

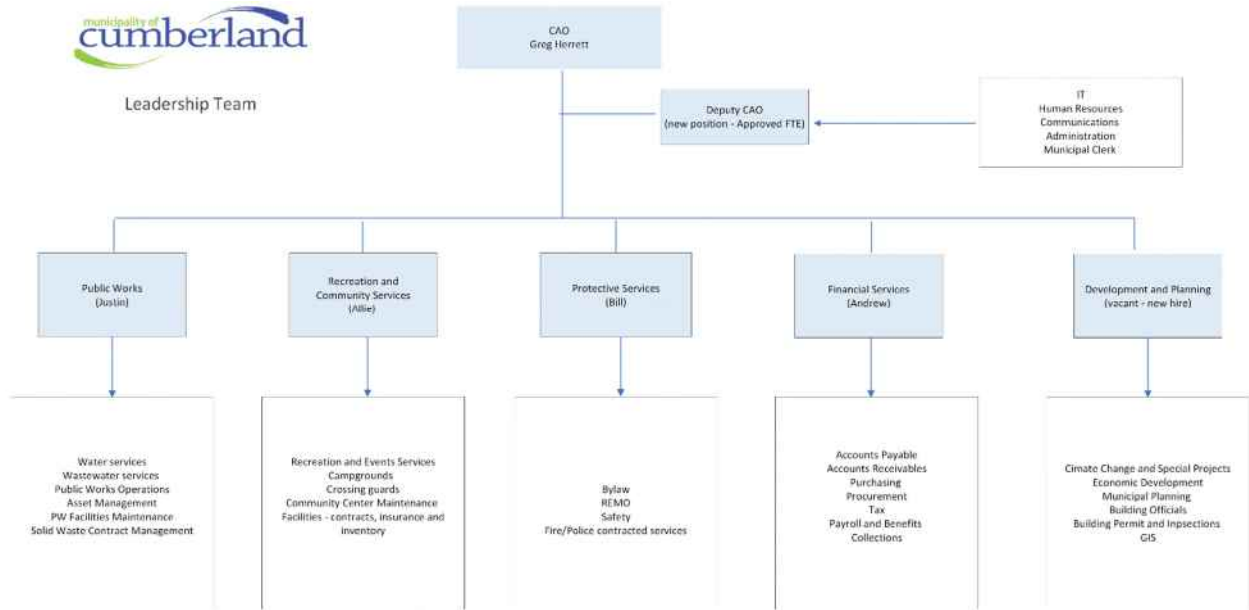
X. APPENDICES

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C	Protective Services Organization Chart
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RR		Springhill Active Policies
SS		Springhill Active By-laws
TT		Model LIC By-Law

REPORT APPENDICES

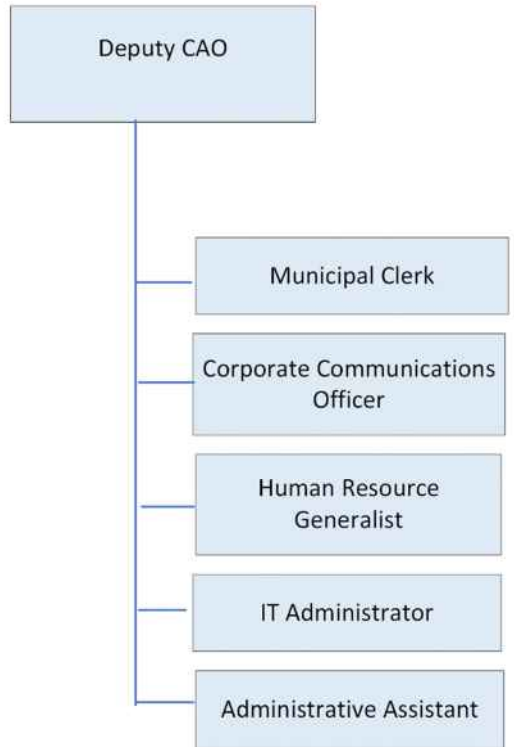
APPENDIX A - Leadership Team Organization Chart



APPENDIX B - Deputy CAO Organization Chart



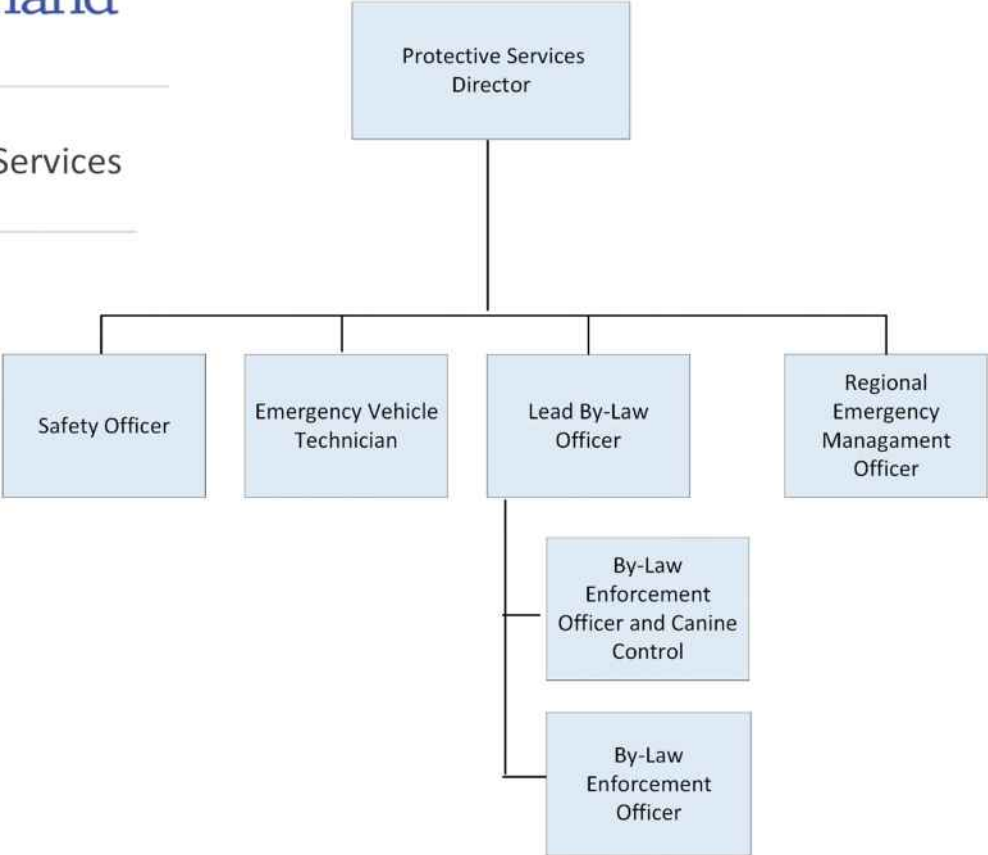
Deputy CAO



APPENDIX C - Protective Services Organization chart



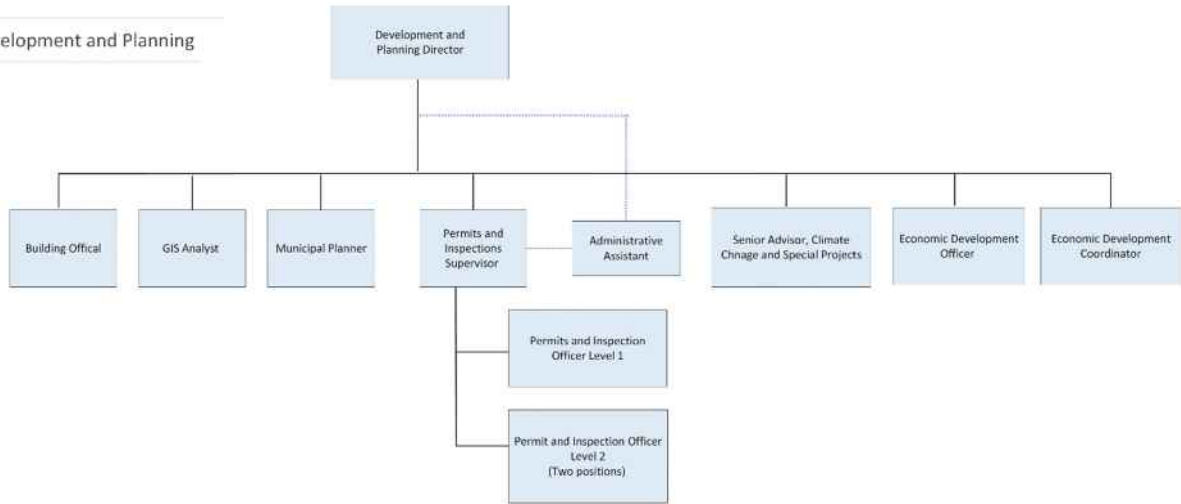
Protective Services



APPENDIX D - Development and Planning Organization chart



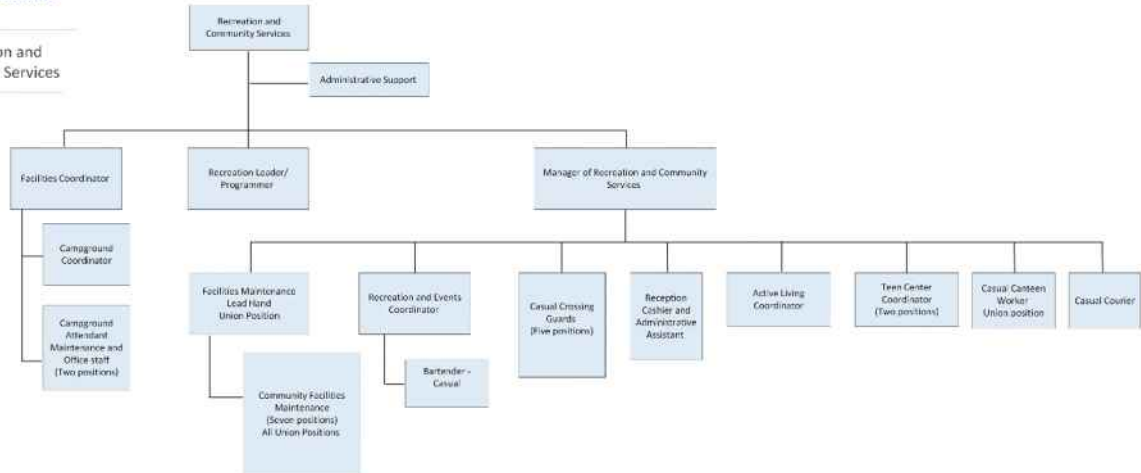
Development and Planning



APPENDIX E - Recreation & Community Services Organization Chart



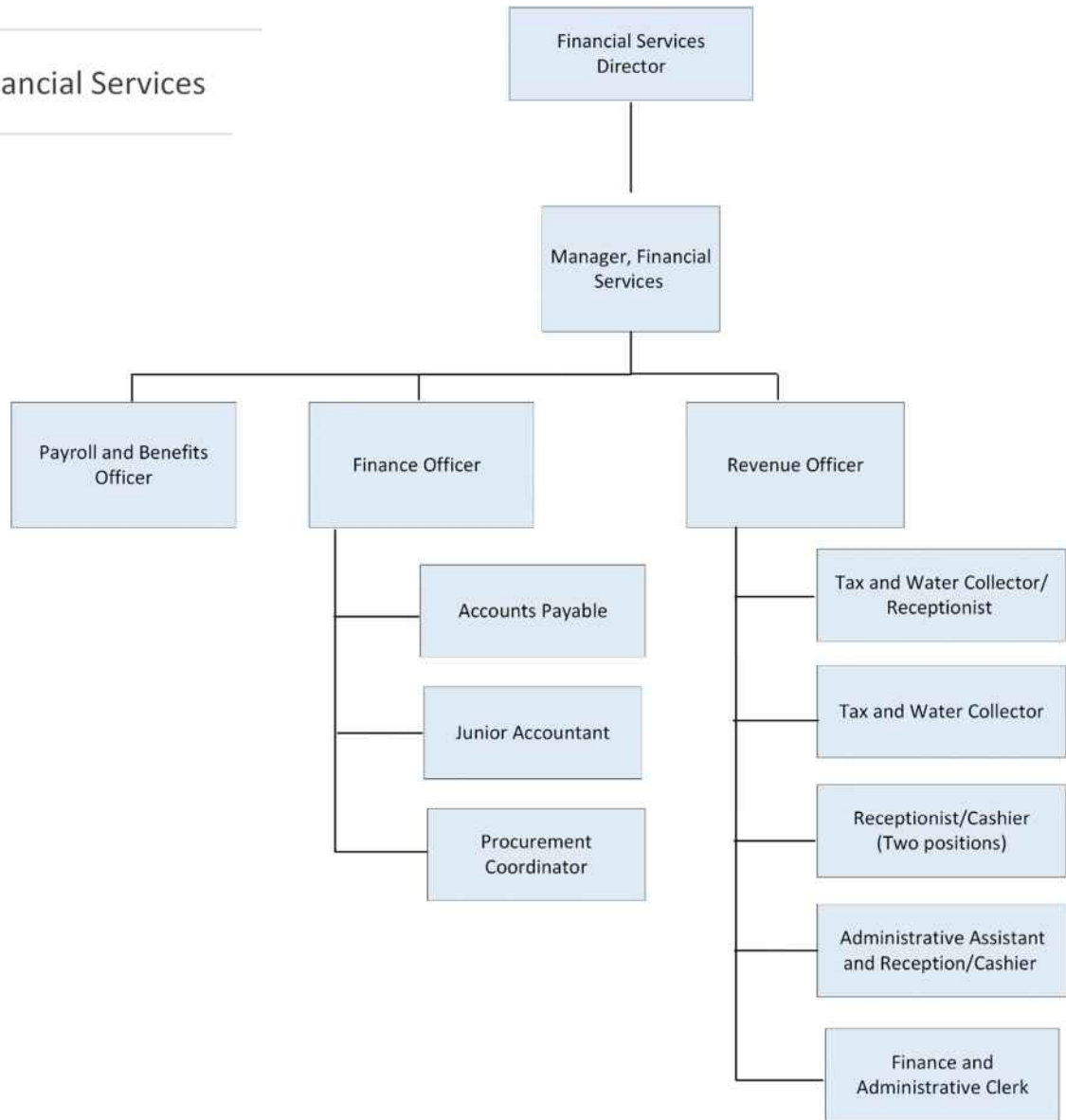
Recreation and Community Services



APPENDIX F - Financial Services Organization Chart



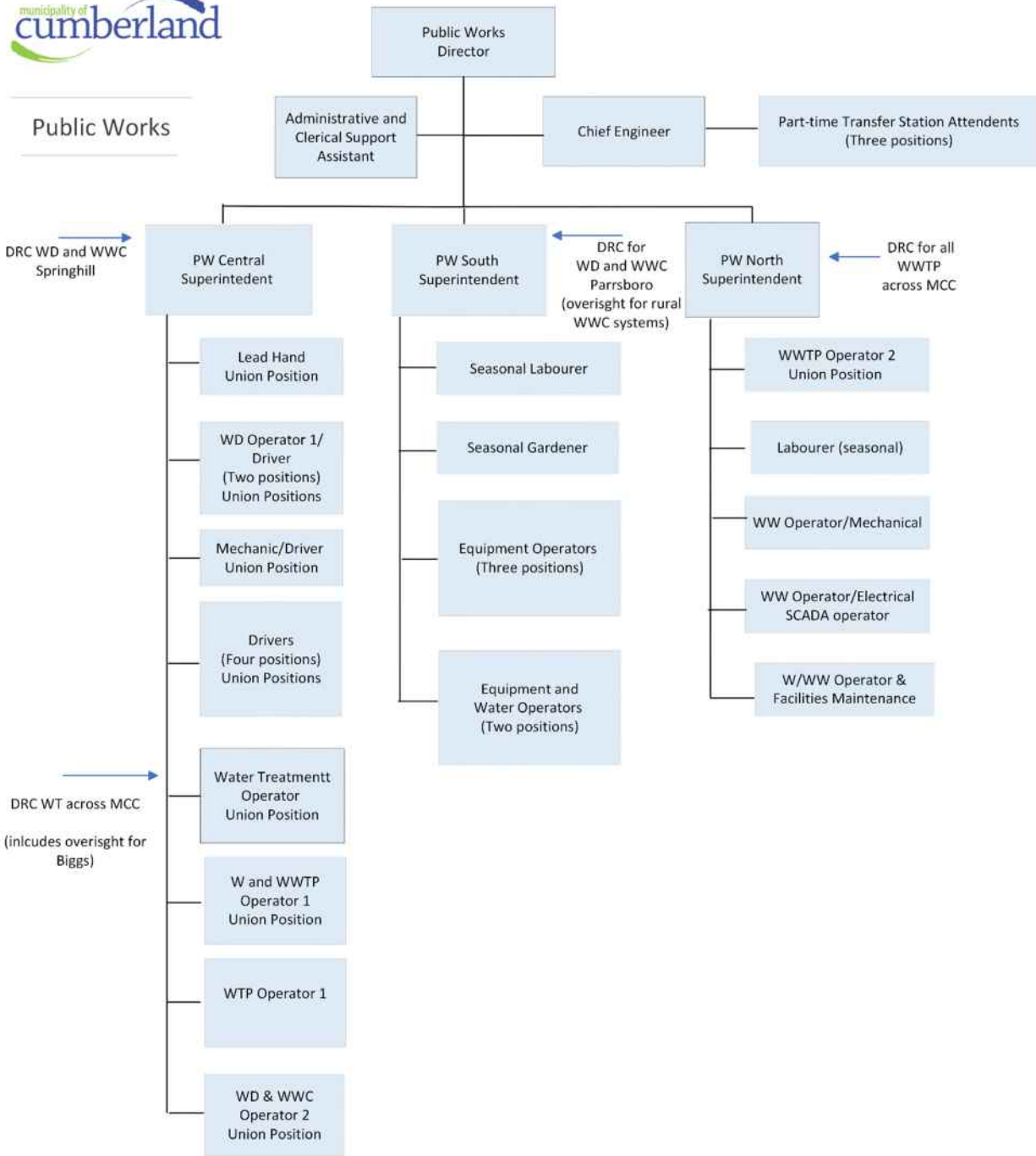
Financial Services



APPENDIX G - Public Works Organization Chart



Public Works



APPENDIX H - Selected List of Targeted Service Times

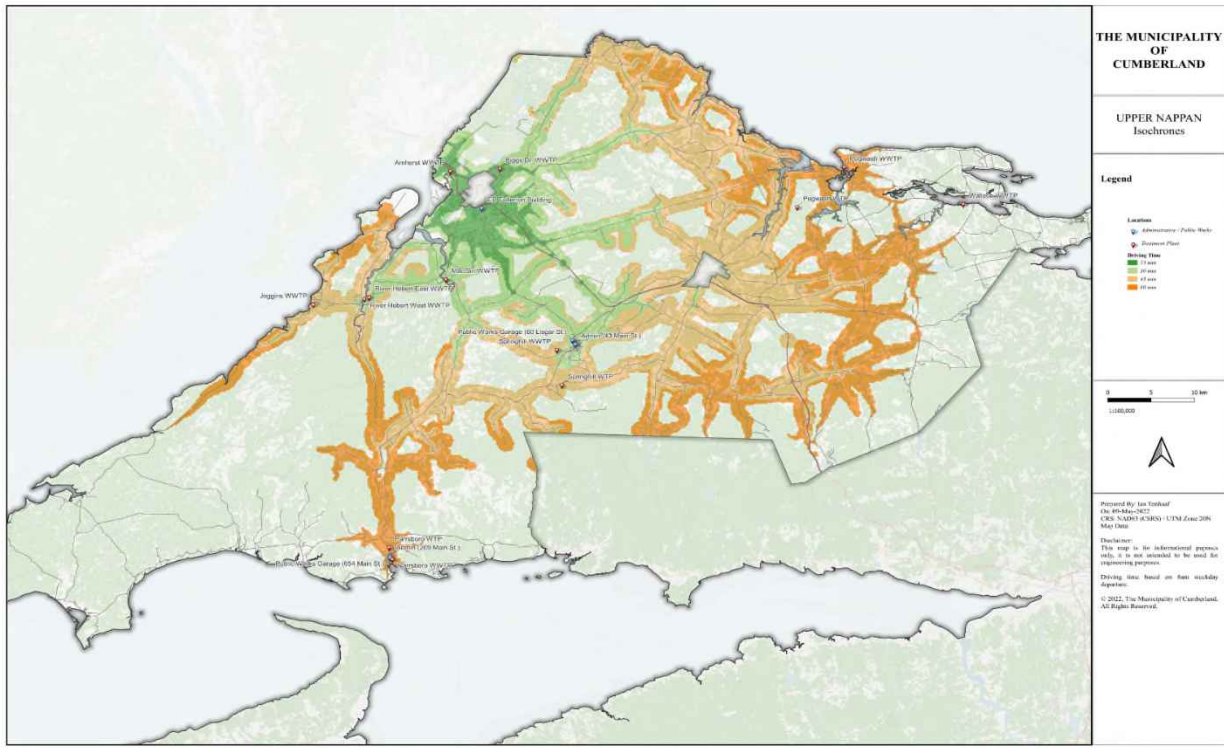
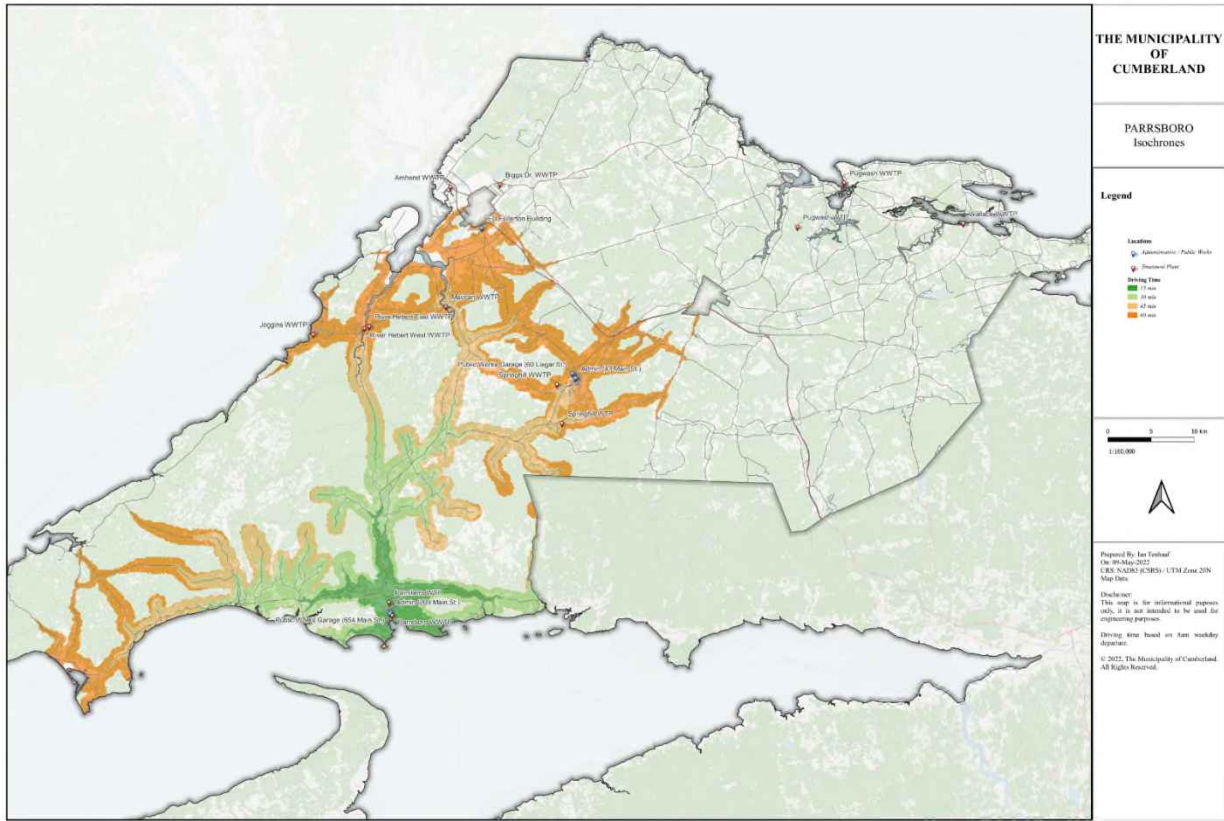
Service Area	Goals	Service Characteristic	Service Indicator	Customer Level of Service	Technical Levels of Service
Transportation	To provide the public with safe access to roads for the transport of people, goods and services.	Reliability	Road Networks are accessible year-round	All road networks are accessible year-round, except for one extreme weather event per year.	<ul style="list-style-type: none"> • Plowing commences at 2cm accumulation
					<ul style="list-style-type: none"> • One complete pass of road to be completed within 6-8 hours of snow event starting except in extreme events
					<ul style="list-style-type: none"> • Final plowing to be completed within 6-8 hours after the cessation snow event
					<ul style="list-style-type: none"> • Upon plowing being completed, after the snow event, road surface will be mostly bare and dry or wet
Potable Water Treatment and Distribution	To provide the public with safe and adequate access to potable water in areas where service delivery density allows cost of service that is acceptable to residents	Reliability	Service outages are infrequent and short in duration	Some minor disruptions (12-15 per year) (<8hrs) to service provision, but few major disruptions.	<ul style="list-style-type: none"> • Repair crews begin excavation of a major service disruption within 24 hours of reporting at least 90% of the time
		Safety	Risk to private property and the public during		<ul style="list-style-type: none"> • Maximum life of service for water lines of 80 years and average Probability of Failure of “moderate”
					<ul style="list-style-type: none"> • Public works respond within 2 hours of reporting to control a major water leak that may pose a risk

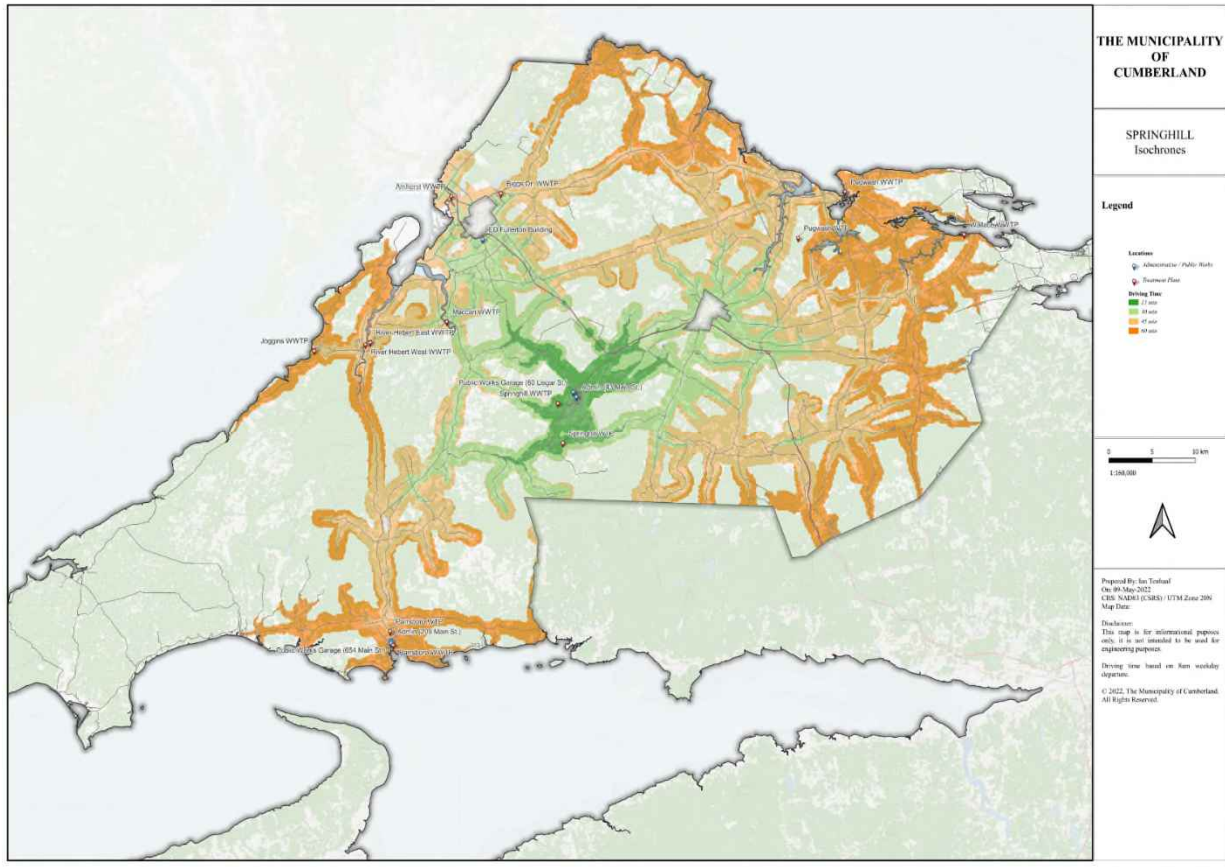
Service Area	Goals	Service Characteristic	Service Indicator	Customer Level of Service	Technical Levels of Service
			service outages is minimal		to safety, property or other infrastructure.
Wastewater Collection and Treatment	To provide safe conveyance of wastewater to treatment facilities	Reliability	Backups or overflows do not affect buildings	Some minor disruptions (12-15 per year) (<8hrs) to service provision, but few major disruptions.	<ul style="list-style-type: none"> • Response to sewer backups occurs within 2 hours of report during working hours and within 4 hours of report outside working hours at least 90% of the time
		Environmental	Backups or overflows have a low environmental impact		<ul style="list-style-type: none"> • Response to lift station alarm with backup power, a vacuum truck or other measures to prevent overflow occurs within 4 hours of alarm or prior to the water level reaching the high-water mark at least 90% of the time

Service Area	Goals	Service Characteristic	Service Indicator	Customer Level of Service	Technical Levels of Service
General Government Services	To provide a satisfying experience for the public when interacting with the Municipality	Capacity / Availability	Facility availability fully meets programming service requirements	<p>80% of the population can reach a municipal service centre to speak with staff within 30 minutes driving with general inquiries</p> <p>Residents in major centres (Parrsboro, Pugwash and Springhill) can reach a municipal service centre to speak with staff within their community</p>	<ul style="list-style-type: none"> Staff located at Parrsboro, Pugwash and Springhill
	To provide working facilities that allow public staff to fulfill their job requirements safely and efficiently	Capacity / Availability	Facilities provide adequate space for staff	There is adequate working space for staff and adequate space to accommodate commuting requirements	<ul style="list-style-type: none"> Facilities will meet a standardized target of square footage based on best practices for office sizing Recognizing that MCC is a rural municipality with few public transit options, parking stalls will be available within accessible

					walking distance at number of 100% of the total in-office staff with 10% of those stalls reserved for visitors
			Facilities provide adequate space for fleet vehicles	Fleet vehicles will be able to be stored securely and out of the weather, with adequate space for inspection and maintenance	<ul style="list-style-type: none"> • Storage for fleet vehicles is located locally to response areas for sewer, water and road plowing work
Protective Services	To provide a safe community with active response to safety and emergency requirements	Capacity / Availability	Facilities provide adequate space for staff	There is a centralized location for the delivery of emergency services by the municipality	<ul style="list-style-type: none"> • REMO office to be in Springhill or Upper Nappan based on travel times

APPENDIX I - Travel Times





APPENDIX J - Demographic Information – Median Income

Statistical information and economic indicators for Nova Scotia municipalities has not been updated by the Department of Municipal Affairs at this time. Based on data that was available from the Nova Scotia Department of Finance, the County of Cumberland (this includes the Town of Amherst) had a median household income of \$49,833 which is the 5th lowest median household income in the province (see Chart 1 below). This may be explained somewhat by the age of the population. The proportion of the MCC population 60 years old and greater is higher than both the provincial and rural municipal average.

Median Total Income Rural Municipalities 2016



APPENDIX K - Legislative Authority – MGA Sections

Municipalities in Nova Scotia receive their authority to act through provincial legislation, primarily the *Municipal Government Act* (the "MGA"). The legislation lays out reporting requirements, borrowing powers, authority for revenue generation, power to expend funds, and authority to set tax rates, among other provisions.

The MGA sets out the purpose of the municipality (section 9A). It details the authority a municipality has for passing policies, resolutions and by-laws (section 47). Section 48(2) gives council the authority to adopt different policies for different areas of the municipality.

Sections 65-67 are important sections for municipalities. Section 65 sets out the requirement for developing and filing operating and capital budgets. Section 66 gives municipalities the power to borrow money. Section 67 sets out what municipalities can expend funds on.

The way municipalities can generate revenue is covered in sections 73 – setting of tax rates; section 75 – setting of area rates; user charges are set out in section 79; and fire protection rates in section 80.

Section 81 lays out the by-law requirements regarding charges, development charges or capital contribution charges. Municipalities are required to file a capital budget under section 87 of the MGA. The Minister of Municipal Affairs and Housing will not approve borrowing for a capital purpose without an approved capital budget. There are also requirements for Ministerial approval for borrowing or providing a guarantee under section 88. Every municipality is also required to have a capital reserve fund. Section 99 details what must be included in the capital reserve fund.

The MGA gives the Minister of Municipal Affairs and Housing the authority to determine where municipalities can borrow for capital assets. Municipalities are required to borrow for capital assets from the Nova Scotia Municipal Finance Corporation. The relevant legislation is the *Municipal Finance Corporation Act*.

APPENDIX L - Rural Municipalities in Nova Scotia FCI Ranking

DMA also produces an Annual Report that compares all municipalities by type. In producing the Annual Report, the DMA looks at 13 indicators. The DMA categorizes them as key performance indicators, financial indicators that concern management and debt and finally indicators relating to internal and external factors that could impact municipal revenue streams. The report groups the municipalities by regional, rural and towns. This makes the comparison between similar municipalities more meaningful.

MCC is categorized with rural municipalities. The following table shows MCC rankings for each indicator, relative to the twenty-one rural municipalities in the group. It should be noted that the draft results for 2020-21 mentioned in the above paragraph are not included in this table.

MCC FCI Ranking Among Rural Municipalities

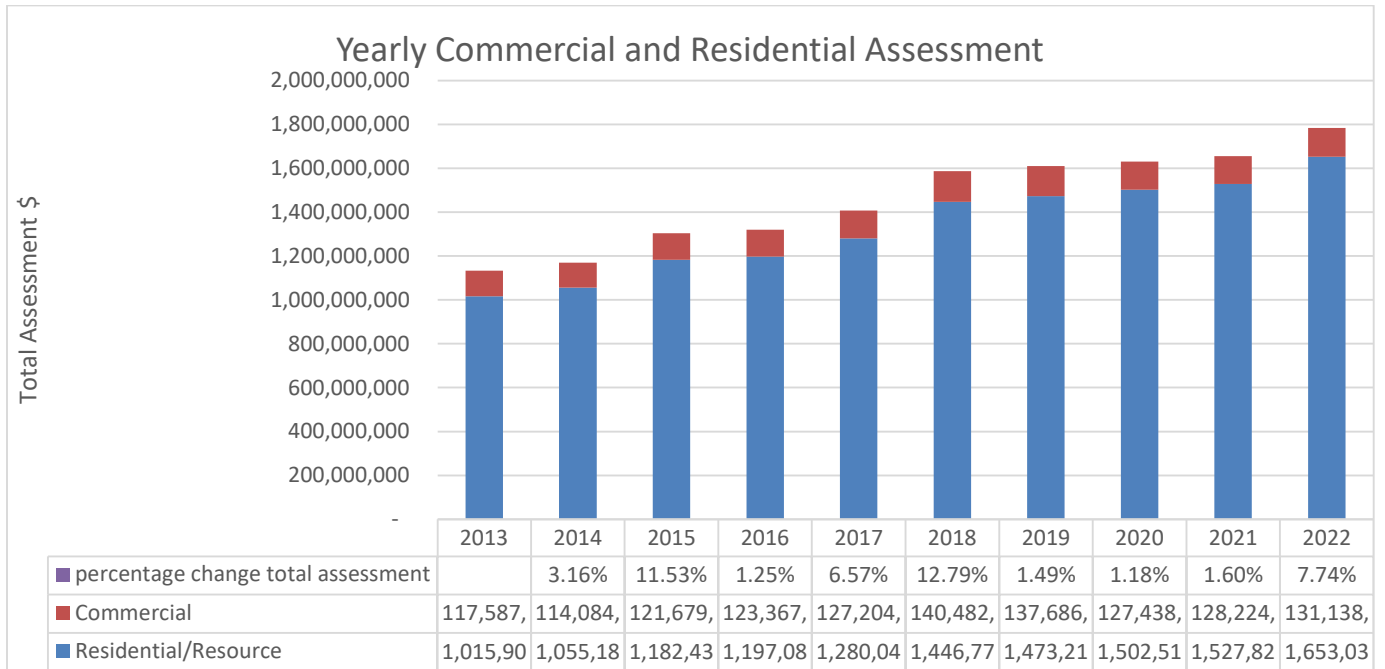
Indicator	2019-20	2018-19	2017-18	Explanation
Key Performance (roof)				
Reliance on Government Transfers	2 highest – only 1 other rural municipality has a higher reliance on government transfers	2 highest	2 highest	Risk if transfers stop – high transfer is the result of the dissolution of the towns.
Deficits in the last 5 years	2 units had deficits	7 units had deficits	7 units had deficits	The deficit is the result of the dissolution of Springhill

Liquidity – measures your ability to cover short term liabilities with cash. Low liquidity ratio is a risk	2 lowest – only 1 other rural municipality has a lower liquidity ratio.	2 lowest	2 lowest	Low relative to other rural units, but still a low risk
Combined Reserves	17 have higher reserves	18 have higher reserves	17 have higher reserves	Compared to other rural units MCC has a low reserve balance. Low reserve balances impact the ability to respond to emergencies or take advantage of opportunities.
Financial Indicators (structure)				
Uncollected Taxes	7 higher – MCC is in the top 50% of tax collection.	6 higher	3 higher	This indicator is improving the % of uncollected taxes is declining. The lower the municipal unit in the ranking the stronger the collection rate.
5-year Budget Accuracy	Highest rate	Highest rate	Second highest	This indicator is scored out of 5. Several rural units receive 5/5.
Operating Reserves	18 higher	19 higher	19 higher	Low relative to other rural units. The DMA rating has improved from high risk to moderate. Like combined reserves, could result in not being able to respond to emergencies or take advantage of opportunities.
Debt Service	8 higher	11 higher	14 higher	MCC debt service costs are lower than other rural units – this is positive. Although increasing they are still rated as low (green).

Outstanding Operating Debt	highest	highest	highest	While still the highest the risk rating has improved from moderate to low. MCC has the most outstanding operating debt of all rural municipalities.
Undepreciated Assets – this measures the % of useful life remaining in assets	2 highest –	highest	highest	Positive – MCC has the second best ranking of undepreciated assets, this indicates they have been investing in infrastructure, their assets are newer, than other rural municipalities.
Internal and External Indicators (base)				
Reliance on Single Business/Institution	7 higher	7 higher	8 higher	Tax base is diversified – The higher your ranking is the more risk a municipality is carrying.
3 year Change in Tax Base	17 higher – MCC 3 year average tax base is not increasing as quickly as other rural municipalities.	13 higher	9 higher	This measures the growth in the assessment base. MCC is slipping relative to other rural units. It's rate of growth is still higher than CPI and is a low risk.
Residential Tax Effort	4 higher	4 higher	5 higher	Measures tax burden % of median household income required to pay taxes. All rural units are rated low risk in this category. While MCC is high relative to others rural units there is still tax room.
DMA Risk Assessment	Green (low)	Red (high)	Red (high)	MCC financial position is strengthening.
Note: colour is added for ease of reading. This table shows where MCC ranks relative to other rural municipalities; it is not an indication of fiscal health. Units that have the same result as MCC are not				

included in the ranking. For a break down of actual results readers should refer to the yearly Municipal Annual Report. [municipal-statistics-annual-report-2020-en.pdf](#)

APPENDIX M - Yearly Commercial and Residential Assessment

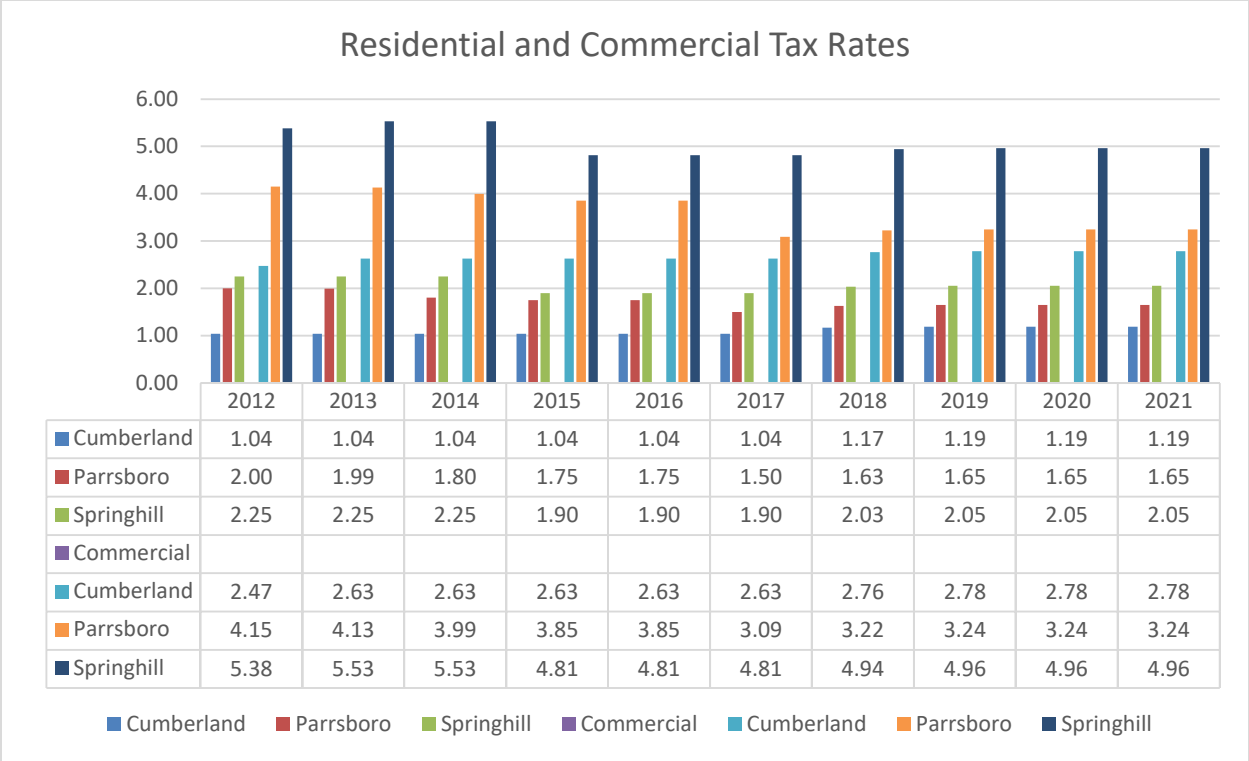


The overall assessment growth may be distorted because of the hot housing market, and the residential CAP increase of 5.1% in 2022 resulting from inflation due to COVID. It would not be prudent to assume that these levels of growth will continue over the longer term. Cumberland's assessment growth is in line with other rural municipalities in Nova Scotia.

APPENDIX N - Residential and Commercial Tax Rates

The graph below shows a series of residential and commercial tax rates from 2009-10 to 2021-21 for MCC and the former Towns of Parrsboro and Springhill. Tax rates, both residential and commercial, are higher in the former Town of Springhill in all in years.

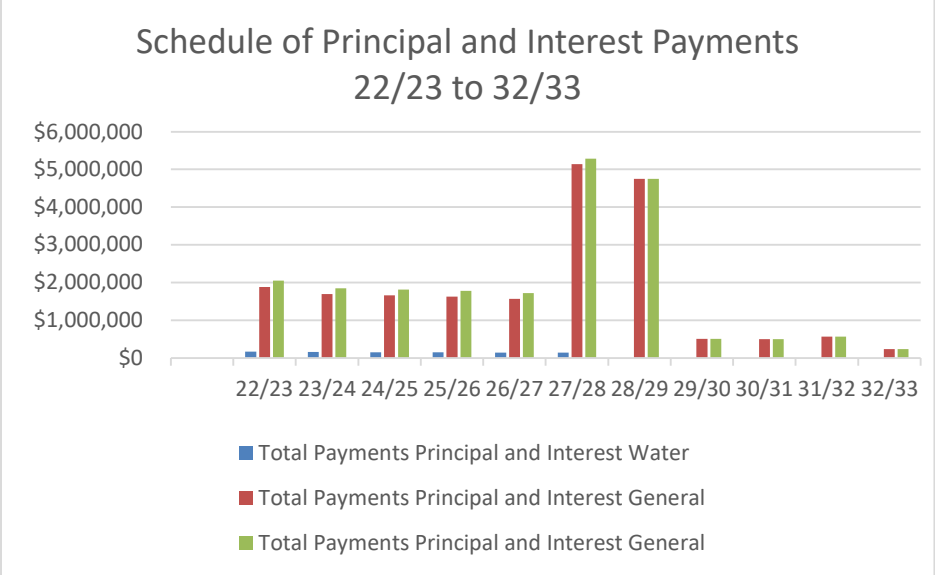
Residential and Commercial Tax Rates 2009-10 to 2021-22



APPENDIX O – Principal and Interest Payments

As of March 31, 2022, MCC has \$16.761m in outstanding total debt, attracting \$2.084m in principal and interest payments. Of this debt, almost 50% or \$8.290m is related to Sunset Manor. The full cost of servicing Sunset Manor’s debt, approximately \$875k, is recovered from the Department of Community Services. While the debt is issued in MCC’s name, DMA does not include in the calculation of its debt servicing costs.

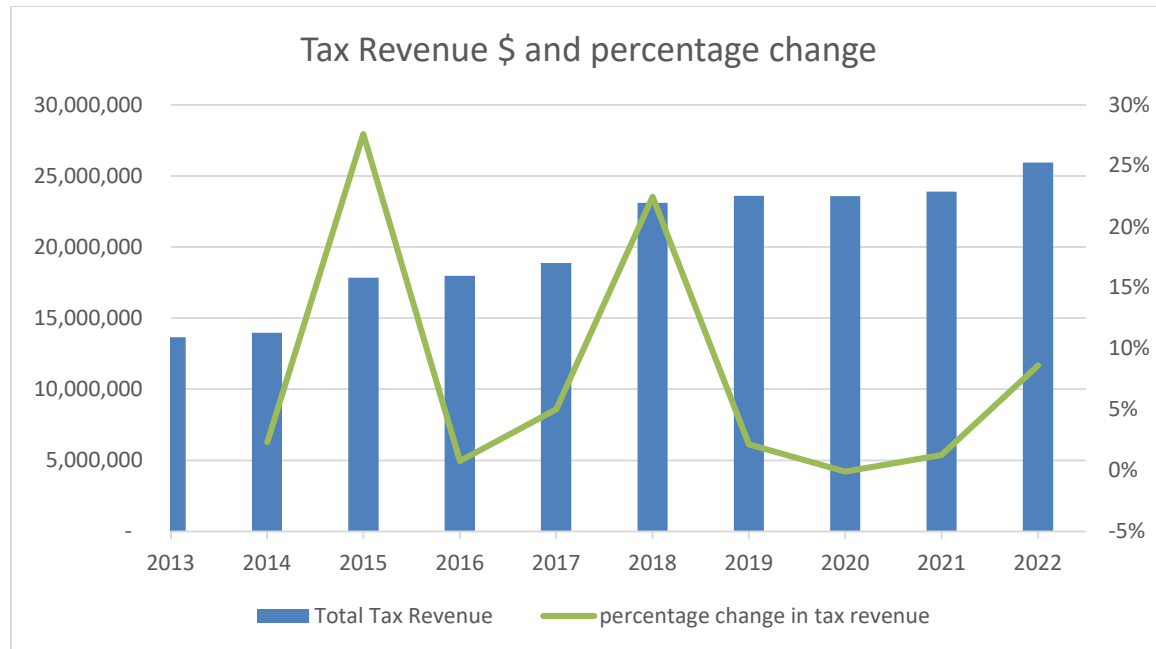
MCC Schedule of Principal and Interest Payments 2022-23 to 2032-33



Note: total principal and interest costs include water utility payments, Sunset Manor, Springhill and Parrsboro outstanding debt paid by area rates and MCC debt payments. The payments are sourced from a number of revenue streams, DCS, reserves and special rates.

APPENDIX P – Tax revenue and percentage change

MCC tax revenue is continuing to grow. The increase in revenue is being driven by an increase in the assessment base, primarily residential, see the Graph below.

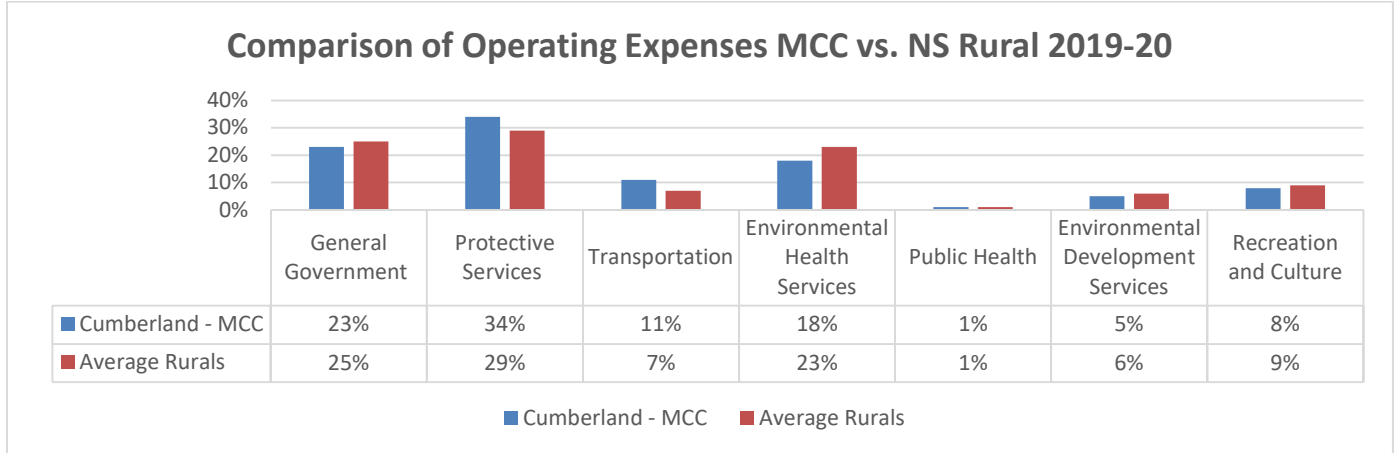


When looking at the percentage change in tax revenue year over year, MCC’s tax revenue appears to be quite volatile. The 18.47% increase in tax revenue in 2015 was the result of the dissolution of the Town of Springhill and the 23.8% increase in 2018 was the result of a property misclassified as commercial, coupled with a general rate increase. The commercial assessed value was subsequently reduced in 2020 leading to a negligible 0.13% increase in 2020.

APPENDIX Q - Other Operating Costs

MCC’s General Operating Budget for 2021-22 was \$31.0m, a 4.1% increase from the 2020-21 General Operating Budget. The increase was driven primarily by investments in recreation and culture and environmental health. Tax revenues increased 5.3% due to assessment growth (tax rates remained the same) and an increase of 9.3% in unconditional grants. When compared to other rural municipalities, MCC’s operating expenses are either on par or below the average expenses, except for transportation costs and protective services.

MCC Operating Costs Relative to Rural Municipalities 2019-20



APPENDIX R - MCC's 5 year CIP

Category	2021-22	2022-23	2023-24	2024-25	2025-26	Total
Buildings and Facilities	495,000	310,000	227,000			1,032,000
Fire facilities and vehicles	982,000			175,000		1,157,000
Vehicles	273,000	168,000	160,000			601,000
Streets and sidewalks	1,725,000	1,535,000	1,500,000	1,000,000	1,000,000	6,760,000
Water and Sewer	1,156,000	2,249,000	666,000	700,000	1,350,000	6,121,000
Community Ec Dev	1,909,555	1,217,555	1,067,555	200,000	200,000	4,594,666
Parks and Playgrounds	184,000	481,545	5,000			670,545
Total CIP	\$6,724,555	\$5,961,100	\$3,625,555	\$2,075,000	\$2,550,000	\$20,936,211
Funding						
Municipal	\$2,935,142	\$1,134,720	\$624,645	\$408,310	\$337,500	\$5,440,317
Other	550,000	50,000				600,000
Provincial	162,166	579,917	66,667	66,667	404,167	1,279,584
Federal	3,077,247	4,196,463	2,934,243	1,600,023	1,808,333	13,616,309

APPENDIX S - Best Practise CAFR

The following is a list of some of the more relevant examples of debt policies and long-term financial planning strategies.

[City of Abbotsford - Debt Management Policy \(gov.bc.ca\)](http://gov.bc.ca) has adopted a debt management policy March 29, 2021. The policy is a good practical example of the elements of a debt policy.

It covers guiding principles, when debt should be used, it has set debt targets and covers the limitations of debt and the management of debt.

[Debt Management Policy \(gfoa.org\)](#) – GFOA (Government Finance Officers Association) has developed a template for the development of a debt policy. GFOA develops policy guidelines for use in local and state governments. While they tend to focus primarily on US government their material is still relevant in Canada. The debt management policy is a good practical template, it provides guidance on debt limits and debt structuring.

Town of Canmore's [Long Term Financial Strategy \(1\).pdf](#) – is a very comprehensive document that walks the user through the steps connecting the long term plan to the municipalities existing plans, the challenges the town is facing currently and in the future, it incorporates long term planning for infrastructure needs including a section on sensitivity analysis to help with budgeting impacts.

Town of Squamish contracted with Urban System in 2011 to produce [Part-A-Guiding-Principles-Financial-Policy-Nov-1-2011\[35\].pdf](#). While a bit older than the other reference documents it is still relevant. The paper is more focussed on revenue generation than asset management, although the two are linked. The long-term financial plan is built on fundamentals, it is a best practise for financing capital works.

City of Niagara Region [filestream.ashx \(escribemeetings.com\) implemented a capital financing policy to fund their infrastructure gap. It is a very good illustration of the pros and cons of using various financing alternatives. It also has a comprehensive discussion and analysis section.](#)

Closer to Cumberland the City of Moncton has adopted a [Capital Asset policy.pdf \(moncton.ca\)](#). The purpose of the policy is to provide a framework to prioritize capital projects within its 5-year CIP. It is good example of an evaluation tool; it contains six criteria to evaluate and prioritize projects. It is a good example of a comprehensive common sense policy.

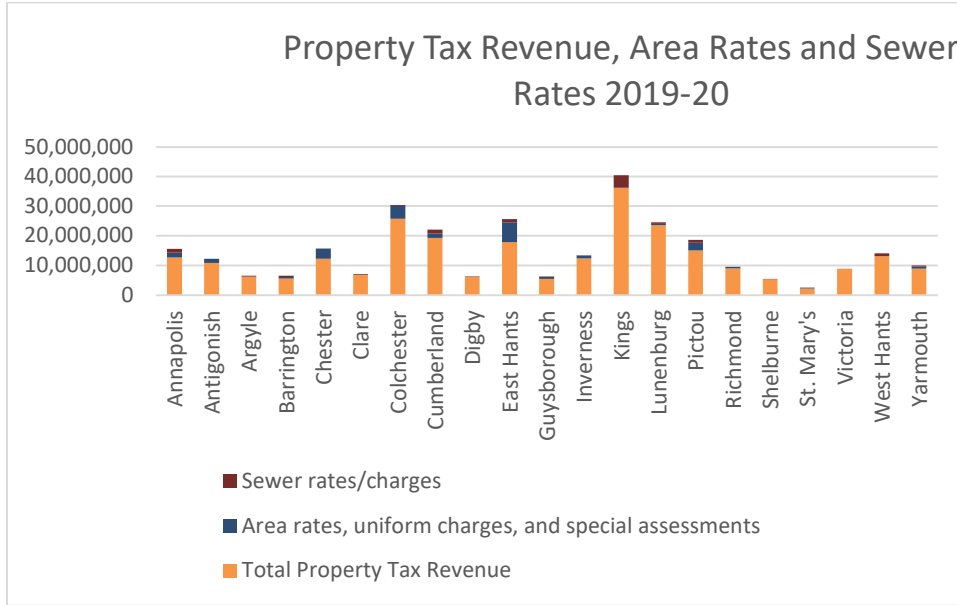
In 2008, Enid Slack of the Institute on Municipal Finance and Government, Munk Center for International Study presented a paper on financing municipal services and infrastructure in Canada [slack financing municipal services and infrastructure in canada 2008.pdf \(utoronto.ca\)](#). Although dated 2008 it's a very comprehensive summary of local government and the way revenue is generated for projects. It lists the of pros and cons of various financing options as well as a good background on the authorities for all orders of government. The key take away from the presentation is that no one financing tool is better than the other, how it's financed depends on the type of infrastructure investment and the type of infrastructure. What is needed is variety of tools.

APPENDIX T - MCC Tax Competitiveness Compared to Other Rural Municipalities

The following charts illustrate MCC's position relative to other rural municipalities when comparing total tax revenue, area rate revenue and sewer charges. For clarity, total tax

revenue does not include grant in lieu of property tax, and area rates would include other rates and LIC's other than sewer rate charges.

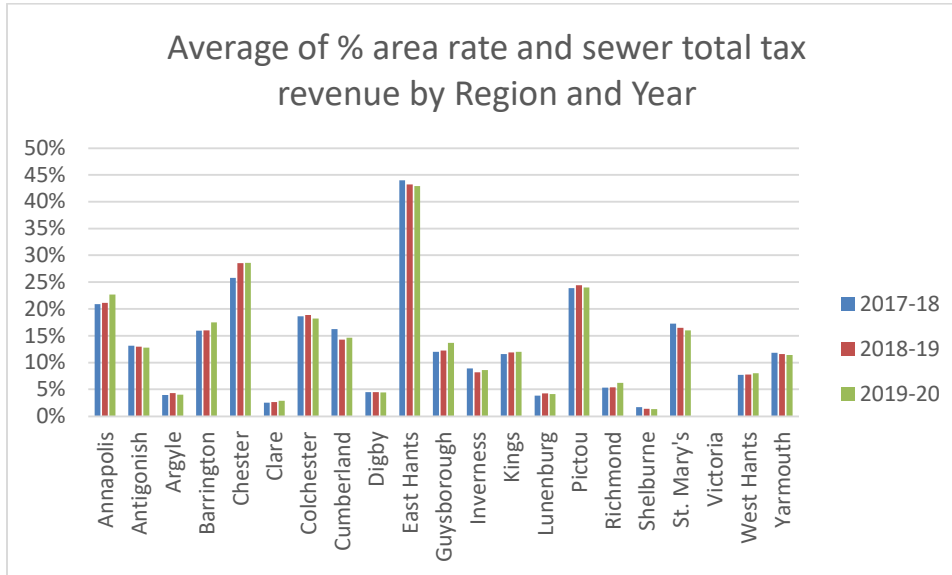
Total Revenue by Property Tax, Area Rates and Sewer Charges for Rural Municipalities 2019-20



Compared to other rural municipalities, MCC does not raise a substantial portion of its revenue from area rates or sewer charges.

The following chart breaks down the revenue collected via area rates and sewer rates as a percentage of total tax revenue. MCC's percentage of revenue from area rates and sewer charges tends to hover in the 14 to 16% range. The drop in the percentage could be the result of increased property tax revenue generated from the tax rate increase in 2017-18.

APPENDIX U - Percentage of Total Revenue from Area Rates and Sewer Charges



APPENDIX V - Services charged via General Tax Rate and Area Rates

At the December 2, 2020, Cumberland Municipal Council meeting, MCC Council discussed the Tax Rate Practise (agenda 5.4). The agenda item was described as; “The former Council agreed on a tax structure to determine which services would be funded via the general tax rate and which services would be funded via area rates.” Council minutes indicate that the item was referred to the Audit Committee for review.

The following is a summary of how rates are assigned within MCC (in this table, area rates include every fee except the general tax rate).

Service	MCC		Springhill		Parrsboro	
	General Rate	Area Rate	General Rate	Area Rate	General Rate	Area Rate
General Services – governance and administration	✓	✗	✓	✗	✓	✗
Policing Services	✓	✗	✓	✗	✓	✗
Fire Services	✓		✓		✓	✗
Debt costs for fire services		✗		✓		✗
Building Inspection, By Law and Dog Control	✓	✗	✓	✗	✓	✗
REMO	✓	✗	✓	✗	✓	✗
Street and Sidewalk Amount over J class roads and debt costs	✓	✗	✓	✓	✓	✓

Engineering	✓	X	✓	X	✓	X
Wastewater Collection	X	✓	X	✓	X	✓
Storm Water Management	X	X	X	✓	X	✓
Solid Waste	✓	X	✓	X	✓	
Water		X		✓		✓
Public Health – Deficit	✓	X	✓		✓	X
Regional Housing Auth	✓					
Debt Sunset Manor*						
Environmental Development – planning, zoning, economic development (community, business, tourism)	✓	X	✓	X	✓	X
Education	✓	X	✓	X	✓	
Long Term Debt	X	✓	X	✓	X	✓
Accumulated Deficits	X	X	X	✓	X	✓
Reserve Transfers are based on services provided above.						
Reserve Balances are segregated based on the service that was provided. Gas Tax is used for all areas of MCC						

APPENDIX W - Best Practice ORS

[Development Cost Charges Best Practices Guide \(gov.bc.ca\)](#) – The Government of BC produced a best practise guide for local governments that wanted to establish CCC's.

[Establishing Government Charges and Fees \(gfoa.org\)](#) – GFOA issued a guideline on the development of charges and fees. It is primarily geared toward American local governments; however, the principles are applicable locally as well.

[Municipal-Tax-Policy-Guide-2021.pdf](#) – The Government of Saskatchewan has recently produced a tax policy guide for local governments.

[lindsay_tedds_paper_on_user_fees.pdf\(uwaterloo.ca\)](#) – University of Waterloo has produced a guide on user fees for municipalities. It is dated from 2014 and theoretical. The guide contains good decision criteria for user fees. These criteria could be used to guide the discussion on what should be charged via a fee, LIC or the tax rate.

[Microsoft Word - User Fees Policy & Procedure.docx \(civicweb.net\)](#) – the Municipality of Callandar, Ontario, has translated the theory into a policy on user fees and what should be charged via fee versus general tax rate.





[Fair taxes and municipal revenues | Canadian Union of Public Employees \(cupe.ca\)](#) – CUPE has issued a discussion paper on the fairness of taxation. There are a number of links embedded in the document. It is a good general discussion on taxation.

Municipality of Cumberland County





APPENDIX X

Policies & By Laws

Categories

-  [Community of Springhill By-Laws & Policies](#)
-  [Former Town of Parrsboro By-Laws](#)
-  [Former Town of Parrsboro Policies](#)
-  [Springhill By-Laws for Repeal](#)

Documents

-  [Alternative Voting By Law 20 03 \(.pdf, 487 KB\).](#)
-  [Budgetary Control Policy 96 01 \(.pdf, 99 KB\).](#)
-  [Building By-Law 16-01 \(.pdf, 265 KB\).](#)
-  [Building Service Connection Standards and Specifications 06 15 \(.pdf, 32 KB\).](#)
-  [By Law to Amend the Solid Waste By Law 21 08 \(.pdf, 27 KB\).](#)
-  [By Law to Repeal Taxi By Laws 19 02 \(.pdf, 153 KB\).](#)
-  [By-Law Respecting Tax Exemption for Fire Companies, Charitable and Non-Profit Organizations Repeal By-Law \(.pdf, 180 KB\).](#)
-  [Canine Control By Law 20 01 \(.pdf, 3.87 MB\).](#)
-  [Capital Reserve Allocations Policy 02 01 \(.pdf, 56 KB\).](#)
-  [Carbon Surcharge Fund Policy outline and application 15 09 \(.pdf, 571 KB\).](#)
-  [Civic Addressing By-Law 06-03 \(.pdf, 218 KB\).](#)
-  [Community Centre Pets Policy 16 06 \(.pdf, 39 KB\).](#)
-  [Condolences Policy 10 11 \(.pdf, 45 KB\).](#)
-  [Conflict of Interest Policy 15-06 \(.pdf, 90 KB\).](#)
-  [Consolidated Subdivision Regulations 2016 \(.pdf, 4.84 MB\).](#)
-  [Contaminated Clothing Policy 08 02 \(.pdf, 13 KB\).](#)
-  [Council Meetings and Proceedings Policy 21 04 \(.pdf, 377 KB\).](#)
-  [Councillors' Attendance at UNSM & FCM Conferences Policy 16-05 \(.pdf, 29 KB\).](#)
-  [COVID 19 Property Tax Financing Plan Policy 20 04 \(.pdf, 228 KB\).](#)
-  [Cumberland Land Use Bylaw With Schedules 2020 Web \(1\) \(.pdf, 26.95 MB\).](#)
-  [Cumberland Municipal Planning Strategy With Schedules 2020 Web \(.pdf, 21.06 MB\).](#)
-  [Cumberland Streets and Sidewalks By-Law 07 09 \(.pdf, 343 KB\).](#)
-  [Dangerous or Unsightly Policy 09 02 \(.pdf, 1.76 MB\).](#)

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- [Deed Transfer Tax By-Law 09 02 \(.pdf, 26 KB\).](#)
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- [Divestiture of Surplus Real Property By-Law 17-01 \(.pdf, 299 KB\).](#)
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- [Drugs and Alcohol in the Workplace Policy 18 01 \(.pdf, 740 KB\).](#)
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- [Fire and Burglar Alarm By-Law 07-08 \(.pdf, 189 KB\).](#)
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- [Ice Allocation Policy 20 06 \(.pdf, 516 KB\).](#)
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- [Maintenance and Improvements of Private Roads By-Law 07-06 \(.pdf, 300 KB\).](#)
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- [Multi Year Capital Planning Policy 19 01 \(.pdf, 772 KB\).](#)
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- [Municipal Public Road Policy 00 01 \(.pdf, 132 KB\).](#)
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- [Outdoor Wood Burning Appliances By-Law 06-12 \(.pdf, 109 KB\).](#)
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- [Policy to Repeal Parrsboro Dangerous or Unsightly Policy 16-10.\(pdf, 190 KB\).](#)
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- [Private Road Signage Policy & Standards Policy 12-05.\(pdf, 151 KB\).](#)
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- [Procurement Policy 17-05 \(.pdf, 2.78 MB\).](#)
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- [Property Assessed Clean Energy By Law 18 03.\(pdf, 365 KB\).](#)
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APPENDIX Y**Municipality of Cumberland County****Former Town of Parrsboro By-Laws** **Documents**

- [Bylaw#15 Re Boundaries, Town of Parrsboro.\(.pdf, 482 KB\).](#)
- [Bylaw#17 Re Amusement of Circus Organizations Operating in Town.\(.pdf, 963 KB\).](#)
- [Bylaw#18 In Respect of Poll Tax.\(.pdf, 548 KB\).](#)
- [Bylaw#19 Re Regular Monthly Meetings.\(.pdf, 242 KB\).](#)
- [Bylaw#21 Town of Parrsboro Touching on Boundaries.\(.pdf, 672 KB\).](#)
- [Bylaw#22 Re Buildings.\(.pdf, 407 KB\).](#)
- [Bylaw#23 Re Automatic Machines.\(.pdf, 563 KB\).](#)
- [Bylaw#24 Re Conduct in Public Places\(.pdf, 257 KB\).](#)
- [Bylaw#25 Re Garages and Filling Stations.\(.pdf, 355 KB\).](#)
- [Bylaw#26 Re One Assessor for Town\(.pdf, 193 KB\).](#)
- [Bylaw#27 Re Water Shed Timber\(.pdf, 306 KB\).](#)
- [Bylaw#28A Sewer By law\(.pdf, 730 KB\).](#)
- [Bylaw#30 Regarding Fixed Taxation on Property.\(.pdf, 370 KB\).](#)
- [Bylaw#32 Re Rental Controls for Town of Parrsboro\(.pdf, 1.24 MB\).](#)
- [Bylaw#33 Re Parking Meters\(.pdf, 1.16 MB\).](#)
- [Bylaw#34 Re Fixed Taxation on Property of B Burke\(.pdf, 383 KB\).](#)
- [Bylaw#36 Re Public Meetings\(.pdf, 240 KB\).](#)
- [Bylaw#37 Re Cancellation of Bylaw Granting Fixed Tax to B Burke\(.pdf, 235 KB\).](#)
- [Bylaw#38 Re Cancellation of Bylaw Granting Fixed Tax to K Atki\(.pdf, 224 KB\).](#)
- [Bylaw#39 Re Opening of Stores, Canteens, Laundromats, Billiard\(.pdf, 1.31 MB\).](#)
- [Bylaw#40 Re Anti Litter\(.pdf, 274 KB\).](#)
- [Bylaw#41 Re Prevention of Disorder or Impropriety\(.pdf, 1.39 MB\).](#)
- [Bylaw#42 Re Retiring Allowance for Molly Morwick\(.pdf, 291 KB\).](#)
- [Bylaw#47 Re Destruction of Documents\(.pdf, 969 KB\).](#)
- [Bylaw#51 Re Civil Emergency Planning\(.pdf, 1.27 MB\).](#)
- [Bylaw#52 Subdivision Regulations\(.pdf, 4.42 MB\).](#)
- [Bylaw#53 Re Development Officer\(.pdf, 315 KB\).](#)
- [Bylaw#55 Re Retiring Allowance for M Morwick\(.pdf, 286 KB\).](#)
- [Bylaw#56 Re Instalment Billing\(.pdf, 231 KB\).](#)
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- [Bylaw#59 Re Prevention of Disorder and Improprity.\(pdf, 1.86 MB\).](#)
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- [Bylaw#60 Re Building.\(pdf, 1.02 MB\).](#)
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- [Bylaw#61 Re Deposit by Candidates at an Election.\(pdf, 196 KB\).](#)
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- [Bylaw#77 1 Re Sewer Charges \(.pdf, 1.09 MB\).](#)
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APPENDIX Z**Municipality of Cumberland County****Former Town of Parrsboro Policies****Documents**

- [Policy #1 Provision of Street Lights \(.pdf, 127 KB\).](#)
- [Policy #10 Signage Near Town Blue Signs \(.pdf, 106 KB\).](#)
- [Policy #11 Signage Near Town Blue Signs \(Replaces #10\) \(.pdf, 111 KB\).](#)
- [Policy #12 Lots Sold in MacKenzie Park \(.pdf, 118 KB\).](#)
- [Policy #13 Grading Private Roads \(.pdf, 135 KB\).](#)
- [Policy #14 Making Appointments to Committees \(.pdf, 151 KB\).](#)
- [Policy #14A Charge for Using Fax Machine \(.pdf, 100 KB\).](#)
- [Policy #15 Donations in Memory of Former Employees \(.pdf, 118 KB\).](#)
- [Policy #17 Smoking in the Town Hall \(.pdf, 118 KB\).](#)
- [Policy #18 Local Purchasing \(.pdf, 102 KB\).](#)
- [Policy #19 Lowering of Flag \(.pdf, 118 KB\).](#)
- [Policy #20 Tax Collection Procedure \(.pdf, 353 KB\).](#)
- [Policy #21 Tax Sale Policy \(.pdf, 114 KB\).](#)
- [Policy #22 Grants to Organizations \(.pdf, 151 KB\).](#)
- [Policy #24 Proclamations \(Rescinded\) \(.pdf, 187 KB\).](#)
- [Policy #26 Town of Parrsboro Web Site \(.pdf, 578 KB\).](#)
- [Policy #27 Involuntary Destruction of Property \(.pdf, 553 KB\).](#)
- [Policy #28 Water Utility Service Pipes \(.pdf, 152 KB\).](#)
- [Policy #29 Recorded Resolutions \(.pdf, 168 KB\).](#)
- [Policy #3 Provision of Christmas Lights \(.pdf, 150 KB\).](#)
- [Policy #30 Information Requested from Organizations Seeking \(.pdf, 191 KB\).](#)
- [Policy #32 WoodFirst \(.pdf, 367 KB\).](#)
- [Policy #4 Provision of Culverts \(.pdf, 94 KB\).](#)
- [Policy #5 Provision of Bylaws to General Public \(.pdf, 143 KB\).](#)
- [Policy #6 Voting Procedure \(.pdf, 111 KB\).](#)
- [Policy #8 Sale of Documents \(MPS & LUB\) \(.pdf, 140 KB\).](#)
- [Policy #9 Cheque Signing Authority \(.pdf, 122 KB\).](#)

APPENDIX AA - Parrsboro By-Laws at Dissolution

Bylaw	Date Approved
1. Boundaries Bylaw	November 11, 1925
2. *General	August 9, 1925
3. Licensing Circuses & Other Entertainments	November 19, 1937
4. Poll Tax	February 17, 1938
5. Town Council Meetings	February 19, 1940
6. Boundaries	July 7, 1942
7. Buildings	May 28, 1945
8. License for Automatic Machines	June 4, 1945
9. Conduct in Public Places	January 12, 1946
10. Garages and Filling Stations	August 19, 1946
11. One Assessor for Town	December 11, 1946
12. Water Shed Timber	August 27, 1947
13. Sewer Bylaw	July 12, 1948
14. Rental Controls	July 26, 1951
15. Parking Meters	April 15, 1952
16. Ratepayers' Meeting	March 12, 1958
17. Repealing Fixed Tax	June 8, 1961
18. Repealing Fixed Tax	June 8, 1961
19. Lord's Day Act	September 30, 1964
20. Anti-Litter	August 7, 1968
21. Disorder & Impropriety (Amended)	December 16, 1968
22. Pension – Molly Morwick	January 22, 1971
23. Destruction of Documents	October 31, 1973
24. Dogs	April 18, 1975
25. Interim Tax Billing	March 31, 1976
26. Subdivision Regulations	October 4, 1976
27. Development Officer Resolution	May 16, 1978
28. Amendment to Pension – Molly Morwick	January 3, 1979
29. Installment Billing	March 26, 1979
30. Elections Deposit	August 10, 1979
31. Subdivision Bylaw	September 4, 1979
32. Prevention of Disorder and Impropriety	January 30, 1980
33. Adoption of 1977 National Building Code	March 28, 1980
34. Amendment to Municipal Elections	June 12, 1980
35. Recreation Committee	January 15, 1981
36. Recreation Committee	March 14, 1986
37. Minimum Housing Standards	January 18, 1982
38. Heritage Property	August 24, 1982
39. Chief Administrative Officer	September 21, 1982
40. Taxi Bylaw	June 14, 1984
41. Tax Exemption Bylaw (Lions Club)	July 28, 1986
42. Building Bylaw	January 18, 1988
43. Closing Public Street	September 30, 1988
44. Tax Exemption Bylaw (Masonic Lodge)	April 28, 1998
45. Tax Exemption Bylaw (Rebekah Lodge)	June 23, 1998
46. Fire Department	July 23, 1991

47. Fire Dept. Policies & Procedures	January 25, 2000
48. Trade and Licensing Bylaw	July 18, 1991
49. Solid Waste Bylaw	December 3, 2002
50. Dog Bylaw	October 28, 2003
51. Noise Bylaw	July 15, 2004
52. Amendment to Tax Exemption Bylaw RE: SCT	October 25, 2005
53. Deed Transfer Tax Bylaw	June 27, 2006
54. Amendment to Tax Exemption RE; SCT	October 25, 2007
55. Sewer Charges	May 27, 2008
56. Sewer Connection	April 28, 2009
57. Sewer Discharge	April 28, 2009
58. Amendment to Tax Exemption RE; PCB Hall	November 24, 2009
59. Amendment to Trade & Licensing	February 22, 2011
60. Regional Emergency Measures	June 28, 2011
61. Solid Waste Bylaw	September 25, 2012

*There are numerous bylaws recorded in this book entitled "General" that are outdated. In the winter of 2014 the Council began to review the bylaws to repeal those that are outdated but as you can see only a few have been. All of the bylaws listed are still on the books.

APPENDIX BB

This binder contains various policies established by the Parrsboro
Town Council as follows:

<u>POLICY</u>	<u>DATE ESTABLISHED</u>	<u>MINUTE NO.</u>
1. Provision of Street Lights	June 30, 1986	#86-27
2. Hiring Policy	October 27, 1986	#86-49
3. Stringing of Christmas Lights	November 24, 1986	#86-55
4. Provision of Culverts	November 24, 1986	#86-55
5. Provision of By-laws to General Public.	November 24, 1986	#86-55
6. Policy Regarding Voting Procedures	April 27, 1987	#87-4
7. Tax Exemption RE: Industrial Park	October 26, 1987	#87-12
8. Sale of Documents (MPS and Land Use By-law)	December 19, 1988	#88-18
9. Cheque Signing Authority	December 19, 1988	#88-18
10. RE: Signage (Replaced by Policy 11)	June 26, 1989	#89-9
11. RE: Signage	Aug. 22, 1989	#89-32
12. RE: Lots sold at MacKenzie Park	July 21, 1976	N/A
13. RE: Grading Private Roads	Nov. 21, 1989	#89-45
14. RE: Committee Appointments	Nov. 21, 1989	#89-45
14.A Charge for use of fax machine	May 28, 1990	#90-13A
15. RE: Donations in Memory of former employees	Jan. 15, 1991	#91-3A
16. Hiring of Summer Rec. Staff	May 28, 1991	#91-13A
17. Smoking in Town Hall	May 25, 1992	#92-7
18. RE: Local Purchasing	Dec. 20, 1994	#94-15
19. RE: Lowering of Flag	Dec. 20, 1994	#94-15
20. Tax Collection Procedure	Jan. 27, 1997	#97-1
21. Tax Sale Policy	Jan. 27., 1997	#97-1
22. RE: Grants to Organizations	Dec. 16/97	#97-19
23. Unsightly Premises Complaints	February 24, 1998	#98-3


<u>POLICY</u>	<u>DATE ESTABLISHED</u>	<u>MINUTE NO.</u>
24. Proclamations	June 23, 1998	#98-9 (Rescinded May 25 04 - #04-05) (Rescinded Feb. #99-1028/12 #12-02)
25. Dangerous/Unsightly Premises	Sept. 28, 1999	#99-1028/12 #12-02)
26. Web Site Policy	Nov. 27, 2001	#01-10
27. Involuntary Destruction of Property	Sept. 23, 2003	#03-12
28. Water Utility Service Pipes	August 21, 2008	#08-07
29. Recorded Resolutions	September 22, 2009	#09-08
30. Info Requested from Orgs. for Grants	September 22, 2009	#09-08
31. Dangerous or Unsightly Premises	December 23, 2011	#11-11
32. WoodFirst	January 24, 2012	#12-01


APPENDIX CC

Municipality of Cumberland County

Community of Springhill By-Laws & Policies

Documents

 [Minimum Standards for Residential Occupancies By Law \(.pdf, 101 KB\)](#)

 [Springhill By Laws \(.pdf, 3.98 MB\)](#)

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APPENDIX DD

BY LAWS
AND
ORDINANCES
OF THE
TOWN OF SPRINGHILL
NOVA SCOTIA

...ooo000ooo...

INCORPORATED
1889

...ooo000ooo...

Revised and Sonsolidated.

1938.

Approved by the Town Council also by
The Commissioner of Municipal Affairs,
Province of Nova Scotia.

April 28th, 1944.

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CHAPTER 32

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Acts of the Legislature of
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1891	Chap.	113	Act to provide for supplying the Town with water.
1891	Chap.	114	Act respecting Public Streets.
1892	Chap.	92	Amendment of Town's Incorporation Act as respects Springhill.
1892	Chap	93	Act respecting assessment for school purposes.
1892	Chap.	94	Amendment of Chap. 113 Acts of 1891.
1892	Chap.	155	Act to Incorporate the Edison Electric Light and Power Company.
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1903	Chap.	108	Act to enable to borrow for school purposes.
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1910	Chap.	104	Act to enable to make temporary loans
1910	Chap.	105	Act to enable to borrow for Schools
1914	Chap.	130	Act respecting certain debentures
1914	Chap.	131	Act respecting financial matters.
1918	Chap.	93	Act respecting Municipal affairs
1919	Chap.	108	Act respecting Poll Tax.
1920	Chap.	131	Act relating to sewers and sidewalks
1921	Chap	116	Act to enable to extend water system, to borrow to meet cost, effect temporary loans and agree to supply customers outside Town.
1923	Chap.	97	Act to borrow for school purposes.
1925	Chap.	111	Act to borrow money for School and Fire Protection.
1926	Chap.	86	Act to borrow money for redeeming debentures.
1928	Chap.	107	Act to borrow money.
1928	Chap.	108	Act to borrow money amended
1928	Chap.	109	Act to exempt Miners Hall from taxation
1929	Chap.	108	Act to borrow money
1929	Chap.	109	Act to borrow money
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1930	Chap.	99	Act to borrow money
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1930	Chap.	102	Act to extinguish right of public use to certain streets.
1932	Chap.	97	Act to borrow money
1932	Chap.	98	Act to borrow money
1932	Chap.	99	Act to borrow money
1932	Chap.	100	Act to extinguish right of public to use certain part of Herritt Road.
1933	Chap.	95	Act to borrow money.
1934	Chap.	83	Act to borrow money.
1935	Chap.	77	Act to amend Chapter 99 of Acts of 1932.
1936	Chap.	83	Act to borrow money
1937	Chap.	85	Act to borrow money and to amend Chapter 99 of the Acts of 1932.

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BY-LAWS

MUNICIPAL UNIT: TOWN OF SPRINGHILL

<u>OUR NO.</u>	<u>PASSED BY COUNCIL</u>	<u>APPROVED BY MINISTER</u>	<u>SUBJECT</u>
106	February 25, 1999	March 31, 1999	Amd. MPS and LUB Separate File
107	October 6, 1999	not required	Amd. LUB Separate File
108	January 29, 2002	n/r	Amd. MPS and LUB Separate File
109	February 24, 2008	n/r	Amd. MPS and LUB Separate File

BY-LAWS

MUNICIPAL UNIT: TOWN OF SPRINGHILL

OUR NO.	PASSED BY COUNCIL	APPROVED BY MINISTER	SUBJECT
96	21 August 1989	16 November 1989	Amd. M.P.S. S.2.2.4, with ministerial amds. <u>Separate File</u>
97	March 18, 1991	June 14, 1991	Pension By-law (with ministerial amendments)
98	June 23, 1992	August 6, 1992	Heritage Property By-law NEW
99	November 26, 1992	January 14, 1993	Amd. M.P.S. and L.U.B. (with min. amendments) Temporary Uses and Signs <u>Separate File</u>
100	April 13, 1993	May 7, 1993	Dog By-law (with ministerial amds.) Repealed and Replaced
101	February 18, 1991	May 7, 1993	Taxi By-law (with ministerial amds.) Repealed and Replaced
102	September 28, 1993	October 15, 1993	Chief Administrative Officer By-law Repealed
103	May 23, 1995	June 30, 1995	Sewer Charges By-law NEW
104	September 26, 1995	October 18, 1995	Taxi By-law Repealed and Replaced
105	February 25, 1999	March 31, 1999	Amd. MPS and LUB Separate File

BY-LAWS

MUNICIPAL UNIT: TOWN OF SPRINGHILL

OUR NO.	PASSED BY COUNCIL	APPROVED BY MINISTER	SUBJECT
87	12 July 1984	11 October 1984	Amd. #3 - M.P.S. Land Use Map (with ministerial amds.) <u>Separate File</u>
88	27 November 1984	21 December 1984	By-law to Provide Pensions (Attached Schedule "A")
89	6 December 1984	5 March 1984	Amd. to Police Commission By-law (S. 1(a)(1))
89A	Pres. 1 August 1984	Eff: 6 August 1984	Subdivision Regulations
90	2 April 1985	28 May 1985	Amd. Taxi By-law Replaced taxi fares S. 55
91	9 September 1985	25 November 1985	M.P.S. & L.U.B. Repealed and Replaced <u>Separate File</u>
92	24 February 1987	16 April 1987	Chief Administrative Officer (NEW)
93	14 December 1987	18 December 1987 Filed in Minister's Office Eff: 1 April 1987	Building By-law Building Code Act 1986
94	11 April 1988	12 January 1989	Springhill Fire Dept. By-laws (with ministerial amds.) (NEW)
95	20 January 1989	3 March 1989	Taxi By-law Chp. 14 (S. 55 fares)

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<u>OUR#</u>	<u>CHP.</u>	<u>PAGE</u>	<u>APPROVAL/PUBLISHED</u>
57	Truckmen *Amd. #59 (Sec. 18), *#60 (Sec. 18), *#62 (Sec. 18), *#66 (Sec. 18), *#68 (Sec. 18), *#70 (Sec. 18)		June 3, 1958
58	Unsightly Premises		September 9, 1958
61	Destruction of Documents		August 22, 1962
67	Pension Kenneth Terris		September 30, 1969
71	Recreation Committee		November 28, 1974
72	Emergency Measures Organization		June 24, 1975
74	Police Commission By-law Amd. #77 S.1(a) Replaced *Amd. #89 (S. 1(a) 1)		March 16, 1977
76	Installment Billing By-law		January 2, 1979
79	Street Closing Closing a Portion of Mason Street		March 7, 1979
80	Elections Deposit By-law (No Deposit Required)		June 26, 1979
?	Industrial Development Commission		Oct.19, 1979
85	Minimum Housing and Maintenance Standards		November 26, 1982
88	By-law to Provide Pensions and Sch. "A"		December 21, 1984
91	Municipal Planning Strategy and Land Use By-law *Amd. #96 S. 2.2.4. Amd. #99 (Temporary Uses, Signs) Amd. #105, 106 Amd. #107, Amd. 108, 109		November 25, 1985
93	Building By-law Building Code Act 1986 (See #40 Chp. 22-Fire Districts) (See #40 Chp. 23-Permits)		December 18, 1987 Filed
94	Springhill Fire Department By-law		January 12, 1989

TOWN OF SPRINGHILL BY-LAWS

<u>OUR#</u>	<u>CHP.</u>	<u>PAGE</u>	<u>APPROVAL/PUBLISHED</u>
97	Pension By-law		June 14, 1991
98	Heritage Property By-law		August 6, 1992
100	Dog By-law		May 7, 1993
	Subdivision Regulations (see copy in Legal Information Files)		April 7, 1995
103	Sewer Charges By-law		June 30, 1995
104	Taxi By-law		October 18, 1995

TOWN OF SPRINGHILL BY-LAWS

<u>No.</u>	<u>Passed by Council</u>	<u>Approved</u>	<u>Subject</u>
69	February 26, 1974	May 9, 1974	✓ Taxis - amended (S.54, 55, 56, 57 add 2.58)
70	June 25, 1974	July 18, 1974	✓ Truckmen - amended
71	November 12, 1974	November 28, 1974	Recreation Committee
72	June 24, 1975	July 30, 1975	Emergency Measures By-law
73	September 21, 1976	September 28, 1976	✓ Taxi By-law Amendment (S.55)
74	February 22, 1977	March 16, 1977	Police Commission By-law (new)
75	August 9, 1976	June 15, 1977	Municipal Development Plan & Zoning By-law (separate file)
76	November 28, 1978	January 2, 1979	Instalment Billing By-law New
77	October 10, 1978	February 7, 1979	Amendment Board of Police Commissioners By-law (Repealed + Replaced S.1(2))
78	January 23, 1979	February 14, 1979	Amendment Dog By-Law (Repealed + Replaced S.4)
79	October 27, 1978	March 7, 1979	Closing a Portion of Mason Street
80	June 12, 1979	June 26, 1979	Elections Deposit By-law (No Deposit Required) (NEW)
81	July 5, 1979	August 6, 1979	Amendment #1 to Municipal Development Plan - Central Business Area SEE SEPARATE FILE
82	October 9, 1979	October 19, 1979	Amendment to License By-law Taxi Fares (S.55)
83	September 25, 1979	Consented to October 19, 1979	Sale of Land Resolution Town of Springhill to Industrial Development Commission
84	December 8, 1981	January 18, 1982	Amendment to Taxi By-law (REPEALED + REPLACED) S.55
85	20 September '82	26 November '82	Minimum Housing & Maintenance Standards NEW
86	June 21, 1982	Dec. 7, 1982	Amd. M.D.P. No.2 (Policy)

TOWN OF SPRINGHILL BY-LAWS

<u>No.</u>	<u>Passed by Council</u>	<u>Approved</u>	<u>Subject</u>
45	February 1, 1946	March 7, 1946	✓ Re: Buses
46	March 1, 1946	March 7, 1946	✓ Re: Buildings
47	November 1, 1946	December 12, 1946	✓ Re: Public Scales and Weighers
48	January 31, 1947	February 2, 1947	Re: Plebiscite
49	March 23, 1948	May 10, 1948	Re: Hours of Polls to be Opened
50	April 22, 1949	April 29, 1949	✓ Re: Taxis - new
51	March 28, 1950	April 1, 1950	✓ Re: Taxis - new
52	March 28, 1950	April 6, 1950	✓ Re: Sheep and Dogs
53	August 24, 1950	September 11, 1950	✓ Re: Parking Meters
54	July 24, 1953	August 3, 1953	Re: Ratepayers' meeting - repeals #48
55	October 10, 1957	October 17, 1957	Early Closing By-law
56	April 24, 1958	May 26, 1958	Re: Chapter 20A Parking Meters
57	April 24, 1958	June 3, 1958	✓ Re: Trucking licenses - new
58	August 28, 1958	September 9, 1958	Re: Unsightly Premises
59	April 23, 1959	May 7, 1959	✓ Re: Truckmen's By-law - S18
60	November 17, 1960	December 7, 1960	✓ Re: Truckmen's By-law - S18
61	July 26, 1962	August 22, 1962	Re: Notice of Motion Destruction of Documents
62	April 13, 1961	December 19, 1962	✓ Re: Truckmen's by-law - S18
63	April 20, 1965	May 27, 1965	✓ Re: Dog by-law - Town of Springhill
64	June 2, 1966	July 7, 1966	✓ Re: Dog by-law
65	May 16, 1967	June 2, 1967	✓ Re: Taxi By-law Amendment fares - S55
66	June 3, 1967	July 20, 1967	✓ Re: Trucking By-law - S 18
67	July 29, 1969	September 30, 1969	Re: Pension-Kenneth Terris
68	December 14, 1971	January 14, 1972	✓ Truckman's Fees - Amended S18
68A	November 27, 1973	November 30, 1973	Bonus Act - Can Am

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<u>No.</u>	<u>Passed by Council</u>	<u>Approved</u>	<u>Subject</u>
23	April 24, 1920	May 3, 1920	✓ Re: Dogs, Truckmen's Licenses, Licenses for Vehicles for Hire
24	December 23, 1920	January 11, 1921	✓ Re: Restaurants and Regulation Thereof
25	March 20, 1925	March 27, 1925	Re: Closing Streets to Motor Traffic
26	March 24, 1926	April 8, 1926	Re: Traffic on Streets
27	March 24, 1926	April 8, 1926	✓ Re: Pigs, Goats
28	October 12, 1926	October 26, 1926	Re: Curfew
29	June 16, 1927	July 12, 1927	Re: Boundaries
30	May 11, 1928	June 22, 1928	✓ Re: Restaurants and Restaurant Keepers
31	November 6, 1928	April 30, 1929	✓ Re: Dogs Licenses
32	July 28, 1931	August 18, 1931	✓ Re: Taxis
33	October 27, 1932	November 3, 1932	✓ Amendment to Early Closing

RECENT FILES:

34	January 19, 1938	January 31, 1938	Re: Closing of Barber Shops
35	February 8, 1938	April 19, 1938	Re: Early Closing of Retail Shops
36	August 25, 1939	September 5, 1939	Re: Closing of Barber Shops
37	March 5, 1943	April 19, 1944	Re: Changing of Boundaries in Wards 1 & 3
38	August 13, 1943	September 10, 1943	✓ Re: Water
39	November 5, 1943	November 26, 1943	✓ Re: Automatic Machines
40	May 12, 1944	June 20, 1944	General
41	July 4, 1944	July 6, 1944	Consolidation of By-Laws
42	December 8, 1944	November 21, 1945	Re: Curfew
43	November 5, 1945	November 23, 1945	Re: Assessors
44	February 1, 1946	February 22, 1946	Re: Addition to By-Laws (Rules of order)

TOWN OF SPRINGHILL BY-LAWS

<u>No.</u>	<u>Passed by Council</u>	<u>Approved</u>	<u>Subject</u>
1		July 9, 1889	General
2	April 16, 1890	June 2, 1890	Amendments
3	June 30, 1891	October 27, 1891	✓ Re: Pounds and Pound Keeper
4	April 16, 1892		Amendments
5	April 27, 1894	May 8, 1894	✓ Re: Dogs
6	July 20, 1894	October 17, 1894	Re: Fees in Civil Suits in the Municipal Court
7	September 7, 1894		Re: Weighing & Measurement
8	November 11, 1896	November 24, 1896	✓ Re: Licensing of Pedlars, Hawkers and Traders of Goods who are not Ratepayer
9	October 21, 1898		✓ Re: Bicycles
10	January 26, 1900	February 6, 1900	Re: Public Streets
11		November 4, 1905	Re: Waterworks
12	February 7, 1908	April 18, 1908	General
13	September 22, 1908	September 24, 1908	Re: Theatres and Public Shows
14	April 20, 1909	Not Approved	✓ Re: Pounds and Pound Keeper
15	November 30, 1909	December 9, 1909	Re: Poll Tax to be Paid
16	August 16, 1912	September 9, 1912	✓ Re: Keeping Goats and Pigs within certain limits
17	August 16, 1912	October 13, 1913	Re: Extend Boundaries
18	October 31, 1913	December 1, 1913	Re: Boundaries of Wards
19	November 27, 1917	February 1, 1918	Re: Poll Tax, Rates Chargeable by Licensed Truckmen, Rates for Water Privileges
20	September 12, 1919	October 8, 1919	Re: Closing of Retail Stores
21	September 12, 1919	November 10, 1919	Re: Water Works
22	October 28, 1919	November 21, 1919	✓ Re: Fees

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5. Building By-law
6. Buses By-law
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8. By-law to Provide Partial Tax Exemption to Anne Murray Centre Society
9. By-law to Provide Pensions
10. By-law – Second Generation Landfill Municipal Trust Agreement
11. Closing of Barber Shops By-law
12. Closing Public Street re: Mason Street By-law – still on the books but obsolete
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**TOWN OF SPRINGHILL
HUMAN RESOURCES
POLICY MANUAL**

TOWN OF SPRINGHILL
HUMAN RESOURCES POLICY MANUAL

TOWN OF SPRINGHILL
43 Main Street • P.O. Box 1000
Springhill, Nova Scotia B0M 1X0
Phone 902-597-3751 • Fax 902-597-3637

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Town of Springhill Occupational Health and Safety Manual

INTRODUCTION TO TOWN POLICY MANUAL

1. OBJECT OF THE POLICY MANUAL

The purpose of the Policy Manual is to express and carry out policy as determined by the Mayor and Town Council and shall be followed by the CAO and each Department concerned. This policy document shall empower Department Heads to make decisions based on the policy set by Council.

The policy shall be incorporated in the decision making process of Council so that all decisions are made within the framework as outlined in the policy. This manual will provide and assist Council with matters relating to decisions of inquiries from the general public.

2. INTERPRETATION OF THE POLICY MANUAL

Where there is any doubt as to the interpretation of the policy by any member of the staff, the matter must be referred to the Director of that Department for clarification; and where there is any doubt as to the intent of the policy, the Director shall discuss it with the CAO in order to get clarification.

3. AMENDMENTS TO POLICIES

No amendments shall be made to a Council policy without first referring it to the CAO for study and recommendations to Town Council. Any changes in the policies, after adoption by Town Council, shall be made as an amendment to the policy statement.

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110-01*

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APPENDIX JJ - Annotated Master Spreadsheet

CUMBERLAND BY-LAWS

By-Law	By-Law Name	Date	MCC Website?	AMANS	Notes
01-01	Public Sewers AMENDED Oct 2006 By-Law 06-13				REPEALED
01-03	Solid Waste				3 Solid Waste By-laws: 01-03, 12-01, and 18-02
02-01	Nappan water		Y	Y	Repealed?
02-02	Athol Road Sewer				REPEALED
03-00	LUB	04-04-2018	?		
03-01	Dogs				REPEALED
05-03	LUB utility zone map 3 (Hwy 104 West Amherst Marsh Area)				
06-01	Repeal D & U				
06-02	Swimming Pool Repeal		Y		
06-03	Civic Addressing		Y	Y	
06-05	Secondary Planning Strategy for the Joggins Planning Area				
06-06	Land Use By-Law for the Joggins Planning Area				
06-08	LUB Map 3A Utility Zone (John Black Road re Nat Gas PID 25058100)				
06-09	LUB Map 3B Utility Zone (Beecham Rd west side re Nat Gas PID 25100090)				
06-10	LUB Map 8 Commercial Designation Zone (Hwy 6 PID 25073602)				
06-12	Outdoor Wood Burning Appliances		Y	Y	
06-15	Solid Waste Collectors		Y	Y	
07-03	Amendment to LUB for Wind Turbines				
07-05	Livestock at Large				REPEALED
07-06	Maintenance and Improvement of Private Roads		Y	Y	
07-08	Fire and Burglar Alarm		Y	Y	
07-09	Cumberland Streets and Sidewalks		Y	Y	
08-02	Amendment to LUB for Public Facilities				
08-03	Subdivision By-Law		Y		
08-05	Amendments to the LUB to accompany the subdivision regulations				
08-06	Secondary Planning Strategy for the Village of Pugwash				
08-07	LUB for the Village of Pugwash				
08-08	Amendment to the Subdivision By-Law - Schedule "B" Roads				
09-01	Noise		Y	Y	
09-02	Deed Transfer Tax		Y	Y	
10-01	Septage Disposal				REPEALED
10-02	Tax Deed Fee By-Law Repeal				
10-03	Tax Reduction and Exemption Repeal				
10-04	Amendment to LUB and MPS (shoreline buffers)				
10-05	Amendment to LUB Central Planning Area (accessory uses and bldngs))				
10-06	Amendment to LUB Central Planning Area (accessory uses and bldngs))				
11-01	Public Sewers				REPEALED
12-01	Solid Waste				3 Solid Waste By-laws: 01-03, 12-01, and 18-02
12-02	Open Air Burning			Y	REPEALED
13-02	Regional Emergency Management		Y	Y	
13-03	Amendment to the Central Planning Area MPS [Map: Figure 4 Future Land Use]				

13-04	Amendment to the Central Planning Area LUB [Map: Figure 5 Zoning]				
14-01	By-Law to Amend the Local Improvement By-Law 13-01				
14-02	By-Law to amend the MPS re ancillary buildings in Central area				
14-03	LUB Amendment re ancillary buildings in Central area				
14-04	By-Law to Amend the LUB re signage in Central area				
15-01	By-Law to amend LUB and Central Planning Area LUB to allow kennels				
15-02	By-Law to amend MPS Central Planning Area Designation on the Travis Road				
15-03	By-Law to amend LUB Central Planning Area Zone on the Travis Road				
15-04	By-law to amend LUB and MPS Central Planning Area re Landscaping				
16-01	Building By-Law	14-12-2016	Y	Y	
	By-Law Respecting Tax Exemption for Fire Companies, Charitable and Non- Profit Organizations of the former Town of Parrsboro Repeal By-Law				
17-01	Organizations of the former Town of Parrsboro Repeal By-Law	15-03-2017	Y	Y	
17-02	Springhill and Parrsboro Dog By-Laws Repeal By-Law				
17-03	Springhill and Parrsboro Deed Transfer Tax By-Laws Repeal By-Law				
17-04	Amendment to Pugwash Secondary Planning Strategy re Drive-Throughs				
17-05	Amendment to Pugwash Secondary Land Use By-Law re Drive-Throughs				
18-02	Solid Waste	04-04-2018	Y	Y	3 Solid Waste By-laws: 01-03, 12-01, and 18-02
18-03	Property Assessed Clean Energy By-Law	12-09-2018	Y	Y	REPEALED
18-04	Amendment to the Municipal Planning Strategy	14-11-2018			
18-05	Amendment to the Land Use By-Law	14-11-2018			
19-01	Protection from Second-Hand Smoke By-Law	04-07-2019	Y	Y	
19-02	By-Law to Repeal Taxi By-Laws	03-07-2019	Y	Y	
19-03	Amendment to Schedule A of LUB (re rezoning PID 25480625)				
19-04	Property Assesed Clean Energy (PACE) [Amended] By-Law	26-08-2019	Y	Y	Appears on Website x3
20-01	Canine Control	05-02-2020	Y	Y	
20-02	Control of Livestock	14-08-2020	Y	Y	
20-03	Alternative Voting	07-08-2020	Y	Y	
20-04	Public Sewers	21-09-2020	Y	Y	
20-06	Public Highway Signage and Signage Guidelines				
21-01	Local Improvement		Y	Y	REPEALED?
21-02	By-Law to Repeal Springhill By-Laws				
21-03	Public Highway Signage				
21-04	By-Law to Repeal Springhill By-Laws and the Solid Waste Collectors Bylaw	20-10-2021			
21-05	By-laws to Repeal Springhill By-Laws				
21-06	Open Air Burning Bylaw		Y		
21-07	By-Law to Amend the Land Use By-Law				
21-08	By-Law to Amend the Solid Waste By-Law	24-01-2022	Y		
21-09	By-Law to Amend the Septage Hauling Licensing By-Law	26-01-2022	Y		
21-10	By-Law to Amend the Local Improvement By-Law				REPEALED
84-03	Licences		Y	Y	
84-04	Penalties		Y	Y	
84-05	Petty Offences		Y	Y	
84-06	Public Safety		Y	Y	

84-07	Repeal of Old By-Laws			Verify
84-09	Sunset Adult Residential Centre		Y	Y
84-10	Seal		Y	Y
85-02	Heritage		Y	Y
85-03	Water Utility Tax Exemption		Y	Y
98-01	Upper Nappan Water Supply		Y	Y
?	MPS	04-04-2018		Y

CUMBERLAND POLICIES

Policy	Policy Name	Date	Website?	AMANS	Manual	Notes
00-01	Municipal Public Roads			Y	Y	
00-02	Rate of Interest on Overpaid Taxes			Y	Y	
00-04	River Hebert Streetlights			Y		REPEALED
02-01	Annual Capital Reserve Allocations		Y	Y	Y	
02-02	CAO Policy				Y	
04-01	Records Management			Y	Y	
06-06	Road Naming Policy			Y	Y	
06-09	Uniform Sewer Charges			Y	Y	
06-10	Septage Disposal Fees			Y	Y	
06-11	Public Works After Hrs Call Out					REPEALED
06-13	Respecting SW Disposal Facilities				Y	
06-15	Building Service Connection Standards & Specifications			Y	Y	
08-02	Contaminated Clothing Policy		Y		Y	
08-03	Video Surveillance Policy			Y	Y	
08-07	Road & Street Standards Manual				Y	
08-08	Respecting Schedule A of the Septage Disposal By-Law					REPEALED
09-02	Dangerous and Unsightly		Y	Y	Y	
10-01	Schedule A of Sept Disp By-Law			Y		REPEALED
10-02	Schedule B of Sept Disp By-Law			Y		REPEALED
10-03	Schedule C of Sept Disp By-Law			Y		REPEALED
10-06	Tax Deed Fee			Y	Y	
10-07	Travel Policy Repeal				Y	
10-08	Payment in Lieu of Prosecution			Y	Y	REPEALED?
10-11	Condolences		Y	Y	Y	
10-12	Public Participation			Y	Y	
10-17	Repeal of Policy 06-08 Respecting Public Works Personnel				Y	
10-18	Public Works After Hours Call-Outs			Y	Y	
11-03	Interest on Overdue Accounts		Y	Y	Y	
FS12-01	Fire Inspection		Y	Y	Y	
12-05	Private Road Signage and Standards			Y	Y	
13-01	Tax Reduction on Destroyed Property			Y	Y	
13-03	Policy on Citizens Appointments			Y	Y	
13-06	Warden and Deputy Warden					REPEALED
15-01	Remuneration Policy for Members of Council				Y	REPEALED
15-03	Expenditures	04-02-2015	Y	Y	Y	REPEALED?
15-05	Policy to Repeal Springhill's Dangerous and Unsightly Policy	01-04-2015		Y	Y	
15-06	Conflict of Interest	15-04-2015	Y	Y	Y	
15-09	Carbon Surcharge Fund	16-09-2015	Y	Y	Y	
15-11	Grants - referred to Policy Review Committee on March 23rd		Y		Y	
15-12	Volunteer	16-12-2015		Y		
15-13	Health and Safety	16-12-2015		Y		REPEALED

16-01	Social Media	06-04-2016		Y	Y	
16-02	Routine Access to Information	06-04-2016		Y	Y	
16-03	Low Income Tax Exemption				Y	REPEALED?
16-05	Councillors' Attendance at UNSM & FCM Conferences	25-05-2016	Y	Y	Y	
16-06	Dr. Carson and Marion Murray Community Centre Pets	25-05-2016	Y	Y	Y	
16-07	Reimbursement Policy for Members of Council					REPEALED?
16-09	Ice-Related Activities Protective Helmet Policy	07-12-2016		Y	Y	
16-10	Policy to Repeal the Town of Parrsboro Dangerous or Unsightly Premises Policy	14-12-2016		Y	Y	
17-01	Divesture of Surplus Real Property	18-01-2017		Y	Y	
17-02	Wellness Policy	01-03-2017		Y	Y	
17-03	Council Meetings and Proceedings	15-03-2017			Y	REPEALED
17-05	Procurement	19-04-2017		Y	Y	
FS17-06	Fire Service Purchasing Policy Repeal				Y	
18-01	Drugs and Alcohol in the Workplace Policy	24-01-2018	Y	Y	Y	
18-01	Service Recognition Policy	21-02-2018		Y		
18-05	Revenue Collection Policy				Y	
18-07	Policy to Repeal all Personnel Related Policies of the former				Y	
18-09	Employee Recognition Policy (formerly Service Recognition Policy)		Y		Y	Still listed as "Service Recognition" on website; Repealed?
18-12	Fees Policy	05-09-2018	Y	Y	Y	REPEALED?
18-13	Policy Respecting Safety Lights	05-09-2018		Y	Y	
18-14	Sexual Harassment Policy	05-09-2018		Y	Y	
18-15	Streetlight Policy	05-09-2018		Y	Y	
18-16	Work Clothing Policy	05-09-2018		Y	Y	
18-18	Flag Policy	17-10-2018	Y	Y	Y	REPEALED?
19-01	Multi-Year Capital Investment-Planning Policy	06-02-2019		Y	Y	REPEALED?
19-02	Personnel Policy	06-03-2019		Y	Y	
19-03	Tax Reduction and Exemption Policy	15-05-2019		Y	Y	
19-04	Policy to Appoint a Traffic Authority	15-05-2019		Y	Y	
19-05	Property Assessed Clean Energy Program Policy	17-07-2019		Y	Y	
20-01	Reimbursement Policy for members of Council and the CAO					REPEALED?
20-02	Parental Accomodations for Elected Officials Policy	06-05-2020		Y	Y	
20-03	Remuneration Policy for Members of Council	06-05-2020				REPEALED
20-04	COVID 19 Property Tax	20-05-2020	Y	Y	Y	
20-05	Low Income Tax Reduction and Exemption	03-06-2020		Y		REPEALED?
20-06	Ice Allocation Policy	22-07-2020	Y	Y	Y	
20-07	Deputy Mayor	02-12-2020	Y	Y	Y	
20-08	Employee Recognition	02-12-2020	Y	Y		
20-09	Grants Disclosure	02-12-2020	Y	Y	Y	
21-01	Reimbursement Policy for members of Council and the CAO	03-02-2021		Y		
21-02	Health and Safety	17-02-2021	Y	Y	Y	
21-03	Reimbursement Policy for members of Council and the CAO	22-12-2021			Y	

21-04	Meetings and Proceedings of Council		Y		
21-05	Youth council	28-01-2022			Y
21-06	Rodent and Raccoon Control Policy	08-12-2021			Y
21-07	Signing Authority Policy	22-12-2021			Y
93-23	Distribution of County Pins				Y
93-24	Private Recycling Containers at Mun Transfer Stations				Y
93-26	Municipal Heritage Properties				Y
93-27	Travel				REPEALED?
96-01	Budgeting & Budgetary Control	01-05-1996	Y	Y	Y
96-02	Water Supply Cross Connection			Y	Y

PARRSBORO BY-LAWS

By-Law	By-Law Name	Website?	Notes
			*There are numerous bylaws recorded in this book entitled "General" that are outdated. In the winter of 2014 the Council began to review the bylaws to repeal those that are outdated but as you can see only a few have been. All of the bylaws listed are still on the books
2	General*		
8	License for Automatic Machines	Y	
15	Boundaries	Y	Same as 21?
16	Ratepayers' Meeting		
17	Amusement of Circus Organizations Operating in Town	Y	Approved by Dept. of Municipal Affairs in 1937
18	Poll Tax	Y	Approved by Dept. of Municipal Affairs in 1938
19	Regular Monthly Meetings		Approved by Dept. of Municipal Affairs in 1940
21	Boundaries	Y	Approved by Dept. of Municipal Affairs in 1942
22	Buildings	Y	REPEALED by MCC By-Law 16-01
22	Pension – Molly Marwick	Y	
23	Automatic Machines		
24	Conduct in Public Places	Y	
24	Dogs		Repealed by MCC By-Law 17-02
25	Garages and Filling Stations	Y	Approved by Dept. of Municipal Affairs in 1946
	Interim Tax Billing		Possibly the same as #56
26	One Assessor for Town	Y	
27	Water Shed Timber	Y	Approved by Dept. of Municipal Affairs in 1947
28	Amendment to Pension – Molly Marwick	Y	Approved by Dept. of Municipal Affairs in 1948
28A	Sewer By law		REPEALED by MCC by-law 20-04
30	Fixed Taxation on Property of K.B. Atkinson	Y	
31	Subdivision Bylaw	Y	
32	Rental Controls	Y	Approved by Dept. of Municipal Affairs in 1951
34	Amendment to Municipal Elections		
34	Fixed Taxation on Property of B. Burke	Y	
36	Public Meetings	Y	
37	Cancellation of Bylaw Granting Fixed Tax to B Burke	Y	
38	Cancellation of Bylaw Granting Fixed Tax to K Atkinson	Y	
39	Lord's Day Act	Y	Re Opening of Stores, Canteens, Laundromats....
33	Parking Meters	Y	
40	Anti-Litter	Y	
40	Taxi Bylaw		Repealed by MCC By-Law 19-02
41	Prevention of Disorder and Improprity	Y	Repealed by 41

		Referenced in MCC Policy 19-03: Tax Reduction and Exemption Policy, Approved by Dept. of Municipal Affairs in 1968
41 Tax Exemption Bylaw (Lions Club)		
42 Retiring Allowance for Molly Morwick	Y	
		Referenced in MCC Policy 19-03: Tax Reduction and Exemption Policy
44 Tax Exemption Bylaw (Masonic Lodge)		
45 Tax Exemption Bylaw (Rebekah Lodge)		
47 Destruction of Documents	Y	
50 Dog Bylaw		Repealed by MCC By-Law 17-02
51 Civil Emergency Planning	Y	Repealed June 28, 2011
Amendment to Tax Exemption Bylaw RE: SCT		
52 Subdivision Regulations	Y	Approved by Dept. of Municipal Affairs in 1976
53 Deed Transfer Tax Bylaw		Repealed by MCC By-Law 17-03
53 Development Officer Resolution	Y	Approved by Dept. of Municipal Affairs in 1979
54 Amendment to Tax Exemption RE; SCl		Repealed?
55 Retiring Allowance for Molly Morwick	Y	
56 Installment Billing	Y	
57 Deposit by Candidates at an Election		
58 Re Subdivision	Y	Approved by Dept. of Municipal Affairs in 1979
58A Subdivision (1991)	Y	Approved by Dept. of Municipal Affairs in 1991
58 Amendment to Tax Exemption RE; PCB Hall		Exemption Policy
59 Amendment to Trade & Licensing	Y	
Prevention of Disorder & impropriety (Amended)	Y	Repealed?
60 Adoption of 1977 National Building Code	Y	REPEALED by MCC By-Law 16-01
61 Deposit by Candidates at an Election (Amendment)	Y	APPROVAL REQUIRED
62 Recreation Committee 1981	Y	APPROVAL REQUIRED
62A Recreation Committee 1986	Y	Approved by Dept. of Municipal Affairs in 1986
63 Minimum Housing Standards	Y	
64 Heritage Property	Y	Approved by Dept. of Municipal Affairs in 1982
65 Chief Administrative Officer	Y	Approved by Dept. of Municipal Affairs in 1982
68 Building Bylaw	Y	REPEALED by MCC By-Law 16-01
69 Closing Public Street	Y	Lamb's Hill; Approved by Dept. of Municipal Affairs in 1988
70-1 Re Parrsboro Fire Department	Y	Approved by Dept. of Municipal Affairs in 1991
70-2 Re Trade and Licensing	Y	Amended by #81; Approved by Dept. of Municipal Affairs in 1991
72 Solid Waste Bylaw	Y	REPEALED by MCC by-law 18-02

74 Noise Bylaw	Y	
77 Sewer Charges	Y	REPEALED by MCC by-law 20-04
78 Sewer Connection	Y	REPEALED by MCC by-law 20-04
79 Sewer Discharge	Y	REPEALED by MCC by-law 20-04
81 Trade and Licensing Bylaw	Y	
82 Regional Emergency Measures	Y	
83 Solid Waste Bylaw	Y	REPEALED by MCC by-law 18-02

PARRSBORO POLICIES

Policy	Policy Name	Website?	Notes
1	Provision of Street Lights	Y	
2	Hiring		
3	Stringing of Christmas Lights	Y	
4	Provision of Culverts	Y	
5	Provision of By-Laws to General Public	Y	
6	Voting Procedures	Y	
7	Tax Exemption re Industrial Park		
8	Sale of Documents (MPS & LUB)	Y	
9	Cheque Signing Authority	Y	
10	Signage Near Town Blue Signs		
11	Signage	Y	
12	Lots sold in MacKenzie Park	Y	
13	Grading Private Roads	Y	
14	Committee Appointments	Y	
14A	Charge for Using Fax Machine	Y	
15	Donations in Memory of former employees	Y	
16	Hiring of Summer Rec Staff		
17	Smoking in Town Hall	Y	
18	Local Purchasing	Y	
19	Lowering of Flag	Y	
20	Tax Collection Procedure	Y	
21	Tax Sale Policy	Y	
22	Grants to Organizations	Y	
23	Unsanitary Premises Complaints		REPEALED
24	Proclamations	Y	REPEALED
25	Dangerous/Unsanitary Premises	Y	REPEALED
26	Web Site Policy	Y	
27	Involuntary Destruction of Property	Y	
28	Water Utility Service Pipes	Y	
29	Recorded Resolutions	Y	
30	Info Requested from Organizations for Grants	Y	
31	Dangerous or Unsanitary Premises		REPEALED
32	Woodfirst	Y	

SPRINGHILL BY-LAWS

By-Law	By-Law Name	Word doc	Notes
1	General		"T. of Springhill - List of Bylaws.pdf"
1	Interpretation		
2	Amendments		"T. of Springhill - List of Bylaws.pdf"
2	Boundaries & Wards		REPEALED by MCC By-Law 21-05
3	Pounds and Pound Keepers		"T. of Springhill - List of Bylaws.pdf"
3	The Town Seal	Y	REPEALED by MCC By-Law 21-05
4	Amendments		"T. of Springhill - List of Bylaws.pdf"
5	Re Dogs		"T. of Springhill - List of Bylaws.pdf"
6	Fees in Civil Suits in the Municipal Courts		"T. of Springhill - List of Bylaws.pdf"
7	Weighing & Measurement		"T. of Springhill - List of Bylaws.pdf"
8	Re Licensing of Pedlars, Hawkers, and Traders of Goods who are not Ratepayers		"T. of Springhill - List of Bylaws.pdf"
9	Bicycles		"T. of Springhill - List of Bylaws.pdf"
10	Re Public Streets		"T. of Springhill - List of Bylaws.pdf"
11	Re Waterworks		"T. of Springhill - List of Bylaws.pdf"
12	General		"T. of Springhill - List of Bylaws.pdf"
13	Theatres and Public Shows		"T. of Springhill - List of Bylaws.pdf"
14	Pounds and Pound Keepers		"T. of Springhill - List of Bylaws.pdf"
15	Poll Tax to be Paid		"T. of Springhill - List of Bylaws.pdf"
16	Keeping Goats and Pigs within Certain Limits		"T. of Springhill - List of Bylaws.pdf"
17	Extend Boundaries		"T. of Springhill - List of Bylaws.pdf"
18	Boundaries of Wards		"T. of Springhill - List of Bylaws.pdf"
19	Poll Tax, Rates Chargeable by Licensed Truckmen, Rates for Water Privileges		"T. of Springhill - List of Bylaws.pdf"
20	Re Closing of Retail Stores		"T. of Springhill - List of Bylaws.pdf"
21	Water Works		"T. of Springhill - List of Bylaws.pdf"
22	Fees		"T. of Springhill - List of Bylaws.pdf"
23	Dogs, Truckmen's Licenses, Licenses for Vehicles for Hire		"T. of Springhill - List of Bylaws.pdf"
24	Restaurants		"T. of Springhill - List of Bylaws.pdf"
25	Closing Streets to Motor Traffic		"T. of Springhill - List of Bylaws.pdf"
26	Traffic on Streets		"T. of Springhill - List of Bylaws.pdf"
27	Pigs, Goats		"T. of Springhill - List of Bylaws.pdf"
28	Curfew		"T. of Springhill - List of Bylaws.pdf"
29	Boundaries	Y	"T. of Springhill - List of Bylaws.pdf"
30	Restaurants	Y	In MS Word doc
31	Dogs Licenses	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
32	Taxis (1931)	Y	In MS Word doc/REPEALED
33	Amendment to Early Closing By-law	Y	In MS Word doc

34 Re Closing of Barber Shops	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
35 Re Early Closing Retail Shops	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
36 Amendment to the Closing of Barber Shops By-law	Y	In MS Word doc
37 Boundaries in Wards 1 & 3	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
38 Repeal of Water Utility	Y	In MS Word doc
39 Automatic Machines	Y	"T. of Springhill - List of Bylaws.pdf"
40 General		"T. of Springhill - List of Bylaws.pdf"
41 Consolidation of By-Laws	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
42 Amendment to Curfew By-Law 1945	Y	REPEALED by MCC By-Law 21-02
43 Appointment of Assessor	Y	REPEALED by MCC By-Law 21-05
44 Notice of Motions to be Made in Writing		REPEALED by MCC By-Law 21-05
45 Addition to By-Law - Buses	Y	REPEALED by MCC By-Law 21-05
46 Amendment to C 23 - Permits for Erection, Repair, Alteration of Building		REPEALED by MCC By-Law 21-05
47 Amendment to Public Scales and Weighers 1946	Y	REPEALED by MCC By-Law 21-02
48 Plesiscite of the Rate Payers		REPEALED by MCC By-Law 21-02
49 Polls to be Kept Open until 6:00pm		REPEALED by MCC By-Law 21-05
50 Taxis (1949)	Y	"T. of Springhill - List of Bylaws.pdf"
51 Taxis (1950)	Y	"T. of Springhill - List of Bylaws.pdf"
52 Sheep and Dogs	Y	"T. of Springhill - List of Bylaws.pdf"
53 Parking Meters		REPEALED by MCC By-Law 21-02
54 Repealed By-Laws		REPEALED by MCC By-Law 21-05
55 Early Close	Y	In MS Word doc/REPEALED by MCC By-Law 21-05
56 Parking Meters		REPEALED by MCC By-Law 21-02
57 Truckmen		REPEALED by MCC By-Law 21-02
58 Unsightly		REPEALED by MCC By-Law 21-02
59 Truckmen's By-law 1959		REPEALED by MCC By-Law 21-02
60 Truckmen's By-law 1960		REPEALED by MCC By-Law 21-02
61 Notice of Motion / Destruction of Documents	Y	In MS Word doc/REPEALED by MCC By-Law 21-02
62 Truckmen's By-law 1962	Y	REPEALED by MCC By-Law 21-02
63 Dog	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
64 Dog	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
65 Taxis (1967)		"T. of Springhill - List of Bylaws.pdf"
66 Trucking	Y	REPEALED by MCC By-Law 21-02
67 Providing Pension for Kenneth Terris		REPEALED by MCC By-Law 21-05
68 Truckmen	Y	
69 Taxis (1974)	Y	In MS Word doc/REPEALED
70 Truckmen - amended (1974)		REPEALED by MCC By-Law 21-02
71 Recreation Committee By-law		REPEALED by MCC By-Law 21-05

72 EMO	Y	In MS Word doc/REPEALED?
73 Taxis (1973)	Y	In MS Word doc/REPEALED
74 Establish the Springhill Police Commission		REPEALED by MCC By-Law 21-05
75 Municipal Development Plan and Zoning		"T. of Springhill - List of Bylaws.pdf" / REPEALED by MCC LUB/MPS?
76 Instalment Billing Payment	Y	In MS Word doc/REPEALED by MCC By-Law 21-02
77 Amendment Board of Police		"T. of Springhill - List of Bylaws.pdf"
78 Amendment to Dog By-Law	Y	In MS Word doc - repealed per sharepoint
79 Street Closing (Mason Street)	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
80 Election Deposit		REPEALED by MCC By-Law 21-05
81 Amendment to Municipal Development Plan (MDP)		"T. of Springhill - List of Bylaws.pdf" / REPEALED by MCC LUB/MPS?
82 Amendments to License By-Law		"T. of Springhill - List of Bylaws.pdf"
83 Sell Real or Personal Property		REPEALED by MCC By-Law 21-05
84 Taxis (1984)	Y	In MS Word doc/REPEALED
85 Minimum Housing	Y	In MS Word doc
86 Amendment to MDP		"T. of Springhill - List of Bylaws.pdf"
87 MPS Land Use Map		"T. of Springhill - List of Bylaws.pdf" / REPEALED by MCC LUB/MPS?
88 Provide Pensions and Schedule A		REPEALED by MCC By-Law 21-05
89 Amendment to Bylaw to Establish Springhill Police Commission	Y	REPEALED by MCC By-Law 21-05
90 Taxis (1985)	Y	"T. of Springhill - List of Bylaws.pdf"
91 MPA and LUB repealed and replaced		"T. of Springhill - List of Bylaws.pdf"
92 CAO By-Law	Y	In MS Word doc
93 Building	Y	REPEALED by MCC By-Law 21-05
94 Fire Department	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
95 Taxis (1989)	Y	In MS Word doc
96 Amendment to MPS and LUB		"T. of Springhill - List of Bylaws.pdf"
97 Pensions		REPEALED by MCC By-Law 21-05
98 Heritage Property	Y	In MS Word doc/REPEALED?
99 Amendment to MPS and LUB	Y	"T. of Springhill - List of Bylaws.pdf" / REPEALED by MCC LUB/MPS?
100 Dog	Y	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
101 Taxis (1991)	Y	In MS Word doc/REPEALED
102 CAO Bylaw repealed	Y	In MS Word doc/REPEALED by MCC By-Law 21-05
103 Sewer Charges	Y	REPEALED by MCC by-law 20-04
104 Taxis (1995)	Y	In MS Word doc/REPEALED

105 Amendment to MPS and LUB		"T. of Springhill - List of Bylaws.pdf" / REPEALED by MCC LUB/MPS?
106 Amendment to MPS and LUB	Y	In MS Word doc / REPEALED by MCC LUB/MPS?
107 Amendment to MPS and LUB	Y	In MS Word doc / REPEALED by MCC LUB/MPS?
108 Amendment to MPS and LUB	Y	In MS Word doc / REPEALED by MCC LUB/MPS?
109 Amendment to MPS and LUB	Y	In MS Word doc / REPEALED by MCC LUB/MPS?
? Minimum Standards for Residential Occupancies		on Website
68A Agreement with Can Am Containers	Y	REPEALED by MCC By-Law 21-05
89A A Provincial Subdivision Regulations	Y	REPEALED by MCC By-Law 21-05
89B Amendments to Subdivision Regulations		REPEALED by MCC By-Law 21-05

SPRINGHILL POLICIES

Policy	Policy Name	Tab	Notes
	Dangerous & Unsightly		REPEALED BY MCC POLICY 15-05
1.1	Council Meetings and Proceedings Policy		HR Policy / REPEALED by MCC Policy 18-07
1.2	Committee of the Whole		HR Policy / REPEALED by MCC Policy 18-08
1.3	Council Remuneration		HR Policy / REPEALED by MCC Policy 18-09
1.4	Declaration of Confidentiality – Council		HR Policy / REPEALED by MCC Policy 18-10
1.5	Delegations of Council		HR Policy / REPEALED by MCC Policy 18-11
1.6	Mayor Citation Policy		HR Policy / REPEALED by MCC Policy 18-12
1.7	Get Well/Bereavement Policy		HR Policy / REPEALED by MCC Policy 18-13
2.1	Chief Administrative Officer Policy		HR Policy / REPEALED by MCC Policy 18-14
3.1	NSF Cheques		HR Policy / REPEALED by MCC Policy 18-15
3.2	Photocopier Fees		HR Policy / REPEALED by MCC Policy 18-16
4.1	Building Inspector Policy		HR Policy / REPEALED by MCC Policy 18-17
4.2	Demolition of Abandoned Buildings		HR Policy / REPEALED by MCC Policy 18-18
4.3	Unsightly Premises Policy		HR Policy / REPEALED by MCC Policy 18-19
5.1	Absenteeism Policy		HR Policy / REPEALED by MCC Policy 18-20
5.2	Absence Request		HR Policy / REPEALED by MCC Policy 18-21
5.3	Acting Pay Policy		HR Policy / REPEALED by MCC Policy 18-22
5.4	Anti-Bullying Policy		HR Policy / REPEALED by MCC Policy 18-23
5.5	Appearance/Conduct Policy		HR Policy / REPEALED by MCC Policy 18-24
5.6	Attendance Policy		HR Policy / REPEALED by MCC Policy 18-25
5.7	Cell Phone		HR Policy / REPEALED by MCC Policy 18-26
5.8	Competition Process Policy		HR Policy / REPEALED by MCC Policy 18-27
5.9	Complaints/Suggestions Policy		HR Policy / REPEALED by MCC Policy 18-28
5.1	Computer Access Policy		HR Policy / REPEALED by MCC Policy 18-29
5.11	Confidentiality Policy		HR Policy / REPEALED by MCC Policy 18-30
5.12	Declaration of Confidentiality Staff		HR Policy / REPEALED by MCC Policy 18-31
5.13	Criminal Records Check Policy		HR Policy / REPEALED by MCC Policy 18-32
5.14	Donations Policy		HR Policy / REPEALED by MCC Policy 18-33
5.15	Email – Voice Mail		HR Policy / REPEALED by MCC Policy 18-34
5.16	Employee Benefits		HR Policy / REPEALED by MCC Policy 18-35
5.17	Employee Categories		HR Policy / REPEALED by MCC Policy 18-36

5.18 Employment and Placement of Relatives	HR Policy / REPEALED by MCC Policy 18-37
5.19 Exit Interview Policy	HR Policy / REPEALED by MCC Policy 18-38
5.2 Exit Interview Questions	HR Policy / REPEALED by MCC Policy 18-39
5.21 Family Leave Policy	HR Policy / REPEALED by MCC Policy 18-40
5.22 Grievance	HR Policy / REPEALED by MCC Policy 18-41
5.23 Home Computer Purchase Policy	HR Policy / REPEALED by MCC Policy 18-42
5.24 Hours of Work	HR Policy / REPEALED by MCC Policy 18-43
5.25 Leave of Absence	HR Policy / REPEALED by MCC Policy 18-44
5.26 New Employee Orientation	HR Policy / REPEALED by MCC Policy 18-45
5.27 Overtime/Call Out	HR Policy / REPEALED by MCC Policy 18-46
5.28 Personnel Files	HR Policy / REPEALED by MCC Policy 18-47
5.29 Promotions	HR Policy / REPEALED by MCC Policy 18-48
5.3 Recruitment and Selection	HR Policy / REPEALED by MCC Policy 18-49
5.31 Retirement	HR Policy / REPEALED by MCC Policy 18-50
5.32 Safety	HR Policy / REPEALED by MCC Policy 18-51
5.33 Scent Free	HR Policy / REPEALED by MCC Policy 18-52
5.34 Sexual Harassment	HR Policy / REPEALED by MCC Policy 18-53
5.35 Sick Leave Policy	HR Policy / REPEALED by MCC Policy 18-54
5.36 Special Leave Policy	HR Policy / REPEALED by MCC Policy 18-55
5.37 Stat Holidays	HR Policy / REPEALED by MCC Policy 18-56
5.38 Storm Days	HR Policy / REPEALED by MCC Policy 18-57
5.39 Tobacco Free Play Spaces Policy	HR Policy / REPEALED by MCC Policy 18-58
5.4 Training and Professional Development	HR Policy / REPEALED by MCC Policy 18-59
5.41 Training and Professional Development Form	HR Policy / REPEALED by MCC Policy 18-60
5.42 Travel	HR Policy / REPEALED by MCC Policy 18-61
5.43 Vacation	HR Policy / REPEALED by MCC Policy 18-62
6.1 Accounts Payable	HR Policy / REPEALED by MCC Policy 18-63
6.2 Procurement Policy	HR Policy / REPEALED by MCC Policy 18-64
6.3 Purchasing/Inventory	HR Policy / REPEALED by MCC Policy 18-65
6.4 Tax Collection Policy	HR Policy / REPEALED by MCC Policy 18-66
7.1 Access to Information Policy	HR Policy / REPEALED by MCC Policy 18-67

10.41 Photocopy Charges
Donations Policy

Website
Website

211-01 Travel Policy	2
110-01 Tax Sale Policy	1
213-01 Human Resources Management	3
213-02 Human Resources Records Policy	4
213-03 Performance Appraisal Policy	5
213-04 Employee Conduct	6
Occupational Health and Safety	7
21125 Safety	8
Council Orientation Policy	9
Code of Ethics	10
Rule of Order of Council	11
A General Purchasing	12
B Purchase of Goods and Services	12
C Local Purchasing	12
D Policy on Requests for Quotes	12
E Policy on Calling Tenders	12
F Awarding Contracts	12
Employee Assistance Policy	13
Vacation	14
Retirement	14
Town Administrator	16
Director of Finance	17
Secretary III	18
Cashier	19
Chief of Police	20
Director of the Fire Department	21
Building Inspector/Development Officer/Technical Officer	22
Director of Works	23
Director of Economic Development	24
Director of Recreation	25
Arena Manager	26

APPENDIX KK – Cumberland Active By-laws

By-Law	By-Law Name	Notes
N/A	Land Use By-Law	Not on the website – recommended review*
N/A	Municipal Planning Strategy	Not on the website – recommended review*
02-01	Nappan water	
06-01	Repeal D & U	Parrsboro/SHill repeal
06-02	Swimming Pool Repeal	
06-03	Civic Addressing	
06-05	Secondary Planning Strategy for the Joggins Planning Area	Not on the website
06-06	Land Use By-Law for the Joggins Planning Area	Not on the website
06-12	Outdoor Wood Burning Appliances	
06-15	Solid Waste Collectors	
07-06	Maintenance and Improvement of Private Roads	
07-08	Fire and Burglar Alarm	
07-09	Cumberland Streets and Sidewalks	
08-03	Subdivision By-Law	
08-06	Secondary Planning Strategy for the Village of Pugwash	Not on the website
08-07	LUB for the Village of Pugwash	Not on the website
09-01	Noise	
09-02	Deed Transfer Tax	
10-02	Tax Deed Fee By-Law Repeal	Not on the website
10-03	Tax Reduction and Exemption Repeal	Not on the website
13-02	Regional Emergency Management	
14-01	By-Law to Amend the Local Improvement By-Law 13-01	Not on the website
14-03	LUB Amendment re ancillary buildings in Central area	
16-01	Building By-Law	
17-01	By-Law Respecting Tax Exemption for Fire Companies, Charitable and Non-Profit Organizations of the former Town of Parrsboro Repeal By-Law	Parrsboro repeal
17-02	Springhill and Parrsboro Dog By-Laws Repeal By-Law	Parrsboro/SHill repeal
17-03	Springhill and Parrsboro Deed Transfer Tax By-Laws Repeal By-Law	Parrsboro/SHill repeal

18-02	Solid Waste	
18-04	Amendment to the Municipal Planning Strategy	
18-05	Amendment to the Land Use By-Law	
19-01	Protection from Second-Hand Smoke By-Law	
19-02	By-Law to Repeal Taxi By-Laws	Parrsboro/SHill repeal
19-03	Amendment to Schedule A of LUB (re rezoning PID 25480625)	
19-04	Property Assessed Clean Energy (PACE) [Amended] By-Law	
20-01	Canine Control	
20-02	Control of Livestock	
20-03	Alternative Voting	
20-04	Public Sewers	
20-06	Public Highway Signage and Signage Guidelines	
21-02	By-Law to Repeal Springhill By-Laws	SHill repeal
21-03	Public Highway Signage	
21-04	By-Law to Repeal Springhill By-Laws and the Solid Waste Collectors Bylaw	SHill repeal
21-05	By-laws to Repeal Springhill By-Laws	SHill repeal
21-06	Open Air Burning Bylaw	
21-08	By-Law to Amend the Solid Waste By-Law	
21-09	By-Law to Amend the Septage Hauling Licensing By-Law	
84-03	Licences	
84-04	Penalties	
84-05	Petty Offences	
84-06	Public Safety	
84-07	Repeal of Old By-Laws	
84-09	Sunset Adult Residential Centre	
84-10	Seal	
85-02	Heritage	
85-03	Water Utility Tax Exemption	
98-01	Upper Nappan Water Supply	

APPENDIX LL – Cumberland Active Policies

Policy	Policy Name	Notes
00-01	Municipal Public Roads	Not on the website
00-02	Rate of Interest on Overpaid Taxes	Not on the website
02-01	Annual Capital Reserve Allocations	
02-02	CAO Policy	Not on the website
04-01	Records Management	Not on the website
06-06	Road Naming Policy	Not on the website
06-09	Uniform Sewer Charges	Not on the website
06-10	Septage Disposal Fees	Not on the website
06-13	Respecting SW Disposal Facilities	Not on the website
06-15	Building Service Connection Standards & Specifications	Not on the website
08-02	Contaminated Clothing Policy	
08-03	Video Surveillance Policy	Not on the website
08-07	Road & Street Standards Manual	Not on the website
09-02	Dangerous and Unsightly	
10-06	Tax Deed Fee	Not on the website
10-07	Travel Policy Repeal	Not on the website
10-08	Payment in Lieu of Prosecution	
10-11	Condolences	
10-12	Public Participation	Not on the website
10-17	Repeal of Policy 06-08 Respecting Public Works Personnel	Not on the website
10-18	Public Works After Hours Call-Outs	Not on the website
11-03	Interest on Overdue Accounts	
FS12-01	Fire Inspection	
12-05	Private Road Signage and Standards	Not on the website
13-01	Tax Reduction on Destroyed Property	Not on the website
13-03	Policy on Citizens Appointments	Not on the website
15-03	Expenditures	Verify status*
15-05	Policy to Repeal Springhill's Dangerous and Unsightly Policy	Not on the website
15-06	Conflict of Interest	
15-09	Carbon Surcharge Fund	
15-11	Grants - referred to Policy Review Committee on March 23rd	
15-12	Volunteer	Not on the website
16-01	Social Media	Not on the website
16-02	Routine Access to Information	Not on the website

16-03	Low Income Tax Exemption	Not on the website
16-05	Councillors' Attendance at UNSM & FCM Conferences	
16-06	Dr. Carson and Marion Murray Community Centre Pets	
16-07	Reimbursement Policy for Members of Council	Verify status*
16-09	Ice-Related Activities Protective Helmet Policy	Not on the website
16-10	Policy to Repeal the Town of Parrsboro Dangerous or Unightly Premises Policy	Not on the website
17-01	Divesture of Surplus Real Property	Not on the website
17-02	Wellness Policy	Not on the website
17-05	Procurement	Not on the website
18-01	Drugs and Alcohol in the Workplace Policy	
18-05	Revenue Collection Policy	Not on the website
18-07	Policy to Repeal all Personnel Related Policies of the former	Not on the website
18-09	Employee Recognition Policy (formerly Service Recognition Policy)	Still "Service Recognition Policy" on website
18-12	Fees Policy	
18-13	Policy Respecting Safety Lights	Not on the website
18-14	Sexual Harassment Policy	Not on the website
18-15	Streetlight Policy	Not on the website
18-16	Work Clothing Policy	Not on the website
18-18	Flag Policy	
19-01	Multi-Year Capital Investment-Planning Policy	
19-02	Personnel Policy	Not on the website
19-03	Tax Reduction and Exemption Policy	Not on the website
19-04	Policy to Appoint a Traffic Authority	Not on the website
19-05	Property Assessed Clean Energy Program Policy	Not on the website
20-01	Reimbursement Policy for members of Council and the CAO	Verify status*
20-02	Parental Accommodations for Elected Officials Policy	Not on the website
20-04	COVID 19 Property Tax	
20-05	Low Income Tax Reduction and Exemption	
20-06	Ice Allocation Policy	
20-07	Deputy Mayor	
20-08	Employee Recognition	
20-09	Grants Disclosure	
21-02	Health and Safety	
21-03	Reimbursement Policy for members of Council and the CAO	Verify status*
21-04	Meetings and Proceedings of Council	
21-05	Youth council	Not on the website
21-06	Rodent and Raccoon Control Policy	Not on the website

21-07	Signing Authority Policy	Not on the website
93-23	Distribution of County Pins	Not on the website
93-24	Private Recycling Containers at Mun Transfer Stations	Not on the website
93-26	Municipal Heritage Properties	Not on the website
93-27	Travel	Not on the website
96-01	Budgeting & Budgetary Control	
96-02	Water Supply Cross Connection	Not on the website
F506-04	Fire Service Emergency Reserve Fund Policy	Not on the website
F507-01	Fire Service Dry Hydrant Policy	Not on the website
F507-03	Fire Service Bulk Purchasing Policy	Not on the website
F508-01	Fire Service Computer Policy	Not on the website
F509-01	Fire Service Financial Reporting Policy	Not on the website
F509-02	Fire Service Computerized Records Management Policy	Not on the website
FS06-02	Fire Service Communication Policy	Not on the website
FS06-05	Fire Service Funding Policy	Not on the website
FS07-02	Fire Service Department Registration Policy	Not on the website
FS08-02	Fire Service Standardized Equipment Policy	Not on the website
FS08-04	Fire Service Capital Expenditure Policy	Not on the website
FS12-01	Fire Inspection	Not on the website
FS12-01	Fire Inspection Policy	Not on the website
FS13-01	Firefighter Level One Incentive Policy	Not on the website
FS17-06	Fire Service Purchasing Policy Repeal	Not on the website

APPENDIX MM – Parrsboro Active By-laws

By-Law	By-Law Name	Notes
2	General	From NSUARB list: “There are numerous bylaws recorded in this book entitled "General" that are outdated. In the winter of 2014 the Council began to review the bylaws to repeal those that are outdated but as you can see only a few have been. All of the bylaws listed are still on the books”*
8	License for Automatic Machines	
15	Boundaries	
16	Ratepayers' Meeting	
17	Amusement of Circus Organizations Operating in Town	Approved by Dept. of Municipal Affairs in 1937
18	Poll Tax	Approved by Dept. of Municipal Affairs in 1938
19	Regular Monthly Meetings	Approved by Dept. of Municipal Affairs in 1940
21	Boundaries	Approved by Dept. of Municipal Affairs in 1942
22	Pension – Molly Marwick	
23	Automatic Machines	
24	Conduct in Public Places	Approved by Dept. of Municipal Affairs in 1946
25	Garages and Filling Stations	Approved by Dept. of Municipal Affairs in 1946
	Interim Tax Billing	Possibly the same as #56
26	One Assessor for Town	
27	Water Shed Timber	Approved by Dept. of Municipal Affairs in 1947
28	Amendment to Pension – Molly Marwick	Approved by Dept. of Municipal Affairs in 1948
32	Rental Controls	Approved by Dept. of Municipal Affairs in 1951
34	Amendment to Municipal Elections	
36	Public Meetings	
37	Cancellation of Bylaw Granting Fixed Tax to B Burke	
38	Cancellation of Bylaw Granting Fixed Tax to K Atkinson	
39	Lord's Day Act	Re Opening of Stores, Canteens, Laundromats....

39	Parking Meters	
40	Anti-Litter	
41	Tax Exemption Bylaw (Lions Club)	Referenced in MCC Policy 19-03: Tax Reduction and Exemption Policy, Approved by Dept. of Municipal Affairs in 1968
42	Retiring Allowance for Molly Morwick	
44	Tax Exemption Bylaw (Masonic Lodge)	Referenced in MCC Policy 19-03: Tax Reduction and Exemption Policy
45	Tax Exemption Bylaw (Rebekah Lodge)	
47	Destruction of Documents	
	Amendment to Tax Exemption Bylaw RE: SCT	
52	Subdivision Regulations	Approved by Dept. of Municipal Affairs in 1976
53	Development Officer Resolution	Approved by Dept. of Municipal Affairs in 1979
	Amendment to Tax Exemption RE; SCI	Verify status**
55	Retiring Allowance for Molly Morwick	
56	Installment Billing	
57	Deposit by Candidates at an Election	
	Amendment to Tax Exemption RE; PCB Hall	Referenced in MCC Policy 19-03: Tax Reduction and Exemption Policy
58	Re Subdivision (1979)	Approved by Dept. of Municipal Affairs in 1979
58(A)	Subdivision (1991)	Approved by Dept. of Municipal Affairs in 1991
59	Amendment to Trade & Licensing	
59	Prevention of Disorder & impropriety (Amended)	Verify status**
61	Deposit by Candidates at an Election (Amendment)	
62	Recreation Committee 1981	
62A	Recreation Committee 1986	Approved by Dept. of Municipal Affairs in 1986
63	Minimum Housing Standards	
64	Heritage Property	Approved by Dept. of Municipal Affairs in 1982
65	Chief Administrative Officer	Approved by Dept. of Municipal Affairs in 1982
69	Closing Public Street	Lamb's Hill; Approved by Dept. of Municipal Affairs in 1988
70-1	Fire Department	Approved by Dept. of Municipal Affairs in 1991

70-2	Trade and Licensing Bylaw	Amended by #81; Approved by Dept. of Municipal Affairs in 1991
74	Noise Bylaw	
81	Trade and Licensing Bylaw	
82	Regional Emergency Measures	

* This was a notation directly on the NSUARB list of by-laws at dissolution and, despite best efforts, we were unable to obtain a copy of the "General" by-laws or the by-laws book for Parrsboro which this notation refers to.

** We could not definitively determine whether these policies have already been repealed.

APPENDIX NN – Parrsboro Active Policies

Policy	Policy Name	Notes
1	Provision of Street Lights	
3	Stringing of Christmas Lights	
4	Provision of Culverts	
5	Provision of By-Laws to General Public	
6	Voting Procedures	
7	Tax Exemption re Industrial Park	Not on website
8	Sale of Documents (MPS & LUB)	
9	Cheque Signing Authority	
10	Signage Near Town Blue Signs	
11	Signange	
12	Lots sold in MacKenzie Park	
13	Grading Private Roads	
14	Committee Appointments	
14A	Charge for Using Fax Machine	
15	Donations in Memory of former employees	
17	Smoking in Town Hall	
18	Local Purchasing	
19	Lowering of Flag	
20	Tax Collection Procedure	
21	Tax Sale Policy	
22	Grants to Orgnaizations	
26	Web Site Policy	
27	Involuntary Destruction of Property	
28	Water Utility Service Pipes	
29	Recorded Resolutions	
30	Info Requested from Organizations for Grants	
32	Woodfirst	

APPENDIX OO


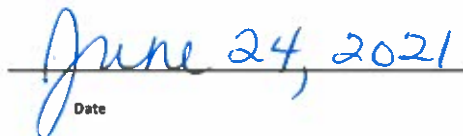
Municipality of the County of Cumberland By-Law 21-02

By-Law to Repeal of Former Town of Springhill By-Laws

1. The following By-Laws adopted and in effect in the former Town of Springhill are hereby repealed:

- #42 T. of Springhill - Amendment to Curfew By-Law 1945
- #47 T. of Springhill - Amendment to Public Scales and Weighers 1946
- #48 T. of Springhill – Plebiscite of the Rate Payers
- #52 T. of Springhill - Amendment to Sheep Protection and Dog Regulation 1950
- #53 T. of Springhill - Parking Meters
- #56 T. of Springhill - Parking Meters
- #57 T. of Springhill – Truckmen
- #58 T. of Springhill – Unsightly
- #59 T. of Springhill Truckmen’s By-Law 1959
- #60 T. of Springhill Truckmen’s By-Law 1960
- #61 T. of Springhill - Destruction of Documents and Records No Longer Required 1962
- #62 T. of Springhill - Amendment to Truckmen Bylaw 1962
- #66 T. of Springhill - Amendment to Truckmen Bylaw 1967
- #68 T. of Springhill - Amendment to Truckmen Bylaw 1971
- #70 T. of Springhill - Amendment to Truckmen Bylaw 1974
- #76 T. of Springhill – Instalment Billing Payment

2. This By-law shall come into force upon publication.

<u>Clerk’s Annotation For Official By-Law Book</u>	
Date of first reading: April 21, 2021 Date of second reading: June 2, 2021 *Date of advertisement of Passage of By-Law: June 23, 2021	
I certify that this By-Law was adopted by Council and published as indicated above.	
 Clerk	 Date
* Effective Date of the By-Law unless otherwise specified in the text of the By-Law.	

APPENDIX PP

Municipality of the County of Cumberland By-Law 21-05

By-Law to Repeal of Former Town of Springhill By-Laws

1. The following By-Laws adopted and in effect in the former Town of Springhill are hereby repealed:

- #2 T. of Springhill - Boundaries and Wards
- #3 T. of Springhill - Town Seal
- #43 T. of Springhill - Appointment of Assessor
- #44 T. of Springhill – Notice of Motions to be Made in Writing
- #45 T. of Springhill - Addition to by-law- Buses
- #46 T. of Springhill - Amendment to Chapter 23
Permits for Erection, Repair, Alteration of Building
- #49 T. of Springhill - Polls to be Kept Open until 6:00 pm
- #54 T. of Springhill - Repealed By-laws
- #55 T. of Springhill - Early Close By-law
- #67 T. of Springhill - Providing Pension for Kenneth Terris
- #68 T. of Springhill - Agreement with Can Am Containers
- #71 T. of Springhill - Recreation Committee Bylaw
- #74 T. of Springhill - Establish the Springhill Police Commission
- #88 T. of Springhill - Provide Pensions and Schedule A
- #89 T. of Springhill - Amendment to Bylaw to Establish Springhill Police Commission
- #80 T. of Springhill - Election Deposit Bylaw
- #83 T. of Springhill - Resolution—Sell Real or Personal Property
- #89A T. of Springhill - A Provincial Subdivision Regulations for Town of Springhill
- #89B T. of Springhill - Amendments to Subdivision Regulations for Town of Springhill
- #93 T. of Springhill - Building
- #97 T. of Springhill - Pensions
- #102 T. of Springhill - CAO By-law repealed

2. This By-law shall come in to force upon publication.

Clerk's Annotation For Official By-Law Book

Date of first reading: October 20, 2021

Date of second reading: November 24, 2021

*Date of advertisement of Passage of By-Law: December 8, 2021

Date of mailing to Minister a certified copy of By-Law: December 8, 2021

I certify that this By-Law was adopted by Council and published as indicated above.

Shelley Hoeg - Eaton

Clerk

December 8, 2021

Date

* Effective Date of the By-Law unless otherwise specified in the text of the By-Law.

APPENDIX QQ

Municipality of Cumberland Policy 18-07

Policy to Repeal all Personnel Related Policies of the Former

Towns of Parrsboro and Springhill

Part I

1. Whereas the former Town of Parrsboro has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable;

Now therefore it is enacted that all policies of the former Town of Parrsboro relating to personnel matters including, but not limited to:

- Management Manual and Personnel Policy;
- Policy # 16 Hiring of Summer Recreational Staff; and
- Policy # 2 Hiring Policy,

are hereby repealed.

Part II



2. Whereas the former Town of Springhill has been merged with the Municipality of the County of Cumberland (the "Municipality");

And whereas the Municipality wishes to treat all staff fairly and equally under the Municipality of the County of Cumberland's Personnel Policy and the Collective Agreement where applicable;

Now therefore it is enacted that all policies of the former Town of Springhill relating to personnel matters including, but not limited to any policies in the former Town of Springhill Human Resource Policy Manual, are hereby repealed.

Part III

3. This Policy is in effect upon adoption.

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council Members of Intent to Consider: <u>April 18, 2018</u>	
Date of Passage of Current Policy: <u>May 2, 2018</u>	
I certify that this Policy was adopted by Council as indicated above.	
 Clerk	 Date

APPENDIX RR - Springhill Active By-laws

By-Law	By-Law Name	Notes
1	General	"T. of Springhill - List of Bylaws.pdf"
1	Interpretation	
2	Amendments	"T. of Springhill - List of Bylaws.pdf"
3	Pounds and Pound Keepers	"T. of Springhill - List of Bylaws.pdf"
4	Amendments	"T. of Springhill - List of Bylaws.pdf"
6	Fees in Civil Suits in the Municipal Courts	"T. of Springhill - List of Bylaws.pdf"
7	Weighing & Measurement	"T. of Springhill - List of Bylaws.pdf"
8	Re Licensing of Pedlars, Hawkers, and Traders of Goods who are not Ratepayers	"T. of Springhill - List of Bylaws.pdf"
9	Bicycles	"T. of Springhill - List of Bylaws.pdf"
10	Re Public Streets	"T. of Springhill - List of Bylaws.pdf"
11	Re Waterworks	"T. of Springhill - List of Bylaws.pdf"
12	General	"T. of Springhill - List of Bylaws.pdf"
13	Theatres and Public Shows	"T. of Springhill - List of Bylaws.pdf"
14	Pounds and Pound Keepers	"T. of Springhill - List of Bylaws.pdf"
15	Poll Tax to be Paid	"T. of Springhill - List of Bylaws.pdf"
16	Keeping Goats and Pigs within Certain Limits	"T. of Springhill - List of Bylaws.pdf"
17	Extend Boundaries	"T. of Springhill - List of Bylaws.pdf"
18	Boundaries of Wards	"T. of Springhill - List of Bylaws.pdf"
19	Poll Tax, Rates Chargeable by Licensed Truckmen, Rates for Water Privileges	"T. of Springhill - List of Bylaws.pdf"
20	Re Closing of Retail Stores	"T. of Springhill - List of Bylaws.pdf"
21	Water Works	"T. of Springhill - List of Bylaws.pdf"
22	Fees	"T. of Springhill - List of Bylaws.pdf"

23	Dogs, Truckmen's Licenses, Licenses for Vehicles for Hire	"T. of Springhill - List of Bylaws.pdf"
24	Restaurants	"T. of Springhill - List of Bylaws.pdf"
25	Closing Streets to Motor Traffic	"T. of Springhill - List of Bylaws.pdf"
26	Traffic on Streets	"T. of Springhill - List of Bylaws.pdf"
27	Pigs, Goats	"T. of Springhill - List of Bylaws.pdf"
28	Curfew	"T. of Springhill - List of Bylaws.pdf"
29	Boundaries	"T. of Springhill - List of Bylaws.pdf"
30	Restaurants	In MS Word doc
33	Amendment to Early Closing By-law	In MS Word doc
34	Re Closing of Barber Shops	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
35	Re Early Closing Retail Shops	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
36	Amendment to the Closing of Barber Shops By-law	In MS Word doc
37	Boundaries in Wards 1 & 3	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
38	Repeal of Water Utility	In MS Word doc
39	Automatic Machines	"T. of Springhill - List of Bylaws.pdf"
40	General	"T. of Springhill - List of Bylaws.pdf"
41	Consolidation of By-Laws	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
75	Municipal Development Plan and Zoning	"T. of Springhill - List of Bylaws.pdf"
77	Amendment Board of Police	"T. of Springhill - List of Bylaws.pdf"
79	Street Closing (Mason Street)	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"
81	Amendment to Municipal Development Plan (MDP)	"T. of Springhill - List of Bylaws.pdf"
82	Amendments to License By-Law	"T. of Springhill - List of Bylaws.pdf"
85	Minimum Housing	In MS Word doc
86	Amendment to MDP	"T. of Springhill - List of Bylaws.pdf"
94	Fire Department	In MS Word doc/"T. of Springhill - List of Bylaws.pdf"

?	Minimum Standards for Residential Occupancies	on Website
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APPENDIX SS – Springhill Active Policies

Policy	Policy Name	Tab
10.41	Photocopy Charges	Website
	Donations Policy	Website
211-01	Travel Policy	2
110-01	Tax Sale Policy	1
213-01	Human Resources Management	3
213-02	Human Resources Records Policy	4
213-03	Performance Appraisal Policy	5
213-04	Employee Conduct	6
	Occupational Health and Safety	7
21125	Safety	8
	Council Orientation Policy	9
	Code of Ethics	10
	Rule of Order of Council	11
A	General Purchasing	12
B	Purchase of Goods and Services	12
C	Local Purchasing	12
D	Policy on Requests for Quotes	12
E	Policy on Calling Tenders	12
F	Awarding Contracts	12
	Employee Assistance Policy	13
	Vacation	14
	Retirement	14
	Town Administrator	16
	Director of Finance	17
	Secretary III	18
	Cashier	19
	Chief of Police	20
	Director of the Fire Department	21
	Building Inspector/Development Officer/Technical Officer	22
	Director of Works	23
	Director of Economic Development	24
	Director of Recreation	25
	Arena Manager	26

APPENDIX TT - Model Local Improvement Charge (LIC) By-law – for Discussion Purposes

As recommended MCC should consider revising its 2021 LIC By-law. The by-law would benefit from including other forms of infrastructure in the definition of what is covered by a LIC, clarity on the approval process, clarity on municipal cost sharing as well as how municipal initiated projects are funded. Adding clarity on the funding of projects will ensure that all taxpayers are treated equally.

Attached is a model by-law for illustrative and discussion purposes. It is important MCC staff review the model by-law and seek a legal review of the by-law prior to presenting the by-law to Council for consideration. Any LIC's established prior to the revision to the by-law remain in force as passed.

WHEREAS section 81(1) of the *Municipal Government Act* provides that a municipality may make by-laws imposing, fixing, and providing methods of enforcing payment of charges for local improvements, and

WHEREAS it is deemed expedient that such a by-law now be enacted:

TITLE AND APPLICATION

1. The By-Law is entitled the "Local Improvement By-Law" and shall apply to the local improvements identified in Schedule "A" of this By-Law, notwithstanding any other by-law of the Municipality that relates to local improvements.

PURPOSE

2. The Purpose of this By-Law is to establish the manner in which the Municipality shall impose, fix, and enforce payment of charges for local improvements. The local portion of capital costs associated with improvements will be funded through charges to be applied to defined properties that benefit from those improvements. The properties to be charged shall be determined on a project by project basis and be included in, or added to, Schedule "A" of this By-law.

DEFINITIONS

3. In this By-Law:

- (a) "Council" means the Council of the Municipality of Cumberland;
- (b) "Engineer" means the Municipal employee designated as Municipal Engineer pursuant to the *Municipal Government Act*;
- (c) "Frontage" means the linear measurement of the property line which abuts a local improvement, irrespective of whether the property line is a front, rear, side or flankage yard;
- (d) "Local Improvement" means and includes:
 - i. wastewater facilities or stormwater systems, the use of wastewater facilities or stormwater systems and connecting to wastewater facilities or stormwater systems;

- ii. expenditures incurred for the wastewater management system in a wastewater district;
- iii. the municipal portion of the capital cost of installing a water system
- iv. installation of streetlights and corresponding infrastructure;
- v. the laying out, opening, constructing, repairing, improving, and maintaining streets, curbs, sidewalks, gutters, bridges, culverts, and retaining walls, whether the cost is incurred by the Municipality directly or by, pursuant to an agreement with Her Majesty in right of the Province, the Minister of Public Works or any person appointed to act in his/her stead;
- vi. charges for deposit in a special purpose tax account to provide for future expenditures for wastewater facilities, stormwater systems, water systems, transportation facilities or other anticipated capital requirement.

(e) "majority approval for a local improvement" means majority approval based on the signatures from owners representing at least fifty plus one percent (50+1%) of all properties in the area that Council has determined to benefit from a local improvement and at least 50+1% of the methodology chosen.

(f) "Municipality" means the Municipality of the County of Cumberland

(g) "Owner" has the same meaning as in the *Municipal Government Act*, except where the context requires otherwise

(h) "Property" means a parcel or lot of property or land which is in an area that Council has determined would benefit from a local improvement charge;

(i) "Total Cost" means the capital cost of service provision and shall include but is not limited to the costs of study, design, construction, installation and administration, engineering, surveying, municipal staff time, and other professional and incidental expenses as well as the costs of financing including bridge financing, if any, and the cost of financing throughout the amortization period of the project whether or not the money is financed internally or externally. The cost of any particular local improvement may be reduced by its proportionate share of financial contribution from federal, provincial or municipal grant dollars.

CHARGE IMPOSED

4. Where a local improvement has been carried out by or on behalf of the Municipality in an area identified in Schedule "A" as amended from time to time, a tax is hereby levied upon every owner of real property situated in whole or in part within the identified area, except to the extent that any lot or the owner thereof is totally or partially exempt from tax by the provisions in this By-Law, or the provisions of Schedule "A" of this By-Law.

- a) Municipally owned land shall be exempt from charges arising from the provisions of this By-Law unless otherwise indicated in Schedule "A".
- b) An interim charge may be imposed when Council approves the project to proceed based on the best estimate of the cost of the project at that time. The interim charge will be adjusted at the completion of the project.

AMOUNT OF CHARGE

5. The amount of tax levied pursuant to section 4 shall be determined in accordance with the provisions of this By-Law and of Schedule "A" of this By-Law and may be calculated based on:

- (a) a uniform amount for each lot or parcel of land in existence or subsequently created by subdivision;
- (b) the frontage of the lot on any street;
- (c) the use of the lot;
- (d) the area of the lot;
- (e) the assessed value of property;
- (f) any combination of two or more such methods outlined above or
- (g) such other method as Council deems fit.

VARIATIONS IN CHARGES

6. The tax levied pursuant to this By-Law may be fixed at different rates for different classes or uses of properties and may be fixed at different rates for different areas or zones.

FRONTAGE CHARGE

7.1. If the charge contains a component calculated in whole or in part based upon the frontage of the property on a street, the component of the charge which is based upon frontage shall be calculated in accordance with this Section unless otherwise outlined in the approved petition, if applicable, or in Schedule "A".

FC = Frontage Charge

TF = Total of all individual frontages (IF) determined as per the provisions of this Bylaw

IF = Total frontage of an individual property (as possibly adjusted by any frontage reductions or frontage adjustments) as per the provisions of this Bylaw

TC = Total cost of the local improvement

GC = Municipal/Provincial/Federal contribution towards the local improvement

$FC = [IF/TF] \times [TC - GC]$

7.2. Subdivisions plans, deed descriptions, retracement plans and/or geographical information as deemed appropriate by the Municipality shall be used to determine the total frontage of an individual property.

7.3. In the event of a dispute between a property owner and the Municipality as to any measurements of a property, the owner shall retain, at his or her sole expense, a Licensed Nova Scotia Land Surveyor, who shall certify the measurements of the property and submit the same to the Municipality.

Frontage Reduction

7.4. Where an owner can reasonably demonstrate and provide evidence such as an environmental study or written confirmation from the Nova Scotia Department of Environment and Climate Change, that the property is unusable for development by reason of soil type, environmental hazard, or other natural factors that do not permit the land to be subdivided for the purpose of creating a lot, a frontage reduction of 75 percent shall be applied to the portion of unusable frontage. This proof must be provided prior to the inclusion of the local improvement into Schedule "A", if applicable, or approval of a petition by Council.

Frontage Adjustments

7.5. A minimum frontage may be established for each local improvement.

7.6. For lots, other than corner and through lots, which cannot be subdivided, the total frontage will be reduced to 150 feet.

7.7. For corner lots and through lots, where both streets adjacent to the property are subject to a local improvement, the total frontage will be adjusted as follows:

- a) For the longest frontage, the frontage will not be subject to any adjustment and will be charged 100 percent of the frontage;
- b) For the shortest frontage, the frontage will be reduced by 50 percent;

7.8. For corner lots and through lots, where one of the two streets is subject to a local improvement and the other street has previously been the subject of a local improvement, the property will only be charged for the portion of the frontage subject to the local improvement and the frontage will be reduced by 50 percent.

7.9. For corner lots or through lots, where one of the two streets is subject to a local improvement and the other streets has not been the subject of a local improvement, the property will only be charged for the portion of the frontage subject to the local improvement and there shall not be any adjustments to the total frontage.

EXEMPTIONS FROM CHARGES

8. An owner of a property subject to a charge pursuant to Schedule "A" of this By-Law may request that Council grant an exemption from the charge on the grounds the property will not benefit from the Local Improvement. The only factor that Council may consider with regard to such a request is whether there are physical or legal impediments that will, now and in the future, prevent the improvement from benefitting the property in question. Even if the current owner does not intend to use the Local Improvement, if it can be used by a future owner, it shall be deemed to benefit the property. A request for an exemption shall be made by filing a written request with the Clerk of the Municipality. The request must include the reasons why the Local Improvement will not benefit the property. The Clerk shall inform the property owner of the date and approximate time Council will consider the request. The owner or their representative shall be given an opportunity to speak before Council decides whether to grant an exemption. The decision of Council shall be final.

APPROVAL OF PROJECTS

9. Council may proceed with a Local Improvement in response to a petition from property owners or in response to a staff recommendation which shows the necessity of the project

for improved public health and safety; or that the project is critical to the controlled management of residential or commercial/industrial growth and development or for other such compelling reason as determined by Council.

- a) Where Council considers carrying out a local improvement on the basis of a petition presented by the taxpayers in the area to be charged, such charges would be considered only where there is at least 50+1% majority support for the project (i.e., if the charge is to be distributed according to land area, then owners of at least 50+1% of the land would have to vote in favor. If the charge is in relation to assessment, then owners of at least 50+1% of the assessment would have to vote in favor). Regardless of cost allocation methodology used 50+1% of the total landowners must be in favor for a petition to be considered valid.

Initiating a Petition

9.3 The petition process may be initiated by:

- a) a request from the owners of at least two properties that would be subject to the petition, or
- b) a motion from Council directing Municipal staff to initiate the petition process.

9.4. The petition request from property owners and the motion from Council must include: a description of the proposed local improvement, the desired method of charge, and the proposed charge area.

9.5. At Council's discretion, a petition may include properties fronting onto more than one street, whether those streets are contiguous or not;

Processing a Petition

9.6. The following steps shall be followed:

- a) The petition will be conducted by Municipal staff and they will be responsible for preparing the petition documents and package.
- b) The petition documents will include: a description of the local improvement and the method of charge, a map of the proposed charge area, the estimated total cost of the local improvement, the estimated cost for each property and the financing options.
- c) The petition documents will also include a letter explaining the local improvement process and will give each property owner an opportunity to vote YES or NO for the local improvement.
- d) The petition package and documents with a stamped return envelope will be sent by mail to the owners representing each property.
- e) The petition shall give owners at least 30 days to respond.

Approval of the Petition

9.7. Where Council considers carrying out a local improvement on the basis of a petition, such charges would be considered only where there is at least majority approval for the local improvement.

9.8. Successful petitions are considered to be valid for a period of 5 years from the date of approval by Council. Within that time frame, the validity of the petition is not affected by the number of times any property may have changed owners.

9.9. In the event that the information relied upon by Council or staff to assess whether a petition has received majority approval later proves to be wrong, the decision based upon such information shall be as valid as if the information were correct.

9.10. If the Municipality does not receive a response from the owners by the petition deadline, the owners will be deemed to have voted NO and not being in favour of the local improvement.

9.11. In circumstances, where there is more than one owner of a property, the property will be considered to be in favour of the local improvement when the majority (50 percent) of the owners has voted "YES" for the local improvement.

Local improvement without a petition

9.12. Where a local improvement is approved by Council without a petition, Council shall, by policy, determine a suitable method for advising residents affected by the decision taken under this By-law.

Municipal contribution to local improvement

9.13. For local improvements on streets owned by the Municipality, at its own discretion, Council may choose to make a financial contribution up to a maximum of twenty-five (25) percent towards the cost of the local improvement.

LIEN and COLLECTION OF CHARGES

10. (a) A charge imposed pursuant to this By-Law constitutes a first lien on the subject real property in the same manner and with the same effect as rates and taxes under the Assessment Act.

(b) A charge imposed pursuant to this By-Law is collectable in the same manner as rates and taxes and, at the option of the Treasurer, collectable at the same time and by the same proceedings, as rates and taxes.

(c) The liens against the real property become effective on the earliest of the date on which the interim charges are imposed or the Engineer files with the Treasurer a certificate that the cost of the improvement has been paid in full.

(d) Where a property subject to a lien is subdivided, the amount of the charge plus interest then unpaid shall be apportioned among the new lots according to the method set out for the relevant project in Schedule "A" to this By-Law.

INTEREST

11. Interest shall accrue on charges outstanding from the due date forward, at the same rate as for outstanding taxes.

INSTALLMENTS

12. If so provided in the relevant portion of Schedule "A" to this By-Law, the amount owing may be paid in equal annual installments, not to exceed twenty (20) years, including interest, and the

whole balance becomes due and payable without notice or demand in the event of default of payment of an installment.

13. The property owner shall have 30 days from the date their initial notice of amounts owing was mailed, to notify the Treasurer, in writing, whether or not an option to pay by installments has been selected. If the Treasurer does not receive written notification within the time allocated, the owner shall be deemed to have selected the annual installment payment option.

REPEAL OF PREVIOUS BY-LAWS

14. The "Local Improvement By-Law" adopted by Council on June 19, 2013 (By-Law 13-01), the "By-Law to amend schedule A of the Local Improvement By-law adopted by Council on September 3, 2014 (By-law 14.01), the "Local Improvement By-Law" adopted by Council on January 24, 2018 (By-Law 18-01) are hereby repealed, and the "Local Improvement By-Law" adopted by Council on February 16, 2021 (By-Law 21.01).

15. This Local Improvement By-Law replaces all previous Local Improvement By-Laws of the Municipality of the County of Cumberland.

16. All former Local Improvement By-laws of the Municipality are hereby repealed.

For Discussion Only