

BY-LAW / POLICY COMMITTEE MEETING

Monday, February 12th, 2024, 6:00 p.m.
Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) January 15th, 2024
4. By-Law / Policy, Re:
 - a) Grants Policy, Amended Draft
 - b) Sale of Municipal Property, Amended Draft
 - c) Registration of Fire Departments and Emergency Service Providers Policy,
Amended Draft
5. By-Law/Policy Priority List
6. Recommendations to Council (if required)
7. Adjournment



By-Law/Policy Committee Meeting

January 15th, 2023 – 6:00 p.m.

Location: Council Chambers

Present: Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Michael Diggdon, Councillor Brent Sampson, Councillor Melanie Sampson, Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk

Regrets: Chris Boudreau, Director of Public Works, Jason Martell, Chief Financial Officer, Shannon Mury, Director of Community Development and Recreation

Call to Order

Warden Amanda Mombourquette called the meeting to order at 6:03 p.m.

Approval of Agenda

Warden Amanda Mombourquette requested to add the following item:

- Capital Improvement and Development

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the agenda be approved with the added item.
Motion carried.

Review of Minutes re: December 7th, 2023

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the minutes of the December 7th, 2023 meeting be approved.
Motion carried.

Review of Policies/ By-Laws

The committee reviewed the Strategic Communications Plan and associated policies final drafts.

a) Strategic Communications Plan and Associated Policies, Final Drafts

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to council to proceed with the adoption of the Strategic Communications Plan and associated policies.
Motion carried.



b) Grants Policy

It was the consensus of the committee to have staff prepare a revised draft of the Grants Policy with the Committee's recommendations.

Capital Improvement and Development

Discussion ensued on Capital Improvement and Development.

By-Law / Policy Working List

For information only.

Recommend to Council

Proceed with the adoption of the Strategic Communications Plan and associated policies.

Adjournment

There being no further business, the chair adjourned at 6:53 p.m.

Municipal Clerk

Chairperson



4. Scope

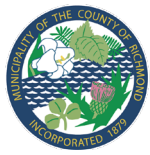
- 4.1 This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:
- a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals;
 - b) ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures;
 - c) identify roles and relationships of applicants; and
 - d) conform to the terms, conditions and guidelines for all grants and assistance programs including:
 - i. eligibility;
 - ii. rationale, community benefits
 - iii. application deadlines, processes, and requirements;
 - iv. contribution limits and requirements; and
 - v. accountability and reporting requirements.

5. Overview

5.1 It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of ~~four~~ **five** main financial assistance programs: (See Schedule A for Limits/Details)

- a) Type 1 - Infrastructure Grants
- b) Type 2 - Activity Grants
- c) Type 3 - Recreation Grants
- d) Type 4 - Regional/Health/General Grants
- e) Type 5 - Strategic/Council Priorities**

5.2 All funding assistance provided through any of the four programs must be in compliance with the provisions of the Municipal Government Act. (MGA)



- 5.3 Subject to 5.2 and compliance with the Municipality's goals and priorities, funding through any of these programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Health & Healthy Living, Social and Community Service, Stewardship of the Environment, Education & Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.
- 5.4 It is the intent of this Policy to offer grant programs that provide funding on the basis of financial need.
- 5.5 Eligible community organizations may apply for assistance through more than one grant program providing the applications pertain to separate and distinct projects, programs or initiatives.
- 5.6 Eligible community organizations are encouraged to plan projects and activities well in advance, giving the Municipality ample time to properly budget and approve applications prior to project commencement.
- 5.7 Council may create District Fund allocations through the annual budgeting process that can be applied to any grant type. Regardless of the original type of application, Council will make a final decision on the grant type for the district fund allocation at the time of the application review and approval.

6. Guidelines

- 6.1. Guidelines are laid out for each program and include:
 - a) Program description
 - b) Eligibility criteria
 - i. Project cannot start and expenses cannot be incurred prior to approval of funding
 - ii. Organizations outside the County of Richmond shall not be eligible for funding unless, under special circumstances, the



organization demonstrates there is a benefit to the County

- c) Application deadlines (if applicable)
- d) Application processes, procedures and requirements
 - i. Organizations shall provide the appropriate amount of due diligence and follow the MGA when using Municipal funds to purchase goods and awarding of contract work for projects. Organizations shall solicit three quotations and provide an explanation of award with their application.
 - ii. Organizations shall provide financial statements including Balance Sheet and Income Statement completed in a manner acceptable to the Municipality. (ie. Simply Accounting) Organizations shall provide a project budget as well as their upcoming fiscal budget confirming sources of funding
 - iii. Organizations shall provide proof of registration with the registry of joint stock companies of Nova Scotia or other equivalent registered status
 - iv. Requests and applications for funding shall be made and signed by a Director of the organization
 - v. Organizations must clearly identify other government sources of funding
- e) Municipal and community contribution limits and/or requirements (Maximum per project/per fiscal) - See Schedule A
- f) Assessment criteria (if applicable)
- g) Reporting and accountability requirements; and
- h) Payment procedures and requirements'
 - i. Copies of invoices as well as cancelled cheques to be provided prior to payout, copy of invoice made out to the Municipality.
 - ii. Verification process that project work has been completed



- iii. prior to payout of grant to organization. (Municipality reserves the right to inspect prior to release of funds.)
- iv. Letter requesting release of funds
- v. Financial Statement for the project (Income Statement)

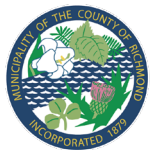
6.2. Program guidelines may be changed upon Council approval by ordinary resolution.

7. Roles and Relationships:

- 7.1. Staff and **members of council** councillors, when appropriate, will encourage community organizations and residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.
- 7.2. Municipal staff will be assigned responsibility for the administration of each grant program and the role of each responsible employee will be clearly set out.
- 7.3. Municipal staff will review and prepare a report for each application or group of applications as applicable, to be presented to Council for approval.

8. Budget and Allocation of Funds

- 8.1. On an annual basis Council will identify an amount to be allocated in support of this Policy.
- 8.2. There will be no carry forward beyond the end of the current fiscal year of grant fund balances approved by Council at budget time that were not applied for/ approved for disbursement to any group.
- 8.3. All approved grants not paid out within the fiscal year in which they were approved will be eligible for an extension with written notification to the Chief Financial Officer for one additional fiscal year only. (prior to March



31) Extensions for additional time will need to be made in writing and approved by Council. Any approved grants not expended that do not have written notification provided will be cancelled.

9. Program Evaluation:

9.1. A report shall be prepared by staff to Council at the end of each quarter, providing an overview of the allocation of funds in each grant program and the respective applicants.

Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council
December 4, 2023, January 15, 2024	Review



Title **Grant Policy- Schedule A - Limits/Policy Details**

Type 1 – Infrastructure

- 50% of Costs (Net of HST Rebate)
- Maximum of \$5,000 per application
- One application per year, per registered organization
- Own/lease the assets being upgraded/improved

Type 2 – Activity

- 50% of Costs (Net of HST Rebate)
- Maximum of \$500 per application
- Two applications per year, per registered organization (different events)

Type 3 - Recreation

- **C1 - Physical Activity**
 - 50% of Costs (Net of HST Rebate)
 - Maximum of \$1,000 per application
 - One application per year, per registered organization
- **C2 - Instructor/Facilitator Development**
 - 50% of Costs (Net of HST Rebate)
 - Maximum of \$500 per application
 - \$500 per individual per year
- **C3 - Sponsorships**
 - Maximum of \$500
- **C4 - Canada Day**
 - Maximum of \$3,000 allotted per district
 - One application per year per registered organization

Type 4 - Regional/Health/General

- Maximum of \$10,000 per application
- One application per year, per registered organization

Type 5 - Strategic/Council Priorities

- Maximum of \$10,000 per application
- One application per year, per registered organization

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: **SALE OF MUNICIPAL PROPERTY**

APPROVAL DATE: **DECEMBER 16, 2013**

PREAMBLE:

The Municipality of Richmond County recognizes that Provincial Statutes give the County the authority to sell property, but we do not have any authority to give property away or dispose of it for inadequate consideration. The Municipality of Richmond recognizes that in most cases, municipal property should be sold in a transparent process, that offers the opportunity for all members of the public to participate, in order to obtain the highest consideration for the taxpayers of the Municipality. The Municipality also recognizes that in some instances there may be important considerations, such as community or economic development, that would provide a valid reason to sell a property to a particular person and/or company. In these instances, value would be established by an independent appraisal of the fair market value of the property, at the time of sale.

POLICY:

1. This policy applies to the sale of all municipal properties, other than those owned by the Municipality of Richmond in their industrial park in District #5 (adjacent to the Port Hawkesbury light industrial park) and in District #6 at Lennox Passage.

2. Municipal properties will not be sold unless they are no longer required for the use of the Municipality of the County of Richmond or for the use of the public or the inhabitants of the Municipality of the County of Richmond. Prior to the sale of property, Richmond Council will require a staff report and recommendations regarding this issue.

3. In deliberating on the sale of municipal property, Municipal Council must consider staff reports and recommendations, which are to include as a minimum:

(a) information on the location and size of the property, including a valid description.

(b) information regarding whether there is a financial need for the funds that the sale of the property will generate.

(c) information on whether there are job creation considerations (to include documentation from the developer outlining the employment and economic development benefits to be derived).

(d) for the sale of property to a non-profit organization, “that Council considers to be carrying on an activity that is beneficial to the Municipality”, the staff report must provide a written description of the community activity that the organization provides.

4. Municipal Council will not sell a property unless it is determined that the property is no longer required for the use of the Municipality or the public or the inhabitants of the Municipality of the County of Richmond, and also determines that there is a need for the financial benefits to be gained, or that there are job creation/ economic development benefits to be gained. Municipal Council may only make the following exceptions to this section:

(a) the sale of an undersized lot to an adjacent property owner;

(b) the sale of a property to a non-profit organization which is carrying on an activity that is beneficial to the Municipality. In this instance, Council may decide to sell the property by appraisal at fair market value, or for less than fair market value. If the consideration is for less than fair market value, then the resolution for such a sale must be passed by a two-thirds majority vote of Council present and voting, and where the property to be sold is valued at more than \$10,000, Council will hold a duly advertised public hearing on the proposed sale, in accordance with Section 51 of the New Municipal Government Act.

5. Municipal Council will sell all of its properties by public tender, in accordance with this policy, except in the following instances:

(a) where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the Council, all or part of the land may be

sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding Section 51 of the Municipal Government Act, the sale price of the land so sold may be set by Council at a price that is less than market value at the time of the sale;

(b) where the property is sold due to an economic development or job creation benefit;

(c) where the property is sold to a non-profit organization, which meets the criteria established in Clause 4(b);

6. Richmond Council recognizes that an inadequate response to a call for tenders may result in an inadequate consideration being offered for a property. In order to assist, staff will normally provide Council with a confidential appraisal of fair market value for any property which is being tendered. The appraisal will be received by municipal staff prior to close of tenders, and is to be utilized by the Municipality to assist in determining if the public tender has resulted in fair market value.

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: SALE OF MUNICIPAL PROPERTY

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PREAMBLE:

The Municipality of Richmond County recognizes that Provincial Statutes give the County the authority to sell property, but we do not have any authority to give property away or dispose of it for inadequate consideration. The Municipality of Richmond recognizes that in most cases, municipal property should be sold in a transparent process, that offers the opportunity for all members of the public to participate, in order to obtain the highest consideration for the taxpayers of the Municipality. The Municipality also recognizes that in some instances there may be important considerations, such as community or economic development, that would provide a valid reason to sell a property to a particular person and/or company. In these instances, value would be established by an independent appraisal of the fair market value of the property, at the time of sale.

POLICY:

1. ****Not in the MGA** This policy applies to the sale of all municipal properties, other than those owned by the Municipality of Richmond in their industrial park in District #5 (adjacent to the Port Hawkesbury light industrial park) and in District #6 at Lennox Passage.
2. Municipal properties will not be sold unless they are no longer required for the use of the Municipality of the County of Richmond** **In the MGA - Powers of municipality regarding property section 50 (5) (b)** or for the use of the public or the inhabitants of the Municipality of the County of Richmond. (***not in MGA**) Prior to the sale of property, Richmond Council will require a staff report and recommendations regarding this issue.
3. (**NOT IN MGA, but the process set by Council**) In deliberating on the sale of municipal property, Municipal Council must consider staff reports and recommendations, which are to include as a minimum:
 - a) information on the location and size of the property, including a valid description.
 - b) information regarding whether there is a financial need for the funds that the sale of the property will generate.
 - c) information on whether there are job creation considerations (to include documentation from the developer outlining the employment and economic development benefits to be derived).
 - d) for the sale of property to a non-profit organization, “that Council considers to be carrying on an activity that is beneficial to the Municipality”, the staff report must provide a written description of the community activity that the organization provides.

4. Municipal Council will not sell a property unless it is determined that the property is no longer required for the use of the Municipality or the public or the inhabitants of the Municipality of the County of Richmond, and also determines that there is a need for the financial benefits to be gained, or that there are job creation/economic development benefits to be gained. Municipal Council may only make the following exceptions to this section: ****not in MGA, but criteria set out by council**
 - (a) the sale of an undersized lot to an adjacent property owner; **** In the MGA Section 51 a****
 - (b) the sale of a property to a non-profit organization which is carrying on an activity that is beneficial to the Municipality. In this instance, Council may decide to sell the property by appraisal at fair market value, or for less than fair market value. If the consideration is for less than fair market value, then the resolution for such a sale must be passed by a two-thirds majority vote of Council present and voting, and where the property to be sold is valued at more than \$10,000, Council will hold a duly advertised public hearing on the proposed sale, in accordance with **** In the MGA Section 51**
5. Municipal Council will **sell all of its properties by public tender** (Not In Mga Except For Selling To A Non Profit For Less Than 10k Of Market Value), in accordance with this policy, except in the following instances:
 - a) where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the Council, all or part of the land may be sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding **Section 51 of the Municipal Government Act**, the sale price of the land so sold may be set by Council at a price that is less than market value at the time of the sale;
 - b) where the property is sold due to an economic development or job creation benefit; **(not in MGA)**
 - c) where the property is sold to a non-profit organization, which meets the criteria established in Clause 4(b);
6. Richmond Council recognizes that an inadequate response to a call for tenders may result in an inadequate consideration being offered for a property. In order to assist, staff will normally provide Council with a confidential appraisal of fair market value for any property which is being tendered. The appraisal will be received by municipal staff prior to close of tenders, and is to be utilized by the Municipality to assist in determining if the public tender has resulted in fair market value.



Title: Sale of Municipal Property

Approved by Council **Date:**

Policy Review Notification **Date:**

Policy Review **Date:**

I certify this to be a true copy of the **Sale of Municipal Property** as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.

Shelley David
Municipal Clerk

1. Purpose

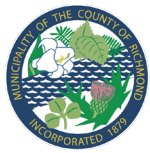
The purpose of the policy is to sell property in a fair, legally compliant, and impartial manner, which considers the highest financial return to the Municipality of the County of Richmond balanced with economic and community development opportunities.

2. Policy Statement

The Municipality of Richmond County recognizes that Provincial Statutes give the County the authority to sell property, but we do not have any authority to give property away or dispose of it for inadequate consideration. It is a policy of the Council of the Municipality of the County of Richmond property deemed surplus by motion of Council be disposed of in accordance with a disposal methods included in this policy and as determined by Council. The Municipality of Richmond recognizes that in most cases, municipal property should be sold in a transparent process that offers the opportunity for all members of the public to participate, in order to obtain the highest consideration for the taxpayers of the Municipality. The Municipality recognizes that in some instances there may be important considerations, such as community or economic development that would provide a valid reason to sell a property to a particular person and/or company. In these instances, value would be established by an independent appraisal of the fair market value of the property, at the time of sale.

3. Scope

This policy applies to the sale of all municipal properties, other than those owned by the Municipality of Richmond in their industrial park in District #5 (adjacent to



the Port Hawkesbury light industrial park) and in District #6 at Lennox Passage.

4. Policy

4.1 Assessment and Usefulness of Municipally Owned Property

- a) When the property has been deemed surplus to the needs of the municipality. Criteria used to determine usefulness of a municipally owned property may include one or more of the following:
- i. It is no longer required for the use of the Municipality of the County of Richmond or for the use of the public or the inhabitants of the Municipality of the County of Richmond.
 - ii. No long term use has been identified for the property.
 - iii. It is no longer in the best interest of the Municipality to retain ownership of the property (i.e. cost to maintain the property outweighs the benefit of retaining).
 - iv. Retaining ownership exposes the municipality to liability or risk (i.e. a vacant building or land would be more vulnerable to vandalism and trespassing).
 - v. A non-profit organization has an interest in acquiring the property to provide a service to the community.
 - vi. The abutting property owner(s) expressed an interest in acquiring the property.
- b) Prior to the sale of property, Richmond Council will require a staff report and recommendations , which are to include as a minimum:
- i. Information on the location and size of the property, including a valid description.
 - ii. Information regarding whether there is a financial need for the funds
 - iii. that the sale of property will generate.
 - iv. Information on whether there are job creation considerations (to include documentation from the developer outlining the employment and economic development benefits to be derived).
 - v. For sale of property to a non-profit organization, “ that Council considers to be carrying on an activity that is beneficial to the Municipality”, information must include a written description of the community activity that the organization provides.

4.2 Powers of Municipality to Dispose of Property

There are a number of methods available to facilitate the disposal of surplus municipal property.



a) Call for Expressions of Interest

Advertise a Call for Expressions of Interest to solicit sealed submissions for the purchase of the property. Should Council choose to proceed with this option, consideration should be given to the possibility that the highest bid may be from a non-profit organization that is offering less than market value. Should this be the case, see item g – Sale to Non-Profit Organizations.

b) Public Auction

Advertise and hold a public auction. For sale by public auction, Council will set a minimum price.

c) Sale by Listing Agent

List the property for sale by a real estate agent to obtain market value upon the sale of the property.

d) Direct Sale to Abutting Property Owner

If the property is deemed “non-usable”, negotiate the sale of the property to the abutting land owner. If Council decides a negotiated sale to be the best approach then all owners of property immediately abutting the non-usable property shall be offered, in writing, an approximately equal portion of the parcel at the assessed value. Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

e) Direct Sale on the Open Market

Surplus properties with high market potential may be disposed of by direct sale. Direct sale on the open market shall involve establishing a predetermined price and advertising the property for sale in newspapers appropriate for the sale. Pricing shall be set at the appraised value as determined by an independent Certified Real Estate Appraiser. Offers to purchase at the specified price shall be received in writing and accepted on a first come first served basis. The term “first come first served” shall mean the first written offer received from an

individual, in a situation where more than one person becomes interested in purchasing the same property. All written offers shall be dated and time stamped and initialed by the Chief Administrative Officer, or his/her designate, as received. Subsequent written offers to purchase the same property shall be processed in the order of the date and time received, when conditions of sale to preceding offerors have not been met.

f) Sale by Land Exchange



Wherever possible, direct land exchange of surplus properties may be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

g) Sale to Non-Profit Organizations

Section 51 of the Municipal Government Act enables a municipality to sell property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the Municipality. The procedure for this process to occur includes a public hearing respecting the sale of property if the offer to purchase is more than ten thousand dollars less than market value, and a resolution of Council passed by at least two-thirds majority of the Council present and voting.

4.3 Unsolicited Proposals

- a) When an unsolicited offer to purchase land owned by the Municipality of the County is received, staff will determine if that property has been deemed surplus by motion of Council. If already deemed surplus by motion of Council, the property will be disposed of in accordance with disposal methods included in this policy.
- b) If the property has not been deemed surplus by motion of Council, the request will be presented to Council. Council will determine if the property is surplus to the needs of the Municipality. If deemed surplus, staff will proceed to dispose of the property using the most appropriate method.

4.4 Tenders

Richmond Council recognizes that an inadequate response to a call for tenders may result in an inadequate consideration being offered for a property. In order to assist, staff will normally provide Council with a confidential appraisal of a fair market value for any property which is being tendered. The appraisal will be received by municipal staff prior to close of tenders, and is to be utilized by the Municipality to assist in determining if the public tender has resulted in fair market value.

Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council

INTRODUCTION

PURPOSE

The purpose of the Disposal of Surplus Property Policy is to dispose of surplus real property in a fair, legally compliant and impartial manner, which takes into account the highest financial return to the Municipality of East Hants balanced with economic and community development opportunities.

OBJECTIVES

The objectives of the Disposal of Surplus Property Policy are to:

1. Provide a proactive Land Management Program for the Municipality of East Hants that incorporates an ongoing inventory of municipally owned land holdings which may be declared surplus and deemed a marketable commodity;
2. Prioritize a list of surplus properties now owned by the Municipality of East Hants to be disposed of using appropriate property disposal methods as determined by Council;
3. Establish a diverse strategy for the disposal of surplus properties owned by the Municipality of East Hants using a variety of property disposal methods; and
4. Ensure surplus properties are disposed of in a fair, legally compliant and impartial manner.

POLICY

It is a policy of the Council of the Municipality of East Hants property deemed surplus by motion of Council be disposed of in accordance with a disposal methods included in this policy and as determined by Council.

POLICY STATEMENTS

1. Powers of Municipality to Acquire Property

There are a number of mechanisms available to municipalities to acquire property:

- a) A municipality may acquire and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose¹.
- b) A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public².
- c) A municipality, by an official or agent, may bid for and purchase land at a tax sale for any municipal purpose³.
- d) A municipality may acquire land by way of the subdivision process that is free of encumbrances for open space and public use “including parks, playgrounds and similar public purposes or any combination thereof⁴.

- a) A municipality may acquire title to land and/or buildings that have traditionally been seen as a community based entity (such as former schools, community clubs, halls or historically worthy sites).

1.2. Assessment and Usefulness of Municipally Owned Property

A municipality may sell property when the property has been deemed surplus to the needs of the municipality.

Criteria used to determine usefulness of a municipally owned property may include one or more of the following:

- a) No long term use has been identified for the property.
- b) It is no longer in the best interest of the Municipality to retain ownership of the property (i.e. cost to maintain the property outweighs the benefit of retaining).
- c) Retaining ownership exposes the municipality to liability or risk (i.e. a vacant building or land would be more vulnerable to vandalism and trespassing).
- d) A non-profit organization has an interest in acquiring the property to provide a service to the community.
- e) The abutting property owner(s) expressed an interest in acquiring the property.

1.3. Powers of Municipality to Dispose of Property

The manner by which the Municipality acquired a property must be considered when choosing the method of disposal. If a property was acquired for a community, charitable or recreational purpose, every effort should be made to ensure the sale of the property will facilitate a continued community, charitable or recreational vision.

There are a number of methods available to facilitate the disposal of surplus municipal property.

- a) **Call for Expressions of Interest**
Advertise a Call for Expressions of Interest to solicit sealed submissions for the purchase of the property. Should Council choose to proceed with this option, consideration should be given to the possibility that the highest bid may be from a non-profit organization that is offering less than market value. Should this be the case, see item 7 - Sale to Non-Profit Organizations.
- b) **Public Auction**
Advertise and hold a public auction. For sale by public auction, Council will set a minimum price.
- c) **Sale by Listing Agent**
List the property for sale by a real estate agent to obtain market value upon the sale of the property. Staff of the Municipality of East Hants, or the spouse of a staff member of the Municipality, are not permitted to place a bid or purchase property listed for sale by a real estate agent until (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

d) Direct Sale to Abutting Property Owner

If the property is deemed “non-usable”, negotiate the sale of the property to the abutting land owner. If Council decides a negotiated sale to be the best approach then all owners of property immediately abutting the non-usable property shall be offered, in writing, an approximately equal portion of the parcel at the assessed value.

Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

e) Direct Sale on the Open Market

Surplus properties with high market potential may be disposed of by direct sale. Direct sale on the open market shall involve establishing a predetermined price and advertising the property for sale in newspapers appropriate for the sale.

Pricing shall be set at the appraised value as determined by an independent Certified Real Estate Appraiser.

Offers to purchase at the specified price shall be received in writing and accepted on a first come first served basis.

The term “first come first served” shall mean the first written offer received from an individual, in a situation where more than one person becomes interested in purchasing the same property. All written offers shall be dated and time stamped and initialed by the Chief Administrative Officer, or his/her designate, as received.

Subsequent written offers to purchase the same property shall be processed in the order of the date and time received, when conditions of sale to preceding offerors have not been met.

Staff of the Municipality of East Hants, or the spouse of a staff member of the Municipality, are not permitted to place a bid or purchase property listed for sale directly on the open market until (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

f) Sale by Land Exchange

Wherever possible, direct land exchange of surplus properties may be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

g) Sale to Non-Profit Organizations

Section 51 of the Municipal Government Act enables a municipality to sell property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the Municipality. The procedure for this process to occur includes a public hearing respecting the sale of property if the offer to purchase is more than ten thousand dollars less than market value, and a resolution of Council passed by at least two-thirds majority of the Council present and voting.

1.4. Unsolicited Proposals

When an unsolicited offer to purchase land owned by the Municipality of East Hants is received, staff will determine if that property has been deemed surplus by motion of Council. If already deemed surplus by motion of Council, the property will be disposed of in accordance with disposal methods included in this policy.

If the property has not been deemed surplus by motion of Council, the request will be presented to Council. Council will determine if the property is surplus to the needs of the Municipality. If deemed surplus, staff will proceed to dispose of the property using the most appropriate method.

1.5. Investment of Proceeds from the Sale of Municipally-Owned Property

The Municipal Government Act stipulates how funds received from the sale of property are to be invested, which include:

- a) Proceeds received from the sale of property, other than proceeds of the sale of land transferred to the Municipality during the subdivision process, shall be invested in the Municipality's Capital Reserve Fund.

"A withdrawal from the capital reserve fund shall be authorized by Council, by resolution, and may only be used for:

- i. capital expenditures for which the Municipality may borrow;
- ii. repayment of the principal portion of capital debt; and
- iii. landfill closure and post closure costs."⁵

- b) Proceeds from the sale of land transferred during the subdivision process shall be invested in the Municipality's Open Space Fund. Proceeds received from the sale of land acquired by way of the subdivision process "shall be used for parks, playgrounds and similar public purposes within the Municipality."⁶

1.6. Authority of Elected Officials and Staff of the Municipality to Purchase Surplus Property

Elected officials, the Chief Administrative Officer, or the spouse of an elected official or the Chief Administrative Officer are not permitted to purchase municipally owned property that has been deemed surplus to the needs of

the Municipality. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

GOVERNANCE

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The policy owner (see Version Log Section) is responsible for ensuring that the policy is implemented and being followed. In addition, the policy owner is responsible for reviewing the policy on a yearly basis for relevancy and potential updates.
Municipality of East Hants Staff	All personnel that fall within the scope of this policy (see Scope Section) must follow the policy statements within this document and must follow the governing authority of the policy owner.

VERSION LOG

<MANDATORY SECTION>Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Approval of Policy by Council	Director of Administration	Council	June 23, 2010 C10(255)

ENDNOTES

- 1 - Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (1)
- 2 - Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (5) (a)
- 3 - Municipal Government Act, Part VI, Tax Collection, Municipal purchase of tax sale property, Section 143 (1)
- 4 - Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (2)
- 5 - Municipal Government Act, Part IV, Finance, Capital Reserve Fund, Section 99 (4)
- 6 - Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (13)



ACQUISITION AND DISPOSAL OF SURPLUS PROPERTY POLICY

INTRODUCTION

Purpose

The purpose of the Disposal of Surplus Property Policy is to dispose of surplus real property in a fair, legally compliant, and impartial manner, which considers the highest financial return to the Town of Trenton balanced with economic and community development opportunities.

Objectives

The objectives of the Acquisition and Disposal of Surplus Property Policy are to:

1. Provide a proactive Land Management Program for the Town of Trenton that incorporates an ongoing inventory of municipally owned land holdings which may be declared surplus and deemed a marketable commodity
2. Identify land acquisition, in cooperation with other departments, for capital works, watershed protection, or other municipalities
3. Prioritize a list of surplus properties now owned by the Town of Trenton to be disposed of using appropriate property disposal methods as determined by Council
4. Establish a diverse strategy for the disposal of surplus properties owned by the Town of Trenton using a variety of property disposal methods; and
5. Ensure surplus properties are disposed of in a fair, legally compliant, and impartial manner.

POLICY

It is a policy of the Council of the Town of Trenton that property deemed surplus by motion of Council be disposed of in accordance with a disposal method included in this policy and as determined by Council.

Policy Statements

1. Powers of Town to Acquire Property

There are several mechanisms available to municipalities to acquire property:

- a) A municipality may acquire, and own property granted or conveyed to the municipality either absolutely or in trust for a public or charitable purpose¹.



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APPROVED: 2020-08-18

- b) A municipality may acquire property, including property outside the municipality, that the municipality requires for its purposes or for the use of the public².
- c) A municipality, by an official or agent, may bid for and purchase land at a tax sale for any municipal purpose³.
- d) A municipality may acquire land by way of the subdivision process that is free of encumbrances for open space and public use "including parks, playgrounds and similar public purposes or any combination thereof⁴.
- e) A municipality may acquire title to land and/or buildings that have traditionally been a community-based entity (such as former schools, community clubs, halls or historically worthy sites).

2. Assessment and Usefulness of Town Owned Property

A municipality may sell property when the property has been deemed surplus to the needs of the municipality.

Criteria used to determine usefulness of a Town owned property may include one or more of the following:

- a) No long-term use has been identified for the property.
- b) It is no longer in the best interest of the Town to retain ownership of the property (i.e. cost to maintain the property outweighs the benefit of retaining).
- c) Retaining ownership exposes the Town to liability or risk (i.e. a vacant building or land would be more vulnerable to vandalism and trespassing).
- d) A non-profit organization has an interest in acquiring the property to provide a service to the community.
- e) The abutting property owner(s) expressed an interest in acquiring the property.

3. Powers of Town to Dispose of Property

How the Town acquired a property must be considered when choosing the method of disposal. If a property was acquired for a community, charitable or recreational purpose, every effort should be made to ensure the sale of the property will facilitate a continued community, charitable or recreational vision.

There are several methods available to facilitate the disposal of surplus municipal property.



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a) Call for Expressions of Interest

Advertise a Call for Expressions of Interest to solicit sealed submissions for the purchase of the property. Should Council choose to proceed with this option, consideration should be given to the possibility that the highest bid may be from a non-profit organization that is offering less than market value. Should this be the case, see item 7 – Sale to Non-Profit Organizations.

b) Public Auction

Advertise and hold a public auction. For sale by public auction, Council will set a minimum price.

c) Sale by Listing Agent

List the property for sale by a real estate agent to obtain market value upon the sale of the property. Staff of the Town of Trenton, or the spouse of a staff member of the Town of Trenton, are not permitted to place a bid or purchase property listed for sale by a real estate agent until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

d) Direct Sale to Abutting Property Owner

If the property is deemed “non-usable” where it does not meet the minimum development standards and has no apparent value to anyone but the abutting property owner(s), negotiate the sale of the property to the abutting land owner.

Where only one abutting property owner thereafter expresses in writing continued interest in a portion of the parcel, this owner shall be offered the entire parcel at the predetermined price.

e) Direct Sale on the Open Market

Surplus properties with high market potential may be disposed of by direct sale. Direct sale on the open market shall involve establishing a predetermined price and advertising the property for sale in newspapers appropriate for the sale.

Pricing shall be set at the appraised value as determined by an independent Certified Real Estate Appraiser.

Offers to purchase at the specified price shall be received in writing and accepted on a first come first served basis.



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The term “first come first served” shall mean the first written offer received from an individual, in a situation where more than one person becomes interested in purchasing the same property. All written offers shall be dated, and time stamped and initialed by the Chief Administrative Officer, or his/her designate, as received.

Subsequent written offers to purchase the same property shall be processed in the order of the date and time received when conditions of sale to preceding offerors have not been met.

Staff of the Town of Trenton, or the spouse of a staff member of the Town of Trenton, are not permitted to place a bid or purchase property listed for sale directly on the open market until fifteen (15) days have passed since the property was listed for sale. For the purpose of this policy, “spouse” is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989s.2(i).

f) Sale by Land Exchange

Wherever possible, direct land exchange of surplus properties may be employed as an alternative method for the acquisition of necessary lands to accomplish the needs of capital works projects, watershed protection, street widening, etc.

g) Sale to Non-Profit Organizations

Section 51 of the Municipal Government Act enables a municipality to sell property at a price less than market value to a non-profit organization if Council considers the organization to carry on an activity that is beneficial to the Town of Trenton. The procedure for this process to occur includes a public hearing respecting the sale of property if the offer to purchase is more than ten thousand dollars (\$10,000.00) less than market value, and a resolution of Council passed by at least two-thirds majority of the Council present and voting.

4. Unsolicited Proposals

When an unsolicited offer to purchase land owned by the Town of Trenton is received, staff will determine if that property has been deemed surplus by motion of Council. If already deemed surplus by motion of Council, the property will be disposed of in accordance with disposal methods included in this policy.

If the property has not been deemed surplus by motion of Council, the request will be presented to Council. Council will determine if the property is surplus to the needs of the Town of Trenton. If deemed surplus, staff will proceed to dispose of the property using the most appropriate method.



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APPROVED: 2020-08-18

5. Investment of Proceeds from the Sale of Town Owned Property

The Municipal Government Act stipulates how funds received from the sale of property are to be invested, which include:

- a) Proceeds received from the sale of property, other than proceeds of the sale of land transferred to the Town of Trenton during the subdivision process, shall be invested in the Town's Capital Reserve Fund.

"A withdrawal from the capital reserve fund shall be authorized by Council, by resolution, and may only be used for:

- i. capital expenditures for which the Municipality may borrow
- ii. repayment of the principal portion of capital debt; and
- iii. landfill closure and post closure costs."⁵

- b) Proceeds from the sale of land transferred during the subdivision process shall be invested in the Municipality's Open Space Fund. Proceeds received from the sale of land acquired by way of the subdivision process "shall be used for parks, playgrounds and similar public purposes within the Municipality."⁶

6. Authority of Elected Officials and Staff of the Town to Purchase Surplus Property

Elected officials, the Chief Administrative Officer, or the spouse of an elected official or the Chief Administrative Officer are not permitted to purchase Town owned property that has been deemed surplus to the needs of the Town. For the purpose of this policy, "spouse" is defined by the Province of Nova Scotia Municipal Conflict of Interest Act C.299 R.S.N.S. 1989 s.2(i).

7. Requirement of Purchaser

Any successful tender or approved purchaser will be required to provide the Town of Trenton with:

- a) A certificate of Title signed by a lawyer in good standing with the Nova Scotia Barristers Society
- b) All necessary survey or subdivision plans
- c) All necessary processing charges i.e. GST/HST, Deed Transfer Tax, Registry of Deeds, legal fees, and administration fees
- d) An appraisal prepared by a licensed appraiser selected in agreement with the Town of Trenton, if deemed necessary
- e) Any advertising cost that may result from the tender process over and above the original surplus property listing(s) by the Town of Trenton.



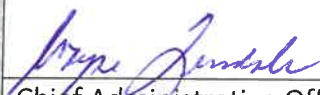
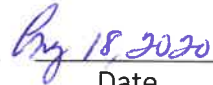
Town of Trenton

POLICY NO. ED-20200818

APPROVED: 2020-08-18

ENDNOTES

1. Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (1)
2. Municipal Government Act, Part III, Powers, Powers of municipality regarding property, Section 50 (5) (a)
3. Municipal Government Act, Part VI, Tax Collection, Municipal purchase of tax sale property, Section 143 (1)
4. Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (2)
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6. Municipal Government Act, Part IX, Subdivision, Land or cash-in-lieu, Section 273 (13)

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	ED-20200818	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>June 29, 2020</u>
Council Approval:	<u>2020/ 08/ 18</u> Y M D	Date of Passage of Current Policy:	<u>August 18, 2020</u>
Effective Date:	<u>2020/ 08/ 18</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u>2003/ 03/ 13</u> Y M D		
		Chief Administrative Officer	Date



Highlights of changes

Current Reporting Checklist	Proposed Reporting Checklist
Copy of "Active" Registry of Joint Stocks	Confirmation of "Active" Registry of Joint Stocks
Financial Statements (Balance Sheet/Income Statement)	Annual detailed financial statements (Schedule C - application for registration)
Agenda and minutes from AGM	Agenda and minutes from AGM
Bank Statements for all accounts at year end	Bank Statements for all accounts at year-end date
Budget for current/upcoming year	5-year budget statement (Schedule D – application for registration)
Proof of registration as a fire department or emergency provider under the MGA	Application of registration as a fire department or emergency provider under the MGA – Richmond County
	Signed agreement to provide mutual aid with neighbouring areas
	Confirmation of Public Liability/Apparatus/Station Insurance, etc. (those not part of the group plan)
	List of all department assets for insurance coverage (Schedule E – VFD Asset List)
	Confirmation of Annual apparatus pump test certification
	Confirmation of Annual SCBA / facepiece flow test certification
	Updated list of members and their Master Numbers
	Copy of Department's SOP's, SOG's, By-laws or any other governing documents

As times change and new standards are put in place, the Municipality must strive to achieve set standards following guidelines set out. The Municipal Government Act sets These changes are required to ensure the safety of Fire Department members, the transparency, and accountability for the operation of a fire department within the Municipality of the County of Richmond and to assist in guiding future changes within the Municipality.

The ESC will work closely with departments to ensure that these items are provided and maintained.

MGA References:

- 294 (3)(4) – Registration and services provided
- 294 (8) – Registration does not make a fire department an agent of the Municipality
- 294 (9) – A registered fire department is not a municipal enterprise - Municipal Finance Corporation Act. 1998, c. 18, s. 294
- 296 (1) The council may make policies respecting full-time, volunteer, and composite fire departments and emergency service providers in the municipality.
- (2) Policies for fire departments and emergency service providers may include
 - (a) requirements and procedures for registration;
 - (b) personnel policies with respect to those members who are employees of the municipality;
 - (c) the manner of accounting to the council for the use of funds provided by the municipality; 174 municipal government 1998, c. 18 APRIL 1, 2020
 - (d) an annual meeting to report to the public respecting fire and emergency services;
 - (e) such other matters as are necessary and expedient for the provision of emergency services in the municipality. (3) The council may require proof of compliance with its policies before advancing any funds. 1998, c. 18, s. 296



TITLE	REGISTRATION OF FIRE DEPARTMENTS AND EMERGENCY SERVICE PROVIDERS POLICY
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Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:

I certify this to be a true copy of the Registration of Fire Departments and Emergency Service Providers Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held _____, 2024.

Shelley David
MUNICIPAL CLERK

1. Policy Statement

The Municipality of the County of Richmond wishes to establish and maintain a complete system for *Fire Departments and Emergency Service Providers*.

2. Objective(s)

To establish a standard process across the County for evaluating applications for registration (following the Municipal Government Act), Payment and Reporting.

3. Responsibility(s)

a. Municipal Council’s Responsibilities

i. Municipal Council will:

1. Approve all changes to this policy and its schedules.

b. Chief Administrative Officer’s Responsibilities

i. The Chief Administrative Officer will:

1. Administer the policy and procedures as outlined; and
2. Recommend to Council, for consideration, any changes in the process.

c. Chief Financial Officer Responsibilities

i. The Chief Financial Officer will:

1. Prepare a report for Council in March of each fiscal year outlining the fire departments that have met the reporting requirements and highlight those who have not.
2. Distribute levy payments to volunteer fire departments as follows:
 - a. First Payment: 50% in July
 - b. Second Payment: 50% in March
(The March payment shall be distributed after all documentation has been received - checklist)
3. If the reporting requirements (as listed in Appendix A) have not been met, the second payment of 50% will be withheld until such time the proper reporting has been submitted. If the reporting requirements continue to remain outstanding into a new fiscal year, the funds for that fiscal year will also be withheld until all reporting requirements are met.

d. Emergency Services Coordinator Responsibilities

- i. The Emergency Services Coordinator will:
 1. Receive all registrations and review according to guidelines for submission to the CFO.
 2. Assist Departments when required with direction of the process and timelines.

4. General

- a. The Municipality of the County of Richmond recognizes the importance of volunteer fire department organizations and the services they provide to Richmond County residents and the community. The Municipality of the County of Richmond wishes to support the volunteer fire departments.
- b. This Policy sets out the payment schedule on which fire departments will receive levy funds throughout the fiscal year.
- c. The Municipality will establish a registry of Fire Departments and Emergency Service Providers
- d. All applications for registration that are approved by Municipal Council will be recorded in a central record of registry.
- e. All applications must be complete with all supporting documents listed in Appendix "A" and submitted no later than the last day of February in each fiscal year.
- f. All applications should be in the format attached as Appendix "B."
- g. The registration will be updated Annually to ensure any changes have been captured.

5. This Policy replaces the following:

- a. Policy, Registration of Fire Departments and Emergency Service Providers, Approved April 13, 1999
- b. Policy, Municipality of the County of Richmond VFD Payment, and Reporting Policy

Registration of Fire Departments and Emergency Service Providers Policy		
Notice Given:		
Motion to Amend:		
Version Number	Amendment Description	Council Approval Date
1	Amend: More detailed application process	
2	Amend: Combine policies and additional detail to the process	

Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council

Next Scheduled Review is Fall of 2025.

List of Schedules attached to this Policy.

- Appendix ‘A’ Annual Reporting Checklist**
- Appendix ‘B’ Application for Registration**
- Appendix ‘C’ Annual Detailed Financial Statement**
- Appendix ‘D’ 5 Year Detailed Budget Projection**
- Appendix ‘E’ Updated Asset List Documentation**

DRAFT



RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENTS

ANNUAL REPORTING CHECKLIST

<input type="checkbox"/>	Confirmation of “Active” Registry of Joint Stocks
<input type="checkbox"/>	Application of registration as a Fire Department or Emergency provider under the Municipal Government Act (MGA) – Richmond County
<input type="checkbox"/>	Signed Agreement to provide mutual aid with neighboring areas
<input type="checkbox"/>	Confirmation of Public Liability / Apparatus / Station Insurance, etc. (Those not part of the group plan)
<input type="checkbox"/>	Annual Detailed Financial Statement (Schedule C – Application for Registration)
<input type="checkbox"/>	5 Year Budget Statement (Schedule D – Application for Registration)
<input type="checkbox"/>	Bank Statements for all accounts at year-end date
<input type="checkbox"/>	List of all department assets for insurance coverage (Schedule E- VFD Asset List)
<input type="checkbox"/>	Confirmation of Annual Apparatus Pump Test Certification
<input type="checkbox"/>	Confirmation of Annual SCBA / Facepiece Flow Test Certification
<input type="checkbox"/>	Agenda and minutes from Annual General Meeting
<input type="checkbox"/>	List of Members and their Master Numbers (Update when changes are made)
<input type="checkbox"/>	Copy of Department’s SOP’s, SOG’s, By-Laws, or any other governing documents

All reporting must be submitted by February 28th, 2024, to:

Attn: Emergency Services Coordinator
Municipality of the County of Richmond
PO Box 120, Arichat, NS B0E 1A0
Email: emo@richmondcounty.ca
Office: (902) 226-3990



Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act

(Municipal government Act – Guide Respecting Fire and Emergency Services March 1999 - pages 7-8)

Service Provider Name:	<hr/> <hr/> <hr/> <hr/> <hr/>
Contact and Address:	<hr/> <hr/> <hr/> <hr/> <hr/>
Service Provider Incorporated under:	<hr/> <hr/> <hr/> <hr/> <hr/>
Form of Insurance and amount held by Service Provider:	<hr/> <hr/> <hr/> <hr/> <hr/>
Communities or Areas protected by the Service Provider:	<hr/> <hr/> <hr/> <hr/> <hr/>



Nature of Services Provided:

Please indicate the nature of Emergency Services provided and the level of service provided by circling the appropriate reference.

Fire and Fire Related Emergencies	Structural	Defensive	N/A	
Medical Emergencies	EMR	Medical Assistance	N/A	
Vehicle Rescue	Technician	Operational	Awareness	N/A
Water Rescue	Technician	Operational	Awareness	N/A
Ice Rescue	Technician	Operational	Awareness	N/A
Structural Collapse	Technician	Operational	Awareness	N/A
Excavation Collapse	Technician	Operational	Awareness	N/A
High Angle Rescue	Technician	Operational	Awareness	N/A
Hazardous Material	Technician	Operational	Awareness	N/A
Confined Space Rescue	Technician	Operational	Awareness	N/A
Confined Space Entry	Provider	Assistance	N/A	
Ground Search and Rescue	Provider	Assistance	N/A	

Please refer to the “Evaluation of Services Provided and Level of Service” information attached, in answering the following questions:

- Are there any limits on the level of service that will be provided in respect to any of the services checked above?
If so, please indicate:



2. Does the Service Provider have the equipment to perform the services checked above?

3. Does the Service Provider have the training and experience necessary to provide the services checked above?

Date:

Date:

**Signature, Name and Position of
Emergency Service Provider
Representative**

**Signature, Name and Position of
Municipal Representative**

Date:

Date:

**Signature, Name and Position of
Emergency Service Provider
Representative**

**Signature, Name and Position of
Municipal Representative**



Evaluation of Services Provided and Level of Service for Use with Application for Registration as a Fire Department or Emergency Services Provider under the Municipal Government Act

Information From the Office of the Fire Marshall

The registration of a fire department or emergency services provider is a replacement for the fire wards system. The process recognizes that fire departments may carry on a wider variety of services than under the previous Act.

The following is a direct quote from National Fire Protection Association Standard 1500:

"Spelling out the specific parameters of services to be provided allows the fire department to plan, staff equip, train, and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services they can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and that it cannot register the department to deliver."

There are several fire departments who have expressed concern that they could be prevented from attending emergencies in their communities. The registration should not therefore be an all or nothing situation. The responding department may not have the training, equipment, or command system to fully handle the situation. The department may, however, be able to aid the victims until more qualified help does arrive. This level of service can be indicated upon registering, in letter form or on the registration form, by a note indicating a limit on the level of service to be provided, or by a note stating what, in the definitions provided below, will not be provided.

To assist the fire service and the municipal units, the Office of the Fire Marshal has developed a registration form that includes a checklist for services and level of abilities. This checklist was developed with the assistance of the Fire Officers Association directors. The use of this form is not compulsory. Each Town may develop its own registration process in accordance with the Municipal Government Act, although it is noted that it is the desire of the fire service advisory group that there should be one common system rather than 55.

The Office of the Fire Marshal will not be evaluating fire departments; the registration process is between the Town and the fire department.

The standards selected are from the National Fire Protection Association 1500 standard for Firefighter Occupational Health and Safety. The key to this standard is that "no activity is undertaken unless the benefit outweighs the risk," for example, items such as a minimum four-person crew for interior attack should be followed except where a rescue of someone inside the building is possible. The NFPA 1500 document should be the corner stone upon which each fire department attempts to meet the highest standard of safety. There are sections such as physical fitness requirements and recruiting that may require a different approach by the fire department.



Definitions of the Terms used in the Registration Form

1. Fire and Fire Related Emergencies:

a) Structural:

- i. Means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency.
- ii. Departments should have firefighters trained to NFPA 1001, protective personal equipment, down alarms, accountability system, adequate water supply, pumping capacity and an incident command system.
- iii. Departments should also have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.
- iv. Shipboard firefighting, if provided, should be carried out following the NFPA standard 1405 1996 Edition Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires.
- v. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.

b) Defensive:

- i. Means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas.
- ii. Defensive operations are generally performed from the exterior of structures and are based on a determination the risk to personnel exceeds the potential benefits of offensive actions.
- iii. Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies.
- iv. Rescue may be undertaken if the benefit warrants the risk.
- v. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.

c) N/A:

- i. Means the department does not respond to these calls.

2. Medical Emergencies – Response to known medical emergencies

a) Registered First Responder (MFR):

- i. Means responders registered with the Department of Health through EHS first responder program and respond to medical calls or provide medical assistance at the scene of an incident.

b) Medical Assistance:

- i. Means responders who have standard or emergency first aid and respond to medical emergencies or provide medical assistance at a response incident.
- ii. Equipment includes a first aid kit.

The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse, and high angle rescue:

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 1999.

Technician Level:

1. First responder at the technician's level are those persons who respond, as either the initial call out or as a mutual aid response to contain and control the incident.
2. This level of service usually will provide a high degree of intervention.

Operations Level:

1. First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident.
2. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

Awareness Level:

1. First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency.
2. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

1. Vehicle Rescue:

- a) Means removal of victims from a vehicle following an accident. This may require elaborate or simple tools and knowledge depending upon the incident. The first responder should be aware of the department's abilities and when it is necessary to request a higher level of service.
 - i. **Technician:**
 - 1) Properly maintained complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing, etc. and trained as a team to use the equipment, recognize hazards, and protect the victim.
 - ii. **Operations:**
 - 1) Properly maintained hand tools, manual hydraulic tools, air tools, and trained as a team to use the equipment, recognize hazards, and protect the victim.
 - iii. **Awareness:**
 - 1) Does not have the equipment for extrication but does respond to motor vehicle accidents.



2. Water Rescue:

- a) Means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.
 - i. **Technician:**
 - 1. Survival suits, water rescue kit, if diving is provided- appropriate equipment for conditions, a boat including life jackets.
 - 2. Training to a level for the service provided, either surface rescue or diving.
 - 3. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - ii. **Operations:**
 - 1. Approved life jackets for each rescuer, throw ropes, life ring with rope, a boat.
 - 2. Training should include boating safety.
 - 3. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - iii. **Awareness:**
 - 1. Responds but does not have the equipment or training.

3. Ice Rescue:

- a) Means rescue of individuals from extremely cold water or ice.
 - i. **Technician:**
 - 1. Full ice rescue kit including floatation suit and ice board or equivalent.
 - 2. Training for cold water rescue.
 - 3. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - ii. **Operations:**
 - 1. Approved life jackets for each rescuer, throw ropes, life ring with rope.
 - 2. Trained respecting safety rescuer and victim.
 - 3. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.
 - iii. **Awareness:**
 - 1. Responds but does not have the equipment or training.

4. Structural and Excavation Collapse:

- a) Rescue of persons for collapsed ditches, etc. or collapsed structures.
- b) There are five levels of service. Each department should examine the document to determine their own level of ability.
 - i. **Technician:**



1. Providing this service should meet the full requirements of NFPA 1670.

ii. Operations:

1. Provides a medium level of service in accordance with NFPA 1670.

iii. Awareness:

1. Assists visible victims; prevents further collapse.

5. High Angle Rescue:

a) Rescue of persons from building faces, cliffs trees or other locations where individuals must be lowered or raised by the rescuer.

i. Technician:

1. Equipment recommended by and training provided by a recognized high angle rescue organization.

ii. Operations:

1. Ropes and other similar equipment should meet the NFPA Standard, gloves, protective clothing required for the incident.
2. Training on knot tying.

iii. Awareness:

1. Secures the scene, stabilizes the incident.

6. Hazardous Materials:

a) Response to chemical incidents.

b) All levels should be in accordance with NFPA 472 1997 Edition Standard on professional Competence of Responders to Hazardous Materials Incidents.

c) Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized.

d) There is a wide range of service, from a domestic oil spill to an upset gasoline tanker.

e) *The important fact is knowing the department's limitations.*

i. Technician:

1. Hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release.
2. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.

ii. Operations:

1. First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

iii. Awareness:



1. First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials.

2. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.

7. Ground Search and Rescue/Confined Space Entry and Confined Space Rescue: Self-explanatory.

a) Provider:

- i. Meets the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.

b) Assistance:

- i. Members are under the control of a SAR team.

Date:

Date:

Signature, Name of Warden

Signature, Name of CAO



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
 LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

Annual Detailed Financial Statement

Volunteer Fire Department:

Fiscal Year:

REVENUES	March	April	May	June	July	August	September	October	November	December	January	February	Total
Government Revenue													
Municipality of the County of Richmond	-	-	-	-	-	-	-	-	-	-	-	-	-
Province of Nova Scotia	-	-	-	-	-	-	-	-	-	-	-	-	-
Department of Natural Resources	-	-	-	-	-	-	-	-	-	-	-	-	-
HST rebates	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Government Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations													
Public donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Firefighter Donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising Activities													
Fundraising activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue													
Any Interest on accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposition of property and equip	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-

EXPENSES	March	April	May	June	July	August	September	October	November	December	January	February	Total
Fundraising Activities													
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
General and Administrative													



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND
LA MUNICIPALITÉ
DU COMTÉ DE

5 Year Budget Statement / Request

Volunteer Fire Department:

Years:

REVENUES	Past Year Actual	Current	2024	2025	2026	2027	2028
Government Revenue							
Municipality of the County of Richmond	-	-	-	-	-	-	-
Province of Nova Scotia	-	-	-	-	-	-	-
Department of Natural Resources	-	-	-	-	-	-	-
HST rebates	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Government Revenue	-	-	-	-	-	-	-
Donations							
Public donations	-	-	-	-	-	-	-
Firefighter Donations	-	-	-	-	-	-	-
Total Donations	-	-	-	-	-	-	-
Fundraising Activities							
Fundraising activities	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-
Miscellaneous Revenue							
Any Interest on accounts	-	-	-	-	-	-	-
Disposition of property and equip	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Miscellaneous Revenue	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-

EXPENSES	March	April	May	June	July	August	September
Fundraising Activities							
Supplies	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-
Rental fees	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-
General and Administrative							
Office Administration	-	-	-	-	-	-	-
Any Mortgage Payments	-	-	-	-	-	-	-
Power - Electrical	-	-	-	-	-	-	-
Heating	-	-	-	-	-	-	-
Water/Sewer	-	-	-	-	-	-	-
Telephone & high speed internet	-	-	-	-	-	-	-
Apparatus and Liability insurance	-	-	-	-	-	-	-
VFIS insurance	-	-	-	-	-	-	-



Detailed Month over Month of Previous Year Financial Statement

Volunteer Fire Department:

REVENUES	January	February	March	April	May	June	July	August	September	October	November	December	Total
Government Revenue													
Municipality of the County of Richmond	-	-	-	-	-	-	-	-	-	-	-	-	-
Province of Nova Scotia	-	-	-	-	-	-	-	-	-	-	-	-	-
Department of Natural Resources	-	-	-	-	-	-	-	-	-	-	-	-	-
HST rebates	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Government Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations													
Public donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Firefighter Donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Donations	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising Activities													
Fundraising activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue													
Any Interest on accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
Disposition of property and equip	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-	-	-	-	-	-	-

EXPENSES	January	February	March	April	May	June	July	August	September	October	November	December	Total
Fundraising Activities													
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-	-	-	-	-	-	-
General and Administrative													
Office Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
Any Mortgage Payments	-	-	-	-	-	-	-	-	-	-	-	-	-
Power - Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-
Heating	-	-	-	-	-	-	-	-	-	-	-	-	-

Water/Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone & high speed internet	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apparatus and Liability insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
VFIS insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WCB insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Building and ground maintenance (snow removal)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stipends Paid	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitorial supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security and monitoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Banking Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General and Administrative	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire / Rescue														
Dispatching	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TMR radio fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel and meal reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Any Membership Dues	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Any License Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment repairs and maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fire prevention / public awareness	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Foam / extinguishing agent	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PPE (non-capital) and personal wear	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SCBA Flow testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SCBA Cylinder Hydro static testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small tool replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Awards and special events	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous fire / rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fire / Rescue	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apparatus and Small Engines														
Diesel fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gasoline	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mechanical repairs & parts	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Apparatus Pump Testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Apparatus and Small Engines	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPERATING SURPLUS (DEFICIT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAPITAL BUDGET	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Capital Items														
Turnout Gear	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PPE	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Fire Hose	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apparatus Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Station Renovation / Replacement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Items	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET CASH SURPLUS (DEFICIT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-



5 Year Budget Projection

Volunteer Fire Department:

Years:

REVENUES	Past Year Actual	Current	2025	2026	2027	2028	2029
Government Revenue							
Municipality of the County of Richmond	-	-	-	-	-	-	-
Province of Nova Scotia	-	-	-	-	-	-	-
Department of Natural Resources	-	-	-	-	-	-	-
HST rebates	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Government Revenue	-	-	-	-	-	-	-
Donations							
Public donations	-	-	-	-	-	-	-
Firefighter Donations	-	-	-	-	-	-	-
Total Donations	-	-	-	-	-	-	-
Fundraising Activities							
Fundraising activities	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-
Miscellaneous Revenue							
Any Interest on accounts	-	-	-	-	-	-	-
Disposition of property and equip	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Miscellaneous Revenue	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	-	-	-	-

EXPENSES	Past Year Actual	Current	2025	2026	2027	2028	2029
Fundraising Activities							
Supplies	-	-	-	-	-	-	-
Services	-	-	-	-	-	-	-
Rental fees	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Total Fundraising Activities	-	-	-	-	-	-	-
General and Administrative							
Office Administration	-	-	-	-	-	-	-
Any Mortgage Payments	-	-	-	-	-	-	-
Power - Electrical	-	-	-	-	-	-	-
Heating	-	-	-	-	-	-	-
Water/Sewer	-	-	-	-	-	-	-
Telephone & high speed internet	-	-	-	-	-	-	-
Apparatus and Liability insurance	-	-	-	-	-	-	-
VFIS insurance	-	-	-	-	-	-	-
WCB insurance	-	-	-	-	-	-	-
Building and ground maintenance (snow removal)	-	-	-	-	-	-	-
Stipends Paid	-	-	-	-	-	-	-

Janitorial supplies	-	-	-	-	-	-	-	-
Security and monitoring	-	-	-	-	-	-	-	-
Banking Fees	-	-	-	-	-	-	-	-
Total General and Administrative	-	-	-	-	-	-	-	-
Fire / Rescue								
Dispatching	-	-	-	-	-	-	-	-
TMR radio fees	-	-	-	-	-	-	-	-
Training	-	-	-	-	-	-	-	-
Travel and meal reimbursement	-	-	-	-	-	-	-	-
Any Membership Dues	-	-	-	-	-	-	-	-
Any License Fees	-	-	-	-	-	-	-	-
Equipment repairs and maintenance	-	-	-	-	-	-	-	-
Fire prevention / public awareness	-	-	-	-	-	-	-	-
Foam / extinguishing agent	-	-	-	-	-	-	-	-
PPE (non-capital) and personal wear	-	-	-	-	-	-	-	-
SCBA Flow testing	-	-	-	-	-	-	-	-
SCBA Cylinder Hydro static testing	-	-	-	-	-	-	-	-
Small tool replacement	-	-	-	-	-	-	-	-
Awards and special events	-	-	-	-	-	-	-	-
Miscellaneous fire / rescue	-	-	-	-	-	-	-	-
Total Fire / Rescue	-	-	-	-	-	-	-	-
Apparatus and Small Engines								
Diesel fuel	-	-	-	-	-	-	-	-
Gasoline	-	-	-	-	-	-	-	-
Mechanical repairs & parts	-	-	-	-	-	-	-	-
Annual Apparatus Pump Testing	-	-	-	-	-	-	-	-
Miscellaneous items	-	-	-	-	-	-	-	-
Total Apparatus and Small Engines	-	-	-	-	-	-	-	-
TOTAL EXPENSES	-	-	-	-	-	-	-	-
OPERATING SURPLUS (DEFICIT)	-	-	-	-	-	-	-	-
CAPITAL BUDGET	Past Year Actual	Current	2025	2026	2027	2028	2029	
Capital Items								
Turnout Gear	-	-	-	-	-	-	-	-
PPE	-	-	-	-	-	-	-	-
Fire Hose	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Apparatus Replacement	-	-	-	-	-	-	-	-
Station Renovation / Replacement	-	-	-	-	-	-	-	-
Total Capital Items	-	-	-	-	-	-	-	-
NET CASH SURPLUS (DEFICIT)	-	-	-	-	-	-	-	-

APPENDIX E - Volunteer Fire Department Asset List

Fire Department	Vehicle ID	Plate #	Year	Make	Model	Serial Number	Type	Purchased Date	Purchased Price	Equipment Costs	Scheduled Replacement Year	Estimated Replacement Cost	Fuel Type	Fuel Capacity (G or L)

Fire Hall	Year Built	Initial Construction Cost	Renovation Year if done	Renovation Costs	Estimated Replacement Cost	Planned replacement
Richmond	1976	\$ 100,000.00	1990	\$ 25,000.00	\$ 1,000,000.00	2030

Items	Quantity	Purchase Cost	Estimated Replacement Cost
Fire Hall Contents	Computer		
	TV		
	Printer		
Out Building Contents	Lawn Mower		
	Lawn Edger		
	Compressor		
Firefighter Equipment	Bunker Gear		
	Gloves		
	Helmets		
	Balaclavas		
Other Specialized	Jaws		
	Water Rescue		
	Ice rescue		
Truck Equipment	Hose		
	Couplings		
	Nozzles		
	PPV Fan		
	SCBA		
	Spare Bottles		
Other			



RICHMOND COUNTY VOLUNTEER FIRE DEPARTMENTS

ANNUAL GENERAL MEETING CHECKLIST

<input type="checkbox"/>	Invitation of Emergency Services Coordinator and public of meeting
<input type="checkbox"/>	Previous AGM minutes
<input type="checkbox"/>	Agenda for meeting <ol style="list-style-type: none">1. Call to order2. Approval of Agenda3. Approval of Minutes from previous year AGM4. President's Report5. Treasurer's Report & Financial Statements<ol style="list-style-type: none">a. Current Year Budget and approval6. Fire Chief's Report<ol style="list-style-type: none">a. Call stats<ol style="list-style-type: none">i. Medical Aidii. Medical Cardiac Arrestiii. Firesiv. Brush Firesv. Motor Vehicle Accidentsvi. False Alarmsvii. Otherb. Training sessionsc. Apparatus Maintenance and repaird. Building maintenance, repair, and renovationse. Recruitment/retention7. New Business8. Approval of Area Rate (remain the same or increase/decrease)9. Approval of New Constitution and Bylaws as required by Societies Act10. Director's Election11. Officer's Election12. Public Comments/Questions13. Motion to Adjourn

By-Law / Policy Working List	
Policy	Notes
Grants Policy	Amended Draft, Grant Type 5 Added.
Sale of Municipal Property	Policy is above what the MGA requires, change is required.
Registration of Volunteer Fire Department & Emerg. Services Policy	1st draft with changes (from Steve)
Capital Improvement & Development	Discussion for policy creation.
Purchasing and Tender Policy	1st draft with changes (from Chris) + Oct 23rd Request From Council for Review
Committee Structure/Procedural Policy	1st draft - In progress
Terms of References	1st draft
Heritage By-Law	1st draft of changes
Heritage Property Designation Policy	1st draft
Vending By-Law	2nd draft
Vending Fee Policy	2nd draft
CCBF - Non Profits Policy	Not in progress
Councillor Payment Policy	Not in progress
Cellphone Use	Not in progress
Animal By-Law	Not in progress
Flag Policy	Not in progress
Waste Receptables at food establishments	Not in progress
Speed Radar Units	Not in progress
Near Completion	Notes
Plan Richmond Project - Municipal Planning Strategy & Land Use By-Law / EDPC	Public Hearing Scheduled for February 26, 2024
Recently Completed	
Strategic Communications Plan	Completed
Website Content and Maintenance Policy	Completed
Social Media Policy	Completed
Publication of Council, Committee of Council, Committee Reports and Meeting Packages on Municipal Website	Completed
Communication Policy	Completed
Delegation Appearing before Municipal Council	Completed
Travel and Expense Policy	Completed
Grant Disclosure Policy	Completed
Wind Turbine Overlay Mapping Land Use By-Law Amendments	Completed
Marketing Levy Amendments	Completed
RCMP Advisory Board By-Law	Completed
Recreation Vehicles/Small Campgrounds - EDPC	Completed
For Future Review	
Halloween Policy	
Employee Policies	
Advertisements - Discussion (direction for advertisements that are not operational or community based)	

Index of Policies

Administration Policies - Name	Date
Communications Policy	31-Jan-24
Website Content and Maintenance Policy	31-Jan-24
Social Media	31-Jan-24
Storm Closure	23-Jan-23
Awards of Recognition	28-Nov-22
Non-Union Salary Administration	25-Apr-22
Virtual Meetings	25-Apr-22
Flag Policy	25-Apr-22
Dry Hyrant	24-Jan-22
Hours of Operation	22-Nov-21
Asset Management	26-Apr-21
WorkPlace Wellness	24-Feb-20
Full-Time Term Employment	24-Feb-20
Workplace Wellness	24-Feb-20
Purchasing and Tendering	20-Jun-19
Credit Card	23-Apr-18
Hiring	23-Apr-18
Technology Purchase	26-May-14
Internet Usage & Electronic Communication	26-May-14
Sale of Municipal Property	16-Dec-13
Municipal Records Management	25-Feb-13
Dangerous and Unsightly Premises (Amended 2019)	09-Nov-09
Disposal of Surplus Equipment	12-Feb-07
Document Shredding	12-Dec-05
Registration of Fire Departments and Other Emergency Service Providers	13-Apr-99
Pay-Out Regarding Sick Leave	14-Jun-96
Council Policies - Name	Date
Budget Release Policy	23-May-23
Comfort Centre and Emgergency Shelter	24-Apr-23
Public Particiaption Program Engagement with Abutting Municipalites	27-Feb-23
Travel Expense	28-Nov-22
Virtual Meetings	25-Apr-22
Flag Policy	25-Apr-22
VFD Payment	21-Mar-22
Grants Policy	22-Nov-21
Councillors' Payment Policy	24-Feb-20
Code of Conduct	25-Feb-19
Hospitality	23-Apr-18
Policy to Amend By-Law #61, Building Permit Fees By-Law	25-Jun-12
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