

By-Law/Policy Committee Report

June 2026

The Committee met on May 28th, June 9th, and 16th, 2026.

The Committee discussed the amendments to the Marketing Levy By-law.

I move that Council accept the recommendation of the By-law/Policy Committee and accept the amendments to the Marketing Levy By-law as presented.

The Committee discussed the Positive Recreation Opportunities for All (PRO-Recreation) Program Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Positive Recreation Opportunities for All (PRO-Recreation) Program Policy as presented, with the following changes:

- amend section 4.3 by adding “and approving” after “determining”;
- amend the application form by adding a definition of household size to include the total number of persons in the household, including children, adding a 1-person household with an annual income limit of \$22,512; and revising the household size scale by changing the 7-persons category to “7+ persons”.

The Committee discussed the Regional Emergency Management By-law.

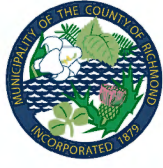
I move that Council accept the recommendation of the By-law/Policy Committee and accept the Regional Emergency Management By-law as presented, with the amendments as discussed, subject to legal consultation.

The Committee discussed the By-law/Policy Working List.

I move that Council accept the recommendation of the By-law/Policy Committee and remove the REMO Terms of Reference from the By-law/Policy Working List.

I move that Council accept the recommendation of the By-law/Policy Committee and remove the Receipt of Donations discussion from the By-law/Policy Working List and remove the related action item, number 522, from Council’s Action List.

This concludes the monthly report of the By-Law/Policy Committee for June 2026, and I move its adoption.



Marketing Levy By-law - By-law #60

BE IT ENACTED by Council for the Municipality of the County of Richmond,
pursuant to the Municipal Government Act, as amended.

Short Title

1. This By-law shall be known as Marketing Levy By-Law - By-Law # 60 and may be cited as the Municipality of the County of Richmond Marketing Levy By-Law.

Definitions

2. In this By-law,
 - a) **"Accommodation"** means the provision of one or more rental units or rooms as lodging in hotels and motels and in any other facility required to be registered under the *Tourist Accommodations Registration Act* and in a building owned or operated by a post-secondary educational institution;
 - b) **"Marketing Levy"** means a levy imposed pursuant to this By-law;
 - c) **"Municipality"** means the Municipality of the County of Richmond;
 - d) **"Operator"** means a person who, in the normal course of the person's business, sells, offers to sell, provides or offers to provide Accommodation in the Municipality;
 - e) **"Platform Operator"** means a person who facilitates or brokers reservations for the short-term rental of roofed accommodations via the Internet and who receives payment, compensation or any other financial benefit in connection with a person making or completing reservations of such short-term rental; and
 - f) "Purchase Price" means the price for which Accommodation is purchased, including the price in money, the value of services rendered, and other consideration accepted by the Operator or Platform Operator in return for the Accommodation provided, but does not include the goods and services tax.



Application of By-law

3. This By-law and the Marketing Levy imposed hereby shall be applicable to all Accommodations in the Municipality of the County of Richmond.

Application of Marketing Levy

4. A Marketing Levy is hereby imposed upon the purchase of Accommodations in the Municipality, and the rate of the Marketing Levy shall be:
 - a) Where the Accommodation will be provided on or before December 31, 2023, two percent (2%) of the Purchase Price of the Accommodation;
 - b) Where the Accommodation will be provided on or after January 1, 2024, three percent (3%) of the Purchase Price of the Accommodation.
5. The Marketing Levy imposed under this By-law, whether the Purchase Price is stipulated to be payable in cash, on terms, by installments or otherwise, must be collected at the time of the sale, whether by an Operator or Platform Operator, on the total amount of the Purchase Price and must be remitted to the Municipality at the prescribed times and in the prescribed manner.
6. If a person collects an amount as if were a Marketing Levy imposed under this By-law, the person must remit the amount collected to the Municipality at the same time and in the same manner as a Marketing Levy collected under this By-law.

Exemption from the Marketing Levy

7. The Marketing Levy shall not apply to:
 - a) a person who pays for Accommodation for which the daily Purchase Price is no more than twenty dollars (\$20.00);
 - b) a student who is accommodated in a building owned or operated by a post-secondary educational institution while the student is registered at and attending that post-secondary educational institution;
 - c) a person who is accommodated in a room for more than thirty (30) consecutive days;
 - d) a person and the person's family, accommodated while the person or a member of the person's family is receiving medical treatment at a hospital or provincial health-care centre or is seeking specialist medical advice,



provided the person provides the Operator or Platform Operator with the following:

- i. a statement from a hospital or provincial health-care centre confirming the person or a member of the person's family is receiving medical treatment at the hospital or health-care centre and is therefore in need of Accommodation and confirming the duration of the Accommodation; or
 - ii. a statement from a physician licensed to practice medicine in the Province of Nova Scotia that the person or a member of the person's family is seeking specialist medical advice and is therefore in need of Accommodation and confirming the duration of the Accommodation.
- e) a person and the person's family, accommodated while the person and the person's family have been temporarily displaced from their home due to a natural disaster, including high wind event, flood event, fire or other naturally occurring damaging event.
8. The By-law and the Marketing Levy imposed hereby shall not apply to Accommodations containing fewer than ten (10) rooms where the Accommodation is provided, or full payment for the Accommodation is received on or before December 31, 2023.

Registration of Operator

9. Every Operator of a facility providing Accommodations to which this By-law applies shall apply for and be issued a registration certificate by the Municipality.
10. Where an Operator carries on business at more than one place, they shall obtain a registration certificate in respect of each individual place of business.
11. The registration certificate shall be displayed in a prominent place on the premises.
12. Where an Operator changes their address, they shall forthwith return their registration certificate to the Municipality for amendment.



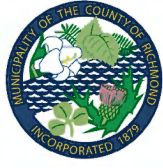
13. Where an Operator changes the name or nature of their business, they shall forthwith return their registration certificate to the Municipality and apply for a new registration certificate.
14. Where an Operator ceases to carry on business in respect of which a registration certificate has been issued, the certificate shall thereupon be void, and they shall return the same to the Municipality within fifteen (15) days of the date of discontinuance.
15. Where a registration certificate is lost or destroyed, application shall be made to the Municipality for a copy of the original.
16. A registration certificate granted under Section 9 is not transferable.

Return and Remittance of Marketing Levy

17. The Municipality may at any time require a return of sales and Marketing Levy collected by any person selling Accommodation, such return to cover any period or periods.
18. Subject to the provisions of Section 17, unless otherwise provided, all Operators or Platform Operators shall make separate monthly returns to the Municipality.
19. A separate return shall be made for each place of business, unless a consolidated return has been approved by the Municipality.
20. The returns by Operators or Platform Operators shall be made, and the Marketing Levy shall be remitted to the Municipality by the fifteenth (15th) day of the month following the collection of the Marketing Levy by the Operator or Platform Operator.
21. If an Operator or Platform Operator during the preceding period has collected no Marketing Levy, they shall nevertheless make a report to that effect on the prescribed return form.
22. Where an Operator or Platform Operator ceases to carry on or disposes of their business, they shall make the return and remit the Marketing Levy collected within fifteen (15) days of the date of discontinuance or disposal.

Records

23. Every Operator or Platform Operator shall keep books of accounts, records



and documents sufficient to furnish the Municipality with the necessary particulars of

- a) Sales of Accommodations,
 - b) Amount of Marketing Levy collected, and
 - c) Disposal of Marketing Levy.
24. All entries concerning the Marketing Levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.
25. Every Operator or Platform Operator shall retain any book of account, record or other document referred to in this section for a period of seven (7) years or until the Municipality authorizes its destruction.
26. Where a receipt, bill, invoice or other document is issued by a person selling Accommodation, the Marketing Levy shall be shown as a separate item thereon.

Reporting

27. At the time of remittance of any Marketing Levy imposed under this By-law, every Operator or Platform Operator must submit a detailed report of the Accommodation and nights for which the Marketing Levy was collected. The report must include the following for each Accommodation:
- a) total number of room nights sold or booked for the reporting period; and
 - b) total amount of Marketing Levy collected for the accommodation during the reporting period.

Calculation of Marketing Levy

28. Where an Operator or Platform Operator sells Accommodation in combination with meals and other specialized services for an all-inclusive package price, the Purchase Price of the Accommodations shall be deemed to be the Purchase Price of the Accommodations when such Accommodations are offered for sale in the same facility without such specialized services.

Refund of Marketing Levy Written Off

29. The Municipality may refund to an Operator or Platform Operator who sells



Accommodation a portion of the amount sent by the Operator **or Platform Operator** to the Municipality in respect of Marketing Levy payable on that sale under this By-law, if

- a) the Operator **or Platform Operator**, in accordance with this By-law, remits the Marketing Levy required under this Act to be levied and collected for the sale;
 - b) the purchaser subsequently fails to pay to the Operator **or Platform Operator** the full amount of the consideration and Marketing Levy payable on that sale; and
 - c) the Operator **or Platform Operator** writes off as unrealizable or uncollectible the amount owing by the purchaser.
30. An Operator **or Platform Operator** may deduct the amount of the refund payable to the Operator **or Platform Operator** under this section from the amount of Marketing Levy that the Operator **or Platform Operator** is required to remit under this By-law.
31. If an Operator **or Platform Operator** who has obtained a refund under Section 29 or made a deduction under Section 30 recovers some or all of the amount referred to in Section 29(c) with respect to which the refund was paid or the deduction was made, the Operator **or Platform Operator** must add an amount to the Marketing Levy to be paid or remitted by the Operator **or Platform Operator** under this By-law with respect to the reporting period in which the recovery was made.

Refund of Marketing Levy Collected in Error

32. If the Municipality is satisfied that a Marketing Levy or a portion of a Marketing Levy have been paid in error, the Municipality shall refund the amount of the overpayment to the person entitled.
33. If the Municipality is satisfied that an Operator **or Platform Operator** has remitted to the Municipality an amount as collected Marketing Levy that the Operator or **Platform Operator** neither collected nor was required to collect under this By-law, the Municipality must refund the amount to the Operator **or Platform Operator**.



Claim For Refund

34. In order to claim a refund under this By-law, a person must
- a) submit to the Municipality an application in writing signed by the person who paid the amount claimed, and;
 - b) provide sufficient evidence to satisfy the Municipality that the person who paid the amount is entitled to the refund.
35. For the purposes of section 34(a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.

Interest

36. Interest payable under the By-law shall be payable at the rate of 4% above the prime rate as set by a Canadian bank located in the Municipality, calculated on a daily basis.

Inspection, Audit, and Assessment

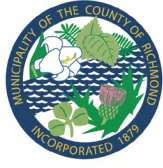
37. A person appointed by the Municipality may enter at a reasonable time the business premises occupied by a person, or the premises where the person's records are kept:
- a) to determine whether or not
 - i. the person is an Operator or Platform Operator, or the premises are Accommodations within the meaning of this By-law, or
 - ii. this By-law is being and have been complied with, or
 - b) to inspect, audit and examine books of account, records or documents.

Offense

38. A person who contravenes any provision of the By-law is subject on summary conviction to be liable to a fine as follows:
- a) First Offence - Not less than \$500.00 and not more than \$1,000.00.
 - b) Subsequent Offence - For a subsequent conviction for the same or another provision of this By-law, not less than \$1,500.00 and not more than \$5,000.00.

Administration of By-law

39. This By-law shall be administered on behalf of the Municipality by the Chief Municipality of the County of Richmond - Marketing Levy By-Law, By-Law #60



Administrative Officer or any person designated by the Chief Administrative Officer.

Repeal and Replace

40. The previous version dated October 23, 2023, and all other versions of the By-Law #60, Marketing Levy By-law, are repealed and replaced by this By-law.

Effective Date

41. This By-law shall take effect upon publication.

This is to Certify That the foregoing By-law was passed at a duly called meeting of the Council of the Municipality of the County of Richmond held on the ___ day of _____ 2026.

GIVEN under the hands of the Warden and Clerk and the seal of the Municipality this ___day of _____ 2026.

Warden Lois Landry

Shelley David, Municipal Clerk



Title: Positive Recreation Opportunities for All (PRO-Recreation) Program

Approved by Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

I certify this to be a true copy of the **PRO-Recreation Program Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.

Shelley David, Municipal Clerk

1. Purpose

- 1.1. The Municipality of the County of Richmond (MOCR) is committed to providing opportunities for residents to participate in recreation, physical activity, and wellness programs.
- 1.2. This Policy establishes the Positive Recreation Opportunities for All (PRO-Recreation) Program to reduce financial barriers to participation in eligible municipal recreation programs.

2. Scope

- 2.1. This Policy applies to residents of the MOCR who apply for financial assistance to participate in eligible MOCR recreation programs.
- 2.2. This Policy applies only to recreation programs organized, operated, or hosted by MOCR.
- 2.3. This Policy does not apply to programs offered by third-party organizations, associations, clubs, or private providers.

3. Definitions

- 3.1. "Household" means the applicant, spouse/partner, and dependent children residing at the same address.
- 3.2. "Eligible Program" means a recreation, physical activity, wellness, cultural, or community program ~~approved~~ **delivered** by the Municipality.



4. Roles and Responsibilities

- 4.1. Municipal Council is responsible for reviewing, amending, and adopting this Policy.
- 4.2. The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.
- 4.3. The Director of Community Development and Recreation, or designate, is responsible for reviewing applications, determining **and approving** eligibility, and maintaining records.

5. PRO-Recreation Program

- 5.1. The PRO-Recreation Program shall be funded through annual municipal budget allocations and donations.
- 5.2. The Municipality may accept donations from individuals, businesses, community organizations, and other donors in support of the PRO-Recreation Program. Donations received shall be allocated to the PRO-Recreation Fund and used solely for the purposes of the Program. Tax receipts may be issued in accordance with Canada Revenue Agency requirements. A summary of the amount of donations received and funds distributed through the Program shall be reported to Council annually.
- 5.3. **With the donor's permission, donations may be recognized through the Municipality's official social media channels or other municipal communications.**
- 5.4. Subject to available funding and program capacity, eligible applicants may receive municipal assistance toward approved registration fees and/or equipment. The types and limits of available assistance, eligible programs, and the current household income threshold are reviewed annually and outlined in the current PRO-Recreation Application Form.
- 5.5. **Funding for equipment will be approved based on the lowest-cost option that adequately meets the identified functional, safety, and quality requirements of the intended use (example: a wooden hockey stick versus a composite hockey stick).**
- 5.6. Assistance is non-transferable, has no cash value, and cannot be exchanged for cash reimbursement.



6. Eligibility

6.1. Applicants must:

- a) Be a resident of the Municipality of the County of Richmond;
- b) Meet the current household income threshold established by Council; and,
- c) Provide proof of household income. This proof can be provided in the form of either the CRA Notice of Assessment or the CRA Proof of Income Statement. It's important to note that the names of CRA forms may change periodically. Additionally, proof of income must be provided for all individuals aged 18 or older residing in the home.

7. Application Process

7.1. Applicants will use the PRO-Recreation Application Form provided by the Municipality.

7.2. Completed applications and proof of household income must be submitted and approved prior to the start of eligible programs.

7.3. Refunds or credits will not be issued.

8. Privacy and Confidentiality

8.1. Personal information collected under this Policy shall be administered in accordance with the Freedom of Information and Protection of Privacy Act (FOIPOP) and other applicable legislation.

8.2. Information shall be used solely for determining eligibility and administering the program.

9. Review and Amendment Schedule

9.1. This policy will be reviewed every four years from the date of approval.

Date of Review	Approved/Amended by Council
June 9 and June 16, 2026	

PRO-Recreation Fund

APPLICATION FORM

Maximum per individual: \$200 / fiscal year | Maximum per household: \$500 / fiscal year

Applicant Information

Name of Individual: _____ Birthdate: mm/dd/yy

Name of Parent/Guardian (if applicable): _____

Mailing Address: _____

Phone: (home) _____ (cell) _____ (work) _____

E-mail: _____

Program Information

Program Name: _____

Start Date: mm/dd/yy End Date: mm/dd/yy Registration Fee: _____

Equipment Assistance Information

Is help with equipment required? Yes No If yes, what equipment is needed:

_____ Equipment Fee: _____

Proof of income

CRA Notice of Assessment (all household members aged 18+)

Total family income (line 15000) must be below the threshold for your household size. Current thresholds are listed below.

Household size: Total number of people, including children	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 + persons
Annual income limit	\$22,512	\$38,922	\$47,851	\$58,096	\$65,892	\$74,315	\$82,739

I, _____, confirm that the information provided on this form is accurate and complete.

Personal information collected on this form will be used only to determine eligibility and administer the PRO-Recreation Program. This information will be handled in accordance with the Freedom of Information and Protection of Privacy Act and other applicable legislation.

_____ mm/dd/yy

Applicant/Parent/Guardian Signature

Date

Office Use

Approval Signature: _____ Date: mm/dd/yy Funding Amount: _____

Completed applications can be submitted in person or via mail: 2357 Highway 206, P.O. Box 120, Arichat, NS B0E 1A0, or by email to recreation@richmondcounty.ca. For assistance, phone 902.226.2400 ext. 5