



Committee of the Whole Meeting

Monday, February 12, 2024

5:30 - 6:00 p.m. Items 1 & 2, Richmond Room

6:00 – 7:00 p.m. Item 3, Recess for By-Law / Policy, Council Chambers

7:00 p.m. – Reconvene from recess, Items 4-17, Council Chambers

AGENDA

- 1. Call to Order**
- 2. In Camera Session**
 - a) Land/Legal
- 3. Recess**
- 4. Items Added / Approval of Agenda**
- 5. Review of Minutes**
 - a) January 15, 2024
- 6. Presentation**
 - a) Property Evaluations, Paul Beazley, Property Valuation Services Corporation(PVSC)
- 7. New Business**
 - a) Richmond Water Utility – Water Rate Study
- 8. Warden, Re:**
 - a) Review of Warden’s Council Report
 - b) MODG UK Learning Tour
 - c) Emergency Management/Storm Discussion
 - d) Vulnerable Persons Registry Update
- 9. CAO, Re:**
 - a) Administration Operations Report
- 10. Community Acknowledgements**
- 11. Correspondence**
 - a) **Action Required**
 - i. Sgt. Brad Kelly, RCMP, Road safety in Richmond County , and a request for access to data from speed radar signs in Richmond County



b) **For Information Only**

n/a

12. Unfinished Business

a) Coastal Riders Trail Access, Verbal Update

13. Review of Cheques Issued re:

a) January 2024

14. Review of Action Items

a) Action Items

15. Items Added to the Agenda

16. 15 Minute Question Period - (902) 226-9885

(Not Restricted to Items on the Agenda)

17. Adjournment

Question Period Details

Phone in number – (902) 226-9885

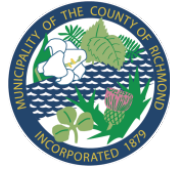
Any member of the public may ask a question on any item. A maximum of fifteen (15) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

Comments must be phrased in the form of a question. Council will hear the question and will answer if appropriate.

No person speaking during Question Period shall:

- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

[* Meeting will be live streamed via the Telile You Tube Channel and will be shared to the Richmond County Facebook page](#)



Committee of the Whole Meeting

January 15th, 2024

Location: Council Chambers

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

Staff: Jason Martell, Chief Financial Officer, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk

Call to Order

The Chair called the meeting to order at 5:35 p.m.

“In Camera” Session, Richmond Room: Land/Legal

Moved Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the meeting move to an “In-Camera” session at 5:35 p.m.
Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the meeting revert to “Regular” session at 5:41 p.m. and FURTHER MOVE that the Committee break for recess after the recommendation from “in-camera” session.
Motion carried.

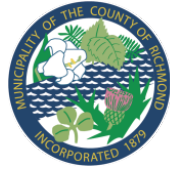
Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.
Motion carried.

Councillor Melanie Sampson joined the meeting at 5:45 p.m.

Recess for By-law/ Policy Meeting, Council Chambers

The chair called for recess at 5:43 p.m.

Councillor Michael Diggdon joined the meeting at 6:00 p.m.



Reconvene Committee of the Whole Meeting, Council Chambers

The Warden reconvened regular session at 7:00 p.m.

Items Added to the Agenda (Approval of Agenda)

Warden Amanda Mombourquette requested and received unanimous consent to add the following item:

- Property Assessments, Item # 12 (a)

Moved by Councillor Brent Sampson seconded by Deputy Warden Shawn Samson that the agenda be approved with the additional item.

Motion carried.

Review of Minutes, December 7th, 2023, Committee of the Whole

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the minutes of December 7th, 2023 Committee of the Whole be approved.

Motion carried.

Presentations

Coastal Communities, Coastal Erosion, Dr. Tim Webster, NSCC

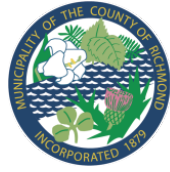
Dr. Tim Webster was unable to present to Council and was offered to present at a future meeting.

Warden, Re:

- a) Review of Warden's Council Report
For information only.
- b) Cape Breton South Recruiting for Health Update
For information only.
- c) Engage Nova Scotia Quality of Life Survey Support
It was the consensus of the Committee to defer Engage to budget discussions.

Councillor Brent Sampson, Re:

- a) Low Income Tax Exemption
Moved by Councillor Brent Sampson seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.
Motion carried.



b) Coastal Riders Trail Access

Moved by Councillor Brent Sampson seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.

Motion carried

CAO, Re:

a) Administration Operations Report

Information only

b) 2024 Municipal Election

Voting Method

Moved by Councillor Brent Sampson seconded by Deputy Warden Shawn Samson, that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.

Motion carried.

Appointment of the Returning Officer

Moved by Councillor Brent Sampson seconded by Councillor Michael Diggdon that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C) of the Municipal Elections Act .

Motion carried with 4 in favor and one opposed.

Advance Polling Day

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.

Motion carried.

Enumeration or use of lists or permanent register

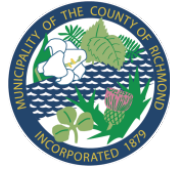
Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and FUTURE MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.

Motion carried.

Tariff Fees and Expenses

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.

Motion carried.



Community Acknowledgements

For information purposes.

Correspondence

a) Action Required

- i. Jason Martell, CFO, Re: Grant request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000.

Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.
Motion carried.
- ii. Jason Martell, CFO, Re: Guarantee for The Village of St. Peter's

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and waste water treatment plant electrical upgrades.
Motion carried.
- iii. Shannon Mury, Director of Community Development and Recreation, Re: Briefing Note, Eastern Counties Regional Library request for additional rent.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.
Motion carried.

b) For Information Only

- i. Cape Breton Regional Enterprise Network , Information and Activity Report

Review of Cheques Issued, Re: December 2023

For information purposes.



Review of Action Items

For information purposes.

Items added to the Agenda

Property Assessment
For information only.

15 Minute Question Period 902-226-9885 (Not Restricted to Items on the Agenda)

There were no questions.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:18 p.m.

Municipal Clerk

Chairperson



MUNICIPALITY OF THE
COUNTY OF
RICHMOND

FEBRUARY 12, 2024



2024

ASSESSMENT ROLL

PROPERTY VALUATION SERVICES CORPORATION

AGENDA

-
- About PVSC
 - Market Value and Mass Appraisal
 - 2024 Assessment Roll
 - Inquiry and Appeal Period

ABOUT PVSC



Created under the *Property Valuation Service Corporation Act* and responsible for assessing all property in Nova Scotia as per the *Nova Scotia Assessment Act*.



Independent, not-for-profit. Municipally funded.



Governed by a Board of Directors.



Approximately 130 employees working remotely across 50 communities around Nova Scotia.

WHAT WE DO & DON'T DO

PVSC does:

- Deliver an assessment roll to all 49 municipalities by December 31 each year.
- Deliver ~647,000 assessment notices to property owners each January.
- Administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation program on behalf of the NS government.

PVSC does **NOT**:

- Have the authority to:
 - Set tax rates
 - Collect taxes
 - Create tax policy
 - Provide tax relief

MARKET VALUE

The *Nova Scotia Assessment Act (NSAA)* requires that we assess property at market value:

“... the amount which in the opinion of the assessor would be paid if it were sold on a date prescribed by the Director in the open market by a willing seller to a willing buyer”

AND

“The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December immediately preceding the filing of the roll”

Assessment Act

CHAPTER 23 OF THE REVISED STATUTES, 1989

as amended by

1990, c. 19, ss. 7-34; 1990, c. 24; 1992, c. 11, s. 35;
1993, c. 11, s. 53; 1996, c. 5, ss. 2, 3; 1998, c. 4; 1998, c. 13, s. 2;
1998, c. 18, s. 547; 2000, c. 4, s. 4; 2000, c. 9, ss. 2(b), (d) & (e),
3-5 & 8-19; 2000, c. 28, s. 2; 2001, c. 3, ss. 2, 3; 2001, c. 6, s. 98;
2001, c. 14, s. 1; 2002, c. 15, ss. 1-3; 2004, c. 10; 2004, c. 24, s. 15;
2004, c. 27, s. 12; 2005, c. 9, ss. 2-5; 2006, c. 15, ss. 2-6; 2006, c. 19, s. 53;
2006, c. 24; 2007, c. 9, ss. 2, 3; 2008, c. 11; 2008, c. 36, ss. 2, 3;
2008, c. 48; 2009, c. 8, s. 1; 2012, c. 16; 2019, c. 9, s. 7; 2019, c. 10



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Halifax

MASS APPRAISAL

- PVSC uses mass appraisal to determine the value of all ~647,000 property accounts in NS.
- Property assessments based on market evidence.
- PVSC measures market value assessment accuracy, uniformity, and fairness against the *NS Assessment Act* and the internationally accepted standards of the International Association of Assessing Officers (IAAO).

Mass Appraisal:
The process of valuing a group of properties as of a given date using common data, standardized methods and statistical testing.

THREE APPROACHES TO DETERMINING VALUE

PVSC uses one of three internationally accepted valuation methods, depending on property type and how frequently similar properties transact on the open market

Sales Comparison

Analyze recent sales of comparable properties to determine value and adjust for local market conditions

Income

Determine the income a property can earn (after expenses) and convert net operating income to market value

Cost

Calculate land value and current cost to replace buildings, then deduct for depreciation

IMPORTANT DATES

BASE DATE

Value on **January 1, 2023**, based on market sales and financial data.

**NSAA section 42 (2)*

STATE DATE

The characteristics and physical state of properties on **December 1, 2023**.

**NSAA section 52 (2)*

ASSESSMENT ROLL

Delivery of Notices
January 8, 2024.

APPEAL PERIOD

Appeals must be received by
February 8, 2024.

THE CAPPED ASSESSMENT PROGRAM

- PVSC administers the Capped Assessment Program (CAP) on behalf of the Nova Scotia Government
- The program places a 'cap' on the amount that the taxable assessment for eligible residential property can increase year over year based on the Nova Scotia Consumer Price Index (CPI) in November
- The CAP rate used in 2024 assessments is 3.2%

2024 PROPERTY ASSESSMENT				
Classification	Assessed Value	*Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$442,500	\$347,500		\$347,500
2024 TOTAL	\$442,500			\$347,500

*The provincial government's Capped Assessment Program (CAP) places a 'cap' on the amount the *Taxable Assessed Value* for eligible residential property can increase year over year. The *Taxable Assessed Value* reflects the *Assessed Value* or the *Capped Assessment*, whichever is lower. If your property's *Assessed Value* is less than the *Capped Assessment*, the *Capped Assessment* field appears blank.

ASSESSMENT ROLL ACTIVITY



Permits

212



Property Transactions

621



Appeals (2023)

187

	2024	2023
Total Residential	\$1,164,238,400	\$955,230,500
Total Residential with CAP	\$946,294,400	\$856,006,500
Total Commercial	\$302,425,700	\$288,359,600
Total Assessment Roll	\$1,466,664,100	\$1,243,590,100

2024 ASSESSMENT ROLL

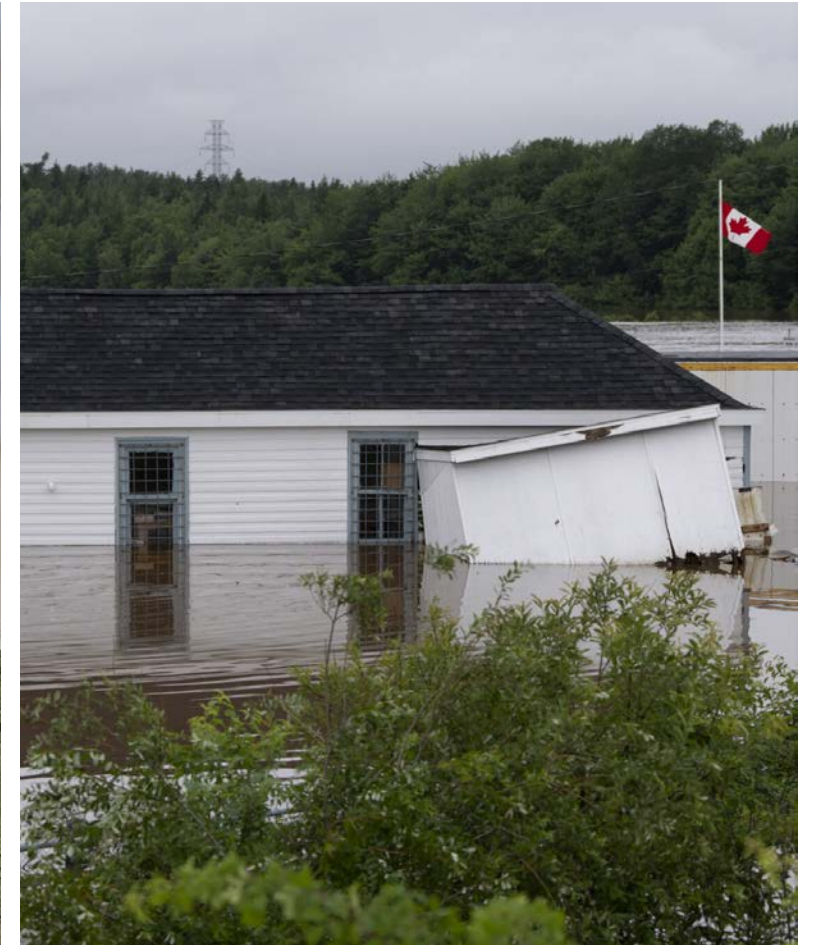
SECTOR HIGHLIGHTS

- Despite rising costs of building materials and labour, commercial development did continue.
- Business and industrial parks continued to see significant market growth.
- Apartments continue to be a strong investment – both the buying and re-modelling of existing buildings and the construction of new ones.
- The retail sector saw steady tenancy and increased leases.
- Office buildings remain flat, which reflects the sector's response to shifts in workplace requirements.



2023 NATURAL DISASTERS

- 2024 assessments consider the impacts of the 2023 wildfires and flash floods.
- PVSC worked directly with impacted municipalities to share information and communicate with affected property owners.
- PVSC will monitor the impacted areas closely for market trends and rebuilding efforts.



INQUIRY AND APPEAL PERIOD

- Assessment Notices were mailed out January 8, 2024
- Appeal period is January 8, 2024 – February 8, 2024
 - Assessors are available to answer questions or discuss property details.
- Appeals can be emailed, mailed or faxed
 - The appeal form must be signed to be accepted.

PVSC CONTACT INFORMATION

PROPERTY OWNERS

1-800-380-7775

INQUIRY@PVSC.CA

MUNICIPAL STAFF

1-800-380-7775

SERVICEDESK@PVSC.CA



QUESTIONS?

BRIEFING NOTE

Municipality of the County of Richmond

Richmond Water Utility
Water Rate Study
January 23, 2024

PURPOSE

The purpose of this briefing note is to provide background and introductory comments on the Water Rate Study dated January 17, 2024, and prepared by G. A. Isenor Consulting Ltd in association with Blaine S. Rooney Consulting Ltd.

BACKGROUND

The Municipality last completed a water rate study in 2016 and prior to that in 2008. The last water rate increase was April 1, 2018. Utilities are encouraged to make changes to rates regularly so as to avoid deficit operations and to avoid sudden cost increases to the users of water and water services.

The Utility delayed moving forward with this latest water rate study due to a number of potential changes that could impact operating costs for the Utility. Pending a new rate structure the Utility has been drawing from the accumulated surplus in the Utility to cover the shortfall in revenues over expenses.

PROPOSED RATE SUMMARY

The proposed consumption rates and base charges are shown on worksheet D-1 of the rate study (page 33). A brief summary of the residential fees is included below for ease of reference.

Consumption Rate (per cubic metre)			
Present	2024-25	2025-26	2026-27
\$1.67	\$1.76	\$2.03	\$2.23

Base Charge for Residential 5/8" Meter (per quarter)			
Present	2024-25	2025-26	2026-27
\$38.31	\$49.25	\$56.45	\$61.09

Using a residential 5/8” water meter with an average consumption of approximately 31 cubic meters per quarter we have the following impact to the total water billing which includes the proposed consumption rate and proposed base charges:

Quarterly Water Bill – 5/8” Residential Meter @ ~31m3 / quarter			
Present	2024-25	2025-26	2026-27
\$90.71	\$104.58	\$119.54	\$129.89

The proposed rate increases can be attributed to a number of factors which include:

- A portion of the depreciation of the Louisdale / Evanston / Whiteside Water Treatment Plant completed in 2019 was excluded from the 2016 rate study in order to limit the impact to the rates at that time; the balance was to be included in the next rate study.
- The cost of equipment, parts, fuel, electricity, chemicals, contractors and labour have increased since the last rate study.
- Required treatment upgrades have increased operating costs.

OTHER CHANGES OF NOTE

- Customers will no longer continue to be billed the base charge if their water service has been shutoff. The present language requires that customers have meters removed and accounts closed to stop the quarterly base charges. This change is being made to reduce requests for staff to remove water meters and reinstall them in the spring/summer. The financial impact to the Utility is not significant.
- A bulk water rate has been added to the schedule of rates for water supplied from the proposed bulk water filling station on the approved capital project list. Reference page 40, clause 13 and page 43 clause 13.

FINANCIAL ANALYSIS

The attached table, Comparison of Water Rates, was compiled by the consultant and shows various rates in other Utilities around the Province as well as the Richmond Water Utility’s proposed rate for 2024 (please note the sheet may not be 100% up to date). The sheet uses an average consumption of 31.4 cubic meters to calculate the customer’s average quarterly bill and is sorted in ascending order.

Using the 2024 proposed rates we would have an average quarterly bill of \$104.51 as compared to the mean of \$130.42. While it would not be a fair comparison to look at the proposed 2026-27 rates in comparison to the 2023 rates in the table we can see that the average quarterly bill of \$129.89 in 2026-27 would also be just below the mean

based on the provided 2023 rates. The rates in the table would also be expected to increase in that time resulting in a higher mean than that shown for 2023.

The rate study budgets for capital expenditures of approximately \$1.25 million from 2024/25 to 2026/27 with the Utility's portion shown funded from the Utility's depreciation fund and assumed external funding of approximately 50%. The expenditures have been budgeted such that no financing is required so as to reduce the impact on water rates. Some of the anticipated work is renewal of aging infrastructure and other work is related to providing necessary treatment upgrades as well as installation of new infrastructure (bulk water filling station). Approval of the various proposed capital projects will follow the Municipality's budgeting process and would also require NSUARB approval for individual capital projects greater than \$250,000.

NEXT STEPS

The rate study is required to be approved by Council before submitting to the NSUARB. The consultants can speak to the process.

Attachments:

- Richmond Water Utility – Water Rate Study – January 17, 2024
- Comparison of Water Rates

Comparison of Water Rates *

Average Consumption Rate in Cubic Meters 31.4	METRIC CONVERTER
	6,908.00 Imperial Gallons
	31.4 Cubic Meters

* NOTE: This Comparison Sheet May NOT be up to date

	\$	\$	\$	\$	
Water Utility	5/8" fixed charge	Rate/ 1000 gal	Rate/ cubic meter	Quarterly Bill	Date Rates effective
New Minas, Village of (Proposed)	30.09	2.91	0.77	54.36	April 1, 2009
Kentville, Town of	32.67	3.29	0.72	55.42	April 1, 2016
Amherst, Town of	38.18	3.90	0.86	65.18	April 1, 2023
Wolfville, Town of	43.72	4.84	1.07	77.19	October 1, 2023
Queens, Region of	39.00	5.63	1.24	77.94	April 1, 2023
Digby, Town of (Proposed)	50.61	4.40	0.97	81.04	July 1, 2024
Baddeck, Village of (Proposed)	40.61	6.27	1.38	83.94	April 1, 2024
Antigonish, Town of (Proposed)	53.06	4.48	0.99	84.05	April 1, 2024
Port Williams, Village of	60.61	4.27	0.94	90.14	April 1, 2018
Oxford, Town of	78.12	1.97	0.43	91.75	April 1, 2023
Stellarton, Town of	44.36	6.89	1.52	92.01	July 1, 2023
Lawrencetown, The Village of	62.76	4.41	0.97	93.26	April 1, 2013
Truro, Town of	63.44	4.45	0.98	94.22	April 1, 2015
Bridgewater Water Utility	72.26	3.22	0.71	94.52	April 1, 2023
Canning, Village Commissioners of (Proposed)	45.34	7.12	1.57	94.58	April 1, 2024
Yarmouth, Town of	54.87	6.27	1.38	98.24	April 1, 2018
Pictou County	65.88	5.22	1.15	101.98	April 1, 2019
Richmond County (Proposed)	49.25	7.99	1.76	104.51	July 1, 2024
New Glasgow, Town of	59.23	6.64	1.46	105.07	April 1, 2017
Cape Breton Regional Municipality	64.97	7.22	1.59	114.90	April 1, 2023
Port Hawkesbury, Town of	67.75	6.85	1.51	115.13	April 1, 2016
Cumberland County	64.42	7.45	1.64	115.92	April 1, 2023
Windsor, Town of (Under Review)	69.75	6.69	1.47	116.02	April 1, 2017
Westville, Town of	59.50	8.85	1.95	120.73	April 1, 2023
Inverness County	57.52	5.77	2.08	122.83	July 1, 2023
Middleton, Town of (under Review)	87.44	5.40	1.19	124.81	April 1, 2019
Annapolis Royal, Town of	97.95	4.09	0.90	126.24	April 1, 2010
Trenton, Town of	60.63	10.26	2.26	131.59	April 1, 2023
East Hants Regional - Enfield, Elmsdale, Lantz	47.00	12.34	2.72	132.35	April 1, 2019
West Hants Water Utility (Under Review)	62.25	11.14	2.45	139.30	July 1, 2019
Greenwood (Mun. of the Co. of Kings)	67.95	10.36	2.28	139.60	April 1, 2016
St. Peter's, Samsonville & Area	97.96	6.31	1.39	141.61	April 1, 2019
Debert, Colchester County	90.78	9.20	2.03	154.41	April 1, 2013
Pictou, Town of (Proposed)	79.54	10.99	2.42	155.53	July 1, 2024
Sherbrooke, District of St. Mary's	88.93	9.76	2.15	156.44	April 1, 2019
Lunenburg, Town of (Residential Unmetered)				164.06	April 1, 2023
Bridgetown Water Utility (Under Review)	82.56	12.21	2.69	167.01	April 1, 2020
Stewiacke, Town of (Proposed)	70.28	14.63	3.22	171.47	July 1, 2024
Antigonish County Water Utility	103.47	9.94	2.19	172.24	April 1, 2021
Shelburne	105.89	11.35	2.50	184.39	April 1, 2018
Canso - Hazel Hill Water	83.18	14.94	3.29	186.49	April 1, 2023
Tatamagouche, Colchester County	104.79	12.35	2.72	190.20	April 1, 2019
Mulgrave	136.98	10.88	2.40	212.34	April 1, 2018
Mahone Bay (Under Review)	119.58	15.80	3.48	228.86	April 1, 2021
Victoria County Water Utility	98.62	28.24	6.22	293.93	April 1, 2023

Median	64.97	6.89	1.57	120.73
Mean	70.55	7.87	1.75	130.42
High	136.98	15.80	3.48	293.93
Low	38.18	1.97	0.43	65.18
Updated	2023-04-18			

Richmond County Water Utility
Water Rate Study

Prepared By

G. A. Isenor Consulting Limited

in Association with

Blaine S. Rooney Consulting Limited

17-Jan-24

INDEX

NOTES TO WORKSHEETS

WORKSHEETS B-1 TO D-2

SCHEDULES A, B, AND C – RATES AND CHARGES

SCHEDULE D – RULES AND REGULATIONS

**RICHMOND COUNTY WATER UTILITY
NOTES ON WORKSHEETS
SUPPLEMENTAL NOTES ON WORKSHEETS**

WORKSHEET B-1

It is noted that the column labeled 2022/23 (Actual F/S) is taken from the audited Financial Statements. Review of the cost items under Operating Expenditures indicated the Administration Charge - Richmond County (Special Assessment from Municipality) had been allocated 100% to Transmission and Distribution in the Financial Statements. To assist in comparing the 2022/23 expenses to the detailed breakdown in 2023/24 (and the test years) the expenses for 2022/23 have been allocated based on the allocations of the Special Assessment on Worksheet B-2a/b/c/d/e as budgeted by the utility. The total expenses are the same, only the allocation of the Special Assessment from the Municipality has been changed.

The Utility has included transfers from the Surplus to the Non-Operating Revenues in 2024/25 (\$68,000) and 2025/26 (\$30,000) to smooth the rate increases over the Test Years. With the requested transfer the rates for the average 5/8" customer will increase by 15.3% (\$13.87 quarterly) in 24/25, 13.9% (\$14.54 quarterly) in 25/26, and 8.6% (\$10.26 quarterly) in 26/27. Without the above noted transfers the rates for the 5/8" customers would increase 29.3% (\$26.62 quarterly) in 24/25, 6.1% (\$7.19 quarterly) in 25/26, and 3.9% (\$4.85 quarterly) in 26/27.

WORKSHEET C-1

The Utility is requesting that the fire protection rate in both 2024/25 and 2025/26 be set at the current approved fire protection rate of \$147,063. The rate in 2024/25 would be \$113,087 in 2024/25 and \$138,786 in 2024/25 without the requested adjustment. The rate in the final test year, 2026/27, is \$161,114 as calculated in the water rate study. This adjustment is requested to assist in rate smoothing for customers.

WORKSHEET B-2a/b/c/d/e

It is noted that Worksheet B-1 contains two columns for the breakdown of 2022/23 operating expenses. The first column, labeled 2022/23 (Actual F/S), has been taken from the audited financial Statements. The total of all Operating Expenditures in each columns noted above is \$676,960. The second column allows for a comparison of the proposed budgets to the 2022/23 results with the Utilities allocation of the assessment from the Municipality. Staff prepared estimated expenses for the current year as well as budgets for 2024/25. The final two test years are based on an inflation rate of 3% per year.

WORKSHEET B-3

The Depreciation has been calculated based on the addition of the planned infrastructure plus the phasing in of the remaining depreciation in the water treatment plant capitalized in 2019/20 over the final two year (\$21,606 per year).

WORKSHEET C-3

In the first test year, 2024/25, Transmission and Distribution is allocated 90% to Base and 10% to Delivery while Depreciation is allocated 100% to Base. In the second test year, 2025/26, Transmission and Distribution is allocated 65% to Base and 35% to Delivery while Depreciation is allocated 100% to Base. In the third test year, 2026/27, Transmission and Distribution is allocated 55% to Base and 45% to Delivery while Depreciation is allocated 100% to Base. This allocation maintains projected revenue from the Base charge at 41% in all three test years. The other allocations on Worksheet C-3 follow the Handbook.

WORKSHEET C-4

The total number of 5/8" customers is projected to increase by 5 in each of the final two test years.

WORKSHEET C-6

Consumption for 5/8 inch customers has declined 0.8% per year since the previous rate study. The rate study includes a 0.8% per year reduction per year in consumption for 5/8 inch customers. .

WORKSHEET D-2

The revenue and the fire protection rate in 24/25 are based on one quarter at the current rates and three quarters at the rates calculated in the rate study.

GENERAL NOTES ON WORKSHEETS

Worksheet B-1

This worksheet includes a summary of the operating revenues, operating expenditures, non-operating revenues and non-operating expenditures for the years 22/23 (actual) and 23/24 (Projected) as provided by the Utility.

Operating Revenues - The operating revenue for 24/25, 25/26, and 26/27 is based on the Utility's budget. The revenue includes no projected growth of new customers. The fire protection rate is based on rate approved in the last rate hearing.

Operating Expenditures - The projection of expenses for the test years is as derived from Worksheet B-2a/2b/2c/2d/2e. The Depreciation has been calculated based on the addition of the planned infrastructure and the phasing in of the remaining depreciation in the water treatment plant capitalized in 2019/20 over the final two year .

Non-operating Revenues – There is non-operating revenue projected during the test years based on the Utility's budget for interest and other non-operating revenue.

Non-operating Expenditures – The non-operating expenditures include interest and principal on the existing debt, proposed new debt, and capital out of revenue.

Accumulated Surplus (Deficit) The Utility has a projected deficit in all test years.

Worksheet B-2

This worksheet takes the information from Worksheet B-1 to develop revenue requirements for the years for 24/25, 25/26, and 26/27.

Worksheet B-2a/2b/2c/2d/2e

This worksheet provides the breakdown of the estimated operating expenditures as provided by the Utility for the year 23/24. The projected expenditures for the years for 24/25, 25/26, and 26/27 are taken from information provided by the Utility and are based on projected budgets or an increase from the previous year based on 3% for inflation.

Worksheet B-3

This worksheet calculates the depreciation per year and the depreciation fund balance based on the proposed capital works for the years 23/24, 24/25, 25/26, and 26/27 and the phasing in of the remaining depreciation on the treatment plant capitalized in 2019/20 in 2025/26 and 2026/27. The depreciation fund balance for the year 22/23 is taken from the Financial Statements.

Worksheet B-4

This worksheet is used for the projected capital contribution.

Worksheet B-5

This worksheet allocates the assets of the Utility between general service and fire protection. Each year includes the addition of the proposed capital works identified in Worksheet B-3. Production assets are allocated 90% general service and 10% fire protection. Demand assets are allocated 40% general service and 60% fire protection.

Worksheet C-1

This worksheet uses the percentage of total assets allocated to fire protection from Worksheet B-5 to determine the allocation of transmission and distribution; depreciation, taxes and return on rate base to the fire protection charge. The remaining expenses are allocated at 10% to fire protection.

Worksheet C-2

This worksheet calculates the return on rate base

Worksheet C-3

This worksheet allocates expenses among customer charge, base charge, delivery and production.

Worksheet C-4

This worksheet sets out the number and size of meters in the Utility and by use of the capacity ratio establishes the system equivalents.

Worksheet C-5

This worksheet uses the information from Worksheet's C-3 and C-4 to calculate quarterly base charge for each size of meter.

Worksheet C-6

This worksheet sets out the water consumption by meter size. The data for current year is based on information provided by the Utility.

Worksheet C-7

This worksheet uses information from Worksheet's C-3 and C-6 to calculate the consumption charge for years 24/25, 25/26, and 26/27.

Worksheet C-8

This worksheet is used as a check to determine that the potential revenues will be the same as the requirements on Worksheet C-3.

Worksheet D-1

This worksheet is a comparison of existing and proposed rates.

Worksheet D-2

This worksheet provides a comparative statement of Operations for the current year as well as the test years.

Richmond County Water Utility Comparative Statement of Operations

Fiscal Years ending March 31st

	2022/23 (Actual F/S)	2023/24 (Budget)	Projection Using Current Rates		
			2024/25 Test Year 1	2025/26 Test Year 2	2026/27 Test Year 3
OPERATING REVENUES					
Base Rate Sales	188,836	186,500	187,400	188,385	189,370
Metered Sales	333,026	335,000	336,675	337,723	338,771
Public Fire Protection	147,063	147,063	147,063	147,063	147,063
Connection Charges for New Services	0	10,000	10,000	10,000	10,000
Sundry	22,060	10,000	10,000	10,000	10,000
Total	690,985	688,563	691,138	693,171	695,204
OPERATING EXPENDITURES					
Power and Pumping	94,466	134,416	127,698	131,529	135,475
Water Treatment	152,431	265,743	284,365	292,896	301,683
Transmission and Distribution	353,299	177,496	176,171	181,456	186,900
Administration and General	76,764	170,814	133,612	131,842	135,169
Depreciation	98,638	103,721	114,437	148,790	174,426
Other	0	0	0	0	0
Total	775,598	852,190	836,284	886,514	933,653
OPERATING PROFIT (LOSS)	-84,613	-163,627	-145,146	-193,343	-238,449
NON-OPERATING REVENUES					
Interest and other income		7,500	7,500	7,500	7,500
Transfer from Surplus Account	0	0	68,000	30,000	0
Other	0	0	0	0	0
Total	0	7,500	75,500	37,500	7,500
NON-OPERATING EXPENDITURES					
New Debt - Principal	0	0	0	0	0
New Debt - Interest	0	0	0	0	0
New Debt - Principal				0	0
New Debt - Interest				0	0
New Debt - Principal					0
New Debt - Interest					0
Permit Fee					
Interim Financing					
Capital out of Revenue	0	0	0	0	0
Dividend to Owner		0	0	0	0
Other			0	0	0
Total	0	0	0	0	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-84,613	-156,127	-69,646	-155,843	-230,949
BEGINNING FUND BALANCE	589,672	505,059	348,932	211,286	25,443
LESS TRANSFER FROM SURPLUS	0	0	68,000	30,000	0
ACCUMULATED SURPLUS (DEFICIT)	505,059	348,932	211,286	25,443	-205,505

Richmond County Water Utility					
Statement of Operating Expenditures and Revenue Requirements					
	2022/23 (Actual)	2023/24 (Budget)	2024/25 Test Year 1	2025/26 Test Year 2	2026/27 Test Year 3
OPERATING EXPENDITURES					
Power and Pumping	94,466	134,416	127,698	131,529	135,475
Water Treatment	152,431	265,743	284,365	292,896	301,683
Transmission and Distribution	353,299	177,496	176,171	181,456	186,900
Administration and General	76,764	170,814	133,612	131,842	135,169
Depreciation	98,638	103,721	114,437	148,790	174,426
Other	0	0	0	0	0
Total	775,598	852,190	836,284	886,514	933,653
ADD NON-OPERATING EXPENDITURES					
New Debt - Principal	0	0	0	0	0
New Debt - Interest	0	0	0	0	0
New Debt - Principal	0	0	0	0	0
New Debt - Interest	0	0	0	0	0
New Debt - Principal	0	0	0	0	0
New Debt - Interest	0	0	0	0	0
Permit Fee	0	0	0	0	0
Interim Financing	0	0	0	0	0
Capital out of Revenue	0	0	0	0	0
Dividend to Owner	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0
LESS NON-OPERATING REVENUES					
Interest and other income	0	7,500	7,500	7,500	7,500
Transfer from Surplus Account	0	0	68,000	30,000	0
Other	0	0	0	0	0
Total	0	7,500	75,500	37,500	7,500
LESS OTHER OPERATING REVENUE					
Interest and Other Income	22,060	10,000	10,000	10,000	10,000
Connection Charges for New Services		10,000	10,000	10,000	10,000
Private Hydrant Charge					
Total	22,060	20,000	20,000	20,000	20,000
REVENUE REQUIRED FROM FIRE PROTECTION AND WATER CUSTOMERS					
	753,538	824,690	740,784	829,014	906,153

Richmond County Water Utility Statement of Operating Expenditures						
	2022/23 (Actual F/S)	2022/23 (Actual)	2023/24 (Budget)	2024/25 Test Year 1	2025/26 Test Year 2	2026/27 Test Year 3
POWER AND PUMPING						
Special Assessment from the Municipality	0	13,116	13,416	13,818	14,233	14,660
Power Purchased	66,546	66,546	76,000	78,280	80,628	83,047
Maintenance of Structures	27,920	0	20,000	20,600	21,218	21,855
Maintenance of Pumping Plant	0	27,920	25,000	15,000	15,450	15,914
Other	0	0	-	0	0	0
TOTAL POWER AND PUMPING	94,466	107,582	134,416	127,698	131,529	135,475
WATER TREATMENT						
Special Assessment from the Municipality	0	118,041	120,743	124,365	128,096	131,939
Supplies and Expenses	152,431	152,431	145,000	160,000	164,800	169,744
Other	0	0	0	0	0	0
TOTAL WATER TREATMENT	152,431	270,472	265,743	284,365	292,896	301,683
TRANSMISSION AND DISTRIBUTION						
Special Assessment from the Municipality	262,313	78,694	80,496	82,911	85,398	87,960
Maintenance of Mains	86,075	86,075	30,000	45,000	46,350	47,741
Maintenance of Services	0	0	42,000	43,260	44,558	45,895
Maintenance of Meters	4,911	4,911	10,000	0	0	0
Maintenance of Hydrants	0	0	10,000	0	0	0
Maintenance of Water Tower	0	0	5,000	5,000	5,150	5,305
Other	0	0	0	0	0	0
TOTAL TRANSMISSION AND DISTRIBUTION	353,299	169,680	177,496	176,171	181,456	186,900

Worksheet B-2a/2b/2c/2d/2e

ADMINISTRATION AND GENERAL						
Bad Debt Expense (recovery)	-2,366	-2,366	500	515	530	546
Regulatory Expenses	2,696	2,696	2,650	2,730	2,811	2,896
Insurance	20,954	20,954	21,000	20,954	20,954	20,954
Prof Fees / Audit / Ads	20,388	20,388	45,000	10,000	10,300	10,609
Office Supplies	2,500	2,500	3,000	3,090	3,183	3,278
Miscellaneous	32,592	32,592	2,500	2,575	2,652	2,732
Water Testing Costs	0		32,500	33,475	34,479	35,514
Special Assessment from the Municipality	0	52,463	53,664	55,274	56,932	58,640
Other - Water Rate Study / Hearing			10,000	5,000	0	0
TOTAL ADMINISTRATION AND GENERAL	76,764	129,227	170,814	133,612	131,842	135,169

Richmond County Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2023/24					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation rate as of March 31 previous year	98,638
LAND AND LAND RIGHTS					
Source of Supply Land		0	0		0
Land - General					0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures	0	0	0	0.02	0
Power and Pumping Structures		0	0	0.02	0
Purification	0		0	0.04	0
Distribution Reservoirs and Standpipes	80,000	30,000	50,000	0.04	3,200
Water Treatment Plant		0	0	0.02	0
General - Watershed Study		0	0	0.04	0
Other Water Source Structures		0	0		0
Equipment					
Electrical Pumping		0	0	0.05	0
Purification Equipment		0	0	0.05	0
Other Pumping		0	0		0
Transportation Equipment		0	0	0	0
Tools and Work Equipment		0	0		0
GIS System		0	0		0
Distribution Mains Equipment	25,000	0	25,000	0.05	1,250
Meter Shop Equipment		0	0	0	0
Other Equipment		0	0	0.04	0
Mains					
Transmission		0	0	0.01333	0
Distribution		0	0		0
Meters					
	10,000	0	10,000	0.05	500
Hydrants					
	10,000	0	10,000	0.0133	133
Sprinkler Connections					
			0		0
Services					
		0	0	0.02	0
Other					
					0
TOTAL	125,000	30,000	95,000	0	5,083
Source of Funding					
			Depreciation Fund Balance beginning of year		276,005
Outside Funding	30,000		Interest on Fund balance		4,140
Depreciation fund	95,000		Fund balance before expenditures		280,145
Long Term Debt	0		Depreciation Contribution for the Year		103,721
			Depreciation Spent During the Year		95,000
Capital our of Revenue	0				
TOTAL	125,000		Balance after expenditures and transfer		288,866

Richmond County Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2024/25					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation rate as of March 31 previous year	103,721
				Depreciaton for WTP from previous rate study	
LAND AND LAND RIGHTS					
Source of Supply Land		0	0		0
Land - General					0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures		0	0	0.01333	0
Power and Pumping Structures		0	0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes		0	0	0.02	0
Water Treatment Plant		0	0	0.02	0
General - Watershed Study		0	0	0.04	0
Other Bulk Water Fill Station	125,000	62,500	62,500	0.04	5,000
Equipment		0	0		0
Electrical Pumping	35,000	17,500	17,500	0.05	1,750
Purification Equipment		0	0	0.05	0
Other Pumping		0	0		0
Transportation Equipment		0	0	0	0
Tools and Work Equipment		0	0		0
GIS System		0	0		0
Distribution Mains Equipment		0	0	0.05	0
Meter Shop Equipment		0	0	0	0
Other Equipment		0	0	0.04	0
Mains		0	0		0
Transmission		0	0	0.01333	0
Distribution	250,000	125,000	125,000	0.01333	3,333
Meters	10,000	5,000	5,000	0.05	500
Hydrants	10,000	5,000	5,000	0.0133	133
Sprinkler Connections			0		0
Services		0	0	0.02	0
Other					0
TOTAL	430,000	215,000	215,000	0	10,716
Source of Funding					
				Depreciation Fund Balance beginning of year	288,866
Outside Funding	215,000			Interest on Fund balance	4,333
Depreciation fund	215,000			Fund balance before expenditures	293,199
Long Term Debt	0			Depreciation Contribution for the Year	114,437
Capital out of revenue	0			Depreciation Spent During the Year	215,000
TOTAL	430,000			Balance after expenditures and transfer	192,636

Richmond County Water Utility					
Calculation of Depreciation of Tangible Plant at Total Cost					
2025/26					
	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation rate as of March 31 previous year	114,437
				Depreciation for WTP from previous rate study	21,606
LAND AND LAND RIGHTS					
Source of Supply Land	0	0	0		0
Land - General	0				0
STRUCTURES AND IMPROVEMENTS					0
Source of Supply Structures	125,000	62,500	62,500	0.02	2,500
Power and Pumping Structures	0	0	0	0.02	0
Purification	125,000	62,500	62,500	0.04	5,000
Distribution Reservoirs and Standpipes	0	0	0	0.02	0
Water Treatment Plant	0	0	0	0.02	0
General Wellfield Development	0	0	0	0.04	0
Other Water Source Structures		0	0		0
Equipment		0	0		0
Electrical Pumping	25,000	0	25,000	0.05	1,250
Purification Equipment	0	0	0	0.05	0
Office Furniture and Equipment	0	0	0		0
Transportation Equipment		0	0	0	0
Tools and Work Equipment		0	0		0
GIS System		0	0		0
Distribution Mains Equipment	0	0	0	0.05	0
Meter Shop Equipment		0	0	0	0
Other Equipment - Generator	0	0	0	0.04	0
Mains		0	0		0
Transmission	0	0	0	0.01333	0
Distribution	250,000	125,000	125,000	0.01333	3,333
Meters	10,500	5,250	5,250	0.05	525
Hydrants	10,500	5,250	5,250	0.0133	140
Sprinkler Connections			0		0
Services	0	0	0	0.02	0
Other					0
TOTAL	546,000	260,500	285,500	0	12,747
Source of Funding					
				Depreciation Fund Balance beginning of year	192,636
Outside Funding	260,500			Interest on Fund balance	2,890
Depreciation fund	285,500			Fund balance before expenditures	195,525
Long Term Debt	0			Depreciation Contribution for the Year	148,790
Capital out of revenue	0			Depreciation Spent During the Year	285,500
TOTAL	546,000			Balance after expenditures and transfer	58,815

Richmond County Water Utility
Calculation of Depreciation of Tangible Plant at Total Cost
2026/27

	Additions to Utility Plant in Service	Capital Cost Contribution from Others	Utility Cost of Plant in Service	Depreciation Rate	Annual Depreciation
				Depreciation rate as of March 31 previous year	148,790
				Depreciaton for WTP from previous rate study	21,606
LAND AND LAND RIGHTS					
Source of Supply Land	0		0		0
Land - General					0
STRUCTURES AND IMPROVEMENTS					
Source of Supply Structures			0	0.01333	0
Power and Pumping Structures			0	0.02	0
Purification			0	0	0
Distribution Reservoirs and Standpipes		0	0	0.02	0
Water Treatment Plant			0	0.02	0
General		0	0	0.04	0
Other Water Source Structures			0		0
Equipment			0		0
Electrical Pumping		0	0	0.05	0
Purification Equipment		0	0	0.05	0
Office Furniture and Equipment			0		0
Transportation Equipment		0	0	0.0133	0
Tools and Work Equipment			0		0
GIS System			0		0
Distribution Mains Equipment	0		0	0.05	0
Meter Shop Equipment		0	0	0.05	0
Other Equipment			0		0
Mains			0		0
Transmission	0		0	0.0133	0
Distribution	250,000	125,000	125,000	0.01333	3,333
Meters	11,000	5,500	5,500	0.05	550
Hydrants	11,000	5,500	5,500	0.01333	147
Sprinkler Connections			0		0
Services	0	0	0		0
Other					0
TOTAL	272,000	136,000	136,000	0	4,029

Source of Funding			Depreciation Fund Balance beginning of year	58,815
	Outside Funding	136,000	Interest on Fund balance	882
	Depreciation fund	136,000	Fund balance before expenditures	59,697
	Long Term Debt	0	Depreciation Contribution for the Year	174,426
	Capital out of revenue	0	Depreciation Spent During the Year	136,000
	TOTAL	272,000	Balance after expenditures and transfer	98,123

<p style="text-align: center;">Richmond County Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2024/25</p>			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures	0	0.01	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.02	0
Water Treatment Plant	0	0.02	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	62,500	0.04	2,500
Equipment	0	0.00	0
Electrical Pumping	17,500	0.05	875
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.0000	0
Tools and Work Equipment	0	0.00	0
GIS System	0	0.00	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.00	0
Other Equipment	0	0.04	0
Mains	0	0.00	0
Transmission	0	0.0133	0
Distribution	125,000	0.0133	1,666
Meters	5,000	0.050	250
Hydrants	5,000	0.0133	67
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	215,000		5,358

<p align="center">Richmond County Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2025/26</p>			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS		0.00	0
Source of Supply Structures	62,500	0.02	1,250
Power and Pumping Structures	0	0.02	0
Purification	62,500	0.04	2,500
Distribution Reservoirs and Standpipes	0	0.0200	0
Water Treatment Plant	0	0.02	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.00	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.00	0
Tools and Work Equipment	0	0.00	0
GIS System	0	0.00	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.00	0
Other Equipment	0	0.04	0
Mains	0	0.00	0
Transmission	0	0.0133	0
Distribution	125,000	0.0133	1,666
Meters	5,250	0.05	263
Hydrants	5,250	0.0133	70
Sprinkler Connections	0	0.00	0
Services	0	0.02	0
Other	0	0.00	0
TOTAL	260,500		5,749

Richmond County Water Utility Calculation of Amortization on Capital Contributions (to Plant) 2026/27			
	Capital Contributions to Utility Plant in Service	Amortization Rate	Annual Amortization
LAND AND LAND RIGHTS			
Source of Supply Land	0	0.00	0
Land - General	0	0.00	0
STRUCTURES AND IMPROVEMENTS	0	0.00	0
Source of Supply Structures	0	0.01	0
Power and Pumping Structures	0	0.02	0
Purification	0	0.00	0
Distribution Reservoirs and Standpipes	0	0.02	0
Water Treatment Plant	0	0.02	0
General - Watershed Study	0	0.04	0
Other Water Source Structures	0	0.00	0
Equipment	0	0.00	0
Electrical Pumping	0	0.05	0
Purification Equipment	0	0.05	0
Office Furniture and Equipment	0	0.00	0
Transportation Equipment	0	0.01	0
Tools and Work Equipment	0	0.00	0
GIS System	0	0.00	0
Distribution Mains Equipment	0	0.05	0
Meter Shop Equipment	0	0.05	0
Other Equipment	0	0.00	0
Mains	0	0.00	0
Transmission	0	0.01	0
Distribution	125,000	0.0133	1,663
Meters	5,500	0.05	275
Hydrants	5,500	0.1333	733
Sprinkler Connections	0	0.00	0
Services	0	0.00	0
Other	0	0.00	0
TOTAL	136,000		2,671

Richmond County Water Utility
Allocation of the Total Cost of Utility Plant in Service
Between General Service and Fire Protection
2023/24

	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Work in Process			-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	93,060	-	93,060	90.0%	83,754	10.0%	9,306
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures	466,859	-	466,859	90.0%	420,173	10.0%	46,686
Power and Pumping Structures	1,882,301	-	1,882,301	90.0%	1,694,071	10.0%	188,230
Purification				90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	827,160	80,000	907,160	40.0%	362,864	60.0%	544,296
Water Treatment Plant	3,231,032	-	3,231,032	90.0%	2,907,929	10.0%	323,103
General				90.0%	0	10.0%	0
Other Water Source Structures				90.0%	0	10.0%	0
Equipment							
Electrical Pumping	93,317	-	93,317	90.0%	83,985	10.0%	9,332
Purification Equipment	417,478	-	417,478	90.0%	375,730	10.0%	41,748
Other Pumping	35,264	-	35,264	90.0%	31,738	10.0%	3,526
Transportation Equipment				90.0%	0	10.0%	0
Tools and Work Equipment				90.0%	0	10.0%	0
GIS System				100.0%	0	0.0%	0
Distribution Mains Equipment		25,000	25,000	40.0%	10,000	60.0%	15,000
Meter Shop Equipment				90.0%	0	10.0%	0
Other Equipment	134,374	-	134,374	90.0%	120,937	10.0%	13,437
Mains							
Transmission	1,328,637	-	1,328,637	40.0%	531,455	60.0%	797,182
Distribution	1,703,915	-	1,703,915	40.0%	681,566	60.0%	1,022,349
Meters	247,539	10,000	257,539	100.0%	257,539	0.0%	0
Hydrants	313,409	10,000	323,409	0.0%	0	100.0%	323,409
Sprinkler Connections				0.0%	0	100.0%	0
Services	265,196	-	265,196	100.0%	265,196	0.0%	0
Other				50.0%	0	50.0%	0
TOTAL	11,039,541	125,000	11,164,541	70.1%	7,826,936	29.9%	3,337,605

Richmond County Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2024/25							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Work in Process			-	100.0%	0	0.0%	0
Tangible Plant							
LAND AND LAND RIGHTS							
Source of Supply Land	-	-	-	90.0%	0	10.0%	0
Land - General	93,060	-	93,060	90.0%	83,754	10.0%	9,306
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures	466,859	-	466,859	90.0%	420,173	10.0%	46,686
Power and Pumping Structures	1,882,301	-	1,882,301	90.0%	1,694,071	10.0%	188,230
Purification	-	-	-	90.0%	0	10.0%	0
Distribution Reservoirs and Standpipes	907,160	-	907,160	40.0%	362,864	60.0%	544,296
Water Treatment Plant	3,231,032	-	3,231,032	90.0%	2,907,929	10.0%	323,103
General	-	-	-	90.0%	0	10.0%	0
Other Water Source Structures	-	125,000	125,000	90.0%	112,500	10.0%	12,500
Equipment							
Electrical Pumping	93,317	35,000	128,317	90.0%	115,485	10.0%	12,832
Purification Equipment	417,478	-	417,478	90.0%	375,730	10.0%	41,748
Other Pumping	35,264	-	35,264	90.0%	31,738	10.0%	3,526
Transportation Equipment	-	-	-	90.0%	0	10.0%	0
Tools and Work Equipment	-	-	-	90.0%	0	10.0%	0
GIS System	-	-	-	100.0%	0	0.0%	0
Distribution Mains Equipment	25,000	-	25,000	40.0%	10,000	60.0%	15,000
Meter Shop Equipment	-	-	-	90.0%	0	10.0%	0
Other Equipment	134,374	-	134,374	90.0%	120,937	10.0%	13,437
Mains							
Transmission	1,328,637	-	1,328,637	40.0%	531,455	60.0%	797,182
Distribution	1,703,915	250,000	1,953,915	40.0%	781,566	60.0%	1,172,349
Meters							
	257,539	10,000	267,539	100.0%	267,539	0.0%	0
Hydrants							
	323,409	10,000	333,409	0.0%	0	100.0%	333,409
Sprinkler Connections	-	-	-	0.0%	0	100.0%	0
Services							
	265,196	-	265,196	100.0%	265,196	0.0%	0
Other							
	-	-	-	50.0%	0	50.0%	0
TOTAL	11,164,541	430,000	11,594,541	69.7%	8,080,936	30.3%	3,513,605

Richmond County Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2025/26							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS							
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	93,060	0	93,060	90.0%	83,754	10.0%	9,306
STRUCTURES AND IMPROVEMENTS	-	0	-		0		0
Source of Supply Structures	466,859	125,000	591,859	90.0%	532,673	10.0%	59,186
Power and Pumping Structures	1,882,301	0	1,882,301	90.0%	1,694,071	10.0%	188,230
Purification	-	125,000	125,000	90.0%	112,500	10.0%	12,500
Distribution Reservoirs and Standpipes	907,160	0	907,160	40.0%	362,864	60.0%	544,296
Water Treatment Plant	3,231,032	0	3,231,032	90.0%	2,907,929	10.0%	323,103
General	-	0	-	90.0%	0	10.0%	0
Other Water Source Structures	125,000	0	125,000	90.0%	112,500	10.0%	12,500
Equipment	-	0	-		0		0
Electrical Pumping	128,317	25,000	153,317	90.0%	137,985	10.0%	15,332
Purification Equipment	417,478	0	417,478	90.0%	375,730	10.0%	41,748
Office Furniture and Equipment	35,264	0	35,264	90.0%	31,738	10.0%	3,526
Transportation Equipment	-	0	-	90.0%	0	10.0%	0
Tools and Work Equipment	-	0	-	90.0%	0	10.0%	0
GIS System	-	0	-	100.0%	0	0.0%	0
Distribution Mains Equipment	25,000	0	25,000	40.0%	10,000	60.0%	15,000
Meter Shop Equipment	-	0	-	90.0%	0	10.0%	0
Other Equipment	134,374	0	134,374	90.0%	120,937	10.0%	13,437
Mains	-	0	-		0		0
Transmission	1,328,637	0	1,328,637	40.0%	531,455	60.0%	797,182
Distribution	1,953,915	250,000	2,203,915	40.0%	881,566	60.0%	1,322,349
Meters	267,539	10,500	278,039	100.0%	278,039	0.0%	0
Hydrants	333,409	10,500	343,909	0.0%	0	100.0%	343,909
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	265,196	0	265,196	100.0%	265,196	0.0%	0
Other	-	0	-	50.0%	0	50.0%	0
TOTAL	11,594,541	546,000	12,140,541	69.5%	8,438,936	30.5%	3,701,605

Richmond County Water Utility Allocation of the Total Cost of Utility Plant in Service Between General Service and Fire Protection 2026/27							
	Utility Plant in Service Previous Year	Additions	Utility Plant in Service	Percent	General Service	Percent	Fire Protection
Intangible Plant							
Organization and Working Capital	-		-	100.0%	0	0.0%	0
Tangible Plant	-						
LAND AND LAND RIGHTS							
Source of Supply Land	-	0	-	90.0%	0	10.0%	0
Land - General	93,060	0	93,060	90.0%	83,754	10.0%	9,306
STRUCTURES AND IMPROVEMENTS							
Source of Supply Structures	591,859	0	591,859	90.0%	532,673	10.0%	59,186
Power and Pumping Structures	1,882,301	0	1,882,301	90.0%	1,694,071	10.0%	188,230
Purification	125,000	0	125,000	90.0%	112,500	10.0%	12,500
Distribution Reservoirs and Standpipes	907,160	0	907,160	40.0%	362,864	60.0%	544,296
Water Treatment Plant	3,231,032	0	3,231,032	90.0%	2,907,929	10.0%	323,103
General	-	0	-	90.0%	0	10.0%	0
Other Water Source Structures	125,000	0	125,000	90.0%	112,500	10.0%	12,500
Equipment							
Electrical Pumping	153,317	0	153,317	90.0%	137,985	10.0%	15,332
Purification Equipment	417,478	0	417,478	90.0%	375,730	10.0%	41,748
Office Furniture and Equipment	35,264	0	35,264	90.0%	31,738	10.0%	3,526
Transportation Equipment	-	0	-	90.0%	0	10.0%	0
Tools and Work Equipment	-	0	-	90.0%	0	10.0%	0
GIS System	-	0	-	100.0%	0	0.0%	0
Distribution Mains Equipment	25,000	0	25,000	40.0%	10,000	60.0%	15,000
Meter Shop Equipment	-	0	-	90.0%	0	10.0%	0
Other Equipment	134,374	0	134,374	90.0%	120,937	10.0%	13,437
Mains							
Transmission	1,328,637	0	1,328,637	40.0%	531,455	60.0%	797,182
Distribution	2,203,915	250,000	2,453,915	40.0%	981,566	60.0%	1,472,349
Meters	278,039	11,000	289,039	100.0%	289,039	0.0%	0
Hydrants	343,909	11,000	354,909	0.0%	0	100.0%	354,909
Sprinkler Connections	-	0	-	0.0%	0	100.0%	0
Services	265,196	0	265,196	100.0%	265,196	0.0%	0
Other	-	0	-	50.0%	0	50.0%	0
TOTAL	12,140,541	272,000	12,412,541	68.9%	8,549,936	31.1%	3,862,605

Richmond County Water Utility			
Allocation of Fire Protection Charges			
Projected Expenses for Year 2024/25			
	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	127,698	10.0%	12,770
Water Treatment	284,365	10.0%	28,437
Transmission and Distribution	176,171	47.4%	83,518
Adminstration and General	133,612	10.0%	13,361
Depreciation	114,437	47.4%	54,251
Connection Charges for New Services	0	10.0%	0
Return on Rate Base	(95,500)	47.4%	-45,274
Total	740,784	19.9%	147,063

Richmond County Water Utility			
Allocation of Fire Protection Charges			
Projected Expenses for Year 2025/26			
	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	131,529	10.0%	13,153
Water Treatment	292,896	10.0%	29,290
Transmission and Distribution	181,456	33.5%	60,832
Adminstration and General	131,842	10.0%	13,184
Depreciation	148,790	33.5%	49,881
Other	0	10.0%	0
Return on Rate Base	(57,500)	33.5%	-19,277
Total	829,014	17.7%	147,063

Richmond County Water Utility			
Allocation of Fire Protection Charges			
Projected Expenses for Year 2026/27			
	Estimated Expenses	PerCent Allocation to fire Protection	Fire Protection Charge
Power and Pumping	135,475	10.0%	13,548
Water Treatment	301,683	10.0%	30,168
Transmission and Distribution	186,900	31.1%	58,161
Adminstration and General	135,169	10.0%	13,517
Depreciation	174,426	31.1%	54,279
Other	0	10.0%	0
Return on Rate Base	(27,500)	31.1%	-8,558
Total	906,153	17.8%	161,114

Richmond County Water Utility
Calculation of rate Base and required Return on rate Base
Years Ending March 31st

	2023/24 (Estimate)	2024/25 (Estimate)	2025/26 (Estimate)	2026/27 (Estimate)
RATE BASE				
Utility plant in Service March 31st	11,164,541	11,594,541	12,140,541	12,412,541
Less Accumulated Depreciaiton on actual cost of plant in service (Estimated)	(2,667,876)	(2,553,440)	(2,404,649)	(2,230,224)
Less unamortized amount of capital contribution for plant in service	(2,171,895)	(2,335,291)	(2,538,439)	(2,614,416)
Estimated Rate Base at Year End	6,324,770	6,705,810	7,197,453	7,567,901
REQUIRED RETURN				
Non-operating Expenditures (B-2)	-	-	-	-
Less Non-operating Revenue without transfer from Deprecitaion Fund (B-2)	7,500	(75,500)	(37,500)	(7,500)
Less Other Operating Revenue (B-2)	(20,000)	(20,000)	(20,000)	(20,000)
Return on Rate Base	(12,500)	(95,500)	(57,500)	(27,500)
Required Rate of Return (Req'd Return/Est Rate Base)	-0.20%	-1.42%	-0.80%	-0.36%

Richmond County Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2024/25											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer	Base	Delivery	Production				
Power and Pumping	127,698	12,770	114,929							100%	114,929
Water Treatment	284,365	28,437	255,929							100%	255,929
Transmission and Distribution	176,171	83,518	92,653			90%	83,387	10%	9,265		
Adminstration and General	133,612	13,361	120,251	10%	12,025	90%	108,226				
Depreciation	114,437	54,251	60,185			100%	60,185	0%	0	0%	0
Other	0	0	0			100%	0				
Return on Rate Base	-95,500	-45,274	-50,226			40%	-20,090	30%	-15,068	30%	-15,068
SUBTOTAL	740,784	147,063	593,720		12,025		231,708		-5,802		355,790
TOTAL	740,784	147,063	593,720		12,025		231,708		(5,802)		355,790

Richmond County Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2025/26											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer	Base	Delivery	Production				
Power and Pumping	131,529	13,153	118,376							100%	118,376
Water Treatment	292,896	29,290	263,607							100%	263,607
Transmission and Distribution	181,456	60,832	120,624			65%	78,406	35%	42,218		
Adminstration and General	131,842	13,184	118,658	10%	11,866	90%	106,792				
Depreciation	148,790	49,881	98,909			100%	98,909	0%	0	0%	0
Other	0	0	0			100%	0				
Return on Rate Base	-57,500	-19,277	-38,223			40%	-15,289	30%	-11,467	30%	-11,467
SUBTOTAL	829,014	147,063	681,951		11,866		268,818		30,751		370,516
TOTAL	829,014	147,063	681,951		11,866		268,818		30,751		370,516

Richmond County Water Utility											
Calculation of Revenue Required for Each Billing/Cost Category											
2026/27											
	Total Revenue Required	Fire Protection Revenue	Revenue Required from Metered Rates	Charge				Commodity Charge			
				Customer	Base	Delivery	Production				
Power and Pumping	135,475	13,548	121,928							100%	121,928
Water Treatment	301,683	30,168	271,515							100%	271,515
Transmission and Distribution	186,900	58,161	128,739			55%	70,807	45%	57,933		
Adminstration and General	135,169	13,517	121,652	10%	12,165	90%	109,487				
Depreciation	174,426	54,279	120,147			100%	120,147	0%	0	0%	0
Other	0	0	0			100%	0				
Return on Rate Base	-27,500	-8,558	-18,942			40%	-7,577	30%	-5,683	30%	-5,683
SUBTOTAL	906,153	161,114	745,038		12,165		292,863		52,250		387,760
TOTAL	906,153	161,114	745,038		12,165		292,863		52,250		387,760

Worksheet C-4

17-Jan-24

Richmond County Water Utility Service Connections and Equivalents 2024/25			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1119	1	1,119
3/4"	1	1.5	2
1"	12	2.5	30
1.5"	4	5	20
2"	7	8	56
3"	1	16	16
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	1144		1,243

Richmond County Water Utility Service Connections and Equivalents 2025/26			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1124	1	1,124
3/4"	1	1.5	2
1"	12	2.5	30
1.5"	4	5	20
2"	7	8	56
3"	1	16	16
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	1149		1,248

Richmond County Water Utility Service Connections and Equivalents 2026/27			
Meter Size	Number of Services	Capacity Ratio	System Equivalents
Unmetered	0	1	0
5/8"	1129	1	1,129
3/4"	1	1.5	2
1"	12	2.5	30
1.5"	4	5	20
2"	7	8	56
3"	1	16	16
4"	0	25	0
6"	0	50	0
8"	0	90	0
TOTAL	1154		1,253

Richmond County Water Utility Service Connections and Equivalents 2024/25					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	186.49	10.51	197.00	49.25
5/8"	1	186.49	10.51	197.00	49.25
3/4"	1.5	279.73	10.51	290.24	72.56
1"	2.5	466.21	10.51	476.73	119.18
1.5"	5	932.43	10.51	942.94	235.73
2"	8	1,491.88	10.51	1,502.40	375.60
3"	16	2,983.77	10.51	2,994.28	748.57
4"	25	4,662.14	10.51	4,672.65	1,168.16
6"	50	9,324.27	10.51	9,334.78	2,333.70
8"	90	16,783.69	10.51	16,794.20	4,198.55
TOTAL					

Richmond County Water Utility Service Connections and Equivalents 2025/26					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	215.49	10.33	225.81	56.45
5/8"	1	215.49	10.33	225.81	56.45
3/4"	1.5	323.23	10.33	333.55	83.39
1"	2.5	538.71	10.33	549.04	137.26
1.5"	5	1,077.43	10.33	1,087.75	271.94
2"	8	1,723.88	10.33	1,734.21	433.55
3"	16	3,447.76	10.33	3,458.09	864.52
4"	25	5,387.13	10.33	5,397.45	1,349.36
6"	50	10,774.25	10.33	10,784.58	2,696.14
8"	90	19,393.65	10.33	19,403.98	4,850.99
TOTAL					

Richmond County Water Utility Service Connections and Equivalents 2026/27					
Meter Size	Capacity Ratio	Base Charge	Customer Charge	Total Base Charge	
				Annual	Quarterly
Unmetered	1	233.82	10.54	244.36	61.09
5/8"	1	233.82	10.54	244.36	61.09
3/4"	1.5	350.73	10.54	361.28	90.32
1"	2.5	584.56	10.54	595.10	148.77
1.5"	5	1,169.11	10.54	1,179.66	294.91
2"	8	1,870.58	10.54	1,881.13	470.28
3"	16	3,741.17	10.54	3,751.71	937.93
4"	25	5,845.57	10.54	5,856.12	1,464.03
6"	50	11,691.15	10.54	11,701.69	2,925.42
8"	90	21,044.06	10.54	21,054.61	5,263.65
TOTAL					

Worksheet C-6

17-Jan-24

Richmond County Water Utility Water Consumption by Block		
Meter Size	Actual Current Consumption	2024/25 Estimated Consumption
	1st Block (Cubic Meters)	1st Block (Cubic Meters)
Unmetered	0	0
5/8"	141,568	140,435
3/4"	176	176
1"	6,548	6,548
1.5"	10,738	10,738
2"	33,981	33,981
3"	6,589	6,589
4"	0	0
6"	0	0
8"	0	0
TOTAL	199,600	198,467

Richmond County Water Utility Water Consumption by Block		
Meter Size	2025/26 Estimated Consumption	2026/27 Estimated Consumption
	1st Block (Cubic Meters)	1st Block (Cubic Meters)
Unmetered	0	0
5/8"	139,939	139,447
3/4"	176	176
1"	6,548	6,548
1.5"	10,738	10,738
2"	33,981	33,981
3"	6,589	6,589
4"	0	0
6"	0	0
8"	0	0
TOTAL	197,971	197,479

Worksheet C-7

17-Jan-24

Richmond County Water Utility Calculation of Consumption Charge 2024/25	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.79
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	-0.03
TOTAL CONSUMPTION CHARGE PER CUBIC METER	
	1.76

Richmond County Water Utility Calculation of Consumption Charge 2025/26	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.87
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.16
TOTAL CONSUMPTION CHARGE PER CUBIC METER	
	2.03

Richmond County Water Utility Calculation of Consumption Charge 2026/27	
NET PRODUCTION EXPENSE	BLOCK 1
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	1.96
NET DELIVERY EXPENSES	
<u>Total Charge Worksheet C-3</u> Quantity Worksheet C-6	0.26
TOTAL CONSUMPTION CHARGE PER CUBIC METER	
	2.23

**Richmond County Water Utility
Water Consumption by Block
2024/25**

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	197.00	0
5/8"	1,119	197.00	220,440
3/4"	1	290.24	290
1"	12	476.73	5,721
1.5"	4	942.94	3,772
2"	7	1,502.40	10,517
3"	1	2,994.28	2,994
4"	0	4,672.65	0
6"	0	9,334.78	0
8"	0	16,794.20	0
TOTAL BASE REVENUE			243,733

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ C.M.</u>	<u>Dollar Revenue</u>
1st Block	198,467	1.76	349,987
TOTAL CONSUMPTION REVENUE			349,987

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 593,720

**Richmond County Water Utility
Water Consumption by Block
2025/26**

BASE CHARGE

<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>
Unmetered	0	225.81	0
5/8"	1,124	225.81	253,813
3/4"	1	333.55	334
1"	12	549.04	6,588
1.5"	4	1,087.75	4,351
2"	7	1,734.21	12,139
3"	1	3,458.09	3,458
4"	0	5,397.45	0
6"	0	10,784.58	0
8"	0	19,403.98	0
TOTAL BASE REVENUE			280,683

CONSUMPTION CHARGE

	<u>Quantity</u>	<u>\$/ C.M.</u>	<u>Dollar Revenue</u>
1st Block	197,971	2.03	401,267
TOTAL CONSUMPTION REVENUE			401,267

TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION) 681,951

Richmond County Water Utility				
Water Consumption by Block				
2026/27				
BASE CHARGE				
<u>Meter Size</u>	<u>Number</u>	<u>Base Rate</u>	<u>Dollar Revenue</u>	
Unmetered	0	244.36	0	
5/8"	1,129	244.36	275,888	
3/4"	1	361.28	361	
1"	12	595.10	7,141	
1.5"	4	1,179.66	4,719	
2"	7	1,881.13	13,168	
3"	1	3,751.71	3,752	
4"	0	5,856.12	0	
6"	0	11,701.69	0	
8"	0	21,054.61	0	
TOTAL BASE REVENUE			305,028	
CONSUMPTION CHARGE				
	<u>Quantity</u>	<u>\$/ C.M.</u>		
1st Block	197,479	2.23	440,010	
TOTAL CONSUMPTION REVENUE			440,010	
TOTAL OPERATING REVENUES FOR YEAR (BASE + CONSUMPTION)			745,038	

Richmond County Water Utility Calculation of Bulk Water Rate Years Ending March 31st			
	2024/25	2025/26	2026/27
Cost Base			
Total Operating Expenses (Worksheet B-2)	836,284	886,514	933,653
Total Non Operating Expenses (Worksheet B-2)	-	-	-
Total Expenses	836,284	886,514	933,653
Water Consumption (Worksheet C-6) in cubic meters	198,467	197,971	197,479
Unit Calculations			
Unit cost per cubic meter	4.21	4.48	4.73
Operating cost and profit mark-up	30%	30%	30%
Bulk rate per cubic meter	5.48	5.82	6.15

Richmond County Water Utility
Comparison of Current Water Rates with Proposed New Rates
2024/25

Meter Size	Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge	Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	Change	
5/8"	31.4	38.31	49.25	28.6%	52.40	55.33	5.6%	90.71	104.58	13.87	15.3%
3/4"	44.0	56.64	72.56	28.1%	73.48	77.59	5.6%	130.12	150.15	20.03	15.4%
1"	136.4	93.32	119.18	27.7%	227.82	240.56	5.6%	321.14	359.75	38.61	12.0%
1.5"	671.1	185.00	235.73	27.4%	1,120.78	1,183.49	5.6%	1,305.78	1,419.23	113.45	8.7%
2"	1,213.6	295.01	375.60	27.3%	2,026.72	2,140.13	5.6%	2,321.73	2,515.73	194.00	8.4%
3"	1,647.3	588.40	748.57	27.2%	2,750.91	2,904.84	5.6%	3,339.31	3,653.41	314.10	9.4%
4"	-	918.45	1,168.16	27.2%	-	-	0.0%	-	-	-	0.0%
6"	-	1,835.26	2,333.70	27.2%	-	-	0.0%	-	-	-	0.0%

Richmond County Water Utility
Comparison of Current Water Rates with Proposed New Rates
2025/26

Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge	Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	Change	
5/8"	31.1	49.25	56.45	14.6%	55.33	63.09	14.0%	104.58	119.54	14.96	14.3%
3/4"	44.0	72.56	83.39	14.9%	77.59	89.18	14.9%	150.15	172.57	22.42	14.9%
1"	136.4	119.18	137.26	15.2%	240.56	276.50	14.9%	359.75	413.76	54.02	15.0%
1.5"	671.1	235.73	271.94	15.4%	1,183.49	1,360.30	14.9%	1,419.23	1,632.24	213.01	15.0%
2"	1,213.6	375.60	433.55	15.4%	2,140.13	2,459.85	14.9%	2,515.73	2,893.41	377.67	15.0%
3"	1,647.3	748.57	864.52	15.5%	2,904.84	3,338.80	14.9%	3,653.41	4,203.33	549.91	15.1%
4"	-	1,168.16	1,349.36	15.5%	-	-	0.0%	-	-	-	0.0%
6"	-	2,333.70	2,696.14	15.5%	-	-	0.0%	-	-	-	0.0%

Richmond County Water Utility
Comparison of Current Water Rates with Proposed New Rates
2026/27

Meter Size	Average Quarterly Consumption	Base Charge		Percent Change	Commodity Charge		Percent Change	Quarterly Water Bill		Quarterly Charge	Percent Change
	1st Block	Current	Proposed		Current	Proposed		Current	Proposed	Change	
5/8"	30.9	56.45	61.09	8.2%	63.09	68.80	9.1%	119.54	129.89	10.35	8.7%
3/4"	44.0	83.39	90.32	8.3%	89.18	98.04	9.9%	172.57	188.36	15.78	9.1%
1"	136.4	137.26	148.77	8.4%	276.50	303.95	9.9%	413.76	452.73	38.97	9.4%
1.5"	671.1	271.94	294.91	8.4%	1,360.30	1,495.35	9.9%	1,632.24	1,790.27	158.03	9.7%
2"	1,213.6	433.55	470.28	8.5%	2,459.85	2,704.07	9.9%	2,893.41	3,174.36	280.95	9.7%
3"	1,647.3	864.52	937.93	8.5%	3,338.80	3,670.29	9.9%	4,203.33	4,608.21	404.89	9.6%
4"	-	1,349.36	1,464.03	8.5%	-	-	0.0%	-	-	-	0.0%
6"	-	2,696.14	2,925.42	8.5%	-	-	0.0%	-	-	-	0.0%

Richmond County Water Utility				
Comparitive Statement of Operations				
Fiscal Years ending March 31st				
	2023/24 (Budget)	Projection Using Projected Rates		
		2024/25 Test Yr 1	2025/26 Test Yr 2	2026/27 Test Yr 3
OPERATING REVENUES				
Base Rate Sales	186,500	229,425	280,683	305,028
Metered Sales	335,000	346,240	401,267	440,010
Service Connections for New Services	10,000	10,000	10,000	10,000
Public Fire Protection	147,063	147,063	147,063	161,114
Sundry	10,000	10,000	10,000	10,000
Total	688,563	742,728	849,014	926,153
OPERATING EXPENDITURES				
Power and Pumping	134,416	127,698	131,529	135,475
Water Treatment	265,743	284,365	292,896	301,683
Transmission and Distribution	177,496	176,171	181,456	186,900
Administration and General	170,814	133,612	131,842	135,169
Depreciation	103,721	114,437	148,790	174,426
Other	0	0	0	0
Total	852,190	836,284	886,514	933,653
OPERATING PROFIT (LOSS)	-163,627	-93,555	-37,500	-7,500
NON-OPERATING REVENUES				
Interest and other income	7,500	7,500	7,500	7,500
Transfer from Surplus Account	0	68,000	30,000	0
Other	0	0	0	0
Total	7,500	75,500	37,500	7,500
NON-OPERATING EXPENDITURES				
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
New Debt - Principal	0	0	0	0
New Debt - Interest	0	0	0	0
Permit Fee	0	0	0	0
Interim Financing	0	0	0	0
Capital out of Revenue	0	0	0	0
Dividend to Owner	0	0	0	0
Other	0	0	0	0
Total	0	0	0	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-156,127	-18,055	0	0
SURPLUS AT BEGINNING OF YEAR	505,059	348,932	262,877	232,877
LESS TRANSFER FROM SURPLUS	0	68,000	30,000	0
ACCUMULATED SURPLUS (DEFICIT)	348,932	262,877	232,877	232,877

Appendix 1

**Loan Calculator
Long Term Debt**

2024/25

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

**Loan Calculator
Long Term Debt**

2025/26

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

Loan Calculator
Long Term Debt
 2026/27

Interest Rate	6.0%
Term in years	20
Capital \$	-

Payment Schedule

Year	Principal	Interest	Total	Balance
1	\$0.00	\$0.00	-	-
2	\$0.00	\$0.00	-	-
3	\$0.00	\$0.00	-	-
4	\$0.00	\$0.00	-	-
5	\$0.00	\$0.00	-	-
6	\$0.00	\$0.00	-	-
7	\$0.00	\$0.00	-	-
8	\$0.00	\$0.00	-	-
9	\$0.00	\$0.00	-	-
10	\$0.00	\$0.00	-	-
11	\$0.00	\$0.00	-	-
12	\$0.00	\$0.00	-	-
13	\$0.00	\$0.00	-	-
14	\$0.00	\$0.00	-	-
15	\$0.00	\$0.00	-	-
16	\$0.00	\$0.00	-	-
17	\$0.00	\$0.00	-	-
18	\$0.00	\$0.00	-	-
19	\$0.00	\$0.00	-	-
20	\$0.00	\$0.00	-	-

**SCHEDULES A, B, AND C
RATES AND CHARGES**

SCHEDULE "A"
MUNICIPALITY OF THE COUNTY OF RICHMOND
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 July 2024)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Municipality of the County of Richmond Water Utility.

1. RATES:

(a) Base Charges

Quarterly

Size of Meter

5/8"	49.25
3/4"	72.56
1"	119.18
1.5"	235.73
2"	375.60
3"	748.57
4"	1,168.16
6"	2,333.70

(b) Consumption Rate \$ 1.76 per cubic metre

(c) Minimum Bill

The minimum bill shall be the Base Charge.

A

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the County of Richmond shall pay to the Water Utility for fire protection services on or before September 30, 2024, the sum of \$147,062.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service
pipe of 6" or less in diameter \$200.00

Each building serviced by a sprinkler service
pipe of 8" or more in diameter \$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. NEW ACCOUNT CREATION FEE

A

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The fee shall be \$100.00 when a meter is installed or water is turned on. The fee shall be \$150.00 if this occurs after the normal hours of the Utility.

9. CONNECTION FEE

The Utility shall charge a \$50.00 fee for whenever a customer, for any reason, requests water be turned on at any premises. This fee shall be \$150.00 if water is turned on after regular working hours of the Utility.

10. DISCONNECTION FEE

Whenever a customer, for any reason, requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply. The Utility reserves the right to waive the applicable fees in case of an emergency.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any related bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to licensed water haulers who have been approved by the Utility at the designated location at a cost of \$5.48 per cubic meter or part thereof with a minimum charge of \$ 40.00 except for water obtained from an automated bulk water filling station where minimum charges will not apply. Such charge shall be rendered for each loading.

SCHEDULE "B"
MUNICIPALITY OF THE COUNTY OF RICHMOND
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2025)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Municipality of the County of Richmond Water Utility.

1. RATES:

<u>(a) Base Charges</u>		<u>Quarterly</u>
Size of Meter		
5/8"		56.45
3/4"		83.39
1"		137.26
1.5"		271.94
2"		433.55
3"		864.52
4"		1,349.36
6"		2,696.14

(b) Consumption Rate \$ 2.03 per cubic metre

(c) Minimum Bill

The minimum bill shall be the Base Charge.

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the County of Richmond shall pay to the Water Utility for fire protection services on or before September 30, 2025, the sum of \$147,063.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
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Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00
---	----------

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

B

8. NEW ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The fee shall be \$100.00 when a meter is installed or water is turned on. The fee shall be \$150.00 if this occurs after the normal hours of the Utility.

9. CONNECTION FEE

The Utility shall charge a \$50.00 fee for whenever a customer, for any reason, requests water be turned on at any premises. This fee shall be \$150.00 if water is turned on after regular working hours of the Utility.

10. DISCONNECTION FEE

Whenever a customer, for any reason, requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply. The Utility reserves the right to waive the applicable fees in case of an emergency.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any related bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to licensed water haulers who have been approved by the Utility at the designated location at a cost of \$5.82 per cubic meter or part thereof with a minimum charge of \$40.00 except for water obtained from an automated bulk water filling station where minimum charges will not apply. Such charge shall be rendered for each loading.

SCHEDULE "C"
MUNICIPALITY OF THE COUNTY OF RICHMOND
WATER UTILITY
SCHEDULE OF RATES FOR WATER AND WATER SERVICES

(Effective for water supplied on and after 1 April, 2026)

RATES

The rates set out below are the rates approved by the Board for water and water services when payment is made within 30 days from the date rendered as shown on the bill.

When payment is made after 30 days from the date rendered as shown on the bill, the rates will include interest charges of 1.5 % per month, or part thereof.

Each bill shall show the amount payable within 30 days from the date rendered as shown on the bill.

In this Schedule, the word "Utility" means the Municipality of the County of Richmond Water Utility.

1. **RATES:**

(a) <u>Base Charges</u>		<u>Quarterly</u>
	Size of Meter	
	5/8"	61.09
	3/4"	90.32
	1"	148.77
	1.5"	294.91
	2"	470.28
	3"	937.93
	4"	1,464.03
	6"	2,925.42

(b) Consumption Rate \$ 2.23 per cubic metre

(c) **Minimum Bill**

The minimum bill shall be the Base Charge.

C

2. PUBLIC FIRE PROTECTION RATE

The Municipality of the County of Richmond shall pay to the Water Utility for fire protection services on or before September 30, 2026, the sum of \$161,114.

For subsequent years, the annual public fire protection rate shall be based on the above or:

- (a) (a) the sum of 31.1% of Transmission and Distribution, Taxes and Depreciation expenses of the Utility, and 31.1% of the sum of the (Non-Operating Expenditures less the Non-Operating Revenue less Other Operating Revenue of the immediately preceding year), plus
- (b) 10 % of all other expenses,

whichever is the greater.

3. RATES FOR SPRINKLER SERVICE

Each building having a sprinkler system installed shall pay annually for the service as follows:

Each building serviced by a sprinkler service pipe of 6" or less in diameter	\$200.00
Each building serviced by a sprinkler service pipe of 8" or more in diameter	\$250.00

4. WATER FOR BUILDINGS OR WORKS UNDER CONSTRUCTION

The Utility may furnish water to any person requiring a supply thereof for the construction of a building or other works. This person shall deposit with the Utility such sum as may be determined by the Utility as is sufficient to defray the cost of making the necessary connection to any water service or main together with the cost of the meter to be installed to measure the water consumed. Upon completion of the work and the return of the meter to the Utility, a refund will be made after deducting the cost, if any, of repairing the meter and of testing the same and payment of the base and connection charges and the consumption rates in respect to such installation.

5. PRIVATE HYDRANT RATES

Per hydrant per year \$200.00.

6. RATES FOR WATER SUPPLIED FROM FIRE HYDRANTS

Whenever the use of any fire hydrant is desired for supplying water for any purpose, excepting those of the Fire Department for fire use, the Utility may grant a permit containing such terms and conditions as it may provide, including arrangements regarding supervision of the opening and closing of the hydrant, and a service charge for commercial consumers of \$100.00 for connection and disconnection and a consumption charge for the amount of water used, as estimated by the water utility, at meter consumption rates.

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7. CHARGES FOR RE-ESTABLISHING WATER SERVICE

When water service has been suspended for any violation of the Rules and Regulations of the Utility, such water service shall not be re-established until a reconnection charge of \$50.00 has been paid to the Utility. If reconnection is outside of regular working hours, the charge is \$150.00.

8. NEW ACCOUNT CREATION FEE

The Utility shall charge a \$50.00 fee for the creation of a water account, notwithstanding the fact that no physical disconnection of the system may have occurred. The fee shall be \$100.00 when a meter is installed or water is turned on. The fee shall be \$150.00 if this occurs after the normal hours of the Utility.

9. CONNECTION FEE

The Utility shall charge a \$50.00 fee for whenever a customer, for any reason, requests water be turned on at any premises. This fee shall be \$150.00 if water is turned on after regular working hours of the Utility.

10. DISCONNECTION FEE

Whenever a customer, for any reason, requests that the water be turned off from any premises, a charge of \$50.00 shall be made for turning off the water, and no additional charge shall be made for turning it on again when this is requested unless such request is after regular working hours of the Utility when a fee of \$150.00 shall apply. The Utility reserves the right to waive the applicable fees in case of an emergency.

11. CHARGE FOR NON-NEGOTIABLE CHEQUES

The Utility may charge a \$25.00 administration fee plus any related bank charges for cheques that, due to non-negotiability, have been rejected by the Utility's bank.

12. CHARGE FOR MISSED APPOINTMENT BY CUSTOMERS

Where an appointment has been made by a customer to have a water service hooked up or a meter inspected, or water turned on to a property, or other visits to the property for the inception or maintenance of water service to the property, and the customer fails to keep the appointment or the plumbing is not completed to allow for installation of a water meter and the Utility's staff have to return to the property, there may be a charge of \$50.00 for each visit if, in the judgment of the Utility, it is required.

13. BULK WATER

Bulk water will be provided to licensed water haulers who have been approved by the Utility at the designated location at a cost of \$6.15 per cubic meter or part thereof with a minimum charge of \$ 40.00 except for water obtained from an automated bulk water filling station where minimum charges will not apply. Such charge shall be rendered for each loading.

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SCHEDULE D
RULES AND REGULATIONS

MUNICIPALITY OF THE COUNTY OF RICHMOND
WATER UTILITY

SCHEDULE OF RULES AND REGULATIONS
GOVERNING THE SUPPLY OF WATER AND WATER SERVICES
(Effective 1 July 2024)

1. In these Rules and regulations, unless the context otherwise requires, the expression:

“Municipality” means the Municipality of the County of Richmond

“Utility” means the Water Utility of the Municipality of the County of Richmond

“Customer” means a person, firm or corporation who, or which, contracts to be supplied with water at a specific location or locations.

“Domestic Service” means the type of service supplied to the owner or the owner’s authorized agent or to the occupant or tenant of any space or area occupied for the distinct purpose of a dwelling house, rooming house, apartment, flat, etc.

“Metered Rate Service” means that type of service charged for at metered rates and is supplied to customers other than those supplied by fixture and flat rate service. Metered rate service is required for all new services

2. **LIABILITY FOR PAYMENT OF WATER BILL:** An agreement/contract is deemed to exist between a customer and the Utility for the supply of water service at such rates and in accordance with these Regulations by virtue of:

a) the customer applying for and receiving approval for water service;

b) the customer consuming or paying for water service from the date that the customer who is a party to an agreement pursuant to clause (a) (the customer of record) moves out of the premises, in which case the customer of record shall remain jointly and severally liable for the water service account up to the date the Utility is notified that the customer of record wishes to terminate the supply of water service.

At the discretion of the Utility, a property owner who rents or leases a property or self-contained unit to a tenant or lessee may be required to open an account for the provision of water at the property rented or leased.

c) Any person, business or corporation that receives water service without the consent of the Utility, shall be liable for the cost of such water service which cost shall be determined in the sole discretion of the Utility based upon its reasonable estimate of the

amount of water utilized.

3. **DEPOSITS:** When required, an applicant for service shall deposit with the Utility a sum equal to the estimated charges for such service for a period of six months. The estimated charges will be based on the minimum bill for metered customers. This deposit shall be held by the Utility as collateral security for the payment of the customer's bills, but is not to be considered as a payment on account thereof. When the customer ceases to use the service and discharges all of the customer's liability to the utility in respect of such service, the deposit shall be returned to the customer with interest at the rate of 2% per annum, not compounded.
4. **REFUSAL OF SERVICE:** Service may be refused or suspended to any customer who has failed to discharge all of the customer's liabilities to the Utility.
5. **BILLING:** If a agreement/contract is entered into or terminated at any time other than a regular billing date, the amount to be charged to the customer shall be the pro rata proportion to the next billing date, of the regular service charge for the billing period, plus the consumption charge, if any.

The Utility charges the base rate for the entire year for seasonal customers. The quarterly base rate charge will apply for each quarter regardless of water turn-offs.

6. **PAYMENT OF BILLS:** Bills shall be rendered to each customer at intervals of approximately three months and are due and payable when rendered. Bills not paid within 30 days of the date rendered, shall incur an interest charge at the prescribed monthly rate for each month or part thereof.
7. **ADJUSTMENT OF BILLS:**
 - (a) Where meters exist - If the seal of a meter is broken or if a meter does not register correctly, the bill for that water service shall be estimated in accordance with the best data available. Any customer desiring to question a water bill must do so in writing within 30 days of the bill being rendered.
 - (b) Customers Under billed - Should it be necessary for the Utility to make a billing adjustment as a result of a customer being under billed for any reason, such adjustment shall be retroactive for a maximum of four billing periods or one year, whichever is the longest. Notwithstanding the above, in the event that a billing adjustment is the result of the customer's illegal connection to the water system or willful interference or damage of metering equipment (where they exist), the billing adjustment in such circumstances will not be limited to one year or four billing periods, but rather the customer shall be responsible for all payments of such accounts from the date such illegal connection or interference to meter equipment took place.
 - (c) Customer Over billed - Notwithstanding (a) above, should it become necessary for

the Utility to make a billing adjustment as a result of a customer being over billed for any reason, such adjustment will be estimated by the Utility, and the Utility will be responsible for payment of the over billed amount with interest calculated on the basis of current simple interest paid by the bank respecting the period during which the customer was incorrectly billed by the Utility, such period not to exceed five years.

8. **ESTIMATED READINGS FOR BILLING PURPOSES - METERED CUSTOMERS:** If the Utility is unable to obtain a meter reading for billing purposes, after exercising due diligence in the usual practice of meter reading, the bill for that service shall be estimated in accordance with the best data available, subject, however, to the provision that in no circumstance will an estimated reading be used for more than two (2) consecutive billing periods. If an estimated bill is rendered for two (2) consecutive billing periods, the Utility shall notify the customer by regular mail that arrangements must be made for the Utility to obtain a reading and failing such arrangements, the Utility may suspend service until such arrangements are made. When such meter reading has been obtained the previous estimated bill or bills shall be adjusted accordingly.
9. **SUSPENSION OF SERVICE FOR NON PAYMENT BILLS:** The Utility shall have the right to enter onto customers' premises within reasonable hours to suspend service to customers whose bills remain unpaid for more than forty calendar days after the date rendered.
10. **WATER TO BE SUPPLIED BY METER:** Except where water is used for construction purposes from a hydrant under the supervision of the Utility and except as in these regulations otherwise provided, all services other than those used exclusively for fire protection shall be metered. Any building occupied by more than one tenant may have a separate meter with appropriate isolation valves for each tenant. With the Utility's approval, such a building may be serviced by one meter, provided the landlord is the customer. Utility shall determine the size and type of meter to be installed in each case. All meters shall be the property of the Utility.
11. **INSTALLATION AND REMOVAL OF METERS:** Meters shall be installed and removed only by employees or duly authorized representatives of the Utility and no other person shall install, alter, change or remove a meter without the written permission of the Utility. The plumbing and connections shall be properly prepared to receive the installation of such meters to the approval of and without expense to the Utility.
12. **METER READERS:** Each meter reader shall be provided with an official identification, which he/she shall exhibit on request.
13. **ACCESS TO CUSTOMER'S PREMISES:** Representatives of the Utility shall have right of access to all parts of a customer's property or premises at all reasonable hours for the purpose of inspecting any water pipes or fittings, or backflow prevention devices, or appliances, or discontinuing service, or for the purpose of installing, removing, repairing, reading or inspecting meters. The Utility shall have the right to suspend service to any

customer who refuses such access.

14. **LOCATION OF METERS:** The Utility shall have the right to refuse service to, or suspend the service of, any customer who does not provide a place which, in the opinion of the Utility, is suitable for the meter. It should be in the building served, at or near the point of entry of the service pipe, in a place where it can be easily read and where it will not be exposed to freezing temperatures.

Where the premises of a customer are of such a nature that a meter cannot be properly installed in a building or if the building is not sufficiently frost-proof as to guarantee the safety of the meter, the Utility may order the construction of a suitable frost-proof box in which the meter can be installed. Service to such premises may be refused or suspended until such a frost-proof box approved by the Utility is installed.

15. **DAMAGE TO WATER METERS:** Each customer shall be responsible for the meter installed on the customer's service and shall protect it. He shall be liable for any damage to the meter resulting from carelessness, hot water or steam, or the action of frost or from any other cause not the fault of the Utility or its employees. The cost to the Utility occasioned by such damage to the meter shall be paid by the customer. If after the rendering of a bill by the Utility to the customer for such cost the same is not paid within 40 days from the date rendered, the supply of water to the customer concerned may be suspended until all charges are paid.

16. **METER TESTING.** On the request to have their meter tested, the Utility may charge the sum of \$100.00 to defray, in part, the cost of making the test for meters up to 1 ½ inch in size. In the case of meters 1-1/2 inches and larger, the actual cost of the test will be paid by the customer. If the test shows that the meter is over registering by more than one and one half percent (1 ½%) for positive displacement meters and three percent (3%) for turbine or compound meters, the sum so deposited will be refunded to the customer.

17. **PLUMBING TO BE SATISFACTORY:** All plumbing, pipes and fittings, fixtures, and other devices for conveying, distributing, controlling, or utilizing water which are used by a customer and are not the property of the Utility, shall be installed in the manner provided by the Regulations of and be approved by the proper official of the Municipality and/or the operators of the Utility. The water shall not be turned on (except for construction or testing purposes) until the applicant for service has satisfied the Utility that these requirements have been met. The supply of water may be discontinued to any customer at any time if, in the opinion of the proper official of the Municipality and/or the operator of the Utility, the plumbing, pipes, fittings, fixtures, or other devices as hereinbefore mentioned, or any of them, fail to comply with the above requirements, or if any part of the water system of such customer or the meter is in any unsuitable, dirty, unsanitary or inaccessible place. Service shall not be re-established until such condition is corrected to the satisfaction of the Utility.

18. **REMOTE REGISTERING WATER METERS:** When a remote registering water meter is installed on a customer's premises under a general outside register installation program of the Utility, then the cost of the meter and its installation shall be paid by the Utility. The

meter shall become the property of the Utility which shall become responsible for its operation, maintenance and replacement. Any damage to the meter caused by the negligence or wrongful acts or omissions by the customer, the customer's agents or members of the customer's family, shall be paid for by the customer, and the failure by the customer to make the payment shall entitle the Utility, after making a forty day written demand for the payment, to disconnect the water service to the customer.

19. CROSS CONNECTION CONTROL & BACKFLOW PREVENTION:

(a) No owner, consumer, customer or other person hereinafter collectively referred to in this rule and regulation as "person" shall connect, cause to be connected, or allow to remain connected to the water system, or plumbing installation, without the express written consent of the Utility, any piping fixtures, fittings container or appliance in a manner which, under any circumstances, may allow water, wastewater, or any other liquid, chemical or substance, to ingress or egress the water system.

(b) Where, in the opinion of the Utility, there may be a risk of contamination to the potable water system, notwithstanding the provisions of subparagraph (a), the Utility may require the customer, at the customers sole cost and expense, to install at any point on the customers water service connection or water service pipe, one or more backflow prevention (BFP) devices, which devices shall be of a quality and type approved by the Utility.

(c) All BFP devices shall be maintained in good working order. Such devices must be inspected and tested by a certified tester, approved by the Utility, at the expense of the customer. Such inspections shall take place upon installation, and thereafter annually, or more often if required by the Utility. The customer shall submit a report in a form approved by the Utility on any or all tests performed on a BFP device within 30 days of a test. A record card shall be displayed on or adjacent to the BFP device on which the tester shall record the name and address of the owner of the device; the location, type, manufacturer, serial number and size of the device; and the test date, the tester's initials, the tester's name, the name of the tester's employer, and the tester's license number.

(d) In the event of a backflow incident, the customer shall notify the Utility immediately.

(e) Installation, maintenance, field-testing and selection of all BFP devices shall fully conform to the latest revision of the National Plumbing Code of Canada, CSA B64.10 and CSA B64 series.

(f) In the event of any breach, contravention or non-compliance by a person of any of the provision and regulations in a sub-paragraphs (a),(b),(c) or (d) the Utility may:

(i) suspend water service to such person, or

(ii) give notice to the person to correct the breach, contravention or non-compliance within 96 hours, or a specified lesser period. If the person fails to comply with such notice, the Utility may immediately thereafter suspend water service to such

person.

20. **ALTERNATE WATER SUPPLY PROHIBITED:** Connection of any customer's water system, which is served by the Utility, to any other source of water supply is prohibited. Failure to comply with this regulation shall entitle the Utility to suspend the service.
21. **DANGEROUS CONNECTIONS:** No connection shall be permitted to any installation; equipment or source in such a manner as may allow any contamination to pass from such installation, equipment or source into the Utility's water supply system. If any such connection exists the Utility may discontinue the supply of water to such customer.
22. **PROHIBITED DEVICES:** Service may be refused or suspended by the Utility to any customer who installs or uses any device or appurtenance, as, for example, booster pumps, quick-opening or quick-closing valves, flushometers, water operated pumps or siphons, standpipes, or large outlets for supplying locomotives or ships, etc., which may occasion sudden large demands of short or long duration, thereby requiring oversize meters and pipe lines, or affect the stability or regulation of water pressure in the Utility's system. Permission to install or use any such device or appurtenance must be obtained from the Utility, which permission shall specify what special arrangements, such as elevated storage tanks, surge tanks or equalizing tanks, etc., must be provided by the customer.
23. **IMPROPER USE OR WASTE OF WATER:** No customer shall permit the improper use or waste of water, such as providing water to more than one single family dwelling and /or apartment building from a single service, nor shall he sell or give water to any person except upon such conditions and for such purposes as may be approved in writing by the Utility.
24. **SERVICE PIPES:** Upon receipt of an application for service to any premises located on any portion of a street through which portion a main water pipe is laid and which premises are not already provided with water service, the Utility shall install a service pipe which it considers to be of suitable size and capacity from the water main to the street line. No pipe smaller than 3/4" in diameter shall be laid for any service.

The Utility shall supply and install the 3/4" service pipe and fittings between the main pipe and the street line. The necessary excavation for the installation of the service pipe, backfilling and replacement of the street and sidewalk surfaces from the water main in the street to the street-line shall be carried out by the Utility or its contractor for a fixed fee of \$2,000. This fixed fee is considered a connection fee to the water system. The applicant shall be responsible for the excavation and the supply and installation of the service pipe including restoration from the street-line to the premise and all such work shall be carried out without cost to the Utility.

For services larger than 3/4" the whole cost shall be borne by the customer, less the cost of a 3/4 " service from the main to the street line.

Should any person make application for more than one service to the applicant's premises, the decision as to the necessity of the additional service shall be made by the Utility, and if the additional service is installed, the total cost thereof from the main to the customer's premises shall be paid by such applicant.

All services must be installed in accordance with the Rules and Regulations of the Municipality and to the satisfaction of the Utility.

When a service has been installed without objection from the customer as to the location of the same, no subsequent removal of or alteration to the position of the pipe shall be made except at the expense of the customer requesting such removal or alteration.

25. **REPAIRS TO SERVICES:** If a leak or other trouble occurs it shall be repaired as soon as possible. If the leak or trouble occurs in a service line providing non-fire protection water supplies between the main and the property line it shall be repaired by the Utility at its expense. If the leak or trouble occurs elsewhere in a service line providing non-fire protection water supplies, it shall be repaired by the customer at his/her expense.

If the leak or trouble occurs in a service line which provides private fire protection services (sprinkler or hydrant) it shall be repaired by the customer at his/her expense.

The Utility may make such repairs for any customer provided the customer agrees to pay the cost of same. When required, each customer desiring the Utility to do such work shall deposit with the Utility a sum equal to the estimated cost of the work.

If a leak occurs on the customer's portion of his/her service pipe and, after being notified of same, he refuses or unduly delays to have repairs made, the Utility may discontinue the supply of water to such service pipe if, in its opinion, such action is necessary in order to prevent wastage of water. The Utility shall notify the customer affected of its intention to discontinue such supply.

26. **UNAUTHORIZED EXTENSIONS, ADDITIONS OR CONNECTIONS:** No person shall, without the written consent of the Utility, make or cause to be made any connections to any pipe or main or any part of the water system or in any way obtain or use water therefrom in any manner other than as set out in these Regulations.

27. **SEASON FOR LAYING PIPES:** The Utility shall not be required to lay any pipe at any season of the year or at any time which, in its opinion, is not suitable.

28. **PRIVATE FIRE PROTECTION:** Fire protection lines within buildings shall be installed so that all pipes will be open and readily accessible for inspection at any time, and no connection for any purpose other than fire protection shall be made thereto. Unless approved by the Utility in writing, no fire protection line shall be connected in any way to a metered service.

29. **LIABILITY OF UTILITY:** The Utility shall not be deemed to guarantee an uninterrupted

supply or a sufficient or uniform pressure and shall not be liable for any damage or injury caused or done by reason of the interruption of supply, variation of pressure or on account of the turning off or turning on of the water for any purpose.

30. **INTERFERENCE WITH UTILITY PROPERTY:** No person, unless authorized by the Utility in writing, shall draw water from, open, close, cut, break, or in any way injure or interfere with any fire hydrant, water main, water pipe, or any property of the Utility or obstruct the free access to any hydrant, stop cock, meter, building, etc., provided, however, that nothing in this paragraph contained shall be deemed to prevent an officer or member of the Fire Department engaged in the work of such Department, from using any hydrant or other source of water supply of the Utility for such purpose.
31. **SUSPENDING SERVICE FOR VIOLATION:** Whenever, in the opinion of the Utility, violation of any of these Rules and Regulations is existing or has occurred, the Utility may cause the water service to be suspended from the premises where such violation has occurred or is existing and may keep the same so suspended until satisfied that the cause for such action has been removed.
32. **RESUMPTION OF SERVICE:** In all cases where water service has been suspended for violation of any of these rules, service shall not be restored until the cause for violation has been removed.
33. **SPRINKLER SERVICE MAINS AND HYDRANT SYSTEM:** The customer shall be responsible for the cost of installing and maintaining a sprinkler service pipe from the main in the street to the building. It shall include a proper size control valve so that the service may be shut off if necessary. If requested by the applicant, a domestic service pipe may be connected to the sprinkler service pipe, but only if it is connected outside the building foundation wall and is provided with an approved shutoff valve located outside the building to permit control of the domestic service pipe without the necessity to enter the building. Before any domestic service pipe is connected to a sprinkler service pipe, the applicant must obtain approval from the appropriate authority and provide the Utility with a certified copy of such approval. The utility shall supervise the installation of same. When the private fire protection system includes private hydrants, these hydrants must be flushed during the Utility's regular flushing periods, under the supervision of the Utility's personnel. These hydrants shall be maintained in a manner, or on a regular basis as approved by the Utility. Fire protection lines within buildings shall be so installed that all pipes will be open and readily accessible for inspection at any time and no connection other than for fire protection shall be made thereto.

The location and spacing of hydrants in new construction shall be installed in accordance with the Municipality of the County of Richmond's Subdivision Regulations. All hydrants in the water system, including those on transmission mains, are available for fire protection.

34. **PRESSURE REDUCING VALVES:** Where, in the opinion of the Utility, it is necessary for proper water service, a customer shall install on the service pipe, between the meter and the shut off valve on the supply side of the meter, a pressure reducing valve of a type

satisfactory to the Utility. The customer shall be responsible for the cost of installing and maintaining the pressure reducing valve at all time.

35. **PRESSURE RELIEF VALVES:** Whenever a pressure reducing valve has been installed by a customer in accordance with Regulation 34, the customer shall, for his/her own safety and protection, install on his/her hot water boiler and any other hot water heating device connected to the building's plumbing system, a pressure relief valve of an approved type, as well as an approved temperature limiting device. It shall be the customer's responsibility to maintain and keep in service the pressure relief valve at all times.
36. **DEPOSITS IN ADVANCE:** When a customer requests the Utility to do work for which they are required to pay and the Utility agrees to do the work, the Utility may require, before the work is started, a sum of money equal to the Utility's estimate of the probable cost of said work. When the actual cost is determined an adjustment in the payment shall be made. Regular service shall not be established by the Utility until all charges are paid in full.
37. **RESELLING OF WATER:** It is prohibited for a customer of the Utility to resell water to others, without the express written consent of the Utility. In the event that a customer is reselling water to others, without prior approval by the Utility, the Utility may suspend service to the premises until such time as the activity ceases or approval to resell is granted.
38. **EXTENSIONS:** Any owner of property situated on a street or highway in which no water main has been laid (or where the main has been laid, but has not been extended to the point opposite the owner's property), may make application to the Utility requesting permission to have such a servicing extension carried out. The Utility would review the application and either give approval in principle for the extension, or advise the property owner that the extension is not feasible, and will provide the owner with the reason for refusing permission.

After approval in principle has been granted, the owner may sign a contract with the Utility requesting that the Utility install the water extension at his expense, or the owner may have the water line extended by a private contractor approved by the Utility. Where the latter is done, the extension must be designed and the construction supervised by a registered professional engineer with the design being approved by the Utility.

In any event, the cost of the extension shall be paid fully by the owner and the ownership of the water line turned over to the Utility before any water services are connected to the extended line.

After the water line has been turned over to the Utility, it shall become a part of the Village water utility and all of these regulations affecting the operation of the Utility shall apply.

39. **WATER CONSERVATION DIRECTIVES:** The Utility may enact conservation of water directives to its customers if in the opinion of the Utility such directives will permit the Utility

to provide a reliable, continuous water supply to all customers served by the Utility. During such times as these directives may be enacted, customers who do not comply with the directives may have the water supply suspended until such time as the customer will agree to comply with the directive or upon suspension of the water conservation directive, whichever occurs first. In the event that water is temporarily suspended for non-compliance of a water conservation directive, the cost of turning on the service will be billed to the customer as per the Schedule of Rates and Charges.

40. **CURB STOP/CONTROL VALVE SERVICE BOX:** The curb stop/control valve service box housing the customers control valve shall be exposed for access by the Utility at all times. The Utility requires all curb stop/control valve service boxes and/or valves to be fully exposed and adjusted to final landscape grade before the installation of a customer's water meter. The customer shall not make any adjustments to the service box. Any adjustment to the service box requested by the customer shall be carried out by the Utility and paid for by the customer.

The customer shall ensure the curb stop/control valve service box and/or the valve box is exposed at all times. In the event that the curb stop/control valve service box is buried, paved over, back-filled or damaged as a result of carelessness, willful obstruction or any other occurrence that, in the opinion of the Utility, results in the requirement for the Utility to expose, re-expose, adjust or repair the curb stop /control valve service box, it shall be at the customer's expense. The Utility may undertake such activities as it deems necessary to gain access to the premises curb stop/control valve service box without expense to the Utility. When such action is undertaken, the reinstatement of the road, right-of-way, driveway, sidewalk, curb or landscape will be charged back to the customer if such activity is undertaken by the Utility.

Warden's Activity Report

Council Meeting: 12-Feb-24

** Items in this report are for Review and do not include Council/Committees where all Cllrs are present.*

Issue / Organization	Type	Date
EDPC Board Meeting	Meeting	15-Jan
CBC Radio Sydney on Housing	Interview	16-Jan
XFM Year In Review	Interview	16-Jan
Invest NS Port Discussion	Meeting	17-Jan
Strait Area Health Care Steering Committee	Meeting	17-Jan
Strait Area Transit Board of Directors	Meeting	19-Jan
Offshore Wind Regional Assessment Session, River Bourgeois	Open House	23-Jan
MODG Offshore Wind UK Learning Tour Briefing	Meeting	24-Jan
Strait of Canso Capacity Building Project Budget Review	Meeting	25-Jan
Senator Rejean Aucoin Meet & Greet	Information Session	25-Jan
St. Peter's Community Hub Update	Meeting	26-Jan
Strait of Canso Infrastructure Strategy Project Kick Off	Meeting	26-Jan
MODG Offshore Wind UK Learning Tour	Learning Tour	Jan 27-Feb 1
1015 The Hawk re: Storm	Interview	07-Feb
Town of PH / RC Meeting re Joint Council Meeting Opportunity	Meeting	08-Feb
Telile re: Storm	Interview	08-Feb
CBC Information Morning re: Storm	Interview	09-Feb



Learning Tour – UK Offshore Wind Impacts

January 28 – January 31, 2024

Context

The Municipality of the District of Guysborough (MODG) is in the early stages of its journey towards an energy transition that will result in development of onshore wind and the eventual development of offshore wind off our shared coastline. These wind generation projects will provide green electrons to projects both on and behind the grid. Projects in Richmond County will benefit from these electrons including the proposed EverWind Fuels and Bear Head Energy hydrogen developments in Point Tupper, and an additional energy source for Port Hawkesbury Paper. The interconnected nature of projects on both sides of the Strait of Canso demonstrate the need for collaboration between governments and agencies in the region, and the helpfulness of having the Strait of Canso Offshore Wind Taskforce in place to build those relationships. MODG took the initiative to lead the Learning Tour with a variety of stakeholders to view project developments/impacts in Aberdeen and Newcastle. As guests of MODG, representatives participated from the Taskforce, provincial government (NRR), federal government (ACOA), Guysborough County Inshore Fishers Association, Strait of Canso Superport Corporation, and Melford Terminals.

Learning / Outcome Summary

The Learning Tour enabled the stakeholders to obtain direct information from communities that have been leading the energy transition for more than 30 years. It's clear the UK government has identified the green economy as a top priority, as is reflected by the level of public investment and enabling policy development. More detail is provided below, but to sum up, several key learnings included:

- Professional services and industry associations are needed to support responsible sector development to ensure an appropriate level of community engagement, advocacy, and complementary business development.
- Over 30 years, eight areas of excellence have emerged at ports and communities throughout the UK – it takes the effort of an entire nation to develop projects of this magnitude and complexity.
- Active/inclusive collaboration and innovative marine spatial planning is needed to ensure that fisheries, energy, and other sectors can co-exist in our waters.
- Safety training facilities already exist in our community to support the sector due to our experience in skilled trades, nautical, oil and gas, etc. They will need investment initially for a variety of reasons; primarily to adapt to the industry standards and to create destination training centres that will attract the volume of students needed to support the sector.
- Underwater infrastructure has the potential to create an entire supply chain segment that cuts across many sectors.
- Public-private partnerships will be needed to invest in infrastructure such as cabling, pipelines, storage, grid capacity, etc.
- The UK's ambition to have as much benefit land where developments are taking place is supported by investments in programs to develop local supply chains, training institutions, and research (energy transition zone concept).

Many thanks to our host:



- An enabling role for government would be to invest in a “play fairway” style analysis for the OSW sector to shrink data collection timelines and final investment decision timelines.
- Ports that have waited for private investment before investing in infrastructure and readiness have often missed the opportunity to attract large private sector investment and projects; clients are looking for certainty.
- The scale of innovation through organizations like ORE Catapult will need to be carefully considered to find a “right size” for Nova Scotia.

Delegates

Name	Organization
Janet Peitzsche, Deputy Warden	Municipality of the District of Guysborough
Dave Hanhams, Councillor	Municipality of the District of Guysborough
Barry Carroll, CAO	Municipality of the District of Guysborough
Shawn Andrews, Deputy CAO	Municipality of the District of Guysborough
Gordon MacDonald, Director of Economic Development	Municipality of the District of Guysborough
Sean O’Connor, Business Development Officer	Municipality of the District of Guysborough
Ginny Boudreau, Executive Director	Guysborough County Inshore Fishers Association
Amanda Mombourquette, Co-Chair	Strait of Canso Offshore Wind Taskforce
Chuck Maillet, Vice President	Atlantic Canada Opportunities Agency
Joe Brennan, Chairperson	Strait of Canso Superport Corporation
Mike Uberoi, CEO	Melford Terminals
Kim Doane	NS Natural Resources and Renewables

Schedule

Sunday January 28	10:00 Meeting Addition: Aberdeen 3t Training Centre (Amanda)
	15:00 Meeting #1 Aberdeen Renewables Energy Group Site Visit
	17:00 Dinner hosted by MODG at Sandman Hotel Restaurant
Monday January 29	Location: Sandman Hotel Boardroom
	09:00 Meeting #2 Scottish Fishermen's Federation
	10:15 Meeting #3 Global Underwater Hub
	11:30 Meeting #4 Net Zero Technology Center
	12:30 Lunch catered at Sandman Hotel
	13:00 Meeting #5 Energy Transition Zone
Tuesday January 30	10:00 Meeting #6 at Equinor Maintenance and Operations Facility
	12:15 Lunch at Equinor office
	13:00 Meeting #7 at Port of Tyne Port Authority
	17:00 Dinner Hosted by MODG at Pitcher and Piano Newcastle*
Wednesday January 31	11:00 Meeting #8 at 3T Training Services
	12:30 Lunch at 3T Training Services
	13:30 Meeting #9 at ORE Catapult Facility



Detailed UK Learning Tour Discussions

Organizations Engaged

Aberdeen Renewables Energy Group (AREG) - AREG plays a key role in developing a sustainable renewable energy sector in Scotland and the UK through supporting their membership network of energy professionals and attracting investment. AREG aligns opportunities with capabilities in the supply chain, supports renewable energy businesses and facilitates the transfer of technology, skills, and expertise from oil and gas. AREG promotes the region and their members nationally and internationally, as well as enabling, supporting, and promoting local renewable projects.

- Approximately 280 members.
- Aberdeen project has eleven 8.8MW turbines about 1.5km offshore (each approx. 180m high).
- Population of Aberdeen approximately 285,000.
- There are three sites with electrolysis capacity in Aberdeen. Two fueling stations are in place for publicly owned vehicles (transit, government).
- Port expansion to accommodate more OSW development (artificial harbour created).

Scottish Fishermen's Federation - The Scottish Fishermen's Federation works to promote and protect the interests of its constituent Associations. Those Associations represent a wide spectrum of the Scottish fishing fleet. Geographically diverse and representing everything from small inshore vessels to large trawlers, they are involved with catching demersal fish - white fish such as cod, haddock, saithe, and monkfish; pelagic fish - species such as mackerel, herring, and blue whiting; and shellfish including prawns, crab, scallops and lobster.

- The harvest focus in that region is more on pelagic species in the north rather than bottom feeding inshore species such as lobster.
- The impact of intensive oil and gas production in the North Sea had already caused some displacement, as did warming waters.
- Key to success is proper meaningful marine spatial planning that is inclusive and honest. Look at where you can double up things (potential to deploy OSW in conservation areas).
- Regulatory system hasn't kept up with the pace at which the industry is developing (current ambition is 50GW by 2030, which is 10x Nova Scotia's current plan).
- There is concern about the scale of the UK's ambition for offshore wind, including floating which may inhibit some types of fishing. The subsea infrastructure required is intensive.
- When you displace fishers, you drive inefficiency into the business model.
- The industry is very pressurized (conservation, seaweed cultivation), but overall, the fishers recognize the need to decarbonize energy production and they are actively engaged in the process.
- Cabling routes should include input from fishers to minimize disruption (burying it whenever possible is preferred).
- The Federation set up a commercial arm to pursue opportunities for their fishers to participate in the developments by providing surveying, guarding, and other tasks required for OSW



development (thus diversifying their revenue streams). Over 500 boats have been engaged. They are also setting up an environmental monitoring arm.

Global Underwater Hub - The Global Underwater Hub (GUH) is the leading trade and industry development body for the UK's underwater sectors. Their role is to facilitate cross-collaboration and growth across the underwater industry, which comprises offshore energy, aquaculture, defence, telecommunications, and subsea minerals.

- GUH cuts across sectors in terms of people/skills, science/environmental, and engineering/tech.
- Cables have become uninsurable because there was no control in the design specs and now too many failures happening.
- Potential for co-locating subsea battery storage with offshore wind to provide more stable load to grid.
- Significant opportunities for unmanned service vessels and underwater remote operated vessels in this work as safety and efficiency considerations continue to drive innovation.

Net Zero Technology Center - The Net Zero Technology Center (NZTC) is a not-for-profit organization driven by their mission to accelerate the energy transition to net zero. They are committed to helping Scotland, the UK and other countries around the world achieve their net zero ambitions, as well as contributing to economic growth and energy security. They co-invest and collaborate with industry and government to develop and deploy new technologies. They help industry solve their challenges through managed research and development projects to collaboratively accelerate new technology development and deployment.

- Founded 8 years ago as an oil and gas tech centre, they evolved to Net Zero to help the country decarbonize.
- UK and Scottish governments invested approximately £90 million each. They use this investment to co-invest with industry in tech projects (over 370 projects).
- Offshore hydrogen backbone link project planned (route from Scotland to Germany designed by Xodus and economic analysis completed by Wood MacKenzie). Public/Private partnership.
- The offshore hydrogen backbone link being developed is approximately the same distance as what would be required to connect NS to the eastern US.

Scottish Enterprise - Scottish Enterprise is Scotland's national economic development agency and a non-departmental public body of the Scottish Government. To deliver a significant, lasting effect on the Scottish economy, they work with partners in the public and private sectors to find and exploit the best investment opportunities.

- They applied for funding to establish an Energy Transition Zone (ETZ) and landed £55 million to deliver the concept.
- Aberdeen Harbour expansion was a £400 million investment by government. An industrial zone will be developed on approximately 400 acres around it. This includes a former remediated landfill which is being converted to a solar farm which will power a hydrogen production facility.
- They have a line into government on policy development: Land & Infrastructure, Innovation/R&D & Technology, Capability & Skills, High Value Manufacture & Supply Chain.



- ETZ Supply Chain Pathway Investments include: Fit for Offshore Renewables (F4OR) with ORE Catapult, a Green Energy Masterclass, Strategy Shift workshops, focused workshops and meet ups, Digital Adoption, industry challenges, and International Knowledge Exchange programs.
- Capital Challenge Fund Grants include: Infrastructure Upgrades and Capital Equipment up to \$250k at 50% (next Round opens Jan-Mar 2024).
- Energy Transition Skills Hub will include a **hydrogen** campus (test demonstration facility), **wind** campus (already 95% occupied by sector-based organizations), and an **innovation** campus (energy scale up, incubation support, entrepreneurial programs, etc).

Equinor – Dogger Bank Offshore Wind Development - Dogger Bank offshore wind farm is being developed in three 1.2GW phases, approximately 130km offshore: Dogger Bank A, B and C. The project is a joint venture partnership between SSE Renewables (40%), Equinor (40%) and Vårgrønn (20%). SSE Renewables is leading on the development and construction of Dogger Bank Wind Farm, and Equinor will operate the wind farm on completion for its expected operational life of around 35 years.

- Project is currently under construction, and the first turbine produced power in October 2023. Overall, 277 turbines will be deployed as part of this project.
- Equinor has constructed the maintenance and operations facility in the Port of Tyne, with over **400** local jobs created to support the maintenance and operations of the wind farm.
- Plan to produce 3.6GW of electricity; enough to power 5 million homes or about 5% of total UK demand (in comparison, the entire estimated generating capacity for Nova Scotia is currently about 3GW).
- Each turbine blade is 107m long. The tip is spinning at 400km/hr. One spin can power a UK home for two days.
- Service Operation Vessels are one step down from a cruise line.
- They run a “Little Inventors” program to engage middle school students in creating green energy solutions and then partner with industry to have prototypes manufactured (award-winning program).
- Dogger Bank will pay over \$13 million pounds into the OSW Wind Growth Partnership to fund innovation - built into their lease.
- Equinor supports diversity through programs like Stemettes to encourage girls to enter the sector.
- Equinor aims to have an impact at every stage of the learning journey.
- They have developed a detailed Supply Chain Plan.

Port of Tyne Port Authority - The Port of Tyne is governed by the Port of Tyne Port Authority, and they have a diversity of cargoes including cruise ship and ferry terminals, car terminal, container terminal, bulk goods (dry and liquid) storage & handling, renewable energy, and offshore supports.

- Primary product coming through the port is biomass from North America (and some from Scandinavia).
- Used to be a primary hub for coal in the UK - transitioned to clean energy six years ago.
- 650 acres of freehold land.



- Trust Port supporting 12,000 jobs. This means they're commercial and compete in a free market BUT every pound of profit gets reinvested back in the port. Long term goal is the prosperity of the Northeast and to hand the port back over in better shape than they received it.
- Connectivity is key to their success – sea, air, rail, metro, road.
- “Deep Sea” port with 13.5m depth at the berth which can accommodate 90% worlds largest vessels.
- 200 acre Tyne Clean Energy Park and the UKs first Maritime Innovation Hub.
- In the coming years, they'll run their vessels on vegetable oil.
- They're ISO 44001 certified to a collaboration standard (clients of the Port benefit from this).
- They've invested in a 5G network in the port which helped attract Equinor.

3t Training Services - 3t is a training provider that offers the full portfolio of mandatory and specialist Global Wind Organization (GWO) training, including basic safety training, turbine blade repair training, rope access training, wind turbine technician training, offshore industry safety training, and advanced rescue training. They have 10 locations worldwide and support a variety of industries including offshore wind development.

- Currently the worlds largest wind training centre.
- They have specific programs to attract and retrain ex-forces and police (tend to be great candidates for the wind sector used to working in remote environments in small teams). They can get subsidies to attend programs - green skills boot campus have been a success.
- Estimated the industry will need another 70,000 people in the next 5 years - preassembly, construction, vessels, commissioning, service tech.
- About 20% of their trainees go abroad for work.
- They provide GWO standard and bespoke/customized training.
- A virtual reality BP project helped onboard thousands before the project was even built. This resulted in design improvements and shrunk their time for onboarding significantly. 3t designed 6 acres of VR for that project.
- The vast amount of work they do is safety training with a small amount of technical training - blade repair, industrial painting, etc.
- They run programs 7 days/week at staggered hours, year round.
- Most trainers are full time staff (70%-80%) and the rest are contractors.
- Client base is about 1/3 individuals and 2/3 business clients. A business client tends to come in for chunks of courses spread out over time. Most people do three or four weeks over the course of the year and then refreshers every two years to maintain certification.
- Space flexibility is key to attract business clients (i.e. they have eight ladder systems for working at height training, all with different fall arrest systems for different OEMs).
- They're seeing a massive skills gap on electrical and lifting ops.
- Equipment is not particularly specialized for wind on safety training side. Even radio operator training would have similarities to other industries.
- Typically have 6-12 students for short courses per class but advanced technical training is more in the range of 4-6 students per course.



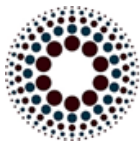
- Digital feedback is collected everywhere and at all times with kiosks, QR codes on desks, etc. A quality management team reviews the data weekly and provides reports and recommendations for improvements.
- Embraced digitalization not just in feedback, but also in information sharing (i.e. interactive job advertising screens that employers can advertise on).
- Aberdeen site has new investments in facilities including a 360 degree simulator manufactured by Virtual Marine in Newfoundland. They have outdoor training space including a “nacelle” experience and helicopter.
- Newcastle site had smaller training spaces and facilities spread out over a bigger area.

ORE Catapult - ORE Catapult is the UK’s leading technology innovation and research centre for offshore renewable energy. They play a key role in delivering the UK’s net zero targets by accelerating the creation and growth of UK companies in the offshore renewable energy sector. The ORE Catapult has a team of over 200 people with extensive technical and research capabilities. They use their unique facilities and research and engineering capabilities to bring together industry and academia and drive innovation in renewable energy. They operate the world’s most comprehensive open access research, test, innovation, and validation services to accelerate the deployment of new and innovative offshore renewable energy technology. Many of their sub-programme research projects have created high-impact research outcomes including:

- the development of a world-leading bi-axial blade test methodology.
- an enhanced large-scale bearing accelerated testing strategy (BATS).
- a power converter life-assessment software tool (CLAST).
- deep aero-elastic modelling knowledge for long (+80m) blades.

These outcomes provide tools and solutions to improve reliability, reduce design margins and optimise maintenance strategies, thus leading to a lower levelized cost of energy (LCoE) for the offshore renewables’ sector.

- They have three key funding streams: 1) government provides core funding, 2) government pays them to do engagement programs, and 3) they do commercial work with OSW developers, providing direct services to them. Their revenue is broadly split into thirds and the last government funding stream was £40 million for one year, so the annual envelope is about £120 million.
- Ice build up tends not to be an issue in the North Sea.
- Marlin Star project - modular wind energy generation system arriving in a 40’ container for remote locations with shallow water. They fund this project through the Energy Catalyst programme. It’s now in sea trials and is a collaboration between private sector, university, and ORE.
- This organization is national in scope with facilities located across the UK.



How to Engage in NSFM's Advisory Committees on Areas of Municipal Interest

This guide provides an overview of how the Advisory Committees on Areas of Municipal Interest will function and how your council can take part.

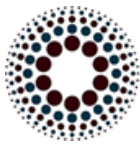
The mandate of the Advisory Committees on Areas of Municipal Interest is to **generate advocacy priorities for NSFM by advising and guiding responses to requests and issues delegated by the Board of Directors.**

Your municipal council will be able, by a motion of council, to submit requests for a particular issue to become an advocacy priority for NSFM. Municipal councils can send their requests to the Board of Directors following the 2023 Annual General Meeting. A template motion is provided below.

After reviewing the request, the Board or CEO may delegate them to the appropriate Advisory Committee. The Advisory Committees were struck under the following Areas of Municipal Interest:

- ☉ **Public Safety** – This advisory committee will review issues related to policing services, fire prevention, and emergency response, among other public safety issues.
- ☉ **Climate Change** – This advisory committee will review issues related to sustainable development, energy production, biodiversity, and adaptation planning, among other issues related to climate change.
- ☉ **Infrastructure** – This advisory committee will review issues related to asset management, infrastructure deficits, and maintenance costs, among other issues related to infrastructure.
- ☉ **Municipal Autonomy** – This advisory committee will review issues related to municipal discretion, capacity, and collaboration, among other issues related to municipal autonomy.
- ☉ **Equity and Community Wellbeing** – This advisory committee will provide opportunities for education and knowledge sharing amongst the membership related to promoting the voices of under-represented individuals in local government, and collaboration amongst diverse community stakeholders.

The Areas of Municipal Interest shall be reviewed by the NSFM membership at least every five (5) years (i.e.: 2028). Prior to this five-year review, if a request does not fit within one of these Areas of Municipal Interest, the Board is able to strike an ad hoc committee.



What will happen to the most recent resolutions?

All prior resolutions from 2019-2022 will be delegated to the appropriate committee except for CAP and Municipal Funding. It's anticipated that some aspects of the Municipal Funding Resolution will be dealt with as part of ongoing service exchange dialogue with the province. CAP and other aspects of municipal funding such as cannabis revenue and costs associated with the Accessibility Act, will be monitored by NSFM policy staff and may be referred to an ad hoc committee on municipal finance pending approval of the Board of Directors.

How often will these committees meet? Advisory Committees shall meet a minimum of four (4) times per calendar year but may meet more frequently. Urgent and time sensitive requests will be responded by the Advisory Committee Chair calling an unscheduled meeting.

How will advisory committees conduct their review?

Advisory Committees will use the collective insights of its members and the Advocacy Prioritization Policy to advise and guide responses to delegated issues and requests.

Advisory Committee Members will use the Prioritization Framework of the Advocacy Prioritization Policy to review requests.

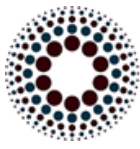
How will requests be responded to?

Upon receiving a request from a member unit, NSFM staff will acknowledge receipt.

NSFM will review requests received by a motion of council before delegating them to an Advisory Committee. When the request is delegated to an Advisory Committee, the requesting council will be notified by the NSFM staff supporting that committee. If the request does not align with the Advocacy Prioritization Policy, NSFM will respond to the referring council stating this.

Members should review Section 7 of the Advocacy Prioritization Policy below to see the screening criteria, which outlines types of issues that NSFM will not engage in.

If a request is forwarded to an Advisory Committee, the Advisory Committee will conduct a review as explained above. Following their review, each Advisory Committee will submit their recommended response to the Board for approval.



Recommended responses to member requests will come in one of three forms:

- ☉ The issue should become or be integrated with an advocacy priority of NSFM;
- ☉ The issue should continue to be monitored by the Board but is not being recommended as an advocacy priority at this time;
- ☉ The issue is not a viable advocacy priority and not a priority of NSFM.

Responses will be conveyed to members after the Board meeting in which the recommended response is approved. When a request is reviewed by the Board or CEO and not delegated to an Advisory Committee, this response will be provided on a shorter timeline.

In the case that a request becomes an NSFM advocacy priority, the Advisory Committees will continue to provide advice and guidance on next steps and technical details.

What is the Library of Municipal Interest?

The Library of Municipal Interest is a database of all Resolutions and Statements of Concern since 2019, all member requests delegated to Advisory Committees or an ad hoc committee, and the resulting responses. All requests and issues will be added to the Library of Municipal Interest to support optimal tracking of membership concerns over time.

NSFM Advocacy Prioritization Policy Section 7 - Screening Criteria

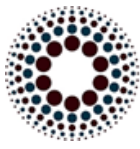
NSFM endeavours to focus advocacy efforts on matters that will make a difference to most Nova Scotian municipalities.

Issue screening is required to identify issues that align with NSFM's core mandate, and to identify those that are outside of NSFM's scope. Therefore, Section 7 of the Advocacy Prioritization Policy provides the following guidance.

NSFM will not engage in issues which:

- Are outside municipal interests;
- Are deeply divisive or ideological in nature;
- Are partisan in nature (i.e.: could lead to NSFM being perceived as being supportive of a specific political party or candidate);
- Involve conflicts between individual municipalities;
- Involve the internal issues of a municipality;
- Promote the interests of individual businesses.

If you have any further questions, please send them to info@nsfm.ca.



Template Motion

“Be it resolved that the council of [insert name of your municipal unit] request the NSFM Board of Directors to consider [insert issue of concern] as an advocacy priority for NSFM.

Be it further resolved that this council believes that this issue would be best reviewed by the [insert name of Advisory Committee of best fit or request an ad hoc committee].”

Preceding this language with “Whereas” lines to provide a rationale can also be included.

This is only an example and requests do not need to be phrased in this way. However, a motion of council is necessary.

Here is a chronological timeline indicating the process by which requests will be submitted and responded to





February 2, 2024

Municipality of the County of Richmond
2357 Highway 206, P.O. Box 120,
Arichat, Nova Scotia B0E 1A0

Re: Follow-Up Voluntary Vulnerable Persons Registry

Dear Warden Mombourquette and Richmond County Council Members,

On behalf of the Seniors Take Action Coalition, we are following up on the question posed during Question Period at the Committee of the Whole Meeting on December 7, 2023.

During that meeting Board Member, Claire Doyle, presented the following:

In June 2023, the HRM Council approved a Voluntary Vulnerable Persons Registry. This is a voluntary, self-referral list for residents who require more support during emergency situations. It also provides important information to first responders and Emergency Management staff and volunteers to help appropriately respond to resident needs in situations such as sustained power outages, severe storms, and more. This is an issue that has been a great concern for the Seniors Take Action Coalition, (STAC) for some time now, knowing that we have many seniors that live alone in rural areas.

Question - Has Richmond County considered the possibility of a Voluntary Vulnerable Persons Registry as part of its Emergency Response and is it possible for the Emergency Management Officer to work with STAC to explore the option of moving ahead with a Registry.

The response provided by the Warden was that this was being considered. It was an issue that was raised at the recent Nova Scotia Federation of Municipalities conference and that they were awaiting a response from the Province. They will be discussing this further and making a decision move forward. There was an acknowledgement that there is a gap in emergency measures and that it was a priority.

We would appreciate being kept informed on the developments of this very important issue and hope that this program can be operationalized in a timely manner. Once again, we would be pleased to contribute to this discussion.

Sincerely,

Dorothy Barnard

Dorothy Barnard, STAC Board Chair
[REDACTED]

cc CAO Richmond County



Memo

To: Municipal Council
From: Troy MacCulloch, CAO
Date: February 2024
Re: Administration Operations Report, January-February 2024

Administration

- Bylaw and Policy work continues
 - Current: Grant Policy, Sale of Municipal Property, Registration of Fire Departments and Emergency Service Providers Policy
 - Upcoming: Capital Improvement & Development, Purchasing and Tender Policy
 - Completed: Strategic Communications Plan and associated policies
- Green Hydrogen meetings: Sector Dev – monthly, Everwind and Bearhead bi-weekly, Net Zero Monthly, Clean Foundation and numerous Provincial Department meetings as required.
- Landrie Lake and Little River Project – weekly
 - Into Design phase with Landrie Lake Pumping station and still in the negotiation phase with regards to Little River and the re-establishment of the line from there to Landrie.
 - New Project Manager is in place – Jason MacMillan.
- IT- The Microsoft 365 Tenant build has been completed and all employees have accounts. Clayton has begun setting up each employee's laptop and/or phone with access and application installation. All staff and council will be done one at a time by appointment with Clayton. He will reach out to you.
- RFP State of infrastructure of the Strait - awarded. Start up meeting was end of January.
- RFP for Centre of Excellence is in evaluation phase with evaluation to take place, by the steering committee, week of Feb 12, 2024.
- Chamber Upgrades –
About 95% complete – fine tuning of the system and further work on the microphones to be completed in the coming weeks. (Waiting on equipment Jan-Feb. 2024)
- New project support in Point Tupper – 1 additional development beyond the Green Hydrogen
- Work with EDPC and Legal to streamline Municipal Land sale and proper procedures so we are development-ready for upcoming housing projects and residential development throughout the County.
- RFP for West Richmond went to PAC in January and was referred to COW on Feb 12 for review and referral to council for release.
- Assisted our EMO and Clerk with coordination and communications during winter storm of Feb 2-4

Emergency Management and Fires Services

- VFD Insurance renewal - complete
- Comfort Centre ACOA grant follow-up. – Ongoing, ACOA approval is received, waiting on the centres to complete their approved work
- SRH meeting – Scheduled for Feb 12, 2024
- FSANS meeting – January 28, 2024
 - Lots of similar issues across the province affecting the fire service
 - Response to medical calls and EHS delays are hot topic
 - Funding and training opportunities through NS Fire School
- Emergency Planning – Dec 1st meeting is postponed till March 2024 due to not having all people in place for appointments
- Emergency Advisory – Feb 5th meeting was cancelled due to the winter storm, will need to be rescheduled
- Feb 2-6, 2024 storm - EMO

Department of Community Development and Recreation

- Construction of the Recreation Building 95% completed
 - Waiting on Nova Scotia Power to hook up the power;
 - Upcoming: staff will fit the inside with shelving in the Spring
- Multi Use Feasibility Study Engagement Plan completed
 - Upcoming: Further engagement scheduled to take place with the business community and targeted groups; waiting for feedback from Council to proceed
- Recreation Plan & Active Living Strategy approved by Council
 - Ongoing: Staff is working on an action item/recommendation matrix
- Online Interactive Map will be completed by EDPC
 - Map is complete. Cosmetic upgrades of the mapping are being applied to the map prior to it being uploaded to our website; Sent a follow up email to Bryne Butts and John Bain
- Recreation Spring program(s) planning is underway
- March Break program planning is underway
- Rick Hansen Facility Access Upgrades ongoing
 - The initial end date of December 2023 has been pushed to next year to allow for further upgrades to our three facilities, with the intent to meet Gold Certification for the Administration Building.
 - Municipal Capital Growth Program funding application has been submitted to assist with the required upgrades. The project is on hold until a decision is rendered on this application.
- Other Grants and Programs page added to our Municipal Website as a touch point for community for available funding opportunities. <https://www.richmondcounty.ca/other-grants-and-programs.html>
- Exploring community engagement opportunities with Council (ie: Coffee with Council)
- Planning is underway for AccessAwareness Week May 28 to June 3, 2024. Richmond will host a series of events (Flag Raising Ceremony, Move It and Town Hall events again this year) and partner with PANS and the YMCA of Cape Breton. Details to follow.
- The Petit de Grat Library services will be temporarily adjusted and relocated to allow for repairs to the location due to damages caused during Hurricane Fiona. This will tentatively take place in March, waiting on confirmation from contractor.
- Secured funding from the Department of Communities, Cultures, Heritage and Tourism to provide Micro-grants to registered not-for-profit organizations to offer indirect active living and recreational programming in their communities; Deadline to apply is February 28, 2024

- In the process of developing a formal instructor agreement and booklet for our recreation and active living instructors
- Provided a letter of support to Raising the Villages for a funding application regarding the Richmond County Community Engagement Workshop 2024 initiative

Department of Finance

- Water and Sewer Bills were issued the first week of January 2024 for the period of October/November/December and were due on January 31st, 2024. This is in excess of 2,000 bills.
- The audit seems to be progressing forward now with our auditors working on financial statements and finalizing ARO work and working on consolidation. We are hoping to be in a position to schedule an audit committee meeting in the next few weeks.
- Once the financial statements are complete, we will proceed to finalize our reporting to the Province of Nova Scotia, Government of Canada, and the Utility and Review Board.
- Ongoing work is being carried out on the 2023/2024 fiscal year and we will soon be working on pre-planning for our next audit and working on initial preparations for year end.
- This month, initial planning for Budget 2024/2025 will be started and in the coming weeks we will be having senior management meetings to discuss items and start to make some lists and plans for budget creation.
- The 2024 assessment roll has been uploaded into our system and once we enter detailed information for new accounts, we will then proceed to balance the roll and work on some revenue estimates for 2024/2025.
- T4's have been completed and are in final review stage before they get handed out which is typically around mid-February.
- Staff are currently planning for the next tax sale which will be held on February 9th, 2024. This is a huge undertaking and requires months of planning and preparation.

Department of Public Works

Capital Projects Update

- Water Utility - District meter installation - not complete - working to complete one of two this year.
- Point Michaud Beach Building – complete, waiting on connection by NS Power.
- Landfill Closure (L'Ardoise) - Complete
- Vehicle purchase (van - 2022) – ordered. No ETA.
- 2023 Fleet vehicle (plow truck) - Complete and in service
- Municipal building fuel oil tank replacements - Complete
- WMF transfer station fire detection system - no bids on tender. To be brought forward for 2024/25 budget deliberations.
- EV charging station – Installation complete. Awaiting connection to network and programming
- Landfill closure (West Arichat) - to be tendered early 2024 for 2024 construction
- Sewer System Renewal – in progress. Will carry forward to 2024.
- Bulk water filling station - Deferred to summer 2024 installation.

- Arichat / Evanston Tower Upgrades – Generators installed and functional. Chemical dosing upgrades to follow – equipment ordered.
- Accessibility Upgrades - in progress. May extend into 2024.
- Babins Hill Lookoff - Complete
- WWMD Project – Complete – funding spent.

Solid Waste Management

- Province is moving forward with EPR. Municipality registered along with 100% of other NS Municipal units.
- Transfer station repairs largely complete, some additional work remains but will not impact operations. Still dealing with insurance.
- We are proceeding with installation of two new monitoring wells to replace wells that are no longer serviceable. The wells are required to meet NSECC monitoring requirements.
- Consultant engaged to complete pre-engineering complete with cost estimates for construction and demolition site expansion. New site must adhere to Province's revised guidelines and is expected to increase cost of disposal. Costs will be considered in upcoming budget.

Richmond Water Utility

- The department is working with a consultant to conduct a water rate study for the Richmond Water Utility. Water rate study presented to Council in January. Require Council approval prior to submitting rate application to NSUARB.
- System Assessment Reports (SARs) were completed in 2023 as required in our Operating Approvals from NSECC. SAR action plan submitted to NSE.
- A consultant has been engaged to carry out pre-engineering work related to residuals management at the Arichat WTP. An action plan must be submitted to NSECC by April 1, 2024.
- Working to respond to NSECC inquiries resulting from annual reporting.
- Working on Cross Connection Control (CCC) plan update and implementation for NSECC – plan due April 1, 2024.
- Awaiting contractor to complete a leak detection survey of our water distribution system in order to help identify leaks and reduce non-revenue water.

Richmond Sewer

- The Municipality hired a consultant to complete an I&I study on the Arichat sewage system, similar to the study that was conducted in 2022 in Petit de Grat. The report for Arichat is complete in draft form. The issues identified in both reports will inform future renewal plans for our aging sewer infrastructure.
- The Municipality continues to seek funding opportunities for replacement of the Arichat and Petit de Grat sewer treatment plants which are at end of life and do not meet regulatory effluent quality requirements.

General

- Beginning to work on NSECC annual reports for two water systems, four sewer systems and solid waste facility - due dates between February 28 and April 5.

- The Municipality recently closed a tender for surplus equipment. Reserve price was met for all equipment, presently awaiting payment. Equipment included:
 - 2013 Cat Backhoe
 - 2013 Backhoe plow blade
 - 2007 John Deere 2320 sidewalk tractor and implements
 - 2014 Ford F450 plow truck.
- Working on public tender for laboratory services to begin April 1, 2024.

Upcoming Events

- n/a

Upcoming Meetings

- February 20, 2024 - Planning Advisory/Heritage Committee Meeting
- February 26, 2024 – Public Hearing for Municipal Land Use Strategy and Land Use By-Law
- February 26, 2024 – Regular Council
- February 27, 2024 – Municipal Emergency Management (MEM) Advisory Committee Meeting

Volunteer of the Month

Jean Kehoe's tireless dedication to the Rocky Bay Irish Club has profoundly impacted the local community. Through her extensive efforts in creating, directing, and supporting the Shamrock Players, Jean has become a vital force in the club's success. Her fundraising initiatives demonstrate strong leadership and ensures the club's sustainability.

In more recent endeavours, Jean has taken the lead in organizing two memorable John Prine Tribute shows, numerous engaging trivia nights, and multiple Mrs. Brown's Boys dinner theatres that attracted attendees from beyond Halifax, bringing laughter and joy to all. Throughout these events, Jean not only showcased her dedication but also provided unwavering support to a dedicated team of volunteers, always with kindness and a warm smile.

Please join us in recognizing Jean for her hard work, dedication, and commitment to her community.

We thank you for all you do for Richmond County!





Royal Canadian Gendarmerie royale
Mounted Police du Canada

Security Classification/Designation

Richmond County District RCMP
St Peter's RCMP Detachment
10232 Grenville Street
St. Peter's, NS B0E 3B0

Your File

Richmond County Coucil

Our File

2024-01-31

Dear members of the Richmond County Council

Road safety in Richmond County , and a request for access to data from speed radar signs in Richmond County

It recently came to our attention that the speed radar signs within Richmond county are recording and tracking; the speeds of passing vehicles, and the time of day the infractions are taking place. On behalf of the Richmond County RCMP, I am putting in this formal request to gain access to the information these signs generate. We hope to gain access so that we can properly position the members, and choose the best time of day to conduct traffic enforcement within the county. Traffic enforcement; helps to lower accidents, it deters further criminal behavious when warning and tickets are issued, it leads to a reduction of other dangerous behaviours as well. Enfrocement also reduces the chance of potential harm to people and property. Let's not forget, enforcement also has the potential to save lives. Evidentally, complaince to the rules of the road benefits us all as a community. Therefore, access to the information will benefit our community members. We look forward to hearing from you regarding this request, and truly appreciate any assistance and cooperation you have to offer to help us better serve our community.

If you have any questions please feel free to contact me at the St. Peter's RCMP office (902)535-2002.

Kind regards,

Sgt. Brad KELLY
District Commander
Richmond County

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/1/2024
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last		GENERAL

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24865	00426	DIGGDON'S FREIGHT SERVICE	1/4/2024	GENERAL	PMCHQ00002132	\$ 153.07
24866	00701	LANDRY BROTHERS LTD.	1/4/2024	GENERAL	PMCHQ00002132	\$ 467.16
24867	01066	PITNEY BOWES	1/4/2024	GENERAL	PMCHQ00002132	\$ 254.58
24868	01961	MARTEL, TRISTAN	1/4/2024	GENERAL	PMCHQ00002132	\$ 5.54
24869	03174	CHARLES FOREST CO-OP LTD.	1/4/2024	GENERAL	PMCHQ00002132	\$ 7.07
24870	03201	ADVOCATE MEDIA INC	1/4/2024	GENERAL	PMCHQ00002132	\$ 5,341.75
24871	03824	FROST, CECIL J.	1/4/2024	GENERAL	PMCHQ00002132	\$ 300.00
24872	05010	B & N DISTRIBUTORS LTD.	1/4/2024	GENERAL	PMCHQ00002132	\$ 42.76
24873	05703	FEDERATION OF CANADIAN MUNICIP	1/4/2024	GENERAL	PMCHQ00002132	\$ 2,873.39
24874	07633	T. SAMPSON & SONS BACKHOE &	1/4/2024	GENERAL	PMCHQ00002132	\$ 189.75
24875	10529	DESJARDINS FINAN.SECURITY	1/4/2024	GENERAL	PMCHQ00002132	\$ 67,079.89
24876	12563	LA PICASSE CENTRE COMMUNAUTAIR	1/4/2024	GENERAL	PMCHQ00002132	\$ 3,958.47
24877	17091	SULLIVAN FUELS	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,484.47
24878	18673	BOUDREAU, RONALDA	1/4/2024	GENERAL	PMCHQ00002132	\$ 102.71
24879	24988	HIGHLAND BEVERAGES 2004 LTD.	1/4/2024	GENERAL	PMCHQ00002132	\$ 24.00
24880	25143	VIC AUCOIN'S	1/4/2024	GENERAL	PMCHQ00002132	\$ 69.00
24881	29106	SAMPSON, BRENT	1/4/2024	GENERAL	PMCHQ00002132	\$ 393.51
24882	30600	PARTS CONNECTION	1/4/2024	GENERAL	PMCHQ00002132	\$ 30.48
24883	31050	NSGEU	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,414.65
24884	31713	JB & BOYS AUTO & SALVAGE	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,644.50
24885	31925	SAMPSON, SHARLA	1/4/2024	GENERAL	PMCHQ00002132	\$ 41.54
24886	35144	MARTELL, DANIELLE	1/4/2024	GENERAL	PMCHQ00002132	\$ 18.39
24887	35174	MARCELLUS, STEVEN	1/4/2024	GENERAL	PMCHQ00002132	\$ 255.09
24888	35201	CHAMPION COMMERCIAL PRODUCTS I	1/4/2024	GENERAL	PMCHQ00002132	\$ 758.54
24889	35202	LEBLANC, JAMES	1/4/2024	GENERAL	PMCHQ00002132	\$ 480.00
24890	35807	PROPERTY VALUA. SERV.CORP	1/4/2024	GENERAL	PMCHQ00002132	\$ 67,871.81
24891	36609	STRAIT AREA TRANSIT CO-OPERATI	1/4/2024	GENERAL	PMCHQ00002132	\$ 25,000.00
24892	36703	BEGG, DOUG	1/4/2024	GENERAL	PMCHQ00002132	\$ 36.35
24893	37151	CANOE PROCUREMENT GROUP OF CAN	1/4/2024	GENERAL	PMCHQ00002132	\$ 530.79
24894	37621	MPWWA	1/4/2024	GENERAL	PMCHQ00002132	\$ 172.50
24895	38962	SEAL COVE HOLDING	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,529.83
24896	40145	TOROMONT CAT (MARITIMES)	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,496.06
24897	41645	BOWEN, DANIEL	1/4/2024	GENERAL	PMCHQ00002132	\$ 107.51
24898	42530	OFFICE INTERIORS	1/4/2024	GENERAL	PMCHQ00002132	\$ 467.68
24899	46825	RONA ARICHAT	1/4/2024	GENERAL	PMCHQ00002132	\$ 289.92
24900	47368	HARDING MEDICAL	1/4/2024	GENERAL	PMCHQ00002132	\$ 714.00
24901	48143	RIVERDALE COMMUNITY CENTRE	1/4/2024	GENERAL	PMCHQ00002132	\$ 1,350.00
24902	48380	SBD TECHNOLOGY INNOVATORS INC.	1/4/2024	GENERAL	PMCHQ00002132	\$ 897.90
24903	48625	LA GOELETTE A PEPE CAFE	1/4/2024	GENERAL	PMCHQ00002132	\$ 150.00
24904	00701	LANDRY BROTHERS LTD.	1/11/2024	GENERAL	PMCHQ00002136	\$ 235.74
24905	01104	THE REPORTER	1/11/2024	GENERAL	PMCHQ00002136	\$ 1,194.39
24906	01295	STRAIT SUPPLIES LIMITED	1/11/2024	GENERAL	PMCHQ00002136	\$ 1,297.03
24907	01961	MARTEL, TRISTAN	1/11/2024	GENERAL	PMCHQ00002136	\$ 137.50
24908	02240	JEANTIE'S MINI MART	1/11/2024	GENERAL	PMCHQ00002136	\$ 13.96
24909	03123	PETER COVIN'S CONTRACTING LTD.	1/11/2024	GENERAL	PMCHQ00002136	\$ 10,633.04
24910	03174	CHARLES FOREST CO-OP LTD.	1/11/2024	GENERAL	PMCHQ00002136	\$ 1,980.32
24911	05010	B & N DISTRIBUTORS LTD.	1/11/2024	GENERAL	PMCHQ00002136	\$ 109.66
24912	07633	T. SAMPSON & SONS BACKHOE &	1/11/2024	GENERAL	PMCHQ00002136	\$ 18,663.49
24913	08508	TELELE	1/11/2024	GENERAL	PMCHQ00002136	\$ 931.50
24914	09415	ACKLANDS-GRAINGER INC.	1/11/2024	GENERAL	PMCHQ00002136	\$ 4,447.92
24915	10197	CARMICHAEL ENGINEERING LTD.	1/11/2024	GENERAL	PMCHQ00002136	\$ 3,807.28
24916	15261	D'ESCOUSSE CIVIC IMPROVEMENT	1/11/2024	GENERAL	PMCHQ00002136	\$ 60.00
24917	16841	JAMIE MACKAY TRUCKING	1/11/2024	GENERAL	PMCHQ00002136	\$ 6,554.79
24918	17091	SULLIVAN FUELS	1/11/2024	GENERAL	PMCHQ00002136	\$ 3,675.13
24919	17705	PUBLIC ELECTRIC 2015	1/11/2024	GENERAL	PMCHQ00002136	\$ 473.75
24920	25048	AGAT LABORATORIES	1/11/2024	GENERAL	PMCHQ00002136	\$ 10,832.44

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24921	26204	MCLENNAN SALES	1/11/2024	GENERAL	PMCHQ00002136	\$ 303.60
24922	30600	PARTS CONNECTION	1/11/2024	GENERAL	PMCHQ00002136	\$ 101.14
24923	35150	CHIASSON, BETH	1/11/2024	GENERAL	PMCHQ00002136	\$ 120.00
24924	35160	ST PETER'S GRAND RIVER LOCH LO	1/11/2024	GENERAL	PMCHQ00002136	\$ 3,000.00
24925	35162	MARTELL, LEON	1/11/2024	GENERAL	PMCHQ00002136	\$ 500.00
24926	35165	MAPLE SIGNS & ENGRAVING	1/11/2024	GENERAL	PMCHQ00002136	\$ 26.45
24927	35177	AQUATIC INFORMATICS	1/11/2024	GENERAL	PMCHQ00002136	\$ 4,181.16
24928	35785	MURY, SHANNON	1/11/2024	GENERAL	PMCHQ00002136	\$ 169.63
24929	37151	CANOE PROCUREMENT GROUP OF CAN	1/11/2024	GENERAL	PMCHQ00002136	\$ 32.55
24930	38466	CANADIAN ASSOCIATION OF	1/11/2024	GENERAL	PMCHQ00002136	\$ 638.25
24931	39151	RICHARD PEST SOLUTIONS	1/11/2024	GENERAL	PMCHQ00002136	\$ 70.00
24932	39187	STRAIT REGIONAL CENTRE FOR EDU	1/11/2024	GENERAL	PMCHQ00002136	\$ 239,821.65
24933	40145	TOROMONT CAT (MARITIMES)	1/11/2024	GENERAL	PMCHQ00002136	\$ 230.64
24934	41645	BOWEN, DANIEL	1/11/2024	GENERAL	PMCHQ00002136	\$ 20.00
24935	43427	MARTELL, JASON	1/11/2024	GENERAL	PMCHQ00002136	\$ 250.00
24936	43648	SAUNDERS EQUIPMENT LTD	1/11/2024	GENERAL	PMCHQ00002136	\$ 267.80
24937	44180	BURCHELL WICKWIRE BRYSON LLP	1/11/2024	GENERAL	PMCHQ00002136	\$ 1,306.40
24938	46825	RONA ARICHAT	1/11/2024	GENERAL	PMCHQ00002136	\$ 448.16
24939	46852	STRAIT AREA GROUND SEARCH AND	1/11/2024	GENERAL	PMCHQ00002136	\$ 4,000.00
24940	48121	K & D PRATT GROUP INC	1/11/2024	GENERAL	PMCHQ00002136	\$ 1,858.88
24941	48624	CAMDON RECYCLING LIMITED	1/11/2024	GENERAL	PMCHQ00002136	\$ 467.96
24942	00329	CAUSEWAY ELECTRICAL SUPPLIES L	1/18/2024	GENERAL	PMCHQ00002140	\$ 67.98
24943	00701	LANDRY BROTHERS LTD.	1/18/2024	GENERAL	PMCHQ00002140	\$ 155.63
24944	01295	STRAIT SUPPLIES LIMITED	1/18/2024	GENERAL	PMCHQ00002140	\$ 501.51
24945	01309	SAMSON'S PLUMBING & HEATING	1/18/2024	GENERAL	PMCHQ00002140	\$ 339.25
24946	02240	JEANTIE'S MINI MART	1/18/2024	GENERAL	PMCHQ00002140	\$ 33.60
24947	02488	DILLON CONSULTING	1/18/2024	GENERAL	PMCHQ00002140	\$ 5,433.83
24948	03174	CHARLES FOREST CO-OP LTD.	1/18/2024	GENERAL	PMCHQ00002140	\$ 48.99
24949	03549	MBW COURIER INC.	1/18/2024	GENERAL	PMCHQ00002140	\$ 322.47
24950	07285	SANSOM EQUIPMENT LTD.	1/18/2024	GENERAL	PMCHQ00002140	\$ 404.64
24951	10217	BARKHOUSE APPRAISALS	1/18/2024	GENERAL	PMCHQ00002140	\$ 402.50
24952	11209	PATTISON, ADAM	1/18/2024	GENERAL	PMCHQ00002140	\$ 200.00
24953	14168	EASTERN DISTRICT PLANNING	1/18/2024	GENERAL	PMCHQ00002140	\$ 117.53
24954	15768	SCOTTVAC SEPTIC SERVICE	1/18/2024	GENERAL	PMCHQ00002140	\$ 2,093.00
24955	17091	SULLIVAN FUELS	1/18/2024	GENERAL	PMCHQ00002140	\$ 762.88
24956	18465	RICHMOND WILDLIFE ASSOC.	1/18/2024	GENERAL	PMCHQ00002140	\$ 172.50
24957	24988	HIGHLAND BEVERAGES 2004 LTD.	1/18/2024	GENERAL	PMCHQ00002140	\$ 56.00
24958	25048	AGAT LABORATORIES	1/18/2024	GENERAL	PMCHQ00002140	\$ 223.10
24959	35289	GENO POLEGATO TRUCKING	1/18/2024	GENERAL	PMCHQ00002140	\$ 10,676.09
24960	35788	THE PORT HOOD & DISTRICT RECRE	1/18/2024	GENERAL	PMCHQ00002140	\$ 345.00
24961	35866	TROY LIFE & FIRE SAFETY LTD.	1/18/2024	GENERAL	PMCHQ00002140	\$ 239.20
24962	37151	CANOE PROCUREMENT GROUP OF CAN	1/18/2024	GENERAL	PMCHQ00002140	\$ 767.89
24963	42530	OFFICE INTERIORS	1/18/2024	GENERAL	PMCHQ00002140	\$ 183.07
24964	42570	NOVA COMMUNICATIONS	1/18/2024	GENERAL	PMCHQ00002140	\$ 655.44
24965	42889	MINISTER OF FINANCE	1/18/2024	GENERAL	PMCHQ00002140	\$ 2,475.00
24966	46778	ST. LOUIS PARISH	1/18/2024	GENERAL	PMCHQ00002140	\$ 900.00
24967	46825	RONA ARICHAT	1/18/2024	GENERAL	PMCHQ00002140	\$ 44.24
24968	46884	3285522 NOVA SCOTIA LIMITED	1/18/2024	GENERAL	PMCHQ00002140	\$ 1,564.00
24969	48380	SBD TECHNOLOGY INNOVATORS INC.	1/18/2024	GENERAL	PMCHQ00002140	\$ 213.65
24970	48617	MINISTER OF FINANCE	1/18/2024	GENERAL	PMCHQ00002140	\$ 46,485.00
24971	48625	LA GOLETTE A PEPE CAFE	1/18/2024	GENERAL	PMCHQ00002140	\$ 1,330.78
24972	00133	MACKENZIE, CAROL	1/24/2024	GENERAL	PMCHQ00002144	\$ 30.00
24973	00426	DIGGDON'S FREIGHT SERVICE	1/24/2024	GENERAL	PMCHQ00002144	\$ 146.74
24974	00701	LANDRY BROTHERS LTD.	1/24/2024	GENERAL	PMCHQ00002144	\$ 302.08
24975	01104	THE REPORTER	1/24/2024	GENERAL	PMCHQ00002144	\$ 147.75
24976	01295	STRAIT SUPPLIES LIMITED	1/24/2024	GENERAL	PMCHQ00002144	\$ 697.09
24977	03174	CHARLES FOREST CO-OP LTD.	1/24/2024	GENERAL	PMCHQ00002144	\$ 41.95
24978	03213	MACLEOD, ALICIA	1/24/2024	GENERAL	PMCHQ00002144	\$ 110.00
24979	03333	COTTON, ROBBIE	1/24/2024	GENERAL	PMCHQ00002144	\$ 65.00
24980	06904	BURKE, GARY	1/24/2024	GENERAL	PMCHQ00002144	\$ 13,457.53
24981	11208	MORRISON, STACEY	1/24/2024	GENERAL	PMCHQ00002144	\$ 19.62
24982	12165	BOUDREAU, YVONNE	1/24/2024	GENERAL	PMCHQ00002144	\$ 1,000.00
24983	14505	POLOMSKI, NATASHCA	1/24/2024	GENERAL	PMCHQ00002144	\$ 105.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24984	15229	SUPERIOR PROPANE	1/24/2024	GENERAL	PMCHQ00002144	\$ 1,181.02
24985	17091	SULLIVAN FUELS	1/24/2024	GENERAL	PMCHQ00002144	\$ 3,336.36
24986	18673	BOUDREAU, RONALDA	1/24/2024	GENERAL	PMCHQ00002144	\$ 516.77
24987	28665	LAVANDIER, RENE	1/24/2024	GENERAL	PMCHQ00002144	\$ 5,954.83
24988	29057	RECEIVER GENERAL	1/24/2024	GENERAL	PMCHQ00002144	\$ 2,225.33
24989	33115	EXP SERVICES INC	1/24/2024	GENERAL	PMCHQ00002144	\$ 5,551.11
24990	35187	LAVANDIER, ASHLEY	1/24/2024	GENERAL	PMCHQ00002144	\$ 50.00
24991	37151	CANOE PROCUREMENT GROUP OF CAN	1/24/2024	GENERAL	PMCHQ00002144	\$ 126.77
24992	38229	CAPSC SAFETY SERVICES	1/24/2024	GENERAL	PMCHQ00002144	\$ 550.00
24993	43648	SAUNDERS EQUIPMENT LTD	1/24/2024	GENERAL	PMCHQ00002144	\$ 1,039.60
24994	43652	SANTANA CONTRACTING LTD	1/24/2024	GENERAL	PMCHQ00002144	\$ 20,125.00
24995	46450	DAVID, SHELLEY	1/24/2024	GENERAL	PMCHQ00002144	\$ 47.64
24996	46825	RONA ARICHAT	1/24/2024	GENERAL	PMCHQ00002144	\$ 49.01
24997	47368	HARDING MEDICAL	1/24/2024	GENERAL	PMCHQ00002144	\$ 2,903.00
24998	48160	LANMAR DEVELOPMENTS LTD.	1/24/2024	GENERAL	PMCHQ00002144	\$ 1,595.63

Total Cheques: 134

Total Amount of Cheques: \$ 649,456.47
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County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 1/1/2024 1/31/2024
 Vendor ID First Last Chequebook ID WATER WATER
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
02850	00426	DIGGDON'S FREIGHT SERVICE	1/4/2024	WATER	PMCHQ00002133	\$ 115.12
02851	00701	LANDRY BROTHERS LTD.	1/4/2024	WATER	PMCHQ00002133	\$ 93.11
02852	03824	FROST, CECIL J.	1/4/2024	WATER	PMCHQ00002133	\$ 261.07
02853	09415	ACKLANDS-GRAINGER INC.	1/4/2024	WATER	PMCHQ00002133	\$ 21.64
02854	15229	SUPERIOR PROPANE	1/4/2024	WATER	PMCHQ00002133	\$ 2,090.65
02855	19809	BUREAU VERITAS CANADA (2019) I	1/4/2024	WATER	PMCHQ00002133	\$ 307.51
02856	37621	MPWWA	1/4/2024	WATER	PMCHQ00002133	\$ 86.25
02857	38171	SAFETY FIRST-SFC LTD	1/4/2024	WATER	PMCHQ00002133	\$ 1,422.33
02858	00701	LANDRY BROTHERS LTD.	1/11/2024	WATER	PMCHQ00002137	\$ 16.40
02859	15229	SUPERIOR PROPANE	1/11/2024	WATER	PMCHQ00002137	\$ 1,552.67
02860	15644	LYNK ELECTRIC LIMITED	1/11/2024	WATER	PMCHQ00002137	\$ 287.50
02861	19809	BUREAU VERITAS CANADA (2019) I	1/11/2024	WATER	PMCHQ00002137	\$ 615.02
02862	25048	AGAT LABORATORIES	1/11/2024	WATER	PMCHQ00002137	\$ 475.53
02863	26204	MCLENNAN SALES	1/11/2024	WATER	PMCHQ00002137	\$ 165.60
02864	35177	AQUATIC INFORMATICS	1/11/2024	WATER	PMCHQ00002137	\$ 4,181.16
02865	45705	LONG POINT SERVICES SEPTIC DIV	1/11/2024	WATER	PMCHQ00002137	\$ 690.00
02866	00701	LANDRY BROTHERS LTD.	1/18/2024	WATER	PMCHQ00002141	\$ 10.34
02867	11908	CANADA POST CORPORATION	1/18/2024	WATER	PMCHQ00002141	\$ 62.22
02868	15229	SUPERIOR PROPANE	1/18/2024	WATER	PMCHQ00002141	\$ 2,720.41
02869	19809	BUREAU VERITAS CANADA (2019) I	1/18/2024	WATER	PMCHQ00002141	\$ 307.51
02870	00701	LANDRY BROTHERS LTD.	1/24/2024	WATER	PMCHQ00002145	\$ 81.01
02871	15229	SUPERIOR PROPANE	1/24/2024	WATER	PMCHQ00002145	\$ 2,401.61
02872	19809	BUREAU VERITAS CANADA (2019) I	1/24/2024	WATER	PMCHQ00002145	\$ 307.51
02873	23130	ATLANTIC CONTROLS	1/24/2024	WATER	PMCHQ00002145	\$ 5,545.17

Total Cheques: 24

Total Amount of Cheques: \$ 23,817.34

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/1/2024
Vendor ID	First	Last	Chequebook ID	ONLINE PAYMENTS
Vendor Name	First	Last		ONLINE PAYMENTS

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
1029	00825	BELL ALIANT	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 1,276.77
1030	01023	NOVA SCOTIA POWER INC.	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 39,996.28
1031	01090	RECEIVER GEN. FOR CANADA	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 26,579.29
1032	10010	TELUS HEALTH	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 19,504.81
1033	34886	EASTLINK	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 449.27
1034	36914	ROGERS COMMUNICATIONS CANADA I	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 1,737.41
1035	39100	DIRECTOR OF MAINTENANCE ENFORC	1/4/2024	ONLINE PAYMENTS	PMCHQ00002130	\$ 775.72
1036	00825	BELL ALIANT	1/11/2024	ONLINE PAYMENTS	PMCHQ00002134	\$ 40.79
1037	01023	NOVA SCOTIA POWER INC.	1/11/2024	ONLINE PAYMENTS	PMCHQ00002134	\$ 2,050.96
1038	01457	BELL MOBILITY INC.	1/11/2024	ONLINE PAYMENTS	PMCHQ00002134	\$ 778.82
1039	20265	ROYAL BANK VISA	1/11/2024	ONLINE PAYMENTS	PMCHQ00002134	\$ 9,930.22
1040	39100	DIRECTOR OF MAINTENANCE ENFORC	1/11/2024	ONLINE PAYMENTS	PMCHQ00002134	\$ 387.86
1041	01090	RECEIVER GEN. FOR CANADA	1/18/2024	ONLINE PAYMENTS	PMCHQ00002138	\$ 38,388.15
1042	34886	EASTLINK	1/18/2024	ONLINE PAYMENTS	PMCHQ00002138	\$ 805.00
1043	39100	DIRECTOR OF MAINTENANCE ENFORC	1/18/2024	ONLINE PAYMENTS	PMCHQ00002138	\$ 387.86
1044	42102	TELUS	1/18/2024	ONLINE PAYMENTS	PMCHQ00002138	\$ 326.60
1045	00825	BELL ALIANT	1/19/2024	ONLINE PAYMENTS	PMCHQ00002143	\$ 38.01
1046	01023	NOVA SCOTIA POWER INC.	1/19/2024	ONLINE PAYMENTS	PMCHQ00002143	\$ 33,864.21

Total Cheques: 18

Total Amount of Cheques: \$ 177,318.03

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/1/2024
Vendor ID	First	Last	Chequebook ID	ONLINE UTILITY
Vendor Name	First	Last		ONLINE UTILITY

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
273	00825	BELL ALIANT	1/4/2024	ONLINE UTILITY	PMCHQ00002131	\$ 88.67
274	01023	NOVA SCOTIA POWER INC.	1/4/2024	ONLINE UTILITY	PMCHQ00002131	\$ 2,004.71
275	01023	NOVA SCOTIA POWER INC.	1/11/2024	ONLINE UTILITY	PMCHQ00002135	\$ 198.26
276	34886	EASTLINK	1/18/2024	ONLINE UTILITY	PMCHQ00002139	\$ 163.24
277	00825	BELL ALIANT	1/19/2024	ONLINE UTILITY	PMCHQ00002142	\$ 197.35
278	01023	NOVA SCOTIA POWER INC.	1/19/2024	ONLINE UTILITY	PMCHQ00002142	\$ 6,145.85

Total Cheques:	6				Total Amount of Cheques:	\$ 8,798.08
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ACTION LIST 2022-2024

Over 6 mos

Complete In Progress Pending

Ref. #	Action Item	Date	Responsible	Time Frame	Status
1	The Municipality conduct a flag raising ceremony, on a date to be determined, in honor and recognition of Truth and Reconciliation Day.	27/09/2021	Municipal Council	TBD	Complete
2	The Warden and Councillor Shawn Samson prepare a letter to the Province, copied to Council, regarding water damage along Veteran's Memorial Drive in Arichat as a result of heavy rains and requesting a resolution.	24/01/2022	Warden/Councillor Samson	Immediately	Complete
3	Staff create a draft "Procedural Policy" for Committees of Council meetings and that the draft be reviewed at a future By-Law/Policy Committee meeting.	08/02/2022	CAO / Warden	Future By-Law/Policy Committee Meeting	In Progress
4	The Warden and Deputy Warden draft a letter to the Department of Public Works indicating safety issue concerns with erosion and flooding on Evanston Road and Langley Lane in District #3.	28/02/2022	Warden & Deputy Warden	Immediately	Complete
5	A letter of concern be drafted by the Warden and Deputy Warden in collaboration with the MLA regarding the landline issues occurring during power outages in Dundee, St. George's Channel and Grand River	28/02/2022	Warden & Deputy Warden	Immediately	Complete
6	Warden Mombourquette, in collaboration with the Cape Breton Partnership, coordinate a meeting with Develop Nova Scotia and Bell Aliant in order to gather information regarding the Broadband Expansion Project.	28/02/2022	Warden	Immediately	Complete
7	The addition of a storm reporting form be referred to Emergency Management Advisory Committee and the By-Law/Policy Committee for review and discussion for potential addition to the plan or by-law.	28/02/2022	Steve Marcellus	Immediately	Complete
8	The matter of the School/Municipal Office Driveway safety concerns be moved to budget deliberations and that the CSAP be approached about their ability to cost-share any work that may be proposed.	21/03/2022	Director of Public Works/CFO	Immediately	Complete
9	The request from the Village of St. Peter's regarding access to the Canada Community Building fund be referred to By-Law/ Policy Committee and also to budget deliberations.	21/03/2022	CFO/Municipal Clerk	Immediately	Complete
10	The Municipality adjust the rates for hauling municipal solid waste and recyclables in accordance with the Truckers Association of Nova Scotia (TANS) monthly diesel fuel price as posted on the Nova Scotia Government website.	25/04/2022	Director of Public Works/CFO	Immediately	Complete

11	The Municipality forward correspondence to Nova Scotia Public Works with a copy to Jamie Chisholm, District Director, PW Eastern, Paul Colton, Construction manager, PW Eastern and Laura Cunningham, Capital Program Administration Office, Pw Head Office, notifying them of the municipality's acceptance of the list and cost estimate for the cost shared program for the paving of Langley Lane, from Pulp Mill Road to end for a distance of .36 kilometers.	25/04/2022	Director of Public Works/CFO	Immediately	Complete
12	The minimum acceptable bid be as follows on the listed properties, which did not sell at previous tax sales, and will be listed for the June 2022 Tax Sale: District #1 - Property #01415298; PID 75011015, Assessed to Mary Gail Rude, Land - 3661 Highway 206, Petit De Grat Minimum Bid: \$10,000 / District #2 - Property #03222241; PID 75100677, Land, Cove Road, West Arichat, Assessed to Household Realty Corporation Limited ,Minimum Bid: \$2,000 / District #1 - Property #09630309; PID 75003947, Assessed to Gordon Edwin (Jr) Short & Shelley Esther Stewart, Land - Highland Street, Arichat, Minimum Bid: Principal Only / District #5 - Property #09055363; PID 75119214, Minimum Bid: Principal Only, Assessed to Gary & Kathleen Pretty, Land - St. Peter's Fourchu Road, Framboise	25/04/2022	Revenue Manager	Immediately	Complete
13	That a \$10,000 Plamu Sponsorship be added to the draft budget for the Nova Scotia Mi'kmaw Summer Games being hosted by Potlotek First Nation from July 17th to July 24th, 2022.	25/04/2022	Chief Financial Officer	Immediately	Complete
14	Esther MacDonnell be appointed to the Accessibility Advisory Committee.	25/04/2022	Warden	Immediately	Complete
15	That the Municipality of Richmond County sign on as an endorser of the National Coalition for Healthy School Food and that correspondence be forwarded to Coalition for Healthy School Food at Food Secure Canada indicating that the Municipality of Richmond County endorses the Coalition's call for the development of a universal cost-shared healthy school food program.	25/04/2022	Municipal Council (Warden)	Immediately	Complete
16	A letter be written by Warden Mombourquette to the Honourable Tim Houston, with a copy to the Minister of Finance, Allan MacMaster, Minister of Municipal Affairs & Housing, John Lohr, MLA, Trevor Boudreau and the President of the NSF, Amanda McDougall regarding the proposed non-resident Provincial property tax and the proposed non-residential deed transfer tax announced as part of the Province's 22/23 budget indicating the Municipality of Richmond County's opposition to this initiative.	25/04/2022	Warden	Immediately	Complete
17	Post the Non-Union Salary Administration Policy adopted as a policy of the Municipality of the County of Richmond.	25/04/2022	Municipal Clerk	Immediately	Complete

18	Post to Website- the Amended the Flag Policy in order to add the "Review" Section noting that "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"	25/04/2022	Municipal Clerk	Immediately	Complete
19	Post to Website - Municipal Council Adopt the Virtual Meeting Policy as a policy of the Municipality of the County of Richmond.	25/04/2022	Municipal Clerk	Immediately	Complete
20	Municipal Council approve the following additional services estimates from FBM: Item 1: 3rd in person meeting in the Louisdale/West Bay Area \$1,985, plus HST, Item 2: Targeted additional 1 hour focus group meetings \$ 880, plus HST	25/04/2022	Chief Financial Officer	Immediately	Complete
21	Municipal Council authorize Staff to proceed with application to the Province's PCAP funding program for the purpose of conducting an Inflow and Infiltration Study on the Arichat sewage collection system.	25/04/2022	Director of Public Works	Immediately	Complete
22	The Municipality use the color red, wherever possible, in all the gardens and landscapes the municipality maintains and supports, supports the nomination of the Isle Madame Garden Club Garden Hero, Lillian O'Hearn, with an honorary certificate, purchase a flag for the "Year of the Garden 2022" and recognize June 18th, 2022 as Garden Day in the Municipality of Richmond County.	25/04/2022	Municipal Clerk/Municipal Council/Director of Public Works	Immediately	Complete
23	The following proclamation be adopted: "Year of the Garden 2022"	25/04/2022	Warden	Immediately	Complete
24	The following proclamation be adopted: May 2022 as "Lyme Disease Awareness Month".	25/04/2022	Warden	Immediately	Complete
25	Update on Code of Conduct Complaint will be provided at a future meeting once the investigation has been Completed.	25/04/2022	Municipal Council	Upcoming Meeting	Complete
26	Council of Municipality of the County of Richmond amend a previously approved motion approved at the January 24, 2022, Council meeting noted in the Review of Minutes which read as follows: "Moved by Councillor Brent Sampson, seconded by Councillor Digdon that the minutes of the December 20, 2021 Regular Council meeting be approved with amendments. Motion carried." by correcting the vote on Review of Minutes of December 20, 2021 by replacing the words "Motion carried" with "4 in favour, 1 opposed."	25/04/2022	Municipal Clerk	Immediately	Complete
27	Forward Motion to EDPC - Municipal Council give Second Reading and approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to add Craft Beverage Facilities as a permitted use in the Village Commercial (VC) Zone and insert accompanying definitions	24/05/2022	Municipal Clerk	Immediately	Complete

28	A letter be written to the Minister of the Department of Municipal Affairs and Housing encouraging the department to take an active role on making a determination on reported breaches and whatever new standards are developed and to develop training material related to it.	24/05/2022	Warden Mombourquette	Immediately	Complete
29	A letter be written by Warden Mombourquette to the Honourable Tim Houston, with a copy to the Minister of Finance, Allan MacMaster, Minister of Municipal Affairs & Housing, John Lohr, MLA, Trevor Boudreau and the President of the NSFM, Amanda McDougall regarding the proposed non-resident Provincial property tax and the proposed non-residential deed transfer tax announced as part of the Province's 22/23 budget indicating that Municipal Council is thankful for the removal of the proposed non-resident Provincial property tax and their willingness to listen to the feedback received on the issue.	24/05/2022	Warden Mombourquette	Immediately	Complete
30	Send to CFO that the grant request from the River Bourgeois Community Services Society be approved in the amount of \$9,000 with the following allocation:: Regional /Health/General \$5,000, District #4 \$2,500, District #1, 2 and 3(each) \$ 500	24/05/2022	Municipal Clerk/CFO	Immediately	Complete
31	Send to CFO that the grant request from the St. Peter's RCL Branch 47 be approved in the amount of \$3,924.44 and be allocated as follows: Regional /Health/General \$ 3,000.00, District # 3 and 4 \$ 462.22 each.	24/05/2022	Municipal Clerk/CFO	Immediately	Complete
32	Send to CFO that The grant request from the South Mountain Arm of Gold Community Association in the amount of \$5,000 be approved from the Regional /Health/General Fund contingent on securing other sources of funding.	24/05/2022	Municipal Clerk/CFO	Immediately	Complete
33	The following proclamation be approved: May 29th – June 4th, 2022 is recognized as Access Awareness Week.	24/05/2022	Warden / Municipal Clerk	Immediately	Complete
34	Notify the Board that Mr. Richie Cotton was re-nominated by the Municipality of Richmond County to serve his second term on the Strait of Canso Superport Corporation Board of Directors.	24/05/2022	Municipal Clerk	Immediately	Complete
35	Notify Applicant that an exemption to the Richmond County Noise By-Law #65 be granted to Epic Trip Productions and the Inspiration Point Lodge for June 18th and 19th, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 3 AM to allow the event to engage in any activity until 3 AM which tends to disturb the peace and tranquility of a neighborhood to which the By-Law applies.	24/05/2022	Municipal Clerk	Immediately	Complete

36	A letter be written to the Minister of the Department of Municipal Affairs and Housing encouraging the department to take an active role on making a determination on reported breaches and whatever new standards are developed and to develop training material related to it.	24/05/2022	Warden	Immediately	Complete
37	The 30 day Clean-up Order issued by the Eastern District Planning Commission regarding PID (75105304) and AAN (10494923) be amended from a 30 day to a 90 day Clean-up Order and that day one of the Order begin on the day the Order is posted.	27/06/2022	Municipal Clerk/EDPC	Immediately	Complete
38	The NSFM Service Exchange Renegotiation and MGA Review Committee survey be Completed by Warden Mombourquette and Deputy Warden Melanie Sampson in collaboration with the remaining Councillors and Municipal Staff.	27/06/2022	Warden/Deputy Warden	Immediately	Complete
39	Staff reach out to other municipal units regarding a Special Events By-Law and Complete an analysis/comparison of data to be provided to Committee Members at a future By-Law/Policy Committee meeting.	27/06/2022	Municipal Clerk	Immediately	Complete
40	Staff be requested to do an assessment/investigation regarding the potential of expanding the Babin's Hill Look-off.	27/06/2022	CAO/Director of Public Works	Immediately	Complete
41	The building permit fees be amended as recommended by the Director of the Eastern District Planning Commission and that the amended fee structure be effective July 1, 2022.	27/06/2022	Municipal Clerk/EDPC	Immediately	Complete
42	PID (75034520), 1/3 owned by the Municipality of the County of Richmond, consisting of the 100 acre municipal property on Plumb Island and 2/3 owned by Barbara Malcolm, be declared surplus to municipal requirements, and the Municipality's interest sold for fair market value.	27/06/2022	Revenue Manager	Immediately	Complete
43	The request from Marg Herdman for funding for four lighthouses and one governance panel at a cost of approximately \$3,000 each be investigated by Staff in collaboration with MLA Trevor Boudreau regarding funding opportunities which could potentially be available to aid with the project.	27/06/2022	CAO	Immediately	Complete
44	Staff investigate the request from Potlotek First Nation to access Richmond County's garbage and recycling services.	27/06/2022	CAO/Director of Public Works	Immediately	Complete
45	Taxes be written off in the amount of \$356.94 on property AAN 01720872, located at 47 South Side, Petit de Grat, NS, owned by Lillian Gionet, which represents taxes on the dwelling only from May 6, 2022 to March 31, 2023.	27/06/2022	Revenue Manager	Immediately	Complete
46	The fuel price adjustments based on the Truckers Association of Nova Scotia's monthly diesel fuel price be retroactive to April 1, 2022.	27/06/2022	Director of Public Works/Chief Financial Officer	Immediately	Complete

47	The request from the Isle Madame New Horizons Seniors Club, Type 1-Infrastructure Grant fund in the amount of \$5,000 be approved and allocated as follows: Regional/Health/General Grant Funds \$3,500, District #1 \$ 750, District #2 \$ 750	27/06/2022	Chief Financial Officer	Immediately	Complete
48	The request from St. Joseph Parish for the Type 4 – Regional/Health/General Grant Fund in the amount of \$10,000 be allocated and approved from District #1- \$1,500 and District #2 - \$1,500 for a total of \$3,000.	27/06/2022	Chief Financial Officer	Immediately	Complete
49	The grant request from Pitu'paq Partnership Society in the amount of \$2,000 for the Type 4 – Regional/Health/General Grant fund be approved.	27/06/2022	Chief Financial Officer	Immediately	Complete
50	The request from Development Isle Madame Association for the Type 1 – Infrastructure Grant Funds in the amount of \$3,500 be approved for a total of \$1,500 and allocated as follows: District #1 \$750 and District #2 \$750	27/06/2022	Chief Financial Officer	Immediately	Complete
51	The Canada Day 2022 Funding request received from Johnston's Harbour Wharf Association in the amount of \$450 be approved.	27/06/2022	Chief Financial Officer	Immediately	Complete
52	First Reading to amend the Private Ways By-Law #66 in order to add to section 3.2 the wording "Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days" AND to include an additional section stating: "Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors)".	27/06/2022	Municipal Clerk/Municipal Council	September 26, 2022 Regular Council Meeting	Complete
53	An exemption to the Richmond County Noise By-Law #65 be granted to Development Isle Madame Association for the Codstock 2022 event beginning on July 2nd, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 1:30 AM July 3, 2022	27/06/2022	Municipal Clerk	Immediately	Complete
54	The Town of Port Hawkesbury staff, CAO Terry Doyle and CFO Erin MacEachern be extended an invitation to review/present the Airport Terms of Reference at a Fall Committee of the Whole meeting.	27/06/2022	Municipal Clerk	Immediately	Complete
55	The CAO follow-up with Justin Forbes of Stantec regarding a potential start-up meeting date regarding the Governance and Boundary Review.	27/06/2022	Municipal Clerk	Immediately	Complete
56	That an Electric Vehicle Charger for the Richmond Arena location be forwarded to budget deliberations for review.	27/06/2022	Chief Financial Officer	Immediately	Complete

57	Staff advertise/promote the review of the Nova Scotia Accessibility Act on the Richmond County Website and Richmond County Facebook page.	27/06/2022	Municipal Clerk	Immediately	Complete
58	Staff forward the information regarding the re-opening of the Business ACCESS Ability Program to the Chamber of Commerce and also that the information be promoted on the Richmond County Website and via Social Media.	27/06/2022	CAO/Municipal Clerk	Immediately	Complete
59	A letter be sent from Municipal Council regarding littering and the return of garbage cans which had previously been located at various provincial parks throughout Richmond County AND that Warden Amanda Mombourquette reach out the RCMP regarding statistics of littering offences over the past number of years.	27/06/2022	Warden	Immediately	Complete
60	The possibility of hiring summer students for summer 2023 to deal with the littering issues be forwarded to budget deliberations.	27/06/2022	Director of Public Works/CFO	Immediately	Complete
61	The grant request from the Royal Canadian Legion Branch 150 be approved and allocated as follows: District #1 \$500, District #2 \$500, Type 1- Infrastructure Grant Funds \$4,000.	27/06/2022	Chief Financial Officer	Immediately	Complete
62	The Grant Policy be referred to the By-Law/Policy Committee meeting for discussion regarding the question of Registry of Joint Stocks.	27/06/2022	Municipal Clerk	Immediately	Complete
63	Grant request from Lakeside Community Association be approved in the amount of \$5,000, contingent on other confirmed sources of funding and allocated as follows: District #4 \$1,000, Type 1- Infrastructure Grant Funds \$4,000.	27/06/2022	Chief Financial Officer	Immediately	Complete
64	The curbside collection contracts be amended to reflect quarterly fuel price adjustments rather than annual adjustments; AND FURTHER MOVED that the next adjustment be implemented July 1, 2022 and apply for the period from July 1 to September 30, 2022.	27/06/2022	Director of Public Works/Chief Financial Officer	Immediately	Complete
65	That Chris Boudreau be appointed as the Interim Chief Administrative Officer, in addition to his Director of Public Works responsibilities from July 1, 2022 until August 31, 2022 or until a permanent Chief Administrative Officer is hired; AND FURTHER MOVED that the interim appointment be compensated with a Salary Level #11, Step #6 on the current salary scale.	27/06/2022	Municipal Council/Chief Financial Officer	Immediately	Complete
66	That funding be approved for travel/expenses related to the interview process for two potential candidates for the Chief Administrative Officer position; AND FURTHER MOVED that the approval would be based on pricing by the Warden in consultation with	27/06/2022	CAO/Chief Financial Officer	Immediately	Complete

67	Second Reading By-law #66 / To Amend the Private Ways By-Law #66 to add the following clauses: In s.3.2 - Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days AND include an additional section stating: Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors).	26/09/2022	Municipal Clerk/Municipal Council	November 28 th Regular Council Meeting	Complete
68	Holy Guardian Angels / That Council accept the recommendation of the Committee of the Whole to provide funding to the Holy Guardian Angels Parish in amount of \$3,750.00, with the allocation of funds as follows, \$2,000.00 from the District 5 Activity Fund and \$1,750.00 from the Regional Fund.	26/09/2022	Chief Financial Officer	Immediately	Complete
69	Rural Communities Foundation / That the Council accept the recommendation of the Committee of the Whole to provide funding from the Regional Fund to the Rural Communities Foundation in the amount of \$500.00.	26/09/2022	Chief Financial Officer	Immediately	Complete
70	ACTing Collectively / That Council accept the recommendation of the Committee of the Whole to provide financial support, in the amount of \$669.00, to fund a mail out to seniors.	26/09/2022	CAO/Chief Financial Officer	Immediately	Complete
71	Awards of Recognition Policy / That Council accept the recommendation of the Committee of the Whole to refer the Awards of Recognition policy to the Bylaw and Policy Committee for review.	26/09/2022	Municipal Clerk	Immediately	Complete
72	Strategic Plan Refresh / That Council accept the recommendation of the Committee of the Whole to approve the Strategic Plan Refresh as presented by Preferred Choice.	26/09/2022	Municipal Clerk/Municipal Council	Immediately	Complete
73	Heritage Submissions / That Council accept the recommendation of the Committee of the Whole to refer the Heritage submissions to the Heritage Advisory Committee for review.	26/09/2022	Municipal Clerk	Immediately	Complete
74	NSCC Lease / That Council accept the recommendation of the Committee of the Whole to offer Nova Scotia Community College a 15 month lease for their Heavy Equipment Operator course starting on October 1st, 2022.	26/09/2022	Warden/CAO	Immediately	Complete
75	Letter of Support / Broadband / That Council accept the recommendation of the Committee of the Whole to write a letter of support to the advancement of Broadband agenda to MP Kelloway AND FUTHER MOVE that staff continue to explore funding opportunities.	26/09/2022	Warden	Immediately	Complete

76	Hydrant/Langley Lane / That Council accept the recommendation of the Committee of the Whole to have staff explore the feasibility of installing a hydrant on Langley Lane.	26/09/2022	Director of Public Works	Immediately	Complete
77	Offshore Wind/ Point Tupper Energy / That Council accept the recommendation of the Committee of the Whole to request to have a staff member and a councillor attend future Offshore Wind and Ongoing Point Tupper Energy Developments meetings.	26/09/2022	Municipal Clerk/Municipal Council	Immediately	Complete
78	Louisdale Lions Club / That Council accept the recommendation of the Committee of the Whole to have staff explore funding opportunities for the washrooms being used by patrons of the recreation facilities located at the Louisdale Lions Club AND FURTHER MOVE that staff contact the Louisdale Lions Club regarding the request put forward.	26/09/2022	Recreation Manager	Immediately	Complete
79	RCMP Letter of Concern / That Council accept the recommendation of the Committee of the Whole to write a letter of concern to MP Kelloway regarding retroactive pay for the RCMP.	26/09/2022	Warden	Immediately	Complete
80	Proclamation FDAS Awareness / That Council accept the recommendation of the Committee of the Whole to declare the month of September as Fetal Alcohol Spectrum Disorder (FDAS) Awareness Month.	26/09/2022	Warden	Immediately	Complete
81	Accessibility Advisory Committee / Approve Ashley Lavandier and Shelley Dorey as members of the Accessibility Advisory Committee.	26/09/2022	Recreation Manager	Immediately	Complete
82	J Road Classification List 2022/2023 / Staff notify the Province that the Municipality does not wish to proceed with the cost-shared road upgrades for Langley Lane in Point Tupper.	26/09/2022	Director of Public Works	Immediately	Complete
83	J Road Classification List 2022/2023 / Staff inquire with the Province about the possibility of three-way cost sharing between the Province, Municipality and a Commercial enterprise for upgrades to Lobster Plant Road and FURTHER MOVED that, in order of priority, Marchand Lane and Sampson Road be submitted to the Province for the cost-shared upgrades to J-class roads for the 2023-24 construction season and FURTHER MOVED that Lobster Plant Road be included in the application subject to approval by the Province for three-way cost sharing.	26/09/2022	Director of Public Works	Immediately	Complete
84	Proclamation Right to Know Week / September 26 to October 2, 2022 to be Right to Know Week in the Municipality of the County of Richmond.	26/09/2022	Warden	Immediately	Complete
85	Chamber Upgrades / Staff contact Backman Vidcom for another quote.	26/09/2022	Warden/CAO	Immediately	Complete
86	Truth and Reconciliation Day / Designate the business day prior to September 30th of each calendar year as the flag raising ceremony in honor and recognition of Truth and Reconciliation Day.	26/09/2022	Municipal Clerk/Municipal Council	Immediately	Complete

87	By-Law Partnership Opportunity / For CAO and Warden to explore the by-law enforcement officer partnership opportunity and report back to council at a future meeting	11/10/2022	CAO/Warden	Future Council meeting.	Complete
88	Destination Cape Breton re: Provincial Amendments to Marketing Levies, Request of Support / To defer the decision of Council support to the next Regular Council meeting in order to acquire additional information. **(Contact other Municipalities regarding the levies.) 24/10/2022	11/10/2022	Municipal Councillors/ Warden	Immediate	Complete
89	Accessibility Advisory Committee / That Staff create and submit an advertisement in the local paper, inviting community members with lived experience to consider applying to become a member of the Accessibility Advisory Committee.	24/10/2022	Recreation Manager	Immediate	Complete
90	Tax Reduction due to Fire / That taxes in the amount of \$153.15 be written off, which represents taxes on the dwelling only from August 17, 2022 to March 31, 2023, for property AAN 03000672, owned by Sheila Latimer, which was Completely destroyed by fire.	24/10/2022	Chief Financial Officer	Immediate	Complete
91	Cellular Advocacy Letter / That Council support the Cellular Advocacy Letter as drafted by Glenn Home, Chief Administrative Officer for the Municipality of the County of Antigonish.	24/10/2022	Warden	Immediate	Complete
92	Isle Madame Historical Society, Type 1 Infrastructure Grant / To defer the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	11/10/2022	Chief Financial Officer	Moved to October 24, 2022 Regular Council Unfinished Business	Complete
93	Heritage By-Law #49 / That Council refer Heritage Property By-Law #49 to the By-Law/Policy Committee.	24/10/2022	CAO / Municipal Clerk	Immediate	In Progress
94	Strait Area Transit / That staff investigate options for improving transit service in Richmond County.	24/10/2022	CAO	Immediate	Complete
95	Water Utility – Water Line Relocation / That Council have staff explore the Canada Community Building Fund for funding opportunities related to the expenditures from the water main relocation on Whiteside Road and FURTHER MOVE that staff proceed with payment of this non-budgeted expenditure through the Richmond Water Utility if there are no funding opportunities with the CCBF.	24/10/2022	Director Public Works/CFO	Immediate	Complete
96	Non Budgeted Expenditures / That staff contact the department of Municipal Affairs and Housing to discuss non-budgeted expenditures led by the Province and report back to Council.	24/10/2022	CAO	Immediate	Complete

97	Municipality of the County of Guysborough re: Premier Houston's correspondence to Minster Champagne / That Council write a letter of support to Premier Tim Houston regarding the recent correspondence to Hon. Francois-Philippe Champagne for the lack of support and participation from telecommunications companies before, during and after Hurricane Fiona.	24/10/2022	Warden	Immediate	Complete
98	Yarmouth Ferry Service / That Council write a letter of support to Premier Tim Houston regarding the impact the Yarmouth Ferry has on our community and the Province.	24/10/2022	Warden	Immediate	Complete
99	Isle Madame Historical Society, Type 1 Infrastructure Grant / That the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500 to upgrade and improve the retaining wall and front and back decks of the Lorenzo building to improve safety and accessibility for visitors and patrons to the site be approved and allocated under the Cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	24/10/2022	CFO	Immediate	Complete
100	Langley Lane / That Staff inquire with the Province about the possibility of cost sharing between the Province and the Municipality for upgrades and maintenance for Langley Lane and report back to Council.	24/10/2022	Director of Public Works	Immediate	Complete
101	Accessibility Committee Appointee / That Council accept the following applicant to be appointed to the Accessible Advisory Committee for the Municipality of the County of Richmond, Chantal Boudreau.	11-14-2022	Recreation/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
102	Oban Road Washouts / That Council have Warden Mombourquette draft a letter of concern to the Minister of Public Works regarding the Oban road washouts and FURTHER MOVE that a request be made for a time line on the scheduled repairs.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
103	Babins Hill Lookoff / The Committee agreed to have staff explore pricing for the volume of fill and related expenses that may be required for the potential expansion of the Babins Hill Lookoff and report back to Council at a future meeting.	11-14-2022	CAO, Director of Public Works	Immediate	Complete
104	Administration Portuaire de Petit de Grat Grant Request / That Council defer the Administration Portuaire de Petit de Grat, Type 1 – Infrastructure Grant Fund request in the amount of \$10,000.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	11-14-2022	CFO	Immediate	Complete
105	Village on the Canal Grant Request / That Council approve the Village on the Canal Association, Type 4 – Regional/Health/General Grant request in the amount of \$1,000.00 and allocated as follows: \$200.00 from each District Fund.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete

106	Highland Village Grant Request / That Council refer the request for financial support from Murdock MacPherson and Rodney Chaisson of Highland Village Museum to budget deliberations.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
107	PVSC Virtual Assessment 101 Session / That Council have staff contact the Property Valuation Services Corporation to inquire if the Virtual Assessment 101 Session can be made available for an evening session, as a group in the New Year, and report back to Council at a future meeting.	11-14-2022	CAO/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
108	Destination Cape Breton Letter of Support / That Council have Warden Mombourquette draft a letter to the Province in support of the following amendments to the Marketing Levy legislation proposed by Destination Cape Breton: (a) that the new legislation state that the levy will apply to all fixed-roof accommodations, as defined in the Tourism Accommodation Registration Act (which includes Airbnb and VRBO), regardless of the number of rooms, (b) That the language for usage of the funds be changed to "Funds collected will be used exclusively on activities and programs that directly support the development of the tourism industry and the marketing of destinations from which they were generated.", (c) that there is a seamless process to replace the current Cape Breton Island Marketing Levy Act with the new legislation., and FURTHER MOVE that the letter encourage all Cape Breton Municipal units to participate.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
109	The Office of Healthcare Professionals Recruitment (OHPR) re: Community Fund / That Council have staff reach out to the Program Director at Cape Breton South Recruiting for Health to offer support in the application process.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
110	NS Early Childhood Development Intervention Services/ That Staff advertise/promote the NS Early Childhood Development Intervention Services on the Richmond County Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
111	Littering /That Staff advertise and promote litter prevention as well as the ability of the RCMP to issue a \$467.50 littering fine under Section 99 of the NS Environment Act on the Municipal Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
112	Major Event Planning Proposal from Sergeant Nugent / To refer Sergeant Nugent's request regarding major event planning to the By-Law/Policy Committee for investigation into the development of the Municipality's Special Events by-law.	11-28-2022	CAO	Immediate	Complete
113	Recommendation from Planning Advisory/Heritage Committee / That the CAO investigate if the Eastern District Planning Commission can issue summary offence tickets and/or why they don't have the authority to do so and to report back to the Committee at a future meeting.	11-28-2022	CAO	Immediate	Complete

114	Travel and Expense Policy/ That the amended Travel and Expense Policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
115	Awards of Recognition Policy / That the Awards of Recognition policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
116	Second Reading By-law #66 / That the Second Reading approval be given to adopt the amended Private Ways By-Law #66 as a By-Law of the Municipality of the County of Richmond.	11-28-2022	CAO/Municipal clerk	Immediate	Complete
117	Terms of Reference - By-Law/Policy Committee / That Council amend the By-Law/Policy Committee Terms of Reference to include the membership of the public who are residents of the Municipality of the County of Richmond and FURTHER MOVE that public members' terms shall be two years, and FURTHER MOVE that members may be re-appointed to the committee for a further two year term, but shall not exceed two consecutive terms.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
118	Committee Terms of Reference / Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress
119	Atlantic Biosphere Project, Proposal to Participate in Weston Foundations Homegrown Innovation Challenge / That staff reach out to the proponent of the Atlantic Biosphere Project to explore resourcing options and report back to Council at the next scheduled meeting on December 12, 2022.	11-28-2022	CAO	Immediate	Complete
120	Federal Boundary Review/ That the Warden draft a letter of support to MP Mike Kelloway expressing concerns regarding the proposed Federal boundaries in terms of geography, service and that the proposed boundary either be reconsidered or extra funds be provided to allow for more constituency offices in order to maintain the level of service and FURTHER MOVE to request that MP Kelloway forward the letter to the appropriate body.	11-28-2022	Warden	Immediate	Complete
121	Louisdale Lions Club Type 4 - Regional/Health/General Grant Request/ That the grant request from the Louisdale Lions Club for the Type 4-Regional/Health/General Grant fund request in the amount of \$2,500.00 be approved and be allocated as follows: \$1,000.00 from the Type 4 - Regional/Health/General Grant Fund and \$1,500.00 from District 3 Fund.	11-28-2022	CFO	Immediate	Complete

122	Administration Portuaire de Petit de Grat Grant Request / That the Administration Portuaire de Petit de Grat Type 1 Grant request in the amount of \$10,000.00 to purchase a commemorative monument in recognition of the expulsion of the Acadians be approved as an eligible project and allocated under the cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000.00 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	11-28-2022	CFO	Immediate	Complete
123	Trail Strategy / Schedule pre-budget meetings to allow time to discuss the items in the trail strategy.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
124	Irish Cove Reclaimed Limestone Quarry Walking Trails /That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of support to the Department of Natural Resources for the Irish Cove Reclaimed Limestone Quarry Walking Trails project.	12/12/2022	Warden	12/12/2022	Complete
125	Strategic Communications Plan. (June 2021-Draft) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies.	12/12/2022	CAO/Municipal Clerk	Immediate	Complete
126	Saltwire- Chronicle Herald & Cape Breton Post / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of concern to Saltwire requesting the resumption of rural door to door delivery or consider semi-central drop off locations and encourage other Municipalities to do the same.	12/12/2022	Warden	Immediate	Complete
127	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property number 01415298 for a minimum acceptable bid of \$5,000 and if this property does not sell for the minimum acceptable bid, to proceed and sell the property for any bid.	12/12/2022	CFO	Immediate	Complete
128	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property numbers 02465418, 03739511, 03927415, 04537521, 05176328, 07944063 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	12/12/2022	CFO	Immediate	Complete

129	Village of St. Peter's Guarantee / That Council accept the recommendation of the Committee of the Whole that Council approve the draft loan guarantee requested by the Village of St. Peter's in the amount of \$56, 407.50 for the purposes of purchasing a new sidewalk tractor.	12/12/2022	CFO	Immediate	Complete
130	PVSC Inactive Accounts / That the recommendation of the Committee of the Whole that Council authorize the Manager of Accounting & Finance and CFO to proceed and write off the principal and interest associated with the inactive accounts in the total amount of \$28,209.44.	12/12/2022	CFO	Immediate	Complete
131	Richmond River Roots / That Council accept the recommendation of the Committee of the Whole that Warden Mombourquette draft a letter of support for the Richmond River Roots Market Garden Society for their Sustainable Communities Challenge Fund proposal to obtain a second climate battery greenhouse.	12/12/2022	Warden	Immediate	Complete
132	NSCC Report to the Community / Staff to share information on the Municipal Website and Facebook page.	12-19-2022	Municipal Clerk	Immediate	Complete
133	St. Peter's Community Hub Project / That Council provide support of principle only for the St. Peter's Community Hub Project.	12-19-2022	Municipal Council	Immediate	Complete
134	EverWind Fuels, re: Public Comments Period - Due Date Jan. 18 / post on Municipal FB and Website	01/09/2023	Municipal Clerk	Immediate	Complete
135	Babins Hill Lookoff / that Council accept the recommendation of the Committee of the Whole that Council defer the estimated costs to carry out the work to expand the Babins Hill Lookoff by 40 meters west along Highway 206 to the 2023/24 budget deliberations.	01/09/2023	CFO	Immediate	Complete
136	Fleet Vehicle / that Council accept the recommendation of the Committee of the Whole that Council approve the purchase of a new fleet vehicle at the tendered cost of \$72, 369 plus HST with the costs being incurred in the 2023/24 fiscal year and FURTHER MOVE that the CAO be authorized to negotiate any increase in price resulting from supply of a 2024 model vehicle if no 2023 model vehicles are available at the time of order/delivery.	01/09/2023	CFO/CAO	Immediate	Complete
137	Marketing Levy Update / that Council refer the Municipality of the County of Richmond Marketing Levy By-Law #60 to the By-Law/Policy Committee for review and recommendation.	01/09/2023	Municipal Clerk	Immediate	Complete
138	CAO Employee Success Plan / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	01/09/2023	CAO / Municipal Clerk	Immediate	Complete
139	By-Law / Policy Committee / that Council approve Lois Landry as a member of the By-Law and Policy Committee.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete

140	Storm Policy / that the Storm Policy be adopted as a policy of The Municipality of the County of Richmond.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
141	Second Reading / that Council give the second reading to approve entering into a Development Agreement for 4 tourist cabins/cottages on Lot 18, PID 75144063, Orion Crescent, Walkerville, Richmond County.	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
142	Second Reading / that Council give the second reading to approve the proposed Land Use By-law amendment to rezone the portions of the properties identified as PID 75086868, 75136218, 75052530, 75219568, and 75086397 from the Residential Rural (R-2) Zone to the Residential Village (R-1) Zone to allow for smaller lot subdivision	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
143	Governance and Boundary Review/ that the Warden and CAO work with Stantec on a new map that includes the following changes: Move Lennox Passage to District 3 Create more equitable division on Isle Madame between Councillors Move Grande Greve to District 4 Move Thibeauville to District 4	1/23/2023	Warden/CAO	Immediate	Complete
144	Strait Area Transit / that Council invite the Board of Executives and the support staff as required from Strait Area Transit to the next meeting of Council to discuss and continue contract negotiations.	1/23/2023	CAO/ Municipal Clerk	Immediate	Complete
145	Richmond Villa Board Request / that Staff create and submit advertisements in local media inviting Richmond County residents to consider applying to become a member of the Richmond Villa Board and FURTHER MOVE that the term for this position will be until the next organizational meeting.	1-31-2023	Municipal Clerk	Immediate	Complete
146	Governance and Boundary Review/ that the CAO and Warden work together on the application and supporting documents for the Nova Scotia Utility and Review Board.	1-31-2023	CAO	Immediate	Complete
147	Heritage Plaques / that Council pursue the idea of having heritage plaques made and given to heritage building upon designation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
148	Lighthouse Heritage Properties / that staff explore funding options for the support of interpretive panels for lighthouse heritage properties on Isle Madame and FURTHER MOVE that staff contact the proponent to inquire on the progress of the project.	2-27-2023	CAO & Cllr M. Diggdon	Immediate	PENDING

149	Municipal Heritage Property Designation Scoring Criteria/ to adopt the Municipal Heritage Property Designation Scoring Criteria as presented and FURTHER MOVE that the Planning Commission carry out the scoring, which can then be reviewed, revised as necessary, and agreed to by the Planning Advisory / Heritage Committee.	2-27-2023	CAO & Municipal Clerk	Immediate	In Progress
150	Public Participation Program Regarding Engagement with Abutting Municipalities/ to refer the public participation program regarding engagement with abutting municipalities staff report as presented by the Eastern District Planning Commission to the By-Law/Policy Committee for review.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
151	Provincial Snow Clearing/ that Council accept the recommendation of the Committee of the Whole that staff request a meeting of Council and Department of Public Works in our region to discuss concerns regarding provincial snow clearing and FURTHER MOVE that the Warden draft a letter requesting a meeting with the Minister of Transportation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
152	Province's Introduction to Bill 225 / that Council accept the recommendation of the Committee of the Whole to have the Warden draft a letter to the Minister of Municipal Affairs and Housing acknowledging that we are confident Bill 225 was passed with positive intentions to address the housing crisis, but that Council has concerns about the process and requests that the Province consider repealing the Bill which grants Ministerial authority to override lawfully established by-laws of the Halifax Regional Municipality.	2-27-2023	Warden	Immediate	Complete
153	AccessAbility Week/ that the request for funds to support activities in recognition of AccessAbility Week from May 29th – June 4th, 2023 be deferred to budget deliberations.	2-27-2023	CAO/Chief Financial Officer	Immediate	Complete
154	Administration Portuaire de Petit de Grat Grant Request/ that Council approve the Administration Portuaire de Petit De Grat grant request in the amount of \$15,000 to install water and sewer connections as eligible projects and allocated under the drinking water/wastewater categories respectively from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2-27-2023	Chief Financial Officer	Immediate	Complete
155	Bonnie Brae Seniors Club Type 4 -Grant Request/ that Council approve the Bonnie Brae Seniors Club grant request for purchasing and installing an automated external defibrillator (AED) in the amount of \$ 1,000.00 and allocated as follows: District 1: \$150.00, District 2: \$150.00, District 4: \$ 337.78, Regional Fund: \$362.22.	2-27-2023	Chief Financial Officer	Immediate	Complete

156	Private Ways By-Law # 66 -First Reading/ to amend the Private Ways By-Law #66 in order to add Section 5 Repeal and Replace, and shall read as follows: The previous version #1, dated June 28, 2021, and all other versions of the By-Law 66, Private Ways By-Law, are repealed and replaced by this by-law.	2-27-2023	Municipal Clerk	Immediate	Complete
157	Richmond Villa Board / that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	Complete
158	Spring 2023 Heavy Collection/ that Council accept the recommendation from the Director of Public Works to issue a tender for collection services for the 2023 Spring Heavy Collection.	2-27-2023	Director of Public Works	Immediate	Complete
159	Bras d'Or Lakes Collaborative Environmental Planning / that the CEIP request for financial support for the Etuaptmumk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	Complete
160	Special Event By-Law/ that Council move the Special Event By-Law to the adoption process as presented with amendments to section 8.5, adding item iii for school based events and to section 6.3c adding, unless exempted through section 8.1.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
161	Public Participation Program Regarding Engagement with Abutting Municipalities / that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
162	Canada Community Building Fund Discussion (Gas Tax)/ It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	In Progress
163	Canada Community Building Fund Discussion (Gas Tax)/ that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	Complete
164	Comfort Center & Emergency Shelter Policy/ The Committee unanimously agreed that have staff prepare a second draft to include a section on Municipal responsibilities to be presented at a future meeting.	2-27-2023	CAO/Steve Marcellus	Immediate	Complete

165	Eastern District Planning Commission Appointments and Positions of the District Planning Staff / Council to approve the following EDPC Commission staff appointments and the positions for 2023-2024, effective April 1, 2023 as follows: Building Inspectors: Harry Martell, André Samson and Sean Donovan -Alternates: David MacKenzie, Johnathan Martin and Luke Ross- Special Constable: Sean Donovan and Johnathan Martin - Development Officer: Andrew Jones -Alternates: John Bain; Wanda Ryan; Dawn Sutherland; Kristen Knudskov and Mikayla Tait - Fire Inspectors: Harry Martell and André Samson -Alternates: Sean Donovan, David MacKenzie, Jonathan Martin and Luke Ross - Dangerous or Unsightly Premises - Administrators: Jonathan Martin and John Bain- Alternates: Luke Ross, Harry Martell and André Samson Special Constable: Sean Donovan and Jonathan Martin	3-13-2023	Municipal Council/ Mun. Clerk	Immediate	Complete
166	Autism Acceptance Month Flag Raising / Council to have staff organize the Autism Acceptance Month flag raising and proclamation ceremony on April 3rd, 2023, and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
167	Gaelic Nova Scotia Month Flag Raising / Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
168	Purple Day for Epilepsy Awareness / that the proclamation be accepted to proclaim that March 26, 2023 be "Purple Day", in an effort to raise awareness of epilepsy in Canada.	3-13-2023	Municipal Clerk	Immediate	Complete
169	Grant Request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000./ that the Raising the Villages Cooperative Ltd. grant request in the amount of \$ 3,000 for the purpose of supporting the costs of communications and network development, be approved and allocated as follows: \$150 from District 1, \$350 from District 2, \$1,000 from District 5 and \$ 1,500 from the Type 4 General Fund.	3-13-2023	CFO	Immediate	Complete
170	Constituent/ Question Period / Develop a service standard for responding to public inquires.	3-13-2023	CAO / Municipal Clerk	Immediate	Complete
171	Constituent/ Question Period / To post EDPC public meetings on the Municipal schedule of meeting calendar.	3-13-2023	Municipal Clerk	Immediate	Complete
172	Constituent/ Question Period / Create an Appeal Process for Land Development	3-13-2023	n/a	Immediate	Complete

173	Constituent/ Question Period Inquiry , Re Property Tax Sale: If there is a lean on a property and the County accepts less than what is owing, is the remainder put out as a lean on the property owner?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
174	Constituent/ Question Period Inquiry , Re: Property Tax Sale: If the Municipality gets excess money for a property that is sold at a tax sale can the property owner ask for the difference between what is owed and what was received by the County?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
175	Cape Breton Fiddlers Association, Re: Proposal for Richmond County/ Provide the association with the grant application forms and provide assistance as needed with the application process.	3-13-2023	CFO/ Recreation Manager	Immediate	Complete
176	Point Tupper Industrial Zones / that Council accept the recommendation of the Planning Advisory / Heritage Committee to accept the recommendation from the Eastern District Planning Commission to approve the proposed amendments to the West Richmond Plan Area Municipal Strategy and Land Use By-law to allow: a) The creation of a new Heavy Industrial Restricted (1-4) zone which allows a limited number of industrial uses including Green Energy Facilities subject to special provisions specifically designed to address the protection of the Landrie Lake Water Supply Area; b) A concurrent rezoning of portion of the property identified by PID 7511767 from the Light Industrial (I-1) Zone to the new 1-4 Zone; c) The addition of Green Energy Facilities as permitted use within the Watershed Protection Periphery (W-2) Zone subject to special provisions; d) The addition of Green Energy Facilities as permitted use within the Heavy Industrial (1-3) Zone subject to existing zone provisions; e) The addition of rezoning Policy for the new Heavy Industrial Restricted (1-4) Zone; f) The addition of a definition of “ Green Energy Facility/Facilities” in the Land Use By-law and; g) Removal of single unit dwellings as permitted use within the Heavy Industrial (1-4) Zone; and FURTHER MOVE that Council give first reading and set a public hearing date.	3/21/2023	CAO	Immediate	Complete
177	Land Use By-Law Summary Offence Tickets / that Council accept the recommendation of the Planning Advisory/ Heritage Committee to approve the Eastern District Planning Commission appointment of staff as Special Constables for Land Use By-law enforcement for 2023-2024, effective April 1, 2023; Sean Donovan, Manager of Inspection Services and Jonathan Martin, Senior Building Official.	3/21/2023	CAO/Warden	Immediate	Complete

178	Welcoming Food Trucks/ to refer Food Trucks to the By-Law / Policy Committee and FURTHER MOVE that staff explore examples of how Food Trucks are welcomed in other communities.	3/27/2023	CAO/Staff	Immediate	Complete
179	Regional/Shared By-Law Enforcement Officer Update/ that the agenda item "Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.	3/27/2023	Municipal Clerk	Immediate	Complete
180	Travel for Wind Europe 2023/ that Council preapprove the Wardens travel to cover the costs to accompany the Nova Scotia Delegation on their mission to Copenhagen, including Wind Europe 2023, as per our current travel policy and FURTHER MOVE that Council support 25% of the costs for the Economic Development and Innovation Officer to attend subject to securing the additional funds required.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
181	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	Complete
182	No Mow May / that the Municipality support the campaign launched by Plantlife called "No Mow May" by erecting signage at Municipal sites and advertising on the Municipal Website and Facebook page	3/27/2023	CAO/Staff	Immediate	Complete
183	Multi-Use Facility Feasibility Study / have staff explore additional sources of funding opportunities and report back at the next Committee of the Whole meeting for further discussion.	3/27/2023	Director of Public Works/ Recreation Manager	Immediate	Complete
184	Marketing Levy Update / that staff contact Terry Smith from Destination Cape Breton to get clarification on 5.1, 5.1 (d), 7.6 and 8.3.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
185	Comfort Center & Emergency Shelter Policy/ that Council accept the recommendation from the By-Law/Policy Committee to adopt the Comfort Center & Emergency Shelter Policy as a Policy of the Municipality of the County of Richmond.	3/27/2023	CAO/Steve Marcellus	Immediate	Complete
186	Constituent/ Question Period / What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	Complete
187	L'Ardoise Acadian Heritage Society/ that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	04/11/2023	CFO	Immediate	Complete
188	St. Peter's Grand River Loch Lomond Pastoral Charge / that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	04/11/2023	CFO	Immediate	Complete

189	Strait Area Mutual Aid Association Grant Request / that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	04/11/2023	CAO/CFO	Immediate	Complete
190	RCMP Retroactive Costs / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	04/11/2023	Warden	Immediate	PENDING
191	Landrie Lake Water Utility Board, Re: Letter to Minister of Public Works regarding Green Hydrogen Development Support/ that the Committee recommend to Council to support the letter to the Minister of Public Works requesting that the Nova Scotia Department of Public Works work with the utility to re-establish water transfer from the Little River Reservoir to Landrie Lake.	04/11/2023	CAO/Municipal Council	Immediate	Complete
192	Meeting with Council to Discuss Shared Municipal Files /that the Committee recommend to Council to have staff organize and coordinate a meeting with the Port Hawkesbury Town Council to discuss shared files.	04/11/2023	CAO	Immediate	In Progress
193	Doug Griffiths, President & CEO, 13 Ways Inc. & Cape Breton Regional Enterprise Network Event/ that the Committee recommend to Council to have the CAO and staff pursue a community focused event with Doug Griffiths.	04/11/2023	CAO	Immediate	Complete
194	Acting Collectively Year End Report / to share the report on the Municipal website/Facebook page.	04/11/2023	Municipal Clerk	Immediate	Complete
195	Raising the Village/ Request video from Jim Mustard to share with Council/staff	04/11/2023	Municipal Clerk	Immediate	Complete
196	Fire Services/ TOR and Committee Structure / inquire with Steve regarding how to move to a more structured committee and provide assistance where needed.	04/11/2023	CAO	Immediate	In Progress
197	CAO, Re: 2023/2024 Budget Planning Discussion/ to have meetings set up similar to last year and to provide Council with dates as soon as they are made available.	04/11/2023	CAO	Immediate	Complete
198	Budget Release Policy - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	04/11/2023	CAO/Municipal Clerk	Immediate	Complete
199	Storm Reporting Form - The Committee unanimously agreed that the form would be used for post storm reporting and that the data collected will need to be tracked	04/11/2023	EMO	Immediate	Complete

200	Regional/Shared By-Law Enforcement Officer - provide the other participating Municipalities our top three by-laws for the purpose of enforcement: Animal, Noise and Special Event By-Laws	04/11/2023	CAO	Immediate	Complete
201	Fences Arbitration Committee/ that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	04/11/2023	CAO/Municipal Clerk	Immediate	Complete
202	Food Truck/Vending By-Law / that staff provide the first draft for a future By-Law /Policy meeting.	04/11/2023	CAO / Municipal Clerk	Immediate	In Progress
203	Clean Up Order / that Council accept the recommendation from the Eastern District Planning Commission that the 30 day Clean Up order be upheld to remove everything that renders the property dangerous or unsightly as outlined and FURTHER MOVE that the 30 day starts from April 24, 2023.	4/24/2023	CAO/Municipal Clerk	Immediate	Complete
204	Flag Policy / to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions.	4/24/2023	CAO / Municipal Clerk	Immediate	In Progress
205	Arichat Pedestrian Side Walk/ that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	2023/24 Cost Shared Road Upgrades J-Class Roads/ that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	Point Michaud Beach Building/ that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	Riverdale Senior Club / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete
209	Recreation Vehicles / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	Heritage Plaques/ that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	In Progress

211	Budget Release Policy / that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording “ cost increases” to “changes”, remove Section 5(a), remove Section 3 and renumber the document accordingly.	05/08/2023	CAO, Municipal Clerk	Immediate	Complete
212	Marketing Levy / The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word “Municipality” with “resides on Cape Breton Island”.	05/08/2023	CAO, Municipal Clerk	Immediate	Complete
213	CCBF Policy / The Committee unanimously agreed to have staff prepare a third draft to include the Committee recommendations and to provide the supporting information used to formulate the percentages for funding amounts for the next By-Law/Policy Committee.	05/08/2023	CAO, CFO	Immediate	Complete
214	National Accessibility Awareness / that the Committee recommend to Council to have staff raise the Accessibility Flag for National Accessibility Awareness week, from May 29th – June 3rd.	05/08/2023	Director of Public Works, Municipal Clerk	Immediate	Complete
215	Tax Sale / that Council accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property numbers 00366722, 10534461, and 10534471 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	05/08/2023	CFO	Immediate	Complete
216	River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds request / that the Committee recommend to Council to defer the grant request from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1500 to the June Committee of the Whole meeting.	05/08/2023	Municipal Clerk	Immediate	Complete
217	Cape Breton Fiddlers Association / to defer the grant request to the June Committee of the Whole meeting and to have staff reach out to the proponent to gather information regarding what events are taking place in Richmond County	05/08/2023	CAO, Municipal Clerk	Immediate	Complete
218	VON Week / that the Committee recommend to Council to support the request from VON to celebrate VON Week by using blue lights on the Municipal Office building, request, from VON, a Victorian Order of Nurses for Canada (VON) flag and further make every effort to recognize VON week from May 21-27, 2023 on the Municipal Website and local media.	05/08/2023	Director of Public Works/Municipal Clerk	Immediate	Complete
219	Richmond Wildlife Association / that the Committee recommend to Council to approve the grant request from the Richmond Wildlife Association for the Type 3 – C1 Physical Activity Grant Funds in the amount of \$172.50 and be allocated as follows:\$ 172.50 from the District 2 funds.	05/08/2023	CFO	Immediate	Complete

220	Louisdale Fleur de Lis Seniors & Pensioners Club / that the Committee recommend to Council to approve the grant request from the Louisdale Fleur de Lis Seniors & Pensioners Club for the Type 3 – C3 Sponsorship Grant Funds in the amount of \$500.00 and be allocated as follows: \$500.00 from the Regional General funds.	05/08/2023	CFO	Immediate	Complete
221	Sidewalk Project / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	05/08/2023	CAO, CFO	Immediate	Complete
222	Mawio'mi Friendship Gala Sponsorship Opportunities / the Committee unanimously agreed to purchase the \$600.00 Friends of Mawio'mi sponsorship level.	05/08/2023	CAO, Municipal Clerk	Immediate	Complete
223	Pondville Beach / Council to draft a letter with input from the Save the Beach Provincial Park Group to the MLA and the Minister to address the infrastructure needs of the Pondville Beach Provincial Park.	05/08/2023	Warden	Immediate	Complete
224	Broadband/ contact Bell to get some pricing on a Broadband/Cell Tower for the Loch Lomond area and report back to Council with an estimate of pricing so they could decide whether they want to add it to the 5 Year Capital Investment Plan.	05/15/2023	CAO	Immediate	Complete
225	Collaborative Session/ that Council approve the requested amount of up to \$5,000 to provide catering for the June 23rd Richmond County Collaborative Session with Dough Griffiths.	5/23/2023	CAO/CFO	Immediate	Complete
226	NSCC HEO Lease/ that Council approve in principle to have a 5 year lease with an appropriate out clause granted to the Nova Scotia Community College Strait Area Campus and FURTHER MOVE to refer the matter to Port Hawkesbury and the Joint Park Commission.	5/23/2023	CAO/CFO	Immediate	Complete
227	Three year share agreement- Jclass road/ that Council defer to June 1, 2023 Special Meeting	5/23/2023	CAO	Immediate	Complete
228	Hanging Flower Baskets/ that Council approve the request from Telile Community Television to place and care for hanging flower baskets on the lampposts that line the Arichat sidewalk conditional on staff approval.	5/23/2023	CAO/ Director of Public Works	Immediate	Complete
229	Question Period Procedure / that Council defer the discussion to the June COW Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
230	Arichat Pedestrian Side Walk/ that Council defer a decision to June 1, 2023 Special Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
231	NSFM Policing Survey / that Council defer to staff to coordinate a response from Council and the Police Advisory Board.	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
232	CCBF Policy Section 4 (a) / to have staff provide the By-Law / Policy Committee with a staff report for data on 8% and 10% allocation for the next meeting.	5/23/2023	CAO/CFO	Immediate	Complete
233	CCBF Policy Section 4 (f) / to reword as follows: The Municipality will contribute to a maximum of 50% of the total CCBF eligible project costs net of any other external funding, from the allocated account for water and sewer projects and with no percentage limits on other projects.	5/23/2023	CAO/ Municipal Clerk	Immediate	Complete

234	Marketing Levy, 3rd Draft - Question for Terry Smith from Council regarding Section 7 e: Why do we need to specify the geography?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
235	Question Period - questions from the public regarding the proposed changes to the Isle Madame Municipal Planning Strategy and Land use By-law. (1) Whether or not the policy change for Isle Madame is in keeping with the norms in other areas of the province? (2) What substantiates a mini campground and is it based on any size of lot as the old by-law would apply to any land owner?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
236	CCBF Policy moved to adoption process	06/06/2023	Municipal Clerk	Immediate	Complete
237	Marketing Levy moved to the adoption process	06/06/2023	CAO / Municipal Clerk	Immediate	Complete
238	Food Cycle Science, Municipal Food Waste Pilot Project - that Council refer to staff for further investigation.	06/12/2023	CAO	Immediate	Complete
239	Acting Collectively - send email to Councillors with information on the Council Recruitment Campaign..	06/12/2023	Municipal Clerk	Immediate	Complete
240	Waste Receptacles- that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	06/12/2023	CAO / Municipal Clerk	Immediate	In Progress
241	Arichat Community Development Grant Extension - that the Committee recommend to Council to approve the Arichat Community Development Association grant request extension for an additional year, to March 31, 2024	06/12/2023	CFO	Immediate	Complete
242	IMVFD - that Council have staff draft a letter outlining the limitations on private property and to provide information on who may be contacted.	06/12/2023	CAO	Immediate	Complete
243	Louisdale & Area Food Bank - that Council approve the grant request from the Louisdale & Area Food Bank Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
244	River Bourgeois Community Services Society - that Council have staff reach out to the proponent for further information on the designated funds and defer to June Council.	06/12/2023	CFO	Immediate	Complete
245	Re-Nest - that Council approve the grant request from the Re-Nest Furniture Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 600 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
246	Re-Nest - reach out to the organization how we can help promote them.	06/12/2023	Municipal Clerk	Immediate	Complete
247	Little Harbour Comm. Pasture - that Council approve the grant request from the Little Harbour Community Pasture for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$2000 from District 5 and \$3000 from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
248	Strait Mutual Aid - that Council have staff reach out to the proponent to gather more information on what other Municipalities have granted funding and FURTHER MOVE that Council have the Emergency Services Coordinator provide a staff report for the next meeting.	06/12/2023	CFO	Immediate	Complete

249	River Bourgeois Mariner Society - that Council approve the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1000 and be allocated as follows: \$500 from District 4 and \$500 from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
250	Cape Breton Fiddlers Association - that Council approve the Cape Breton Fiddlers Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 2000 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
251	Question Period - that Council refer the revision of the procedures for question period to the Warden and CAO.	06/12/2023	CAO / Warden	Immediate	In Progress
252	World Elder Abuse Day - provide information on social media.	06/12/2023	Municipal Clerk	Immediate	Complete
253	CSAP & Arichat Side Walk Project Update - that Council have staff proceed with exploring options for the exit side paving and report back to Council.	06/12/2023	Director of Public Works	Immediate	Complete
254	Strait Area Chamber Housing - that Council support, in principle, the Strait Area Chamber of Commerce formation of a not-for-profit entity with the mandate to create and execute a housing action plan for Richmond County and the Town of Port Hawkesbury and FURTHER MOVE that staff arrange a joint council meeting in the fall.	6/26/2023	CAO	Immediate	Complete
255	Provincial Capital Assistance Program (PCAP) - that Council support an application to the Province's PCAP for the purpose of the Arichat and Evanston water towers.	6/26/2023	Director of Public Works/CAO	Immediate	Complete
256	IMV Food Bank - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	Complete
257	Loch Lomond Volunteer Fire Department - that Council approve the LLVFD Type 1 - Infrastructure Grant Request in the amount of \$5000 and be allocated as follows: \$1000 from District 5 Funds and \$4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
258	River Bourgeois Community Service Society - that Council approve the RBCSS Type 4 Regional/Health/General Grant Funds in the amount of \$5000 and be allocated as follows: \$1000 from District 4 Funds and \$ 4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
259	Strait Area Mutual Aid Association - that Council approve the SAMAA Type 1 - Infrastructure Grant Funds in the amount of \$5000 and be allocated as follows: \$5000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
260	Supporting Affordable Housing - that Council have staff explore what other Municipal units are doing to support affordable housing and report back to Council.	6/26/2023	CAO	Immediate	In Progress
261	Council Chamber Upgrades - Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council proceed with the Mastercontrol Proposal in the amount of \$51,200.00 plus hst to upgrade the Council Chamber video/audio production system and FURTHER MOVE that the funds be allocated from the Capital Reserve. Motion carried with four in favor and one against.	8/21/2023	CAO / CFO	Immediate	In Progress

262	Cape Breton Partnership - Moved by Councillor Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the requested amount of up to \$1,500 to sponsor the Cape Breton Partnership Investor Summit. Motion carried.	8/21/2023	CAO / CFO	Immediate	complete
263	Active Living Strategy and Recreation Plan - that the Committee of the Whole recommend to Council to defer the decision to adoption the Active Living Strategy and Recreation Plan to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete
264	Two Eyed Seeing Conference - that the Committee of the Whole recommend to Council to defer the decision of sponsorship for the Two Eyed Seeing Conference to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete
265	MEMAC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Melanie Sampson and Warden Amanda Mombourquette be appointed to the Municipal Emergency Management Advisory Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	Complete
266	MEMPC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Michael Diggdon and Councillor Shawn Samson be appointed to the Municipal Emergency Management Planning Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	Complete
267	Fences Arbitration Committee Appointment - that the Committee of the Whole recommend to Council that Deputy Warden Brent Sampson be appointed to the Fences Arbitration Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	Complete
268	Health Information Magnets - that the Committee of the Whole recommend to Council to have staff investigate whether other Municipalities and Emergency Health Services have programs for Health Information Magnets or similar currently in place and report back to Council.	09/11/2023	EMO/Fire Services Coordinator	Future Council meeting.	In Progress
269	Cost-Shared Road Paving J-Class - The Committee of the Whole unanimously agreed to defer the discussion on selecting J-Class Roads for the application for cost-shared paving to the next Regular Council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete
270	Voluntary Vulnerable Person Registry - that the Committee of the Whole recommend to Council to support the resolution for a Province wide Voluntary Vulnerable Person Registry and FURTHER MOVE to defer the reading of the resolution to the next Regular Council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete
271	Fetal Alcohol Spectrum Disorder - that the Committee of the Whole recommend to Council to support the request to declare the month of September as Fetal Alcohol Spectrum Disorder (FASD) Awareness Month and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete

272	Right To Know Week - that the Committee of the Whole recommend to Council to support the request to declare September 25 to October 1, 2023 as Right to Know Week and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	Complete
273	Food Cycle Science, Municipal Food Waste Pilot Project - The Committee of the Whole unanimously agreed to accept the Food Cycle Science - Municipal Pilot Program as information only and defer the discussion to budget time.	09/11/2023	CAO/CFO	After adoption of COW Report.	Complete
274	Question Period - Claire Doyle - Isle Madame Garden Club/ Will the Municipality help the community deal with the woodland angelica invasive weed?	09/11/2023	CAO / Municipal Clerk	For next COW meeting.	In Progress
275	Road Name Change - that the Planning Advisory/Heritage committee recommend to Council to have the EDCP provide guidance on the process of renaming the existing road names of Cannes Pt. Rd and Cannes Pt. Extension to Canns Pt Rd and Canns Pt Extension Rd. Road Name Change - that Council accept the recommendation from the Planning Advisory/Heritage Committee to change the road name of Cannes Point Road Extension to Canns Point Road Extension(omitting the e) and FURTHER MOVE that Council recommend to the province to change the road name of Cannes Point Road to Canns Point Road (omitting the e).	09/26/2023 - 01-31-2024	Municipal Clerk	Immediate	In Progress
276	Wind Turbine Overlay Mapping - that Council give second reading approval for the amendments to the Richmond County Municipal Planning Strategy and Land Use By-law addressing the Development of Wind Energy to allow the creation of the Utility Scale Wind Development (WD-2) Zone which permits Utility Scale Wind Turbines as of right subject to special requirements and the rezoning map in Schedule A. (attached)	09/26/2023	Municipal clerk	For next Reg Council meeting	Complete
277	RCMP Advisory Board By-Law - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	Complete
278	Recreation Vehicles - that Council give First Reading approval for the proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as a seasonal main dwelling or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompanying definitions and schedule a public hearing.	09/26/2023	Municipal clerk	Immediate	Complete
279	DNRR / ACOA Project Proposal - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the unused portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	Complete

280	Application for Cost-Shared J-Class Road Paving - that Council submit the following application to the Province for cost-shared paving of J-class roads in order of priority as follows: Lobster Plant Road, Sampson Road, Kings Road, and Forgeron Road.	09/26/2023	Director of Public Works	Immediate	Complete
281	Active Living Strategy and Recreation Plan - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	Complete
282	CEPI Conference Sponsorship Opportunity - that Council refer the CEPI Conference sponsorship opportunity to staff and FURTHER MOVE that staff provide a recommendation for the next Committee of the Whole meeting.	09/26/2023	CFO	Immediate	Complete
283	FASD Proclamation- that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	complete
284	Right to Know Week Proclamation - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	Complete
285	VVPR Resolution - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	Complete
286	Speed Radar Unit - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	Complete
287	Speed Radar Unit - Council unanimously agreed to recommend to staff that the speed radar unit located in West Arichat be moved to the Northside area and to place the currently unused unit along Hwy 206 in the Arichat area.	09/26/2023	Director of Public Works	Immediate	Complete
288	Question Period / - Class Road List - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	Complete
289	Question Period / Financial Health Index Report - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	Complete
290	Question Period / Grant Disclosures for 2022-2023 - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	Complete
291	Acting Collectively Project / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	10/10/2023	Warden	Immediate	PENDING
292	Zone 3 Curbside Collection Tender /that Council accept the recommendation from the Committee of the Whole to authorize staff to EXCEED BUDGET IN ORDER TO proceed with award of the Zone 3 curbside tender to the lowest priced bidder.	10/10/2023	Director of Public Works	Immediate	Complete
293	New Rules for Off-Highway Vehicles / that Council accept the recommendation from the Committee of the Whole to have staff begin looking into the next steps for the Municipality to develop a plan of action and FURTHER MOVE that staff reach out the ATV Association of Nova Scotia, and place the New Rules for Off-Highway Vehicles on the agenda for discussion at the next Police Advisory board meeting.	10/10/2023	Recreation Department	Immediate	In Progress

294	Bell Alliant to Appear before Council / that Council accept the recommendation from the Committee of the Whole to have staff invite a Bell Alliant representative to appear before Council at a future date to discuss the lack of coverage throughout many areas of the county.	10/10/2023	CAO	Immediate	In Progress
295	NSUARB Order / that Council accept the recommendation from the Committee of the Whole to have the Warden draft a press release regarding the Nova Scotia Utility Review Board Order, confirming the number of Councillors and polling districts.	10/10/2023	Warden	Immediate	Complete
296	Wastewater Management District Funds / that Council accept the recommendation from the Committee of the Whole to have staff explore the feasibility and sustainability of perusing the Wastewater Management District funding program and report back to council	10/10/2023	CAO	Immediate	In Progress
297	Deer Population / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	10/10/2023	CAO	Immediate	In Progress
298	Municipality of the County of Richmond Organizational Chart / that Council accept the recommendation from the Committee of the Whole to adjust the organizational chart as presented including the position classifications.	10/10/2023	CAO	Immediate	Complete
299	Purchasing and Tendering Policy - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review.	10/23/2023	Municipal Clerk	Immediate	In Progress
300	Travel and Expense Policy/ That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete
301	Grant Disclosure Policy - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	Complete
302	Bras d'Or Lakes CEPI grant application / that Council approve the Bras d'Or Lakes CEPI grant application for the Type 4 - Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$500 District 1, \$500 District 2, \$500 District 3, \$500 District 4, \$3000 Regional Grant Funds.	10/23/2025	CFO	Immediate	Complete
303	SERMGAR Legislation-Bill 340 / that the Warden draft a letter on behalf of Richmond Municipal Council with clear restrictions that Council supports bill 340 as a path to achieve what was consulted on with the membership; specifically, that the Roads Stream B proposal regarding transfer of ownership of roads to municipalities be moved to Schedule A for further discussion.	10/23/2026	Warden	Immediate	Complete

304	Calvin Presbyterian Church Grant Request / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	11/06/2023	CFO	Immediate	Complete
305	Hearts Ability Society Wreaths Fundraiser/ The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	11/06/2023	CAO	Immediate	Complete
306	Destination Cape Breton MOU / that the Committee of the Whole recommend to Council to approve the MOU among the five Cape Breton Island municipalities and Destination Cape Breton.	11/06/2023	CAO	Immediate	Complete
307	Municipal Housing Needs Report / create an article and upload the document on Municipal website and create a fb post	11/06/2023	Municipal Clerk	Immediate	Complete
308	Municipality of the County of Richmond Planning Strategy and Land Use By-Law / that Council give First Reading approval for the Municipality of the County of Richmond Planning Strategy and Land Use By-Law and FURTHER MOVE to have staff schedule a public hearing.	11/20/2023	Municipal Clerk	Immediate	In Progress
309	École Beau Port Sidewalk/Driveway Project and Additional Accessibility Projects at Various Municipal Owned Facilities/ that Council supports the submission of applications for the École Beau Port Municipal Office Sidewalk Extension Project and the Accessibility Municipal Facility Upgrades Project, prioritized in order, for funding consideration under Municipal Capital Growth Program.	11/20/2023	Director of Public Works	Immediate	In Progress
310	Affordable Housing Project, SRD International Limited/ staff to provide an update for the December 18, 2023	12/07/2023	CAO	Immediate	In Progress
311	Extended Producer Responsibility (EPR) for Packaging, Paper Products/ that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	12/07/2023	Director of Public Works	Immediate	In Progress
312	Grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000-\$2,000./ that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	12/07/2023	CFO	Immediate	Complete
313	Question Period - Claire Doyle - Seniors Take Action Coalition, Re: Volulnerable Person Registry	12/07/2023	Warden	Immediate	In Progress

314	Sale of Property PID 750144654 / AAN 01525956 - Council accept the recommendation from the Committee of the Whole to accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property number 01525956 at the February 9th, 2024 tax sale for the minimum acceptable bid(s) as discussed "In camera".	12/19/2023	CFO	Immediate	Complete
315	Member at Large/ By-Law Policy Committee - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	Complete
316	Gilles Subdivision, St. Peter's - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	In Progress
317	Purchase of PID 75220756 / that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.	01-31-2024	Director of Public Works	Immediate	In Progress
318	Engage NS Quality of Live Survey / It was the consensus of the Committee to defer Engage to budget discussions.	01-15-2024	CFO	Immediate	In Progress
319	Low Income Tax Exemption / that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.	01-31-2024	CAO	Immediate	In Progress
320	Coastal Riders ATV group request for a letter of authorization / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	In Progress
321	2024 Municipal Elections Voting Method/ that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	In Progress
322	Appointment of Returning Officer / that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C) of the Municipal Elections Act .	01-31-2024	CAO	Immediate	In Progress
323	Advance Poll Day / that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.	01-31-2024	Municipal Clerk	Immediate	In Progress
324	Enumeration or use of lists or permanent register / that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and FUTHER MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.	01-31-2024	CAO	Immediate	In Progress

325	Tariff Fees and Expenses /that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.	01-31-2024	CAO	Immediate	In Progress
326	Raising the Village Grant Request / that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.	01-31-2024	CFO	Immediate	In Progress
327	Village of St. Peter's Guarantee / that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and WWTP electrical upgrades.	01-31-2024	CFO	Immediate	In Progress
328	ECRL request for additional rent / that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.	01-31-2024	CFO	Immediate	In Progress
329	Richmond County Water Utility-Water Rate Study / that the Richmond County Water Utility Water Rate Study be placed on the agenda for the next Committee of the Whole meeting for further discussion.	01-31-2024	Municipal Clerk	Immediate	Complete
330	Request to Purchase PID 75142133 / Moved by Council/ that Council accept the recommendation from the Planning Advisory / Heritage Committee to proceed with the process of the sale of PID 75142133, ensuring proper procedures are followed.	01-31-2024	CFO / Revenue Manager	Immediate	In Progress
331	Land/Legal Document from In camera session / that Council accept the recommendation from the Planning Advisory / Heritage Committee that the document discussed in-camera be presented in-camera at the next Committee of the Whole meeting.	01-31-2024	Municipal Clerk	Immediate	Complete
332	Bona Road and Bona Lane in L'Ardoise / that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	EMO/Fire Services Coorindator	Immediate	In Progress