



## **BY-LAW / POLICY COMMITTEE MEETING**

Monday, March 11<sup>th</sup>, 2024, 6:00 p.m.  
Council Chambers

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) February 12<sup>th</sup>, 2024
4. By-Law / Policy, Re:
  - a) Capital Improvement and Development Policy, Draft
  - b) Committees Policy, Draft
5. By-Law/Policy Priority List
6. Recommendations to Council ( if required)
7. Adjournment



## **By-Law/Policy Committee Meeting**

**February 12<sup>th</sup>, 2024 – 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 6:05 p.m.

### **Approval of Agenda**

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the agenda be approved.

Motion carried.

### **Review of Minutes re: January 15<sup>th</sup>, 2024**

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the minutes of the January 15<sup>th</sup>, 2024 meeting be approved.

Motion carried.

### **Review of Policies/ By-Laws**

#### **a) Grants Policy, Amended Draft**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that the By-Law/Policy Committee recommend to council to proceed with the adoption of the grants policy as amended.

Motion carried.

#### **b) Sale of Municipal Property, Amended Draft**

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to Council to proceed with the adoption of the Sale of Municipal Property Policy with the clarification of the term “non-usable” in section 4.2 (d) as discussed.

Motion carried.



**c) Registration of Fire Departments and Emergency Service Providers Policy**

It was the consensus of the Committee to have staff report back to the committee with a introduction and implementation plan that incorporates support for the Fire Department and Emergency Service Providers with the documentation required.

**By-Law / Policy Working List**

For information only.

**Recommend to Council**

Proceed with the adoption of the Grants Policy as amended and the Sale of Municipal Property Policy with the clarification of the term “non-usable” in section 4.2 (d) as discussed.

**Adjournment**

There being no further business, the chair adjourned at 6:55 p.m.

\_\_\_\_\_  
**Municipal Clerk**

\_\_\_\_\_  
**Chairperson**



**Title Capital Improvement and Development**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>
I certify this to be a true copy of the <b>Capital Improvement and Development Policy</b> as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.	
_____ <b>Shelley David</b> <b>Municipal Clerk</b>	

**1. Policy Statement**

1.1. Whereas Council has authority to spend money for physical infrastructure within the Municipality as more particularly set out in section 65 of the Municipal Government Act;

And whereas from time to time Council receives third party requests for municipal funding for physical infrastructure projects, not all of which fall within the parameters of the other funding policies;

And whereas Council generally supports the development of physical infrastructure to benefit inhabitants and communities within the Municipality;

And whereas Council agrees that reasonable physical infrastructure projects which will benefit communities or areas in the Municipality should be evaluated for purposes of municipal funding support in a careful and consistent manner;

Now therefore, this policy sets down the process by which requests for Municipal funding for physical infrastructure projects as defined herein will be evaluated .



## 2. Policy

The following principles will guide the process by which requests for Municipal funding for physical infrastructure projects as defined in this policy will be evaluated.

### 2.1. Infrastructure Projects

- a) For the purposes of this policy, "infrastructure project(s)": means the construction, installation, or expansion of physical infrastructure within the Municipality and comprising components of a water or sewer system, three phase power system, streets, sidewalks, gutters;
- b) but does not include the repair of existing physical infrastructure nor the construction, erection, renovation, or expansion of buildings.

### 2.2. Eligible Costs

- a) For the purposes of this policy, "eligible costs" shall refer to capital costs expressly identified as eligible costs in the funding contract between the Municipality and the proponent.

### 2.3. Municipal Funding

- a) In no case shall Municipal funding approved pursuant to this policy exceed 33% of the total eligible costs of the infrastructure project as determined by Council.

### 2.4. Special Purpose Fund

- a) Council shall establish a fund for use in providing Municipal funding to approved infrastructure projects under this policy.
- b) The fund shall be maintained through annual contributions in amounts to be determined by Council from time to time in consultation with the Chief Financial Officer.

## 3. Process

The following process shall apply with respect to requests for Municipal funding for infrastructure projects, subject to:

### 3.1. Initial Presentation

- a) The proponent seeking funding shall present to Council, in writing and, if requested orally, a description of the project including but not limited to the following:
  - i. Objective;
  - ii. geographical location;
  - iii. project background / history and any obstacles physical components;
  - iv. budget and cost projections projected schedule;
  - v. sources of funding (in addition to Municipal funds being sought);
  - vi. participants (including confirmation of good standing of all corporate; participants), and
  - vii. identified benefit to community or inhabitants.

### 3.2. First Stage Decision

- a) If Council decides the project will not be considered for funding purposes, the proponent shall be advised and his/ her presentation materials returned.
- b) If Council decides the project should be evaluated further for funding purposes, Council shall refer the presentation to Municipal staff, together with such additional or particular issues or questions as may be identified by Council, for investigation.

### 3.3. Staff Investigation

- a) Municipal staff shall review the project description/ materials and report on, among other things:
  - i. eligibility for funding under this or any other funding policy;
  - ii. whether the project is objectively reasonable and sound;
  - iii. whether there are any problems with the proponent's data;



- iv. whether any concerns are identified;
  - v. overall cost-benefit analysis insofar as possible;
  - vi. any collateral information relevant to the project and funding request.
- b) In preparing a Report on the project proposal and funding request, staff may request additional information and particulars from the proponent, such requests and response to be in writing.
  - c) Before the Report is finalized, it shall be reviewed by the Director of Public Works and Chief Financial Officer and such other department heads as they consider may have relevant input.
  - d) The Report may include recommendations to Council.
  - e) The CAO will review the Report prior to presenting the same to Council.
- 3.4. Presentation of Staff Report
- a) The Staff Report will be presented to Council in Committee of the Whole meeting by the CAO.
  - b) The presentation of the Staff Report may involve in camera discussion with respect to potential contract issues.
  - c) Council may refer the Report back to staff with additional direction for further analysis or comment.
- 3.5. Second Stage Decision
- a) If Council decides not to fund the project, it shall direct the CAO to notify the proponent in writing that funding is denied. This notice may, in the discretion of Council, include reasons for the denial of funding.
  - b) If Council decides more information is required from the proponent before the funding issue is decided, Council shall direct the CAO to contact the proponent seeking such information and arranging a further presentation.



In the event of a further presentation, the additional information shall be referred to staff for further investigation and supplemental report.

- c) If Council decides that on all of the available information it is interested in considering funding for the project, Council shall direct the CAO to contact the proponent with a written Expression of Interest.

### 3.6. Expression of Interest

- a) The Expression of Interest shall be made without prejudice and shall set out and include the following:
  - i. the basis for Council's interest, confirming the materials and information provided by the proponent;
  - ii. the necessary pre-conditions for Municipal funding ;
  - iii. the funding limits which will apply;
  - iv. the definition of eligible costs for calculation of Municipal funding;
  - v. the documentation required from the proponent including given Municipal
  - vi. staff access to design and other documents, and to sub-contractors and consultants;
  - vii. notice that any Municipal funding shall be conditional on the execution between the parties of a written contract and that only eligible and approved costs shall be funded.
- b) The proponent shall be required to return a signed and dated copy of the Expression of Interest confirming intention and wish to enter into a contract with the Municipality for purposes of funding.

### 3.7. Third Stage Decision – Funding Contract

- a) Where the proponent has signed and returned a copy of the Expression of Interest, the negotiation of the funding contract can take place.
- b) Council shall refer the negotiation and drafting of the terms of the contract to staff and including consultation with the Municipal Solicitors.



- c) Negotiations shall be conducted on a “without prejudice” basis pending conclusion and execution of a complete written agreement.
- d) No one shall make any commitment to any funding on behalf of the Municipality until the agreement has been approved by majority vote of Municipal Council and fully executed in writing as authorized.

### Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
March 11, 2024	



**Title: Committees**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>
I certify this to be a true copy of the <b>Committees Policy</b> as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.	
_____	
Shelley David	
Municipal Clerk	

**1. Purpose**

The purpose of this policy is to outline the formation, role and operation of Committees established by Municipal Council and applies to committees and boards in which voting members are Council and/or Citizen Members.

**2. Policy Statement**

The Municipality of the County of Richmond (MCOR) Municipal Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

**3. Procedure - General**

- 3.1. The role of the Committees shall be to receive reports on areas of interest within their scope and make recommendations to Council on the direction and nature of policy development and general governance of the municipality as required.
- 3.2. Council members and or their appointees to external boards/Committees, shall be responsible to provide meeting minutes to municipal staff to be posted for the information of all members of Council.

- 3.3. Robert's Rules of Order shall apply to all committee meetings.
- 3.4. The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Municipality's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.
- 3.5. The rules governing the procedures of Council shall be observed in Committee and Board meetings, except that:
  - a) A motion to close debate is out of order;
  - b) Motions do not have to be submitted in writing unless requested by the presiding officer; and
  - c) Casual dress is acceptable by members.
- 3.6. All committee members are subject to the Municipality of County of Richmond Code of Conduct in the execution of committee work.
- 3.7. The committee shall meet at such time and place as established in their respective terms of reference, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 3.8. Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 3.9. Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the Municipality's social media platforms.
- 3.10. A temporary vacancy of the citizen member positions does not negate the ability of the Committee to hold regular meetings.
- 3.11. All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Regular Council via a committee report.
- 3.12. In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

- 3.13. The Community and Strategic Committees shall not utilize external services or otherwise commit the MCOR to money expenditures except by requesting funds from Council. Nothing in this paragraph limits Council's authority to grant or refuse a request by the Committee.
- 3.14. Committee members are residents of the Municipality of the County of Richmond.
- 3.15. A person appointed by the council as a member of a committee, board or commission pursuant to the Policy or any other Policy or By-law of the Municipality of the County of Richmond, or Act of the Legislature who, without leave of the board, commission or committee, is absent from three consecutive regular meetings, ceases to be a member.
- 3.16. Council may replace Committee members who resign or who, in Council's opinion are unable or unwilling to discharge their duties or fail to attend diligently to the Committee's affairs.

#### **4. Citizen Appointments**

- 4.1 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.2 Applications for appointment to the committees shall be invited by public advertisement as per the Strategic Communications Plan.
- 4.3 Public members will be appointed to the Committee by resolution of Council.
- 4.4 Public members will have equal rights and responsibilities as all other Committee members as it relates to administering the business of the Committee, including:
  - a) The ability to make and vote on motions,
  - b) The requirement to declare any conflict of interest, and
  - c) The expectation of confidentiality of in camera Committee discussions and information.
- 4.5 Public member terms are appointed on a two-year term. Such member may serve no more than six consecutive years but are eligible for reappointment after an absence of at least one year, the term for which will begin in the January immediately following a municipal election.

## 5. Remuneration

- 5.1. A committee member who is a Council member:
- a) is not entitled to additional remuneration for serving on the committee; and
  - b) may be reimbursed for expenses incurred as a committee member.
- 5.2. A committee member who is not a Council member:
- a) is not entitled to remuneration for serving on the committee; and
  - b) may be reimbursed for expenses incurred as a committee member.

## 6. Committees and Boards

### 6.1. Standing Committees and Boards

The following Committees and Boards are approved for Council appointments or nomination/recommendation to the province (including external organizations):

- 6.1.1. Accessibility Advisory Committee
- 6.1.2. Audit Committee
- 6.1.3. By-Law and Policy Committee
- 6.1.4. Cape Breton Regional Enterprise Network (CBREN)
- 6.1.5. Committee of the Whole
- 6.1.6. Eastern District Planning Commission
- 6.1.7. Emergency Management Advisory Committee
- 6.1.8. Emergency Management Planning Committee
- 6.1.9. Fences Arbitration Committee
- 6.1.10. Fire Services Committee
- 6.1.11. Joint Industrial Park Commission
- 6.1.12. Landrie Lake Water Utility Board
- 6.1.13. Planning Advisory Committee
- 6.1.14. Police Advisory Board
- 6.1.15. Richmond Villa Board.
- 6.1.16. Recreation Advisory Committee

## 6.2. Community Committees

The following Community Committees are approved for Council appointments or Council nomination/recommendations:

- 6.2.1. Bras D' Or Lake Biosphere
- 6.2.2. Cape Breton Island Housing
- 6.2.3. Cape Breton South – Recruiting for Health
- 6.2.4. Conseil de développement économique de la Nouvelle-Écosse (CDENE)
- 6.2.5. Destination Cape Breton
- 6.2.6. Eastern Counties Library Association
- 6.2.7. Pitu'paq Group
- 6.2.8. Richmond County Literacy Network
- 6.2.9. St. Anne's Community Nursing
- 6.2.10. St. Peter's Area Water Utility
- 6.2.11. Strait Area Transit
- 6.2.12. Strait of Canso Superport

## 6.3. Strategic Committees

The following Committees are Strategic Committees of interest to MCOR.

- 6.3.1. Age Friendly Communities
- 6.3.2. Bras D'Or Lake Collaborative Environmental Planning Initiative (CEPI) Council
- 6.3.3. Fire Services Association of Nova Scotia (FSANS)

## 6.4. Special, Community or other Committees of Council

Special, Community or other Committees of Council may be approved for Council appointments or Council nomination/recommendations as determined necessary by motion of Council.

## **7. Committee Membership – Standing Committees and Boards**

### **7.1. Accessibility Advisory Committee**

- a) Membership shall have between 4 and 8 members. At least half of the members must be people with disabilities or represent organizations that represent people with disabilities, in accordance with the act. At least one elected Councillor shall be a member of the committee, and any members of the public must be appointed by Council. Municipal staff will be non- voting members of the committee.
- b) The Mandate of the Accessibility Advisory Committee is to provide advice to Richmond County Council. The type of advice provided will identify, prevent, and eliminate barriers to people with disabilities. This advice will apply to the County's programs, services, activities, and facilities. Advice may also apply to advocacy efforts in general.
- c) Terms of Reference, Appendix I

### **7.2. Audit Committee**

- a) Membership shall be composed of all members of Council, plus one public member, together with the Chief Financial Officer and Municipal Clerk.
- b) The mandate of the Audit Committee acts as an advisory board carrying out critical review functions on behalf of council. The primary function of the audit committee is to assist council in fulfilling oversight responsibilities related to quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transaction and protection of assets are in place.
- c) Terms of Reference, Appendix A

### **7.3. By-Law and Policy Committee**

- a) Membership shall be composed of all members of Council, plus one public member, together with the Chief Administrative Officer and Municipal Clerk.

- b) The mandate of the By-Law and Policy Committee is to:
  - i. Receive and consider recommendations for new or revised by-laws from Municipal staff (which may include input from interested individuals, groups and/or organizations);
  - ii. Provide a forum (when necessary) to receive, to hear or consider representation from any individual, organization or delegation with respect to a specific by-law;
  - iii. Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
  - iv. Take action on such matters as are lawfully delegated to it by Council.
- c) Term of Reference, Appendix B

#### **7.4. Cape Breton Regional Enterprise Network (CBREN)**

- a) Membership consists of one member of Council along with the CAO.
- b) CBREN is governed by their respective Bylaws and Policies

#### **7.5. Committee of the Whole**

- a) Membership shall consists of all Council Members and membership on the Committee automatically extends to Council Members, without the necessity of formal appointment by Council, and automatically terminates upon the termination of a person's status as Council Member.
- b) The mandate of the Committee of the Whole is:
  - i. to discuss, consider, advise and make recommendations to Council concerning the affairs of the Municipality that may come before Council, in advance of Council making decisions or taking action on such matters, except where Council determines that consideration by the Committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council; without having to be forwarded to the [Committee of the Whole] for its recommendations:
    - (a) correspondence;
    - (b) reports and recommendations from other committees of Council;
    - (c) planning matters;

- (d) first or second reading of By-Law enactments, amendments or repeals; and
  - (e) matters which are the subject of a statutory hearing by Council.
- ii. to take action on such matters as are lawfully delegated to it by the Municipality's By-Laws and Policies, or by Council resolution including, but not restricted to e.g. hearing appeals from the exercise of licensing and permitting powers by staff, undertaking hearings and making decisions pursuant to unsightly or dangerous premises, receiving submissions or presentations from members of the public;
  - iii. to take such other steps not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate.
- c) The Chair of the Committee is the Warden, and the Secretary is the Municipal Clerk.

#### **7.6. Eastern District Planning Commission (EDPC)**

- a) Two members of Council are appointed to the EDPC, along with the CAO.
- b) EDPC is governed by their respective Bylaws and Policies

#### **7.7. Emergency Management Advisory Committee (MEMAP)**

- a) Membership shall be composed of two members of Council, plus one public member, together with the Emergency Management/Fire Services Coordinator, Chief Administrative Officer and Municipal Clerk.
  - b) The Mandate of the EMAC is to provide advice on matters pertaining to emergency planning, direction/analysis of emergency services, and recommendations for Council to approve directives (i.e. MEMP) that support the goals of the Committee. The MEMAC will receive info from the MEMPC, Council, and other stakeholders to incorporate into solutions that will improve the safety of Richmond County residents.
- c) Terms of Reference, Appendix C

#### **7.8. Emergency Management Planning Committee (MEMPC)**

- a) Membership shall be composed of two members of Council, plus participating stakeholders, together with the Emergency Management/Fire Services Coordinator, Chief Administrative Officer and Municipal Clerk.
- b) The Mandate of the MEMPC is to provide direction and oversight to the Municipal Emergency Management Planning Committee (MEMPC) for the development of the Municipal Emergency Management Plans (MEMP).
- c) Terms of Reference, Appendix D

#### **7.9. Fences Arbitration Committee**

- a) Membership shall include one member appointed by the Nova Scotia Federation of Agriculture and one member appointed by the Municipal Council.
- b) The mandate of the Fences Arbitration Committee to assist the Municipality in the arbitration process following a written complaint related to agricultural fencing matters and stray livestock with the intention of providing early engagement to reduce conflict and increase cooperative opportunities.
- c) Terms of Reference, Appendix F

#### **7.10. Fire Services Committee**

- d) Membership shall include two members of Council, Emergency Management/Fire Services, Fire Department Chief, Deputy Chief or a designate from each Volunteer Fire Department.
- b) The mandate of the fire services committee is to advise Municipal Council respecting the state of readiness of the fire services within the Municipality of the County of Richmond as well as maintain transparent and timely communication pathways between all Fire Departments regarding legislation, regulation, policies and/or directives that have an impact on the delivery of fire protection.
- c) Terms of Reference, Appendix G

#### **7.11. Joint Industrial Park Commission**

- a) Two members of Council are appointed to the Joint Industrial Park Commission, along with the CAO.
- b) The Commission is governed by their respective Bylaws and Policies

#### **7.12. Landrie Lake Water Utility Board**

- a) Two members of Council are appointed to the Landrie Lake Water Utility Board, along with the CAO.
- b) The board is governed by their respective Bylaws and Policies

#### **7.13. Planning Advisory/Heritage Committee**

- a) Membership shall include all members of Municipal Council and two members-at-large.
- b) The mandate of the Planning Advisory/Heritage Committee is to:
  - i. Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, Heritage Bylaw, as well as general land use planning matters.
  - ii. Receive and consider recommendations from Municipal staff, interested groups and/or organizations
  - iii. Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw
  - iv. Gather information on matters affecting planning and development;
  - v. Provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
  - vi. Take other steps consistent with this document and reasonably deems necessary to carry out its mandate; and,
  - vii. Take action on such matters as are lawfully delegated to it by statute or by Council.
- c) Terms of Reference, Appendix E

#### **7.14. Police Advisory Board**

- a) Membership shall be two members of council, two members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and one member appointed by the Minister of Justice.

- b) The mandate of the Police Advisory Board is to advise Municipal Council respecting the “state and readiness of police services” in Richmond County and take other steps consistent with these terms that the committee reasonably deems necessary to carry out its mandate.
- c) Terms of Reference, Appendix H

#### **7.15. Richmond Villa Board**

- a) Three members of Council are appointed to the Richmond Villa Board.
- b) The board is governed by their respective Bylaws and Policies

#### **7.16. Recreation Advisory Committee**

- a) Membership shall be two members of Council, nine community representatives, and three members of the Recreation Department.
- a) The mandate of the Recreation Advisory Committee is to advise Municipal Council on all matters pertinent to recreation programs for consideration by Council. It will review and facilitate recommendations of recreation programs, events and initiatives identified by Council, the Recreation Department and the Committee itself. The ultimate goal is to enhance the quality of life of Richmond County residents through a wide range of innovative, inclusive and accessible recreation and physical activity programs and events.
- b) Terms of Reference, Appendix J

### **8. Committee Membership - Community Committees**

- 8.1. Membership to community committees are appointed as Council deems necessary.
  - 8.1.1. Bras D’ Or Lake Biosphere
    - One citizen appointee
  - 8.1.2. Cape Breton Island Housing
    - One citizen appointee
  - 8.1.3. Cape Breton South – Recruiting for Health
    - One member of Council

8.1.4. Conseil de développement économique de la Nouvelle-Écosse (CDENE)

- One member of Council ?

8.1.5. Destination Cape Breton

- One citizen appointee

8.1.6. Eastern Counties Library Association

- One citizen appointee ?

8.1.7. Pitu'paq Group

- One citizen appointee

8.1.8. Richmond County Literacy Network

- One citizen appointee

8.1.9. St Anne's Community Nursing

- One member of Council ?

8.1.10. St. Peter's Area Water Utility

- One citizen appointee

8.1.11. Strait Area Transit

- Two members of Council

8.1.12. Strait of Canso Superport

- One citizen appointee

8.2. Community committees are governed by their respective Bylaws and Policies.

## 9. Committee Membership – Strategic Committees

9.1. Membership to strategic committees are appointed as Council deems necessary.

9.1.1. Age Friendly Communities (Seniors Take Action Coalition - STAC)

- 2 members of Council ?
- 2 Municipal Staff

9.1.2. Bras D'Or Lake Collaborative Environmental Planning Initiative (CEPI) Council

- One member of Council ?

9.1.3. Fire Services Association of Nova Scotia (FSANS)

- One citizen appointee (Chosen by the Fire Services Committee)

9.2. Committees that fall under the category of Strategic committees are governed by their respective Bylaws and Policies except where otherwise noted.

**Related Documents**

- [Municipal Government Act](#)
- [Fences and Detention of Stray Livestock Act](#)
- [Code of Conduct Policy](#)
- Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition

**Appendix**

**Committee Terms of Reference**

- Appendix A - Audit Committee
- Appendix B - By-Law and Policy Committee
- Appendix C - Emergency Management Advisory Committee
- Appendix D - Emergency Management Planning Committee
- Appendix E - Fences Arbitration Committee
- Appendix F - Fire Services Committee
- Appendix G - Planning Advisory/Heritage Committee
- Appendix H - Police Advisory Board
- Appendix I - Accessibility Advisory Committee
- Appendix J - Recreation Advisory Committee

**Policy Review/Amendment Schedule**

Date of Review	Formally advertised and amended by Council
March 11, 2024	1 <sup>st</sup> Draft

<b>By-Law / Policy Working List</b>
<b>Policy</b>
Capital Improvement & Development
Committees Policy
Committee Terms of Reference
Procedural Policy
Purchasing and Tender Policy
Registration of Volunteer Fire Department & Emerg. Services Policy
Heritage By-Law
Heritage Property Designation Policy
Vending By-Law
Vending Fee Policy
CCBF - Non Profits Policy
Councillor Payment Policy
Cellphone Use
Animal By-Law
Flag Policy
Waste Receptables at food establishments
Speed Radar Units
<b>Near Completion</b>
Plan Richmond Project - Municipal Planning Strategy & Land Use By-Law / EDPC
Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.
<b>Recently Completed</b>
Grants Policy
Sale of Municipal Property
Strategic Communications Plan
Website Content and Maintenance Policy
Social Media Policy
Publication of Council, Committee of Council, Committee Reports and Meeting Packages on Municipal Website
Communication Policy
Delegation Appearing before Municipal Council
Travel and Expense Policy
Grant Disclosure Policy
Wind Turbine Overlay Mapping Land Use By-Law Amendments
Marketing Levy Amendments
RCMP Advisory Board By-Law
Recreation Vehicles/Small Campgrounds - EDPC
<b>For Future Review</b>
Halloween Policy
Employee Policies
Advertisements - Discussion ( direction for advertisements that are not operational or community based)

## Index of Policies

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<b>Council Policies - Name</b>	<b>Date</b>
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