



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMITÉ DE  
**RICHMOND**

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

**Tuesday, October 14, 2025**

**6:00 p.m.**

**Council Chambers**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) September 9, 2025
4. Process for the review of MOCR policies
5. By-Laws/Policy:
  - a) Committees Policy, Re: Appendix A - ABCC Matrix Update
  - b) Grant Disclosure Policy, Re: Amendments
  - c) Dry Fire Hydrant Policy, Re: Amendments
6. Working list priority/meeting schedule for 2025
7. Recommendations to Council (if applicable)
8. Adjournment

## By-Law/Policy Committee Meeting

September 9, 2025

**Location:** Council Chambers

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

**Regrets:** Stacey Morrison, Appointed Member, 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 6:15 p.m.

2. **Approval of the Agenda**

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the agenda be approved.

Motion carried.

3. **Review of Minutes, Re: June 10, 2025**

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the minutes of the June 10, 2025, meeting be approved.

Motion carried.

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

a) **Hands-Free Cellphone Use Policy**

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the By-law/Policy Committee recommend to Council to repeal the Hands-Free Cellphone Use Policy.

Motion carried.

Deputy Warden Brent Sampson declared a conflict of interest regarding the Dundee Hills Development Wastewater Management District By-law and removed himself from the meeting at 6:18 p.m.

- b) Dundee Hills Development Wastewater Management District By-law  
Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette, that the By-law/Policy Committee recommend to Council to proceed with the repeal process of the Dundee Hills Development Wastewater Management District By-law.  
Motion carried.

Deputy Warden Brent Sampson returned to the meeting at 6:19 p.m.

5. By-laws/Policy, Re:

- a) Comfort Centres Policy, Re: Updated Appendix B: List of MOCR Comfort Centres, B1: Comfort Centres Map  
Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the By-law/Policy Committee recommend to Council to adopt the following updated appendices to the Comfort Centre Policy: Appendix B: List of MOCR Comfort Centres and B1: Comfort Centres Map.  
Motion carried.
- b) Low Income Tax Exemption Program Policy  
Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the By-law/Policy Committee recommend to Council to adopt the amendments to the Low Income Tax Exemption Program Policy as presented, with the addition of a revision to the policy title by inserting the word “Property” before the word “Tax”.  
Motion carried.  
Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the By-law/Policy Committee recommend to Council to set the household income threshold at \$30,000 and the property tax exemption amount at \$200.00 for the Low Income Property Tax Exemption Program.  
Motion carried.

c) **Municipal Fees Policy**

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the By-law/Policy Committee recommend to Council to adopt the Municipal Fees Policy as presented.

Motion carried.

6. **Establishing Priority & Scheduling for the Working List**

Discussion ensued regarding various items on the Working List, including those listed under the Discussion section as well as the By-law/Policy section.

Moved by Councillor Shawn Samson, seconded by Councillor Amanda Mombourquette, that the By-law/Policy Committee recommend to Council to remove Item 21 (Heritage By-law) and Item 22 (Heritage Property Designation Policy) from the Working list.

Motion carried.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the By-law/Policy Committee recommend to Council to remove Item 5 (Roaming Farm Animals) from the Working List.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that the By-law/Policy Committee recommend to Council to remove Item 6 (Animal By-law) from the Working List.

Motion carried

7. **Recommendation(s) to Council**

As noted above, in agenda items 4, 5, and 6.

8. **Adjournment**

There being no further business, the chair adjourned at 6:57 p.m.

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Municipal Clerk

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Chairperson

Municipality of the County of Richmond  
Policy Master Database



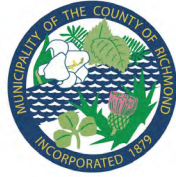
Category	Policy Name	Approved	Amended	Readopted	Repealed	Review Due	Notes (check for review dates in the policy)	Reviewed
Admin 01-001	<a href="#">Registration of Fire Departments &amp; Other Emergency Service Providers</a>	1999-04-13					0 No review date	
Admin 01-002	<a href="#">Document Shredding</a>	2005-12-12					0 No review date	
Admin 01-003	<a href="#">Disposal of Surplus Equipment</a>	2007-02-12					0 No review date	
Admin 01-004	<a href="#">Municipal Records Management</a>	2013-02-05					0 No review date	
Admin 01-005	<a href="#">Internet Usage &amp; Electronic Communication Policy</a>	2014-05-26					0 No review date	
Admin 01-006	<a href="#">Technology Purchase</a>	2014-05-26					0 No review date	
Admin 01-007	<a href="#">Hiring Policy</a>	2018-04-23					0 No review date, linked to the employment policy manual	
Admin 01-008	<a href="#">Credit Card Policy</a>	2018-04-23					0 No review date	
Admin 01-009	<a href="#">Dangerous and Unightly Premises Policy</a>	2019-02-05					0 No review date	
Admin 01-010	<a href="#">Full Time Term Employment Policy</a>	2020-02-24					0 No review date, linked to the employment policy manual	
Admin 01-011	<a href="#">Workplace Wellness Policy</a>	2020-02-24					0 No review date	
Admin 01-012	<a href="#">Hours of Operation Policy</a>	2021-11-21					0 No review date	
Admin 01-013	<a href="#">Storm Closure Policy</a>	2023-01-23				2023-01-23	Yearly	
Admin 01-014	<a href="#">Awards Of Recognition Policy</a>	2006-06-19	2022-11-28			2025-11-28	3 years	
Admin 01-015	<a href="#">Travel and Expense Policy with Schedule A B C</a>	2022-11-28	2023-10-23	2025-01-28			Renew after Municipal election - currently on the working list to update to FRAM	
Admin 01-016	<a href="#">Social Media Policy</a>	2012-05-14	2024-01-31				0 No review date	
Admin 01-017	<a href="#">Website Content Management Policy</a>	2024-01-31					0 No review date	
Admin 01-018	<a href="#">Publication of Council, Committee of Council, Committee Reports and Meeting Packages on Municipal Website Pol</a>	2008-01-16	2024-01-15				0 No review date	
Admin 01-019	<a href="#">Purchasing and Tendering</a>	2019-06-20	2024-06-24				0 No review date	
Council 02-001	<a href="#">Delegation Appearing Municipal Council</a>	2008-06-16	2024-01-31				0 No review date	
Council 02-002	<a href="#">Road Name Changes Policy</a>	1999-06-21					0 No review date	
Council 02-003	<a href="#">Policy on Confidentiality &amp; Non Disclosure</a>	2000-10-10					0 No review date	
Council 02-004	<a href="#">Term of Office of Deputy Warden</a>	2000-09-11					0 No review date	
Council 02-005	<a href="#">Term of Office of Warden</a>	2000-09-11					0 No review date	
Council 02-006	<a href="#">By Law Enforcement Policy</a>	2007-11-13					0 No review date	
Council 02-007	<a href="#">Halloween</a>	2007-12-10					0 No review date	
Council 02-008	<b>Hands Free Cellular Phone - Repealed</b>	2007-11-13			2025 09 23		0 No review date	
Council 02-009	<a href="#">Conveyance of Gillies Subdivision Streets</a>	2007-06-18					0 No review date	
Council 02-010	<a href="#">Hospitality Policy</a>	2018-04-23		2025-01-28			Renew after Municipal election - currently on the working list to update to FRAM	
Council 02-011	<b>Code of Conduct Policy for Elected Municipal Officials - Repealed - Go to: <a href="https://www.richmondcounty.ca/code-of-conduct-for-elected-officials.html">https://www.richmondcounty.ca/code-of-conduct-for-elected-officials.html</a></b>	2019-02-25			02-25-2025			
Council 02-012	<a href="#">Councillors' Payment Policy</a>	2009-11-09	2020-02-24			2024-02-24	Renew before Municipal Election	
Council 02-013	<a href="#">Asset Management Policy</a>	2021-04-26				2023-04-26	2 years	
Council 02-014	<a href="#">Dry Fire Hydrant Policy</a>	2024-01-22					0 No review date	
Council 02-015	<a href="#">VFD Payment and Reporting Policy</a>	2022-03-21					0 No review date	
Council 02-016	<a href="#">Non Union Salary Administration</a>	2022-04-25					0 No review date	
Council 02-017	<a href="#">Virtual Meetings</a>	2022-04-25					0 No review date	

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Policy Master Database

Council 02-018	<a href="#">Public Participation Program - Engagement with Abutting Municipalities Policy</a>	2023-02-27			0	No review date	
Council 02-019	<a href="#">Comfort Centre and Emergency Shelter Policy</a>	2023-02-27	2025-09-23		2025-02-27	yearly * just updated to appendix b and b1	
Council 02-020	<a href="#">Budget Release Policy</a>	2023-05-23			2025-11-01	Fall - (Review in the fall 2025)	
Council 02-021	<a href="#">CAO Employee Success Plan</a>	2023-09-25				Every 5 yrs - currently on the working list for amendments	
Council 02-022	<a href="#">Grant Disclosure Policy</a>	2023-10-10				No review date	
Council 02-023	<a href="#">Canada Community Building Fund</a>	2023-06-26			2025-11-01	2 yrs (Fall of 2025)	
Council 02-024	Grants Policy - Repealed, see below for the 2025-2026 Grants Policy	2021-11-22	2024-02-26	03-25-2025			
Council 02-025	<a href="#">Sale of Municipal Property</a>	2024-02-26				0 No review date	
Council 02-026	<a href="#">Communications Policy</a>	2024-01-31			01-31-2025	In line with Strategic Comms Plan Review??	
Council 02-027	<a href="#">Policy to Amend By Law #61, Building Permit Fees By Law</a>	2024-04-22				0 Linked to a by-law	
Council 02-028	<a href="#">Committees Policy</a>	2024-06-24				0 No review date	
Council 02-029	<a href="#">Flag Policy</a>	2024-06-24			2025-06-18	yearly	
Council 02-030	<a href="#">Low Income Tax Exemption Program Policy</a>	2024-06-24	2025-09-23		Budget	yearly at budget	2025
Council 02-031	<a href="#">Capital Improvement and Development</a>	2024-08-07	2025-06-24			0 No review date	2025
Council 02-032	<a href="#">Delegation Appearing at Committee of the Whole</a>	1993-11-01				0 No review date	
Council 02-033	<a href="#">Council Procedural Policy</a>	2024-10-15	2025-03-25		2025-10-15	yearly	
Council 02-034	<a href="#">Regulations Respecting a Code of Conduct for Municipal Elected Officials</a>	2024-11-25				0 No review date	
Council 02-035	<a href="#">2025-2026 Grants Policy</a>	03-25-2025			Budget	yearly at budget	
Council 02-036	<a href="#">Municipal Fees Policy</a>	2025-09-23			Budget	yearly at budget	
Employee 03-001	<a href="#">Employee Policy Manual</a>					No review date	
OHS 04-001	<a href="#">Safety Policy</a>	2001-10-09				No review date	
OHS 04-002	<a href="#">Occupational Health &amp; Safety</a>	2006-11-01				No review date	
Public Works 05-001	<a href="#">Oil Contaminated Soils</a>	1998-06-15				0 No review date	
Public Works 05-002	<a href="#">Private Road Curbside Collection Requests</a>	2006-05-08				0 No review date	
Public Works 05-003	<a href="#">New Capital Water Projects</a>	2007-03-12				0 No review date	
Public Works 05-004	<a href="#">Major Capital Sewer Projects</a>	2008-05-12				0 No review date	
Public Works 05-005	<a href="#">Providing Booster Pumps to Residence of Richmond County Under the Richmond County Water Utility Who are experiencing low water pressure</a>	2012-05-05				0 No review date	
Public Works 05-006	<a href="#">Street Lights Policy</a>	2000-05-08	2024-10-15, 2019-01-28			0 No review date	2024
Recreation 06-001	<a href="#">Community Use of Schools</a>	1974-11-05				0 No review date	
Recreation 06-002	<a href="#">Canoe Rental</a>	1982-04-21				0 No review date	
Recreation 06-003	<a href="#">Physical Fitness Activities</a>	2008-10-14			2009-10-14	yearly	
Tax 07-001	<a href="#">Tax Sale</a>	2002-04-08				0 No review date	
Tax 07-011 a	<a href="#">Tax Sale Tender Form</a>	2021-01-01				0 No review date	
Tax 07-002	<a href="#">Tax Refund Interest Rate</a>	2002-01-14				0 No review date	
Tax 07-003	<a href="#">Tax Reduction Due to Fire</a>	2005-05-09				0 No review date	
Water Utility 08-001	<a href="#">Richmond County Water Utility Interest Rate</a>	2002-04-08				0 No review date	
Water Utility 08-002	<a href="#">Water Collection and Connection</a>	1987-02-09				0 No review date	



26	Strait Area Transit (SAT)	6/year	External Community	By Policy	2	Councillor Amanda Mombourquette Councillor Shawn Samson												10
27	Strait of Canso Offshore Wind Task Force	1/month	External Community	By Policy	1	Warden Lois Landry Councillor Brian Marchand	1		1									
28	Strait Richmond Housing Matters Coalition	1/month	External Community	By Policy	1	Councillor Amanda Mombourquette			1									~16
<b>EXTERNAL COMMUNITY ABCCs - Citizen Appointees</b>																		
<b>ABCCs</b>		Approximate Meeting Frequency	Committee Type	Appointment Created	Citizen Appt.'s													Other External
29	Strait of Canso Superport Corporation - Strait Superport Board	6/year	External Community	By Policy	1													
30	Destination Cape Breton Association (DCBA)	6/year	External Community	By Policy	1													
31	Bras d'Or Lake Biosphere Association	6/year	External Community	By Policy	1													
32	Cape Breton Local Immigration Partnership	4/year	External Community	By Policy	1													
<b>EXTERNAL COMMUNITY ABCCs - Municipal Liaison Appointees</b>																		
<b>ABCCs</b>		Approximate Meeting Frequency	Committee Type	Liaison Created	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Other External			
33	Doctor Kingston Memorial Community Health Centre	10/year	External Community	By Policy		To be Determined												
34	Raising the Villages	6/year	External Community	By Policy		To be Determined												
35	Richmond County Literacy Network (RCLN)	10/year	External Community	By Policy		To be Determined												
36	Seniors Take Action Coalition (STAC)	Committee 1/month Board 6/year	External Community	By Policy		To be Determined												
37	St. Anne's Community & Nursing Care Centre	11/year	External Community	By Policy		To be Determined												
38	Volunteer Fire Departments	Varies	External Community	By Policy		To be Determined												
Updated October 14, 2025																		



**Title Grant Disclosure 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 **Grant Disclosure Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_

\_\_\_\_\_  
**Shelley David**

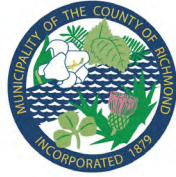
**Municipal Clerk**, Municipality of the County of Richmond “Purchasing and Tendering” Policy.

**1. Policy Statement**

Pursuant to Section 65(C) of the *Municipal Government Act*, it shall be the policy of the Municipality of the County of Richmond that all grant funding provided each year by the Municipality to community organizations be publicly disclosed according to the conditions as set out in this policy.

**Grant disclosure policies 65C**

- (1) The council shall adopt a policy that requires the municipality to disclose to the public a list of recipients of grants made by the municipality and the amounts of those grants.
- (2) A policy adopted under subsection (1) must include the (a) frequency and timing of disclosure; (b) content to be included in a disclosure; and (c) form in which the disclosure must be made.
- (3) A policy adopted under subsection (1) may include any other matter that the council considers necessary or advisable to carry out effectively the intent and purpose of the policy.



## 2. Short Title

2.1 This Policy is entitled " Grant Disclosure Policy".

## 3. Frequency and Timing of Disclosure

3.1 Prior to June 30th of each year, the Municipality shall publicly disclose all grant funding provided in the previous fiscal year through one master list of all recipients.

## 4. Content to be Included in Disclosure

4.1 The following information must be included in the disclosure:

- a) The name of the recipient organization;
- b) The total granted amount; and
- c) ~~the number of grants received by each organization, if more than 1 (organizations can apply for grants in different categories: Type 1- Infrastructure, Type 2 – Start Up Activity, Type 3 Recreation [Sponsorship Physical Activity, Instructor/Facilitator Development, Sponsorship and Canada Day], and Type 4 – Regional/Health/General).~~

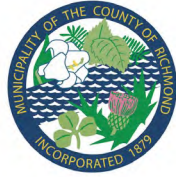
**The number of grants received by each organization; where multiple grants have been awarded, list the type of each grant as defined in the current funding framework.**

4.2 Where any organization or agency has been approved for more than one funding program, the listing shall note in brackets the number of times when funding has been approved in that fiscal year.

## 5. Form in Which the Disclosure Must be Made

5.1 Disclosure of such grant funding shall include notification on all appropriate social media platforms that this disclosure has taken place with a link to the master list of grant recipients located on the Municipality's website.

5.2 Additional communication channels used for disclosure are listed in the Strategic Communication Plan.



## 6. Responsibilities

- 6.1 Municipal Council will be responsible to:
- a) review, amend, and adopt the grant disclosure policy; and
  - b) support the Chief Administrative Officer (CAO). and staff, in the implementation of policy.
- 6.2 The CAO will be responsible to:
- a) implement the grant disclosure policy; and
  - b) support staff in the annual disclosure.
- 6.3 The **CEO Director of Finance** will be responsible for producing the master list of grant recipients for disclosure.
- 6.4 The Municipal Clerk will be responsible for publishing the disclosure as per the Communication/Dissemination of Information standard operating procedures.

## 7. Policy Review/Amendment Schedule

- 7.1 This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
New Policy	Adopted October 23, 2023

- 7.2 Next scheduled review is Fall of 2028.



**Title: Dry Fire Hydrant 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>Dry Fire Hydrant Policy</b> 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 outline how the Municipality of the County of Richmond will aid Richmond County Volunteer Fire Departments with the installation and maintenance of dry fire hydrants. This policy only applies to new dry fire hydrant installations and will not apply to previously installed dry fire hydrants.

**2. Policy**

**2.1. Funding**

- a) The number of dry fire hydrant installations will be based on the annual budgeted amount as determined by Richmond Municipal Council.
- b) Each year, funds may be approved through the budget process, and it will be the responsibility of the Chief Administrative Officer (CAO), or someone designated by the CAO to communicate to the Fire Protection Services Committee the funds available and the number of dry fire hydrants that can be installed.
- c) The Fire Protection Services Committee will maintain an approved listing of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The Fire Protection Services Committee will choose which dry fire

hydrants are to be installed based on the funds available. This will be communicated to the CAO by the Fire Protection Services Committee and presented to Municipal Council for final approval.

- d) Upon approval, the municipality will proceed with all work necessary for the installation of the dry fire hydrants in accordance with this policy.
- e) The total costs allocated from the Municipality towards each dry fire hydrant installation will include any required consulting fees, legal fees and any other tangible fees related to the installation in total, not to exceed \$10,000 per project. The receiving Volunteer Fire Department will receive an estimate of the costs to complete each installation prior to any work being started. If the cost exceeds \$20,000 the Volunteer Fire Department may choose not to proceed.
- f) If the \$10,000.00 has not been applied for in the fiscal year, the funds shall go into a Dry Hydrant fund and be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single Dry Hydrant installation.
- g) If the Volunteer Fire Department chooses to proceed, the Municipality will arrange for the installation of the dry hydrants. All costs that exceed the \$10,000 Municipal portion for the installation will be withheld from the Volunteer Fire Department's annual levy.
- h) If a department has the assets and means to undertake the installation of a Dry Hydrant on its own, the department may do so, provided it meets the standards set by the municipality. Once installed, the municipality will take over the maintenance and repair of the Dry Hydrant.

## **2.2. Hydrant and Site Maintenance**

- a) The responsibility for the testing of all dry fire hydrant sites shall fall solely on the receiving Volunteer Fire Department. The Volunteer Fire Department will keep a record of all testing in accordance with NFPA 1142.
- b) The receiving Volunteer Fire Department will be responsible for all sites and operational maintenance of the dry fire hydrant. When a dry hydrant isn't functioning properly, the receiving Volunteer Fire Department will notify the Municipality. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. Once the results of the

request for quotation have been shared, the Volunteer Fire Department can request financial and administrative support for any projects more than \$2,000; in which case the Volunteer Fire Department can apply for up to \$10,000 in financial support from the Municipality. Once financial assistance is awarded, the Municipality will provide the administrative support to access required engineering and permitting for such maintenance projects.

### **2.3. Documentation and Mapping**

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the Fire Protection Services Committee. This record shall include dates, and locations of installations, which Volunteer Fire Department accepts responsibility for the installation and its current annual operational status.
- b) All dry hydrant documentation shall be provided to Municipal staff and stored at the Municipal office.

### **2.4. Ownership**

- a) Any dry fire hydrant installed through this policy will become part of the Municipality's Public Works Infrastructure. It will be the responsibility of the receiving Volunteer Fire Department to notify the Municipality Public Works office of any issues of said dry hydrant.

## **3. Responsibilities**

### **3.1. Requesting Volunteer Fire Department:**

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142.
- c) Provide documentation of testing and maintenance of dry hydrants to the Municipality.

### **3.2. Municipality Public Works:**

- a) Take responsibility and ownership of dry hydrant installed under this policy.
- b) Upon request, arrange for quotation for the installation or repair, including consulting fees, legal fees and any other tangible fees related to the installation or repair.

- c) Ensure the receiving Volunteer Fire Department understand and agree on the quotation and scope of work to be done.
- d) Update the Volunteer Fire Department upon completion of installation and repairs for testing.

**3.3. Emergency Services Coordinator:**

- a) Ensure a list of possible sites is maintained and prioritized with the Fire Protection Services Committee.
- b) Assist Volunteer Fire Departments with Administrative requirements as needed.
- c) Assist Volunteer Fire Departments with testing if needed.

**3.4. CAO:**

- a) Ensure the approved list of dry hydrants from the Fire Protection Services Committee is presented to Municipal Council.
- b) Communicate the approved funding amount with the Fire Protection Services Committee.
- c) Administer the approved funding from Council related to dry hydrants.

**Appendix A : Dry Hydrant Inspection and Maintenance Report**

**Policy Review/Amendment Schedule**

Date of Review	Approved by Council
March 2025	
	January 24, 2022

	BY-LAW/POLICY WORKING LIST	DATE ADDED	STATUS	DRAFT	NEXT STEPS
1	Committees Policy - Amendment to add new ABCC	09-23-2025	Ready for review	1	Review for updating
2	Grant Disclosure Policy - Amendments	08-01-2025	Ready for review	1	Review for updating
3	Dry Fire Hydrant Policy	27-05-2024	Ready for review	1	Review for updating
4	Strategic Communications Plan - Amendments	25-11-2024	Ready for review	1	Review for updating
5	Presentations and Delegations Appearing before the COW or Mun.Council	08-05-2024	Ready for review	1	Review
6	Committee Terms of Reference (Audit, MEMAC)	28-11-2022	Draft in progress	2	
7	Sponsorship Policy	07-22-2025	Draft in progress	1	Review
8	Hospitality Expense Policy - Amendments	14-01-2025	Draft in progress	1	Review for updating
9	Travel and Expense Policy - Amendments	14-01-2025	Draft in progress	1	Review for updating
10	CAO Success Plan Policy - Amendments	04-22-2024	Draft in progress	1	Review for updating
13	Municipal Record Management Policy	21-10-2024	Draft in progress	1	Review for updating
11	Private Road Curbside Collection Requests Policy	02-25-2025	For Review		Review for updating
12	Purchasing and Tendering Policy	05-27-2025	For Review		Review for updating
17	Taxis By-Law	23-09-2024	For Review		Review for updating
14	CCBF - Non-Profits Policy	27-02-2023	Not in progress		
15	Councillor Payment Policy	26-06-2023	Not in progress		
16	Road Trails Designation By-Law	18-06-2024	Not in progress		
18	Vending By-Law	11-04-2023	Not in progress	2	
19	Vending Fee Policy	11-04-2023	Not in progress	2	
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	Fire Protection Services Committee Terms of Reference	28-11-2022	Pending		
	<b>DISCUSSION</b>	<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Waste Receptables at food establishments	24-06-2024	In progress		

2	Receipt of Donations	23-09-2024			Staff Report on the feasibility of a policy.
3	Halloween	21-10-2024			
4	Spike Fund	27-05-2025			Spike Fund discussion with Receipt of donations
5	Request from the River Bourgeois Community Services Society regarding funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse	23-09-2025			
<b>TO BE REPEALED</b>		<b>DATE ADDED</b>	<b>STATUS</b>		<b>NEXT STEPS</b>
1	Dundee Hills Development Wastewater Management District By-Law	18-07-2025	Repeal in progress		Public hearing
<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>