



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

BY-LAW / POLICY COMMITTEE MEETING

**Tuesday, April 8, 2025
6:00 p.m.
Council Chambers**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) March 11, 2025
4. By-Law / Policy, Re:
 - a) Receipt of Donations
 - b) Dog Control By-Law
5. Establishing Priority & Scheduling for the Working List
6. Recommendations to Council (if required)
7. Adjournment

By-Law/Policy Committee Meeting

March 11, 2025 – 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, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

Call to Order

Warden Lois Landry called the meeting to order at 6:01 p.m.

Approval of Agenda

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the agenda be approved with the change to review the Dry Fire Hydrant Policy after the Grants Policy.

Motion carried.

Review of Minutes, Re: March 3, 2025

Moved by Deputy Warden Brent Sampson, seconded by Stacey Morrison, Appointed Member, that the minutes of the March 3, 2025, meeting be approved.

Motion carried.

By-Law/Policy Re:

a) Grants Policy

The Committee unanimously agreed to have staff circulate the amended draft of the Grants Policy via email, incorporating the changes discussed for final review and feedback before presenting to Council for approval at the next Regular Council meeting.

b) Dry Fire Hydrant Policy

The committee reviewed the Dry Fire Hydrant Policy and unanimously agreed to defer it back to staff for further investigation, to make any necessary revisions to the amended draft, and to present it at a future meeting.

c) Receipt of Donations

Tabled for the next meeting.

Recommendation(s) to Council

There were no recommendations to Council.

Adjournment

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

Municipal Clerk

Chairperson

Draft



MEMO

To: By-law/Policy Committee
From: Shelley David, Municipal Clerk
Date: February 26, 2025
Re: Receipt of Donations Policy

Purpose

The purpose of this memo is to provide the By-Law/Policy Committee with background information to help guide discussions on the creation of a Receipt of Donations Policy.

Background

On September 23, 2024, Council made a motion to refer the discussion on the Receipt of Donations to the By-Law/Policy Committee. On February 3, 2025, the Committee reached a consensus to have staff provide information to help guide the discussion on creating a Receipt of Donations Policy.

Current Situation

The Municipality of Richmond County (MOCR) has been registered as a qualified donee since 2012 and is eligible to issue official donation receipts and receive gifts from registered charities.

Requirements

There are rules and regulations that must be followed according to the CRA, the Income Tax Act, and [Section 65 A \(Authorized Municipal Expenditures\)](#) of the MGA.

Official donation receipts must have [specific details and record keeping](#). Before issuing an official donation receipt, MOCR must determine whether it has [received a gift for the purposes of the Income Tax Act](#) and the eligible amount of the gift.

A gift (donation) must be given freely, and a donor cannot choose a specific beneficiary for their gift or ask MOCR to give the gift to another non-qualified donee. However, a donor can ask for their gift to be used in a particular program of the qualified donee as long as there is no benefit to the donor or anyone not at arm's length to the donor. MOCR must be able to use the gift within the particular program as it sees fit.

Other Municipal Units

The following are overviews and links to donation policies from other municipal units.

Municipality of East Hants “ [Acceptance of Donations](#)” Policy

Overview

- Council may establish Donation Funds for the collection and use of donations.
- All cash donations without a specific purpose will be deposited in the General Donations Reserve Fund.
- Donations of cash designated for specific purposes will only be accepted by the Municipality where Council has authorized the specific purpose for a fundraising campaign and where the necessary Donation Fund has been established.
- Contributions from a donation fund to an organization or individual is considered a grant and will be reported as such.
- The Municipality cannot facilitate a “conduit” relationship between donors and an organization which is independent of the Municipality. This means that the Municipality’s authority to issue tax receipts cannot be used to provide an unrelated organization with the ability to provide contributors with a tax benefit.

Town of Wolfville “[Charitable Donations](#)” Policy

Overview

- To be eligible for an official donation receipt, the donation has to be payable to the Town, be made in Cash or in kind, and be voluntary.
- Be supportive of Wolfville’s Mandate or beneficial to the community of the Town of Wolfville, including support of the [Mudley Fund](#), parks, and open space infrastructure upgrades identified in the Town’s annual budget and/or 10-year Capital Improvement Plan.
- Non-Qualifying Donations: Donations that are given to the town intended as flow through to a specified recipient who does not have charitable status.

Municipality of the County of Kings “[Charitable Donations](#)” Policy

Overview

- The Municipality will only issue charitable donation receipts for eligible donations of \$1,000 or more.
- Official donation receipts can only be provided to the donor if the Municipality maintains direction and control over the donated resources.
- The Municipality will not issue official donation receipts for donations stipulated by donors to be allocated to a specific non-profit organization or group because the Municipality may be considered to be acting as a conduit.
- Non-Qualifying Donations: Donations that are given to the Municipality intended as a flow through to a specified recipient who does not have charitable organization status (non-qualified done)

Action Required

That the Committee receive the information provided in this memo for further discussion and provide direction on how they wish to proceed.

DOG CONTROL BY-LAW – BY-LAW #70

1. Title and Purpose

2. 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 Municipality of the County of Richmond. All fees referred to in this by-law shall be set by policy and amended by Council from time to time.

3. Definitions

- 3.1. **"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.
- 3.2. **"Bite"** means wound, pierce, or penetration of the skin by a tooth or teeth.
- 3.3. **"Canine Madness"** means a Dog exhibiting conditions of insanity or rage.
- 3.4. **"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.
- 3.5. **"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.
- 3.6. **"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.
- 3.7. **"Fierce or Dangerous"** means any Dog:
- a) that, in the absence of a Mitigating Factor as defined herein,
 - i) Attacks, or injures a person;
 - ii) Attacks or injures a domestic 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 is known to have exhibited a pattern of aggressive or dangerous behaviour without a mitigating factor;
- c) that Attacks or demonstrates a propensity, tendency, or disposition to Attack a person or animal either on public or private property;
- d) that has caused injury to or otherwise endangered the safety of a person or animal;
- e) that Threatens any person or domestic animal;
- f) that is owned or harboured in whole or in part for the purpose of Dog fighting, or is trained for Dog fighting.
- ~~g) 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.~~

Except for subsection b), 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.

- 3.8. **“Holiday”** means a day on which normally scheduled work is suspended by law or Municipal policy.
- 3.9. **“Kennel”** means an establishment for the breeding or boarding of Dogs as a commercial service, or for sport or exhibition purposes.
- 3.10. **“Leash”** means a device used by a person to restrict movement of an animal which is adequate for the purpose.
- 3.11. **“License”** means a License/Tag/Registration issued pursuant to this By-Law.

- 3.12. **“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 or individual who, through inadvertence, entered the 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;— acting in reasonable defense of itself, its Owner, or another person against an imminent threat;
 - d) the Municipality determines, through consultation with a veterinarian or other qualified person, that there is another circumstance that excuses the aggressive behavior of a Dog.
- 3.13. **“Municipal Kennel”** means such premises and facilities designated by the Municipality as a Dog Kennel for the keeping and disposition of impounded animals.
- 3.14. **“Muzzle”** means a humane covering device of sufficient strength placed over a Dog’s mouth to prevent it from biting.
- 3.15. **“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.
- 3.16. **“ 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. **Note: MGA requires the designation of dog parks to be a part of the dog control bylaw as per Section 175 (1)(a).**
- 3.17. **“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.

3.18. **“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.

3.19. ~~(2.19 Flagged for Solicitor review)~~ **“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.~~

3.20. **“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 a 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'.

- 3.21. **“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.
- 3.22. **“Tag”** means License as defined in this By-Law.
- 3.23. **“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.

4. Registration and Fees

- 4.1. To register a Dog, the Owner must pay a registration fee and provide the information as outlined in Section 3.3. If the dog is under one year old, the owner must pay an initial registration fee. Once the dog turns one year old, the owner will pay for the lifetime registration. The owner is also responsible for replacing any lost tag.
- 4.2. Every Owner of a Dog shall, within thirty (30) days of having become Owner, register such Dog with Municipal Staff and obtain from the Municipal Office a Tag for such dog. Tags shall bear a serial number and a year of registration stamp.

- 4.3. The owner of a dog shall provide the Municipality with the following upon registration:
- 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, neutered or unneutered as the case may be;
 - d) A recent photo of the dog, to be updated at the one-year mark or upon request;
 - 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.
- 4.4. Where a registered dog has died or is sold or given to another owner, the registered owner shall, within ten (10) days, notify the Municipality in writing of the same, providing the dog's registration number and new owner's name and contact information.
- 4.5. On receiving notice of the death of a registered dog, the Municipality shall cancel its registration.
- 4.6. Dog registration fees are not refundable on the death of a registered dog.

4.7. Any person who becomes the owner of a registered dog is subject to a change of owner registration/administration fee, and shall, within ten (10) days of becoming the owner, provide the Municipality with a written confirmation of ownership, giving the dog's registration number and such other particulars as required, including the new owner's full contact information.

4.8. The Owner shall not use the Tag issued for one Dog on any other Dog.

4.9. The owner of every dog shall keep on the dog, a collar with the tag issued for that dog by 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.

4.10. 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 thirty (30) days after having received notice requiring it to be provided.

4.11. 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.

5. Exemptions

5.1. Notwithstanding any of the foregoing, the following exemptions may apply:

- a) a stray dog that is harboured for less than six (6) months is exempt from registration fees;
- b) 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);

- c) 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.

6. Responsibilities Of The Owner

6.1. 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;
- f) who harbours, keeps, or has under care, control, or direction, a Dog that is Fierce or Dangerous;
- g) whose Dog damages public or private property;
- h) 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.
- i) who sells or transfers a registered Dog and does not report the sale or transfer to the Municipality **within ten (10) days**, 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;
- j) who fails to provide a statement, when requested by the Municipality in writing within ten (10) days of receiving notice, regarding the number of dogs owned, harboured, or habitually kept on the premises of the Owner;

k) who obstructs or hinders the Dog Control Officer in the performance of their duties;

is guilty of an offence under this By-Law.

7. Impoundment

7.1. - Any Constable, Peace Officer, or other personnel authorized by the Municipality without notice or complaint against the Owner of a Dog, may impound, a Dog in circumstances where the Constable, Peace Officer, or other personnel authorized by the Municipality reasonably believes the Dog:

- a) is Running at Large contrary to this By-Law;
- b) is Fierce or Dangerous;
- c) is a Dog for which the registration fee has not been paid;
- d) is rabid or appears rabid or exhibits symptoms of canine madness; or
- e) persistency disturbs the quiet of the neighbourhood by barking, howling or otherwise.

7.2. Notwithstanding subsection 6.1, any Constable, Peace Officer, or other personnel authorized by the Municipality without notice to, or complaint against the Owner of any Dog, may apply for a warrant to seize and impound any Dog where the Constable, Peace Officer, or other personnel authorized by the Municipality is investigating a report and reasonably believes a person is harbouring, keeping, or has under care, control and direction a Dog that:

- a) is rabid or appears to be rabid or
- b) exhibits symptoms of Canine Madness; or
- c) Is fierce or dangerous;
- d) which persistently disturbs the quiet of the neighbourhood or area, by barking, howling, or otherwise.

7.3. As outlined in Section 6.2, a Constable, Peace Officer, or other personnel authorized by the Municipality may, under the authority of a warrant, empower the person named on the warrant to:

- a) enter and search the place where the Dog, at any time;
- b) open and remove any obstacle preventing access to the dog; and
- c) seize and deliver the Dog to the Municipal Kennel and for such purpose break, remove, or undo any fastening of the Dog to the premises; and
- d) destroy the Dog where the person named on the warrant is unable to seize the Dog safely.

8. General Procedures After Impounding

8.1. Any Dog without a Tag which has not been redeemed after a period of seventy-two (72) hours 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 without further notice to the Owner. Whenever the 72 hours impounding time expires on a weekend or Holiday, 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.

8.2. 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.

8.3. 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.

9. Dogs Repeatedly Running at Large

- 9.1. In cases where a Dog has been captured or impounded on two (2) previous occasions while Running at Large within the past twelve (12) months, and the Dog has a Tag, the owner will be provided with:
- a) A statement that the Dog will be given away, sold, or destroyed by the Dog Control Officer, provided that the date of such action shall not be any less than five (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 two (2) days prior to the scheduled date that the Dog will be given away, sold, or destroyed.
- 9.2. If a Dog is without a Tag and has been captured and impounded and is deemed to be impounded on two previous occasions, Section 7.1 applies.
- 9.3. 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 twelve (12) months, shall not be permitted to redeem such Dog. The dog becomes the property of the Municipality and may be offered to the SPCA for adoption without further notice to the Owner.

10. Dogs Causing Disturbance

- 10.1. Evidence that one person is persistently disturbed by a Dog barking, howling, or otherwise shall be considered prima facie evidence that the ongoing peace of the neighbourhood is being disrupted, thereby warranting an investigation to determine whether the noise exceeds what is considered normal.
- 10.2. In determining what is “normal” in the context of this Section, the Constable, Peace Officer, or other personnel authorized by the Municipality shall consider one or more, but not limited to, the following factors:
- a) The time of day that the dog is reported as disruptive;
 - b) The frequency and duration of the reported disruptive behaviour; and,
 - c) The proximity of neighbours and population density of the neighbourhood.

10.3. If it is determined, based on reasonable grounds, that a dog is being disruptive, as defined in this Section, the owner shall be subject to a penalty as outlined in Section 16.

10.4. The owner of any dog impounded for a third infraction of persistently disturbing the quiet of the neighborhood by barking, howling, or making other noise in violation of this By-law within a twelve (12) month period shall not be permitted to redeem the dog. The dog shall become the property of the Municipality and may be offered to the SPCA for adoption without further notice to the owner.

11. Rabid Or Diseased Dogs

11.1. Dogs impounded that appear to be rabid or exhibiting symptoms of Canine Madness shall be held for ten (10) days in accordance with the Nova Scotia Rabies Response Plan.

11.2. When a dog is impounded under this clause, the Dog Control Officer shall consult with a veterinarian or other qualified person to confirm that the Dog is rabid or suffering from Canine Madness, and if so, the dog shall be euthanized.

11.3. If the dog impounded under this clause is found not to be rabid or suffering from Canine Madness, it shall be dealt with under Section 7.

12. Fierce or Dangerous Dogs / Dog Attacks (Combined)

12.1. The Dog Control Officer shall investigate any dog alleged to be fierce or dangerous within a timely manner following the alleged occurrence. If the Dog Control Officer believes, on reasonable grounds, that the dog acted fiercely or dangerously without the presence of a mitigating factor, may:

- a) 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, as outlined in Section 6.2.
- b) Impose an order of conditions, as outlined in Section 11.2.
- c) Have a Dog destroyed, as outlined in Section 14.



- d) May be held for 10 days to undergo welfare and behavioural assessment to determine eligibility for return to the owner. ~~or rehoming at the owner's expense.~~ The Dog Control Officer may extend the period of impoundment, **under the direction of a veterinarian or other qualified person**, if more time for assessment is required.
- i. 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 (2) business days to submit a written response.
- ii. ~~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.~~

12.2. When a Dog is determined to be "fierce or dangerous" within the meaning of this by-law, may impose an order of conditions that the Dog Owner is obligated to follow, including but not limited to:

- a) Requiring the dog to be muzzled, securely leashed, 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 and/ or outside of an enclosure.
- b) Requiring the dog to be microchipped.
- c) Requiring appropriate signage warning of the risk posed by the dog.
- d) Any other condition deemed necessary to ensure the safety of the public.
- e) Requiring the dog to be secured indoors or if outside, in an escape-proof enclosure on property owned by the owner.
- i. An outdoor escape-proof enclosure must be 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) centimeters, and the locked pen or structure is at least one and one-half (1.5) meters wide by three (3) meters long and one and one-half (1.5) meters in height, and is not located within 1.2 meters of the property line.

12.3. If a Dog declared fierce or dangerous is not maintained or controlled in accordance with the conditions of its release, the Dog Control Officer may obtain a warrant to seize and impound the dog, as outlined in Section 6.

13. Fees and Conditions For Release of a Dog From a Kennel

13.1. In the case of Dogs which are eligible to be redeemed from the pound by an Owner, or person having the written authorization of the Owner, wishes to claim the Dog before it is adopted or disposed of, the owner may redeem the said dog upon payment of any registration fee required, as well as all fees, and for any veterinary services necessary to preserve the life or prevent the undue suffering of the dog or to protect the health or safety of other dogs in the pound.

13.2. In addition to any Summary Offence Tickets that are issued 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 and testing 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.

13.3. The Municipality may impose conditions on an Owner who redeems a Dog from the Kennel as the Municipality determines are appropriate. Conditions may include but are not limited to the following: a muzzle order, leash requirement, microchip, or fencing/containment requirements.

14. Tranquilizing of a Dog on Site

14.1. 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 safely seize the dog due to concerns for their safety or the safety of others.

15. Destruction Of A Dog On Site

15.1. 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.

16. Duty To Report

16.1. 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.

17. Penalty

17.1. The Dog Control Officer, at their sole discretion and based on factors including, but not limited to, the severity of the offence, history with the Dog, any mitigating factors, and the likelihood of repeat offences, may issue a written warning for a first offence rather than immediately imposing a fine.

17.2. Every Owner of a Dog that commits an offence under Section 5 of this By-Law, upon conviction shall be liable to a penalty of not less than one hundred dollars (\$100) and not more than five thousand dollars (\$5,000.00) and, in default of payment, to imprisonment for a term not exceeding thirty days. The



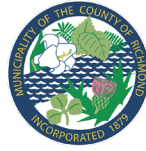
penalties are outlined in Schedule B.

17.3. Where any person contravenes the same provision of this By-Law twice within one twelve (12) month period, the specified penalty payable in respect to the second contravention shall be double the amount specified in Schedule B of this By-Law.

17.4. Where any person contravenes the same provision of this By-Law three or more times within one twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention shall be triple the amount specified in Schedule B of this By-law.

18. Repeal and Replace

18.1. The previous version dated May 9, 2005, and all other versions of the By-Law #13, Dog Control By-law, are repealed and replaced with this by-law.



Schedule B - Penalties

Penalties		Cost
5.1 (a)	whose Dog runs at large: if licensed	\$100.00
5.1 (a)	whose Dog runs at large: if unlicensed	\$150.00
5.1 (a)	whose Dog runs at large: if fierce or dangerous;	\$1,000.00
5.1 (b)	whose Dog is not wearing a Tag required by this By-Law;	\$100.00
5.1 (c)	whose Dog is not Licensed pursuant to this By-Law;	\$100.00
5.1 (d)	whose Dog persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;	\$100.00
5.1 (e)	whose Dog at any time without the presence of a Mitigating Factor has Attacked or injured any person or animal;	\$1,000.00
5.1 (f)	who harbours, keeps, or has under care, control, or direction, a Dog that is Fierce or Dangerous;	\$1,000.00
5.1 (g)	whose Dog damages public or private property;	\$200.00
5.1 (h)	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.	\$100.00
5.1 (h)	who sells or transfers a registered Dog and does not report the sale or transfer to the Municipality within ten (10) days, 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;	\$100.00
5.1 (i)	who fails to provide a statement, when requested by the Municipality in writing within ten (10) days of receiving notice, regarding the number of dogs owned, harboured, or habitually kept on the premises of the Owner;	\$100.00
5.1 (k)	who obstructs or hinders the Dog Control Officer in the performance of their duties	\$500.00

- The contravention of the same provision of this By-law twice within one twelve month period shall double the above.
- The contravention of the same provision of this By-law three or more times within one twelve month period shall triple the above.

Title: Municipal Fees Policy

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

1. Purpose

The purpose of this policy is to provide one clear and concise policy for the various fees charged by the Municipality of the County of Richmond (MOCR) for municipal services and processes including applications, approvals, permits, and licenses.

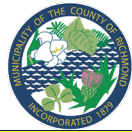
2. Scope

The Policy applies to the processes and services listed below and may be amended from time to time. The fees outlined in this Policy shall amend those previously in effect and found in Policies or Resolutions of the Municipality that predate this policy.

3. Policy

The fees to be paid to the MOCR for each of the following fees, permits, licenses or services are set out in, or amended to, the respective amounts shown in the following table:

Administration Fees	
Copy of MOCR Documents (By-laws, policies, council or committee of council meeting minutes, Public Hearing documents, plans, reports, and reviews), per page.	
Black/white photocopies.	\$0.10
Colour photocopies.	\$0.20
Dog By-Law # 70 Dog Control Fees (For each dog)	
Lifetime License/registration fee	\$45.00
Initial License/registration fee – Dogs less than one year old	\$10.00
Kennel operators registered with the Canadian Kennel Club	Set by Council



Change of ownership registration fee	\$10.00
Replacement dog tag	\$5.00
First Impoundment within one twelve (12) month period	\$100.00
Second Impoundment within one twelve (12) month period	\$200.00
Third & Subsequent within one twelve (12) month period	\$300.00
Board for each day (Monday to Friday)	\$30.00
Board for each day (Weekend & Holidays)	\$60.00
All fees incurred in impounding the Dog, including, but not limited to, the cost of apprehension, boarding, food, destruction of dog, special care, and any veterinary and testing fees.	Cost of Associated Care.
Electric Vehicle Charging Station	
Hourly Charge Rate	
Information Access Fees	
Freedom of Information Access Requests	As per the 'Freedom of Information and Protection of Privacy Act'.
a) Additional Processing Fees (where applicable) b) Locating, retrieving, and producing the record. c) Preparing the record for disclosure. d) Shipping and handling the record. e) Providing a copy of the record.	\$30.00/hour
Shipping – standard post, courier fees if specifically requested by the applicant.	At cost.
Photocopy - \$0.20 or actual cost, whichever is less, per page. Black/white photocopies.	\$0.10
Special Event By-Law # 67	
Special Event Permit Application (minimum – maximum)	\$100.00 - \$2,000.00
Taxi By-law # 20	
Taxi Application	\$10.00
Taxi License	\$20.00

4. Policy Review/Amendment

Date of Review	Approved/Amended by Council

Municipal Fees Policy



PURPOSE

The purpose of this policy is to provide one clear and concise policy for the various fees charged by the Municipality of Colchester for municipal services and processes including applications, approvals, permits, and licenses.

SCOPE

The Policy applies to the processes and services listed below and may be amended from time to time. The fees outlined in this Policy shall amend those previously in effect and found in Policies or Resolutions of the Municipality that predate this policy.

POLICY

The fees to be paid to the Municipality of the County of Colchester for each of the following applications, permits, licenses or services are set out in, or amended to, the respective amounts shown in the following table:

MUNICIPALITY OF COLCHESTER	
Fee Schedule	
COMMUNITY DEVELOPMENT	
Planning	
Rezoning	\$600
Plan Amendment	\$600
Development Agreement	\$600
Development Control	
Development Permit	No Charge
Zoning Confirmation Letter	No Charge
Detailed Property File Review	\$100
Subdivision	
Tentative Subdivision Application	\$75 flat fee
Final Subdivision Application	\$25 per lot, \$250 maximum
Sewer Connection Charges (new developments)	\$50 per lot, \$5,000 maximum
Land Lease Development By-law	
Application less than 15 home sites	\$75
Application more than 15 less than 75 home sites	\$150
Application more than 75 home sites	\$300
Building Permits	
Residential incl. new manufactured homes and additions but excludes unfinished basements.	\$0.10/ sf

Relocation of existing Manufactured, Mini, or Mobile Home	\$25 flat fee
Commercial	\$0.12/ sf
Garage	\$50 flat fee
All Renovations	\$1.50/ \$1,000 value
Accessory Building under 500 sf	\$10 flat fee
Demolition	\$20 flat fee
Barns, sheds and other buildings not listed	\$0.02/ sf
Fire Inspection	
Fire Inspections	No Charge
Dangerous & Unsightly Premises By-law	
Fees related to First Order	\$150
Fees related to Second Order	\$300
Fees related to Third & Subsequent Orders	\$500
Wind Turbine Development By-law	
Application	\$100
Vendor By-law	
Mobile Food Service	\$250
Other Vending Unit	\$125
Adult Entertainment Establishment By-law	
Application	\$1,000
Renewal	\$500
Animal & Livestock Control	
Lifetime Dog Tag	\$25
Lifetime Dog Tag Replacement	\$12
Lifetime Dog Tag (more than four dogs)	\$75
Impounded Livestock	\$250 / animal + \$25/day of impoundment
Commercial Dog Care & Kennel Facility	
Application	\$25
Solar Colchester PACE Bylaw	
Signed Contract Deposit	\$1,000
Electric Vehicle Charging Stations	
Hourly Charge Rate	\$1.50 / hour of charge time
Civic Addressing Bylaw	
Civic Address Sign (for new building)	\$25.00
Taxi By-law	
By-law administered by the Town of Truro	Fees as charged by the Town of Truro
ENGINEERING & PUBLIC WORKS	
Sewer Use	
Sewer Permit	\$150
Lateral Installation (no existing service)	\$5,000 - \$7,000 (residential only)

Sewer Disconnection Permit	No Charge
Sewer Disposal	
Licensing Fees	\$20
Disposal Fee at Wastewater Facility	\$.030 per litre (\$30.00 per cubic meter).
Water*	
Water Permit - Tatamagouche	\$160
Water Permit - Debert	\$150
Lateral Installation (no existing service)	\$5,500 (residential only)
New Water Account - Tatamagouche	\$60
New Water Account - Debert	\$50
Disconnection - Tatamagouche	\$60
Disconnection - Debert	\$50
Other	
Driveway Permit	No Charge
Frontage Culvert Permit	No Charge
CORPORATE SERVICES	
Finance	
Tax Certificates	\$25
Mortgage Processing Administration	\$15
NSF Cheque	\$25
Outdoor Fire & Fireworks By-laws	
Fees related to First Violation	\$150
Fees related to Second Violation	\$300
Fees related to Third & Subsequent Violations	\$500
Fireworks Permit	\$50
SOLID WASTE	
Licensing and Permits	
Haulers Licenses - Municipal Solid Waste and Construction & Demolition (C&D)	\$50
Construction & Demolition Private Site Permit	\$50
Balefill (Tipping Fees per Metric Tonne)	
Construction and Demolition Materials (C&D)	
Clean Wood (untreated)	\$35
Treated Wood	\$113
Scrap Metal	\$35
Shingles	\$35
Dry Wall (Clean, no paint, no wallpaper)	\$35
Clean Concrete and Brick	\$35
Mixed C&D materials (licensed haulers and public drop-off)	\$75
C&D materials mixed with garbage or taken to the tipping floor	\$113
Organics	
Residents within Colchester	No charge
Commercial and Town Residents	\$51

Recyclables	
Residents Within Colchester	No Charge
Commercial Within Colchester	Sorted \$0 / Regular \$165 / Extra \$205
Commercial Outside Colchester	\$165 (Contract Basis)
Garbage	
Residents Within Colchester	No charge
Commercial and Town Residents	\$113
Off Road Tires	\$113
Compost Sales	
Bulk Loads	\$35/tonne
Bag	\$3/bag

NOTES: * Rates and fees are determined by the Nova Scotia Utility and Review Board

Clerk's Annotation For Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>March 8, 2024</u>	
Date of Passage of Current Policy:	<u>March 27, 2024</u>
I certify that this Policy was adopted by Council as indicated above.	
<u>Dan Troke</u> Municipal Clerk	<u>April 3, 2024</u> Dated

amended March 27, 2024
amended May 23, 2023
amended October 30, 2019
originally approved September 26, 2019

	BY-LAW/POLICY WORKING LIST	DATE ADDED	STATUS	DRAFT	NEXT STEPS
1	Dog By-law	07-08-2024	In progress	2	Review for updating
2	Hospitality Expense Policy	14-01-2025	Draft in progress		Currently being updated by staff.
3	Travel and Expense Policy	14-01-2025	Draft in progress		Currently being updated by staff.
4	Presentations and Delegations Appearing before the COW or Mun.Council	08-05-2024	Ready for review	1	Review for updating
5	Dry Fire Hydrant Policy	27-05-2024	In progress	1	Currently being updated by staff.
6	Strategic Communications Plan	25-11-2024	Draft in progress		Currently being updated by staff.
7	Committee Terms of Reference (Fire Protection Services)	28-11-2022	Updating draft	1	
8	CCBF - Non Profits Policy	27-02-2023	Not in progress		
9	Councillor Payment Policy	26-06-2023	Not in progress		
10	Road Trails Designation By-Law	18-06-2024	Not in progress		
11	Taxis By-Law	23-09-2024	Ready for review		Review for updating
13	Municipal Record Management Policy	21-10-2024	Ready for review		Review for updating
14	Halloween	21-10-2024	Ready for review		Review
15	Dundee Hills Development Wastewater Management District By-Law	23-11-2024	For Review		Review for updating
16	Private Road Curbside Collection Requests Policy	02-25-2024	For Review		
17	Registration of Volunteer Fire Department & Emerg. Services Policy	31-01-2024	Reviewed		
18	Heritage By-Law	24-10-2022	In progress	2	
19	Heritage Property Designation Policy	27-02-2023	In progress	2	
20	Vending By-Law	11-04-2023	In progress	2	
21	Vending Fee Policy	11-04-2023	In progress	2	
	DISCUSSION	DATE ADDED	STATUS		NEXT STEPS
1	Receipt of Donations	23-09-2024	In progress		Review Staff Memo
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		
	TO BE REPEALED	DATE ADDED	STATUS		NEXT STEPS
1	Hands Free Cellphone Use Policy	18-06-2024			Repeal
	EDPC LAND USE BY-LAWS IN PROGRESS	DATE ADDED	STATUS		NEXT STEPS
	BY-LAW/POLICY COMPLIANCE	DATE ADDED	STATUS		NEXT STEPS
1	Land Use By-Laws., Re: Variance Notification Procedures	02 25 2025	In progress		Public Hearing

Updated March 26, 2025