



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

BY-LAW / POLICY COMMITTEE MEETING

Tuesday, October 13, 2026

6:00 p.m.

Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of minutes, Re:
 - a) June 16, 2026
4. By-Laws/Policy, Re:
 - a) Regional Emergency Management By-law update (verbal)
5. Discussion, Re:
 - a) Budget Committee Terms of Reference
 - b) Halloween Policy
6. Review of the Working List
7. Schedule of upcoming meetings
8. Recommendations to Council (if applicable)
9. Adjournment



By-law/Policy Committee Meeting

June 16, 2026

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Amanda Mombourquette (virtually), Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson, Troy MacCulloch, Chief Administrative Officer, Jason Jankuloski, Citizen Appointee, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

Regrets: Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Director of Finance

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 citizen appointee Jason Jankuloski, that the agenda be approved.

Motion carried.

3. Review of minutes, Re:

a) June 9, 2026

Moved by Councillor Shawn Samson, seconded by Councillor Brent Sampson, that the meeting minutes of June 9, 2026, be adopted.

Motion carried.

4. By-Law/Policy:

a) Positive Recreation Opportunities for All (PRO-Recreation) Program Policy

Moved by Councillor Brent Sampson, seconded by Deputy Warden Amanda Mombourquette, that the By-Law/Policy Committee recommend to Council to adopt the Positive Recreation Opportunities for All (PRO-Recreation) Program Policy as presented, with the following changes:

- amend section 4.3 by adding “and approving” after “determining”;

- amend the application form by adding a definition of household size to include the total number of persons in the household, including children, adding a 1-person household with an annual income limit of \$22,512; and revising the household size scale by changing the 7-persons category to “7+ persons”.
Motion carried.

b) Regional Emergency Management By-law

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that the By-law/Policy Committee recommend to Council to accept the Regional Emergency Management By-law as presented, with the amendments as discussed, subject to legal consultation.

5. Recommendation(s) to Council

See sections 4(a), 4(b) and 6.

6. Review of the Working List

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the By-law/Policy Committee recommend to Council to remove the REMO Terms of Reference from the By-law/Policy Working List.

Motion carried.

Moved by Brian Marchand, seconded by Councillor Shawn Samson, that the By-law/Policy Committee recommend to Council to remove the Receipt of Donations discussion from the By-law/Policy Working List and remove the related action item, number 522, from Council's Action List.

Motion carried with five (5) in favour and one (1) opposed. (No: Councillor Brent Sampson)

7. Adjournment

There being no further business, the chair adjourned at 8:05 p.m.

Chairperson

Municipal Clerk

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: HALLOWEEN

APPROVAL DATE: DECEMBER 10, 2007

POLICY:

1. It shall be the policy of the Municipality of the County of Richmond that a Halloween curfew of 8:00 p.m. is established.
2. Staff will advertise the curfew annually, approximately one week prior to Halloween.

	BY-LAW/POLICY WORKING LIST	DATE ADDED	STATUS	DRAFT	NEXT STEPS
1	Solid Waste Management, By-law No. 17	12-16-2025	In progress	2	Review
2	Sewer Service Charge By-law, By-law No. 52	12-16-2025	In progress	2	
3	Solid Waste Management Facility Rules	12-16-2026	In progress	2	
4	Municipal Fees Policy	04-16-2026	In progress	2	
5	REMO By-Law	24-03-2026	In progress	2	
6	Purchasing and Tendering Policy	05-27-2025	For Review		Review
7	Private Road Curbside Collection Requests Policy	02-25-2025	For Review		Review
8	Taxis By-law, By-law No. 20	23-09-2024	In progress	2	
9	CCBF - Non-Profits Policy	27-02-2023	Not in progress		
10	Councillor Payment Policy	26-06-2023	Not in progress		
11	Road Trails Designation By-Law	18-06-2024	Not in progress		
12	Dangerous and Unsightly Pemisis By-law	24-02-2026	Not in progress		
13	Dangerous and Unsightly Pemisis Policy	24-02-2026	Not in progress		
14	Capital Cost of Sewer Construction By-law No. 29	24-03-2026	Not in progress		
15	Road Name Change Policy	04-28-2026	Not in progress		
16	Committees Policy	05-28-2026	For Review		Review
17	Budget Committee Terms of Reference	06-23-2026	Not in progress		
18	Source Water Protection Advisory Committee Terms of Reference	06-23-2026	For Review		Review
19	Vending By-Law	11-04-2023	Not in progress	2	
20	Vending Fee Policy	11-04-2023	Not in progress	2	
21	Registration of Volunteer Fire Department & Emerg. Services Policy	31-01-2024	Inactive		
22	Fire Protection Services Committee Terms of Reference	28-11-2022	Tabled		
	DISCUSSION	DATE ADDED	STATUS		NEXT STEPS
1	Waste Receptables at food establishments	24-06-2024	In progress		
2	Halloween	21-10-2024			
3	MGA Amendment: Tax reductions due to natural disasters	28-10-2025			
4	MGA Amendment: Allowing tax sale payments to be made electronically	28-10-2025			

	TO BE REPEALED	DATE ADDED	STATUS		NEXT STEPS
	EDPC LAND USE BY-LAWS IN PROGRESS	DATE ADDED	STATUS		NEXT STEPS
	BY-LAW/POLICY COMPLIANCE or Items in Progress	DATE ADDED	STATUS		NEXT STEPS