



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

BY-LAW / POLICY COMMITTEE MEETING

**Tuesday, April 14, 2026
6:00 p.m.
Council Chambers**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
 - a) March 16, 2026
4. By-Laws/Policy:
 - a) Dry Hydrants Policy
 - b) Grants Policy
 - c) Repeal of the Road Name Change Policy
5. Discussion, Re: Business days versus calendar days
6. Recommendations to Council (if required)
7. Adjournment

By-law/Policy Committee Meeting

March 16, 2026

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Amanda Mombourquette, Councillor Brian Marchand, Councillor Brent Sampson, Jason Jankuloski, Citizen Appointee, Shelley David, Municipal Clerk

Regrets: Councillor Shawn Samson, Troy MacCulloch, Chief Administrative Officer, 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 Councillor Brent Sampson, seconded by appointed member Jason Jankuloski, that the agenda be approved.

Motion carried.

3. **Review of Minutes, Re: February 10, 2026**

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that the minutes of the February 10, 2026, meeting be adopted.

Motion carried.

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

a) **Dry Hydrants Policy**

It was the consensus of the Committee to have staff prepare a revised draft that includes the changes discussed.

b) **2025-2026 Grants Policy**

It was the consensus of the Committee to have staff prepare a revised draft that includes the changes discussed.

c) **Solid Waste Management By-law No. 17**

The Committee will continue its review of the Solid Waste Management By-law at the next meeting. The meeting date is to be determined.



5. Working List

For information only.

6. Recommendation(s) to Council

n/a

7. Adjournment

There being no further business, the chair adjourned at 8:39 p.m.

Chairperson

Municipal Clerk

DRAFT



Title: Dry Fire Hydrant Policy

Approved by Council

Date:

Policy Review Notification

Date: March 11, 2026

Policy Review

Date: March 16, 2026

I certify that this to be a true copy of the **Dry Fire Hydrant Policy** 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 outline how the Municipality of the County of Richmond will support the Richmond County Volunteer Fire Departments (VFD) with the installation and repairs 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 funds available in the Dry Hydrant Fund.
- 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 (FPSC) the funds available for the installation of dry fire hydrants.
- c) The Emergency Services Coordinator (ESC) will maintain an approved list of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The FPSC will choose which dry fire hydrants are to be installed based on the funds available. This will be communicated to the CAO by the FPSC through the ESC and presented to Richmond 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 for 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 the funds available or approved by Richmond Municipal Council.
- f) If the budgeted funds have not been used in the fiscal year, the funds shall remain in the Dry Hydrant fund to be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single high-cost Dry Hydrant installation in subsequent years or install multiple Dry Hydrants.

2.2. Hydrant and Site Maintenance

- a) The responsibility for testing dry fire hydrants shall fall solely on the VFD for the hydrants in their district. The VFD will keep a record of all testing in accordance with NFPA 1142, which will be submitted to the ESC.
See Appendix A – Dry Hydrant Inspection and Maintenance Record.
- b) The VFD's will be responsible for all sites and operational maintenance of the dry fire hydrants. When a dry hydrant isn't functioning properly, the VFD will notify the ESC. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. The Municipality will provide administrative support to access required engineering and permitting for such repairs. Cost associated with repairs will come from the Dry Hydrant Fund.

2.3. Documentation and Mapping

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the ESC. This record shall include dates of inspections and testing, locations of installations, their current operational status, and summaries of reports.
- b) All dry hydrant documentation shall be provided to the ESC.



2.4. Ownership

- a) Any dry fire hydrant will be owned by the Municipality. It will be the responsibility of the VFD to notify the ESC of any issues with a dry hydrant.

3. Responsibilities

3.1. Volunteer Fire Department:

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142. See Appendix A record.
- c) Provide documentation of testing and maintenance of Dry Hydrants to the ESC.

3.2. FPSC:

- a) Monitor the compliance of the testing and maintenance of the Dry Hydrants according to this Policy.
- b) Identify and prioritize a list of possible Dry Hydrant locations.
- c) Review and amend list according to available Dry Hydrant Funds.
- d) Work with the ESC to ensure information is updated.

3.3. Municipality:

- 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.

3.4. Emergency Services Coordinator:

- a) Ensure a list of possible sites is maintained and prioritized with the FPSC.
- b) File and track the testing and maintenance records provided by the VFDs.
- c) Support the FPSC in developing and prioritizing the list of possible sites.
- d) Assist VFDs with administrative requirements as needed.
- e) Assist VFDs with any testing needs.
- f) Update the VFD upon completion of installation and repairs for testing.

3.5. CAO:

- a) Ensure the approved list of dry hydrants from the FPSC is presented to Municipal Council.



- b) Communicate the approved funding amount with the FPSC.
- 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 16, 2026	
	January 24, 2022

Title: 2026-2027 Grants Policy

Approved by Council	Date:
Policy Review Notification	Date: February 26, 2026
Policy Review	Date: March 16, 2026
I certify this to be a true copy of the 2026-2027 Grants Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____	

Shelley David, Municipal Clerk	

1. Purpose

This policy outlines how community groups can apply for municipal grants, how applications are reviewed, and how funding is awarded.

2. Policy Overview

The Municipality of the County of Richmond values the contributions of volunteer organizations and community groups. This policy ensures that municipal grants support initiatives that align with our strategic plans (e.g., Strategic Plan Refresh, Active Living Strategy and Recreation Plan, Trails Strategy, and others).

3. Types of Grants

3.1. The municipality offers three funding tiers:

- a) Community Grant - Tier 1: For smaller financial requests with local impact.
- b) Community Grant - Tier 2: For larger financial requests that benefit the broader community.
- c) Waterfront Development Projects Grant - Tier 3: For waterfront development projects that are similar in nature to those in the [Canada Community-Building Fund \(CCBF\)](#) projects.

(See Appendix A for specific funding limits.)

4. Eligibility

4.1. To apply for a grant, organizations must:

- a) Be in good standing with the Nova Scotia Registry of Joint Stocks, a registered charity under the Income Tax Act, or provide other proof of organizational status. For groups unable to provide proof of organizational status, see Section 4.2.
- b) Own or have legal permission to improve any infrastructure funded by the grant.
- c) Describe how the project benefits the community.
- d) Apply before starting the project (expenses incurred before approval will not be funded).

4.2 Groups that do not meet the criteria outlined in Section 4.1(a) may apply through an eligible host organization, which will receive the funding on their behalf. These funds will not count toward the eligible host's limits, as per Section 5.2.

5. Application Process

5.1 Grant applications will typically be reviewed at the Committee of the Whole from September to June.

5.2 Eligible organizations can apply multiple times, up to the maximum amount available in Community Grant Funding Tiers 1 and 2. Therefore, eligible organizations cannot receive more than \$8,500 in total from Tier 1 and 2 Community Grant Funds per fiscal year.

5.3 Tier 1 applications must include:

- a) A completed application form (Appendix B).
- b) A project budget and project description.

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.
- c) Proof of financial standing (balance sheet and income statement). Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.

d) Identification of other government funding sources.

5.5 Council reserves the right to determine whether applications will receive funding.

6. Funding Process

6.1 Grant funds are released in full when the project is complete, and the organization has provided:

- a) Copies of invoices and proof of payment.
- b) A final project financial statement.

6.2 In exceptional circumstances, Staff may release grant funds in two payments with invoices and proof of payment provided.

6.3 The municipality reserves the right to inspect projects before releasing final funds.

7. Acknowledgement of Municipal Contributions

7.1 Organizations that received grants should acknowledge the Municipality's contribution in all public publications (e.g., photo opportunities, social media recognition, etc.).

8. Budget and Fund Allocation

8.1 Each year, Council sets aside a budget for grant funding.

8.2 Unused funds do not carry over to the next fiscal year.

8.3 Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31, for funding approved up to January 1 of the fiscal year. Extensions beyond one year require Council approval.

9. Grant Allocation Reporting

9.1 Municipal staff will provide a grant allocation report to Council before each Committee of the Whole as required.

10. Policy Review and Amendments

10.1 This policy is reviewed annually and updated as required.

10.2 This policy replaces the Grants Policy adopted on February 26, 2024.

11. Appendices

- **Appendix A:** Grant Categories and Limits
- **Appendix B:** Community Grant - Tier 1 Application Form
- **Appendix C:** Community Grant - Tier 2 Application Form
- **Appendix D:** Waterfront Development Projects Grant - Tier 3 Application Form

12. Policy Review/Amendment

Date of Review	Approved/Amended by Council
March 16, 2026	
Feb 3, Feb 11, March 3, March 11, 2025	March 25, 2025
January 15, 2024	February 26, 2024 - Approved
	November 22, 2021- Approved

Appendix A: Grant Categories and Limits

Community Grant - Tier 1

The Community Grants - Tier 1 funding can be used to support smaller projects up to \$1,000.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project as long as the total amount of all submissions per organization does not exceed the \$1,000 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Community Grant - Tier 2

The Community Grants - Tier 2 funding can be used to support larger projects up to \$7,500.00.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project, as long as the total amount of all submissions, per organization, does not exceed the \$7,500 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Waterfront Development Projects Grant - Tier 3

The Waterfront Development Projects Grant - Tier 3 funding can be used to support waterfront development projects up to a maximum of 50% of the project.

- ~~The project must meet the eligibility criteria of the [Canada Community-Building Fund \(CCBF\)](#); funding requests will be submitted to the Province by staff for confirmation.~~



RURAL CAPE BRETON DISTRICT PLANNING COMMISSION

32 PAINT STREET
P.O. BOX 2200
PORT HAWKESBURY, NOVA SCOTIA
B0E 2V0

TEL: 902-625-1572
FAX: 902-625-1559
www.rcbplan.ns.ca

MAR 24 1999

March 19, 1999

Mr. Louis Digout
CAO
Municipality of Richmond County
PO Box 120
Arichat, NS B0E 1A0

Dear Mr. Digout:

Re: Road Name Changes for E-911 Civic Addressing

On March 17th, 1999 I had the opportunity to meet with representatives from the Emergency Measures Organization (overseers of the E-911 system), Dept. of Transportation and each of the three Counties which fall under the RCBDFC's jurisdiction for civic addressing.

The main concern addressed was procedure for the changing of road names. It had come to my attention that changes were being made to the databases at the Planning Commission and EMO prior to receiving the appropriate approvals from the Dept. of Transportation. This situation could cause problems in locating residents in an emergency situation if the road name received by the dispatcher is different from that which is posted.

The main goal of the proposed changes to the procedure is to obtain approvals of the road name from RCBDFC and the Dept. of Transportation prior to a motion being passed by Council. The Dept. of Transportation will also be responsible to inform EMO of when a new road sign is posted. No changes to the EMO database will be made until notice of Council's motion is received and the sign is posted.

Attached is a flowchart describing the proposed procedure (Exhibit A). The first step is for the local councillor to present a petition signed by all residents of the road requesting the change to Council. It was felt by both EMO and Dept. of Transportation that a petition is necessary to document the change in case any inquiries were made about the name change in the future.

The request would be tabled until input had been received from both the RCBDFC and the Dept. of Transportation. A letter with a copy of the petition is then sent to both agencies which should respond within 21 days. This allows for the request to be addressed at the next Council meeting. An example of such a letter is attached (Exhibit B). If the name is rejected by either party then the request should be sent back to the residents with reasons why it was rejected. If both approvals are received then the change

Louis Digout
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March 19, 1999

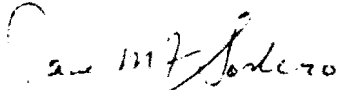
would be passed by a motion of Council, a copy of which should be sent to both the RCBDDPC and the Dept. of Transportation as well as the residents.

I would ask that Council adopt this procedure as a standard for all road name changes - public and private. It is my understanding that elements of this procedure are already in place, however, our concern is to ensure that no changes are made prematurely. In addition, if the procedure is standard across the three counties it will result in better records for all involved.

Also, it was brought our attention at the meeting that residents may contact the Dept. of Transportation directly to request that road signs for public roads be posted. There is no need for a motion of Council. Signs for private roads are the responsibility of the residents but there are guidelines available from the Dept. of Transportation.

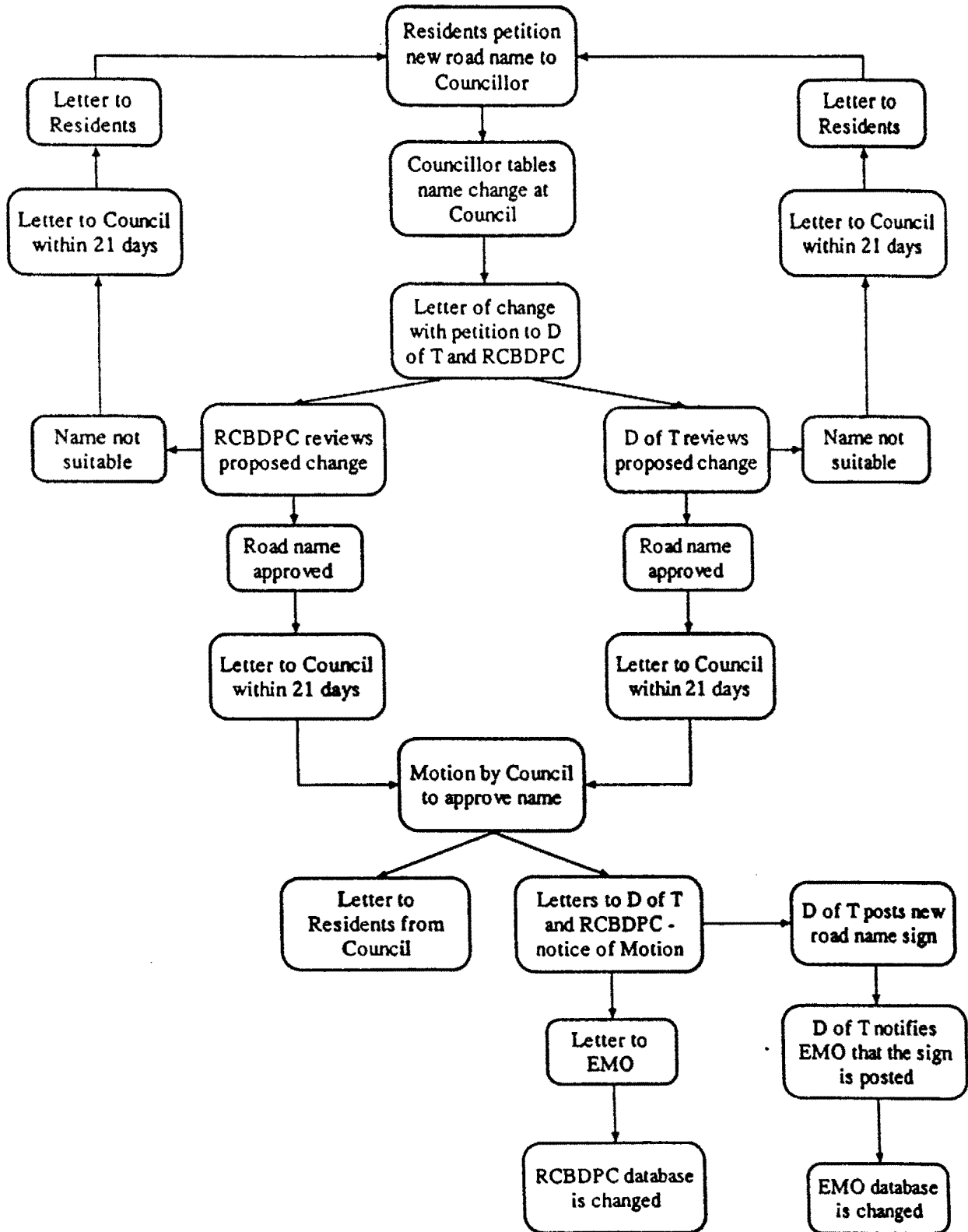
Could you please review this information and let me know if it is suitable and when it may be implemented by Council. If you have any questions about this or any E-911 matter, please call me anytime at 625-1572.

Sincerely,



Jane M.F. Sodero
Planner

Road Name Changes Inverness, Victoria and Richmond Counties



March 18, 1999

Area Manager
Nova Scotia Dept. of Transportation
P.O. Box 100
Port Hawkesbury, Nova Scotia
B0E 2V0

A petition has been presented to Council requesting the following road name change:

from

XYZ Road, Anytown, ? County

to

ABC Road, Anytown, ? County

Please return this form by April 8th, 1999, indicating whether or not the change is acceptable to your agency.

	Transportation	Planning
Accepted	<input type="checkbox"/>	<input type="checkbox"/>
Rejected	<input type="checkbox"/>	<input type="checkbox"/>

Yours truly,

Clerk of the Municipality of the County of

cc. Rural Cape Breton District Planning Commission



Title Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website

Approved by Council	Date: January 31, 2024
Policy Review Notification	Date: January 15, 2024
Policy Review	Date: November 6, 2023

I certify this to be a true copy of the **Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held January 31, 2024.



Shelley David
Municipal Clerk

1. Purpose

1.1 This is the Municipality of the County of Richmond “Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website” Policy.

2. Policy Statement

- 2.1 It shall be the policy of the Municipality of the County of Richmond that approved minutes of Council, Committees of Council, Committee Reports provided to Council, and meeting packages will be posted on the municipal website.
- 2.2 Agendas and meeting packages for Council and Committees of Council are provided two business days prior to the meeting.
- 2.3 Municipal Council will not publish or distribute minutes of “In-Camera” meetings of Council, or Committees of Council.



3. Policy Guidelines

- 3.1 Municipal staff will prepare minutes for Municipal Council Meetings, and meetings of Committees of Council; and these minutes will be presented to the following Council or Committee of Council meeting for approval.
- 3.2 Municipal staff will prepare a report from Committees of Council, and provide them to Council for consideration.
- 3.3 Municipal Council, and Committees of Council, will consider the minutes prepared by staff, and will consider and approve the minutes, with or without amendments.
- 3.4 Municipal staff will publish the minutes of Council meetings, and the Committee reports received at Council Meetings, within 10 business days following the approval of the Council minutes.
- 3.5 Municipal staff will publish the minutes of Committees of Council within 10 business days following the approval of the Committee minutes.
- 3.6 Municipal staff will not publish, or distribute, minutes of any “In-Camera” meetings of Council or Committees of Council, unless directed to do so by a resolution of Council, or a law enforcement organization or Court.
- 3.7 Municipal staff will publish agendas and meeting packages for Council and Committees of Council on the Municipal Website two business days prior to the meeting.

Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
June 16, 2008	Adopted
November 6, December 4, 2023 and January 15, 2024	Review
January 31, 2024	Adopted