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

BY-LAW / POLICY COMMITTEE MEETING

Tuesday, November 10, 2026
6:00 p.m.
Council Chambers
AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of minutes, Re:
   a) October 13, 2026
4. By-Laws/Policy, Re:
   a) Budget Committee Terms of Reference
   b) Fire Protection Services Committee Terms of Reference
   c) Workplace Harassment and Discrimination Prevention Policy
   d) Source Water Protection Advisory Committee Terms of Reference
5. Recommendations to Council (if applicable)
6. Adjournment

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

By-law/Policy Committee Meeting

October 13, 2026

Location: Council Chambers

Present: Warden Lois Landry, Councillor Brian Marchand, Councillor Brent Sampson, Councillor Shawn Samson, Kathleen Jeffrey, Director of Finance (virtually), Shelley David, Municipal Clerk

Regrets: Deputy Warden Amanda Mombourquette, Jason Jankuloski, Citizen Appointee, Troy MacCulloch, Chief Administrative Officer, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation

1. Call to Order

   Warden Lois Landry called the meeting to order at 6:02 p.m.

2. Approval of the Agenda

   Moved by Councillor Shawn Samson, seconded by Councillor Brent Sampson, that the agenda be approved.

   Motion carried.

3. Review of minutes, Re: June 16, 2026

   Moved by Councillor Shawn Samson, seconded by Councillor Brent Sampson, that the meeting minutes of June 16, 2026, be adopted.

   Motion carried.

4. By-Law/Policy:

   a) Regional Emergency Management By-law – Update

      It was noted that the new Regional Manager of Emergency Services is currently reviewing the draft by-law.

5. Discussion, Re:

   a) Halloween Policy

      Discussion ensued regarding the Halloween Policy. It was noted that a curfew cannot be enforced through a policy and would require a by-law. Council will not pursue a by-law at this time.

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Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the By-law/Policy Committee recommend to Council to repeal the Halloween Policy.

Motion carried.

b) Budget Committee Terms of Reference

The Committee discussed public engagement in each district to gather residents' input on budget priorities, as well as the number of citizen appointees to serve on the Budget Committee. Staff will prepare draft terms of reference for consideration at the next meeting.

6. Review of Working List

The Committee reviewed the working list and prioritized a few items for the next agenda.

7. Schedule of Upcoming Meetings

The Committee considered dates for a longer meeting and selected November 30.

8. Recommendation(s) to Council

- Repeal of the Halloween Policy, see agenda item 5 (a).

9. Adjournment

There being no further business, the chair adjourned at 6:39 p.m.

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BUDGET COMMITTEE

Terms of Reference

1. Purpose

1.1 The Budget Committee is a standing advisory committee that supports Council's annual and long-term financial planning.

2. Mandate

2.1 The mandate of the Budget Committee is to review proposed operating and capital budgets and related budget matters, with opportunities for public input as part of the budget process.

3. Roles and Responsibilities

3.1 The Committee shall:

a) Review draft operating and capital budget documents prepared under the direction of the Chief Administrative Officer;

b) Receive staff presentations and reports related to the draft operating and capital budgets;

c) Review requests for municipal funding contributions, budget-related financial policies, grant programs, fee schedules, and other budget-related matters referred to the Committee;

d) Participate in district budget engagement sessions, providing residents with opportunities to share their views and provide input on budget priorities; and

e) Make recommendations to Council regarding the operating and capital budgets and related financial matters.

4. Composition and Terms of Appointment

4.1 The Committee shall include all members of Council and two (2) citizen appointees.

4.2 Council members shall serve for their term of office, and citizen appointees shall be appointed in accordance with the Municipality's Committees Policy.

4.3 The Warden shall serve as Chair. In the Chair's absence, the Deputy Warden shall serve as Chair.

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4.4 The Chief Administrative Officer, Director of Finance, Director of Public Works, and the Director of Community Development and Recreation shall attend meetings as resource persons to provide reports, presentations, advice, and information as required, unless otherwise directed by the Chief Administrative Officer.

4.5 The Municipal Clerk or designate shall provide administrative support.

5. Meetings

5.1 The Committee shall meet as required during the annual budget process and at other times as required.

6. Authority and Accountability

6.1 The Committee's discussions and review of the proposed budget items, including requests for municipal funding, are preliminary and do not constitute a commitment or approval of municipal funding or expenditures.

6.2 Council retains final authority for the approval of funding contributions, operating and capital budgets, and other related budget decisions.

6.3 Recommendations of the Committee shall be presented to Council in the form of a committee report for consideration.

7. Related Documentation

- Committees Policy
- Council Procedural Policy
- Municipal Government Act

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

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1. Purpose

1.1. The Fire Protection Services Committee (FPSC) will provide an opportunity for all Volunteer Fire Departments (VFDs) in the Municipality to share information, identify common concerns, and advise Municipal Council on matters related to fire protection and emergency fire service matters.

2. Mandate

2.1. The FPSC will:

a) advise Municipal Council on the state of readiness of fire services within the County and

b) maintain communication between all VFDs regarding legislation, regulations, policies, and/or directives that have an impact on fire protection.

3. Role and Responsibilities

3.1. The FPSC will make recommendations to Council on issues that affect fire services in Richmond County.

3.2. The FPSC will advise Council and relevant staff about priorities for regional funding applications.

3.3. The FPSC will identify and prioritize a list of possible Dry Hydrant Locations, amending the list as needed according to funds available in through the Dry Hydrant budget.

3.4. The FPSC will monitor the compliance of the testing and maintenance of Dry Hydrants according to the Municipal Dry Hydrant Policy.

3.5. The FPSC will work with the Municipality's staff member(s) responsible for Fire Protection Services on matters related to fire services.

3.6. The Committee will discuss all issues related to involvement and responsibilities to the Fire Services Association of Nova Scotia (FSANS).

3.7. The Committee is to review the Terms of Reference annually and/or as any legislative changes occur.

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4. Composition and Terms of Appointment

4.1. The Fire Protection Services Committee will be comprised of nine (9) members:

a) One member of Council

b) All 8 Volunteer Fire Departments in the County, represented by the Chief or their designate:

- District 10 VFD
- Framboise/Fourchu VFD
- Grand River VFD
- Isle Madame VFD
- L'Ardoise VFD
- Loch Lomond VFD
- Louisdale FVD
- St. Peter's and District VFD

c) Potlotek (Chapel Island) VFD as guest at all meetings

d) Staff Member from Municipality responsible for fire services as recording secretary.

4.2. Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council. If the Warden is the Council appointee, they shall assume that role on the FPSC. If he/she is not the appointee, they can attend meetings as an *ex officio* member without voting privileges.

4.3. The FPSC Chair will be one of the VFDs Chief or Deputy Chief, nominated and elected by the Committee for a one-year term. The Vice-Chair will be one of the VFDs Chief or Deputy Chief, also nominated and elected by the Committee for a one-year term. Elections for these positions will be held at the first meeting in each calendar year.

5. Meetings

5.1. Meeting procedures shall follow the Council Procedural Policy.

5.2. The Committee will meet a minimum of 4 times per year, with additional meetings as needed.

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5.3. A quorum for meeting purposes will be a majority of voting members (i.e., 5 of 9 members).

5.4. An agenda will be prepared in consultation with the FPSC Chair and distributed to members prior to meetings.

6. Authority and Accountability

6.1. The Fire Protection Services Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rest with Municipal Council.

6.2. Reports to Council will be provided as per MOCR Policy, and as needed following motions passed by the FPSC.

7. Related Documentation

- Committees Policy
- Council Procedural Policy
- Strategic Communications Plan
- Municipal Government Act

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

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

Title: Workplace Harassment and Discrimination Prevention Policy

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

I certify this to be a true copy of the Workplace Harassment and Discrimination Prevention 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 Municipality of the County of Richmond is committed to providing a supportive, safe, respectful, and inclusive work environment where employees are treated with dignity, have equal opportunity, and are free from workplace harassment and discrimination. This Policy supports the Municipality's obligations under the Nova Scotia Occupational Health and Safety Act and the Human Rights Act.

2. Scope

2.1. This Policy applies to all Municipal employees and members of Municipal Council. It also applies, as appropriate to their role or interaction with the Municipality, to volunteers, appointees to municipal committees or bodies, contractors, vendors, and members of the public connected to municipal business.

2.2. This Policy applies to conduct that occurs in the workplace, during municipal business, at work-related events, during work travel, at training sessions, in municipal vehicles, at remote work locations, through electronic communications, or in any other setting connected to municipal work.

3. Policy Statements

3.1. The Municipality is committed to maintaining a workplace where employees are treated with dignity and respect and are free from workplace harassment. The Municipality will act, so far as is reasonably practicable, to prevent workplace harassment and to address concerns that arise in the workplace.

3.2. All employees and other persons covered by this Policy must not engage in workplace harassment, discrimination, reprisal, or retaliation.

3.3. Employees are required to report workplace harassment that they experience, observe, or become aware of. Other persons covered by this Policy may report concerns connected to municipal business in their role using the reporting process set out in this Policy. (See section 7)

3.4. Concerns raised in good faith will be taken seriously, reviewed promptly, and handled in a fair and impartial manner. The Municipality will investigate workplace harassment complaints and will take corrective action that is fair, appropriate to the circumstances, and applied consistently.

3.5. Reprisal or retaliation is prohibited. The Municipality will not reprimand or seek reprisal against an employee who makes a workplace harassment complaint in good faith. No person may threaten, intimidate, punish, disadvantage, or otherwise retaliate against a person who raises a concern, makes a complaint, participates in a review or investigation, provides information, or supports another person involved in a process under this Policy.

3.6. Reasonable management action is not workplace harassment when carried out lawfully, reasonably, and professionally. This may include work assignments, performance management, coaching, scheduling, discipline, workplace direction, or enforcement of workplace rules.

3.7. The Municipality will take appropriate corrective action against any person under its direction who subjects an employee to workplace harassment. Corrective action may include discipline, termination of employment, removal from an assignment or appointment, contract-related action, restriction of

access to municipal facilities or services, or other action within the Municipality's authority.

3.8. Where a concern involves a person who is not an employee, the Municipality will review the matter under this Policy and take reasonable action within its authority. The Municipality will use a fair process that fits the circumstances and is consistent with any applicable terms of reference, agreement, appointment process, policy, procedure, or legal requirement.

4. Definitions

4.1. **"Bullying"** means conduct, comments, or actions that are hostile, intimidating, humiliating, threatening, abusive, or offensive, and that a person knew or reasonably ought to have known would cause another person to feel degraded, intimidated, or threatened. Bullying may be repeated, or it may be a single significant incident. Bullying may be direct or indirect.

4.2. **"Complainant"** means a person who raises a concern or makes a complaint under this Policy.

4.3. **"Discrimination"** means adverse treatment, whether intentional or unintentional, based on a protected characteristic or perceived protected characteristic under the Nova Scotia Human Rights Act, where the treatment results in disadvantage, exclusion, restriction, or unequal access to employment, services, opportunities, or benefits.

4.4. **"Other persons covered by this Policy"** means persons other than Municipal employees to whom this Policy applies under Section 2, including members of Municipal Council, volunteers, appointees to municipal committees or bodies, contractors, vendors, and members of the public connected to municipal business. This Policy applies to these persons as appropriate to their role or interaction with the Municipality and the connection of the conduct to municipal work or business.

4.5. **"Protected characteristics"** means the grounds protected under the Nova Scotia Human Rights Act, as amended from time to time. These may include age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical disability, mental disability, family status, marital

status, source of income, political belief, affiliation or activity, ethnic, national or Indigenous origin, irrational fear of contracting an illness or disease, and association with an individual or class of individuals protected by the Act.

4.6. **"Reprisal or retaliation"** means any adverse action, threat, intimidation, discipline, dismissal, penalty, disadvantage, or other negative treatment against a person because they raised a concern, made a complaint, participated in a review or investigation, provided information, or supported another person under this Policy.

4.7. **"Respondent"** means a person whose conduct is the subject of a concern or complaint under this Policy.

4.8. **"Workplace"** means any place where municipal work is performed or where work-related activities occur, including municipal buildings, vehicles, outdoor worksites, remote work locations, training sessions, conferences, meetings, work travel, work-related social events, electronic communications, and any other place where municipal business is conducted.

4.9. **"Workplace harassment"** means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades, intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

- workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the *Human Rights Act*,
- inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

5. Roles and Responsibilities

5.1. Municipal Council is responsible for reviewing, amending, and adopting this Policy.

5.2. The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.

5.3. All employees must help maintain a safe, respectful, inclusive workplace and comply with this Policy and not engage in harassment, discrimination, reprisal, or retaliation.

5.4. Other persons covered by this Policy are expected to act respectfully and must not engage in harassment, discrimination, reprisal, or retaliation connected to municipal work or activities.

6. How to Recognize Workplace Harassment and Discrimination

6.1. Workplace harassment can be recognized by considering whether conduct, comments, or actions are objectionable or unwelcome and whether they degrade, intimidate, or threaten, including bullying, inappropriate sexual conduct, or conduct connected to a protected characteristic. All incidents of inappropriate conduct should be appropriately addressed to ensure the workplace remains respectful and harassment free. Conduct that may be inappropriate should be addressed to help maintain a respectful and harassment-free workplace.

Examples may include:

- verbal or written abuse or threats
- insulting, derogatory, or degrading comments, jokes, images, gestures, or materials
- ridicule or malicious gossip
- comments, jokes, slurs, or conduct related to a protected characteristic
- persistent misgendering
- ableist remarks or conduct
- unwelcome sexual comments, gestures, materials, contact, or advances
- unwanted repeated contact or attention
- malicious or unjustifiable interference with another person's work
- work sabotage
- refusing to work or cooperate; or

- interference with or vandalism of personal property
- cyberbullying, including emails, texts, social media posts, online comments, images, or other electronic communications

6.2. Workplace discrimination may occur when a person is treated unfairly, excluded, disadvantaged, or denied equal access to employment, services, opportunities, or benefits because of a protected characteristic or perceived protected characteristic.

7. What to Do if You Experience or Witness Harassment or Discrimination

The following steps explain what you should do if you experience, witness, or become aware of harassment, discrimination, reprisal, or related conduct, and what you can expect from the complaint process.

7.1. **Report the concern.** Employees who believe they are experiencing harassment, discrimination, reprisal, or related conduct, or who observe or become aware of a concern affecting another employee or group of employees, should report the concern as soon as possible. A report may be made verbally or in writing to the employee's Director, another member of management, or the Chief Administrative Officer. Employees are encouraged to contact their Director first, where appropriate. If the concern involves the Director, or if the circumstances make that inappropriate, the employee may report the concern to another member of management or to the Chief Administrative Officer.

Other persons covered by this Policy may report concerns connected to municipal business to the municipal employee responsible for their role, service, appointment, contract, event, or interaction with the Municipality. If that is not appropriate in the circumstances, the concern may be reported to the Chief Administrative Officer or another person designated by the Municipality.

7.2. **Make notes.** Employees are encouraged to keep written notes about the concern, including what happened, the date and time it happened, where it happened, how they responded, how the conduct affected them, and who else was present. Employees should also keep copies of relevant letters,

emails, messages, screenshots, records, or other documents. These notes may be useful if the matter proceeds to a review or investigation.

7.3. **Speak up, if appropriate and safe to do so**. If an employee is experiencing harassment or discrimination, they may tell the person to stop where it is appropriate and safe in the circumstances. The employee may let the person know that the behaviour is unwelcome, embarrassing, humiliating, demeaning, or otherwise bothersome. Often, a person may not be aware that their behaviour is unwelcome and may change the behaviour once they understand its impact. The employee may speak to the person directly or put their concerns in writing. If the employee writes a letter or message, they should date it and keep a copy. If speaking directly to the person is not safe or appropriate in the circumstances, the employee may report the concern through the reporting options in this Policy.

7.4. **Use informal procedures, where appropriate.** It may be that speaking directly to the person is not enough, or that direct communication is not safe or appropriate in the circumstances. In that case, the employee may speak to their director, another member of management, or the Chief Administrative Officer. The person receiving the report will ask for details about what happened, make sure the employee understands this Policy, document the concern, and discuss available next steps. Depending on the circumstances, next steps may include help writing a letter, assistance communicating expectations, informal resolution, mediation where appropriate, a formal complaint, or another step needed to address the concern.

7.5. **Consider mediation, where appropriate and voluntary.** Mediation may be considered where the circumstances are appropriate, and all parties agree to participate voluntarily. Mediation is an informal resolution option and is not required before a formal complaint may be made or before an investigation may proceed. Either party may refuse mediation or withdraw from mediation at any time. Mediation should not be used where there is a safety concern, a significant power imbalance, alleged sexual harassment, reprisal, repeated or

serious conduct, or where a formal investigation is needed to determine what occurred.

7.6. **File a formal complaint.** If informal resolution or mediation does not succeed, is not requested, or is not appropriate, the Municipality supports complainant in making a formal complaint. The Municipality will investigate all formal complaints of workplace harassment in accordance with this Policy. The investigation may be conducted by a qualified person from within the Municipality or, where appropriate, by an external investigator. The investigator will interview the complainant, the respondent, and any relevant witnesses. All employees and other persons covered by this Policy, where applicable, have a responsibility to cooperate in the investigation.

8. External Rights and Resources

8.1. Nothing in this Policy prevents a person from seeking advice or making a complaint through another available process, including the Nova Scotia Human Rights Commission, a union grievance process where applicable, or any other statutory or legal process available to them.

9. If a Harassment Complaint is Made About You

The following steps explain what to do if a harassment complaint is made about your conduct. This section also explains what you can expect from the complaint process, subject to your role or relationship with the Municipality.

9.1. **Informal procedures.** If someone raises a concern with you informally about your behaviour, take the concern seriously. It may be that, without intending to, you have spoken or acted in a way that another person or group of people experienced as unwelcome, offensive, humiliating, degrading, intimidating, or threatening. You are expected to reflect on the concern, respond respectfully, and change your behaviour if it is inconsistent with this Policy. You may also consider apologizing, where appropriate.

9.2. **Make notes.** Keep written notes of any conversation or communication where someone says your conduct affected them or another person. Include the date, time, place, what was said or done, how you responded, how the

conversation affected you, and who else was present. Keep copies of relevant emails, messages, letters, screenshots, records, or other documents.

9.3. **Seek guidance.** If you and the person who raised the concern are unable to resolve the matter, you may seek guidance from your Director, another member of management, or the Chief Administrative Officer. If the concern involves your Director, or if it would not be appropriate to speak with your Director in the circumstances, you may contact another member of management or the Chief Administrative Officer.

9.4. **Mediation.** Mediation may be considered where the circumstances are appropriate, and all parties agree to participate voluntarily. You may ask for mediation, or you may agree if it is suggested. You do not have to agree to mediation, and you may withdraw from mediation at any time. Mediation is not required before a formal complaint may be made or before an investigation may proceed. Mediation should not be used where there is a safety concern, a significant power imbalance, alleged sexual harassment, reprisal, repeated or serious conduct, or where a formal investigation is needed to determine what occurred.

9.5. **Formal complaints.** If a formal complaint is made about your conduct, you will be expected to participate in the investigation, cooperate with the process, and provide your perspective on what happened. If the investigation finds that you engaged in harassment or conduct contrary to this Policy, you will be expected to change your behaviour and may be subject to corrective action or discipline, up to and including dismissal, even for a first offence.

10. Separation of the Complainant and Respondent During Investigation

10.1. If the complainant and respondent are in a reporting relationship, the Municipality may take reasonable temporary steps to separate the parties during mediation, review, or investigation. These steps may include assigning one or both parties to a different work area, changing reporting arrangements, adjusting schedules, or taking other measures appropriate in the circumstances.

11. Management and Investigative Duties

Directors, managers, supervisors, the Chief Administrative Officer, and any person assigned to review or investigate a concern under this Policy must act promptly, fairly, and in accordance with confidentiality, impartiality, and procedural fairness. When a concern or complaint involving harassment, discrimination, reprisal, or related conduct is received, the matter must be reviewed and addressed in a manner appropriate to the circumstances.

11.1. **Duty to report or escalate.** A Director, manager, supervisor, or other person with authority who receives or becomes aware of a concern involving harassment, discrimination, reprisal, or related conduct must report or escalate the matter to the Chief Administrative Officer, unless the Chief Administrative Officer is involved in the concern. In that case, the matter must be referred to the Warden or another authority designated by Council.

11.2. **Duty to respond promptly.** Concerns and complaints must be reviewed and addressed as soon as reasonably practicable. The Municipality will investigate all complaints of workplace harassment. A qualified internal or external person will be assigned to conduct the investigation, where required by the nature or complexity of the complaint.

11.3. **Duty to protect confidentiality.** The Municipality will not disclose information obtained in relation to a complaint, including personal information, unless disclosure is required by law, necessary to investigate the complaint, or necessary to take corrective action with respect to the complaint.

11.4. **Duty to gather relevant information**. The person responsible for the review or investigation must gather the information needed to assess and address the concern. This may include interviewing the complainant, respondent, witnesses, or others with relevant information, and reviewing relevant documents, messages, records, or other evidence.

11.5. **Duty to act.** The Municipality will take reasonable action, so far as is reasonably practicable, based on the circumstances and the findings of the review or investigation. Action may include informal resolution, workplace

changes, training, coaching, mediation where appropriate, corrective action, discipline, or other measures needed to address the concern, prevent recurrence, and support a safe and respectful workplace.

11.6. **Duty to communicate appropriately.** The Municipality will advise the complainant and respondent when the review or investigation is complete and will provide appropriate information about the result of the investigation and any corrective action that has been or will be taken, subject to privacy, confidentiality, legal, and employment obligations.

12. Appeals

12.1. A complainant or respondent may appeal the outcome of a complaint by submitting a written request to the CAO within seven business days after being advised of the decision. The CAO will review the request and may determine whether grounds exist for further review, including procedural error, new evidence, or concerns regarding fairness of the investigation. Following the review, the CAO will determine whether further action is required, which may include confirming the outcome, directing further review or investigation, or changing any corrective action, compensation, or work assignment. The CAO will decide within seven business days, where reasonably practicable.

12.2. If the Chief Administrative Officer was involved in the complaint, outcome, or corrective action, the appeal will be referred to the Warden or another authority designated by Council.

13. Consultation, Training, and Review

13.1. The Municipality will seek input from employees, directors, managers, supervisors, and the Joint Occupational Health and Safety Committee or Health and Safety Representative when reviewing this Policy and related procedures.

13.2. All employees will be trained on this Policy, including how to recognize, prevent, and respond to workplace harassment. New employees will receive this training during orientation.

13.3. The Municipality may support awareness of this Policy by making information available through workplace notices, posters, staff communications, orientation materials, contract or appointment information, or other methods appropriate to a person's role or interaction with the Municipality.

13.4. Employees involved in receiving, reviewing, or investigating complaints will receive additional role-specific training as appropriate, including confidentiality, impartiality, bias awareness, cultural safety, trauma-informed practice, and accessible reporting.

13.5. This Policy will be reviewed at least every three years, or sooner if required by legislative or regulatory change, operational need, or recommendations from the Joint Occupational Health and Safety Committee or Health and Safety Representative, and will be updated if necessary.

14. Related Documents

- Nova Scotia Occupational Health and Safety Act
- Nova Scotia Workplace Health and Safety Regulations
- Nova Scotia Human Rights Act

15. Policy Review Schedule

Date of Review	Approved/Amended by Council

HarassmentHarassment

SOURCE WATER PROTECTION ADVISORY COMMITTEE

Terms of Reference

1. Mandate

1.1 These Terms of Reference establish the Richmond Source Water Protection (SWP) Advisory Committee as an advisory group to the Richmond Water Utility/Municipality of Richmond County.

1.2 The committee will review and make recommendations on activities affecting the SWP area as requested by the Utility/Municipality, and communities within the watersheds.

2. Goals and Objectives

2.1 To develop a source water protection plan and provide the Utility/Municipality and Council with advice on matters related to land-use issues, water quality, levels and flows within the source water protection area.

2.2 Provide advice to the Utility/Municipality that will attempt to satisfy the water quality and quantity concerns of all stakeholder groups.

2.3 Provide advice to the Utility/Municipality about the sources of contamination in the source water supply area.

2.4 Provide advice to the Utility/Municipality about management options available.

2.5 Provide advice to the Utility/Municipality about the success of the protection plan.

3. Membership

3.1 Membership will consist of:

a) At least two members of the public

b) A technical representative of the Utility/Municipality

c) One member of Council

3.2 The Chair and vice-chair of the Committee are appointed annually by the membership at the meeting closest to November 1st. The Chair and vice-chair will serve on the Committee for at least two years, after which the Utility/Municipality may choose an alternate for their respective position on a yearly basis at the meeting closest to November 1st.

3.3 The Chair will act as the Committee spokesperson.

3.4 Where possible, membership should be composed of representatives of all stakeholders in the source water protection area.

3.5 Local members from the agricultural and forestry sectors may be invited to participate in committee meetings from time to time.

4. Roles and Responsibilities of the Committee

4.1 Advise the Utility on water quality and quantity concerns of all stakeholder groups.

4.2 Identify sources of contamination in the source water supply area.

4.3 Highlight the success of the protection plan.

4.4 Advise on education programs about source water protection for local residents, land owners and other users of the SWP area lands.

5. Committee Meetings

5.1 The Committee may from time to time request individuals or groups to make representation to the committee on matters affecting the SWP area.

5.2 The Committee may call for the input of other landowners in the source water supply area from time to time.

5.3 The Committee will meet as necessary, but no less than three times a year.

5.4 The Committee will review and comment on water quality and quantity monitoring programs and other studies related to the SWP area. All water quality information available from the Utility shall be made available to the Committee.

5.5 The Committee will endeavour to conduct business by consensus, but should the Committee be unable to attain consensual agreement on an issue, then

the Utility/Municipality may appoint a facilitator. Should this process fail, voting may be necessary. All motions require support from at least two-thirds majority of the members present. Two members will constitute a quorum.

5.6 The Utility/Municipality may amend the Terms of Reference.

6. Reporting

6.1 The committee will review and comment on an annual report prepared by the Utility. The report will be shared publicly via the Municipal website.

7. Related Documentation

- EDPC Planning By-Laws
- Municipal By-Laws
- Municipal Policies

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	Reviewed	Yes	11-19-2025
2	Committee Review		06-23-2026