



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

**Tuesday, September 9, 2025**

**6:15 p.m.**

**Council Chambers**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) June 10, 2025
4. By-Law/Policy, Re: Repeals:
  - a) Hands-Free Cellphone Use Policy
  - b) Dundee Hills Development Wastewater Management District By-Law
5. By-Laws/Policy:
  - a) Comfort Centre Policy, Re: Updated Appendix B: List of MOCR Comfort Centres, B1: Comfort Centres Map
  - b) Low Income Tax Exemption Program Policy
  - c) Municipal Fees Policy
6. Establishing Priority & Scheduling for the Working List
7. Recommendations to Council (if required)
8. Adjournment



## By-Law/Policy Committee Meeting

June 10, 2025

**Location:** Council Chambers

**Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Amanda Mombourquette, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk

**Regrets:** Councillor Brian Marchand, Councillor Shawn Samson, Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Director of Finance, Shannon Mury, Director of Community Development and Recreation

1. **Call to Order**

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

2. **Approval of the Agenda**

Moved by appointed member Stacey Morrison, seconded by Deputy Warden Brent Sampson, that the agenda be approved.

Motion carried.

3. **Review of Minutes, Re: May 13, 2025**

Moved by Councillor Amanda Mombourquette, seconded by appointed member Stacey Morrison, that the minutes of the May 13, 2025, meeting be approved.

Motion carried.

4. **By-Law/Policy Re:**

a) **Capital Improvement and Development Policy**

Moved by Deputy Warden Brent Sampson, seconded by appointed member Stacey Morrison, that the By-law/Policy Committee recommend to Council to proceed with the amendments to the Capital Improvement and Development Policy as presented with the changes as discussed.

Motion carried.



b) Guidelines for Designation and Use of Off-Leash Dog Areas Policy

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the By-Law/Policy Committee recommend to Council to proceed with the adoption of the Guidelines for Designation and Use of Off-Leash Dog Areas Policy as presented with the changes as discussed, contingent on the outcome of the review by the Solicitor.

Motion carried.

5. Establishing Priority & Scheduling for the Working List

Review of the working list.

6. Recommendation(s) to Council

Proceed with the adoption of the Capital Improvement and Development Policy and the Guidelines for Designation and Use of Off-Leash Dog Areas Policy, as noted above.

7. 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**

**MUNICIPALITY OF THE COUNTY OF RICHMOND**

**POLICY**

**POLICY NAME:                  HANDS FREE CELLULAR PHONE**

**APPROVAL DATE:              NOVEMBER 13, 2007**

**POLICY:**

1. It shall be the policy of the Municipality of the County of Richmond that no employee or Councillor of the Municipality shall be permitted to use a cell phone handset while they are operating a vehicle; which would apply to all municipal cell phones and all municipal vehicles.
2. It shall be the policy of the Municipality of the County of Richmond that any employee or Councillor of the Municipality that utilizes a municipal cell phone will be supplied with a wireless device for hands free operation of the cell phone.

## **BY-LAW # 64**

### **DUNDEE HILLS DEVELOPMENT WASTEWATER MANAGEMENT DISTRICT BY-LAW**

#### **TITLE**

1. This is By-law # 64 of the Municipality of the County of Richmond and may be cited as the **Dundee Hills Development Wastewater Management District By-law.**

#### **PURPOSE**

2. The purpose of this By-law is to improve wastewater management by establishing a Wastewater Management District and regulating the design, construction, installation, use, maintenance and operation of wastewater systems therein , in the interests of public health and safety and environmental protection.

#### **WASTEWATER MANAGEMENT DISTRICT**

3. Pursuant to section 342 of the *Municipal Government Act*, S.N.S. 1998, C.18, as am., the lands described in **Schedule "A"** hereto are established as a Wastewater Management District ("**WWMD**"), to be called the "Dundee Hills Development Wastewater Management District" (or "Dundee Hills Development WWMD")
4. The geographical boundaries and bounds of the Dundee Hills Development WWMD are fixed in accordance with **Schedule "A"** hereto.

#### **APPLICATION**

5. This By-law applies to all properties, including but not limited to residential and commercial properties, within the Dundee Hills Development WWMD.
6. The Municipality, its agents or employees may enter onto any property for purposes of inspection , operation and maintenance and other work on the wastewater systems pursuant to this By-law.

## **DEFINITIONS**

7. In this By-law:
  - a. **“Building Sewer”** means the pipe that connects a building to the rest of the disposal system;
  - b. **“Capital Cost”** means the Municipal cost of major infrastructure repairs, replacements or upgrades to wastewater systems as approved by Council;
  - c. **“Charges”** means charges levied by the Municipality from property owners for the operation, inspection and maintenance of wastewater systems pursuant to this By-law;
  - d. **“Committee”** means the Wastewater Management Committee appointed by Council;
  - e. **“Council”** means Council for the Municipality;
  - f. **“Design and Construction Specification”** means the Municipal Services Design and Construction Specification of the Municipality of the County of Richmond as amended from time to time;

- g. **“Director of Public Works”** means the Director of Public Works for the Municipality;
- h. **“Minister”** means the Minister of the Environment for the Province of Nova Scotia;
- i. **“Municipality”** means the Municipality of the County of Richmond;
- j. **“Owner”** means an owner of property served by a wastewater system or an owner of property on which a wastewater system is constructed or installed, or both, as the context requires;
- k. **“Professional Engineer”** means a professional engineer registered to practice in Nova Scotia and qualified to select and design on-site sewage disposal (wastewater) systems;
- l. **“Qualified Contractor”** means a contractor qualified and licensed to carry out the installation works herein;
- m. **“Qualified Person”** means a person who has a Certificate of Qualification from Nova Scotia Environment to select on-site sewage disposal (wastewater) systems;
- n. **“Regulations”** means the On-Site Sewage Disposal Systems Regulations pursuant to the *Environment Act*, the On-site Sewage Disposal Systems Technical Guidelines published by the Department of Environment, such further regulations as enacted from time to time by the Governor in Council with respect to wastewater management, and the applicable By-laws of the Municipality;

- o. **“Wastewater”** means sewage as defined in the *Municipal Government Act*;
- p. **“Wastewater System”** means the structures, pipes, devices, equipment, processes or other things used or intended for the collection, transportation, pumping, or treatment of sewage and disposal of the effluent.

#### **WASTEWATER MANAGEMENT COMMITTEE**

- 8. Council shall annually appoint a Wastewater Management Committee to review and report on the management and operation of the WWMD.
- 9. Council may refer to the Committee questions relating to wastewater management, wastewater systems , and charges for same.
- 10. The Committee shall review the charges under this By-law at least every five years and shall report to Council on such review.
- 11. The Committee shall have authority to determine questions of cost contribution or recovery as between the Municipality and an Owner , but not including Capital Cost expenditures and Capital Cost recovery which shall be determined by Council.

#### **DIRECTOR OF PUBLIC WORKS**

12. The Director of Public Works shall oversee wastewater management including inspection, maintenance and repair or replacement of wastewater systems.
13. The Director of Public Works shall report to the CAO and to the Committee on wastewater management.
14. The Director of Public Works shall be responsible to make recommendations to the Committee on matters including cost recovery, cost contribution and changes to the charges hereunder.

## **WASTEWATER SYSTEMS**

15. Wastewater systems may be either
  - a. clustered sewer systems serving more than one property;
  - b. a public sewer ,
  - c. individual on-site sewer systems
  - d. or by means of a combination of the foregoing,
  - e. or by other systems, as determined and approved by Council by resolution and from time to time.
16. Wastewater systems :
  - a. must be designed and installed in compliance with the Environment Act and Regulations and with the conditions of any approval issued pursuant to same;
  - b. must satisfy the Municipality's Design and Construction Specifications;

- c. must be designed by a Professional Engineer or Qualified Person and installed by Qualified Contractors;
  - d. shall in every case be subject to inspection and approval by the Director of Public Works at each of the design , installation and operations phases.
17. Council may order by resolution and without requirement of any petition of affected owners, improvements or replacements to wastewater systems and such work as may be necessary to carry out such improvements and replacements, including but not limited to excavation.
  18. The Municipality shall have discretion to reject a wastewater system at any phase for reasons including but not limited to structural deficiencies, hazardous material, environmental risks , violations or non-compliance with applicable regulations, codes or specifications.
  19. The Municipality or its agent shall notify the Owner of the reasons for rejection and of any identified deficiencies, hazards, risks or violations .
  20. The Owner must take necessary remedial action within 60 days of being notified and any such action shall be carried out wholly at the Owner's expense.
  21. If the Owner fails to rectify the identified conditions within that 60-day period, the Municipality shall report such violations, hazards, risks or deficiencies to the appropriate regulatory authority and subject to approvals therefrom may have necessary remedial work carried out and charge the costs of same to the Owner.

22. Where a wastewater system has been rejected by the Municipality, construction, installation or operation of that system shall not proceed until the reasons for rejection have been corrected and the Municipality's approval is confirmed.

### **OWNER RESPONSIBILITIES**

23. The Owner shall provide reasonable access to the property during normal business hours for the Director of Public Works or his agents for purposes of inspection .
24. The Owner shall provide and maintain reasonable and clear access to authorized Municipal personnel for on-going inspections, maintenance , repair and component replacement.
25. The Owner shall provide full disclosure to the Municipality in advance of the commencement of any work of any structural or other defects or hazards at or in or around the property which may be material to the said work .
26. The Owner of a property served by a building service connection shall be responsible to maintain the electrical power supply and distribution system in the property such that operation of the wastewater system is not compromised.
27. The Owner of a property served by a wastewater system shall be responsible to maintain the plumbing system in the property, as well as the building sewer connection from the property to the wastewater system, so that no portion of the wastewater system is compromised, damaged or disrupted in any way.

28. The Owner shall be responsible to ensure an appropriate backflow prevention device is installed on the sewer line where there is a risk of backflow.
29. The Owner shall be responsible for the supply of electrical power to any component of the wastewater system located on the Owner's property.
30. The Owner shall be responsible to pay the electrical power consumption charges for any component of the wastewater system located on the Owner's property which charge will be to the Owner's account.
31. The Owner shall not disrupt, relocate, modify, remove , replace, damage or destroy any portion of the wastewater system, whether located on public or on private property, without written permission of the Director of Public Works.
32. The Owner shall be responsible to ensure that the discharge of wastewater (including content and volume) into the wastewater system is in accordance with the requirements of individual system design and of approvals pursuant to the *Nova Scotia Environment Act Regulations*.
33. The Owner shall pay fully and on time the charges herein as and when due.

## **CHARGES**

34. Owners of properties served by wastewater systems shall be charged by the Municipality for operation and maintenance of the wastewater systems as set out in Schedule "B" hereto.

35. Notwithstanding section 35 above, additional or other charges on Owners may be imposed by the Municipality by amendment to Schedule "B" hereto.
36. Charges herein do not include recovery for future Capital Costs which may be incurred by the Municipality.

### **BACKFLOW**

37. The Municipality assumes no liability for sewage backflow into any property, arising from malfunction of wastewater systems or otherwise.

### **MUNICIPAL RESPONSIBILITY**

38. The Municipality shall be responsible for operation and maintenance of the approved wastewater systems , including inspection , repair, and component replacement to the standard of recognized Canadian wastewater engineering practice, including the portions of the systems located on public lands , as well as those portions located on private land, but excluding the influent sewage pipe from the building exterior to the septic tank, the building sewer , and any power supply to any component of the wastewater system located on the property (e.g. pump).
39. Nothing herein shall be construed so as to oblige the Municipality to take responsibility for services to a wastewater system not approved by the Municipality pursuant to this By-law.

## **LIEN**

40. Any charges, costs, or fees imposed pursuant to this By-law, shall constitute a first lien on the subject property in favour of the Municipality, and may be collected in the same manner as taxes.

## **PENALTIES**

41. Any person found to be violating any provision of this By-law shall be subject to prosecution and on conviction to a penalty not exceeding One Thousand Dollars.

## **GENERAL**

42. Nothing herein shall relieve or exempt any Owner whatsoever from the requirements of the Department of Health or Department of Environment or any applicable legislation , laws and regulations, and including the by-laws of the Municipality with respect to wastewater management.
43. This By-law is subject to the *Municipal Government Act*.

**DUNDEE HILLS DEVELOPMENT WASTEWATER MANAGEMENT DISTRICT**

**Property Identification Numbers and Mapping**

**PID Nos.**

**PID 75188409**

**PID 75188417**

**PID 75188425**

**PID 75188433**

**PID 75188441**

**PID 75188458**

**PID 75188466**

**PID 75188482**

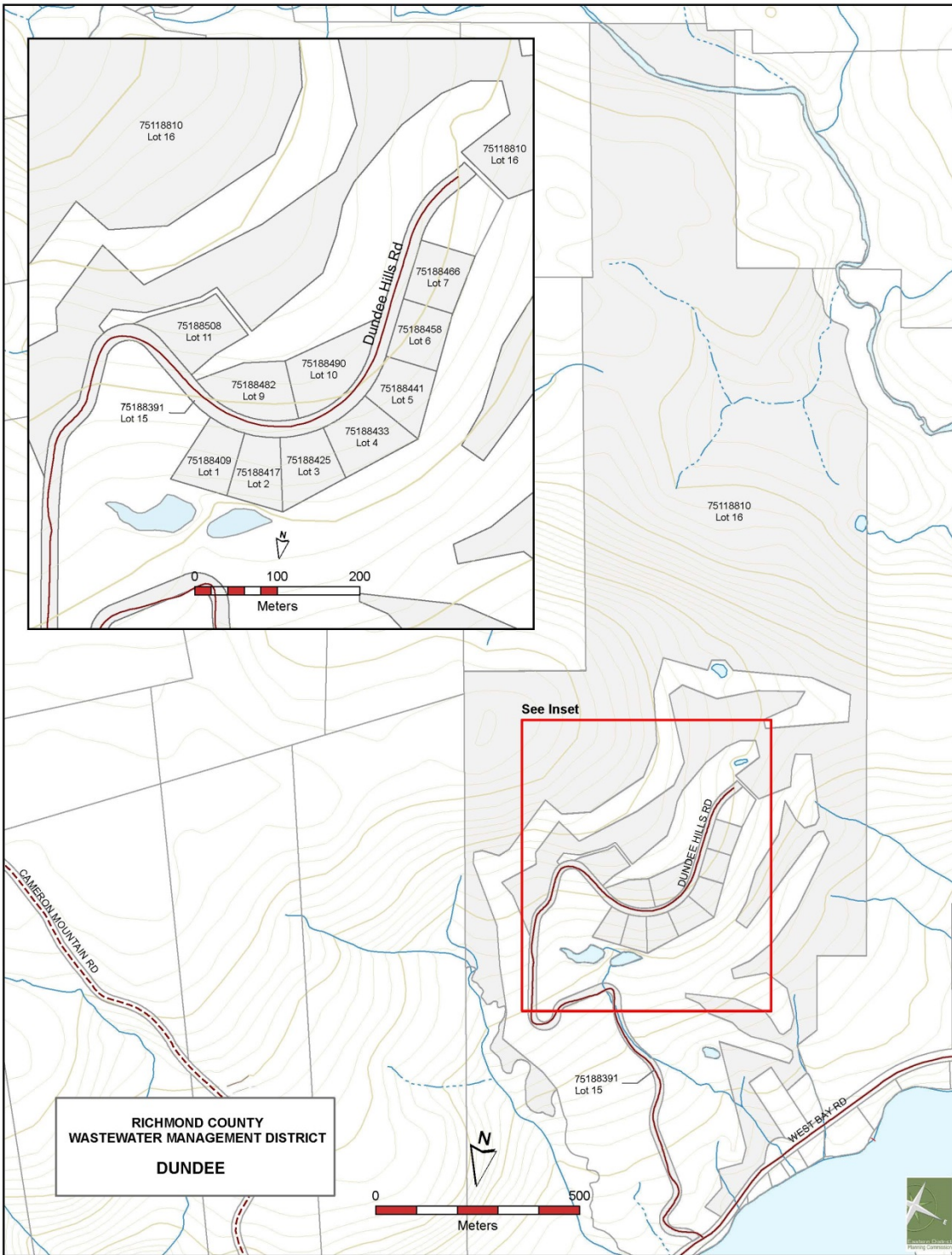
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**PID 75118810**

**PID 75188391**

**PID 75199299**



**SCHEDULE "B"**

**DUNDEE HILLS DEVELOPMENT WASTEWATER MANAGEMENT DISTRICT  
CHARGES**

**Operation and Maintenance Charges**

1. Subject to section below, Owners of properties served by wastewater systems shall pay to the Municipality an annual operation and maintenance charge of \$250.00.
2. The annual operation and maintenance charge shall be billed and payable quarterly.
3. The quarterly payments shall be \$62.50 each with the first payment due and payable at the end of the first full quarter following occupancy of the property or use of the wastewater system , whichever comes first.

**Excessive Costs and Charges**

4. Notwithstanding any other provision in this By-law or schedule hereto, excessive costs and charges shall be the responsibility of the Owner.

**Lien**

5. Any charges, costs, or fees imposed pursuant to this By-law including this Schedule shall constitute a first lien on the subject property in favour of the Municipality, and may be collected in the same manner as taxes.

**THIS IS TO CERTIFY** that the foregoing

is a true copy of a By-Law duly passed  
by the Municipal Council of Richmond  
County:

**First Reading** approved by Richmond  
Municipal Council on May 24, 2016;

**Second Reading** approved by Richmond  
Municipal Council on June 29, 2016;

**GIVEN** under the hand of the Warden and the  
Clerk and under the seal of the Municipality of the  
County of Richmond this 12<sup>th</sup> day of July, 2016.

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WARDEN

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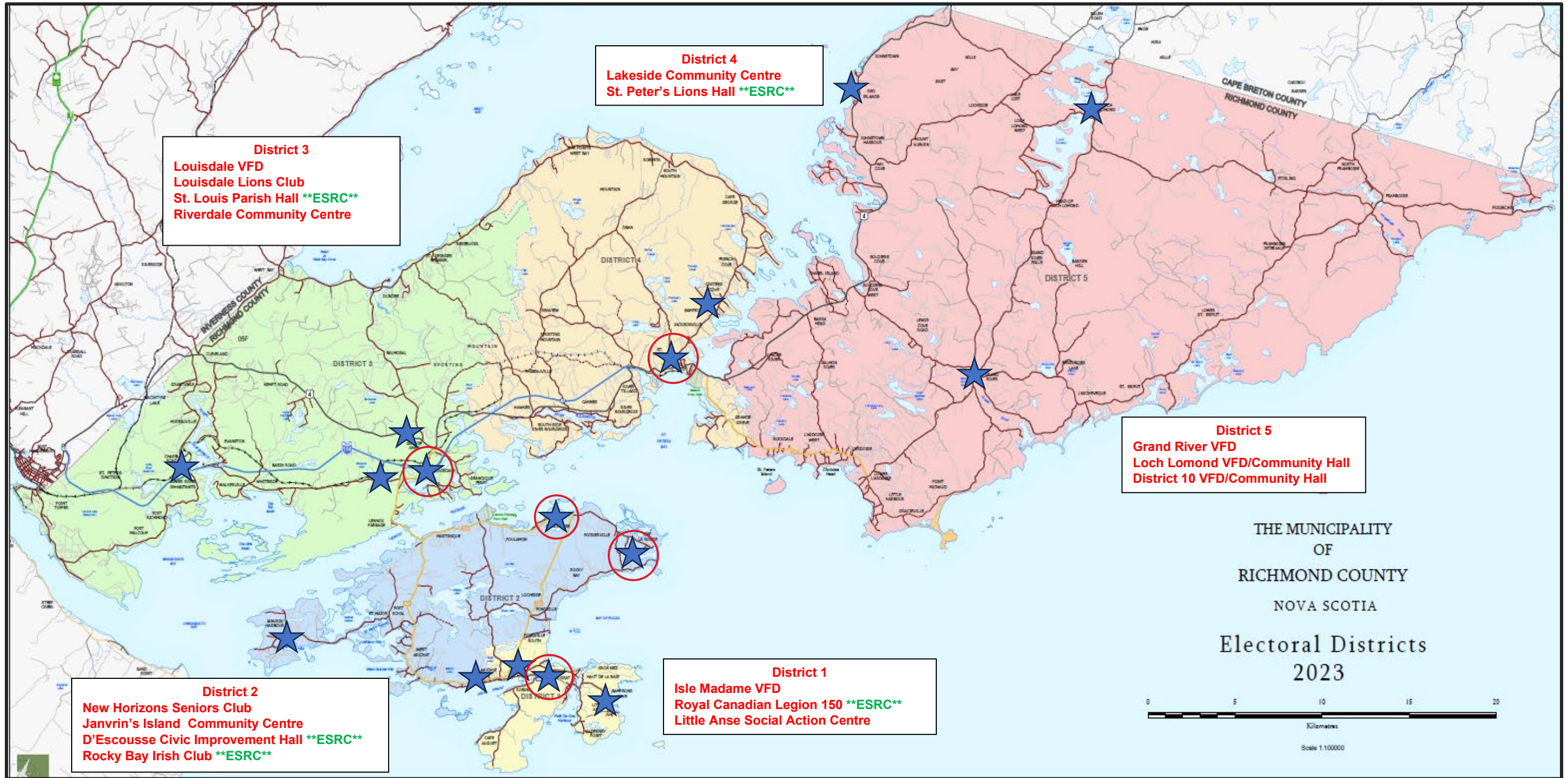
CLERK



<b>TITLE</b>	<b>LIST OF MUNICIPALITY COMFORT CENTRES</b>
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<b>Municipality of the County of Richmond Comfort Centres</b>	
<b>District</b>	<b>Community / Location</b>
1	<b>Isle Madame VFD</b> P.O. Box 279, 5125, Hwy 320, Arichat, NS, B0E 1A0 Fire Hall: (902) 226-3660 islemadame.63@gmail.com
1	<b>Royal Canadian Legion Branch #150</b> 1219 Veteran's Memorial Drive, P.O. Box 294, Arichat, NS, B0E 1A0 (902) 226-3089 Facebook - Royal Canadian Legion-ISLE MADAME Branch 150
1	<b>Little Anse Social Interaction Centre</b> 4114 Highway 206, Little Anse, NS, B0E 3C0 (902) 226-2001
2	<b>New Horizon Seniors Club</b> 2373 NS-206, Arichat, NS, B0E 1A0 (902) 226-1915
2	<b>Janvrin Island Community Hall</b> 1442 Janvrin Harbour Road, West Arichat, NS, B0E 3J0 info@janvrinisland.ca Facebook - Janvrin's Island Community News
2	<b>D'Escousse Civic Improvement Hall</b> 3276 NS-320, D'Escousse, NS, B0E 1K0 (902) 227-8069
2	<b>Rocky Bay Irish Club</b> 791 Rocky Bay Rd, D'Escousse, NS, B0E 1K0 (902) 226-3463
3	<b>Louisdale VFD</b> P.O. Box 522, 6457 Hwy 4, Louisdale, NS, B0E 1V0 Fire Hall : (902) 345-2157
3	<b>Louisdale Lions Club</b> 3128 Whiteside Rd, Louisdale, NS, B0E 1V0 (902) 345-2379
3	<b>St. Louis Parish Hall</b> 148 Grandique Ferry Road, Louisdale, NS, B0E 1V0 (902) 345-2316 Facebook - Louisdale St. Louis Parish
3	<b>Riverdale Community Centre</b> Lower River Inhabitants, Port Hawkesbury, NS, B0E 2V0 (902) 625-0012
4	<b>Lakeside Community Center</b> Sampsonville, NS, B0E 3B0 (902) 535-2640

4	<b>St. Peter's Lions Hall</b> 32 Lions Ave, St. Peter's, NS, B0E 3B0 (902) 535-2482 StPetersLions@hotmail.com Facebook - St. Peter's Area Lions Club
5	<b>Loch Lomond VFD/Community Hall</b> 1177 Passage Rd, Loch Lomond, NS, B2E 1C4 Fire Hall: (902) 822-3340 lochlomondvfd@outlook.com
5	<b>Grand River Community Hall / VFD</b> 11 East Side Road, PO Box 37, Grand River, NS, B0E 1M0 (902) 587-2966
5	<b>District 10 (Red Islands) VFD</b> 14799 Hwy # 4, Red Islands, NS, B0E 3B0 (902) 535-3375 district10red@outlook.com Facebook - District 10 Red Islands Volunteer Fire Department
<b>Richmond County Municipal Building is the Main ECC  Emergency Services Coordinator - 902-226-3990</b>	





## Title **Low Income Tax Exemption Program Policy**

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

### 1. Purpose

The purpose of the policy is to provide Council, municipal staff, and the public with a framework by which low-income household exemptions will be applied for, reviewed, and awarded.

### 2. Scope

This policy shall apply to all Municipal Staff involved in the processing of applications for the Low Income Tax Exemption Program. The exemption applies to residential property taxes only and does not include any other rates or charges.

### 3. Roles & Responsibilities

3.1 Municipal Council will be responsible to:

- a) review, amend, and adopt the Low Income Tax Exemption Program policy;
- b) ~~review the income threshold and maximum exemption amount contained in this policy, on an annual basis;~~ **annually set the income threshold and maximum exemption amount during budget deliberations;**
- c) maintain the allocation of funds for the Low Income Tax Exemption Program through annual contributions in amounts to be determined by Council; and
- d) support the Chief Administrative Officer (CAO) and staff in policy implementation.



- 3.2 The CAO will be responsible to:
  - a) implement the Low Income Tax Exemption Program policy; and
  - b) provide oversight to ensure policy.
- 3.3 The Department of Finance will be responsible to:
  - a) provide the CAO and Council with program updates as necessary; and
  - b) process applications in a timely manner.

## Policy

### 4. Policy Statement

- 4.1 Council will provide a general tax exemption amount in accordance with section 69 of the Municipal Government Act (MGA).
- 4.2 This exemption applies to taxpayers in the Municipality whose household taxable income does not exceed the limits set by Council (See section 6). Household taxable income is defined as the total taxable income of all individuals living in the home who are 18 years or older, excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or a pension paid pursuant to the Pension Act (Canada) as per section 69 (1) of the MGA.
- 4.3 Taxable income is reported on Line 26000 of the Canada Revenue Agency (CRA) Notice of Assessment (received after annual income taxes have been filed).

### 5. Guidelines

- 5.1 Eligible low-income property owners can apply for a low-income tax exemption by completing the Low Income Tax Exemption Application form, Appendix A, provided by the Municipality for the applicable year. This form is updated annually to reflect the exemption amount and income threshold set by Council and is made available on the Municipality's website or at the Municipal Office.
- 5.2 Along with this form the completed application form, applicants must submit proof of household taxable income. This proof can be provided in the form of either the CRA Notice of Assessment or the CRA Proof of



Income Statement. It's important to note that the names of CRA forms may change periodically. Additionally, proof of income must be provided for all individuals aged 18 or older residing in the home.

- 5.3 Information collected is utilized for the intended purpose and is safeguarded in accordance with the Freedom of Information and Protection of Privacy Act and the MGA.
- 5.4 Qualified applicants will receive a credit applied directly to their tax account of up to \$150.00 annually. **up to the maximum exemption amount approved annually by Council**
- 5.5 Notwithstanding any other provision of this policy, no exemption shall exceed 50% of the taxes payable on any property.
- 5.6 The deadline for submissions is August 15<sup>th</sup> of the fiscal year for which the exemption is sought.
- 5.7 An application form must be completed and processed for each year and applications will not be applied retroactively for prior years.

## 6. Eligibility Criteria

- 6.1 To be eligible, applicants must meet the following criteria:
  - a) Be a permanent resident of the Municipality of the County of Richmond and hold legal title to the property.
  - b) The property must serve as their primary residence.
  - c) The property must be assessed in the applicant's name.
  - d) The applicant's tax account should have no arrears balance.
  - e) The household taxable income must not exceed the total household limit of \$25,000. **approved annually by Council.**

## 7. Program Conditions

- 7.1 Properties indebted to the Municipality for outstanding liens as a result of a tax sale, proceedings, or remedies for dangerous and unsightly premises on the property are not eligible.
- 7.2 Properties that are a seasonal residence, vacation property, or income property are not eligible.



7.3 Residents who are eligible to receive a property tax rebate from other governing bodies will not be eligible for this exemption.

## 8. Application Process

- 8.1 Applicants will use the Low Income Tax Exemption Application form ~~Appendix A~~ provided by the Municipality for the applicable year.
- 8.2 Completed applications along with proof of household income can be sent by mail, email, fax, or submitted in person at the Municipal Administration Building.
- 8.3 All applications received by the deadline will be reviewed, approved if conditions are met, and applied as tax credits to the applicable property tax account.
- 8.4 Applications will be approved prior to the issuance of the final tax bill.
- 8.5 Applications will be processed within 2-3 weeks.

### Appendix

Appendix A — ~~Low Income Tax Exemption Application Form~~

This policy will be reviewed annually.

Date of review	Approved/Amended by Council
June 10, 2024, June 18, 2024	June 24, 2024 - Approved

**Title: Municipal Fees Policy**

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

**1. Purpose**

1.1. The purpose of this policy is to provide one clear and concise framework for the various fees charged by the Municipality of the County of Richmond (MOCR) in connection with its services, programs, regulatory functions, and operations. This includes, but is not limited to, fees for applications, permits, licenses, service delivery, and costs arising from by-law-related services or interventions.

**2. Scope**

2.1. The Policy applies to the processes and services listed below and replaces all previously established fees contained in earlier policies or resolutions of the Municipality.

**3. Fee Categories**

The fees payable to MOCR are listed by category below:

3.1. Administration	
Item	Fee
• Black and white photocopies	\$0.10
• Colour photocopies	\$0.20



<b>3.2. Department of Finance</b>	
<b>Item</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>• Tax Certificates</li> </ul>	\$20.00
<ul style="list-style-type: none"> <li>• International Wire Transfer fee</li> </ul>	\$20.00
<ul style="list-style-type: none"> <li>• NSF Cheque Fee</li> </ul>	\$25.00
<b>3.3. Dog Control By-Law # 70 (For each dog)</b>	
<b>Item</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>• Lifetime license/tag/registration fee</li> </ul>	\$45.00
<ul style="list-style-type: none"> <li>• Initial license/tag/registration fee – Dogs less than one year old</li> </ul>	\$10.00
<ul style="list-style-type: none"> <li>• Kennel operators registered with the Canadian Kennel Club</li> </ul>	Set by Council
<ul style="list-style-type: none"> <li>• Change of ownership registration fee</li> </ul>	\$10.00
<ul style="list-style-type: none"> <li>• Replacement dog tag</li> </ul>	\$5.00
<ul style="list-style-type: none"> <li>• First impoundment within one twelve (12) month period</li> </ul>	\$100.00
<ul style="list-style-type: none"> <li>• Second impoundment within one twelve (12) month period</li> </ul>	\$200.00
<ul style="list-style-type: none"> <li>• Third &amp; subsequent impoundments within one twelve (12) month period</li> </ul>	\$300.00
<ul style="list-style-type: none"> <li>• Board for each day (Monday to Friday)</li> </ul>	\$30.00
<ul style="list-style-type: none"> <li>• Board for each day (Weekend &amp; Holidays)</li> </ul>	\$60.00
<ul style="list-style-type: none"> <li>• Other associated care fees include, but are not limited to, apprehension expenses, veterinary treatment and testing fees, special care costs, and, where applicable, fees related to the destruction of the dog.</li> </ul>	Cost of Associated Care.
<b>3.4. Information Access</b>	
<b>Item</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>• Freedom of Information Access Requests</li> </ul>	\$5.00
<ul style="list-style-type: none"> <li>• Additional Processing Fees (where applicable) include the services of locating, retrieving, and producing the record, preparing the record for disclosure, preparing for shipping and handling the record, and providing a copy of the record. Refer to the Freedom of Information and Protection of Privacy Act for details.</li> </ul>	\$30.00/hour



<ul style="list-style-type: none"> <li>Shipping – standard post, courier fees if specifically requested by the applicant.</li> </ul>	At cost.
<ul style="list-style-type: none"> <li>Photocopy – Black and white photocopies per page.</li> </ul>	\$0.10
<b>3.5. Special Event By-Law # 67</b>	
<b>Item</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>Special Event Permit Application deposit required; minimum and maximum amounts apply; refund subject to conditions. Refer to the <a href="#">Special Event By-law #67</a> for details.</li> </ul>	\$100.00 - \$2,000.00
<b>3.6. Taxi By-law # 20</b>	
<b>Item</b>	<b>Fee</b>
<ul style="list-style-type: none"> <li>Taxi Application</li> </ul>	\$10.00
<ul style="list-style-type: none"> <li>Taxi License – 12 Month License. Refer to the <a href="#">Taxis By-law #20</a> for details.</li> </ul>	\$20.00

**4. Relevant Documents**

- 4.1. [Dog Control By-Law # 70](#)
- 4.2. [Special Event By-Law # 67](#)
- 4.3. [Taxi By-law # 20](#)
- 4.4. [Freedom of Information and Protection of Privacy Act](#)

**5. Policy Review/Amendment**

Date of Review	Approved/Amended by Council

	BY-LAW/POLICY WORKING LIST	DATE ADDED	STATUS	DRAFT	NEXT STEPS
1	Comfort Centre Policy - Appendix B, B1 Updates	06-23-2025	Appendices ready for review	1	Review for updating
2	Low Income Tax Exemption Policy - Amendments	06-09-2025	Draft with amendments ready for review	1	Review for updating
3	Municipal Fees Policy	05-13-2025	Ready for review	1	Review
4	Grant Disclosure Policy - Amendments	08-01-2025	Draft with amendments ready for review	1	Review fo updating
5	CAO Success Plan Policy - Amendments	04-22-2024	In progress	1	Review for updating
6	Committee Terms of Reference (Audit, MEMAC, Fire Protection Services)	28-11-2022	Amendments ready for review (Audit/MEMAC)	2	Review for updating
7	Strategic Communications Plan - Amendments	25-11-2024	Draft with amendments ready for review	1	Review for updating
8	Presentations and Delegations Appearing before the COW or Mun.Council	08-05-2024	Ready for review	1	Review
9	Sponsorship Policy	07-22-2025	Draft in progress	1	Review
10	Hospitality Expense Policy - Amendents	14-01-2025	Draft in progress	1	Review for updating
11	Travel and Expense Policy - Amendments	14-01-2025	Draft in progress	1	Review for updating
12	Taxis By-Law	23-09-2024	For Review		Review for updating
13	Dry Fire Hydrant Policy	27-05-2024	Draft In progress	1	Staff are gathering more information.
14	Private Road Curbside Collection Requests Policy	02-25-2025	For Review		Review for updating
15	Purchasing and Tendering Policy	05-27-2025	For Review		Review for updating
16	Municipal Record Management Policy	21-10-2024	Draft in progress	1	Review for updating
17	CCBF - Non Profits Policy	27-02-2023	Not in progress		
18	Councillor Payment Policy	26-06-2023	Not in progress		
19	Road Trails Designation By-Law	18-06-2024	Not in progress		
20	Registration of Volunteer Fire Department & Emerg. Services Policy	31-01-2024	Pending		Requires an implementation plan that incorporates support for VFD & Emerg. Service Providers with the documentation required.

21	Heritage By-Law	24-10-2022	Not in progress	2	
22	Heritage Property Designation Policy	27-02-2023	Not in progress	2	
23	Vending By-Law	11-04-2023	Not in progress	2	
24	Vending Fee Policy	11-04-2023	Not in progress	2	
	<b>DISCUSSION</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Receipt of Donations	23-09-2024			Staff Report on the feasibility of a policy.
2	Spike Fund	05-27-2025			Spike Fund discussion with Receipt of donations
3	Halloween	21-10-2024			
4	Waste Receptables at food establishments	24-06-2024	In progress		
5	Roaming Farm Animals	27-05-2024	In progress		
6	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			Recommend to Council to repeal this policy.
2	Dundee Hills Development Wastewater Management District By-Law	18-07-2025			Recommend to Council to proceed with the repeal of the by-law.
	<b>EDPC LAND USE BY-LAWS IN PROGRESS</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
	<b>BY-LAW/POLICY COMPLIANCE or Items in Progress</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>