

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Pam Lovelace, Clerk
Date: January 28, 2025
Re: Bylaw # 26 Respecting Private Road Maintenance Charges

Background

At the June 25, 2024 Council meeting, the Region of Queens Municipality Council directed staff to draft a private road levy bylaw:

Motion June 25, 2024:

THAT the Council of the Region of Queens Municipality direct staff to prepare a draft private road levy bylaw, based on the principles outlined in the report titled 'Private Road Levy Consultation' dated October 8, 2024, for Council's review.

The Municipal Government Act authorizes municipalities to create bylaws for improving and maintaining private roads and collect fees to offset the delivery of the administering the service to private road a:

Municipal Government Act, Subclause 81(1)(da)(ii):

The council may make by-laws imposing, fixing and providing methods of enforcing payment of charges for laying out, opening, constructing, repairing, improving and maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads, where the cost is incurred under an agreement between the municipality and a person.



Municipal Government Act, Subsections 75(1), (2), (4) and (5):

The council may spend money in an area, or for the benefit of an area, for any purpose for which a municipality may expend funds or borrow. 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 a uniform charge on each taxable property assessment or dwelling unit in the area. The charges are first liens on the real property and may be collected in the same manner as taxes.

Details

As per the Council's direction in June 2024, staff have drafted Bylaw #26 - Respecting Private Road Maintenance Charges and presenting it to Council for First Reading (Attachment A). Staff recommend that any substantive changes to the Bylaw would need to occur at First Reading to ensure the public have enough time to review the amended Bylaw and provide feedback to Council.

Section 168 of the Municipal Government Act requires that Bylaws be read twice with at least fourteen days notice to the public before the Second Reading is scheduled to occur.

The purpose of Bylaw #26 is to ensure property owners on private roads have the means to fairly and equitably collect fees to maintain the private roads adjacent to their lots and in their fee collection area. The lot owners are required to establish a Private Road Association under the Nova Scotia Societies Act and follow all legislative requirements of good governance and fiscal responsibility as set out in the provincial societies legislation.

To establish the Private Road Fee, the Private Road Association must demonstrate to the municipality that the organization has the mandate from property owners to collect the private fee, determine collectively what the amount is per lot, and sign an Agreement (Attachment B) each year to maintain the fee on the property tax bill.

Budget Impacts

The implementation of the Bylaw 26 - Private Road Maintenance Charges will have a budget impact for the Department of Finance as the charges will be included on the tax bill. However, a proposed administrative fee of 5% would be collected from the lot charges to offset the costs of delivering the service to Private Road Associations. The cost of the service is currently unknown because it depends on the private road associations establishing their fees and collection area.

Communications

If Council gives direction to proceed with the proposed Bylaw #26, staff will issue notice to the public, including private road associations, that Council intends to adopt the new Private Road Maintenance Charges Bylaw. All existing and new private road associations will be required to sign on to the municipal agreement (Attachment B) following the effective date of the Bylaw.

Staff will seek comments from the public through various communications channels including the website, social media, Engage Queens, and public notice to media, as well as postings at the Administration Building.

Recommendation

THAT the Council of the Region of Queens Municipality accepts the proposed bylaw as presented and direct staff to schedule the Second Reading of Bylaw #26 - Respecting Private Road Maintenance Charges.

ATTACHMENTS

Attachment A: Proposed Bylaw 26 Respecting Private Road Maintenance Charges.

Attachment B: Information About Private Road Maintenance Charges.

Attachment A

BYLAW NO. 26

A BYLAW RESPECTING PRIVATE ROAD MAINTENANCE CHARGES

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the Municipal Government Act, S.N.S. 1998, Chapter 18, as follows:

Title

1. This bylaw shall be known as Bylaw Number 26 and may be cited as the "Private Road Maintenance Charges Bylaw".

Definitions

2. In this Bylaw:

- (1) **"AAN"** means an Assessment Account Number assigned by the Property Valuation Services Corporation or its successors;
- (2) **"Annual Agreement"** means an agreement with the Municipality entered into each year by an Association whose initial application has been approved by Council which shall, without restricting its other contents, include the standard provisions identified by the Municipality in its Information Document;
- (3) **"Annual Administration Fee"** means an administration fee calculated as a percentage of the gross amount billed each year which shall be charged by the Municipality to the Association for the purpose of recovering the costs involved in billing, collection and administration of the Charge in an amount specified by Council from time to time in its Information Document;
- (4) **"Applicant"** means an Association which submits an initial application or amendment application for private road maintenance charges;
- (5) **"Association"** means an association incorporated as a society pursuant to the Societies Act, 1989 R.S.N.S., c. 42, as amended, with at least two officers whose names are shown as such at the (Nova Scotia) Registry of Joint Stock Companies, and having as a primary objective the carrying out of Road Maintenance for a specific private road or roads and having as eligible members all owners of lots within the actual or proposed Charge Area that are, or are

proposed to be, subject to a Charge and not including more than 25% of its membership who are not, or are not proposed to be, subject to a Charge;

- (6) **“CAO”** means the Chief Administrative Officer of the Municipality;
- (7) **“Charge”** means a charge imposed pursuant to Section 81(1)(da) of the *Municipal Government Act* or successor legislation in an amount to be determined pursuant to this By-law and pursuant to an agreement between an Association and the Municipality, payable in respect of an Association's road maintenance costs;
- (8) **“Charge Area”** means the area of land which is subject to a Charge pursuant to an Annual Agreement made under this bylaw;
- (9) **“Charge Methodology”** means the methodology used to determine the proportion of the aggregate amount of the road maintenance costs allocated to each lot within the Charge Area and, without limiting the generality of such methodologies, may include lump sum charges per lot or per dwelling or building, or any other methodology acceptable to Council.
- (10) **“Clerk”** means the Municipal Clerk;
- (11) **“Council”** means the Council of the Municipality;
- (12) **“Information Document”** means a document entitled “Information about Private Road Maintenance Charges” approved by Council by Policy and posted on its website and/or available from the Clerk at the Municipality's office.
- (13) **“lot”** means a parcel of land that has a unique PID and AAN and which is located within the Charge Area;
- (14) **“Municipality”** means the Region of Queens Municipality;
- (15) **“owner”** means an owner of land as defined in the *Municipal Government Act*;
- (16) **“PID”** means a Property Identification Number assigned pursuant to the *Land Registration Act*;
- (17) **“Private Road”** means a road that is not owned by the Crown or by the Municipality, and includes its associated ditches, ramps, curbing, retaining walls, culverts, bridges, signage or other associated infrastructure;

(18) **“Road Maintenance”** means the work specified in the Agreement which may include any one or more of the following:

- (a) Resurfacing, grading or adding aggregate to the road surface;
- (b) Excavating, restoring, maintaining, or improving the road's ditching;
- (c) Repairing, maintaining, replacing or installing culverts;
- (d) Repairing, maintaining, replacing or installing retaining walls;
- (e) Repairing, maintaining, replacing or installing bridges;
- (f) Repairing, maintaining, replacing or installing signage;
- (g) Cutting and/or removing brush and trees from the road or its shoulders;
- (h) Snowplowing, salting, sanding;
- (i) Construction of new roads or widening of existing roads within the charge area.

(19) **“Road Maintenance Costs”** means the costs of and the costs ancillary to Road Maintenance and may include, without limiting the generality of the foregoing the costs of employees, contractors, consultants and professionals, allocations for reserve funds related to future major expenses or improvements, as well as any costs designed to maximize collection from owners of lots in the Charge Area.

Initial Application for a Private Road Maintenance Charge and Amendment Applications

3. An initial application for the establishment of a private road maintenance charge shall be submitted to Council through the Clerk by an Applicant. The application shall include identification of the proposed Charge Area, the types of road maintenance for which the Charges are to be levied, the proposed Charge Methodology, and such other information as may be identified by the Municipality in its Information Document or otherwise requested by the CAO or their designate.
4. Council may, at its discretion, approve, reject, or may impose conditions upon an initial application, or invite changes to it, but the Municipality shall provide reasons to the applicant in the event of rejection.
5. In the event Council has approved an initial application, the applicant Association shall forthwith pay an initial application fee in a lump sum amount specified by Council from time to time in its Information Document.
6. In the event Council has approved an initial application and the Association wishes to amend the Charge Area, the types of road maintenance for which the charges are being levied, or the Charge Methodology, it shall submit an amendment application to Council through the CAO or their designate.

7. Council may, at its discretion, approve, or reject, or impose conditions upon an amendment application or invite changes to it, but the Municipality shall provide reasons to the applicant in the event of rejection.
8. Without in any way limiting its discretion, Council may refuse applications made under section 3 or section 6 of this Bylaw if:
 - (a) It is dissatisfied with the extent of owners' support for the application within the applicable Charge Area;
 - (b) It would prefer that an initial application's proposed Charge Area be incorporated within an amended Charge Area; or
 - (c) It is concerned with any undue administrative and collection burdens associated with the proposed Charge

Annual Agreements

9. An Association which has had its initial application approved and is otherwise eligible may apply to make or renew an Annual Agreement with the Municipality for the Municipality to impose Charges and disburse the net proceeds of Charges levied and collected as taxes under this bylaw.
10. Annual agreement applications must be submitted by January 31, unless the Municipality authorizes otherwise in writing, in order to be in effect in the next fiscal year (beginning on April 1) and must include:
 - (a) a listing of AANs for lots which are subject to a Charge and identifying the amount of the Charge to be levied against each of such lots and the methodology by which such amounts were determined; and
 - (b) such other information as may be specified from time to time by Council in its Information Document.
11. The Municipality shall evaluate Annual Agreement applications for compliance with the requirements of this Bylaw and with the requirements stipulated by Council in its Information Document and may enter into Annual Agreements in respect of compliant applications but may decline to do so in its discretion for any rational reason. The Municipality shall advise Associations whose Annual Agreement applications have been declined of the reason for that decision.
12. Upon the Association and the Municipality executing an Annual Agreement for the first time, the Association shall notify all owners within the Charge Area of the agreement and provide a copy of the schedule to the Annual Agreement which describes the Charge corresponding to the information in s.10(a) of this Bylaw. If in subsequent years the Charge amounts have changed relative to the previous year, the Association shall be responsible for notifying all affected owners of the change(s) by ordinary mail or by email respectively

to their last known postal or email address and to advise them that change will be reflected on their tax bills.

Charges, Interest and Liens

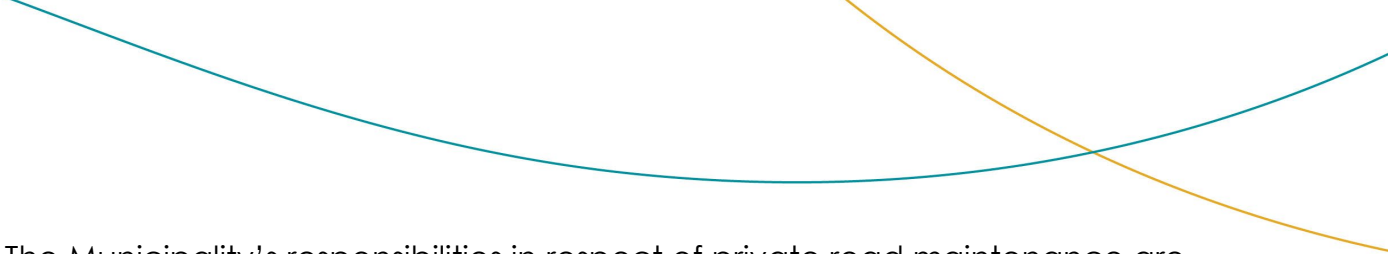
13. When the Association and the Municipality have executed an Annual Agreement for a fiscal year, Charges in the amount specified in, or calculated from, the schedule to the Annual Agreement shall apply against the lots in the Charge Area, except for lots owned by federal, provincial or municipal governments. The Charges shall apply from the beginning of the fiscal year and shall constitute a lien against the lots in the same manner and to the same extent as other property taxes of the Municipality.
14. The Municipality shall include the Charge applicable to each lot on its tax bills for that fiscal year and the Charges shall be due and payable by the owners of the lots in the Charge Area when other property taxes payable to the Municipality for that fiscal year are due and payable.
15. Interest shall be applied in the same way for Charges under this bylaw as it is for other property taxes payable to the Municipality and shall be a first lien against the lots in the same manner as taxes. No interest charged or collected shall be payable to the Association.
16. The Charges and liens provided for in this bylaw shall remain in effect until the Charges plus interest have been paid in full, irrespective of whether Annual Agreements are discontinued for future tax years.

Disbursement of Net Proceeds of Charges

17. The proceeds of the Charges, net of interest and net of the Annual Administration Fee, shall be paid to the Association in accordance with the terms and schedule specified in the Annual Agreement.

Limited Role and Liability of the Municipality

18. The Municipality's responsibilities under the Bylaw and under the Annual Agreement do not extend to actual private road maintenance or assessing or enforcing the safety and serviceability of Private Roads, including those within the Charge Area.
19. The Municipality will not provide engineering, technical or professional services or advice with respect to Private Roads or the Association's governance or internal affairs.
20. The Municipality has no responsibility to ensure the adequacy of private road infrastructure for accessibility by emergency vehicles or school buses or garbage collection vehicles and no responsibility for ensuring that more than one exit is available in the event of forest fires, floods or other emergencies.

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21. The Municipality's responsibilities in respect of private road maintenance are limited to the billing and collection of the Charges and administering this Bylaw and Annual Agreements.
22. The Municipality is entitled to treat any documents signed by officers or directors of the Association contemporaneously listed at the Registry of Joint Stock Companies as having been duly authorized by the Association, without any obligation to inquire as to the actual authority conferred upon them.
23. The Association is not an agent of the Municipality and is not authorized to pass itself off as, or make representations to any persons, that it is an agent of the Municipality.

Effective Date

24. This Bylaw shall take effect on April 1, 2025.

Notice of Motion:	January 14, 2025
First Reading:	January 28, 2025
Second Reading:	
Approved by Municipal Affairs:	

Attachment B

Information About Private Road Maintenance Charges **[Pursuant to Region of Queens Municipality Bylaw # 26,** **Private Road Maintenance Charges Bylaw]**

Except where the context or the text indicates otherwise, the terms used in this document have the same definitions as in the Bylaw to which it relates even when those terms are not capitalized in this document. The Bylaw has priority over this Information Document in the event of a conflict.

The ability of an Association to use the Municipality's power to levy charges for private road maintenance is a significant benefit to avoid the problems, which can arise from the difficulty of securing fair contributions to private road maintenance from some property owners.

It is, however, a serious responsibility for the officers and directors of such Associations to ensure that the process to determine support for charges by lot owners who will be subject to those charges is fair and reasonable. Those officers and directors owe fiduciary duties to make decisions in the best interest of the Association as a whole, without preference towards their own personal interests, recognizing that their decisions have serious legal consequences for their members and lot owners, including ultimately the potential for some lot owners to lose title to their lands through the tax sale process.

The Association may reasonably be perceived by the public as exercising taxation powers delegated by the Municipality through this Bylaw and is expected to conduct itself accordingly.

The Municipality shall not become involved in disputes between lot owners about charges levied or the adequacy of services provided under this Bylaw. The general tax base of the Municipality should not have to absorb costs or staff time associated with private road access to private lands. For these reasons, the Municipality disclaims responsibility to expend staff time to go behind the representations made by officers and directors of associations requesting charges to be levied. It is entitled to rely on all representations made by officers or directors of the Association who are listed at the Registry of Joint Stock Companies. To minimize disputes between lot owners, it is important for Associations to have strong support of a large majority of lot owners. The Association is responsible to ensure that the level of services provided is adequate to

maintain the safety and serviceability of its private roads and the Municipality will not be responsible in any way for their safety or serviceability or for any injuries or property damage resulting from their use.

The process for having road maintenance charges levied under the bylaw involves two distinct phases.

First: a one-time initial application is required to allow Council to determine whether it is satisfied with the process used by the Association to obtain lot owner support for charges being levied under the bylaw; whether Council is satisfied with the Charge Methodology; and whether there are valid objections to the use of this process which it may wish to consider. Details on the information required are set out below under “Initial Applications”.

Second: if Council has approved an initial application, then each year the Association must apply for the Municipality to enter an agreement with the Association, by providing the information set out below under the heading Annual Agreements.

Initial Applications

Initial Applications should include the following documents and information, current to the date of the application, and submitted by officers of applicant associations warranting their authority to do so:

1. The Association's Memorandum of Association, Bylaws and a copy of its Certificate of Incorporation, and a Certificate of Status issued by the Registry of Joint Stock Companies no older than 30 days;
2. A listing of the PIDs and AANs and any available associated civic addresses for the lots which the charge is proposed to be levied against, collectively called the Charge Area;
3. A map with property boundaries showing the Charge Area and applicable private roads including demarcation of any current infrastructure associated with the private road such as bridges, retaining walls, culverts and signage, if their maintenance/replacement costs are proposed to be included in the charge;
4. A signed agreement with the road owner(s) allowing the Association to maintain the road. The Municipality will be entitled to rely on the Association's representations as to the ownership of the applicable private roads and as to the authenticity of the consents and the authority of the signor to bind the owner;
5. A detailed description of the process used to obtain the approval of the affected lot owners for making the initial application, which should include a list of the attendees or participants showing their PIDs or AANs in the proposed charge area, and the numbers voting in favour, abstaining or opposing the application, certified to be complete and accurate by an officer of the Association;
6. A description of the types of road maintenance contemplated to be subject of the charge. See the list of eligible road maintenance types in the Bylaw.
7. A description of the Association's proposed Charge Methodology. Charge methodologies may include:

- a uniform charge per dwelling with or without a differentiation between lots identified as being used year-round and those identified as being used only seasonally;
- a uniform charge for lots with a dwelling and another uniform charge for vacant lots with or without a differentiation between lots identified as being used year-round and those identified as being used only seasonally;
- other rational methodologies which are able to be easily coded into the Municipality's taxation software systems.

The Association and not the Municipality shall be responsible for making determinations on matters such as the presence or absence of dwelling units and, if applicable, the seasonality of their usage;

8. Acknowledgement that the Association is responsible to pay an initial application fee of \$2,500.00 to have its initial application considered and approved by Council.
9. Acknowledgement of the Association's obligations to provide annual financial accountability and budgets, and to provide in a timely way all information needed for annual agreement applications.
10. The approval of an initial application or an amendment application by Council is discretionary and Council reserves the right to reject applications, including when all of the above documents and information has been submitted.

Amendment of Initial Applications

If the Association wishes to amend any of the following items after approval of its initial application

1. the charge area;
2. the types of road maintenance for which the charges are being levied;
3. the Charge Methodology

it should make an amendment application to Council through the CAO or their designate with the same types of information as is required for an initial application.

Changes to other aspects of the initial application, including changes arising from subdivision or consolidation of lots, may be approved by the CAO or their designate.

Annual Agreements

Each year there must be an application for an agreement to be entered into between the Association and the Municipality. This both ensures compliance with financial reporting requirements and ensures up to date amounts to be charged to each AAN for the upcoming fiscal year. The Municipality has no obligation to inquire into or verify the correctness of calculations or of the facts underlying the annual agreement applications. Annual Agreement applications must be made by January 31 in order to take effect in the fiscal year beginning on April 1, unless the Municipality otherwise authorizes in writing. Because charges, like other property taxes, are determined once per year, no mid-year changes can be made.

Annual agreement applications shall include:

1. The latest annual financial statements of the Association reviewed by a CPA to at least a "Review Engagement" standard. Such statements should break out costs and revenues for activities undertaken for objects other than Road Maintenance, if the Association has any such other objects;
2. A budget for the forthcoming year showing the anticipated revenue from the charges and the manner in which it is proposed by the association to be allocated for road maintenance costs. Overhead costs such as professional fees may be included as expenses, but should be fairly allocated if the Association has any objects other than Road Maintenance. If the road has expensive special infrastructure such as a bridge, the Association can budget for the creation of a reserve fund to effect eventual replacement without creating a spike in annual charges;
3. A table identifying each AAN in the charge area and the amount of the charge to be applied, together with coding values for any applicable factors such as presence of dwellings and seasonality of use, is to be incorporated as a Schedule within the Annual Agreement provided in a Microsoft Excel spreadsheet format;
4. Proof of the Association's liability insurance coverage to the extent of at least \$2,000,000;
5. A copy, certified by an officer or director of the Association, of the minutes containing the resolution of the association's board of directors authorizing the association to apply for the annual charges sought;
6. An agreement, in form acceptable to the CAO or their designate, signed by an officer or director of the Association for the collection by the Municipality of the annual charges.

Mandatory Provisions for Annual Agreements

Without in any way limiting the right of the Municipality to insist on additional terms or conditions, annual agreements between the Municipality and an Association shall be signed by officers or directors who shall sign beneath the words "I warrant my authority to sign this Agreement on behalf of the Association" and shall contain the following mandatory provisions:

1. This Agreement is for the fiscal year beginning April 1, 20__ and ending March 31, 20__.
2. The terms used in this Agreement have the same meaning as in the Municipality's Private Road Maintenance Charges Bylaw, except that " the Association" means _____ [name of association].
3. The Association accepts responsibility until March 31, ____ [date of fiscal year end] to maintain in safe and serviceable condition the Private Roads depicted in the initial application documents or amended application documents submitted by the Association and approved by the Municipality, and acknowledges that the Municipality has no obligation to maintain such Private Roads, close them when it is unsafe or unserviceable, inspect them, or to act upon complaints about them or about the internal affairs or governance of the Association.
4. The Association shall maintain liability insurance coverage for its road maintenance obligations with policy limits of at least \$2,000,000 in full force and effect until at least March 31, 20__.
5. The Association shall maintain in good standing its registration, with up-to-date listing of officers, directors, and agents and their addresses, at the Nova Scotia Registry of Joint Stock Companies and shall comply with all requirements of the Nova Scotia *Societies Act*.
6. The Association shall comply with all requirements of the Municipality's Private Road Maintenance Charges Bylaw.
7. The Association warrants that the schedule of AANs and charges attached hereto as Schedule "A" is accurate and has been properly calculated in accordance with the charge methodology applied for and approved by the Municipality.

8. The Association shall maintain proper financial records to a reasonable professional standard including keeping copies of all invoices evidencing its expenditures and disbursements.
9. The Association shall supply at its own expense such financial or other records relating to the Association as may be requested by the Municipality from time to time.
10. The Association warrants that the owners of the Private Roads within the Charge Area have either consented to the Association's application for participation in the Municipality's Private Road Maintenance Charges or are subject to access easements or licenses allowing the Association to maintain such roads.
11. The Association warrants that the proceeds it receives from the charges will not be expended for anything except Road Maintenance Costs.
12. The Municipality shall charge rates throughout the charge area on its municipal tax bills in accordance with Schedule "A", save and except that lots owned by federal, provincial or municipal governments shall be exempt.
13. The Municipality shall maintain a general record of outstanding accounts respecting the charges, which it shall provide to the Association with reconciliations on June 30 and December 1st of each year.
14. The Municipality shall retain 5% of the charges levied as an Annual Administration Fee reflecting a reasonable pre-estimate of the ongoing costs of administering the private road maintenance charges program for the Association, and the remainder of the charges shall be described herein as "net" charges.
15. The Municipality shall disburse funds from the net charges to the Association on the schedule described below, save and except that where there are collection deficiencies that would cause the Municipality to pay more than it has collected, it shall not be bound to pay in excess of the collected amounts:
 - (a) 50% of the net collected charge revenue from the Association's charge area by July 31;
 - (b) a further 50% of the net collected charge revenue from the Association's charge area by September 30.
16. In the event of breaches of this Agreement by the Association, the Municipality may holdback net charges collected until the breach has been remedied.
17. The Municipality is not obligated to renew this Annual Agreement, and, without limiting its non-renewal rights in any way, it may give notice by September 30 in the fiscal year that it has no intention of renewing or replacing this Annual Agreement with the Association for the next fiscal year.
18. In the event the Municipality gives notice of intention not to renew or replace pursuant to the previous section of this Agreement, or in the event the Association gives Notice that it wishes to withdraw from the Private Road Maintenance Charges program or fails to apply for an Annual Agreement in a timely way, the Municipality may disentitle the Association from reapplying for an Initial Agreement for up to 3 years thereafter.
19. The Association acknowledges and agrees that:
 - (a) the Municipality's responsibilities under this Agreement and under the Bylaw do not extend to actual private road maintenance or assessing the safety and serviceability of the Road;
 - (b) The Municipality will not provide engineering, technical or professional services or advice with respect to the Road or the Association's internal affairs;
 - (c) The Municipality has no responsibility to ensure the adequacy of private road infrastructure for accessibility by emergency vehicles and no responsibility for ensuring that more than one exit is available in the event of forest fires, floods or other emergencies;
 - (d) The Municipality's responsibilities are limited to the billing and collection of the charges and administering this Agreement;
 - (e) The Municipality is entitled to treat this Agreement and any other documents signed by officers or directors of the Association contemporaneously listed at the Registry of Joint Stock Companies as having been duly authorized by the Association, without any obligation to inquire as to the actual authority conferred upon them; and
 - (f) The Association is not an agent of the Municipality and shall not pass itself off or represent to any persons that is an agent of the Municipality.
20. The Association shall hold harmless the Municipality from, and shall indemnify the Municipality for, any claim or proceeding brought by any third parties against the Municipality connected in

any way with providing or failing to provide Private Road Maintenance or with the participation of the Association in the Municipality's private road maintenance charges program, including reimbursing the Municipality for its legal costs of defence, excepting only from the foregoing indemnity any claim arising from a breach by the Municipality of its contractual obligations with the Association.

Associations currently eligible to make annual agreements with the Municipality for private road maintenance charges

The following is a list of Associations which have been approved by the Council to date for collection of road maintenance charges on the Municipality's property tax bills and who remain in good standing to do so.

<u>DATE OF APPROVAL</u>	<u>ASSOCIATION NAME</u>	<u>Link to Site Plan showing the applicable charge area and to the most recent annual schedule of AANs and charges</u>

For further information or questions please contact the Municipal Clerk.

Adopted by Council – Date XXX