


TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Chief Administrative Officer



Geri Kaiser, Deputy Chief Administrative Officer - Corporate Services
and Strategy

DATE: May 29, 2009

SUBJECT: Road Maintenance Fee for Three Brooks Homeowner's Association

ORIGIN

On January 16, 2007, Regional Council approved the Private Road Maintenance Costs Recovery Policy. The purpose of this Policy is to provide owners of property accessed by private roads with the use of area rates or uniform charges to collect the funds required to maintain private roads. The Three Brooks Homeowner's Association has applied for such an area rate/ uniform charge under this Policy.

RECOMMENDATION

It is recommended that:

1. An annual uniform charge of \$580.00 per property be approved to be applied against all properties abutting the private roads within the Three Brooks sub-division as depicted in the map shown in Appendix A of this report effective with the 2009-10 fiscal year for the purpose of funding the road maintenance activities of the Three Brooks Homeowner's Association.
2. Approve amending Administrative Order 45, Respecting Private Road Maintenance, by adding Schedule 2, respecting a uniform charge for the Three Brooks Homeowner's Association, attached hereto as Appendix B.
3. Subject to the approval of Schedule 2 of Administrative Order 45, authorize the Mayor to sign on behalf of HRM, the Management and Operating Agreement between HRM and the Association included as Appendix C of this report.

BACKGROUND

Three Brooks sub-division is located just off of St. Margaret's Bay Road in the community of Hubley in District 22. All of the private roads in this sub-division are owned by Three Brooks Development Corporation Ltd and maintained by the Three Brooks Homeowner's Association. The Association funds road maintenance expenses through an annual fee collected from the owners of each of the 93 properties abutting the private roads in the sub-division. In the past, the Association has had some difficulty collecting the fee from a few of the property owners. As a result, the Association applied to HRM through the Private Road Maintenance Costs Recovery Policy for a uniform charge to ensure timely collection from all property owners.

DISCUSSION

The Private Road Maintenance Costs Recovery Policy outlines the conditions which must be satisfied before a uniform charge for private road maintenance can be implemented. Those conditions and the manner in which they were satisfied with respect to the Three Brooks Homeowner's Association are outlined below.

1. *A private road eligible for improvement or maintenance financing under this policy shall include any road that is not public and that provides perpetual direct or indirect access to a public road or highway for at least two properties each of which contains a principal residence.*

Staff have verified that the roads located within this sub-division are privately owned (refer to #2 below), provides direct access to St. Margaret's Bay Road (refer to map in Appendix A), and has more than two properties containing principal residences.

2. *The legal owner(s) of the property on which the private road is situate must consent in writing to the maintenance of the road.*

Staff have verified that the private roads in the sub-division are owned by Three Brooks Development Corporation Ltd and are registered as PID#s 40685281, 40476467, 40725616, 40725624, 40684623, and 40829541. Three Brooks Development Corporation Ltd also owns 8 properties within the sub-division for which they submitted 8 ballots in favour of the uniform charge. Consent would therefore be implied.

3. *An application for private road maintenance financing assistance under this policy shall be commenced by presenting a petition to the HRM Council. The presented petition shall be signed by property owners comprising at least two-thirds (66.7%) of both the principal residences and the road frontage on that portion of the private road for which the application is made.*

In April 2009, the Three Brooks Homeowner's Association served a petition to staff on behalf of the

residents of the sub-division requesting HRM collect their annual road maintenance fees via their property tax billings. Staff reviewed the petition and determined that the signatories represented at least two-thirds of both the principal residences and the road frontage within the Three Brooks sub-division.

4. *Notice of the meeting shall also be made not less than fourteen (14) days prior to the date of the meeting to all property owners that will be affected by the area rate through prepaid mail to their tax assessment addresses. The notice of the public meeting shall set out the date and time and place of the meeting, the name(s) of the applicant, describe the area to be subject to the application and the nature of the road maintenance proposed, the requested method of area flat rate determination (in conformity with this policy), the road maintenance plan and amount of the area flat rate to be requested in the application, and advise that rate payers will be entitled to vote and the method of voting. The mail notice shall contain regular postage pre-stamped self return envelopes, proxy forms and ballots approved to form by the HRM staff co-ordinator.*

The meeting notice and ballot mailed out to all affected property owners is included as Appendix D to this report. The meeting notice was developed by staff and included all the information required above as per the Private Road Maintenance Costs Recovery Policy. Postage pre-stamped self return envelopes were included in the mail-out.

5. *The meeting shall be conducted by the applicant under the supervision of the HRM staff co-ordinator. The applicant shall make a presentation to the meeting setting out the reasons and proposed purposes for the use of the area rate fund and the amount of the flat rate.*

A meeting of the affected property owners was held on Thursday May 21 at the Lewis Lake Fire Hall, 4408 St. Margaret's Bay Road. The HRM staff coordinator was present at the meeting to supervise the proceedings and to answer any questions with respect to the Private Road Maintenance Costs Recovery Policy. A short presentation was made by the President of the Association explaining the amount and use of the uniform charge after which attendees had an opportunity to ask questions.

6. *The support for the proposed area flat rate shall be the owners of at least two-thirds (66.7%) of the affected properties.*

64 of the 93 property owners (68.8%) voted in favour of establishing an annual uniform charge of \$580.00 to fund the road maintenance activities of the Three Brooks Homeowner's Association.

7. *The application for the establishment of an area flat rate shall define the proposed area to which the flat rate is to apply with sufficient clarity to allow for proper implementation of the flat rate for billing purposes.*

The uniform charge would be applied against all properties abutting the private roads within Three Brooks Sub-division as depicted in the map shown in Appendix A of this report.

8. *An application shall include a budget in support of the proposed area flat rate.*

The budget in support of the proposed area flat rate is included on the second page of Appendix D of this report. Staff have reviewed the budget and determined that it is sufficient to justify the amount of the area flat rate.

9. *The Applicant shall form, under the Societies Act, an incorporated association of the owners of the subject properties.*

Staff have verified with the Registry of Joint Stock Companies that the Three Brooks Homeowner's Association, Registry ID 2296910, is currently in good standing (ie. not lapsed).

10. *The administration fee shall be a set up charge of \$200.00 for each area rate.*

The administration fee will be collected if Council approves the implementation of the uniform charge.

BUDGET IMPLICATIONS

The uniform charge would take effect in the 2009/10 fiscal year. As all funding is from the uniform charge (ie. no transfers from the general tax rate), there would be no impact on the HRM General Operating Budget at any time in the future.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

Council could either (1) change the amount of the uniform charge or (2) deny approval of the uniform charge altogether. Neither alternative is recommended because (1) the amount of the uniform charge is based on a budget approved by the Association's membership and verified by staff, and (2) 68.8% of the affected property owners voted in favour of paying the uniform charge.

ATTACHMENTS

- Appendix A: Map of Catchment Area for Proposed Uniform charge
- Appendix B: Draft of Administrative Order 45 Schedule 2
- Appendix C: Management and Operating Agreement between HRM and the Association
- Appendix D: Copy of Meeting Notice and Ballot mailed to Property Owners, including proposed budget

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Gordon Roussel, Financial Consultant 490-6468

Report Approved by:




Paul Fleming, Manager, Budget & Financial Analysis 490-7203

Report Approved by:

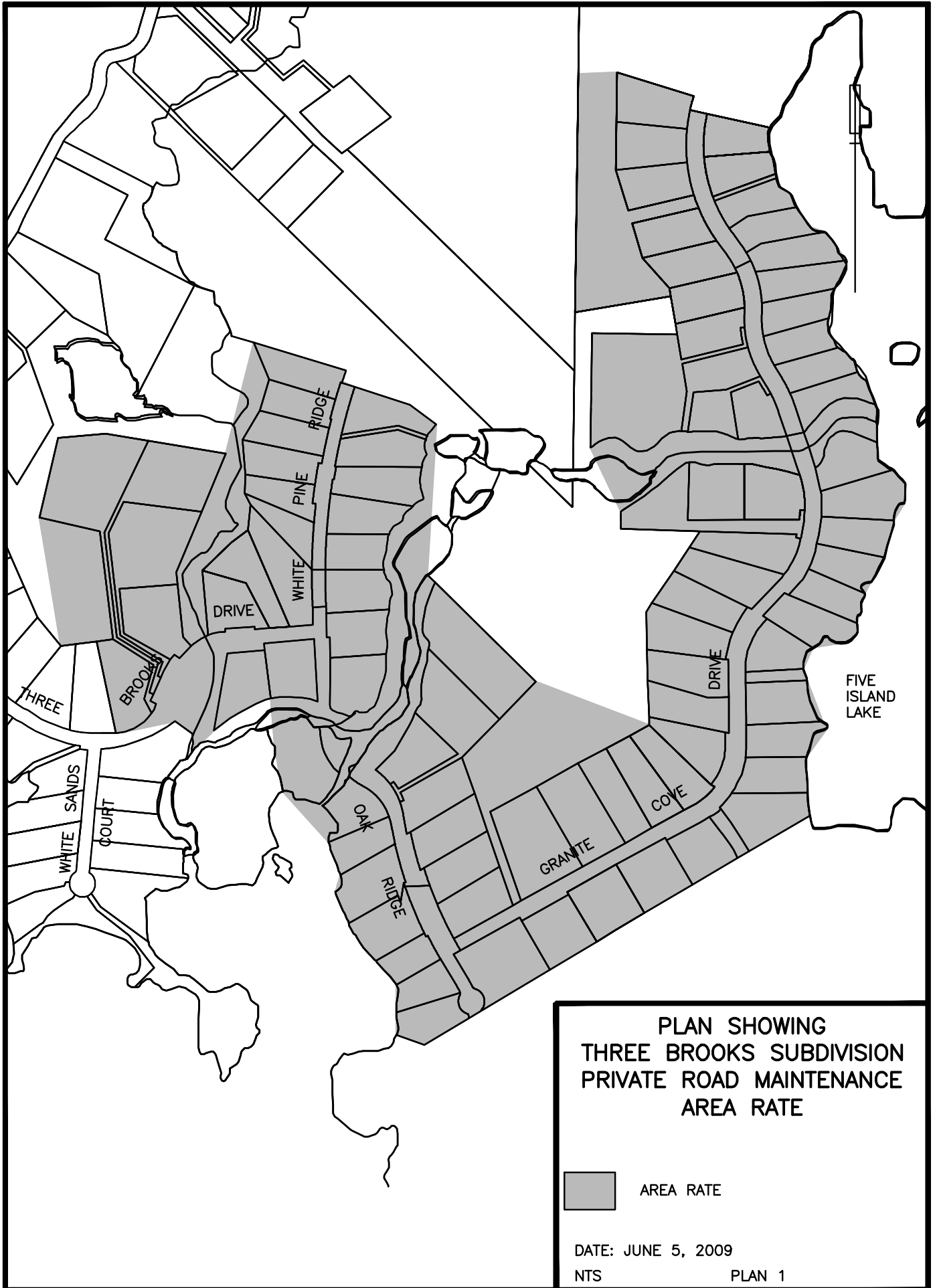


Cathie O'Toole, Director, Finance 490-6308

Report Approved by:



Catherine Sanderson, Sr. Manager, Financial Services, 490-1562



**PLAN SHOWING
THREE BROOKS SUBDIVISION
PRIVATE ROAD MAINTENANCE
AREA RATE**

 AREA RATE

DATE: JUNE 5, 2009

NTS

PLAN 1

Appendix B

Halifax Regional Municipality ADMINISTRATIVE ORDER NUMBER 45 Respecting Private Road Maintenance

1. Area Rate Charges pursuant to By-Law Number P-1100 Respecting Charges for Private Road Maintenance are hereby imposed in those areas described in the attached Schedules as is more particularly set out in the Schedules.

Schedule 2

1. An Area Rate Charge for properties fronting or abutting in whole or in part on the private streets located within the Three Brooks Sub-division, Hubble as identified on the map dated June 1, 2009 attached hereto, shall be a flat area rate of no more than \$580.00 annually.
2. The Charges collected under this By-Law shall be used by the Three Brooks Homeowner's Association for the maintenance of the private roads located within Three Brooks 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.

Appendix C

MANAGEMENT AND OPERATING AGREEMENT

THIS AGREEMENT is made as of the 16th day of June, 2009.

BETWEEN:

Halifax Regional Municipality, a body corporate pursuant to the *Municipal Government Act* (“the Municipality” or “HRM”)

OF THE FIRST PART

- and -

Three Brooks Homeowner’s Association, a society incorporated under the *Societies Act* of Nova Scotia (“the Association”)

OF THE SECOND PART

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

AND WHEREAS the Municipality recognizes that facilitating the maintenance of private roads is a necessary municipal service that will ensure the safety and long term usability of roads situated on privately owned land.;

AND WHEREAS authority to fund work on private roads is pursuant to section 79(1)(ab) of the *Halifax Regional Municipality Charter*.

THEREFORE the parties hereto covenant and agree as follows:

**ARTICLE ONE
DEFINITIONS**

Section 1.01 **Definitions**

When used in this Agreement, the following terms shall have the following meanings:

- (a) **“Area Rate”** means the annual charge to property owners for the maintenance of the Private Road referred to in this agreement, and which is included as part of their property tax invoices.
- (b) **“Association”** means a private road resident's association which is party to this agreement. The Association must during the effective period of this agreement or renewal period maintain its status as a not for profit society incorporated under the Societies Act of Nova Scotia.
- (c) **“Council”** means Halifax Regional Council.
- (d) **“Fiscal Year”** means the annual period ending on March 31 of each year or such other period as the Municipality may establish upon notice to the Association.
- (e) **“Municipality”** means Halifax Regional Municipality.
- (f) **“Revenues”** means all monies collected by the Municipality from the Area Rate.
- (g) **“Private Road”** means that portion of road described in Schedule “A” attached hereto, provided that the road (a) is not public and remains so do during the effective period of this agreement or renewal terms, and (b) provides year round direct or indirect access to a public road or highway for at least two properties each of which contains a principal residence. The private road includes the portion of the road and right of way which is not used for vehicle traffic and is available for installation of services or is shoulder, ditch or buffer.
- (h) **“Term”** has the meaning set forth in Section 7.01.

ARTICLE TWO
APPOINTMENT OF ASSOCIATION AND ANNUAL BUDGETS

Section 2.01 **Appointment of Association**

The Municipality hereby appoints the Association for the Term of this Agreement to maintain the Private Road as an independent non-profit association, on the terms and conditions set out in this Agreement, and the Association hereby accepts such appointment.

Section 2.02 **General**

The Association shall have full responsibility for maintaining the Private Road, including culverts, retaining walls, sidewalks, curbs and gutters that are associated with the Private 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 in accordance with and subject to the terms and conditions of this Agreement during the Term of this Agreement unless and except to the extent otherwise determined by the Municipality in writing to the Association. The Association shall perform its duties and exercise the powers and authority set out in the Agreement in a competent, efficient and economical manner and in accordance with the terms of this Agreement, subject to the directions from time to time of the Municipality, which directions shall not be in contradiction with the terms of this Agreement or with the terms of the Memorandum of Association of the Association.

This agreement does not provide for the construction or capital improvement of private roads.

Section 2.03 **Annual Plans and Budgets**

The Association shall maintain the Private Road strictly in conformance with the annual operating budget approved from time to time by the Municipality pursuant to this Agreement.

Section 2.04 **Preparation of Annual Operating and Capital Budgets**

- (a) The Association shall prepare and present for consideration by Council an annual proposed operating budget (the "Operating Budget") for the maintenance of the Private Road. The Operating Budget shall be prepared and presented within the time frames established from time to time by the Municipality for the submission of operating budgets by its various departments.
- (b) The Operating Budget shall be prepared in accordance with the methodologies, frameworks, policies, guidelines, directives, and instructions of the Municipality from time to time relating to annual budgets.

- (c) The Association shall prepare and present to the Municipality annually a plan for the maintenance of the road for the subsequent twelve month period. The maintenance plan shall be prepared and presented within the time frames established from time to time by the Municipality for the submission of business plans by its various departments.

Section 2.05 **Operating Deficit or Surplus**

In the event the Association sustains, in any fiscal year, an Operating Deficit or Surplus, the Association shall prepare a written report setting out the magnitude of the operating deficit or surplus, the reason or reasons for the operating deficit or surplus in the opinion of the Association and the recommendation or recommendations of the Association for dealing with the operating deficit or surplus, as the case may be, in the ensuing fiscal year. The report is to be submitted to Council at the time the Association submits its Operating Budget for the ensuing fiscal year.

ARTICLE THREE
DUTIES AND RESPONSIBILITIES OF THE ASSOCIATION

Section 3.01 **Licences and Permits**

The Association shall obtain and renew as necessary all licences, permits and approvals which may be required in connection with the maintenance of the Private Road. This includes obtaining written permission from the legal owner(s) of the Private Road to provide maintenance if the documentation creating the Private Road access does not permit the property owners to implement the maintenance work. The Association shall at all times comply with the conditions of such licences, permits and approvals and shall comply with and observe all applicable laws, and by-laws.

Section 3.02 **Annual Meeting**

The Association shall have an annual general meeting prior to the end of September in each year, at which meeting the simple majority of a quorum present shall review and approve the road maintenance plan and budget for the following year.

Section 3.03 **Special Meeting**

Any changes to the amount of the area rate shall require majority approval at a special meeting of the Association called for the purpose of considering the rate increase issue. For the purposes of this Section, majority approval means at least two-thirds (66.7%) of both the principal residences and

the road frontage on the Private Road. Notice of the special meeting shall conform to the standards outlined in Section 6 of the Private Roads Maintenance Costs Recovery Policy. An application to increase the area rate shall include a budget and maintenance plan in support of the proposed increase, and a declaration setting out the fulfilment of the public notice and public meeting process required under the policy. The Association may also by special meeting elect to terminate the financial assistance agreement with HRM and upon the termination of the agreement the area rate will discontinue after the payment of all outstanding amounts.

**ARTICLE FOUR
DUTIES AND RESPONSIBILITIES OF THE MUNICIPALITY**

Section 4.01 **Scope of Responsibility**

- (a) Pursuant to the provisions of the MGA, the Municipality has the authority to impose, fix and providing methods of enforcement of charges or area rates for maintaining private roads, curbs, sidewalks, gutters, bridges, culverts and retaining walls that are associated with private roads where the cost is incurred under this agreement between the Municipality and the Association.
- (b) The Municipality's responsibilities will be limited to the administration of the charge or area rate.
- (c) The Municipality will review the plan and budget approved at each Annual General Meeting of the Association to ensure it complies with the purpose of the area rate and that sufficient funding can be raised through the area rate to fund it.
- (d) Any special meeting at which an increase to the area rate is proposed shall be under the supervision of a staff coordinator designated by the Municipality.
- (e) All proposed area rate increases are subject to approval by the Municipality.
- (f) The Municipality will not be involved in the provision of engineering, technical or legal services or advice in respect of the private road maintenance.

ARTICLE FIVE
FINANCES, RECORDS AND INFORMATION SERVICES

Section 5.01 **Revenues**

HRM Council will establish an area rate for private road maintenance services to be applied on a per dwelling unit basis or adjoining property basis. Payment of the area rate revenue collected will be made only to the Association. All work performed under private road policy financing arrangements will be under the control and direction of Association and the Association shall be wholly responsible for the application of the funds provided.

Section 5.02 **Full Banking and Bookkeeping Package**

(a) Operating Account

Except as otherwise provided herein, all revenues received by the Association from time to time shall be deposited into an Operating Account.

(b) Bookkeeping

The Association is required to maintain a complete and proper set of books following general accounting and bookkeeping practices, as set out in the Generally Accepted Accounting Principles as established from time to time by the Canadian Institute of Chartered Accountants.

Section 5.03 **Financial Reports**

The Association shall provide to the Municipality a copy of the annual financial statements prepared by or on behalf of the Association for the Association's Annual General Meeting within 30 days of presenting such statements to the Annual General Meeting.

Section 5.04 **Other Reports**

The Association shall, if and when requested from time to time by the Municipality, prepare and furnish to the Municipality, such other reports or statements as the Municipality may reasonably require.

Section 5.05 **Right to Review and Audit**

The Municipality reserves to right to review and audit the books and financial statements and all corporate records (including by-laws) of the Association from time to time, and the Association shall furnish these documents to the Municipality if and when requested.

**ARTICLE SIX
ASSOCIATION MEMBERSHIP**

Section 6.01 **Board of Directors**

It is a term and condition of this agreement that throughout the Term of this Agreement, that the Board of Directors of the Association shall be made up of representatives as outlined by the by-laws of the Association.

Section 6.02 **Members**

It is a term and condition of this agreement that throughout the Term of this Agreement that any property owner who is required to pay the area rate is as a right a Member of the Association and will be entitled to all rights and privileges as outlined by the by-laws of the Association including the right to attend and vote at all General and Special Meetings of the Association.

**ARTICLE SEVEN
TERM/TERMINATION**

Section 7.01 **Commencement and Initial Term**

This Agreement shall be for a initial one year term (the "Term") as set out in Schedule "B" attached hereto, and continue in force, unless earlier terminated as set out in Section 7.02 or Section 7.03. The agreement will automatically renew for periods of one (1) year each unless either party shall notify the other that it elects not to renew this Agreement at least three (3) months prior to the end of the initial term or any subsequent renewal term.

Section 7.02 **Termination by Either Party for Breach**

- (a) This Agreement may be terminated by the Municipality upon giving the Association three (3) months written notice of its election to terminate this Agreement if the Association breaches or fails to comply with or observe any of the terms, conditions, provisions or requirements of this Agreement.
- (b) This Agreement may be terminated by the Association upon giving the Municipality three (3) months written notice of its election to terminate this Agreement if the Municipality breaches or fails to comply with or observe any of the terms, conditions or requirements of this Agreement.
- (c) Upon termination of the Agreement, the area rate will be discontinued upon payment

of all outstanding amounts..

Section 7.03 **Termination by Either Party for Any Reason**

This Agreement may be terminated at any time by either of the parties hereto for any reason whatsoever on three (3) months notice in writing. Upon termination of the Agreement, the area rate will be discontinued upon payment of all outstanding amounts.

**ARTICLE EIGHT
INSURANCE**

Section 8.01 **Property and Liability Insurance**

The Association is solely responsible for obtaining and maintaining at its own expense any and all insurance protection required to administer this Agreement.

Section 8.02 **Suits and Claims**

The Association shall notify the Municipality in writing as soon as possible after the Association becomes aware of any claim or possible claim against the Association and/or Municipality which involves the Private Road. The Association shall notify the Municipality in writing as soon as possible after it becomes aware of any injury or property damage occurring in, on or about the Private Road, which could reasonably be expected to result in a claim being made against the Municipality or the Association and of all claims against the Municipality and/or the Association which involve the Private Road. The Association shall take no steps (such as the admission of liability) which would operate to bar the Municipality from obtaining any protection afforded by any policies of insurance it may hold or which will operate to prejudice the defence in any legal proceedings involving the Municipality or the Association, or otherwise prevent the Municipality from protecting itself against any such claim, demand or legal proceeding. The Association and the Municipality shall cooperate fully with each other in the defence of any claim, demand or legal proceeding.

**ARTICLE NINE
AUTHORITY OF THE ASSOCIATION**

Section 9.01 **Authority of the Association**

The Association is hereby authorized to act solely for the purpose of carrying out the authority and responsibilities set forth in this Agreement, subject, however, to any limitations set forth in this

Agreement or in any notice in writing at anytime delivered to the Association by the Municipality pursuant to this Agreement. The Municipality shall execute and provide to the Association any documents or other evidence which may be reasonably required by the Association to demonstrate to third parties the authority of the Association set out in this Agreement.

Section 9.02 **Limitation of Authority**

The Association is not an agent of the Municipality and shall not pass off or represent that it is an agent of the Municipality. Unless expressly authorized in this Agreement, or by prior written direction or approval of the Municipality, the Association shall not have the authority to do any of the following:

- (a) cause the Municipality to extend credit or to make any loans or become a surety, guarantor, endorser or accommodation endorser for any person, firm or Association;
- (b) cause the Municipality to enter into any contracts;
- (c) release, compromise, assign or transfer any claim, right or benefit of the Municipality;
- (d) allow a default judgement to be entered against the Municipality;

**ARTICLE TEN
GENERAL PROVISIONS**

Section 10.01 **Notices**

All notices, demands, requests, approvals or other communication of any kind which a party hereto may be required or may desire to serve on the other party in connection with this Agreement shall be served personally or sent by registered mail. Any such notice or demand so served by registered mail shall be deposited in the Canadian mail with postage thereon fully prepaid, registered and addressed to the party so to be served as follows:

- (a) if to the Municipality:
Attention: Director
Finance
Halifax Regional Municipality
P. O. Box 1749
Halifax, NS
B3J 3A5

- (b) if to the Private Road Association:
Attention: Chairman
96 Granite Cove Drive
Hubley, NS B3Z 1A2

Except in the event of a postal service strike or lockout (in which event the parties hereto agree to temporarily utilize other reasonable methods of communicating any notices), service of any notice or demand so made by mail shall be deemed complete on the date of actual delivery as shown by the registry receipt or at the expiration of the seventh business day after the date of mailing, whichever is earlier in time. Either party may from time to time, by notice in writing served upon the other party as aforesaid, designate a different mailing address or different or additional persons to which all such notices or demands are thereafter to be addressed.

Section 10.02 **Validity of Provisions**

In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and this Agreement shall be enforceable to the fullest extent permitted by law.

Section 10.03 **Waiver and Modification**

No consent or waiver, express or implied, by a party of any breach or default by the other party in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver of any other breach or default hereunder. Failure on the part of a party to complain of any act, or failure to act, on the part of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder. Neither this Agreement nor any provision hereof may be amended, waived, modified or discharged except by an instrument in writing executed by the party against whom enforcement of such amendment, waiver, modification or discharge is sought.

Section 10.04 **Successors**

The provisions of this Agreement shall, subject to the terms and conditions hereof, be binding upon and enure to the benefit of the successors and assigns of each of the parties hereto, provided, however, that this Agreement shall at all times remain personal to the Association and may not be assigned by the Association without the prior written consent of the Municipality.

Section 10.05 **Remedies**

Both parties shall, in addition to all rights provided herein or as may be provided by law, be entitled

to the remedies of specific performance and injunction to enforce their rights hereunder.

Section 10.06 **Headings**

The heading used in this Agreement are inserted solely for convenience or reference and are not a part of the Agreement and are not intended to govern, limit or aid in the construction of any term or provision hereof.

Section 10.07 **Interpretation**

Where the context so requires, words used in the singular shall include the plural and vice versa.

Section 10.08 **Entire Agreement**

This Agreement, together with any written agreements executed in connection herewith or modifications or amendments to this Agreement entered into by the parties hereto shall constitute the entire agreement between the parties hereto relative to the subject matter hereof and shall supersede any prior agreement or understanding, if any, whether written or oral, which either party may have had relating to the subject matter hereof.

Section 10.09 **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of Nova Scotia.

Section 10.10 **Time of Essence**

Time is of the essence in the performance of the obligations of this Agreement and of each provision hereof.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto, as of the day and year first above written.

Halifax Regional Municipality

Witness

Per: _____

Per: _____

Three Brooks Homeowner's Association

Witness

Per: _____

Per: _____

SCHEDULE "A"

Description of Roads: The portions of the following roads which are privately owned: Three Brooks Drive, Granite Cove Drive, Oak Ridge Way, Whitetail Run, White Pine Ridge, and Cricket Lane.

SCHEDULE "B"

Term of the Agreement: April 1, 2009 to March 31, 2010

Appendix D



BALLOT FOR PRIVATE ROAD MAINTENANCE TAX

May 6, 2009

FIELD(OWNER)
FIELD(ADDRESS2)
FIELD(ADDRESS3) FIELD(PC)

Assessment # FIELD(AAN)
FIELD(LOCATION)

Dear Property Owner:

The Halifax Regional Municipality has been petitioned by the owners of property abutting the private road on which you own the above referenced property. The petition concerns the possible implementation of an area property tax rate to fund the maintenance of private roads located within the Three Brooks subdivision. Since those signing the petition represent at least 66.7% of both the principle residents and the frontage along the private roads in Three Brooks, a formal vote of all property owners must be held in accordance with the Municipality's Private Road Maintenance Costs Recovery Policy.

A ballot is provided at the bottom of this page. The purpose of this ballot is to determine whether at least 66.7% of property owners abutting the private roads in Three Brooks wish to implement a per property charge of \$580.00 annually to maintain their roads. If the 66.7% minimum is attained, then all property owners abutting the private roads would be required to pay the charge. The annual charge would be divided equally between the two property tax billings mailed to property owners each year. Please refer to the reverse side of this ballot for details regarding the 2009-10 budget approved by the Three Brooks Homeowner's Association to provide road maintenance services. The annual per property charge is calculated as follows:

Estimated Cost of Services in the First Year = \$ 53,360 = \$ 580.00 per property
Number of Properties abutting Private Roads 92

As required by the Private Road Maintenance Costs Recovery Policy, a meeting of the owners of property abutting the private roads will be held to provide additional information and to give property owners an opportunity to ask questions or raise concerns. The meeting will be held:

Thursday May 21 @ 7:00 p.m.
Lewis Lake Fire Hall
4408 St. Margaret's Bay Road

Completed ballots may be dropped off at the meeting, faxed to 490-5622, or mailed in the enclosed self-addressed envelope. If you have any questions regarding the process, please contact Gordon Roussel at 490-6468.

Please note that all ballots must be received by May 29, 2009 (No exceptions!). If you are mailing in your ballot please allow adequate time for delivery. Results of the ballot will be posted on www.tbhoa.ca

- YES, I am in favour of implementing the area rate for private road maintenance and paying an annual area rate of \$580.00 on my property tax bill.
NO, I am not in favour of implementing the area rate for private road maintenance.

Assessment # FIELD(AAN)

NOTE: Only one vote per assessment number will be counted. Ballots with written-in, typed-in, or altered assessment numbers will not be accepted.

Three Brooks Homeowners Association

Approved Road Maintenance Budget for 2009-10

	2009-10	NOTES
Revenue		
(92 lots @ \$580)	\$ 53,360.00	
Expenses		
Accounting	\$ 250.00	* Not as many invoices, no late notices, no liens
Dust Control	\$ 6,500.00	
Grading	\$ 11,500.00	
Gravel	\$ 5,210.00	
Management Fee	\$ 2,000.00	
Plowing	\$ 12,200.00	
Sanding	\$ 14,000.00	* Increase in product price
Brush Cutting	\$ 1,200.00	
Road Signage	\$ 500.00	
Road Repair	\$ -	* Culvert repair on White Tail Run * ditching (plan on using 2008-09 remainder from Apr - May)
	\$ 53,360.00	
	\$ -	* Budget for a breakeven.