



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

**Tuesday, January 14, 2025, 6:00 p.m.  
Council Chambers**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) December 2, 2024
4. By-Law/Policy Compliance, Re:
  - a) Travel and Expense Policy
  - b) Hospitality Expense Policy
5. Discussion, Re:
  - a) Grant Policy - Clarification needed on eligibility vs asset ownership
6. By-Law / Policy, Re:
  - a) Fire Protection Services Committee (FPSC) Terms of Reference
  - b) Inclusive, Diverse, Equitable, Accessible (IDEA) Committee Terms of Reference
  - c) Dog By-Law
  - d) Presentations and Delegations Appearing before the Committee of the Whole and or Municipal Council
7. By-Law/Policy Priority List
8. Recommendations to Council (if required)
9. Adjournment

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

**December 2, 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, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

**Regrets:** Kathleen Jeffrey, Interim Director of Finance

### **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: November 12, 2024**

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that the minutes of the November 12, 2024, meeting be approved.

Motion carried.

### **By-Law/Policy**

- a) Municipal Emergency Management Planning Committee (MEMPC) Terms of Reference

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson that the By-Law/Policy Committee recommend to Council to adopt the MEMPC terms of reference with the edits as discussed.

Motion carried.

b) Dog By-Law

It was the consensus of the committee to continue the review of the Dog By-Law at the next scheduled meeting.

c) Presentations and Delegations Appearing before the Committee of the Whole and or Municipal Council

It was the consensus of the committee to defer the review of this policy to the next meeting.

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

For information only.

**Recommend to Council**

- Proceed with the adoption of the MEMPC terms of reference.

**Adjournment**

There being no further business, the chair adjourned at 6:58 p.m.

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**Municipal Clerk**

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**Chairperson**



**Title** **Travel and Expense Policy**

**Approved by Council**

**Date: October 23, 2023**

**Policy Review Notification**

**Date: September 11, 2023**

**Policy Review**

**Date: October 10, 2023**

I certify this to be a true copy of the **Municipal Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.

  
\_\_\_\_\_  
**Shelley David**  
**MUNICIPAL CLERK**

**1. Policy Statement**

The Municipality of Richmond County wishes to establish and maintain an orderly system for the administration and control of Council and Employee Travel and Expense.

**2. Objective**

To ensure uniform standards and procedures respecting Council and Employee Travel and Expense Claims, in our combined efforts and desire to entrench accountability in our process.

**3. Responsibility**

a) **Municipal Council's Responsibilities**

Municipal Council will:

- i. approve any and all changes to this policy and its schedules

b) **Chief Administrative Officer's Responsibilities**

The Chief Administrative Officer (CAO) will:

- i. administer the policy and procedures as outlined; and
- ii. recommend to Council, for consideration, any changes in the amount provided or manner in which it is disbursed.

#### 4. Procedures

##### a) General

- i. Expenses will be provided to Council members, employees, *bonafide members and members at large* who attend approved meetings, seminars, conferences, training sessions, etc., as representatives of the Municipality.
- ii. When two or more Council members make requests for the same purpose, the CAO in discussion with the Warden shall then determine the appropriate number of persons necessary to represent the Municipality. Should a Council member have a disagreement regarding his or her request for travel, the request will be reviewed with the Warden.
- iii. All requests for travel by the CAO shall be reviewed by the Warden, who shall follow the same guidelines established for Council Members, as contained in section (ii) above.
- iv. All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager, who shall follow the same guidelines established for Council members, as contained in section (ii) above.
- v. The Municipality of Richmond County is not responsible for the cost of travel, lodging, meals, registration, etc., of spouses when they are accompanying the elected or appointed officials to meetings, seminars, conferences, training sessions, etc. unless specifically authorized by Council.
- vi. Travel must have a justifiable Municipality of Richmond County purpose and be within the parameters of the current budget in order to be approved and reimbursed. The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. Municipal Council approval is required for travel that exceeds the parameters of the current budget.

- vii. It is expected that when attending a conference, in order to be eligible for reimbursement of expenses, 80% of the conference sessions be attended. If this is not possible, it should be discussed with the signing authority in advance of attendance.
- viii. Appropriate “In County” and/or “Out of County” Travel and Expense claims are to be completed and signed by the Claimant.
- ix. Where there is disagreement as to the acceptability of specified expenses between the claimant and authorizing personnel the matter shall be referred to the CAO, Warden or the Director of Finance for resolution.
- x. This Policy will consider Port Hawkesbury as “In County” Travel.

**b) Out of County**

**The General Policy and Procedures listed above will apply to Out of County travel. In addition:**

- i. When attending an “Out of County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
  - a. Purpose of Meeting
  - b. Date of meeting
  - c. Place of meeting
  - d. Start and end time of meeting
  - e. Person(s) present at the meeting
  - f. Brief statement of discussions held
- ii. All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and both agree on the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.

**c) In County**

**The General Policy and Procedures listed above will apply to In County travel. In addition:**

All requests for travel by employees shall be reviewed by the CAO or appropriate supervisory Director or Manager.

- i. With the exception of meetings of all elected Council members, when attending an “In County” conference or meeting where there is agenda material, the agenda must be attached to the claim form. Meetings of all elected Council members are public meetings and agendas are available online.
- ii. When there is travel for the purpose of meetings or appointments where there is no agenda material, the following details must be included on the claim form or in the Written Travel Report:
  - a. Purpose of Meeting
  - b. Date of meeting
  - c. Place of meeting
  - d. Start and end time of meeting
  - e. Person(s) present at the meeting
  - f. Brief statement of discussions held
- iii. When travel is for the purpose of work related to your assigned position with the Municipality, your expense report, Schedule ‘B’, along with any receipts will be taken as pre-approval.

**d) Rates**

- i. Claimable travel shall be paid in accordance with rates established by the Council. (Schedule ‘A’ attached)
- ii. A current schedule of rates should be appended to the Policy at all times.

**e) Disbursements**

- i. Payment shall be made upon presentation of a completed travel and expense forms (Schedule ‘B’ and ‘C’ attached).

- ii. The Warden must approve the CAO's completed travel claim form. The CAO must approve the Warden and Council's completed travel claim form.
- iii. All other staff completed claim forms must be approved by the appropriate Supervisor, Director or Manager.
- iv. To be eligible for payment, travel expense forms must be presented for approval no later than 60 days after return.
- v. Any adjustments noted after claim form has been approved and paid will be indicated on the travel claim form and initialed by the claimant. Any payment for adjustments of an over/underpayment will be reconciled on a subsequent travel claim. Adjustments may be made before the claim is paid.

**f) Report**

- i. On a quarterly basis, Staff shall publish, on the Richmond County website, all travel expenses submitted by Municipal Council and all employees. The posting will include a summary of travel and all supporting documentation.
- ii. All Out of County trips shall be reported by the claimant in the manner provided in (4b).

**5. List of Schedules attached to this Policy**

- Schedule 'A' Approved Travel Rates  
Schedule 'B' In County Travel and Expense Claim Form  
Schedule 'C' Out of County Travel and Expense Claim Form

**This Policy replaces the following:**

- Municipality of the County of Richmond Travel Expense Policy, Adopted November 25, 2019;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 25, 2017
- Expense Claims Publication Policy, Adopted December 22, 2016, repealed April 24, 2017;
- Municipality of the County of Richmond Travel Expense Policy, Adopted September 10, 2012, repealed April 24, 2017;

- Municipality of the County of Richmond Employee Policy Manual, Section 8.0, removed.

### Policy Review/Amendment Schedule

This Policy was last reviewed:

Date of Review	Formally advertised and amended by Council
September 26, 2022 October 25, 2022	October 25, 2022 November 28, 2022
September 11, 2023 October 10, 2023	October 23, 2023 <ul style="list-style-type: none"> <li>• Moved 4. Procedure a) General ii to 4. Procedure b) Out of County ii.</li> <li>• Replaced the word Councillor with “members of Council”</li> <li>• Additions underlined. 4. Procedure a) vi. Travel must have a justifiable Municipality of Richmond County purpose <u>and be within the parameters of the current budget in order to be approved and reimbursed.</u> The person authorizing the travel will determine if the intended purpose is a valuable investment for the Municipality of Richmond County. All travel will be discussed with the signing authority in advance of travel to guarantee reimbursement. <u>Municipal Council approval is required for travel that exceeds the parameters of the current budget.</u></li> <li>• Additions underlined. 4. Procedure b) Out of County ii All requests for travel by member(s) of the Council shall be reviewed by the CAO and Warden who shall consider and <u>both agree on</u> the necessity for travel on the basis of information provided on the claim form under the title “Purpose of Travel”. The Council shall, where possible, be advised of who is travelling.</li> </ul>

Next Scheduled Review is Fall of 2025.



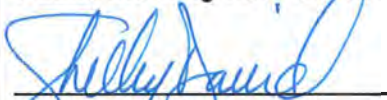
## Schedule 'A' - Approved Travel Rates

**Policy Review Notification:** September 11, 2023

**Policy Review Date:** October 10, 2023

**Approved by Council:** October 23, 2023

I certify this to be a true copy of **Schedule 'A' - Approved Travel Rates** of the **Travel and Expense Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held October 23, 2022.

  
\_\_\_\_\_  
**Shelley David**  
Municipal Clerk

This is schedule 'A' of the Municipality of the County of Richmond "Travel and Expense" Policy. It is titled "Approved Travel Rates".

### 1.1 Accommodations

- i. Whenever possible, overnight accommodations will be arranged by the Administrative Office and billed directly to the Municipality. If this is not possible, the room rate will be reimbursed at the actual cost. (Receipt required).
- ii. Travel expenses for accommodations shall only be reimbursed if the traveler cannot reasonably be expected:
  - a) To travel to a function commencing early in the day
  - b) To travel at the conclusion of the function
  - c) To travel to or return from a function due to weather conditions
- iii. Should an authorized individual acquire private accommodations he/she will be reimbursed \$40.00 per/night (no receipt required).

## Schedule 'A' - Approved Travel Rates

### 1.2 Meal Expenses

- i. Meal expenses will be compensated at the rate of:
  - a) \$20 for breakfast when travel is commenced prior to 7:30am
  - b) \$25 for lunch may be claimed when the employee is travelling
  - c) \$30 for dinner may be claimed when the employee is not expected to return to home base before 6:00pm
  - d) Meal expenses claimable for international travel will be the same as noted in this policy, however amounts will be paid in that country's currency at the exchange rate in effect during the time in question.
  - e) The Municipality may reimburse receipted costs per individual meal that exceed the meal expense to the extent that the Municipality considers the expenses claimed are reasonable and justifiable in the circumstances.
- ii. Any meal expense incurred for entertaining business associates will be reimbursed at the amount incurred. (Receipt required).
- iii. Alcohol purchases will not be reimbursed.
- iv. Meals provided free of charge or included in registration fees paid directly by the Municipality are ineligible for reimbursement (agendas to be appended to the expense claims), however exceptions may be approved by the CAO.
- v. Time of departure and return must be consistent with timing of function. Legitimate reasons for earlier/later departure/return should be documented on the claim form and discussed with the signing authority.

### 1.3 Vehicle Use

- i. Travel by personal vehicle inside or outside the Municipality will be reimbursed at the present Provincial rate per kilometer and will cover return travel from the employee's regular place of work or place of residence to the required destination, whichever is less. Travel outside of normal scheduled working hours shall be claimed from the employee's place of residence. Shared use is encouraged where possible (only one person per vehicle is eligible to claim).

## Schedule 'A' - Approved Travel Rates

For out of province travel, reimbursement will be the lesser of:

- a) The total cost of economy airfare, airport parking, and travel to and from the airport, or
  - b) Mileage at the present provincial rate per kilometer as per section 1.3(i) Vehicle Use
- ii. The municipality does not accept any liability under any circumstances for claims arising from the use of privately owned automobiles. Person(s) using privately owned automobile(s) for municipal business travel are responsible for ensuring:
- c) The automobile(s) is properly insured for such use;
  - d) Compliance with all relevant statutory requirements;
  - e) Payment of insurance premiums

The responsibility for insurance is the total responsibility of the privately owned vehicle's user/owner.

### 1.4 Other

- i. Incidental expenses will be reimbursed at the rate of \$10 where overnight accommodations are required.
- ii. Parking, taxis, and tolls will be reimbursed at the actual rate incurred. (Receipt(s) required).





**Schedule 'C' Out of County Travel and Expense Claim Form**

<b>Travel and Expense Claim</b>		Rate <u>\$0.5770</u>
<b>Name of Claimant:</b>	_____	
<b>Destination:</b>	_____	
<b>Purpose of Travel:</b>	_____	
<b>Departure Date/Time:</b>	_____	_____
<b>Return Date/Time:</b>	_____	_____
<b>Approval to Travel :</b>		<b>Date:</b>

Description	Day 1	Day 2	Day 3	Day 4	Day 5	Total
<b>Total Mileage (# of Km):</b> <b>0.00</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Cost of Mileage:</b> <b>\$0.00</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Accommodation/Hotel Name:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>(Indicate if Direct Bill or Provide Receipt)</i>						
<b>Meals:</b> Breakfast                      \$20						\$0.00
Lunch                         \$25						\$0.00
Dinner                                 \$30						\$0.00
Other Meals (Receipts Required)						\$0.00
Incidentals (\$10 per overnight stay)						\$0.00
Taxi/Parking/Tolls (Receipts Required)						\$0.00
<b>Total Amount Being Claimed</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Written Travel Report - Policy Requirements (Section 4. (b) i)**

Please provide a copy of the agenda or briefly outline the time, location, duration, attendees and purpose of your travel and indicate if the 80% attendance threshold has been met.

I confirm that I attended 80% or more of the conference I attended:    Initial \_\_\_\_\_    N/A \_\_\_\_\_

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<b>All claims are to be submitted not later than 60 days after return.</b>	
Claimant Signature:	_____
Date Submitted:	_____
Travel Approved by Supervisor:	_____
GL Code:	_____



**MUNICIPALITY OF THE COUNTY OF RICHMOND  
HOSPITALITY POLICY**

**Policy Review Notification: March 26, 2018**

**Policy Review Date: March 26, 2018**

**Approved by Council: April 23, 2018**

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

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**Yvonne Boudreau  
Municipal Clerk**

The Municipality of Richmond County recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, recognition, business development or promotional advocacy. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

**HOSPITALITY:**

Expenses incurred while hosting individuals from outside of municipal government and for municipal recognition purposes outlined above including receptions, ceremonies, conferences, business meetings, performances, or other group events. Allowable expenses may include meals, beverages (non-alcoholic) or other approved items.

**RESPONSIBILITY:**

No later than January 31<sup>st</sup> following an election year, Council shall formally review this policy as well as the Travel & Expense Policy, by way of motion, to ensure that the contents of the policies are in accordance with provincial legislation and best practices.

**POLICY OBJECTIVE:**

- To provide direction and guidance to CAO or designate with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.
- To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, recognition, business development or promotional advocacy.

- To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

#### **POLICY DIRECTIVES:**

Hospitality may be offered under the following circumstances:

- hosting dignitaries;
- engaging in official public matters with representatives from other governments; business, industry/labour leaders; or other community leaders;
- sponsoring conferences;
- hosting prestigious ceremonies/recognition events; or
- other official functions, as approved by the Council or the Chief Administrative Officer (CAO).

#### **AUTHORIZATION:**

All hospitality events require prior authorization by Council or the CAO and require that the *"Request and Approval to Incur Hospitality Event Expenses Form* (attached to this policy) be submitted to the Chief Administrative Officer for approval. Information contained on this form includes but is not limited to:

- rationale/purpose of the event;
- location of the event
- estimated numbers of attendees and their respective affiliations; and,
- estimated costs.

#### **BUSINESS MEETINGS:**

Under this policy, the Warden, CAO will have the authority to expense business expenses in a municipally-beneficial prudent manner; and, from time to time other Department Heads approved by the CAO and the Deputy Warden or a Councillor as approved by Council.

The claim for reimbursement or payment will provide itemized receipts.

#### **ACCOUNTABILITIES:**

**Warden and Council** are responsible for:

- Reviewing hospitality-related expenses for the CAO and approving hospitality for events that Council see as warranted under this policy.
- Ensuring compliance with the requirements established by this policy with respect to hospitality expenses.
- Consistent application of this policy

**CAO** is responsible for:

Using discretion to make decisions and choices with some degree of flexibility while maintaining compliance with this policy. When exercising discretion, the following factors must be considered.

- Ensuring all hospitality events and related expenses initiated or incurred by a Department Head is approved.
- Approving requests and claims for hospitality-related expenses for Department Heads and in instances where the actual cost of the hospitality event exceeds the estimated cost.

When a situation arises and discretion needs to be exercised, the CAO should consider whether the request is:

1. Able to stand up to scrutiny by auditors and members of the public;
2. Properly explained and documented;
3. Fair and equitable;
4. Reasonable; and,
5. Appropriate.

**Employees are responsible for:**

- Acting in accordance with this policy.

The **Finance Department** is responsible for:

- Providing advice and assistance to Council, CAO regarding the application of this policy;
- Monitoring hospitality expenses for appropriate usage and consistency with policy directives; and,
- Processing hospitality-related expense claims
- **MONITORING**

The Finance Department shall monitor the effectiveness and consistent application of this policy including coordinating periodic reviews of hospitality expenses to ensure compliance with this policy.

CAO shall provide documentation deemed necessary to conduct any reviews of this policy.

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Warden Brian Marchand

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CAO, Kent MacIntyre

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Date

**APPROVAL**

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AUTHORIZED PERSONNEL

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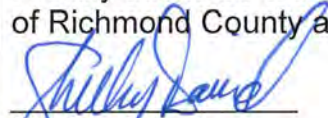
DATE



**Title: Grants Policy**

<b>Approved by Council</b>	<b>Date: February 26, 2024</b>
<b>Policy Review Notification</b>	<b>Date: February 12, 2024</b>
<b>Policy Review</b>	<b>Date: January 15, 2024</b>

I certify this to be a true copy of the **Grants Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held February 26<sup>th</sup>, 2024

  
Shelley David  
Municipal Clerk

**1. Purpose**

The purpose of this policy is to provide Council, municipal staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

**2. Policy Statement**

The Municipality of the County of Richmond recognizes the importance of volunteer organizations and the value of engaged citizens. Community partnerships and collaboration between local government, organizations and residents are major factors in community sustainability and growth. A progressive, welcoming and prosperous lifestyle can and will impact future population and economic growth initiatives. The Municipality of the County of Richmond wishes to support community growth efforts which align with municipal priorities and current strategies.

**3. Short Title**

This Policy is entitled "Grants" Policy.

## 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 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

prior to payout of grant to organization. (Municipality reserves the right to inspect prior to release of funds.)

- iii. Letter requesting release of funds.
- iv. 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, 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**

Date of Review	Formally advertised and amended by Council
December 4, 2023, January 15, 2024, February 12, 2024	Review
February 26, 2024	Approved as amended.

## **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



## **1. Purpose**

- 1.1** The Fire Protection Services Committee (FPSC) provides an opportunity for all Volunteer Fire Departments (VFD's) serving the Municipality of the County of Richmond to collaboratively share information, identify common concerns and make recommendations to Council for solutions that are equitable, promote firefighter health and safety while improving the value of the services provided to the residents of the County.

## **2. Mandate**

- 2.1** The mandate of the FPSC is to:
- a) Advise Municipal Council respecting the state of readiness of the Fire Services within the Municipality of the County of Richmond.
  - b) Maintain transparent and timely communication pathways between all VFD's regarding legislation, regulation, policies and/or directives that have an impact on the delivery of fire protection.

## **3. Roles and Responsibilities**

- 3.1** Discuss, present and make recommendations to Council on the issues affecting the fire services in the County which may include:
- a) Governance
  - b) Budgets (operational/capital)
    - i. Equipment/vehicle purchases
    - ii. Fire stations
  - c) Strategic planning/standardization
  - d) Firefighter health and safety
  - e) Recruitment/retention of volunteers
  - f) Training and operational needs
  - g) Communications

- h) Insurance
  - i) Water supply
  - j) Area issues/needs
  - k) Procedural improvement
    - i. Standard Operating Procedures (SOP's)
    - ii. Standard Operating Guidelines (SOG's)
- 3.2** To discuss and address all issues relating to the involvement and responsibilities to the Nova Scotia Fire School (NSFS) and Fire Service Association of Nova Scotia (FSANS).
- 3.3** Work with and update the Emergency Services Coordinator (ESC) on a regular basis for any changes.

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

- 4.1** Membership shall include:
- a) One member of Council
  - b) All VFD Chief's/Deputy Chief's or approved designate
    - i. District 10 VFD
    - ii. Framboise/Fourchu VFD
    - iii. Grand River VFD
    - iv. Isle Madame VFD
    - v. L'Ardoise VFD
    - vi. Loch Lomond VFD
    - vii. Louisdale VFD
    - viii. St. Peter's VFD
    - ix. West Bay Road VFD
    - x. Potlotek (Chapel Island) VFD – Guest at the meetings
  - c) Emergency Services Coordinator (ESC) – Recording Secretary
- 4.2** 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.
- 4.3** The Committee Chairperson will be one of the VFD Chief's/Deputy Chief's nominated and elected by the Committee for a one-year term. The Vice-

Chairperson will be one of the VFD Chief's/Deputy Chief's nominated and elected by the Committee for a one-year term. Both positions will commence the January following the election.

## **5. Meetings**

- 5.1** The committee shall meet quarterly (4th Wednesday of March, June, September, and December) or more as needed.
- 5.2** Meeting procedures shall follow the Council Procedural Policy
- 5.3** The Chairperson in consultation with the ESC may change meeting times when appropriate or may convene additional meetings as deemed necessary.

## **6. Authority and Accountability**

- 6.1** The FPSC is a committee formally approved by Council and is provided with the authority to make recommendations to Council. 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](#)
- [MOCR Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Emergency Measures Act](#)
- [National Fire Protection Act](#)

- [Fire Safety Act](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Revised to the new terms of reference formatting, changes made to reduce the membership to one Council member, the ESC as the recording secretary, and the appointments of the Chair and Vice Chair.		
1	New	Yes	2018

## 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



## **1. Purpose**

1.1 The Inclusive, Diverse, Equitable, Accessible (IDEA) Committee is essential in advancing Richmond County's commitment to inclusivity, diversity, equity, and accessibility. The IDEA Committee is a partnership between the Municipality of the County of Richmond and the Village of St. Peter's that will support the County and the Village in fulfilling their responsibilities under Nova Scotia's Accessibility Act and the Dismantling Racism and Hate Act

## **2. Mandate**

2.1 The Inclusive, Diverse, Equitable, Accessible (IDEA) Committee provides guidance to Richmond County Council and the Village of St. Peter's Commission. The type of advice provided will identify, advocate, and eliminate barriers to all within Richmond County. This advice will apply to the County's and the Village's programs, services, activities, and facilities. Advice may also apply to advocacy efforts in general.

## **3. Role and Responsibilities**

The Inclusive, Diverse, Equitable, Accessible (IDEA) Committee shall:

- 3.1 Advise on the preparation, implementation, and effectiveness of its IDEA plan.
- 3.2 Review and provide recommendations to update its IDEA plan at least every three years, in accordance with the acts,
- 3.3 Provide recommendations to the Municipality and Village on consulting with stakeholders on inclusion, diversity and accessibility in the organization,
- 3.4 Identify and advise on the inclusion, diversity and accessibility of existing and proposed services/programming and facilities,
- 3.5 Advise and make recommendations about strategies designed to achieve the objectives of the organization's accessibility plan,

- 3.6 Receive and review information from staff and senior leadership, and make recommendations, as requested, and
- 3.7 Provide advice as necessary to Municipal and Village staff to assist in monitoring compliance with federal and provincial government directives and regulations.

The Inclusive, Diverse, Equitable, Accessible (IDEA) Committee may provide advice to:

- 3.8 Partner with businesses and organizations to consult and provide recommendations to improve inclusion, diversity and accessibility of:
  - a) Public transit, and
  - b) Provincial roadways, signage, and intersections,
  - c) Commercial and non-municipal public spaces, including, but not limited to:
    - i) Trails,
    - ii) Businesses,
    - iii) Community-owned halls and outdoor gathering spaces,
- 3.9 Partner with businesses and organizations to develop educational resources related to the value of inclusion for persons with disabilities, and the supports that exist to assist with workforce integration, and
- 3.10 Work closely with the Seniors Take Action Coalition to ensure that an age-friendly community lens is considered when providing advice and recommendations.
- 3.11 Work closely with underrepresented community members to reflect the vast diversity and voices within the county.

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

- 4.1 The Inclusive, Diverse, Equitable, Accessible (IDEA) Committee will be comprised of 4-14 members:
  - Up to eight (8) community representatives
  - One (1) member of the current Council
  - One (1) member of the current Village Commission
  - Two (2) resource members of the Community Development and Recreation Department
  - Two (2) resource members of the Village of St. Peter's

- At least half of the members must be first voice representatives, with persons who identify as having disabilities or represent organizations that represent persons who identify as having disabilities, in accordance with the Nova Scotia's Accessibility Act and the Dismantling Racism and Hate Act.
- 4.2 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. Members at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.3 The Committee will receive administrative support from the Richmond County Community Development and Recreation Department, including the recording of minutes, meeting preparation, and communicating Committee recommendations to Richmond County Municipal Council.
- 4.4 The Co-Chairs shall be elected by the Committee for a one (1) year term, with the provision that they will be eligible for re-election after the completion of the term.
- 4.5 If a Committee member is absent for three consecutive meetings without a justifiable cause (in discussion with the co-chairs), they shall be deemed to have forfeited their membership.
- 4.6 Voting Members (10):
- (8) community representatives
  - (1) Council member
  - (1) Village Commissioner
- 4.7 Non-voting members (4):
- One (1) Director of Community Development and Recreation
  - One (1) Community Development and Special Project Officer
  - One (1) Village Clerk
  - One (1) Village Administrative Support

## 5. Meetings

- 5.2 Meeting procedures shall follow the Council Procedural Policy.
- 5.3 The Advisory Committee will meet a minimum of four (4) times per year, or as needed to fulfill its duties.
- 5.4 A quorum for meeting purposes will be the majority of voting members.
- 5.5 An agenda will be prepared and distributed to members prior to meetings as per the Strategic Communications Plan. Members will review the agenda and supporting information to be prepared to fully participate in and be knowledgeable on all items to be discussed at the meeting.

## 6. Authority and Accountability

- 6.1 The Inclusive, Diverse, Equitable, Accessible (IDEA) is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rest 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](#)
- [Strategic Communications Plan](#)
- [Accessibility Plan](#)
- [Municipal Government Act](#)
- [Nova Scotia Dismantling Racism and Hate Act](#)
- [Nova Scotia Accessibility Act](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Amended to reflect the new terms of reference formatting and to change the committee representatives from six to eight members and further clarify section 4, Composition and Terms of Appointments.		
1	New	Yes	July 14, 2021

## 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.

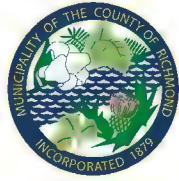
## **11. DESTRUCTION OF A DOG ON SITE**

**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.

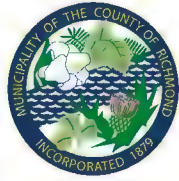
**2. Scope**

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:**

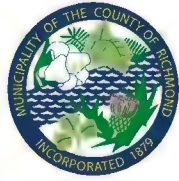
- a) Receiving requests for presentations and delegations.
- b) Forwarding requests to the CAO and Warden for review and approval.
- c) Upon approval, add the presentations or delegation to the appropriate meeting agenda.
- d) Informing presenters and delegates the process for presenting, as per section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

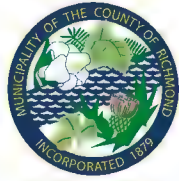


## 5. Policy

- 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, Fire Protection Services)	28-11-2022	In progress	1	IDEA & FPSC ready for Review
2	Dog By-law	07-08-2024	In progress	1	Review
3	Presentations and Delegations Appearing before the COW or Mun. Council	08-05-2024	Ready for review	1	Review
4	Dry Fire Hydrant Policy	27-05-2024	In progress		
5	Grants Policy	17-07-2024	Ready for review		Review for updating
6	CCBF - 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	Ready for review		Review for updating
10	Municipal Record Management Policy	21-10-2024	Ready for review		Review for updating
11	Halloween	21-10-2024	Ready for review		Review
12	Dundee Hills Development Wastewater Management District By-Law	23-11-2024	Ready for review		Review for updating
13	Strategic Communications Plan	25-11-2024	Ready for review		Review for updating
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>
	n/a				
	<b>BY-LAW/POLICY COMPLIANCE</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Travel and Expense Policy	08-01-2025	In progress		To be reviewed as per section 23(7) of the MGA.
2	Hospitality Expense Policy	08-01-2025	In progress		To be reviewed as per section 23(7) of the MGA.

