



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

BY-LAW / POLICY COMMITTEE MEETING

Wednesday, November 12, 2025

6:00 p.m.

Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) October 14, 2025
4. By-Laws/Policy:
 - a) Low Income Property Tax Exemption Program Policy - Amendment
 - b) Presentations and Delegations Appearing Before the Committee of the Whole or Municipal Council Policy
5. Discussion:
 - a) River Bourgeois Community Services Society regarding a request for funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse
6. Recommendations to Council (if required)
7. Adjournment

By-Law/Policy Committee Meeting

October 14, 2025

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Troy MacCulloch, Chief Administrative Officer, Kathleen Jeffrey, Director of Finance, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

Regrets: Councillor Shawn Samson, Stacey Morrison, Appointed Member, Chris Boudreau, Director of Public Works

1. Call to Order

Warden Lois Landry called the meeting to order at 6:03 p.m.

2. Approval of the Agenda

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

Motion carried.

3. Review of Minutes, Re: September 9, 2025

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the minutes of the September 9, 2025, meeting be approved.

Motion carried.

4. Process for the review of MOCR policies

A discussion ensued.

5. By-Law/Policy:

a) Committees Policy, Re: Appendix A – Committee Matrix Update

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the By-Law/Policy Committee recommend that Council remove the St. Anne's Community & Nursing Care Centre and the Volunteer

Fire Department from the Matrix and add the Richmond Water Utility Source Water Protection Advisory Committee.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that the By-Law/Policy Committee recommend to Council to direct staff to review the St. Peter's, Sampsonville and Area Water Utility Board governing documents and report back to the committee.

Motion carried.

b) Grant Disclosure Policy, Re: Amendments

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brian Marchand, that the By-law/Policy Committee recommend to adopt the Grant Disclosure Policy, with the following changes:

- Reword section 4.1(a): "The name of the recipient organization with the total granted amount, the type of grant as defined in the current funding framework."
- Remove section 4.1(b) and 4.1(c).
- Remove section 4.2.
- Reword section 5.1: "Disclosure of such grant funding shall be on our municipal website and as per the Strategic Communications Plan."
- Remove section 6.1(b).
- Replace CFO with Director of Finance in 6.3.

Motion carried

c) Dry Fire Hydrant Policy, Re: Amendments

A discussion ensued.

6. Working list priority/meeting schedule for 2025

A discussion ensued.

7. Recommendation(s) to Council

As noted above, in agenda items 5(a) and 5(b).



8. Adjournment

There being no further business, the chair adjourned at 6:56 p.m.

Municipal Clerk

Chairperson



Title: Low Income Property Tax Exemption Program Policy

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:

I certify this to be a true copy of the **Low Income Property Tax Exemption Program Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held September 23, 2025.

Shelley David
Municipal Clerk

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 Property 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 Property Tax Exemption Program policy;
- b) annually set the income threshold and maximum exemption amount during budget deliberations;
- c) maintain the allocation of funds for the Low Income Property 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 Property 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 Property Tax Exemption Application form 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 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 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 15th~~ **December 31st** 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 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 Property Tax Exemption Application form 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.

This policy will be reviewed annually.

Date of review	Approved/Amended by Council
September 9, 2025	September 23, 2025 – Amended/Approved
June 10, 2024, June 18, 2024	June 24, 2024 - Approved



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

Approved by Council
Policy Review Notification
Policy Review

Date:
Date:
Date:

I certify this to be a true copy of the **Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.

Shelley David
Municipal Clerk

1. Purpose

1.1. The purpose of this Policy is to establish procedures for presentations and delegations appearing before the Committee of the Whole or Municipal Council.

2. Scope

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

3. Roles and Responsibilities

3.1. Municipal Council will be responsible to:

a) review, amend, and adopt the Presentations and Delegations Appearing before the Committee of the Whole or Municipal Council Policy.

3.2. The CAO will be responsible to:

a) implement this Policy; and
b) identify and propose revisions to this Policy.

3.3. The Municipal Clerk or designate is responsible to:

a) forward requests to the CAO and Warden for review and approval.

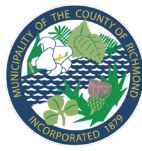


4. Policy

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

5. Presentation Request and Process

- 5.1 Presenters are required to submit written background material, including an electronic copy of the presentation, to the office of the CAO, not less than seven (7) working days prior to the meeting at which the presenter wishes to appear. If the agenda for that meeting is full, the presenter will be placed on a waitlist and scheduled for the next available meeting.
- 5.2 If a presenter fails to submit the required materials by the deadline, their presentation will be removed from the agenda and deferred to the next available meeting.
- 5.3 The CAO and Warden shall review each presentation request, and if either or both have concerns regarding the appropriateness of the presentation content, then the presentation will be referred to the Committee of the Whole for a decision on appropriateness.
- 5.4 Council has the right to refuse a presentation.
- 5.5 The office of the CAO will respond to presentation requests not less than two (2) working days before the meeting. If the Warden and CAO agree that the presentation is appropriate, the office of the CAO shall advise the presenter of the location, date, and time of the meeting.



5.6 The content and form of presentations should be designed to meet any or all of the following goals:

- i. updating Council on local community initiatives, projects, budgets, or operations;
- ii. raising Council's awareness and/or support of new community-based organizations or agencies;
- iii. celebrating the achievements of volunteer-based agencies or not-for-profits which has social, cultural, economic, or environmental well-being in their mandate.

6. Delegation Request and Process

6.1. Members of the public who wish to speak to Council about a topic within the municipality's jurisdiction or areas of advocacy must submit a written request to the office of the CAO.

6.2. The written submission should include detailed information about the topic, including any background or supporting details that will help Council understand the matter.

6.3. The CAO and Warden will review the request to determine if the topic is appropriate for Council consideration. Where deemed appropriate, the matter shall be placed on the meeting agenda under Correspondence-Action Required.

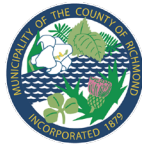
6.4. If more information or discussion is needed, a delegation may be scheduled for the next Council meeting. The Office of the CAO will contact the delegate to confirm the date, time, and location of the meeting.

6.5. If the topic is found to be outside the Municipality's jurisdiction or advocacy role, the office of the CAO will provide a written response to the delegate explaining the outcome and, where appropriate, offering guidance or next steps.

7. Presenting

7.1 Presenters are encouraged to have only one speaker, who will be limited to a 15-minute presentation. Presentations may have more than one speaker, but collectively, speakers are limited to the 15-minute time period.

7.2 Questions from members of Council may follow the presentation.



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

7.4 The Chair will acknowledge and thank the presenter.

8. Repeal and Replace

8.1 The Delegation Appearing before Municipal Council Policy (2008, as amended in 2024) and the Delegation Appearing before Committee of the Whole Policy (1993) are repealed and replaced with this policy.

9. Policy Review/Amendment Schedule

9.1 This Policy was last reviewed:

Date of Review	Approved/Amended by Council
New	



MEMORANDUM

To: By-law/Policy Committee

From: Shelley David, Municipal Clerk

Date: November 7, 2025

Subject: Action Item 505 – Request for Funding for Power/Base Lights at River Bourgeois Lighthouse

Background:

On September 23, 2025, the Municipal Council discussed Action Item 505: Letter from Rose Merrick, Chair of the River Bourgeois Community Services Society, regarding a request for MOCR to provide funding in the yearly budget for the power/base lights at the River Bourgeois Lighthouse. The following motion was made:

Moved by Councillor Amanda Mombourquette, seconded by Councillor Shawn Samson, that Council refer the request to the By-law/Policy Committee for further consideration, whether to develop a new policy or amend the Street Lights Policy.

Motion carried.

Attachment:

September 17, 2025 Briefing Note

BRIEFING NOTE

Municipality of the County of Richmond

Action Item 505 - River Bourgeois Lighthouse Lighting

September 17, 2025

Background:

A letter was received from Rose Merrick, Chair of the River Bourgeois Community Services Society, requesting that the Municipality of the County of Richmond (MOCR) include funding in the yearly budget for the power and base lights at the River Bourgeois Lighthouse. Council referred the request to staff for further investigation.

Staff Review:

Following a thorough review, staff have determined that there are currently no mechanisms or existing policies within MOCR to support this funding request. The Municipality's Street Light Policy does not address or provide for funding of lighting at landmarks such as the River Bourgeois Lighthouse.

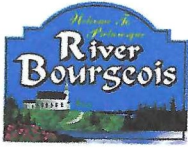
Recommendations:

It is recommended that Council consider the following options:

1. Deny the funding request based on staff findings, as no supporting policy or mechanism currently exists.
2. Refer the request to the By-law/Policy Committee for further consideration of developing a policy or amending the Street Light policy to potentially accommodate lighting at landmarks.
3. Other

Attachment:

Letter from Rose Merrick, Chair, River Bourgeois Community Services Society



River Bourgeois Community Services Society

21 Recreation Road, PO Box 56

River Bourgeois, NS B0E 2X0

Phone: 535-2141 Email: mrrmmerrick@gmail.com

March 14, 2025

Municipality of the County of Richmond

PO Box 120

Arichat, NS B0E 1A0

Attention: Warden & Councillors

Dear Warden & Councillors:

I am writing to request that the Municipality of the County of Richmond provide funding in their yearly budget for the power/base lights at the River Bourgeois Lighthouse accessed near 61 Levesconte Road, River Bourgeois.

- The River Bourgeois Lighthouse is an exact replica of the original lighthouse which began operations in 1903. The Coast Guard burned down the 27-foot (8.2 metres) tapered square, wood tower and replaced it with a steel skeleton tower with a light in 1992. In 2002, the community (through RBCSS) purchased the land from the Coast Guard, and fund-raised sufficient funds to build this replica using the original 1903 construction plans of the building. Many volunteers, fund-raiser events and donations enabled this well known and well recognized lighthouse to be rebuilt. The new lighthouse was officially opened August 24, 2003. Coast Guard had paid for the power since 1969 when they did away with the old kerosene lights. In July, 2024 solar power was installed, with a red, blinking light turning on automatically every night. The explanation provided for this change was that lighthouses were going solar because if there were large power outages, it would take too long to get the lighthouse lights restored. It was with this explanation the power was turned off/disconnected. Coast Guard maintains the light while RBCSS maintains the lighthouse. This lighthouse is listed as an operating “navigation aid” on the “list of lights” with the Government of Canada.
- When the power was cut, the three white LED ground spot lights no longer lit up the building itself (one to highlight each side of the

building facing the community). It is these lights and the building itself that we are requesting power be restored to which will again make the lighthouse more visible to the community and tourists. Power to the building will allow continued regular cleaning of the siding along with enabling easier maintenance.

- Within the last two years Nova Scotia Power had replaced all four existing poles and ran a new power cable to the lighthouse.
- Currently there is no meter base on site as billing had been to the Coast Guard at a fixed rate. (Fixed rate applications and street lights do not require a meter base). A local contractor has agreed to provide his time and the necessary material to install a meter base should it be necessary. Fixed rate is the preference.
- Gerald LeBlanc, our lighthouse keeper, has tried to have the power reconnected through Coast Guard and Nova Scotia Power programs with no success.
- An electrician has estimated the light bill to be (700 watts per night x 60 nights= 42000 watts or 42KW) $42KW \times .19 = \$7.98$ per two months plus base charge. This would amount to approximately \$60.00 per 60 day billing period.

In closing, we the community and along with watercraft operators, are requesting that the power to the iconic River Bourgeois Lighthouse be re-established by the Municipality of Richmond.

If you have any questions or concerns, please contact me at [REDACTED] or by Email at [REDACTED]. If you have any questions regarding the lighthouse itself, these questions would likely be best directed to Gerald LeBlanc, lighthouse keeper, at [REDACTED].

Regards,



Rose Merrick
Chair, RBCSS

C: Amanda Mombourquette, Councillor
Gerald LeBlanc, Lighthouse Keeper