Municipality will enter into an agreement with the Association under which the Association shall accept responsibility for the implementing and administration of the maintenance services on the private road.

(2) Council hereby authorizes the Mayor and Clerk to enter into and execute on behalf of the Municipality the Agreement, and any amendments thereto, with an Association, providing such Agreements is generally in the form of the Agreement that was most recently approved by Council.

29. After the Agreement is signed by all parties, the Municipality will provide the funds collected from the rate to the Association.

30. The Association shall:

(a) direct and control all work resulting from the funds arising from the rate that are provided by the Municipality; and

(b) be wholly responsible for the application of the funds arising from the rate that are provided by the Municipality.

### **Meetings of the Association**

31. (1) The Association shall have an annual general meeting prior to the end of each year at which meeting the majority of the quorum present shall review and approve the road maintenance plan and budget for the following year.

(2) The Municipality will review the plan and budget to ensure it complies with the purpose of the rate and that sufficient funding can be raised through the rate to fund it.

(3) Any changes to the amount of the rate requires majority approval at the annual general meeting, or at a special meeting of the Association that is called to determine the level of support for the rate increase.

(4) Notice of the special meeting or of the general meeting where a proposed rate increase will be considered shall comply with the public meeting notice requirements set out in section 15.

(5) All proposed rate increases are subject to Council approval.

(6) The Association may, by special meeting or at the general meeting, elect to request Council terminate the rate and, Council may consider such request.

### **Lien**

32. A rate imposed under this Administrative Order constitutes a lien on the subject properties and is collectable in the same manner as rates and taxes under the *Assessment Act*.

33. Interest accrues on charges outstanding from the date of billing forward at rate set out in the By-law.

### **Installments**

34. (1) In the first year a rate is established by Council, the amount payable from the rate will be invoiced entirely on the second regular tax bill.

(2) For any other year, the amount payable from the rate will be invoiced as installments in two billings on the regular property tax bills.

### **Administration**

35. A one-time administration fee of \$200 is set by the By-law, and shall form part of maintenance funding for the first year the rate is levied.

### **Schedules**

36. The Schedules attached to this Administrative Order shall form part of this Administrative Order.

**Reference**

37. A reference to the *Private Road Maintenance Cost Recovery Policy* and a reference to Administrative Order 45, *Respecting Private Road Maintenance*, shall be read as including a reference to the provisions of this Administrative Order relating to the same subject matter.

**Repeals**

38. The *Private Road Maintenance Cost Recovery Policy*, adopted by Council on January 16, 2007, and all amendments thereto, is repealed.

39. Administrative Order 45, *Respecting Private Road Maintenance*, adopted by Council on May 13, 2008, and all amendments thereto, is repealed.

## **RATE SCHEDULES**

1. Area Rates or Uniform Charges are hereby imposed in those areas described in the attached Schedules as is more particularly set out in the Schedules.

### **Schedule 1**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Petpeswick Drive, Gaetz Brook as identified on the map dated July 18, 2007 attached hereto, shall be a Uniform Charge of no more than \$300.00 annually. If a property owner owns more than one property on Petpeswick Drive, the Uniform Charge shall apply only to one property.

2. The Charges collected under this Schedule shall be used by the Petpeswick Drive Improvement Society for the maintenance of Petpeswick Drive, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the road. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 2**

1. A Uniform Charge for properties fronting or abutting in whole or in part on the private streets located within the Three Brooks Sub-division, Hubley as identified on the map dated May 6, 2015 attached hereto, shall be a Uniform Charge of no more than \$750.00 annually.

2. The Charges collected under this Schedule shall be used by the Three Brooks Homeowner's Association for the maintenance of the private roads located within Three Brooks Subdivision, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 3**

1. A Uniform Charge for properties fronting or abutting in whole or in part on the private streets located within the Shag End Sub-division, Blind Bay as identified on the map dated November 29, 2017 attached hereto, shall be a Uniform Charge of no more than \$900.00 annually.

2. The Charges collected under this Schedule shall be used by the Shag End Lot Owner's Association for the maintenance of the private roads located within Shag End Sub-division, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year-round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 4**

Repealed Schedule

### **Schedule 4A**

1. Uniform charges for properties located on Kings Road, Wellington, or located on private roads in Wellington accessed from Kings Road, shall be as identified in the following areas:

**Area 1.** A Flat Area Rate Charge of no more than \$350.00 annually shall be applied to the following properties in Area 1 which must be accessed by Kings Road, Wellington: PID numbers 00503680, 40551178, 40377228, 40455123, 503755, 40621807, 40695132, 41266974, 41293994, 40480063, 568766, 40766347, 41026956, 41026964, 40813438, 41266966, 569103, 40621815, 40574394, and 41397696.

**Area 2.** A Flat Area Rate Charge of no more than \$450.00 annually shall be applied to the following properties in Area 2 which must be accessed by Kings Road, Wellington: PID numbers 503524, 503664, 503631, 503573, 503771, 40383630, 40383648, 40392656, 40392649, 40392631, 40392623, 40852089, 40695603, 40607269, 569194, 503581, 40784795, 40304289, 40766370, 40304297, 40852071, ~~503656~~, 503706, 40589178, 40068348, 40068355, 40068371, 40255150, 40704165, and 40585523.

**Area 3.** A Flat Area Rate Charge of no more than \$600.00 annually shall be applied to the following properties in Area 3 which must be accessed by Kings Road, Wellington: PID numbers 503565, 503599, 503722, 503607, 503615, 503656, 503698, 503797, 503805, 503847, 503870, 568790, 568865, 568931, 569087, 40301434, 40800625, 40304321, 40784787, 40304271, 40885337, 40742785, 41211491, 40304305, 40304313, 40151334, 40301251, 40695553, 40455115, 40455156, 40455149, 40533275, 40576001, 40608523, 40620296, 40688285, 40705089, 40761421, 40800088, 40885345, 41037052, 40607277, 41078205, 40872046, 41078213, 40669798, 41394347, 41435967, and 41211509.

**Area 4.** A Flat Area Rate Charge of no more than \$750.00 annually shall be applied to the following properties in Area 4 which must be accessed by Kings Road, Wellington: PID numbers 569251, 40480055, 40574386, 40364028, 40068363, 40068389, 40068413, 40068405, 40068397, 568410, 40480071, and 41294000.

2. The Area and therefore the Uniform Charge applicable to a property shall be determined in accordance with the following criteria:

(a) if the property is otherwise legally exempt from a Uniform Charge, then the property will not be subject to a Uniform Charge; or

(b) if the property does not contain a dwelling unit, then it will be included in Area 1 and the applicable Uniform Charge will be no more than \$350.00 annually; or

(c) if the property is located on Kings Road, and

(i) the property is used year round and has civic number 54 or has a civic number between 54 and up to and including civic number 106, then it will be included in Area 2 and the applicable Uniform Charge will be no more than \$450.00 annually, or

(ii) the property has civic number 112 or a civic number between 112 and up to and including civic number 429, then it will be included in Area 3 and the applicable Uniform Rate Charge will be no more than \$600.00 annually, or

(iii) the property has a civic number greater than 429, then it will be included in Area 4 and the applicable Uniform Charge will be no more than \$750.00 annually; or

(d) if the property is located on Canal Cays Drive, it will be included in Area 2 and the applicable Uniform Charge will be no more than \$450.00 annually; or

(e) if the property is located on Alben Lane, then it will be included in Area 3 and the applicable Uniform Charge will be no more than \$600.00 annually; or

(f) if the property is used on a seasonal basis, it will be included in Area 2 and the applicable Uniform Charge will be no more than \$450.00 annually.

3. (1) The criteria pursuant to section 2 of this Schedule, will apply to any existing and new properties which become subject to a Uniform Charge under this Schedule.

(2) If the criteria applicable to a property changes such that another Area is indicated for the property other than the Area it is included in, then that property will become part of the Area for which it meets the criteria, and the appropriate Uniform Charge will apply.

4. The Charges collected under this Schedule be used by the South West Grand Lake Property Owners Association for the maintenance of the following private roads located within Wellington: Kings Road, Alben Lane, Twilight Lane, Sleepy Cove Road, and Turtle Cove Road, and shall include culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 5**

1. A Uniform Charge for properties fronting or abutting in whole or in part on River Bend or River Court, private roads located in the community of Enfield as identified on the map dated January 15, 2010 attached hereto, shall be a Uniform Charge of no more than \$350.00 annually.

2. The Charges collected under this Schedule shall be used by the River Bend Road and River Court Home Owners Association for the maintenance of River Bend Road and River Court, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 6**

1. A Uniform Charge for properties fronting or abutting in whole or in part on any of the private roads located in the St Margaret's Village sub-division, in the community of Upper Tantallon as identified on the map dated October 12, 2011 attached hereto, shall be a Uniform Charge of no more than \$450.00 annually.

2. The Charges collected under this Schedule shall be used by the St. Margaret's Community Association for the maintenance of the private roads located in the St. Margaret's Village subdivision, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 7**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Rutter Court, a private road located in the community of Seaforth as identified on the map dated February 3, 2012 attached hereto, shall be a Uniform Charge of no more than \$450.00 annually.

2. The Charges collected under this Schedule shall be used by the Rutter Court Residents Association for the maintenance of Rutter Court, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 8**

1. A Uniform Charge for properties fronting or abutting in whole or in part on the private portion of Bald Rock Road, a private road located in the community of Bald Rock as identified on the map dated March 28, 2012 attached hereto, shall be a Uniform Charge of no more than \$385.33 annually.

2. The Charges collected under this Schedule shall be used by the Sambro Head Lot Owners Association for the maintenance of the private portion of Bald Rock Road, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 9**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Range Road, a private road located in the community of Grand Desert as identified on the map dated April 12, 2013 attached hereto, shall be a Uniform Charge of no more than \$150.00 annually.
2. The Charges collected under this Schedule shall be used by the Range Road Land Owner's Association for the maintenance of Range Road, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 10**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Seafarers Lane or Pioneer Hill, private roads located in Black's Subdivision in the community of White's Lake as identified on the map dated September 19, 2013 attached hereto, shall be a Uniform Charge of no more than \$150.00 annually.
2. The Charges collected under this Schedule shall be used by the Black's Subdivision Ratepayers Association for the maintenance of Seafarers Lane and Pioneer Hill, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 11**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Fortress Drive, a private road located in the community of Ferguson's Cove as identified on the map dated November 12, 2013 attached hereto, shall be a Uniform Charge of no more than \$750.00 annually.
2. The Uniform Charges collected under this Schedule shall be used by the Redoubt Head Homeowner's Association for the maintenance of Fortress Drive, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 12**

1. A Uniform Charge for properties fronting or abutting in whole or in part on any of the private roads located in the Mariner's Anchorage sub-division in the community of Glen Haven, as identified on the map dated August 22, 2012 attached hereto, shall be a Uniform Charge of no more than \$300.00 annually.
2. The Charges collected under this Schedule shall be used by the Mariners Anchorage Residents Association for the maintenance of the private roads located in the Mariner's Anchorage sub-division, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

### **Schedule 13**

1. A Uniform Charge for properties fronting or abutting in whole or in part on any of the private roads located in the St. Margaret's Bay Heights sub-division in the community of Head of St. Margaret's Bay, as identified on the map dated November 19, 2013 attached hereto, shall be a Uniform Charge of no more

than ~~\$280.00~~ **\$500.00** annually.

2. The Charges collected under this Schedule be used by the St. Margaret's Bay Heights Subdivision Resident's Association for the maintenance of the private roads located in the St. Margaret's Bay Heights sub-division, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 14**

1. A Uniform Charge for properties fronting or abutting in whole or in part on Shiloh Drive or Karla Lane, private roads located in the community of Hatchet Lake, as identified on the map dated February 3, 2016 attached hereto, shall be a Uniform Charge of no more than \$700.00 annually.

2. The Charges collected under this Schedule shall be used by the Shiloh and Karla Drive Road Association for the maintenance of Shiloh Drive and Karla Lane, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 15**

1. A Uniform Charge for properties fronting or abutting in whole or in part on private roads located within the Kelly Point Sub-division, Prospect Peninsula as identified on the map dated November 16, 2017 attached hereto, shall be a Uniform Charge of no more than ~~\$700.00~~ **\$1,500.00** annually.

2. The Charges collected under this Schedule shall be used by the Kelly Point Lot Owners Association for the maintenance of private roads located within Kelly Point Sub-division including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year-round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 16**

(a) A Uniform Charge for properties fronting or abutting in whole or in part on the private road of Jenna Lane, Hammonds Plains as identified on the map dated April 17, 2018 attached hereto, shall be a flat charge of no more than \$1,275.00 annually.

(b) The Charges collected under this By-Law shall be used by the Jenna Lane Homeowner's Association for the maintenance of the private road of Jenna Lane including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year-round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

#### **Schedule 17**

(a) A Uniform Charge for properties fronting or abutting in whole or in part on the private road Bayview Drive located in the community of Head of St. Margaret's Bay as identified on the map dated July 24, 2018 attached hereto, shall be a uniform charge of no more than \$600.00 annually.

(b) The Charges collected under this Schedule shall be used by the BV Homeowners Society for the maintenance of the private road of Bayview Drive including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the

road in a serviceable condition year-round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

**Schedule 18**

(a) An Area Rate Charge for properties fronting or abutting in whole or in part on the private roads located in the community of Cambrian's Cove as identified on the map dated March 5, 2019 attached hereto, shall be a flat area rate of no more than \$680.00 annually.

(b) The Charges collected under this By-Law shall be used by the Cambrian's Cove Homeowners' Association for the maintenance of the private roads of Cambren Drive, Five Island Road, Hawkins Drive and Kenley Road including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the roads. Road maintenance includes all work required to maintain the road in a serviceable condition year-round and may include snow removal, grading, ditch and culvert and bridge repair and brush clearing.

Done and passed in Council this 30 day of October, 2018.

---

Mayor

---

Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of the Halifax Regional Council held on October 30, 2018.

---

Kevin Arjoon, Municipal Clerk

Notice of Motion:	September 11, 2018
Approval:	October 30, 2018
Effective:	November 10, 2018

---

Amendment # 1 – addition of Schedule 17

Notice of Motion	March 5, 2019
Approval:	March 26, 2019

---

Amendment # 2 – amendment to Schedule 13

Notice of Motion	March 5, 2019
Approval:	March 26, 2019

---

Amendment # 3 – amendment to Section 27, addition of Schedule 18

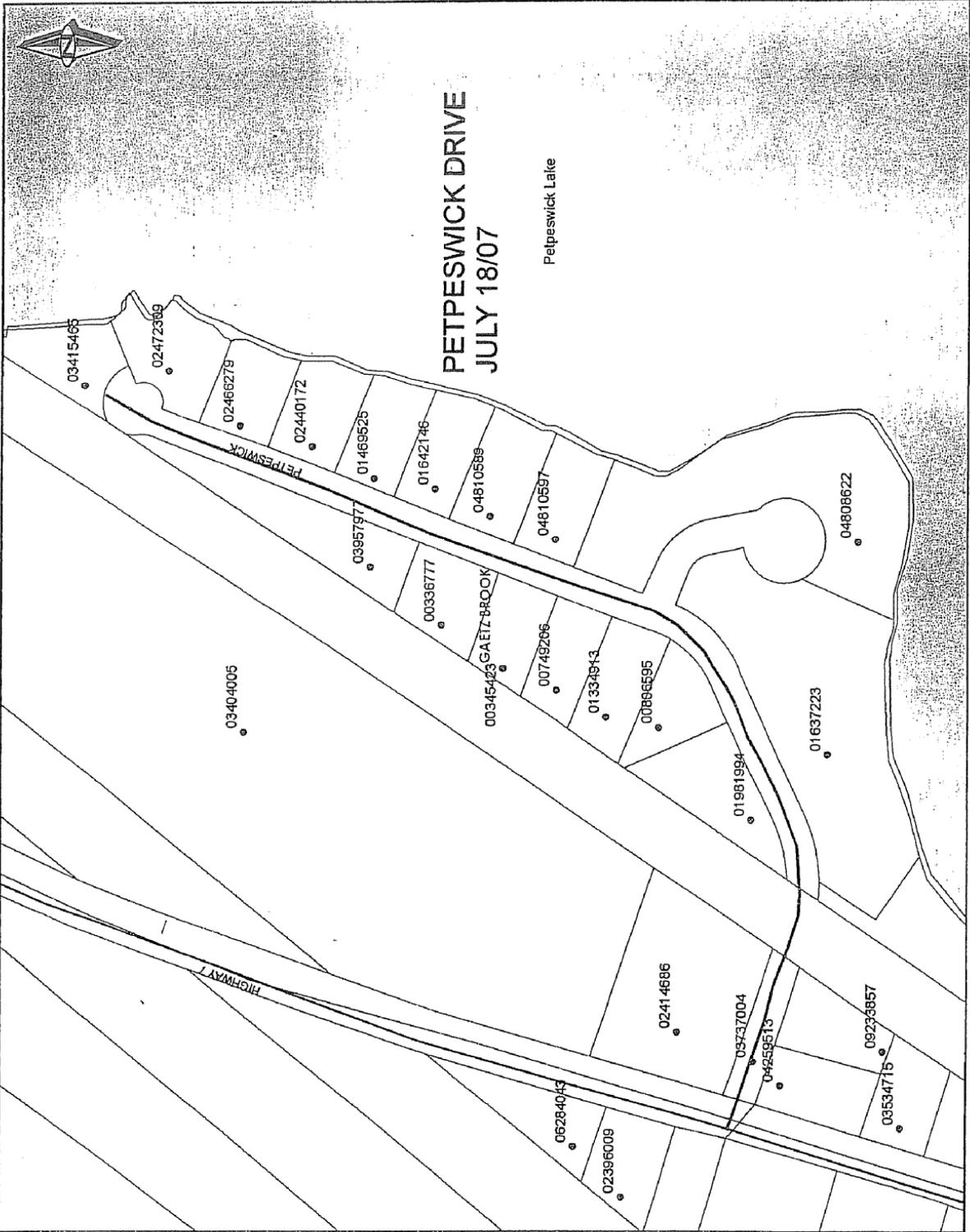
Notice of Motion	April 16, 2019
Approval:	April 30, 2019

---

Amendment # 4 – amendments to Schedule 6 and Schedule 18

Notice of Motion	July 21, 2020
Approval	August 18, 2020

---



**PETPESWICK DRIVE**  
**JULY 18/07**

Petpeswick Lake

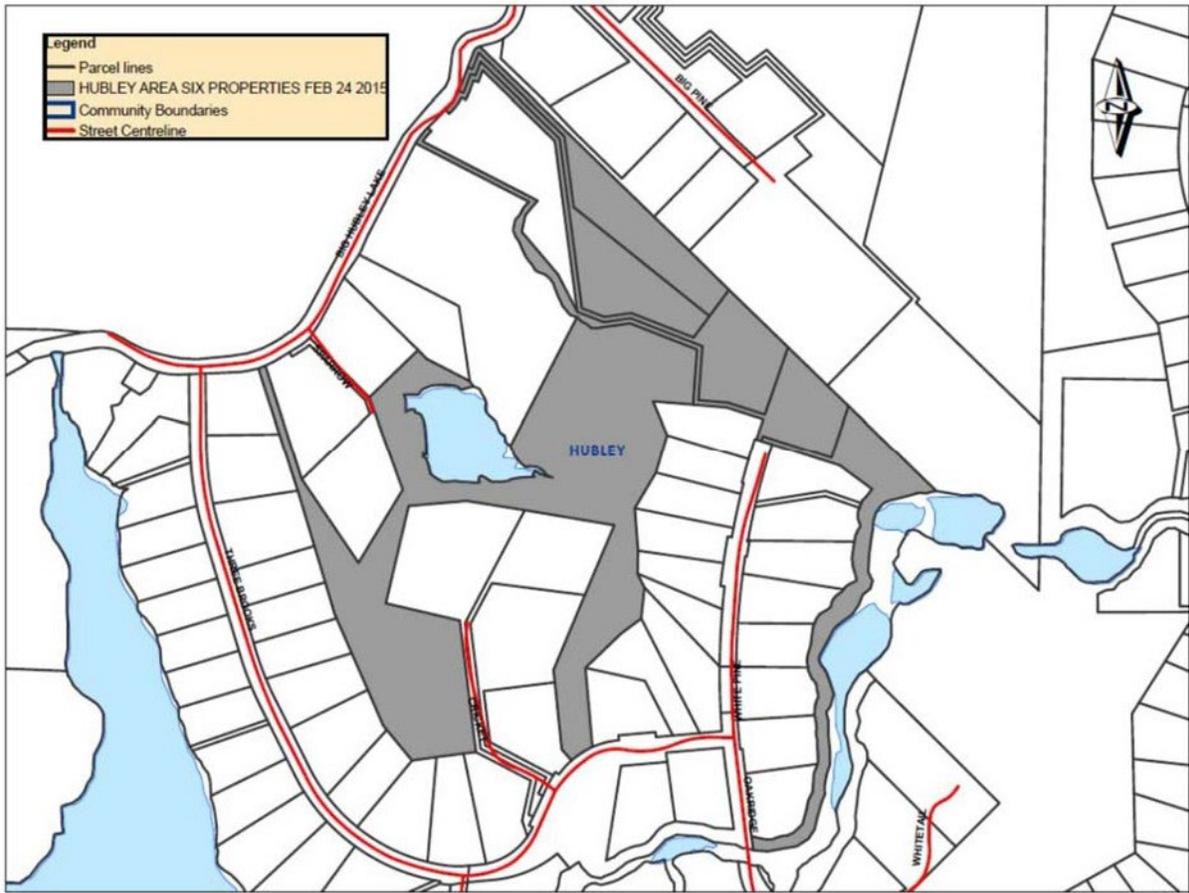


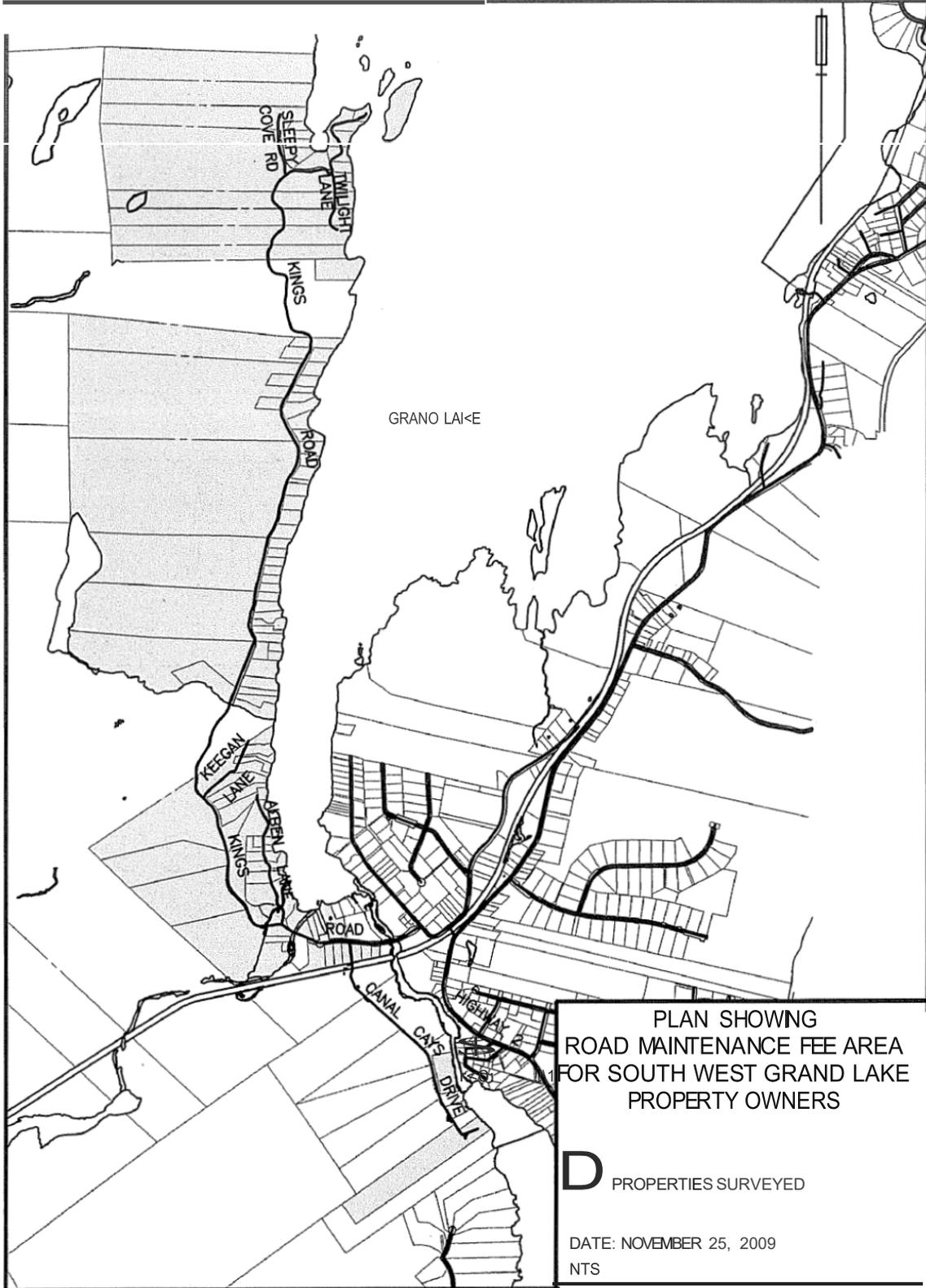
HIGHWAY 7

PETPESWICK

00345423 GAETZ-BROOK

# HUBLEY AREA



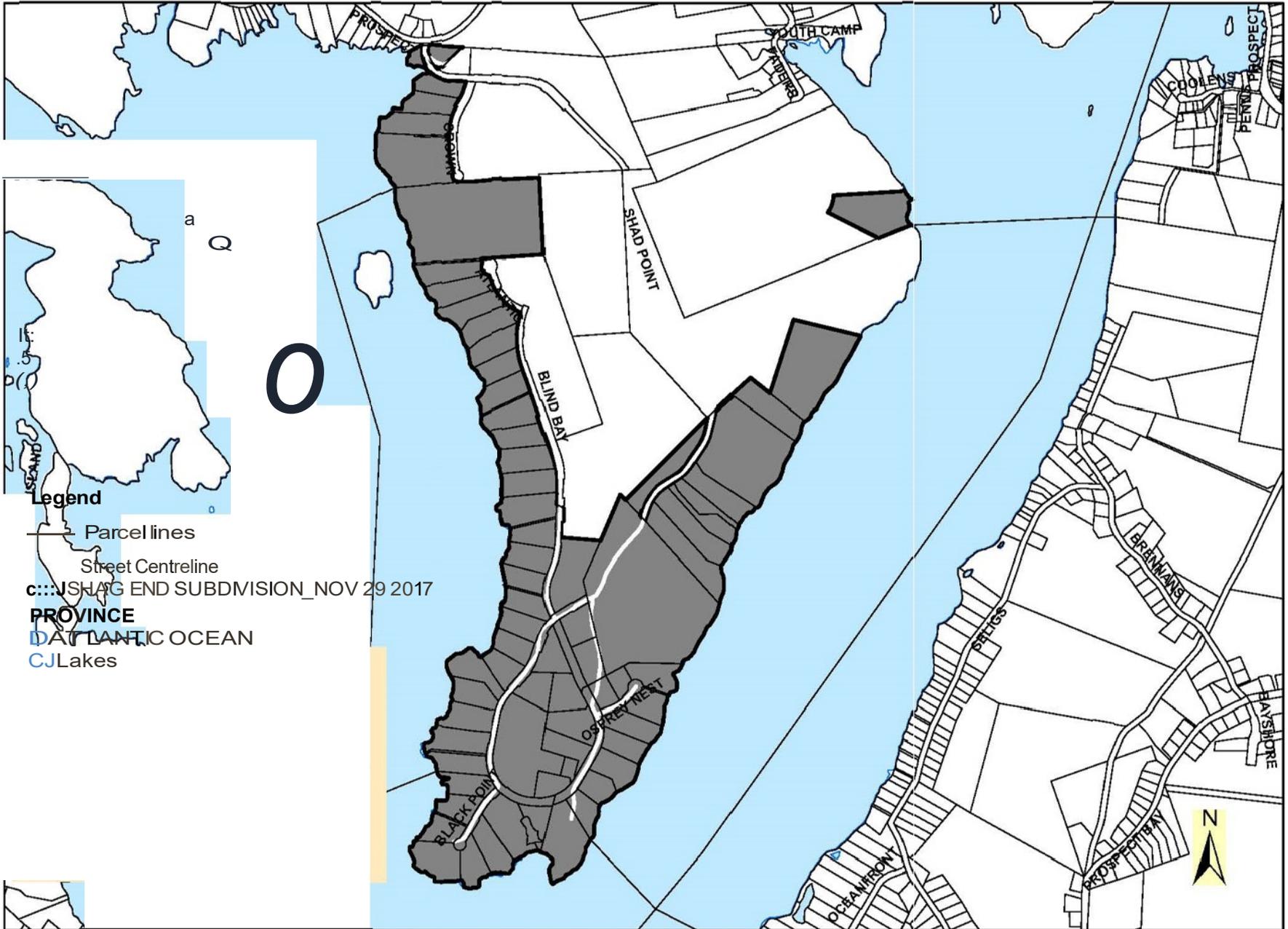


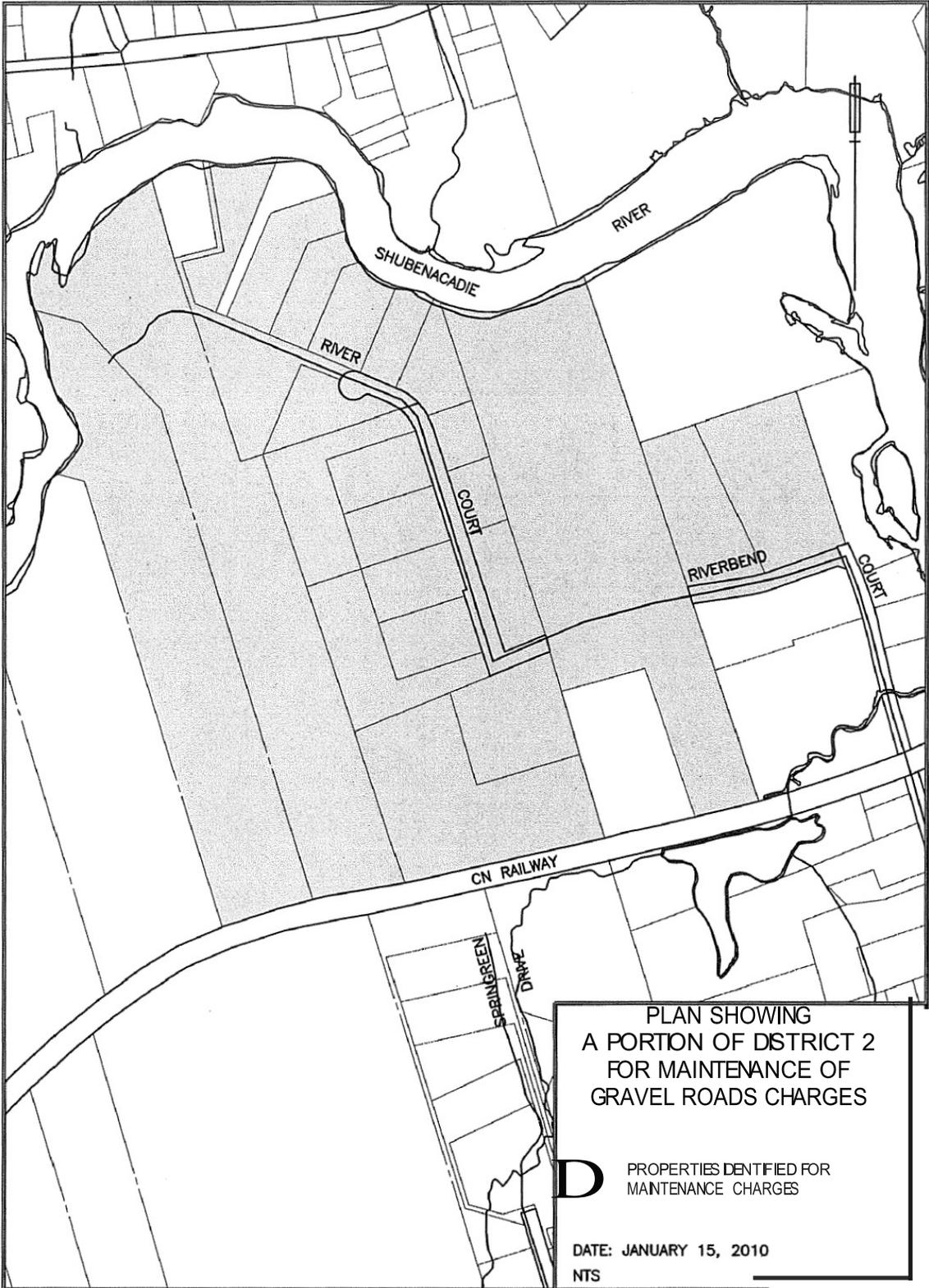
PLAN SHOWING  
ROAD MAINTENANCE FEE AREA  
FOR SOUTH WEST GRAND LAKE  
PROPERTY OWNERS

**D** PROPERTIES SURVEYED

DATE: NOVEMBER 25, 2009  
NTS

# SHAG END PRIVATE ROAD





PLAN SHOWING  
A PORTION OF DISTRICT 2  
FOR MAINTENANCE OF  
GRAVEL ROADS CHARGES

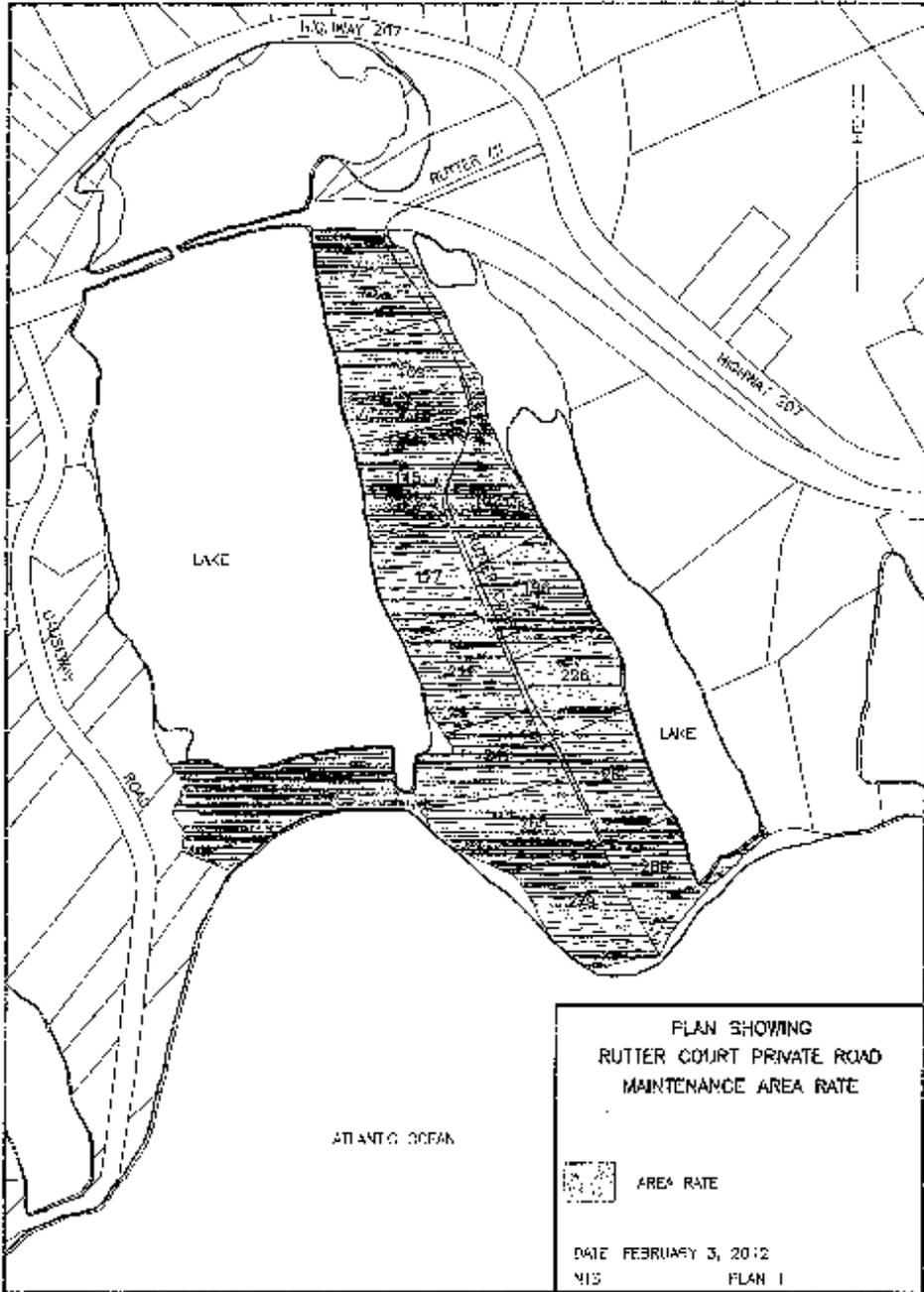
**D** PROPERTIES IDENTIFIED FOR  
MAINTENANCE CHARGES

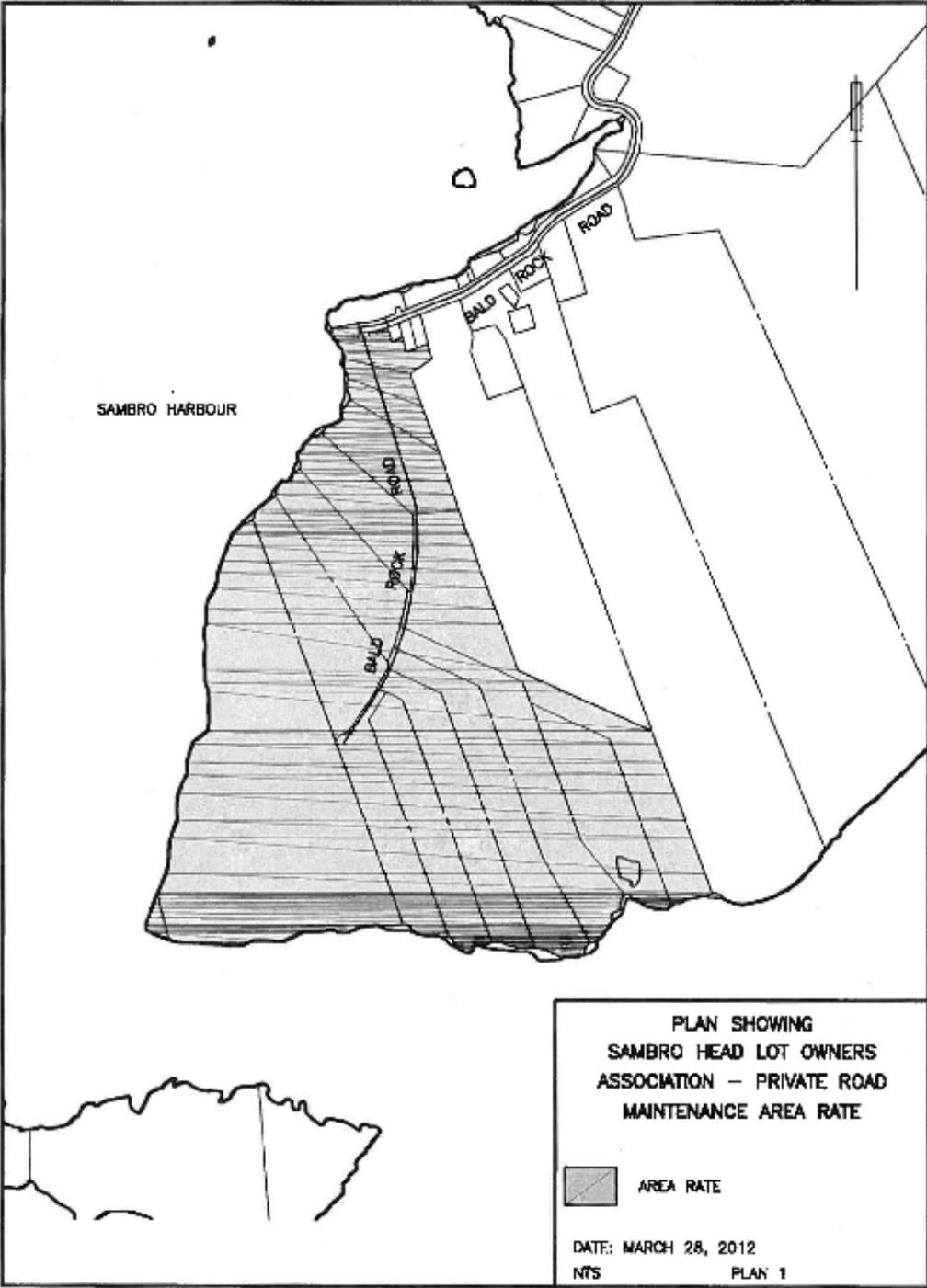
DATE: JANUARY 15, 2010  
NTS

PRIVATE ROAD MAINTENANCE FOR ST. MARGARET'S VILLAGE



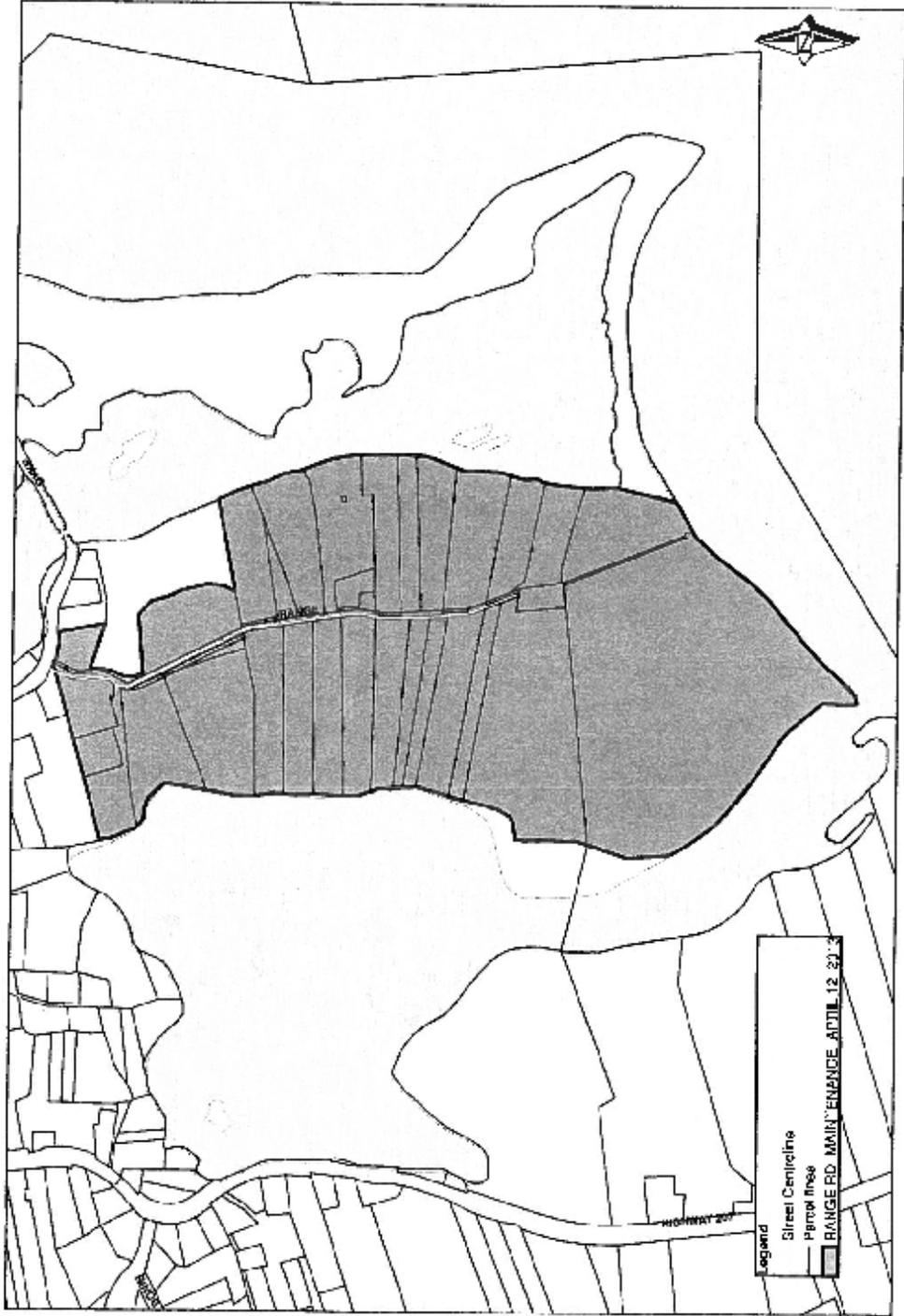
A



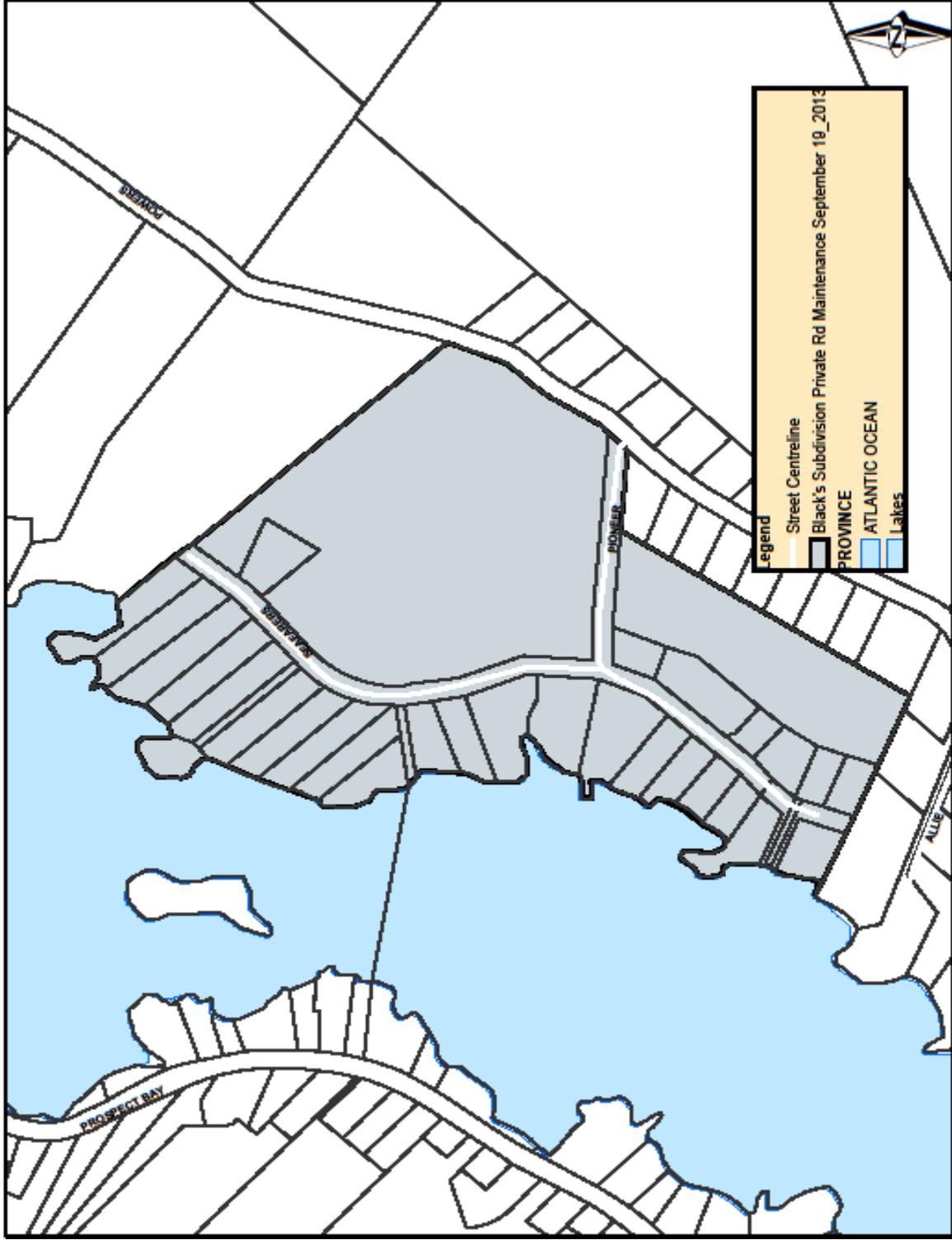


Appendix A

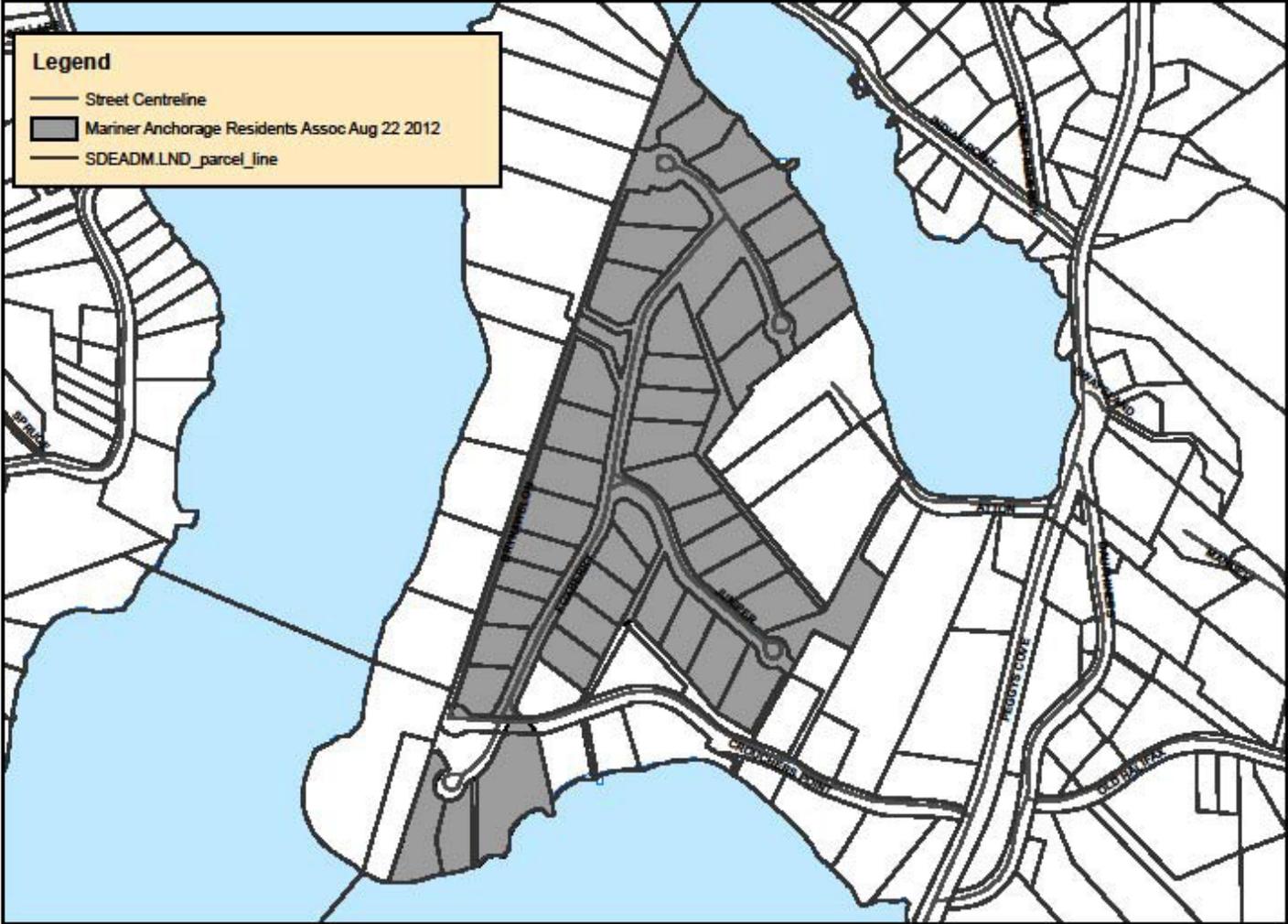
# RANGE ROAD GRAND DESERT ROAD MAINTENANCE



# BLACK'S SUBDIVISION PRIVATE ROAD MAINTENANCE

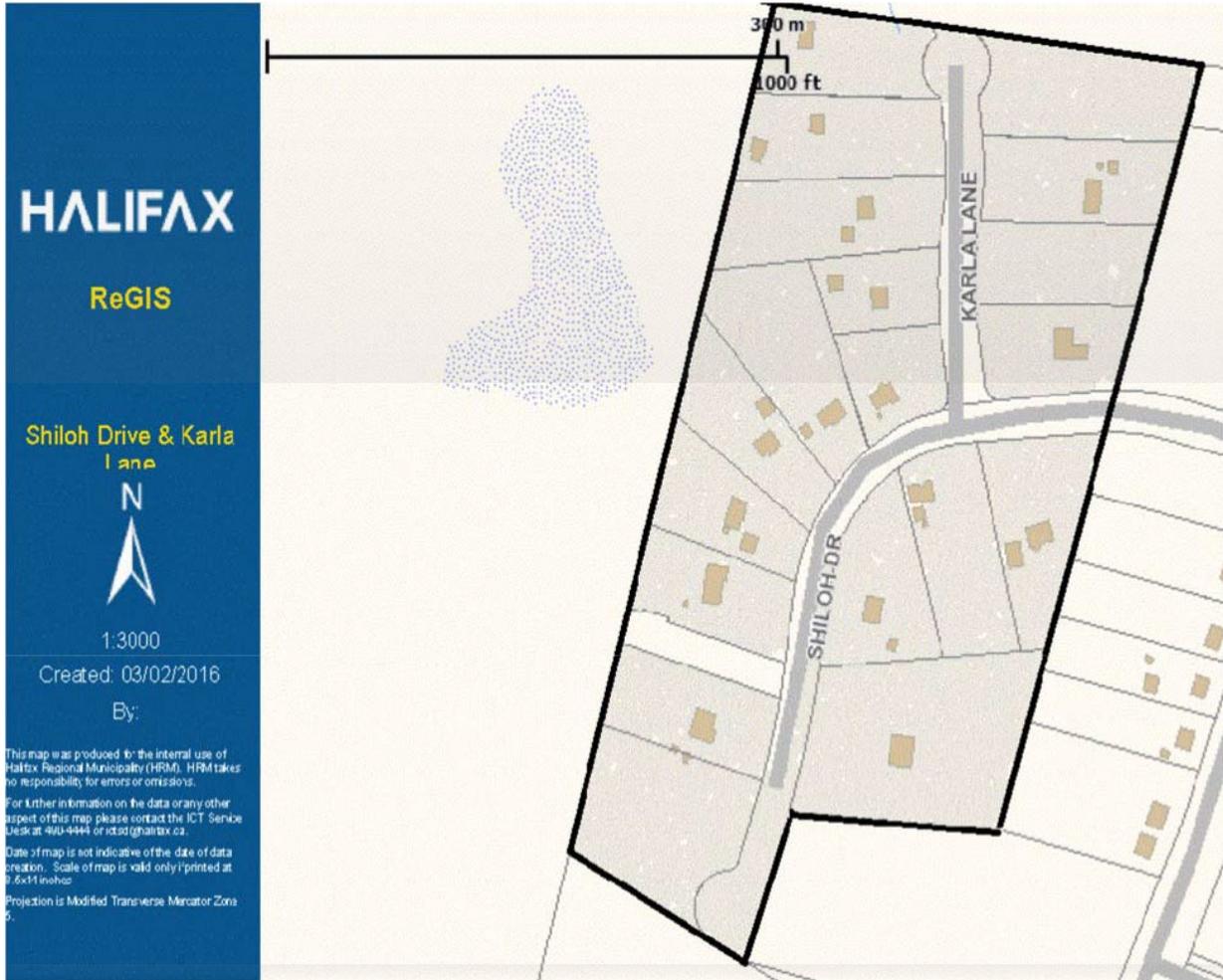


# MARINER ANCHORAGE RESIDENTS ASSOCIATION

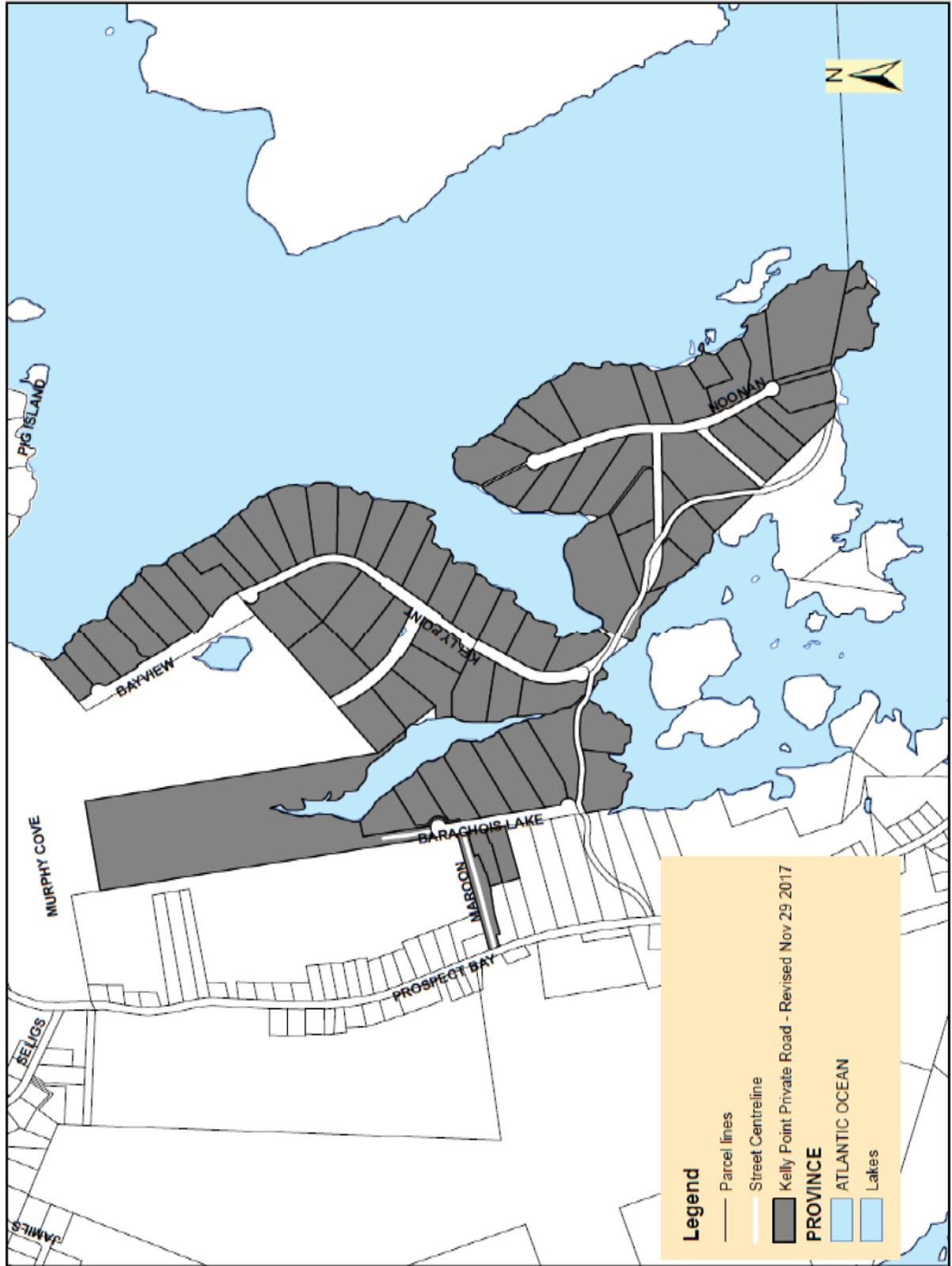




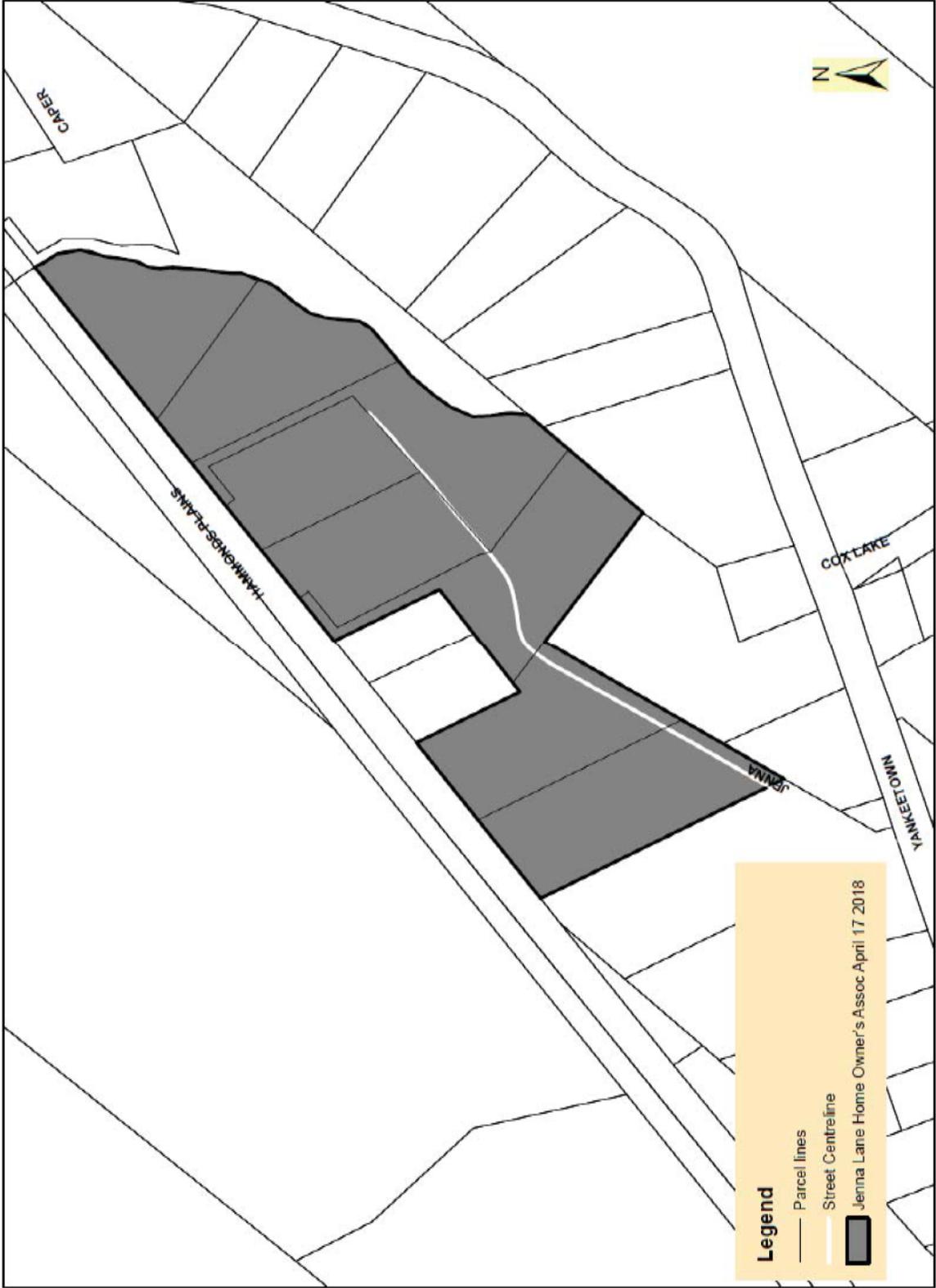
# Map of Catchment Area for Shiloh and Karla Drive Road Association



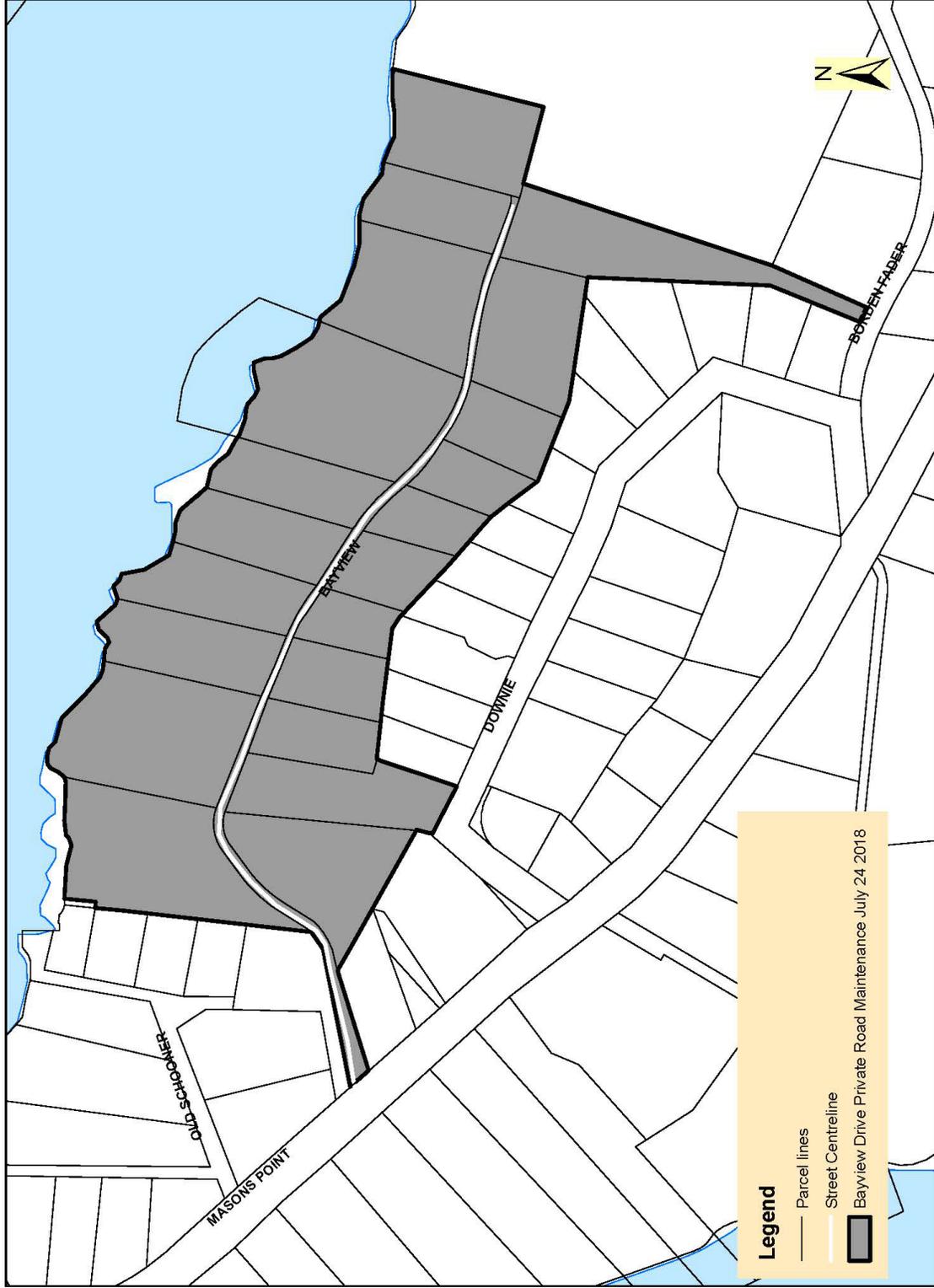
# KELLY POINT PRIVATE ROAD



# THE JENNA LANE HOME OWNER'S ASSOCIATION

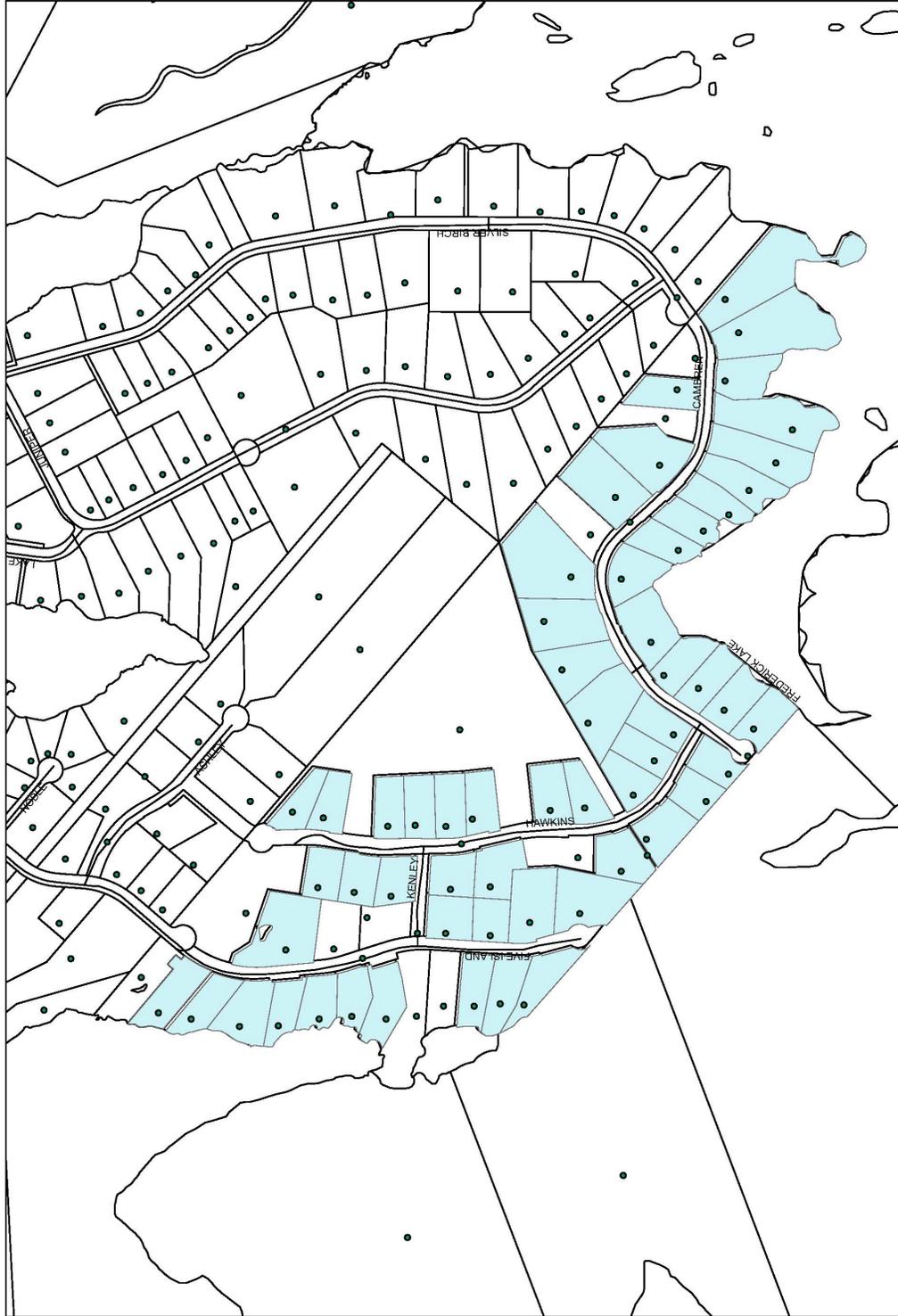


# BAYVIEW DRIVE PRIVATE ROAD MAINTENANCE





CAMBRIANS COVE PRIVATE ROAD MARCH 5, 2019 [Jan 14, 2019]





**HALIFAX REGIONAL MUNICIPALITY**

**ADMINISTRATIVE ORDER 2018-003-ADM  
RESPECTING PRIVATE ROAD MAINTENANCE**

**BE IT RESOLVED** by the Council of the Halifax Regional Municipality that Administrative Order 2018-003-ADM, the *Private Road Maintenance Cost Recovery Administrative Order*, is amended as follows:

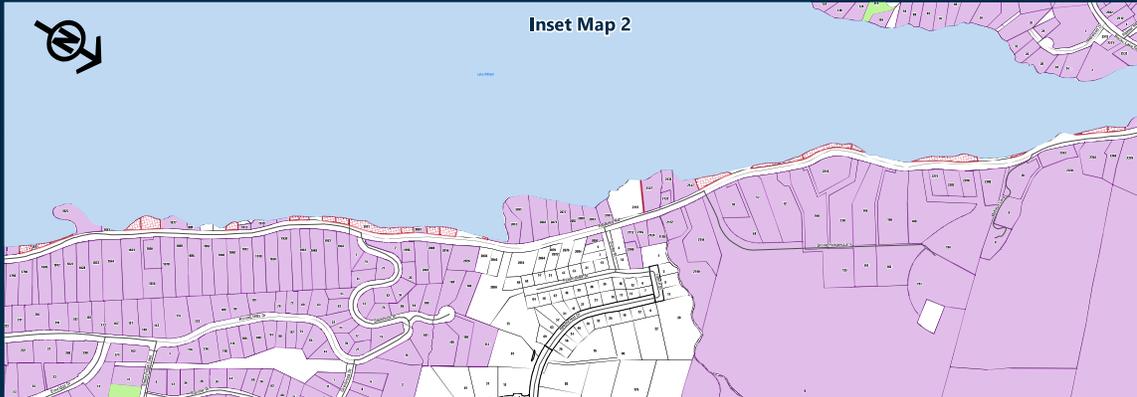
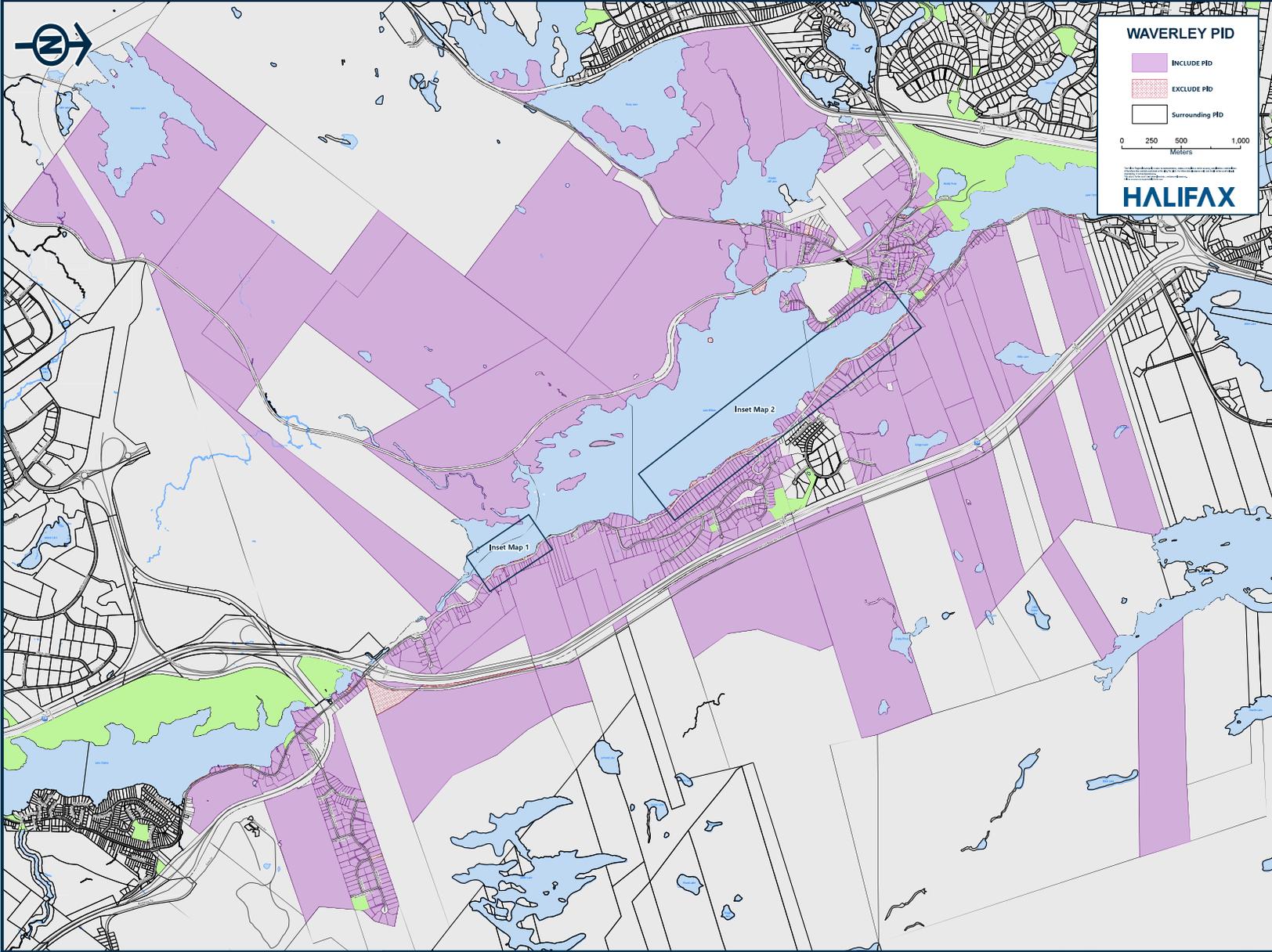
1. Section 1 of Schedule 13 is amended by striking out "\$280.00" after the words "Uniform Charge of no more than" and before the word "annually" and replacing it with "\$500.00."
2. Section 1 of Schedule 15 is amended by striking out "\$700.00" after the words "Uniform Charge of no more than" and before the word "annually" and replacing it with "\$1500.00".

Done and passed in Council this     day of                     , 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

# WAVERLEY PROPOSED AREA RATE



## Appendix J

### BALLOT FOR COMMUNITY AREA RATE TAX

December 7, 2022

«OWNER\_1»  
«OWNER\_2»  
«MAILING\_ADDRESS»  
«MAILING\_ADDRESS1»  
«Country»

**Assessment #** «AAN»

«Civic\_Address»

Dear Property Owner:

The Halifax Regional Municipality has been notified by the Waverley Community Association about a proposed implementation of a community area rate. You are being notified as the owner of a property that will be impacted by this proposed tax. This is a new vote as minor changes to the catchment area were made as a result of the public meeting held on October 24, 2022. The fee is collected on property tax bills for properties within the Waverley community catchment area as shown in the enclosed map. Please note that only one vote will be counted for each property, even if the property is owned by more than one person or in the event more than one ballot is submitted.

The proposed community area rate is below. The charges collected under this rate shall be used by the Waverley Community Association for recreation development, and community events, community projects for all residents of Waverley to enjoy. This includes operating costs for the Community Hall/Museum. Fees can also be used for construction of community capital projects such as seasonal recreation infrastructure. (Capital projects are subject to Municipal approval).

#### Proposed Community Area Rate Schedule:

Rate Classification	New Annual Rate
A Uniform Charge for properties within the Waverley community as shown in attached map.	\$35

Under the proposed fee schedule, the community area rate tax is \$35 per property, per year. Please note this change will commence in the 2023/24 fiscal year. The current fee is set by the association at the AGM.

### **Voting Options:**

1. **Electronic:** if you have received this message via email, please complete the pdf ballot attached and email it to [arearateinfo@halifax.ca](mailto:arearateinfo@halifax.ca)

If you have received this notice in the mail and would like to respond electronically please fully complete the ballot, sign it, and email a scan or photo of the ballot to the email address noted above.

2. **Mail:** The enclosed ballot form may be completed, signed, and mailed to

Halifax Regional Municipality  
Attn: Angie Spinney, Alderney Drive 2<sup>th</sup> Floor  
Re:WCA  
PO BOX 1749  
Halifax, NS B3J 3A5

### **Deadline:**

The ballot must be received by **Friday, December 30, 2022**. If you are mailing your ballot, please allow adequate time for delivery.

If at least a simple majority (50%+1) of total votes cast is in favour of the new community area rate then it will go into effect starting in 2023/24 for all properties under the association. The funds collected are turned over to the Waverley Community Association which is responsible for administering the funds.

Completed ballots will be counted and property owners will be notified by mail of the voting results. Please email [arearateinfo@halifax.ca](mailto:arearateinfo@halifax.ca) with any questions pertaining to the Community Area Rate Program. For questions regarding the community area rate provided and how the community area rate was determined, please contact the association via Barry Dalrymple at [lwfbaseball@hotmail.com](mailto:lwfbaseball@hotmail.com)

Please note that the voting procedures outlined above are the only voting methods.

For information pertaining to the Community Area Rate Program please visit the website at:

<https://www.halifax.ca/home-property/property-taxes/community-area-rates>

**Waverley Community Association  
VOTING BALLOT**

---

- YES**, I am in favour of the community area rate.
- NO**, I am not in favour of the community area rate.

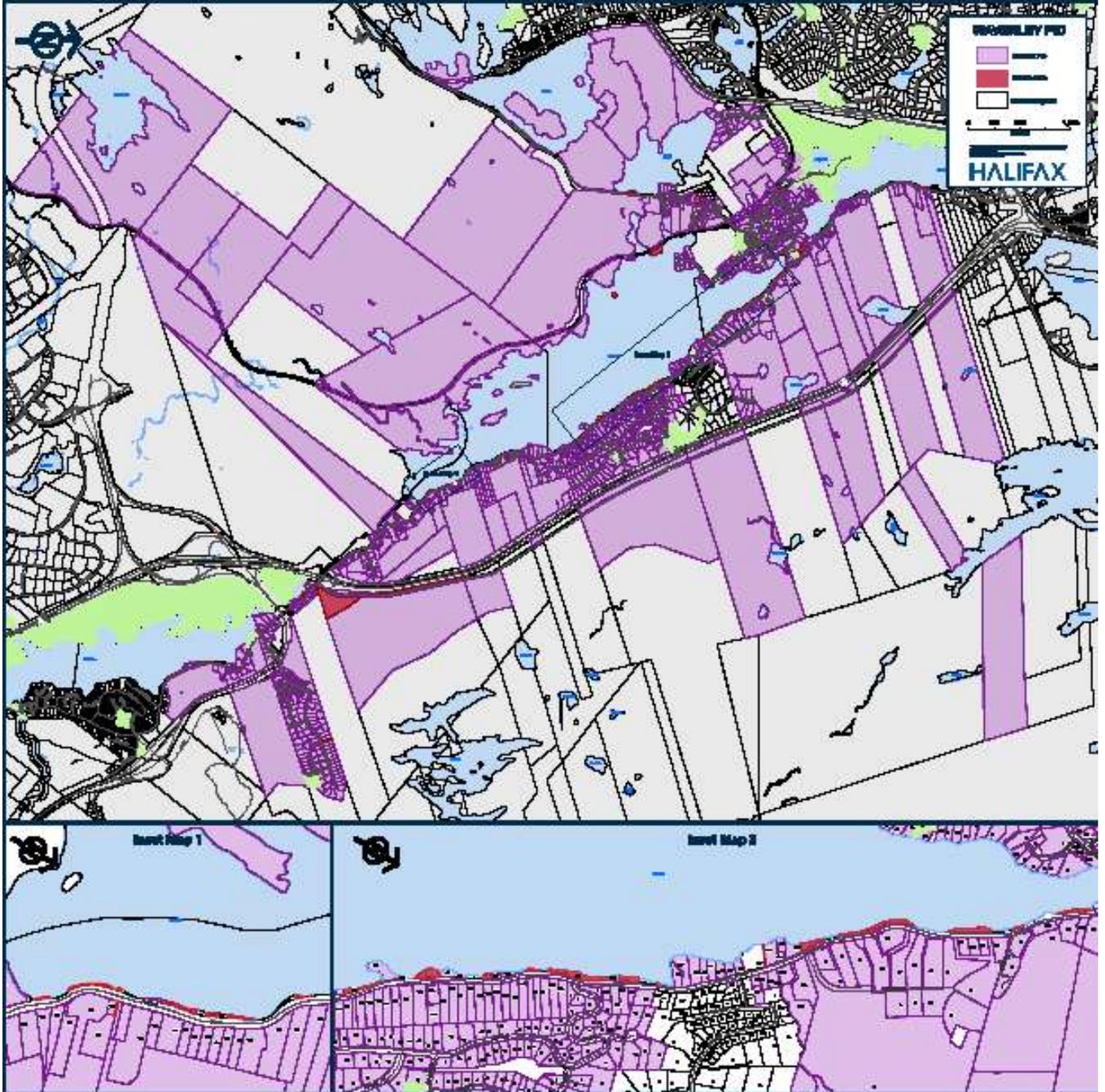
<b>Assessment Account Number (AAN):</b>	«AAN»
<b>Property Address:</b>	
<b>Name (printed):</b>	
<b>Signature:</b>	

**NOTE:** Only one vote per assessment number will be counted. Ballots **must** contain all required information (assessment account number (AAN), address, name, signature) to be considered valid. The AAN can be found on your property tax bill or you may obtain this information by contacting the HRM Customer Contact Center at 311 or by email [contactus@311.halifax.ca](mailto:contactus@311.halifax.ca). The mail copy of the letter will also contain the AAN.

**Please note that all ballots must be received by December 30, 2022.** If you are mailing in your ballot, please allow adequate time for delivery. Instructions for returning the ballot can be found in the attached letter. Electronic submissions can be made to [arearateinfo@halifax.ca](mailto:arearateinfo@halifax.ca).

**You must return a ballot for your vote to be counted.** Unreturned ballots are not assigned a yes or no vote, they are excluded from the voting results.

# WAVERLEY PROPOSED AREA RATE



\*The following information was provided directly from the Waverley Community Association\*

**ANY VOTES THAT WERE SENT IN THE FIRST TIME WILL NOT COUNT AS THIS IS NOW A COMPLETELY NEW VOTE AND RESIDENTS ARE BEING ASKED TO VOTE AGAIN.**

Our WCA volunteers have been trying from the beginning thru two years of public information and consultation to be as fair as possible with all of our residents in the planned for implementation of the village area rate. At the Public Hearing a number of residents brought forward concerns about being double or triple billed for tiny pieces of property that are not and can never be "building" lots.

Doing the best we could with little information and using viewpoint as a guide we found 67 such properties within the village limits and have had HRM remove those from the list of properties to be area rated. Because of that change to the original proposal and budget we were told we would have to re-issue the new information and ballots for a re-vote.

While this now pushes us up against a very tight timeline for funding we felt it was the fair and right thing to do.

Please once again find your ballot page attached, fill it out and return within the timeline as prescribed by HRM.

**Itemized Budget for Fiscal Year 2023-2024**

<b>Description of Revenue Source</b>	<b>Amount (\$)</b>
Area Rate Revenue to be collected from Property Tax bills:	\$33,950.00
Surplus or (deficit) carried forward from prior fiscal year:	<b>\$0</b>
<b>Total Revenues</b> (must equal total expenditures + capital):	<b>\$33,950.00</b>

<b>Description of Planned Operating Expenditures</b>	<b>Amount (\$)</b>
Office Supplies / Licenses / Equipment	\$700.00
Janitorial / Security	\$850.00
Snow Plowing	\$1000.00
Oil / Electricity / Water	\$7000.00
Normal Building Maintenance	\$2000.00
Printing / /Mailing / Promotion	\$1000.00
Insurance	\$4800.00
Future Fund / Building Maintenance	\$5600.00
Community Events / Grants / Gold Rush	\$11,000.00
<b>Total Operating Expenses</b> (operating + capital must equal total revenues):	<b>\$ 33,950.00</b>

<b>Description of New or Existing Planned Capital/Infrastructure Projects</b>	<b>Amount (\$)</b>
<b>Total Capital/Infrastructure Exp.</b> (operating + capital must equal total revenues):	<b>\$</b>

**Capital Project Information** – the inclusion of a newly proposed capital project on this business plan, and its acceptance by HRM does **not** constitute immediate approval of the project. Business

plans are not approved by Council. The approval for a proposed capital project will only happen once the following conditions have been met:

- A needs and suitability assessment is fully completed by Parks & Recreation or the appropriate business unit
- A maintenance plan has been considered in collaboration with the appropriate business unit
- Council has approved the project in the Municipality's capital budget

Parks & Recreation must receive a new capital project proposal by late Spring at the latest, in order to have the required time to evaluate it before September when the capital budget proposal is prepared for the following fiscal year. It is recommended that a dollar figure not be assigned to a newly proposed capital project in the business plan until such time as it has been included in the capital budget; as the assessment may span multiple fiscal years and the project may end up being rejected.

**Budget Adjustment List Briefing Note**

**BN007 – Admin Fees Area Rate & Private Road Home Owners**

**COW Date:** January 27, 2023

**Business Unit:** FAM

Tracking Id	Revenue, Expense, or Capital	2023/24 Amount (negative is savings/revenue)	2024/25 Amount (negative is savings/revenue)
BN007	Operating Revenue	(\$70,000) (Ongoing)	(\$70,000)
<b>Four Year Impact</b>	\$70K / year (\$280K over 4 years)		
<b>Adjustment Description</b>	This Briefing Note outlines the revenue associated with charging a 5% administrative fee to collect community and private road area rate funds.		
<b>Priority Alignment</b>	Responsible Administration – Well-Managed		

The Halifax Regional Municipality collects community and private road area rate funds from a variety of Home Owners Associations (HOAs). These HOAs are self governing and operate independently from the municipality. The funds collected are distributed to the HOA to be spent according to the HOA’s mandate. For private road HOAs, these funds support private (not municipally owned) roads. The community area rates support local community initiatives such as movie nights and community beautification, i.e. programs that would not be offered by the municipality.

The collection and distribution of area rates is a service to these HOAs, who would otherwise be required to obtain the funds directly from residents in their area. As well, if a homeowner is delinquent in paying their taxes the municipality still advances the full amount of the funds to the HOA. The administration of these rates currently requires 70% of one FTE and includes tasks such as:

- annually obtaining HOA documentation and confirming rates to be collected
- GIS mapping and boundary confirmation for the interim and final tax bills
- responding to general HOA questions
- preparing and tallying ballots where the HOA requests a change to their rate (postage and printing costs borne completely by the municipality)

The proposal of a 5% administrative fee to collect these funds represents the administrative fee that would result in a full cost recovery for HRM staff to administer these rates annually. For reference, the Municipality of East Hants charge a 5% administrative fee to their private road home owner’s associations.