



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

**BY-LAW / POLICY COMMITTEE MEETING**

Monday, December 2, 2024

6:00 p.m.  
Council Chambers

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) November 12, 2024
4. By-Law/Policy
  - a) Municipal Emergency Management Planning Committee Terms of Reference
  - b) Dog By-Law
  - c) Presentations and Delegations Appearing before the Committee of the Whole and or Municipal Council
5. Review of the By-Law/Policy Working List
6. Recommendations to Council (if required)
7. Adjournment



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

**November 12<sup>th</sup>, 2024 – 6:00 p.m.**

**Location:** Council Chambers

**Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson, Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk

**Regrets:** Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation, Stacey Morrison, Appointed Member

### **Call to Order**

Warden Lois Landry called the meeting to order at 6:00 p.m.

### **Approval of Agenda**

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson that the agenda be approved.

Motion carried.

### **Review of Minutes re: September 23<sup>rd</sup>, 2024**

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson that the minutes of the September 23<sup>rd</sup>, 2024, meeting be approved as corrected.

Motion carried.

### **New Code of Conduct for Elected Officials**

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson that the By-Law/Policy Committee recommend to Council to adopt the new Code of Conduct for Elected Officials as mandated by the Province by resolution.

### **Resolution**

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 ("the Regulations"); and,



Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23 A of the Municipal Government Act;

Therefore be it resolved that the Council of the Municipality of the County of Richmond hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Municipality of the County of Richmond.

Motion carried.

### **Review and Prioritize the By-Law / Policy Working List**

Discussion ensued.

### **Recommend to Council**

- Proceed with the adoption of the Code of Conduct for Municipal Elected Officials as prescribed by the Province by resolution.

### **Adjournment**

There being no further business, the chair adjourned at 6:35 p.m.

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**Municipal Clerk**

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**Chairperson**



## **1. Purpose**

- 1.1** The Municipal Emergency Management Planning Committee (MEMPC) will provide an opportunity for all stakeholders in the Municipality of the County of Richmond to collaboratively share information, identify common concerns and assist in discovering solutions that support the Municipal Emergency Management Plan (MEMP).

## **2. Mandate**

- 2.1** The mandate of the MEMPC is to:
- a) Develop the MEMP.
  - b) Provide recommendations to Council for approval that will be included in the MEMP.
  - c) Ensure all emergency planning responsibilities are adequately met as set out in the Emergency Management Act, Nova Scotia, and the Municipality of the County of Richmond (MOCR) Municipal Emergency Management By-Law 50.
  - d) Establish communication links between the MOCR and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness.
  - e) Provide recommendations to Council for approval that will be included in the MEMP.

## **3. Roles and Responsibilities**

- 3.1** Annually, the Committee shall prepare and present to the Council for review and approval:
- a) A list of hazards to which the MOCR is subject to, including relative frequency and impacts.

- b) Plans respecting the preparation for, response to and recovery from emergencies and disasters, including but not limited to:
  - i. Review and updating of plans and procedures.
  - ii. A program of emergency response exercises.
  - iii. A training program.
  - iv. Procedures by which physical and financial emergency resources or assistance may be obtained.
  - v. Procedures by which emergency plans shall be implemented.
  - vi. Procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster.
  - vii. Procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the Municipality.
  - viii. Procedures to establish the priorities to restore essential services provided by the Municipality or to recommend to other service providers, those which are interrupted during an emergency or disaster.

**3.2** Other duties the Committee may assist in:

- a) Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all municipal departments to an emergency and/or disaster.
- b) Improving the Municipality's ability to provide continuity of business and government during an emergency and/or disaster.
- c) Developing a standard for training members involved in the emergency model.
- d) Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
- e) Coordinating with public/private/non-government/volunteer organizations when they form part of the Municipality MEMP.
- f) Present the needs and responses of everyone's division, group, or organization in the emergency planning process.
- g) Informing and educating members of their responsibilities during an emergency or disaster.

- 3.3** The Committee will use the Emergency Management Act Nova Scotia, the Municipal Emergency Management Bylaw 51, and the Emergency Management Planning Guide developed by Public Safety Canada as their guide.

## **4. Composition and Terms of Appointment**

**4.1** Membership shall include:

- a) Two (2) members of Council
- b) Chief Administrative Officer (CAO)
- c) ESC
- d) Municipal Clerk
- e) Department Directors or their designate
- f) Two (2) Fire Chiefs, or designates (selected at the Fire Protection Services Committee meetings)
- g) Emergency Health Services representative
- h) RCMP representative
- i) Nova Scotia Health Authority representative
- j) Emergency Social Services Director
- k) Representative from School District

**4.2** Invited, ex officio members or guests may include, but not be limited to:

- a) Representative from the community
- b) Representative from the Chamber of Commerce
- c) Representative of Industry
- d) Industrial/Commercial Stakeholders, i.e., fishing or manufacturing

**4.3** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.

**4.4** The Committee Chairperson will be the Emergency Services Coordinator.

## **5. Meetings**

- 5.1** The committee shall meet as needed to fulfill its duties.
- 5.2** Meeting procedures shall follow the Council Procedural Policy.
- 5.3** The Chairperson in consultation with the CAO may change meeting times when appropriate or may convene additional meetings as deemed necessary.

## **6. Authority and Accountability**

- 6.1** The MEMPC is a committee formally approved by Council and is provided with the authority to make recommendations to Council through the Municipal Emergency Management Advisory Committee. Final decisions related to the work of the Committee rests with Municipal council.
- 6.2** At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

## **7. Related Documentation**

- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Code of Conduct for Elected Officials of MOCR](#)
- [Strategic Communications Plan](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		2024

## 9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

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Shelley David  
Municipal Clerk



## DOG CONTROL BY-LAW – BY-LAW #13

### 1. TITLE AND PURPOSE

1.1. This By-Law shall be known and may be cited as the "Dog Control By-Law" and is enacted to provide for orderly control of dogs in the County of Richmond.

### 2. DEFINITIONS

2.1. **"Attack"** means to injure, scratch or Bite, or to Threaten or give the impression of threatening, or an assault resulting in real or perceived injury to another person or Animal.

2.2. **"Bite"** means wound, pierce, or penetration of the skin by a tooth or teeth.

2.3. **"Canine Madness"** means a Dog exhibiting conditions of insanity or rage.

2.4. **"Dog"** means any Dog, male or female, of any age, or any canine Animal that is the result of the breeding of a dog and any other canine Animal.

2.5. **"Dog Control Officer"** means any person(s) authorized by the Municipality of the County of Richmond to enforce this by-law and all its provisions and approved to enforce this by-law under the Police Act and to issue Summary Offence Tickets pursuant to this by-law and the Summary Proceedings Act.

2.6. **"Emergency"** means a present or imminent event where a Constable, Peace Officer or the Municipality believes immediate action must be undertaken to protect the health, safety or welfare of people and/or Animals.

2.7. **"Fierce or Dangerous"** means any Dog:

- ~~any dog with a known propensity, tendency or disposition to attack without provocation other domestic animals or persons; or~~
- ~~any dog which has bitten another domestic animal or person without provocation;~~
- ~~a restricted dog as defined in this By-law which is in a public place and not wearing a muzzle.~~
- ~~a restricted dog as defined in this By-law which is in a public place and not under the effective control of an adult person by means of leash or harness.~~



- a) that, in the absence of a Mitigating Factor as defined herein,
  - i) Attacks, or injures a person;
  - ii) Attacks or injures an Animal; or
  - iii) when either unmuzzled or unleashed, in a vicious or terrorizing manner, approaches any person in an apparent attitude of Attack upon streets, sidewalks, any public grounds or places, or on private property.
- b) that Attacks or demonstrates a propensity, tendency or disposition to Attack a person or Animal either on public or private property;
- c) that has caused injury to or otherwise endangered the safety of a person or Animal;
- d) that Threatens any person or domestic Animal;
- e) that is owned or harboured in whole or in part for the purpose of Dog fighting, or is trained for Dog fighting;
- f) that is a restricted dog as defined in this by-law which is in a public place and not under the effective control of an adult person by means of leash or harness.

No Dog shall be deemed a “Fierce or Dangerous Dog” solely because it Bites, Attacks or menaces a trespasser on the property of its Owner, harms or menaces anyone who has tormented or abused it, was at the time of its aggressive behavior acting in defense to an Attack from a person or Animal or acting in defense of its young or is a professionally trained guard Dog for law enforcement or guard duties.

**2.8. “Holiday”** means a day on which normally scheduled work is suspended by law or Municipal policy.

**2.9. “Kennel”** means an establishment for the breeding or boarding of Dogs as a commercial service, or for sport or exhibition purposes.

**2.10. “Leash”** means a device used by a person to restrict movement of an Animal which is adequate for the purpose.

**2.11. “License”** means a License/Tag/registration issued pursuant to this By-Law.

**2.12. “Mitigating Factor”** means a circumstance which excuses the aggressive behavior or actions of a Dog where:

- a) the Dog, at the time of the aggressive behaviour, Attacked or injured any trespasser on property occupied by its Owner;



- b) the Dog, immediately prior to the aggressive behaviour, was being abused or tormented by the person Attacked or injured;
- c) the Dog was acting in defense of itself or a person;
- d) the Municipality determines there is another circumstance that excuses the aggressive behavior of a Dog.

**2.13. “Municipal Kennel”** means such premises and facilities designated by the Municipality as a Dog Kennel for the keeping and disposition of impounded Animals.

**2.14. “Muzzle”** means a humane covering device of sufficient strength placed over a Dog’s mouth to prevent it from biting.

**2.15. “Noise”** means an unwanted sound or activity that unreasonably disturbs the quiet, peace, rest, enjoyment, comfort of convenience of a neighbourhood of the Municipality or a part thereof.

**2.16. “Off-Leash Area”** means a marked location that has been designated by the Municipality as an area where Owners can allow Dogs to roam without a leash.

**2.17. “Owner” means any person or body corporate:**

- a) who is the Licensed Owner of a Dog;
- b) who has legal title to a Dog;
- c) who has possession or custody of a Dog, either temporarily or permanently;
- d) who has care or control of a Dog; or
- e) who harbours a Dog, or allows a Dog to remain on his/her premises.

Where such a person is a minor, “Owner” includes the parent, guardian, or custodian of such a person.

**2.18. “Owner of Premises”** includes a tenant, occupier, a part Owner, joint Owner, tenant in common or joint tenant of the whole or any part of the land or building, and in the case of the absence or incapacity of the person having title to the land or building, a trustee, personal representative, an agent, a mortgagee in possession, an attorney under a valid Power of Attorney or a person having the care or control of the land or building.

**2.19. “Restricted Dog”** means a dog belonging to any of the following breeds or which is a hybrid of any of the following breeds:

- a) Rottweiler;



- b) Bull mastiff;
- c) Dobermann pinscher;
- d) American pitbull terrier;
- e) Staffordshire bull terrier; and
- f) Pitbull terrier.

**2.20. “Running at Large” means**

- a) a Dog is off the property owned or occupied by the Dog’s Owner and is not under control by a Leash or harness; or
- b) a Dog is on the property owned or occupied by the Dog’s Owner but is tethered on a tether of sufficient length to permit the Dog to leave that property.

Any Dog that is off the property of its Owner without being under the apparent restraint or control of some person shall be deemed to be Running at Large for the purpose of this By-Law. In all areas of the Municipality, the Owner of a Dog shall, while the Dog is off the property occupied by the Owner, keep the Dog under control by means of a harness or Leash. The Dog shall be deemed to be Running at Large where the Owner fails to use such apparatus.

Notwithstanding this definition, Dogs participating in a designated off-Leash area are not considered to be ‘Running at Large’.

**2.21. “Service Dog” means any Dog trained to do work or perform tasks for the benefit of an individual with a disability or used for search and rescue or law enforcement.**

**2.22. “Tag” means License as defined in this By-Law**

**2.23. “Threatens” means un-Muzzled, Leashed or unleashed, or unattended by its Owner, or a member of the Owner’s family, in a vicious or terrorizing manner, approaches in an apparent attitude of Attack upon streets, sidewalks, any public grounds or places, or on private property other than the property of the Owner, to any person or Animal.**

### 3. REGISTRATION AND ANNUAL DOG TAX

- ~~On or before the first day of March in each year, the owner of any dog shall register such dog with the Clerk, or dog tax collector, and shall pay the tax provided by this by-law, and shall obtain from the Clerk, or dog tax collector, a tag for such dog.~~
- ~~The owner of a dog who has become owner thereof after the first day of March and which dog is not registered in his name, shall within two days~~



~~after he becomes owner, register the dog and pay the tax to the Clerk or the dog tax collector.~~

- ~~The tax shall be annually as follows:~~
    - ~~One male or spayed female dog: \$10.00~~
    - ~~One female dog, not spayed: \$25.00~~
  - ~~Any dog that is trained to assist and assists a person with a disability is exempt from the tax.~~
  - ~~The owner of a kennel of purebred dogs which are registered in the Canada Kennel Club may, in any year, pay to the treasurer of the Municipality, ten dollars as a tax upon the kennel for that year, and upon the production of the treasurer's certificate of payment, the owner of such kennel shall be exempt from assessment and any further tax in respect of such dogs for that year.~~
  - ~~The Clerk shall supply the owner with a suitable tag for each dog registered, bearing a serial number and a year of registration stamp thereon, and the owner of every registered dog shall keep the tag securely fixed on the dog at all times during the year and until he procures a tag for the following year, accepting that the tag may be removed while the dog is being lawfully used for hunting purposes.~~
  - ~~The Clerk shall keep a record of every dog registered, showing the date and number of registration and the name and description of the dog with the name and address of the owner. The owner shall furnish this information to the Clerk at or before the time of registration.~~
  - ~~If an owner files with the Clerk a statutory declaration that a tag has been lost, the Clerk may replace the tag that has been lost upon payment by the owner of twenty five cents.~~
  - ~~Any owner within the Municipality who sells or transfers any dog shall report to the Clerk the sale or transfer, the name and address of the person to whom it was sold or transferred, a description of the dog and the number of the registration as shown on the tag issued by the Clerk.~~
- 3.1. Every owner of a dog shall, within ten (10) days of having become owner, register such dog with Municipal Staff and obtain from the Municipal Offices or Dog Control Officer, a Tag for such dog. Tags shall bear a serial number and a year of registration stamp.**
- 3.2. In order to register a dog, an owner shall pay the lifetime registration fee and shall supply the Municipality with the following:**
- a) **Name, civic address, mailing address and telephone number of the owner;**
  - b) **Name, breed, and approximate age of the dog;**
  - c) **Description of the dog including whether the dog is male or female, spayed or unspayed or neutered or unneutered as the case may be,**
  - d) **Photo of the dog;**
  - e) **Identification information such as micro-chip implants, tattoos or other special markings;**



- f) Emergency or alternate contact in the event the dog has been found; and
  - g) At the discretion of the Owner, any pertinent information the Owner feels may help in identifying the Dog such as temperament, inoculations or other identifying characteristics.
  - h) Upon receipt of this information, the Municipality shall supply the Owner with a Tag and directions respecting the placement of the Tag and a receipt.
  - i) The Municipality shall be notified immediately of any changes to the information required under this Section.
- 3.3.** The License/registration fee shall be as follows:
- a) One male or spayed female dog \$20.00
  - b) One female dog, not spayed \$45.00
- 3.4.** Registration shall be effective for the lifetime of the dog, but the owner is responsible for replacing the tag if lost in accordance with the registration fees outlined in this by-law.
- 3.5.** The Owner shall not use the Tag issued for one Dog on any other Dog.
- 3.6.** The following are exempt from registration:
- a) a stray dog that is harboured for less than six (6) months;
  - b) a dog shall be exempt from registration and registration fees in the event the owner proves that the dog is under the age of three months;
  - c) a Service Dog as defined in Section 2.21 of this By-Law, that is trained to assist and regularly assist a person shall be registered, but is exempt from any registration fee (evidence of certification may be required at the discretion of the Municipality); or
  - d) if Council authorizes by recorded resolution a fee to be paid by the owner of a kennel of pure-bred dogs that are registered with the Canadian Kennel Association as an annual tax upon the kennel, upon payment of such fee the owner of the kennel is exempt from any further fee in respect to dogs kept at the kennel that year.
- 3.7.** The owner of every dog shall keep on the dog, a collar with the tag issued for that dog by the Dog Control Officer or Municipality at the time of registration and such tag shall be kept securely fixed on the dog at all times while in a public place, accepting that the tag may be removed for hunting purposes.
- 3.8.** The owner of a dog shall deliver in writing to the Dog Control Officer a statement of the number of dogs owned or harboured, or that are kept upon the premises occupied by the owner within ten (10) days after having received notice requiring it to be provided.



**3.9.** The Municipality shall keep a record of every Dog registered, showing the date and number of the registration, the name and description of the Dog with the name and address of the Owner and the respective registration category. In the event that the registration fee is not paid within ten (10) days of the Owner coming into possession of the Dog, the Municipality shall have the authority to impound the Dog.

#### **4. RESPONSIBILITIES OF THE OWNERS**

- ~~• The owner of a dog shall not allow the dog to run at large;~~
  - ~~• The owner of a restricted dog shall ensure that the dog, when in a public place, is muzzled and under the effective control of an adult by means of a harness or leash;~~
  - ~~• The owner of a restricted dog shall ensure that, when not in a public place, the dog is sufficiently restrained or confined so as to prevent the dog from leaving the property without the above described effective control.~~
- ~~• The owner of a dog:~~
  - ~~• which runs at large contrary to this by-law; or~~
  - ~~• in respect of which the tax imposed by this by-law is not paid; or~~
  - ~~• which, without provocation, has attacked or injured any domestic animal or person or property whether or not such dog is chained, muzzled or otherwise restrained;~~
  - ~~• which is a restricted dog and is in a public place without being muzzled and under the effective control of an adult by means of harness or leash;~~
  - ~~• which persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;~~
  - ~~• is guilty of an offense against this by-law and is subject on conviction to the penalties prescribed by this By-Law and the Municipal Government Act.~~

#### **4.1. Every Owner of a Dog:**

- a) whose Dog runs at large;
- b) whose Dog is not wearing a Tag required by this By-Law;
- c) whose Dog is not Licensed pursuant to this By-Law;
- d) whose Dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;
- e) whose Dog at any time without the presence of a Mitigating Factor has Attacked or injured any person or Animal or damaged any property;



- f) who harbours, keeps, or has under care, control or direction, a Dog that is Fierce or Dangerous;
  - g) who fails to remove the feces of such Dog, other than a service Dog that is trained to assist and assisting a person with a disability from public property or private property other than the Owners;
  - h) whose Dog damages public or private property; or
  - i) who sells or transfers a registered Dog and does not report the sale or transfer to the Municipality, along with the name and address of the person to whom the Dog was sold or transferred, a description of the Dog and the Dog's registration number;
- is guilty of an offence under this By-Law.

4.2. When requested to do so, the Owner shall deliver to the Municipality a statement in writing of the number of Dogs owned or harboured or habitually kept on the premises of the Owner, and in the event the Owner neglects or refuses to provide the statement within a period of ten (10) business days after having received notice requiring the statement to be provided shall be guilty of an offence under this By-Law.

## 5. ~~IMPOUNDING AND OTHER REMEDIES~~ IMPOUNDMENT

- ~~• The dog control officer has the authority to impound, sell, kill or otherwise dispose of dogs:~~
  - ~~○ which run at large contrary to this by-law;~~
  - ~~○ in respect of which the tax imposed by this by-law is not paid;~~
  - ~~○ that are fierce or dangerous;~~
  - ~~○ that are rabid, or appear to be rabid or exhibiting symptoms of canine madness; or~~
  - ~~○ that persistently disturb the quiet of the neighbourhood by barking, howling or otherwise.~~
- ~~• The Council shall appoint a pound keeper who shall keep all dogs delivered to him, and furnish them with food and water, and the Dog Control Officer may be appointed and serve as the said pound keeper.~~
- ~~• Upon any dog being impounded, the pound keeper shall, if the dog bears a tag issued by the Clerk, mail to the registered owner by ordinary mail, postage prepaid, and shall post in the Court House at Arichat and in two~~
- ~~• other public places within the Municipality, no later than forty-eight hours before the time fixed therein, a notice in the following form:~~





the Dog Control Officer shall hold such Dog until the expiry of the first business day following the weekend or Holiday to permit the Owner to redeem the Dog.

- 5.4. If a Dog without a Tag is missing the onus is on the Owner of the Dog to ascertain within seventy-two (72) hours of the Dog being impounded, whether the Dog has been impounded; neither the Dog Control Officer nor the Municipality shall incur liability in the event of failure to contact the Owner.
- 5.5. Any Dog with a Tag shall require the Municipality to make at least one attempt to contact the registered Owner of the Dog using the Tag number on the records at the Municipality. The registered Dog may, after the expiration of that period and at the discretion of the Municipality, become the property of the Municipality, and may be offered to the SPCA for adoption.

## 6. FEES AND CONDITIONS FOR RELEASE OF A DOG FROM A KENNEL

- 6.1. The Owner of any impounded Dog, or person having the written authorization of the Owner, may redeem the Animal from the Kennel upon payment of the following:
  - a) Redemption fees (one-time cost of \$100);
  - b) Boarding fee for each day, or part thereof, that the Dog has been impounded (\$20 per day); and
  - c) Any veterinary fees incurred while the Animal is impounded; and a registration fee, if required.
- 6.2. Notwithstanding the foregoing, the owner of any dog which has been impounded for its third infraction of running at large contrary to this By-law within the space of twenty-four (24) months, shall not be permitted to redeem such dog.
- 6.3. Notwithstanding the foregoing, the owner of any dog which has been impounded either pursuant to Section 5, or to the warrant provisions contained in the Municipal Government Act, S.N.S. 1998, c.18, as amended, for its third infraction of persistently disturbing the quiet of the neighbourhood by barking, howling or otherwise contrary to this By-law within the space of twenty-four (24) months shall not be permitted to redeem such dog. The dog may be sold or euthanized by the Pound Keeper and, if sold, the proceeds shall be forwarded to the Municipality of the County of Richmond.
- 6.4. Every Owner who redeems a Dog from the Municipal Kennel shall be liable for payment of all fees incurred in impounding the Dog including, but not limited to, the cost of apprehension, board, food, care, and any veterinary fees prior to reclaiming such Dog as per the conditions in this by-law. In addition, the Owner must produce a valid Municipal Dog Tag before the Dog(s) can be redeemed from the Municipal Kennel.



**6.5.** The Municipality may impose such conditions and/or fines on an Owner who redeems a Dog from the Kennel as the Municipality determines are appropriate and necessary to ensure further violations of this By-Law are unlikely to occur. Conditions may include but are not limited to the following: a muzzle order, leash requirement, microchip, or fencing/containment requirements.

**6.6.** If a dog is released to its Owner on conditions pursuant to Section ABOVE and the Owner fails to comply with one or more conditions:

- a) The failure to comply with the condition or conditions is a contravention of this By-law; and
- b) The Municipality may capture and impound the Dog that is subject to the conditions and deal with it in accordance with Section 5 of this By-law.

**7. PENALTIES-PENALTY**

- ~~Every owner who neglects to obtain a tag for each dog owned by him and to keep it securely fixed on his dog, except while the dog is being lawfully used for hunting purposes, or who used a tag upon a dog other than that for which it was issued, shall be liable on conviction to a penalty of not less than \$100.00 and not more than \$5,000.00 and in default of payment to imprisonment for a period not exceeding ninety (90) days.~~
- ~~Any person who violates or fails to comply with any provisions of this by-law shall be liable on conviction to a penalty of not less than \$100 and not more than \$5,000, and in default of payment to imprisonment not exceeding ninety (90) days, providing that where a person has been issued a Summary Offence Ticket by the Dog Control Officer in respect of such offence under this By-law, the person may settle out of court by endorsing a guilty plea and paying the minimum fine, together with administrative and victim surcharges payable thereon, to the Clerk of the Provincial Court at the Justice Centre in Port Hawkesbury, Nova Scotia.~~
- ~~Every day on which an offence under this By-law continues may be considered a further offence and further Summary Offence Tickets issued therefor.~~

**7.1.** The owner of any dog which is guilty of any of the offences against this By-law is subject on summary conviction to be liable to a fine as follows:

- a) First Offence  
 (Within in a 24 month Period) ..... \$165.00
- b) Second Offence  
 (Within in a 24 month Period) ..... \$279.00
- c) Third Offence  
 (Within in a 24 month Period) ..... \$425.00
- d) Fourth Offence  
 (Within in a 24 month Period) ..... \$605.00



7.2. A person who does anything prohibited by this By-Law or who neglects or fails to do anything required by this By-Law to be done by them is guilty of an offence and except where some other penalty is provided by this By-Law for the act, refusal, neglect or failure, is liable on summary conviction to a penalty of not more than five hundred dollars (\$500.00) and, in default of payment, to imprisonment for a term not exceeding ten (10) days.

7.3. Every Owner of a Dog that commits an offence under Section 4 of this By-Law, upon conviction shall be liable to a penalty of not more than five thousand dollars (\$5,000.00) and, in default of payment, to imprisonment for a term not exceeding thirty days. Any person who obstructs or hinders the Dog Control Officer in the performance of their duties under this By-Law is guilty of an offence, and is liable, upon summary conviction to a penalty of not less than one hundred dollars (\$100.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment to imprisonment for a term of not more than two (2) months.

## 8. ~~FIERCE AND DANGEROUS DOGS~~ FIERCE OR DANGEROUS DOGS, RABID DOGS, AND RUNNING AT LARGE REPEAT OFFENDERS

- ~~(Upon information on oath by a Peace Officer that it is believed on reasonable and probable grounds that a person is harbouring, keeping or has under care, control or direction a dog that is fierce or dangerous, rabid or appears to be rabid, that exhibits symptoms of canine madness or that persistently disturbs the quiet of a neighbourhood by barking, howling or otherwise, any Judge or Justice of the Peace may, by warrant under his or her hand, authorize and empower a person named in the warrant to enter and search the place where the dog is at anytime, to open or remove any door, lock, fastening or obstacle preventing access to the dog, to break, remove or undo any chain, rope, lock, or fastening of the dog to the premises and to seize and deliver the dog to the pound;~~
- ~~Where the person named in the warrant is unable to seize the dog in safety, that person may destroy the dog;~~
- ~~The Peace Officer must satisfy the Judge or Justice of the Peace upon information on oath of the reasons or grounds of belief before a warrant under this section may be issued.~~
- ~~At the trial of a charge laid against the owner of a dog that is fierce or dangerous contrary to this by-law:~~
  - ~~the Judge may, in addition to the penalty, order that the dog be destroyed by the pound keeper or otherwise dealt with, and order that the owner pay any costs incurred by the Municipality related to the dog including costs related to the seizure, impounding or destruction of the dog; and~~
  - ~~it is not necessary to prove that:~~
    - ~~the dog previously attacked or injured any domestic animal, person or property;~~
    - ~~the dog had a propensity to injure or to do damage or was or is~~



- ~~accustomed to doing acts causing injury or damage;~~
- ~~the defendant knew that the dog had such propensity or was or is accustomed to doing acts causing injury or damage;~~
- ~~the defendant knew or permitted the dog to be in public while not wearing a muzzle or without being under the effective control of an~~
- ~~adult person by harness or leash.~~
- ~~evidence that one neighbour was disturbed is prima facie evidence that the neighbourhood was disturbed.~~
- ~~No Judge shall order the release of any dog and no pound keeper shall release any dog to the owner unless the owner pays all fees, costs and expenses of the pound keeper while the dog was impounded and kept at the pound.~~
- ~~All former Dog By-Laws passed by the Council are hereby repealed and this By-Law substituted therefore.~~

**8.1. Any Dog Control Officer investigating a dog alleged to be fierce or dangerous may do any one or more of the following:**

- a) **Declare the offending dog to be fierce or dangerous;**
- b) **Impose an Order of Conditions on the dog that the dog owner is obligated to follow, including but not limited to:**
  - i) **Requiring the dog to be muzzled and tethered at all times off property and/or outside of an enclosure.**
  - ii) **Requiring the dog to be secured indoors or in an enclosure on property owned by the owner.**
  - iii) **Requiring appropriate signage warning of the risk posed by the dog.**
  - iv) **Any other condition deemed necessary to ensure the safety of the public.**
- c) **Order any dog under investigation for being fierce and dangerous, be impounded for 10 days, at the owner's expense. The Dog Control Officer may extend the period of impoundment if more time for assessment is required.**
  - i) **Any dog impounded may, in the investigating Dog Control Officer's discretion, undergo any testing deemed necessary to ensure the health and safety of the public, including a welfare and behavioural assessment to determine eligibility for return.**
- d) **A dog that the Dog Control Officer believes on reasonable grounds acted in a fierce or dangerous manner be seized, at any time following the alleged occurrence of being fierce or dangerous, may:**
  - i) **undergo welfare and behavioural assessment to determine eligibility for return to the owner or rehoming.**
  - ii) **prior to making a decision as to return or rehome a dog, the Dog Control Officer shall share the results of any tests or assessments with the owner and shall provide the owner at least two business days to submit a written response.**



- iii) if the Dog Control Officer decides to rehome a dog, the owner must be provided at least five (5) business days' notice before the permanent placement in a new home occurs.
- 8.2.** Where a Dog has been captured and impounded and the Municipality has reasonable grounds to believe any of the following apply, the Dog shall be dealt with in accordance with the sections below:
- a) The Dog was Running at Large and has been captured and impounded on two previous occasions while Running at Large within the past two (2) years;
  - b) The Dog is Fierce or Dangerous; or
  - c) The Dog is rabid or appears to be rabid.
- 8.3.** If the Dog that has been captured has a current Tag issued by the Municipality or a Tag by which the Municipality could ascertain the Owner's name and address, the Municipality shall send a notice to the Owner by registered mail including:
- a) A statement that the Dog will be given away, sold or destroyed by the Dog Control Officer, provided that the date the Dog will be given away, sold, or destroyed shall not be any less than 5 days from the date of mailing of the notice; and
  - b) Notice that the Owner may make written representations to the Municipality respecting the giving away, sale or destruction of the Dog by delivering to the Municipality such written representations 2 days prior to the scheduled date that the Dog will be given away, sold or destroyed.
- 8.4.** If the Dog does not have a Tag issued by the Municipality or a Tag by which the Municipality could ascertain the Owner's name and address, the Municipality are not required to send a notice to the Owner, but shall not give away, sell or destroy the Dog until at least seventy-two (72) hours after it has been captured to permit the Owner an opportunity to make written representations respecting the Dog.
- 8.5.** Where written representations have been provided by an Owner to the Municipality pursuant to Section 8.3 (b), the Municipality shall consider the representations and if the Municipality concludes that the Dog:
- a) Was Running at Large and two previous written warnings have been given to the Owner that the Dog has been Running at Large within the past two (2) years; and/or
  - b) Is Fierce or Dangerous; and/or
  - c) Is rabid or appears to be rabid;
- 8.6.** The Municipality may give away, sell or destroy the Dog, and shall notify the Owner of the decision by registered mail. The notice shall include written reasons for the decision to give away, sell or destroy the Dog.



- 8.7.** If, following consideration of the Owner's written representations, the Municipality decides not to destroy the Dog, the Dog shall remain impounded and dealt with in accordance with Section 6 of this By-Law. The Owner of a Fierce or Dangerous Dog shall ensure that, when the Dog is on the property of the Owner:
- a) The Dog is confined indoors and not left in the control of a person under eighteen (18) years of age; or
  - b) The Dog is confined outdoors:
    - i) In a locked pen or other structure to prevent its escape and capable of preventing the entry of any person not in control of the Dog, which locked pen or other structure has secure sides and top and has no bottom secured to the sides, the sides are embedded in the ground to a minimum depth of thirty (30) centimetres, and the locked pen or structure is at least one and one-half (1.5) metres wide by three (3) metres long and one and one-half (1.5) metres in height, and is not located within 1.2 metres of the property line'; or
    - ii) Muzzled, and under the control of a person over eighteen (18) years of age by means of a Leash not exceeding one (1) metre in length in a manner that prevents it from chasing, injuring, Attacking or Biting other Animals or humans as well as preventing damage to public or private property.
- 8.8.** The Owner of a Fierce or Dangerous Dog shall ensure that, when off the property of the Owner, the Dog is:
- a) Muzzled;
  - b) Harnessed or Leashed on a lead not exceeding one (1) metre in length in a manner that prevents it from chasing, injuring, or Biting other Animals or humans as well as preventing damage to public or private property; and
  - c) Under the control of a person at least eighteen (18) years of age.

## **9. DOG ATTACKS**

- 9.1.** The Owner of any Dog that Attacks any person or another Animal, without the presence of a Mitigating Factor, is guilty of an offence under this By-Law;
- 9.2.** Where the Municipality has reason to believe that a Dog is Fierce or Dangerous, has Attacked or Threatened a person or another Animal, without the presence of a Mitigating Factor, and the Owner of the Dog has been identified, the Municipality may:
- a) issue the Owner a notice to Muzzle, securely Leash, and ensure that the Dog is under the control of a person not under eighteen (18) years of age when the Dog is off the property of the Owner of the Dog;



- b) issue the Owner a notice to keep the Dog securely restrained either indoors or inside an escape-proof enclosure in accordance with Section 9 of this By-Law;
- c) issue the Owner a notice to microchip the Dog; and
- d) obtain a warrant to seize and impound the Dog for public safety until the Owner satisfies the Municipality that the Dog no longer Threatens the public.

**9.3.** In an Emergency, the Municipality may have a Dog destroyed without permitting the Owner to recover it and issue a notice to the Owner informing that the Dog has been destroyed.

## **10. TRANQUILIZING OF A DOG ON SITE**

**10.1.** The Dog Control Officer may tranquilize any dog whether or not it is fierce or dangerous, without notice or impounding if:

- a) the dog is running at large; and
- b) the Dog Control Officer is unable to seize the dog in safety.

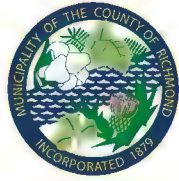
## **11. DESTRUCTION OF A DOG ON SITE**

**11.1.** The Municipality may, without notice to or complaint against the Owner, destroy on site any Dog that is Fierce or Dangerous, is Running at Large and eluding capture, or is rabid or appears to be rabid, if:

- a) There is an Emergency and the Dog poses an immediate danger to a person or a domestic Animal or to property or person other than the Owner; or
- b) The person named in a warrant issued to seize a Dog is unable to seize the Dog safely.

## **12. DUTY TO REPORT**

**12.1.** In the event of an Emergency, or during the course of a normal By-Law response, it is suspected that a Dog has been abused or neglected, the Municipality must notify a peace officer having authority under the Animal Protection Act. The officer(s) may with the assistance of the Municipality take the Dog into protective care and, if necessary, provide veterinary services to such Dog. The cost of care and any veterinary services so provided shall be paid by the Owner. These instances must be reported to the Nova Scotia SPCA's Chief Provincial Inspector.



**Title Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council**

Approved by Council  
Policy Review Notification  
Policy Review

Date:  
Date:  
Date:

I certify this to be a true copy of the **Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy** 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 establish procedures for presentations and delegations appearing before the Committee of the Whole and/or Council.

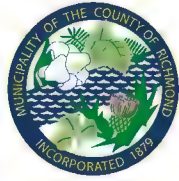
**2. Scope**

This policy covers presentations from local or regional community organizations, professional associations, not-for-profit organizations, federal or provincial government agencies, municipal partners, and individual members of the public requesting delegations.

**3. Roles and Responsibilities**

3.1. Municipal Council will be responsible for:

- a) Reviewing and identifying necessary revisions to the Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy in collaboration with the Chief Administrative Officer (CAO).



**3.2. The CAO will be responsible for:**

- a) Administering and implementing the Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy.
- b) Identifying necessary revisions to this policy in collaboration with Council.
- c) In collaboration with the Warden, reviewing, approving, and determining which meeting the presentation shall be made.

**3.3. The Warden will be responsible for:**

- a) in collaboration with the CAO, reviewing, approving, and determining the meeting in which the presentation shall be made.

**3.4. The Municipal Clerk or designate is responsible for:**

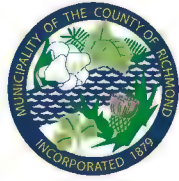
- a) Receiving requests for presentations and delegations.
- b) Forwarding requests to the CAO and Warden for review and approval.
- c) Upon approval, add the presentations or delegation to the appropriate meeting agenda.
- d) Informing presenters and delegates the process for presenting, as per section 8.

## **Policy**

### **4. Policy Statement**

4.1. It shall be the policy of the Municipality of the County of Richmond to permit presentations and delegations to be made to Council or at the Committee of the Whole, related to issues and topics relevant to Municipal Council, whether the presentation is in support or opposition to positions adopted by Richmond Municipal Council.

4.2. Presentations may also be requested to appear at the Committee of the Whole or Council meetings by Council invitation.

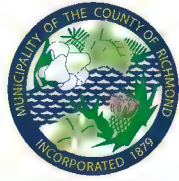


## 5. Policy

- 5.1. The Committee of the Whole agenda is limited to two (2) presentations per meeting. Exceptions may arise if deemed appropriate by Council.
- 5.2. Delegations and petitions should be received at Council; however, they will be accommodated at Committee of the Whole meetings, if there is sufficient time on the agenda to properly address the concern of the delegation.
- 5.3. Matters in which the Municipality of Richmond has entered into legal proceedings, matters related to personnel issues, by-laws for which a public hearing has been scheduled or held, and for matters where there has already been an opportunity for public input will not be further entertained by Municipal Council.

## 6. Presentation Request and Process

- 6.1 Presenters are required to submit written background material, including a copy of the presentation to the office of the CAO, not less than seven (7) working days prior to the meeting, at which the presenter wishes to appear.
  - a) If the meeting at which the presenter wishes to appear is full, the presenter will be placed on the waitlist for the next available meeting date.
- 6.2 Submissions not received, as noted in section 6.1, will not be added to the meeting agenda.
- 6.3 The CAO and Warden shall review each presentation request, and if either or both have concerns regarding the appropriateness of the presentation content, then the presentation will be referred to the Committee of the Whole for a decision on appropriateness.
- 6.4 Council has the right to refuse a presentation.
- 6.1. The office of the CAO will respond to presentation requests not less than two (2) working days before the meeting. If the Warden and CAO agree that the presentation is appropriate, the office of the CAO shall advise the presenter of the location, date, and time of the meeting.



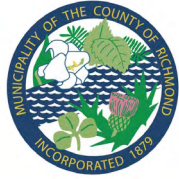
- 6.2. The content and form of presentations should be designed to meet any or all of the following goals:
- i. updating Council on local community initiatives, projects, budgets, or operations;
  - ii. raising Council's awareness and/or support of new community-based organizations or agencies;
  - iii. celebrating achievements of volunteer-based agencies or not-for-profits which has social, cultural, economic, or environmental well-being in their mandate.

## 7. Delegation Request and Process

- 7.1. For members of the public requesting a delegation regarding a complaint/issue, written submissions must be provided to the office of the CAO, not less than seven (7) working days prior to the meeting.
- 7.2. The written submission must include detailed information regarding the complaint/issue.
- 7.3. The submission will be reviewed, and if deemed appropriate by the CAO and Warden, will be placed on the agenda as correspondence action required.
- 7.4. If further information is required, a delegation will be scheduled for the next Council meeting, and the office of the CAO will advise the delegate of the location, date, and time of the meeting.

## 8. Presenting

- 8.1 Presenters are encouraged to have only one speaker, who will be limited to a 15 minute presentation. Presentations may have more than one speaker, but collectively, speakers are limited to the 15 minute time period.
- 8.2 Questions from members of Council may follow the presentation.



- 8.3 A resolution shall not be put forth on the issue of the presentation, at the Council Meeting at which it is received. A resolution may be put forth at the next Council Meeting. If urgency dictates an early decision, Council will require a two-thirds vote of Council to deal with the issue.
- 8.4 The Chair will acknowledge and thank the presenter.

### Repeal and Replace

The Delegation Appearing before Municipal Council Policy and the Delegation Appearing before Committee of the Whole Policy are repealed and replaced with this policy.

### Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council
New	

	<b>BY-LAW/POLICY WORKING LIST</b>	<b>DATE ADDED</b>	<b>STATUS</b>	<b>DRAFT</b>	<b>NEXT STEPS</b>
1	Committee Terms of Reference (IDEA, MEMPC, Fire Protection Services)	28-11-2022	In progress	1	MEMPC Review
2	Dog By-law	07-08-2024	Ready	1	Review
3	Presentations and Delegations Appearing before the COW or Mun.Council	08-05-2024	Ready	1	Review
4	Dry Fire Hydrant Policy	27-05-2024	In progress		
5	Grants Policy	17-07-2024	Review for updating		Review
6	CGBF - Non Profits Policy	27-02-2023	Not in progress		
7	Councillor Payment Policy	26-06-2023	Not in progress		
8	Road Trails Designation By-Law	18-06-2024	Not in progress		
9	Taxis By-Law	23-09-2024	Up for Review		
10	Municipal Record Management Policy	21-10-2024	Up for Review		
11	Halloween	21-10-2024	Up for Review		
12	Dundee Hills Development Wastewater Management District By-Law	23-11-2024	Review for updating		Review
13	Strategic Communications Plan	25-11-2024	Up for Review		Review
14	Registration of Volunteer Fire Department & Emerg. Services Policy	31-01-2024	Reviewed		
15	Heritage By-Law	24-10-2022	In progress	2	
16	Heritage Property Designation Policy	27-02-2023	In progress	2	
17	Vending By-Law	11-04-2023	In progress	2	
18	Vending Fee Policy	11-04-2023	In progress	2	
	<b>DISCUSSION</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Receipt of Donations	23-09-2024	Not in progress		
2	Cellphone Use	24-06-2024	Complete		
3	Waste Receptables at food establishments	24-06-2024	In progress		
4	Roaming Farm Animals	27-05-2024	In progress		
5	Road Trails Designation	18-06-2024	Completed		Draft By-Law
6	Speed Radar Units				
7	Animal By-Law	08-02-2022	Not in progress		
	<b>TO BE REPEALED</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Hands Free Cellphone Use Policy	18-06-2024	In progress		Repeal
	<b>EDPC LAND USE BY-LAWS IN PROGRESS</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>