



## BY-LAW / POLICY COMMITTEE MEETING

Monday, June 18<sup>th</sup>, 2024, 6:00 p.m.  
Council Chambers

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) [June 10<sup>th</sup>, 2024](#)
4. By-Law / Policy, Re:
  - a) [Capital Improvement and Development Policy, 5<sup>th</sup> Draft](#)
  - b) [Low Income Tax Exemption Policy, 2<sup>nd</sup> Draft](#)
  - c) [Purchasing and Tendering Policy, amended, 1<sup>st</sup> Draft](#)
  - d) [Flag Policy, amended, 1<sup>st</sup> Draft](#)
  - e) [Delegation to appear before Committee of the Whole Policy, amended, 1<sup>st</sup> Draft](#)
  - f) [Street Light Policy, Review](#)
5. Discussion
  - a) Waste Receptacles at food establishments
  - b) Roaming Farm Animals
  - c) Road Trails Designation
  - d) Cellphone Use
6. Review of the By-Law/Policy Priority List
7. Recommendations to Council (if required)
8. Adjournment



## **By-Law/Policy Committee Meeting**

**June 10<sup>th</sup>, 2024 – 6:00 p.m.**

**Location:** Council Chambers

**Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Michael Diggdon, Councillor Brent Sampson, Councillor Melanie Sampson, 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

### **Call to Order**

Warden Amanda Mombourquette called the meeting to order at 6:10 p.m.

### **Approval of Agenda**

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that the agenda be approved.  
Motion carried.

### **Review of Minutes re: May 27<sup>th</sup>, 2024**

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the minutes of the March 27<sup>th</sup>, 2024, meeting be approved.  
Motion carried.

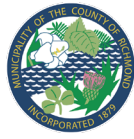
### **Review of Policies/ By-Laws**

#### **a) Capital Improvement and Development Policy, Draft**

It was the consensus of the Committee to have staff amend the draft with the recommended changes as discussed.

#### **b) Committees Policy, Draft**

Moved by Council Michael Diggdon, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to approve the Committees Policy as amended.



**c) Low Income Tax Exemption Program Policy**

It was the consensus of the Committee to have staff amend the draft with the recommended changes as discussed.

**By-Law / Policy Working List**

For information only.

**Recommend to Council**

- Approval of the Committees Policy as amended.

**Adjournment**

There being no further business, the chair adjourned at 7:01 p.m.

\_\_\_\_\_  
**Municipal Clerk**

\_\_\_\_\_  
**Chairperson**



## Title **Capital Improvement and Development**

**Approved by Council**

**Date:**

**Policy Review Notification**

**Date:**

**Policy Review**

**Date:**

I certify this to be a true copy of the **Capital Improvement and Development Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held

\_\_\_\_\_.

\_\_\_\_\_  
Shelley David  
Municipal Clerk

### 1. **Purpose**

The purpose of this policy is to establish a framework for evaluating and awarding third-party requests for municipal funding for physical infrastructure projects, providing guidance for Council, municipal staff, and the public.

### 2. **Scope**

This policy applies to all requests for municipal funding for physical infrastructure projects that fall outside the parameters of other funding policies.

### 3. **Roles & Responsibilities**

3.1. Municipal Council will be responsible to:

- a) review, amend and adopt the Capital Improvement and Development policy;
- b) support the Chief Administrative Officer (CAO). and staff, in the implementation of the policy; and
- c) review and maintain the Special Purpose Fund through annual contributions in amounts to be determined by Council.

3.2. The CAO will be responsible to:

- a) implement the Capital Improvement and Development policy;
- b) work with Municipal Council to review and award third-party requests for municipal funding for physical infrastructure projects.

- 3.3. The Department Heads will be responsible to:
- a) provide important information and advice to the CAO and Council regarding the review of submissions.

## Policy

### 4. Policy Statement

This policy is established in accordance with section 65 of the Municipal Government Act (MGA), granting Council authority to allocate funds for physical infrastructure within the Municipality. Council affirms its support for the development of physical infrastructure to enhance the well-being of inhabitants and communities and recognizes the importance of evaluating reasonable infrastructure projects for municipal funding support in a thorough and consistent manner.

### 5. Policy Principles

The following principles will guide the process by which requests for Municipal funding for physical infrastructure projects or waiver of fees for multi-unit housing developments will be evaluated.

#### 5.1. Infrastructure Projects

- a) For the purposes of this policy, "infrastructure project(s)": means the construction, installation, or expansion of physical infrastructure within the Municipality and comprising components of a water or sewer system, three phase power system, streets, sidewalks, gutters, all of which shall be transferred to the municipality upon completion;
- b) but does not include the repair of existing physical infrastructure nor the construction, erection, renovation, or expansion of buildings;

#### 5.2. Multi-Unit Dwelling Developments

- a) For the purposes of this policy, "waiver of fees" shall refer to the building/development permits required for any multi-unit development permit issued by Eastern District Planning Commission (EDPC) until further notice.



### 5.3. Eligible Costs

- b) For the purposes of this policy, "eligible costs" shall refer to capital costs expressly identified as eligible costs in the funding contract between the Municipality and the proponent.

### 5.4. Municipal Funding for Eligible Costs

- a) Municipal funding from various sources, approved pursuant to this policy, shall not exceed 33% of the total eligible costs of the infrastructure project as determined by Council.
- b) All provincial and federal funding opportunities are explored and exhausted.

### 5.5. Municipal Funding for Permitting Fees

- a) Municipal funding requests for permitting fees will be granted on conditional approval. The application process and criteria for reimbursement are outlined in section 6.8.

### 5.6. Special Purpose Fund

- a) Council shall establish a fund for use in providing Municipal funding to approved infrastructure projects under this policy.
- b) The fund shall be maintained through annual contributions in amounts to be determined by Council annually at Budget deliberation in consultation with the CAO and Chief Financial Officer.

## 6. Process

A typical submission period for when projects can request funding will be January til February. Projects arising outside of that submission window will be considered on a case-by-case basis and will be automatically added to the next fiscal year's list if supporting it in the current fiscal year isn't possible. The following process shall apply with respect to requests for Municipal funding for infrastructure projects, subject to:

### 6.1. Initial Presentation

- a) The proponent seeking funding shall present to Council, in writing and, if



requested orally, a description of the project including but not limited to the following:

- i. Objective;
- ii. geographical location;
- iii. project background / history and any obstacles physical components;
- iv. budget and cost projections projected schedule;
- v. sources of funding (in addition to Municipal funds being sought), both applied for and/or confirmed.
- vi. participants (including confirmation of good standing of all corporate; participants), and
- vii. identified benefit to community or inhabitants.

#### 6.2. First Stage Decision

- a) If Council decides the project will not be considered for funding purposes, the proponent shall be advised and his/ her presentation materials returned.
- b) If Council decides the project should be evaluated further for funding purposes, Council shall refer the presentation to Municipal staff, together with such additional or particular issues or questions as may be identified by Council, for investigation.

#### 6.3. Staff Investigation

- a) Municipal staff shall review the project description/ materials and report on, among other things:
  - i. eligibility for funding under this or any other funding policy;
  - ii. whether the project is objectively reasonable and sound;
  - iii. whether there are any problems with the proponent's data;
  - iv. whether any concerns are identified;
  - v. overall cost-benefit analysis insofar as possible;
  - vi. any collateral information relevant to the project and funding request.
- b) In preparing a Report on the project proposal and funding request, staff may request additional information and particulars from the proponent, with such requests and response to be provided in writing.
- c) Before the Report is finalized, it shall be reviewed by the Director of Public

Works and Chief Financial Officer and such other department heads as they consider may have relevant input.

- d) The Report may include recommendations to Council.
- e) The CAO will review the Report prior to presenting the same to Council.

#### 6.4. Presentation of Staff Report

- a) The Staff Report will be presented to Council in Committee of the Whole meeting by the CAO.
- b) The presentation of the Staff Report may include in camera discussion with respect to potential contract issues.
- c) Council may refer the Report back to staff with additional direction for further analysis or comment.

#### 6.5. Second Stage Decision

- a) If Council decides not to fund the project, it shall direct the CAO to notify the proponent in writing that funding is denied. This notice may, in the discretion of Council, include reasons for the denial of funding.
- b) If Council determines that additional information is required from the proponent, Council shall direct the CAO to contact the proponent to request such information and arranging a further presentation. In the event of a further presentation, the additional information shall be referred to staff for further investigation and supplemental report.
- c) If Council decides, based on all available information, to consider funding for the project, Council shall direct the CAO to contact the proponent with a written Expression of Interest.

#### 6.6. Expression of Interest

- a) The Expression of Interest shall be made without prejudice and shall set out, including but not limited to, the following:
  - i. the basis for Council's interest, confirming the materials and information provided by the proponent;
  - ii. the necessary pre-conditions for Municipal funding;
  - iii. the funding limits which will apply;



- iv. the definition of eligible costs for calculation of Municipal funding;
  - v. the documentation required from the proponent including granting Municipal staff access to design and other documents from sub-contractors and consultants;
  - vi. notice that any Municipal funding shall be conditional on the execution between the parties of a written contract and that only eligible and approved costs shall be funded.
- b) The proponent shall be required to return a signed and dated copy of the Expression of Interest, confirming their intention and willingness to enter into a contract with the Municipality for purposes of funding.

#### 6.7. Third Stage Decision – Funding Contract

- a) Where the proponent has signed and returned a copy of the Expression of Interest, the negotiation of the funding contract can take place.
- b) Council shall refer the negotiation and drafting of the terms of the contract to staff, including consultation with the Municipal Solicitors.
- c) Negotiations shall be conducted on a “without prejudice” basis pending conclusion and execution of a complete written agreement.
- d) No one shall make any commitment to any funding on behalf of the Municipality until the agreement has been approved by majority vote of Municipal Council and fully executed in writing as authorized.
- e) Funding will only be provided after the work is completed satisfactorily and all necessary invoices and proof of payment, etc are provided.

#### 6.8. Municipal Funding for Permitting Fees – Application and Reimbursement

- a) The proponent seeking funding for permitting fees shall provide the request in writing to Council.
- b) Council approves funding requests, up to the full amount, by resolution.
- c) Upon approval, Council will provide a letter to the proponent with the conditional approved amount.
- d) Reimbursement will be granted providing the following criteria are met:
  - i. Completion of project with proof of occupancy permit



ii. Original receipts for service are submitted

e) If all the criteria are not fulfilled, reimbursement will not be granted.

## Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
March 11, April 8, May 27, June 10, 2024	

DRAFT

**Title** **Low Income Tax Exemption Program 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 **Low Income Tax Exemption Program Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_.

\_\_\_\_\_

**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 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 Tax Exemption Program policy;
- b) review the income threshold and maximum exemption amount contained in this policy, on an annual basis;
- c) maintain the allocation of funds for the Low Income 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 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 Table A, Appendix B). 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 Tax Exemption Application form, Appendix A. Along with this 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.



- 5.2 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.
- 5.3 Qualified applicants will receive a credit applied directly to their tax account of up to **\$150.00**.
- 5.4 Notwithstanding any other provision of this policy, no exemption shall exceed 50% of the taxes payable on any property.
- 5.5 The deadline for submissions is **July 15th of the fiscal year for which the exemption is sought**.
- 5.6 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 of **\$25,000**.

## 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

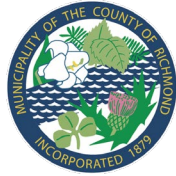
- 8.1 Applicants will use the Low Income Tax Exemption Application form, Appendix A.
- 8.2 Completed applications along with proof of household income can be sent by mail, email, fax, or submitted in person at the Municipal Administration Building.
- 8.3 All applications received by the deadline will be reviewed, approved if conditions are met, and applied as tax credits to the applicable property tax account.
- 8.4 Every effort will be made to process approved applications prior to the issuance of the final tax bill. (Final tax billing is September 1)
- 8.5 Applicants will receive notice within 4-6 weeks.

### Appendix

Appendix A – Low Income Tax Exemption Application Form

This policy will be reviewed annually.

Date of review	Approved/Amended by Council
June 10, 2024	



**Title Purchasing And Tendering 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 **Purchasing and Tendering Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_.

\_\_\_\_\_  
**Shelley David**  
**Municipal Clerk**

**1. Policy Statement**

1.1 The Municipality of the County of Richmond is committed to acquiring goods and services on a competitive basis to ensure that the best value is received and that procurement is done in a transparent, accessible, and equitable manner.

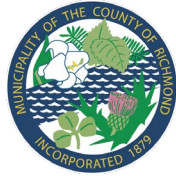
**2. Short Title**

2.1 This Policy is entitled "Purchasing and Tendering Policy".

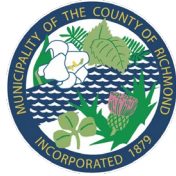
**3. Definitions**

3.1 In this policy:

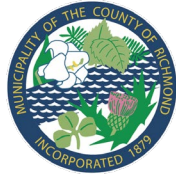
- a) **“alternative procurement practice”** means the purchase of goods, services and construction without a public tender or other competitive process, in the circumstances described at section [13] of this Policy;
- b) **“Atlantic Standard Terms and Conditions”** means standard instructions that support public tenders issued by the four Atlantic Provinces for goods and services. Supplements may be added if and when required.



- c) **“best value”** means evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in tender documents;
- d) **“bid” means** a supplier response to a public tender notice to provide goods, services, construction or facilities;
- e) **“construction”** means the construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement;
- f) **“Construction Contract Guidelines”** means standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders;
- g) **“environmental considerations”** means factors associated with the purchase, manufacture, operation or disposal of a product or asset that affect the environment, such as the degree to which the product or asset uses recycled materials, is energy efficient, or produces or reduces greenhouse gas emissions;
- h) **“goods”** means materials, furniture, merchandise, equipment, stationery, and other supplies required by the Municipality of the County of Richmond for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies;
- i) **“facilities”** means all building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent;
- j) **“life cycle cost”** means the total costs associated with a product or asset over its life span, including the cost of maintenance, repair, operation and disposal;
- k) **“local business”** means businesses whose main office or operations are physically located within the boundaries of the Municipality of the County of Richmond and includes the Town of Port Hawkesbury;



- l) **“public tender”** means publicly advertising the Municipality of the County of Richmond’s intended procurement of certain goods, services and construction and inviting responses from interested suppliers. Public tenders include traditional tenders, requests for proposals, and two phase bids, and are described at section **[9]** of this Policy;
- m) **“Public Procurement Act (PPA)”** means an act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia;
- n) **“request for proposals”** means a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Municipality of the County of Richmond. Requests for proposals are described at section **[11]** of this Policy;
- o) **“request for quotations”** means informally obtaining price quotations from a number of different suppliers. Requests for quotations are described at section **[8]** of this Policy;
- p) **“services”** means services required by the Municipality of the County of Richmond for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract;
- q) **“social considerations”** means factors associated with the purchase or manufacture of a product or asset that relate to the rights or interests of the workers involved, such as working conditions, fair wages, and compliance with human rights legislation and conventions;
- r) **“standing offer”** means a source of supply available to the Municipality of the County of Richmond either through a standing price agreement with a supplier or as a member of a larger group of purchasers. Standing offers are described at section **[7]** of this Policy;
- s) **“traditional tender”** means a formal invitation to suppliers to submit a bid to supply specified goods, services and construction. Traditional tenders are described at section **[10]** of this Policy;
- t) **“two phase bid”** means a two stage process in which suppliers submit proposals for evaluation, and separately submit prices. Two phase bids are described at section **[12]** of this Policy.

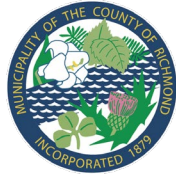


#### **4. Application of this Policy**

- 4.1** This Policy applies to the procurement by the Municipality of the County of Richmond of all goods and services, including construction and facilities, by purchase or lease, but does not apply to procurements:
- a)** by the Municipality of the County of Richmond from organizations owned or controlled by the Municipality of the County of Richmond;
  - b)** where a construction project is managed by a third party on behalf of the Municipality of the County of Richmond, in which case the procurement for the project must be in accordance with the contract between the Municipality of the County of Richmond and the third party, and in accordance with generally accepted procurement practices.

#### **5. Procurement Policy Principles**

- 5.1** All procurement carried out by the Municipality of the County of Richmond must be carried out with a view to:
- a)** ensuring an equitable, open and transparent process for the acquisition of goods and services by the Municipality of the County of Richmond;
  - b)** avoiding dishonesty, corruption or favouritism in the procurement of goods and services;
  - c)** encouraging competitive bidding wherever possible and, in any event, minimizing the Municipality of the County of Richmond's cost of acquiring goods and services while obtaining best value;
  - d)** utilizing suppliers who can be expected to provide satisfactory performance;
  - e)** taking into account environmental considerations in all procurement decisions and selecting environmentally beneficial goods and services where practical;
  - f)** complying with applicable regional, national, and international trade agreements, including the Agreement on Internal Trade and the Atlantic Procurement Agreement;



- g) complying with the *Public Procurement Act*, S.N.S. 2011, c. 12 and Regulations made pursuant to the *Public Procurement Act*.

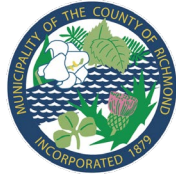
**5.2** Pursuant to s. 15(1) of the Public Procurement Act, all employees involved in procurement on behalf of the Municipality of the County of Richmond must:

- a) ensure their procurement activities are conducted according to this Policy, provincial and federal legislation, trade agreements and ethical business practices;
- b) encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and school boards;
- c) follow leading procurement practices;
- d) in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
- e) strive to obtain the best value for each expenditure;
- f) require suppliers provide accurate representations of goods, services and construction;
- g) encourage suppliers to consider integrating environmental, economic and social considerations in their product or service offerings;
- h) encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises;
- i) request removal from a procurement process when a personal conflict of interest is perceived.

## **Part 1 – Normal Procurement Practices**

### **6. Normal Procurement Practices**

- 6.1** In addition to adhering to the principles in sections [4] and [5], normal purchasing practices must be as described below in subsections [6.2] to [6.5].

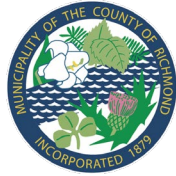


**6.2 For goods, services and construction having a value of less than \$1,500 excluding taxes:**

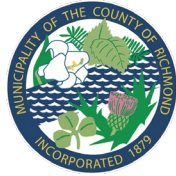
- a) The procurement decision must be made by the applicable Director or by an employee designated by the Director or CAO; no purchase order shall be required.
- b) Goods, services and construction must be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.
- c) If the goods, services or construction cannot be procured under subsection 6.2 (b), they may be purchased from any supplier, unless municipal staff have reason to believe that:
  - i. purchasing the goods, services or construction from that supplier would not provide best value; or
  - ii. acquiring the goods, services or construction from that supplier would otherwise not conform with the procurement principles in section [5], including the requirement for competitive bidding;

**6.3 For goods, services and construction having a value between \$1,500 and \$15,000 excluding taxes:**

- a) The procurement decision must be made by CAO or by an employee designated by the CAO.
- b) Goods, services and construction must be procured under a standing offer if one exists for the goods services or construction required, and if doing so will provide best value.
- c) If the goods, services or construction cannot be procured under subsection 6.3 (b), the goods, services and construction must be procured by a request for quotations and all quotations must be obtained in writing. A corresponding purchase order must be approved by the applicable Director and CAO or their designates.



- 6.4 For goods having a between \$15,000 and \$25,000, services having a value between \$ 15,000 and \$50,000 and construction having a value between \$15,000 and \$100,000 excluding taxes:**
- a) The procurement decision must be made by the CAO or other position designated by the CAO.
  - b) Goods, services and construction must be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.
  - c) If the goods, services or construction cannot be procured under subsection 6.4 (b), the CAO or other position designated by the CAO must decide whether the goods, services or construction must be procured by a request for quotations or by public tender.
  - d) If the goods, services or construction are procured by a request for quotations, in addition to any other requirements for the request for quotations process, the following requirements must be met:
    - i. all quotations must be obtained in writing;
    - ~~ii. all suppliers of the particular goods and services listed in the Municipality of the County of Richmond's Supplier Registry must be given an opportunity to quote;~~
    - iii. A corresponding purchase order must be approved by the applicable Director and CAO or their designates.
- 6.5 For goods having a value of more than \$25,000, services having a value of more than \$50,000, and construction have a value of more than \$100,000 excluding taxes:**
- a) The procurement decision must be made by the CAO;
  - b) Goods, services and construction may be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.**
  - c) Goods, services and construction must be procured by public tender, which may be preceded by a request for qualifications or request for expressions of interest.
  - d) A corresponding purchase order must be approved by the applicable Director and CAO or their designates.



**6.6 Municipal staff may approve exceptions to the normal purchasing practices outlined in subsections [6.1] to [6.5] of this Policy:**

- a) when a more competitive process normally used for goods, services and construction of higher value, is used;

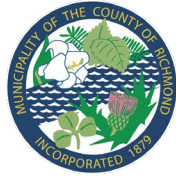
**OR**

- b) when, in accordance with the criteria described in the “alternative procurement practices” provisions at section [13] of this Policy, it is necessary or appropriate that the goods, services and construction be purchased in accordance with that section.

## **Part II Guidelines For Procurement Procedures**

### **7. Standing offers:**

- 7.1** A standing offer is a source of supply available to the Municipality of the County of Richmond either through a standing price agreement with a supplier or as a member of a larger group of purchasers, and includes:
- a) a standing agreement between the Municipality of the County of Richmond and a supplier in which the supplier commits to providing specified goods, services or construction at a specific price for a specific period of time. Such standing agreements should themselves be the subject of a competitive tender process;
  - b) equipment leasing programs through the Government of Nova Scotia;
  - c) Nova Scotia Provincial "standing offers" administered by the Nova Scotia Government;
  - d) supplies and services available from the Nova Scotia Government;
  - e) a procurement program administered by the Union of Nova Scotia Municipalities or the Association of Municipal Administrators;
  - f) any other program available to several municipal units and other public sector entities such as hospitals and school boards, provided that municipal staff is satisfied that such program has been developed and conforms with the principles set out in section [5].

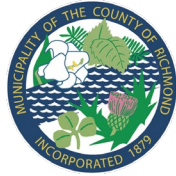


## 8. Request for quotations:

- 8.1 A request for quotations process involves informally obtaining price quotations from a number of different suppliers.
- 8.2 Requests for quotations are generally used when the cost of the goods, services or construction does not warrant the time, effort and expense required for a formal public tender process.
- 8.3 Quotations must normally be sought from at least three suppliers but fewer suppliers may be used when three suppliers are not available within a reasonable distance, having regard to the value of the goods, services and construction, the shipping or travel cost and the amount of time available before the goods, services and construction are required to be available. If it is decided to obtain fewer than three quotations, the person responsible for that decision must document their reasons for doing so.
- 8.4 Quotations must normally be obtained in writing, but when time does not permit the obtaining of written quotations, the quotations may be obtained verbally, except when this Policy stipulates otherwise. If a quotation is obtained verbally, the person obtaining it must document the quotation, including the time, date, supplier, price and description of the goods, services and construction, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation.

## 9. Public tender:

- 9.1 Public tender means publicly advertising the Municipality of the County of Richmond's intended procurement of certain goods, services or construction and inviting responses from interested suppliers.
- 9.2 Public tenders are used for higher value procurements, when the cost of the goods, services or construction warrants the time, effort and expense required for a public tender process.
- 9.3 Public tenders can be in the form of traditional tenders (see section [10]), requests for proposals (see subsection [11]), or two phase bids (see section [12]).

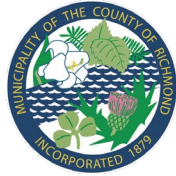


## **10. Traditional tender:**

- 10.1** A traditional tender is a formal invitation to suppliers to submit a bid to supply specified goods, services or construction.
- 10.2** A traditional tender should be used when the procurement requirements of the Municipality of the County of Richmond can be clearly and completely specified.
- 10.3** Traditional tenders do not have to be opened in public, but if they are not, the name of each bidder and the amount of their bid must be made available to each bidder after the tenders are opened.
- 10.4** The Municipality of the County of Richmond must not negotiate with any bidders, but must award the procurement contract to the bidder that meets the tender requirements and provides best value.

## **11. Request for proposals:**

- 11.1** A request for proposals is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Municipality of the County of Richmond.
- 11.2** A request for proposals may be used when the Municipality of the County of Richmond is unable to clearly or completely specify the goods, services or construction required, and suppliers are therefore asked to provide a solution to the problem, requirement or objective. Requests for proposals may also be used for professional and consulting services.
- 11.3** In order to preserve confidentiality of sensitive commercial information contained in a proposal, proposals submitted in response to a request for a proposal need not be opened in public, but must be opened in the presence of at least two representatives of the Municipality of the County of Richmond, and after the proposals are opened a list of the proponents must be available to the public and the proponents upon request.
- 11.4** Negotiations may be conducted with a proponent after proposals have been opened, subject to complying with the terms of the request for proposals which must be drafted to avoid unfair "bid-shopping" by the Municipality of the County of Richmond (that is, to avoid using the bids submitted as a negotiating tool to obtain a better price or other benefit).



**11.5** The Municipality of the County of Richmond must award the procurement contract to the supplier whose proposal is determined to provide best value to the Municipality of the County of Richmond based upon the evaluation criteria set out in the request for proposals and equitably applied to all proposals.

**12. Two phase bids:**

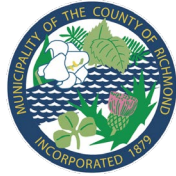
**12.1** A two phase bid process invites suppliers to submit bids as follows:

- a)** Phase One: one or more steps in which bidders submit proposals for evaluation, either with or without prices in a separate submission;
- b)** Phase Two: Only those bidders whose bids were determined to be acceptable will be entitled to submit priced bids for consideration or, where prices are submitted separately in Phase One, the prices are opened.

**12.2** A two phase bid process may be used when detailed specifications are not available or it is impractical to prepare a specification based on price. This type of procurement has the advantages of a request for proposals in Phase One and a traditional tender in Phase Two.

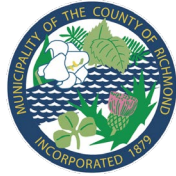
**12.3** The Phase One submissions need not be opened in public, but must be opened in the presence of at least two representatives of the Municipality of the County of Richmond and a list of the proponents will be available to the public and the proponents upon request. Phase Two bids must be opened in public.

**12.4** The Municipality of the County of Richmond must not negotiate with any bidders, and must award the procurement contract to the supplier whose proposal is determined to provide best value to the Municipality of the County of Richmond based upon the evaluation criteria set out in the Phase One request for submissions equitably applied to all proposals, and the prices in Phase Two.



### 13. Alternative procurement practices:

- 13.1** In certain circumstances, described in this section, the Municipality of the County of Richmond may purchase goods, services or construction without using one of the options set out above. An alternative procurement purchase may occur only:
- a)** Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures;
  - b)** Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
  - c)** Where compliance with the open tendering provisions set out in this Policy would interfere with the Municipality of the County of Richmond's ability to maintain security or order or to protect human, animal or plant life or health;
  - d)** In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender;
  - e)** To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
  - f)** Where there is an absence of competition for technical reasons and the goods, services and construction can be supplied only by a particular supplier and no alternative or substitute exists;
  - g)** For the procurement of goods, services and construction the supply of which is controlled by a supplier that is a statutory monopoly;
  - h)** For the purchase of goods on a commodity market;
  - i)** For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
  - j)** For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;



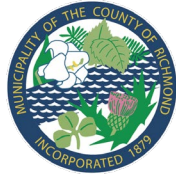
- k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;
  - l) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
  - m) For the procurement of original works of art;
  - n) For the procurement of subscriptions to newspapers, magazines or other periodicals;
  - o) For the procurement of real property;
  - p) For the procurement of goods intended for resale to the public;
  - q) For procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
  - r) For procurement from a public body or a non-profit organization; or
  - s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.
- 13.2 When an alternative procurement purchase occurs, the reason for doing so must be documented.

### **Part III - Requirements For All Public Tenders**

#### **14. Requirements For All Public Tenders**

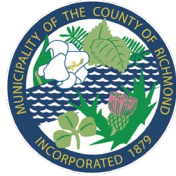
**14.1 The following requirements apply to all public tenders, whether traditional tenders, requests for proposals, or two phase bids:**

- a) The Municipality of the County of Richmond must provide reasonable notice and opportunity to respond to public tenders, and must post or place notices of public tenders as follows:
  - i. on the public website maintained and operated by the government of Nova Scotia for procurements exceeding the limits in subsection [6.5]
  - ii. on the Municipality of the County of Richmond's website;



- iii. in The Reporter;
  - iv. in the Halifax Chronicle-Herald, upon the direction of the CAO, when the CAO determines that the cost and nature of the procurement warrants the expense of doing so;
  - v. in other media, as directed by the CAO, when the CAO determines that the cost and nature of the procurement warrants the expense of doing so.
- 14.2** Every public tender must include or have attached the terms and conditions that govern the tender.
- 14.3** The terms and conditions of every notice of public tender must be consistent with:
- a) the standard instructions that support public tenders issued by the four Atlantic provinces for goods, services and construction, known as the Atlantic Standard Terms and Conditions (a copy of which is attached as Schedule “A” to this Policy), for the procurement of goods, services and construction;
  - b) the standard instructions that support construction tenders issued by the government of Nova Scotia, known as the Construction Contract Guidelines (a copy of which is attached as Schedule “B” to this Policy), for the procurement of construction.
- 14.4** Public tenders should normally include specifications or terms as follows:
- a) expressly or by implication outlining the issues or criteria that will be used for selection of a successful bidder or proponent;
  - b) a privilege clause stating that the lowest or any bid or proposal will not necessarily be accepted;
  - c) the location for delivery of bids or proposals;
  - d) the means of delivery of bids or proposals, e.g., whether faxes or e-mails are acceptable in addition to "hard copy" submissions;
  - e) the time and date of closing;





- c) the debriefing must also provide information to the supplier on how to improve future submissions;
- d) the debriefing must not disclose any information regarding other bidders or their submissions.

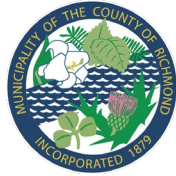
## Part IV – Local Preference And Sustainability Considerations

### 16. Local Preference

- 16.1** Municipal staff must give preference to purchasing goods, services and construction from local businesses in accordance with the following:
- a) If the goods, services or construction available from a local business are equal in providing best value to those available from a non-local business, the goods, services or construction from the local business must be purchased.
- OR**
- b) In evaluating which goods, services or construction offer best value to the Municipality of the County of Richmond, the Municipality of the County of Richmond must apply a preference of 10% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 10% for the purposes of evaluating which goods, services or construction offer best value.
- 16.2** All requests for quotations and notices of public tender must state that local preference applies to the procurement.
- 16.3** The local preference described above does not apply to procurements having a value of \$10,000 or greater.

### 17 Sustainability Considerations

- 17.1** Pursuant to the *Public Procurement Act*, in evaluating which goods, services or construction offer best value to the Municipality of the County of Richmond, the Municipality of the County of Richmond may consider sustainability criteria, meaning environmental considerations, social considerations and economic considerations.



- 17.2 All requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement.

## PART V – GENERAL

### Supplier Registry

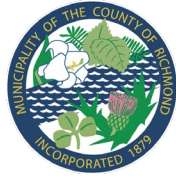
Suppliers wishing to do business with the Municipality of the County of Richmond shall be encouraged to register in the Municipality of the County of Richmond's Supplier Registry. The Registry must be maintained by the Municipality and must consist of a table of prospective suppliers for goods and services of various types, along with contract information. At least once per year, the Municipality of the County of Richmond will advertise the existence of the Supplier Registry and the method of registration in order to update the Registry. The Registry must be used as a source of supplementary source of suppliers for requests for quotations, invitations to tender, requests for proposals and other public purposes, subject always to the principles outlined in section [4] of this Policy.

### 18 Unsatisfactory Suppliers

- 18.1 The Municipality of the County of Richmond may refuse to purchase goods, services and construction from a supplier, and may remove a supplier name from the Supplier Registry, if, in the opinion of Council, the supplier has not provided satisfactory performance, satisfactory quality goods or has otherwise not provided best value to the Municipality of the County of Richmond in dealings within the preceding three years.

### 19 Conflicts of Interest

- 19.1 If a staff member otherwise authorized to award a contract has a conflict of interest (that is, he or she stands to gain or lose financially from a contract award), the award must be made by the person to whom the conflicted staff member normally reports and the conflicted staff member must not participate in the procurement process related to the contract in any manner (Where Council is awarding a contract, the *Municipal Conflict of Interest Act* applies, so any Councillor who has a conflict of interest as defined in the *Act* must act accordingly.).



## **20 Duration of Contracts**

- 20.1** Contracts for goods, services and construction that are required to be procured by public tender under this Policy, including price agreements, must be re-tendered at least once every **[five]** years but may be re-tendered more frequently at the direction of Council.

## **21 Lease Arrangements**

- 21.1** Lease arrangements are subject to the provisions of this Policy, save and except that Council's authority must be obtained for any leases required by the *Municipal Government Act* to be authorized by Council.

## **22 Approval of Form of Tender**

- 22.1** Public tendering documents are to be reviewed by the CAO or his or her designate prior to issuance to ensure consistency of tendering documents and practices.

## **23 Expenditures**

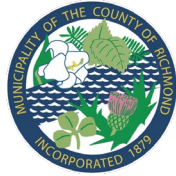
- 23.1** Expenditures for goods, services and construction made pursuant to this Policy must be made in compliance with the Municipality of the County of Richmond's Policies.

## **24 Estimating the Value of Goods and Services**

- 24.1** In determining the cost of the goods, services or construction for the purpose of deciding which of subsections 6.2, 6.3, 6.4 or 6.5 apply to a purchase, staff must reasonably estimate the cost of the goods, services and construction.

## **25 Posting on the Municipality's Website**

- 25.1** A copy of this Policy must be posted on the Municipality of the County of Richmond's website.



## 26 Compliance with Policy

- 26.1** All staff and Councillors must act in good faith to comply with this Policy, but failure to comply with this Policy does not invalidate any procurement decision or act of the Municipality of the County of Richmond, nor is the Municipality of the County of Richmond liable to any supplier or prospective supplier for failing to comply with this Policy.

### Policy Review/Amendment Schedule

This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
Adopted	June 20, 2019
Amended, remove supplier registry throughout the document and, add 6.5 (b).	



**Title: Flag Policy**

Approved by Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

I certify this to be a true copy of the **Flag Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_.

\_\_\_\_\_  
Shelley David  
Municipal Clerk

**1. Purpose**

The purpose of this Policy is to establish a flag protocol a framework to govern requests for flag raisings received from the community and to establish a consistent protocol for the flying of flags at the Municipality of the County of Richmond Administrative Building.

**2. Scope**

All municipal property that fly flags, any flag request received by the Municipality, and all employees that fall within the scope of this policy.

**3. Roles & Responsibilities**

3.1. Municipal Council will be responsible to:

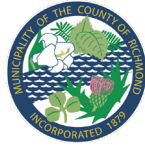
- a) review every year, amend, and adopt the flag policy as necessary, and
- b) support the Chief Administrative Officer (CAO) and staff in policy implementation.

3.2. The CAO will be responsible to:

- a) Implement the flag policy, and
- b) provide oversight to ensure policy implementation.

3.3. Municipal staff, that fall within the scope of this policy, will be responsible to:

- a) Adhere to the policy statements within this document.



## 4. Definitions

- 4.1. **Community flag** means any flag provided by a community group or organization to be flown on a municipally owned flagpole.
- 4.2. **Council** means the Richmond Municipal Council.
- 4.3. **Half-staff** means the position of the flag when flying at half-staff, the position will depend on its size, the length of the staff, and its location; but, as a general rule, the center of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-staff position, a flag should be first raised to the masthead.
- 4.4. **Municipal branded flag** means the flag displaying the municipal brand.
- 4.5. **MOCR** means the Municipality of the County of Richmond

## Policy

### 5. Policy Statement

- 5.1. MOCR will use flags as a means to promote awareness of cultural diversity, build stronger relationships and trust with communities in the municipality, and support a sense of pride for residents.
- 5.2. MOCR will fly five (5) flags permanently, each on their own flagpole, at the Municipal Administration Building. A sixth flagpole will be reserved for non-governmental flags or community-requested flags. The sixth pole will remain empty except when in use under this policy.

### 6. Permanent Flags

- 6.1. Canadian flag
- 6.2. Nova Scotia flag
- 6.3. Municipality of the County of Richmond flag
- 6.4. Acadian flag
- 6.5. Mi'kmaq flag



## 7. Community Flags

7.1. ~~At appropriate times the flag for the Municipality of the County of Richmond will be replaced by the following flags shall be flown on the sixth flagpole:~~

- a) An appropriate Irish flag in the week leading up to March 17<sup>th</sup>
- b) An appropriate flag during Gaelic Awareness Month
- c) An appropriate flag during Access Awareness Week
- d) An appropriate flag during Victoria Order of Nurses (VON) Week
- e) An appropriate Pride flag during the month of June
- f) An appropriate flag in the week leading up to National Day for Truth and Reconciliation on September 30<sup>th</sup>
- g) An appropriate flag during Veterans Week

7.2. ~~Other flags may be flown subject to the approval of Council. Written requests should be made to the Municipality and should include background information.~~ Other community groups may submit a written request to fly a specified flag on the sixth flagpole subject to the Council's approval. It is the responsibility of the community group to provide the appropriate flag that is to be flown.

7.3. Written requests should be made to the Municipality and ~~should~~ include background the following information:

- a) Community Group name;
- b) Primary contact name, email, and phone number;
- c) Dates of flag flying requested;
- d) Name and image of the flag;
- e) Purpose of the flag raising; and
- f) Any additional relevant information (website, event invitation, etc)

7.4. The Municipality will consider flying community flags that:

- a) Support events or organizations that play a significant role in the MOCR.
- b) Promote the cultural diversity of the Municipality, and
- c) Build community connections between the Municipality and community groups and organizations.
- d) Align with and bring awareness to the Municipality's strategic plan.

7.5. The Municipality will not fly the flag of religious, political, or commercial groups.

7.6. Requests to fly a community flag will be determined on a first come first served basis.

7.7. The Municipality reserves the right to accept, decide the duration of, reject, or amend any requests to fly a community flag on Municipal property.

## 8. Flag Etiquette

8.1. Flags shall be flown in a manner consistent with flag etiquette of the federal Department of Canadian Heritage.

## 9. Flags at Half-Staff

9.1. Flags will be flown at half-staff to mark the passing of any of the prominent public figures listed below, for a period beginning when the Municipality becomes aware of the individual's death until and including the date of the funeral or memorial service or until reasonably determined by the CAO.

### a) Prominent Public Figures

- i. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
- ii. The Governor General or current and former Prime Ministers of Canada
- iii. The Lieutenant Governor and current or former Premiers of Nova Scotia
- iv. Current or former Members of Municipal Council
- v. Current or former Members of Parliament who represent or represented the Municipality of the County of Richmond
- vi. Current or former Members of Legislative Assembly who represent or represented the Municipality of the County of Richmond

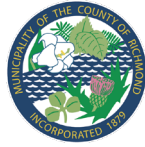
- b) Protective Services in Richmond County (while on active duty)
  - i. Police
  - ii. Fire Services
  - iii. Emergency Health Services
  - iv. Provincial Conservation Officers
  - v. Federal Fisheries Officers
- c) Canadian Military personnel from Richmond County (while on active duty)
- d) Other Circumstances
  - i. To mourn lives lost in tragic national and international events. The Municipality of Richmond will generally mirror the practice of the Province of Nova Scotia.
  - ii. Other individuals and events may be recognized at the direction of the Municipal Council and/or the Chief Administrative Officer of the Municipality of the County of Richmond.

## **10. Community Requests for Half-Staffing**

- 10.1. Any citizen who becomes aware of an individual deserving of recognition under this policy may contact the Municipality of the County of Richmond to provide the name of the individual. The individual's qualifications for recognition under this policy and the date of the funeral or memorial service will be relayed to the CAO in a timely manner.
- 10.2. The Chief Administrative Officer will arrange to have the flag properly lowered and flown at half-staff in accordance with this policy.
- 10.3. The Chief Administrative Officer will arrange to distribute information to Council and staff by e-mail to explain why the flag is at half-staff.

## **11. Review**

A review of this policy and the "Flags to be Flown" will be reviewed by Municipal Council on a yearly basis (January) to determine if additional flags are required to be added to the list.



## Policy Review/Amendment Schedule

Date of review	Approved/Amended by Council
	November 22, 2021
April 25, 2022 – Amended to add a “Review” section at the end of the policy	April 25, 2022
June 18, 2024 – Amended to add a sixth flagpole for community flags and to add sections 2, 3, 4,5, and 7.	



## Title Delegation Appearing before Committee of the Whole

Approved by Council  
Policy Review Notification  
Policy Review

Date:  
Date:  
Date:

I certify this to be a true copy of the **Delegation Appearing before the Committee of the Whole** as adopted by the Municipal Council of Richmond County at a Public Meeting held \_\_\_\_\_.

\_\_\_\_\_  
Shelley David  
Municipal Clerk

### 1. Preamble

- 1.1. It shall be the policy of Council to also accept presentations and delegations at Committee of the Whole Meetings if there is sufficient time on the Committee of the Whole agenda.
- 1.2. **The Delegation Appearing Before the Municipal Council supplements this policy.**

### 2. Policy

- 2.1. It is preferable that petitions and delegations 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 concerns of the delegation.
- 2.2. Municipal Councillors require information on the subjects that are to be discussed with delegations, in order that the discussions can be precise and meaningful, therefore delegations must provide their presentation to the Clerk in sufficient time for the information to be distributed to Councillors with the remainder of the agenda package.



2.3. It is preferable that written submissions providing full detailed information regarding complaints/issues be provided to the Office of the Chief Administrative Officer (CAO). The submission will be reviewed, and if deemed appropriate by the CAO and Warden, will be placed on the agenda as correspondence action required. If further information is required, a delegation will be scheduled for the next meeting of Council.

### Policy Review/Amendment Schedule

This Policy was last reviewed :

Date of Review	Formally advertised and amended by Council
Adopted	January 11, 1993
Amended, add sections 1.2, and 2.3.	



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

**RICHMOND**


**MUNICIPALITY OF THE COUNTY OF RICHMOND  
STREET LIGHTS POLICY**

**Policy Review Notification: January 28, 2019**

**Policy Review Date: January 21, 2019**

**Approved by Council:**

**I certify this to be a true copy of the Street Lights Policy as adopted by the  
Municipal Council of Richmond County at a Public Meeting held .**

  
**Yvonne Boudreau**  
**Municipal Clerk**

This is the Municipality of the County of Richmond "Street Lights" Policy.

1. The purpose of the policy is to establish a procedure for Council to deliver the service of street lighting, and to provide guidance to staff on how this service will be delivered.
2. The allocation of street lights will be carried out on an annual basis, for each district, and will occur early in the year in order to ensure that the funding required is authorized by Council and included in the municipal budget, and also to permit sufficient time for Nova Scotia Power to order the materials required.
3. Each Councillor will be responsible for identifying the street light program for the current year, and presenting their program to Council by April 15, each year, for Council approval, and inclusion in the municipal budget. The street light program will include installation/removal/relocation of street lights, and any other related costs.
4. The Director of Public Works will be responsible for assisting the Councillor in determining the cost of the annual street light program requested, and including these costs in the Department budget. The Director will also be responsible for purchasing street light services from Nova Scotia Power, following approval by Council. The Director will be responsible for working with the Councillor, to implement the annual street light program approved by Council.

5. General Provisions:

- There will be no carry-over of street lights from year to year;
- Street lights, as the name implies, are for illuminating streets. Municipal lights must be erected in such a manner as to illuminate a public road, private road (with limitations) subject to the following exception:
  - Lights may be approved for purposes other than illuminating a public road, subject to approval from the Councillor, for emergency / safety purposes (such as Volunteer Fire Departments, community mailboxes, non-profit organizations, etc.), under the condition that the lights may only be installed on Municipal property or within a public right of way
  - Private roads require a minimum of 4 permanent residences.

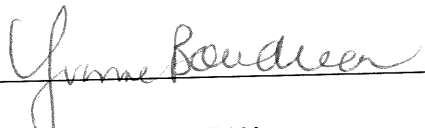
6. Procedure

- Councillor identifies the lighting requirement and/or a resident may approach the municipality with a request for lighting. Maximum lights per District/per year is five (5).
- The lighting request is forwarded to the Director of Public Works via email, phone, and mail.
- The Director of Public Works shall consult with the Councillor re: the lighting request.
- Once service request has been assessed and approved by the Director of Public Works, a work order will be issued and originator of the request will be notified.

**REPEAL AND REPLACE**

The previous version, and all other versions of the Street Light Policy, are repealed and replaced by this Policy.

I, YVONNE BOUDREAU, Municipal Clerk of the Municipality of Richmond County, hereby certify that the above noted Policy was passed at a meeting of the Richmond County Municipal Council on February 25, 2019.

  
\_\_\_\_\_  
YVONNE BOUDREAU  
Municipal Clerk

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