



Committee of the Whole Meeting

Monday, April 8th, 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 4-16, Council Chambers

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Land/Legal
 - b) Personnel
3. **Recess**
4. **Items Added / Approval of Agenda**
5. **Review of Minutes**
 - a) March 11th, 2024
6. **Presentation**
 - a) Timothy Webster, NSCC, Our Changing Coastlines
 - b) Sergeant Brad Kelly, RCMP, Richmond County
7. **New Business**
 - a) Presentation of Heritage Plaques
 - St. Johns Anglican Church, Friends of St. Johns
 - St. Patrick's Church, St. Patrick's Church Preservation Society
8. **Warden, Re:**
 - a) Review of Warden's Council Report
 - b) Municipal Growth Framework
 - c) New Provincial Department of Emergency Management
 - d) Statement on Former Warden Madeline Libbus
9. **CAO, Re:**
 - a) Administration Operations Report
 - b) Briefing Note, Re: Appointment of Returning Officer and Review of Election Tariffs of Fees and Expenses
10. **Community Acknowledgements**
11. **Correspondence**
 - a) **Action Required**
 - i. Chris Boudreau, Director of Public Works, Re: Briefing Note – 2024 Heavy Collection



- ii. Jim Davis, Interim CFO, Re: Guarantee for The Village of St. Peter's
 - iii. Jim Davis, Interim CFO, Re: Grant request from the River Bourgeois Community Services for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500
 - iv. Jim Davis, Interim CFO, Re: Grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000
 - v. Troy MacCulloch, CAO, Re: Richmond County Literacy Network Type 4 – Regional/Health/General Grant request
 - vi. Kieran Walker, Administrator, The Gaelic Council of Nova Scotia, Re: Flag Raising and Proclamation Request
 - vii. Richmond Education Center/Academy, Re: Request for monetary contributions to the graduation bursary/scholarship fund
- b) **For Information Only**
- i. Honourable John A Lohr, Minister of Municipal Affairs and Housing, Re: Service Exchange Agreement
 - ii. Cape Breton Regional Enterprise Network Information and Activity Report
 - iii. Christina Lovitt, Provincial Director of Planning, Re: Municipal Planning Strategy and Land Use By-Law
- 12. Review of Cheques Issued Re:**
- a) March 2024
- 13. Review of Action Items**
- a) Action Items
- 14. Items Added to the Agenda**
- 15. 15 Minute Question Period - (902) 226-9885**
(Not Restricted to Items on the Agenda)
- 16. Adjournment**

Question Period Details

Phone in number – (902) 226-9885

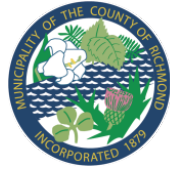
Any member of the public may ask a question on any item. A maximum of fifteen (15) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

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**



Committee of the Whole Meeting

March 11th, 2024

- Location:** Council Chambers
- Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Brent Sampson, Councillor Michael Diggdon
- Staff:** Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Troy MacCulloch, Chief Administrative Officer (CAO), Shelley David, Municipal Clerk
- Regrets:** Councillor Melanie Sampson, Jason Martell, Chief Financial Officer

Call to Order

The Chair called the meeting to order at 5:33 p.m.

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

Moved Councillor Brent Sampson, seconded by Councillor Michael Diggdon that the meeting move to an “In-Camera” session at 5:33 p.m.
Motion carried.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the meeting revert to “Regular” session at 5:42 p.m. and FUTHER MOVE that the Committee break for recess until 7:00 pm.
Motion carried.

Recess for By-law/ Policy Meeting, Council Chambers

The chair called for recess at 5:42 p.m.

Reconvene Committee of the Whole Meeting, Council Chambers

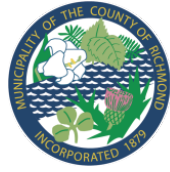
The Warden reconvened regular session at 7:02 p.m.

Items Added to the Agenda (Approval of Agenda)

Deputy Warden Shawn Samson requested and received unanimous consent to add the following item:

- Operations Veterans Build, Item # 13 (a)

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



Review of Minutes, February 12th, 2024, Committee of the Whole

Moved by Deputy Warden Shawn Samson, seconded by Councillor Micheal Diggdon that the minutes of February 12th, 2024, Committee of the Whole be approved.
Motion carried.

Presentations

Celeste Gotell, Seniors Take Action Coalition, Re: The Decade of Healthy Ageing
Celeste Gotell presented virtually.

Stan Johnson, Re: Pitu'paq Group
Stan Johnson presented in person.

Warden, Re:

- a) Review of Warden's Council Report
For information only.
- b) Coastal Action Plan
For information only.
- c) Nova Scotia 2024/2025 Budget Highlights
For information only.

CAO, Re:

- a) Administration Operations Report
Information only

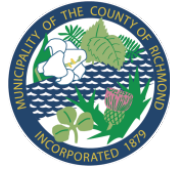
Community Acknowledgements

For information purposes.

Correspondence

- a) Action Required
 - i. Jason Martell, CFO, Re: Richmond County Literacy Network (RCLN) funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.

Moved by Deputy Warden Shawn Samson seconded by Councillor Brent Sampson that the Committee of the Whole recommend to Council to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00.
Motion carried.



- i. Jason Martell, CFO, Re: The Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$4,500.

Moved by Deputy Warden Shawn Samson seconded by Councillor Brent Sampson that the Committee of the Whole recommend to Council to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.
Motion carried.

- ii. Jason Martell, CFO, Re: The Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$5,000.00.

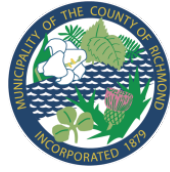
Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500 and FURTHER MOVE that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.
Motion carried.

- iii. Clint Samson, Revenue Manager, Re: Request for Tax Reduction due to Fire from Micheline Landry.

Moved by Councillor Brent Sampson seconded by Michael Diggdon that the Committee of the Whole recommend to Council to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.
Motion carried.

- iv. John Bain, Eastern District Planning Commission, Re: Revised Appointments of District Planning Staff

Moved by Councillor Michael Diggdon seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024:



- Building Inspectors: Harry Martell, Andre Samson, and Sean Donovan
Alternates: David MacKenzie, Jonathan Martin, and Luke Ross
- Development Officer: Andrew Jones
Alternates: John Bain; Wanda Ryan; Kristen Knudskov and Mikayla Tait.
Assistant Development Officers: Harry Martell and Andre Samson
- Fire Inspectors: Harry Martell and Andre Samson
Alternates: S. Donovan; D. MacKenzie; J. Martin and L. Ross.
- Dangerous or Unsightly Premises
Administrators: Sean Donovan and John Bain
Alternates: Harry Martell, Luke Ross, and Andre Samson
- Special Constables: Building/Fire Codes, Dangerous or Unsightly Premises, Land Use By-laws
Sean Donovan and Jonathan Martin

Motion carried.

- v. Jordan Thomey, Epilepsy Association, Re: Purple Day Proclamation Request

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.

Motion carried.

Purple Day Proclamation 2024

Whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

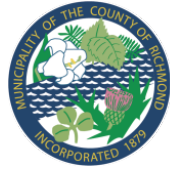
Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide and 42 people in Canada are diagnosed every day, and

Whereas one in ten persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma, and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, I do hereby proclaim March 26, 2024, Purple Day, in an effort to raise awareness of epilepsy in Canada.



b) For Information Only

- i. Municipality of the County of Richmond, Re: Letter to the Honourable Kim Masland regarding Port Royal Bridge
- ii. Municipality of the County of Richmond, Re: Letter of Congratulations to Telile Community Television 30th Anniversary

Review of Cheques Issued, Re: February 2024

For information purposes.

Review of Action Items

For information purposes.

Items added to the Agenda

Operation Veterans Build

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to refer the Operation Veterans Build to staff to explore the opportunity to support the program.
Motion carried.

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

Our Changing Coastlines

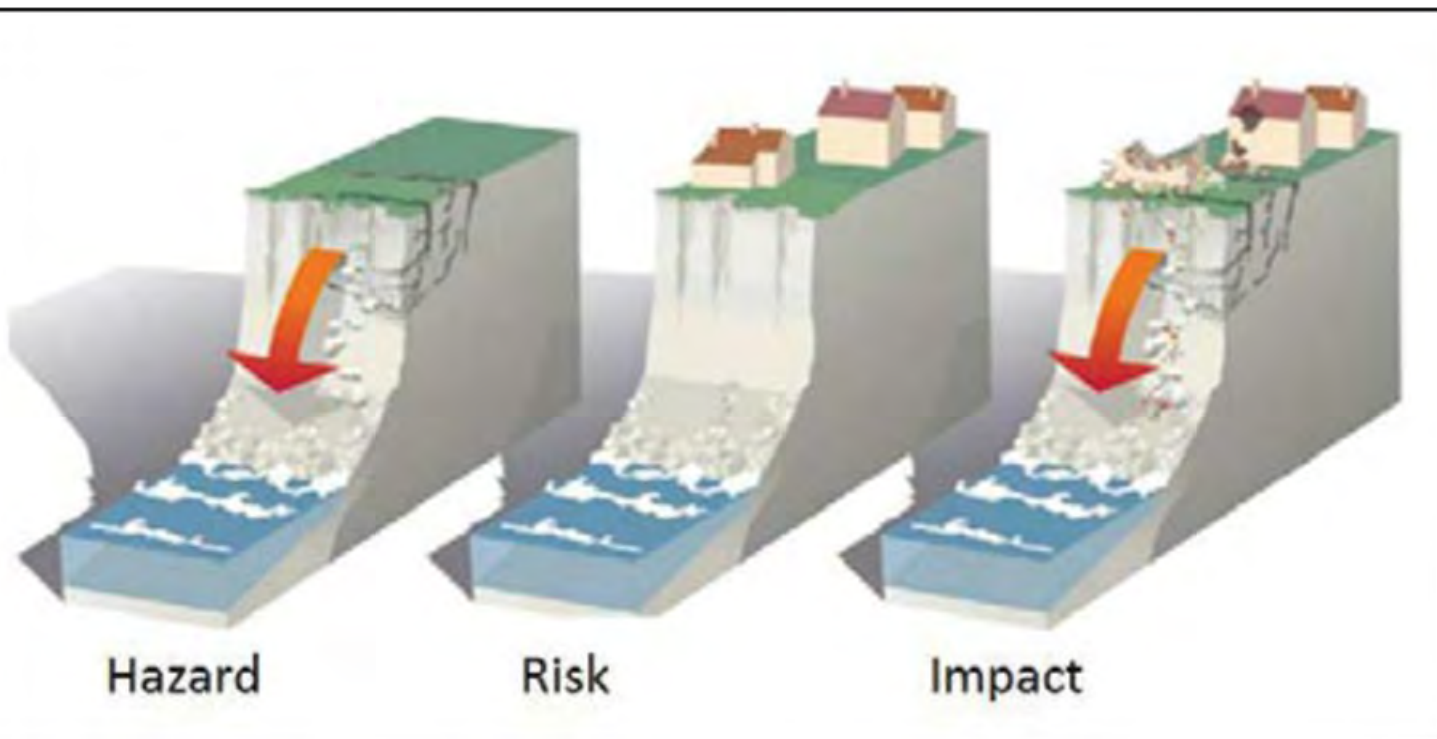
- **What is Coastal Change**
- **How do we measure coastal change**
- **Storm Surge, SL-Rise & Climate Change**
- **Example from Cape John**
- **Impacts of Fiona**
- **Research NS “GeoSolutions CC Hazards”**

Tim Webster, PhD
Research Scientist, AGRG
Applied Geomatics Research Group
Nova Scotia Community College
COGS - Middleton Site
Timothy.Webster@nsc.ca



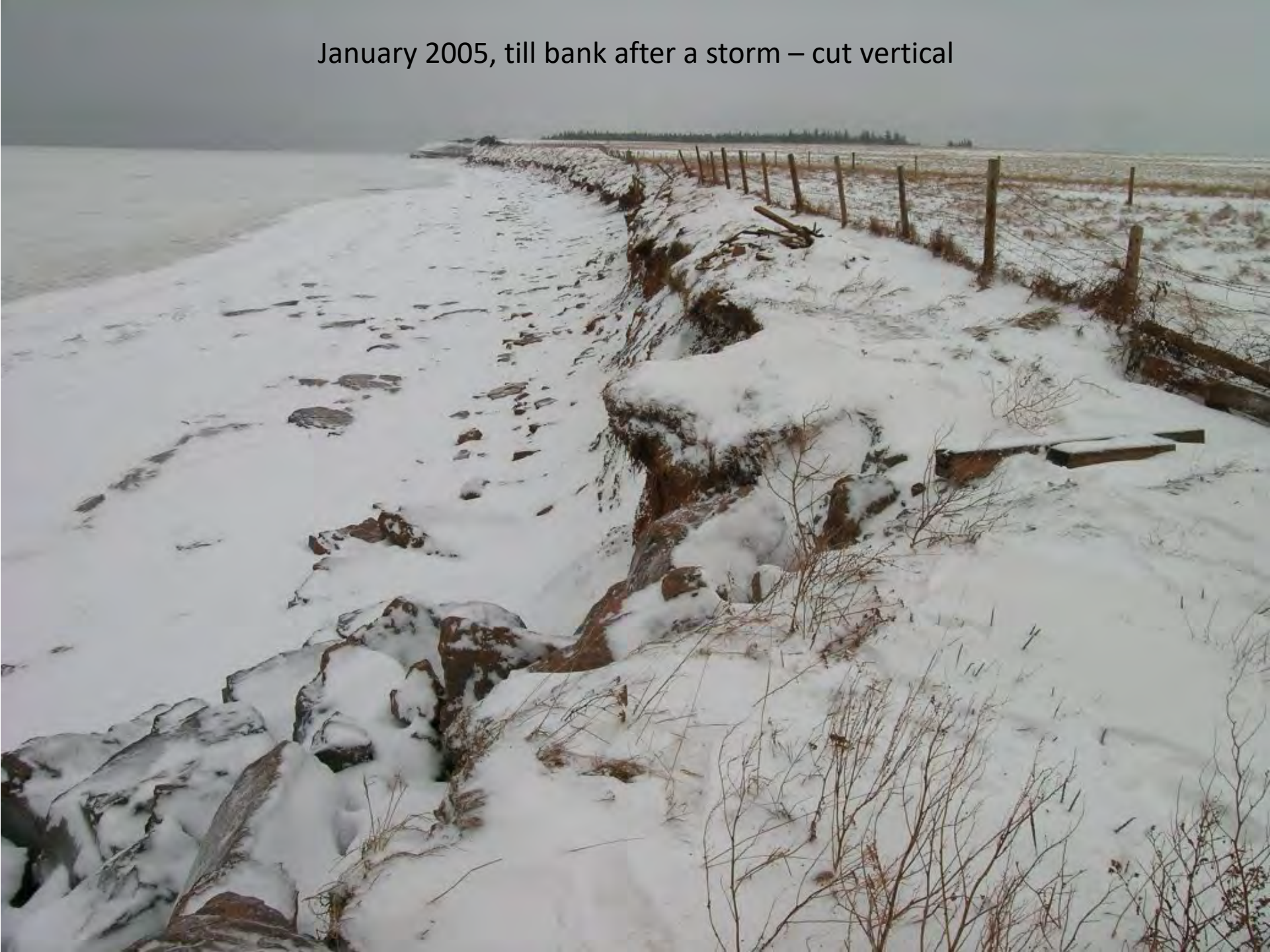
Agents of Coastal Change

- Agents of erosion include rainfall; bedrock wear; water currents; waves; glacial plucking, abrasion, and scour; wind abrasion; groundwater processes; and mass movement processes in steep landscapes like landslides and debris flows.
- Storms with elevated water levels and wave action are the most effective agents of coastal change. The effects of a storm on the coast depend on the total water level (combined tide, surge and waves), the presence or absence of sea ice, local wind direction and fetch, and a range of other factors.
- Define hazard, risk & impact of coastal change



Example of erosion hazard, risk and impact (from Savard, van Proosdij, and O'Carroll 2016).

January 2005, till bank after a storm – cut vertical



June 2005, till bank after freeze thaw slumping



Methods to Measure Coastal Change + Storm Surge & Relative Sea-Level Rise

RTK-GPS
Transects



Terrestrial
Laser
Scanning



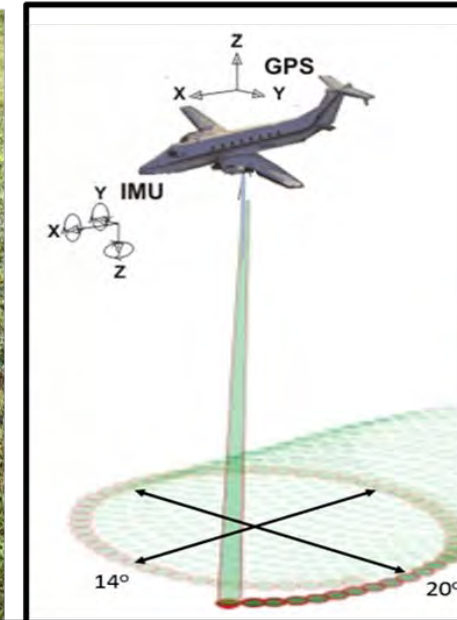
Mobile
Mapping



UAV
Drone



Airborne photos,
topo and topo-
bathymetric lidar

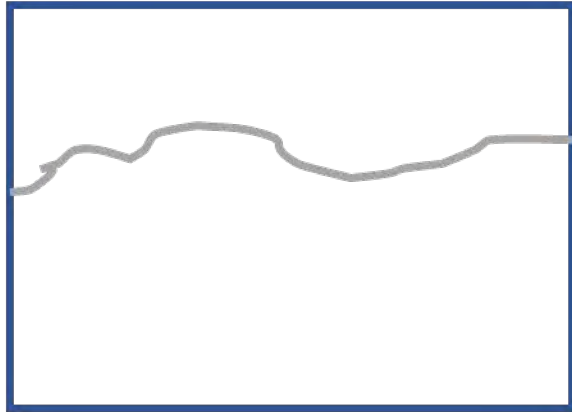


Satellite
imagery



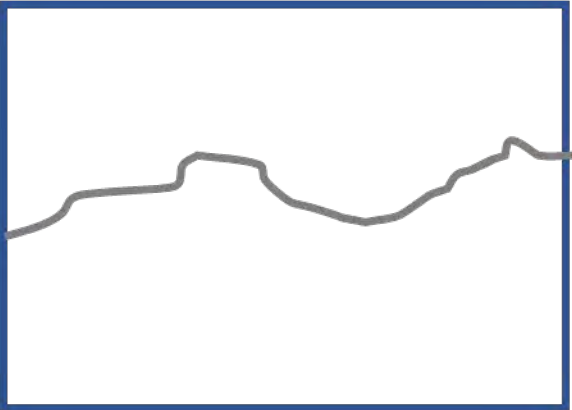
Also low tech tape measure from reference points

Two general methods from remote sensing

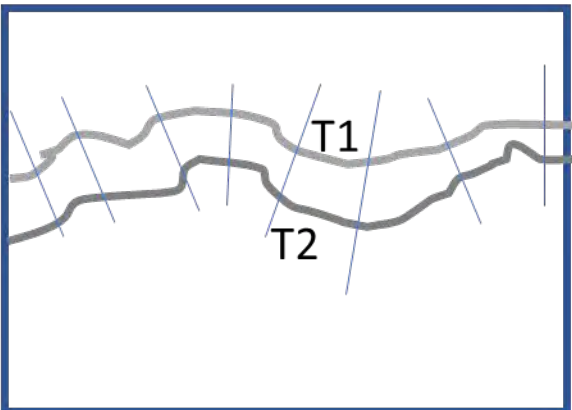


2-D Coastline Transects

Coastline Time 1

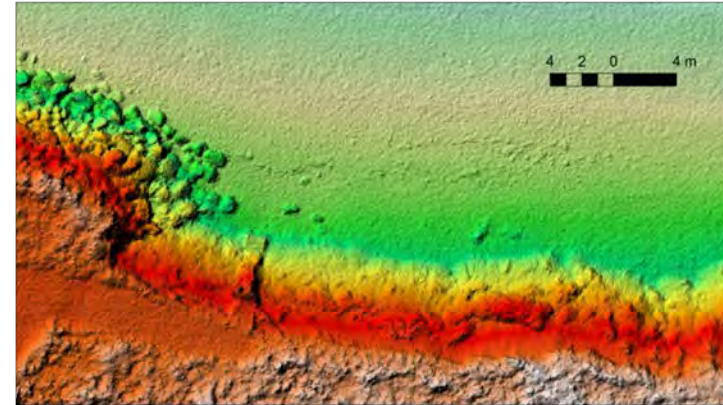


Coastline Time 2



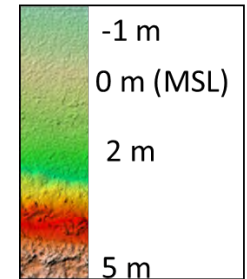
Coastline Change
Horizontal Distance (T2-T1)

Rate=Distance/(Time 2- Time 1)

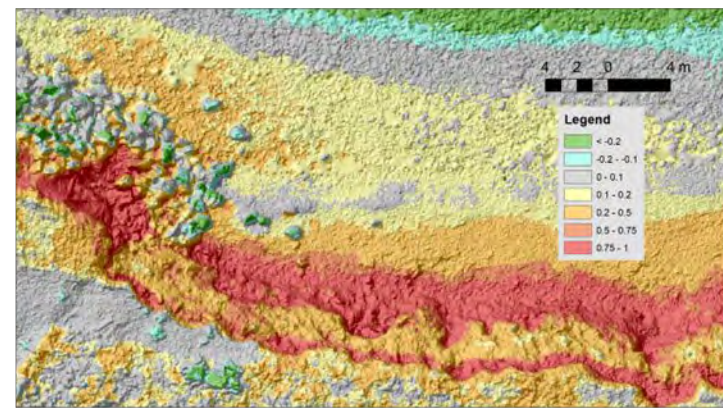
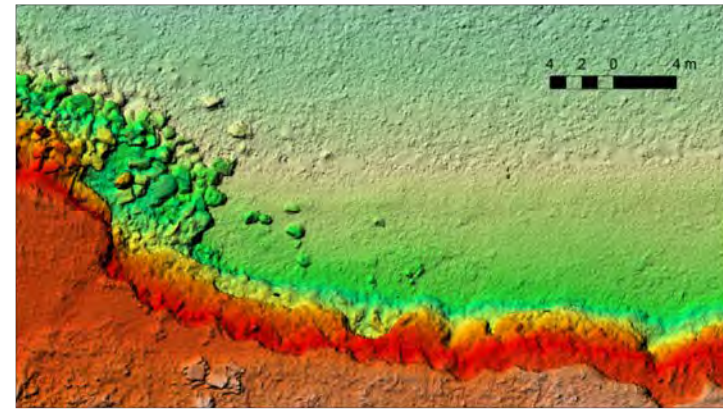


3-D Difference in DEMs

DEM Time 1



DEM Time 2



DoD=(Dem1-DEM2)
Volume= 1837 m³
for 50 m of bank

Sept 22, 2022

10 5 0 10 m



Sept 25, 2022

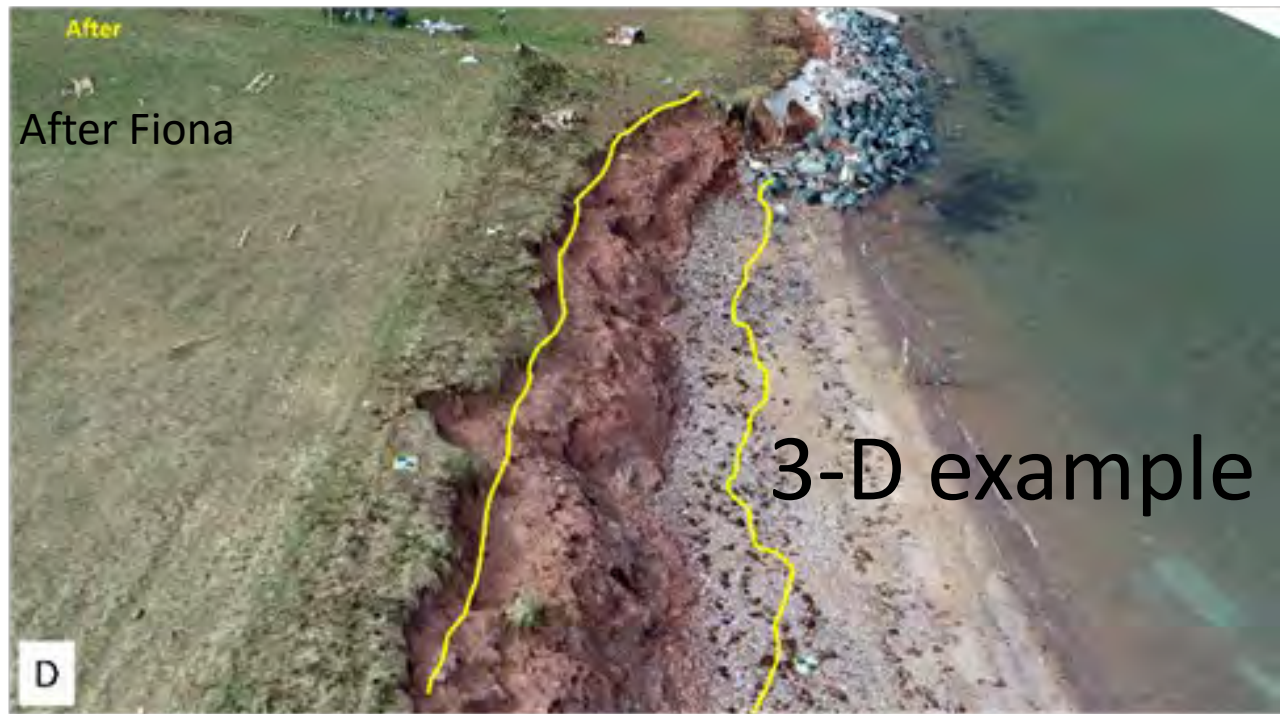
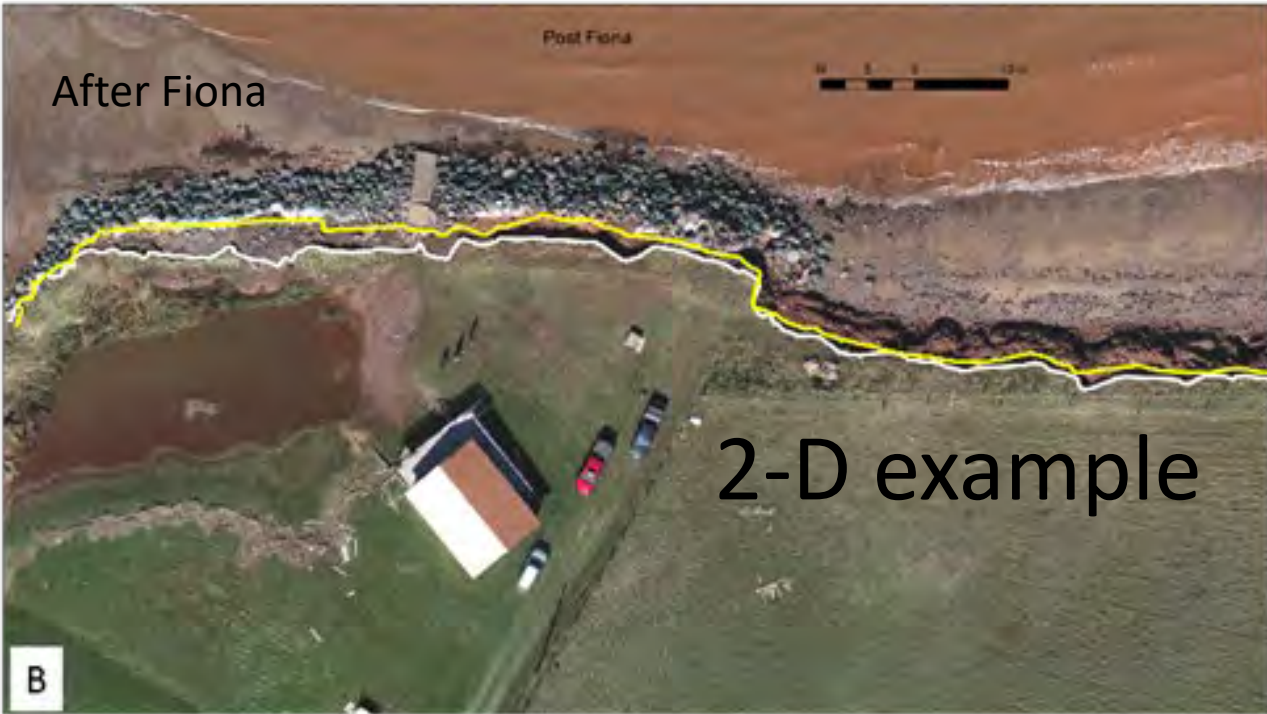
10 5 0 10 m



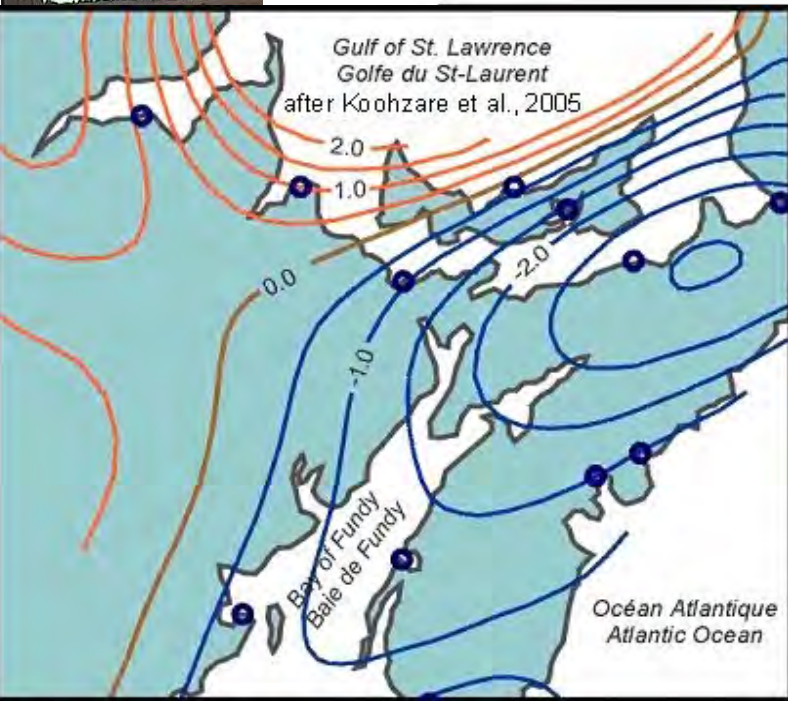
Sept 28, 2022

10 5 0 10 m



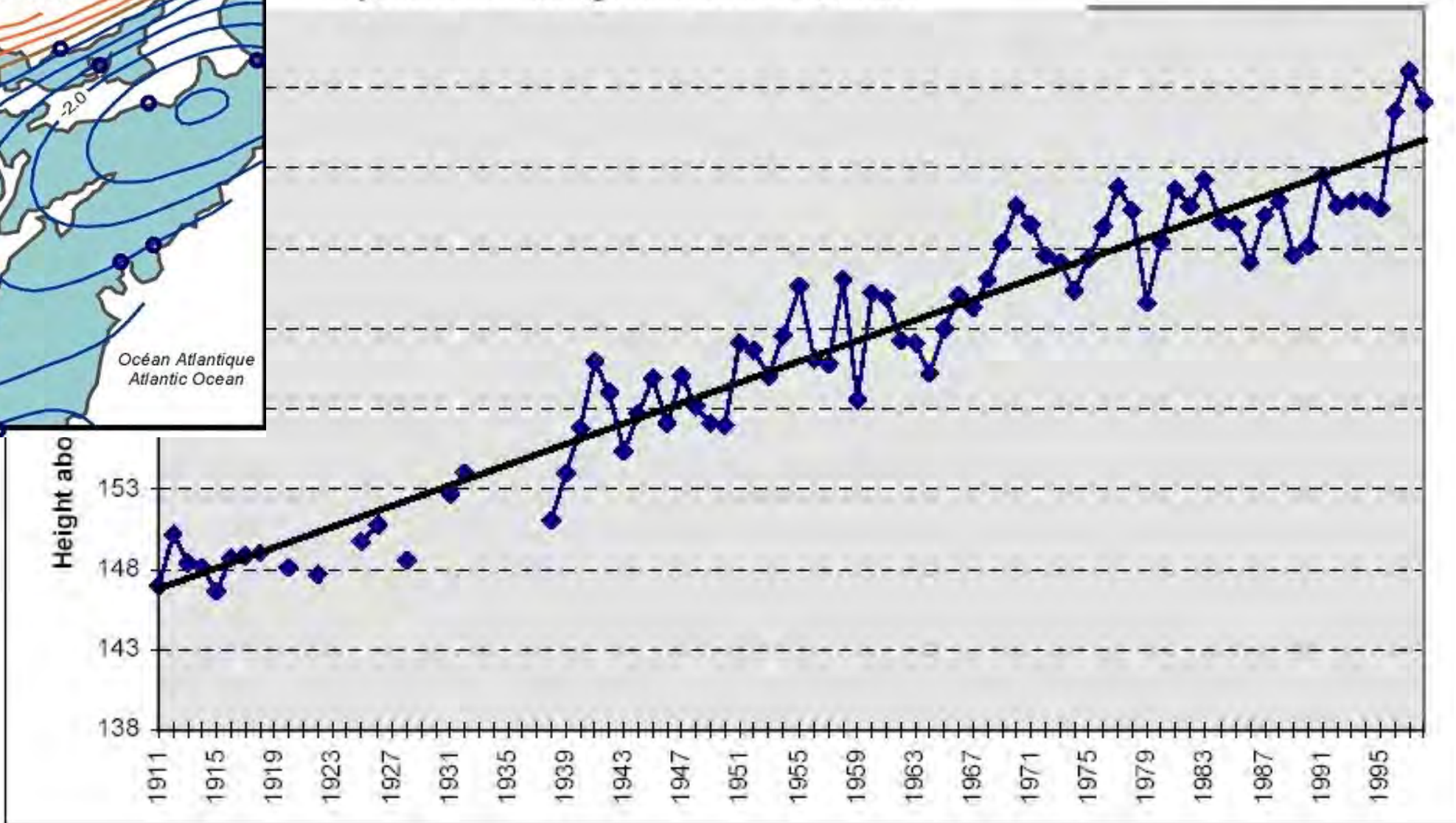


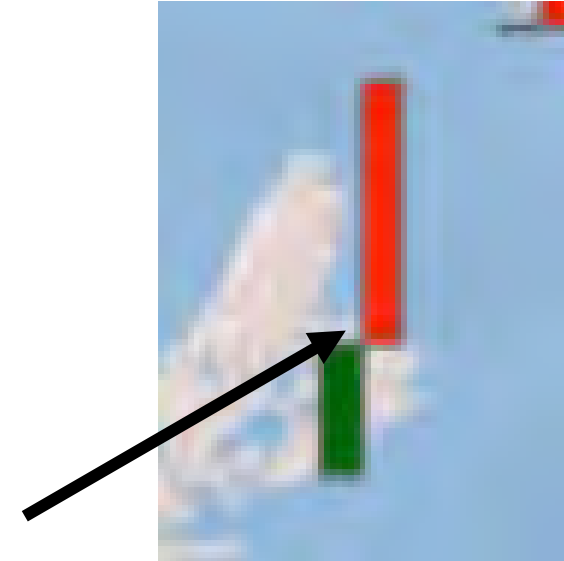
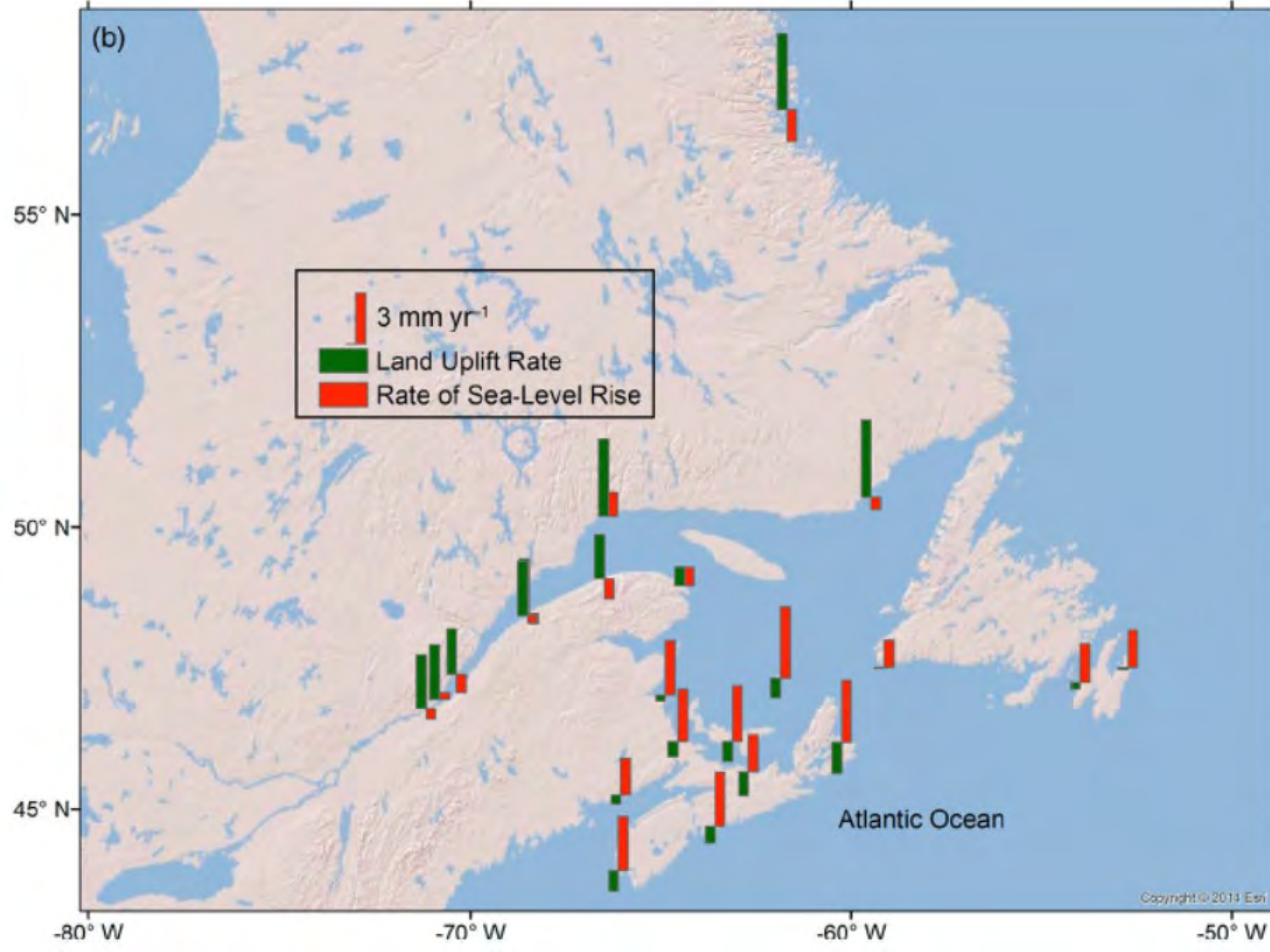
Storm Surge + Sea Level Rise + Crustal Subsidence



Charlottetown - Annual Mean Water Levels (1911-1998)
Adjusted for missing data/Outliers removed

$$y = 0.3205x + 146.56$$
$$R^2 = 0.9211$$

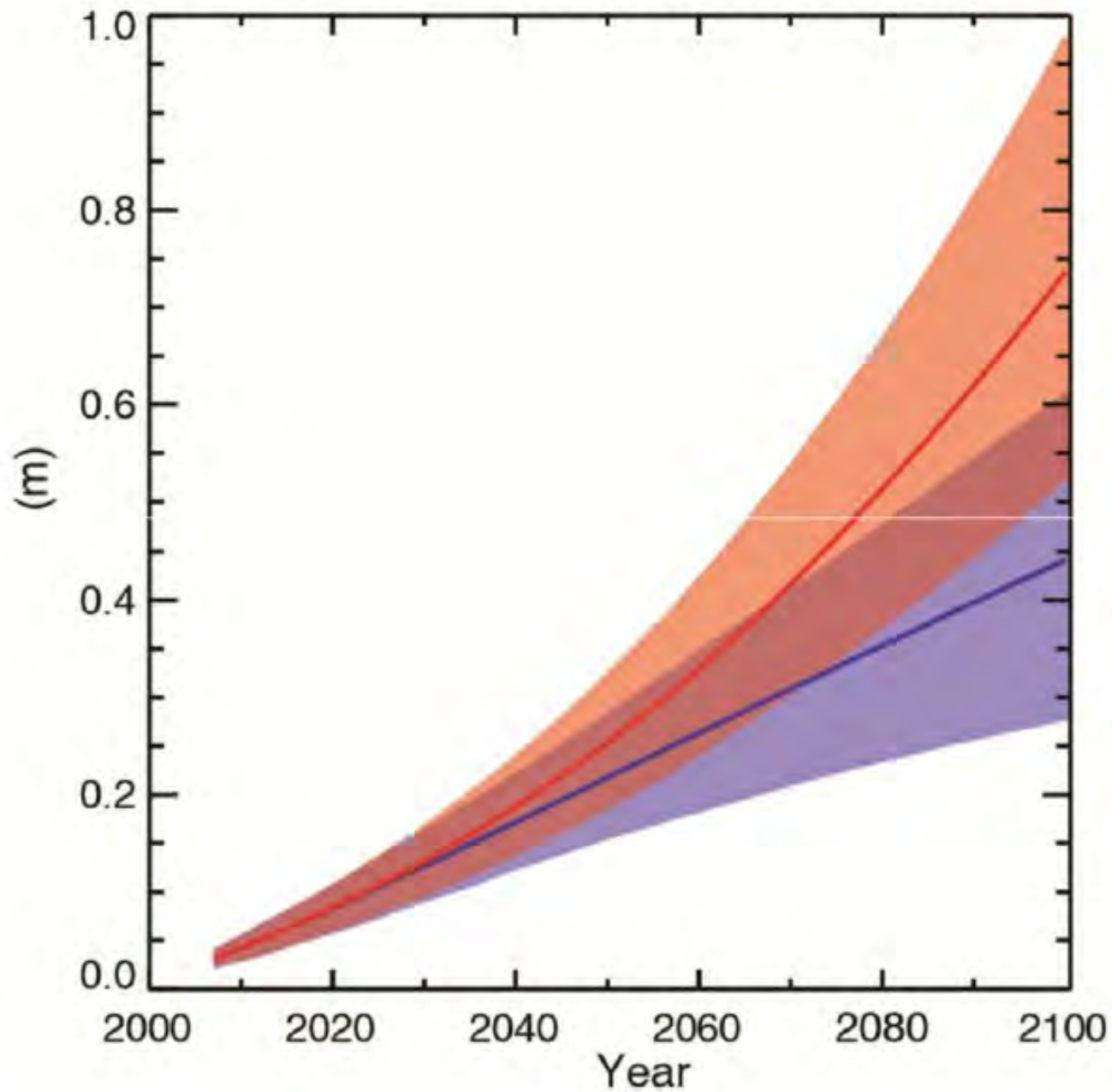




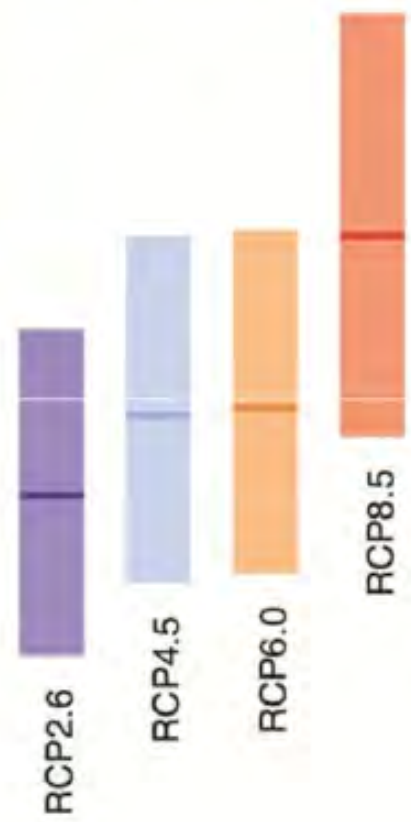
Green bar pointing Down
mean crustal subsidence

Red Bar Up increase RSL

Global mean sea level rise



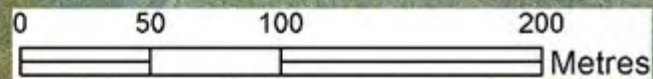
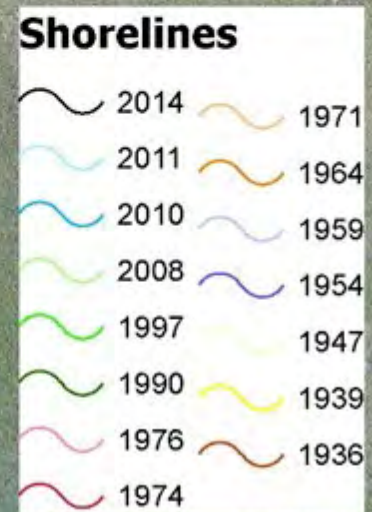
Mean over
2081–2100



Megs Cove, Cape John Example
 Historical Aerial Photos to measure change
 National Air Photo Library, Ottawa
 NS Geomatics Centre, Amherst
 Also Changes in Elevation Models/Profiles

Year	Erosion Rate (m/y)
1936	-0.21
1939	-0.27
1947	-0.19
1954	-0.13
1959	-0.16
1964	-0.08
1971	-0.14
1974	-0.16
1976	-0.03
1990	-0.25
1997	-0.31
2008	-0.53
2010	0.1
2011	0.49

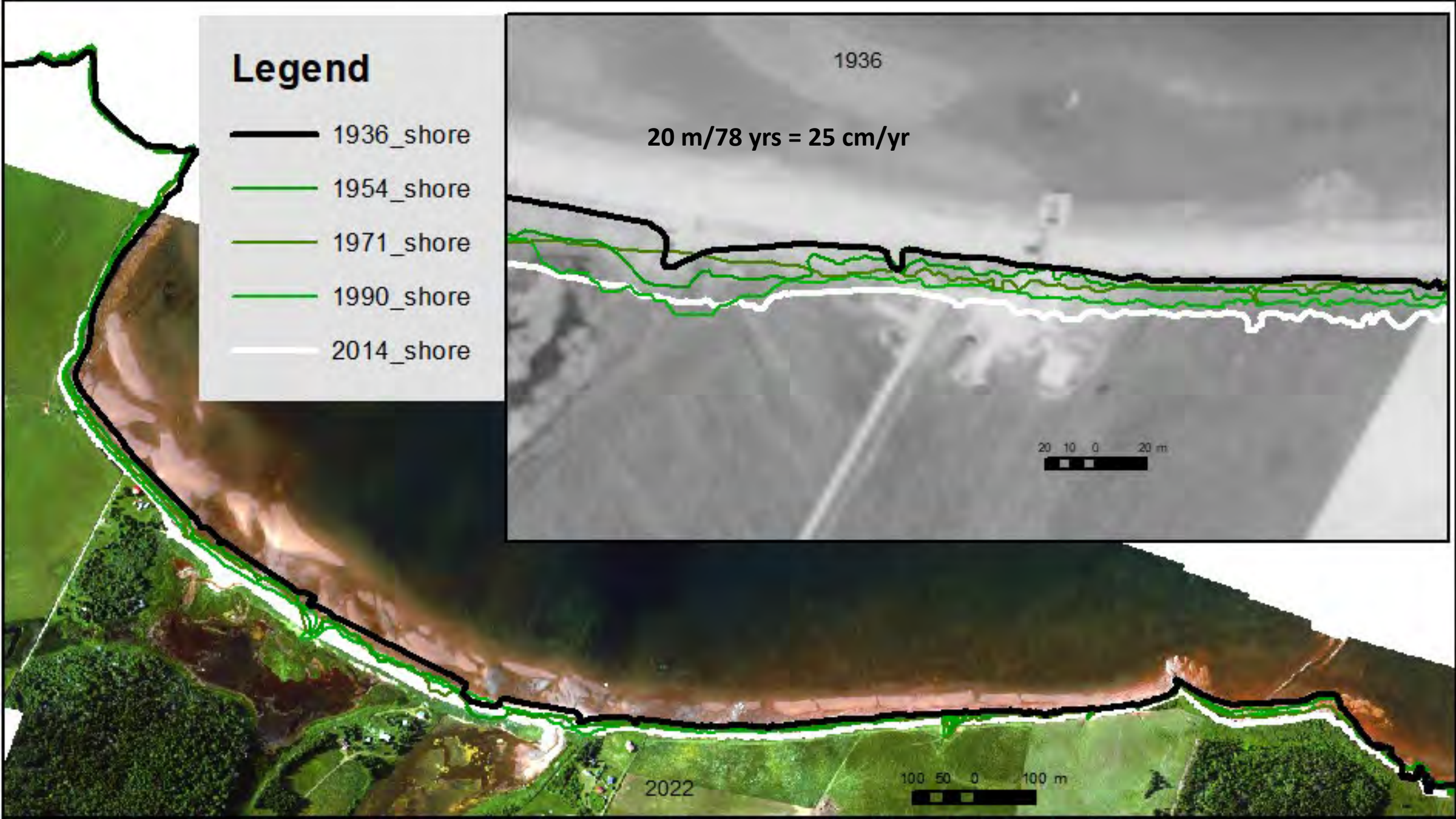
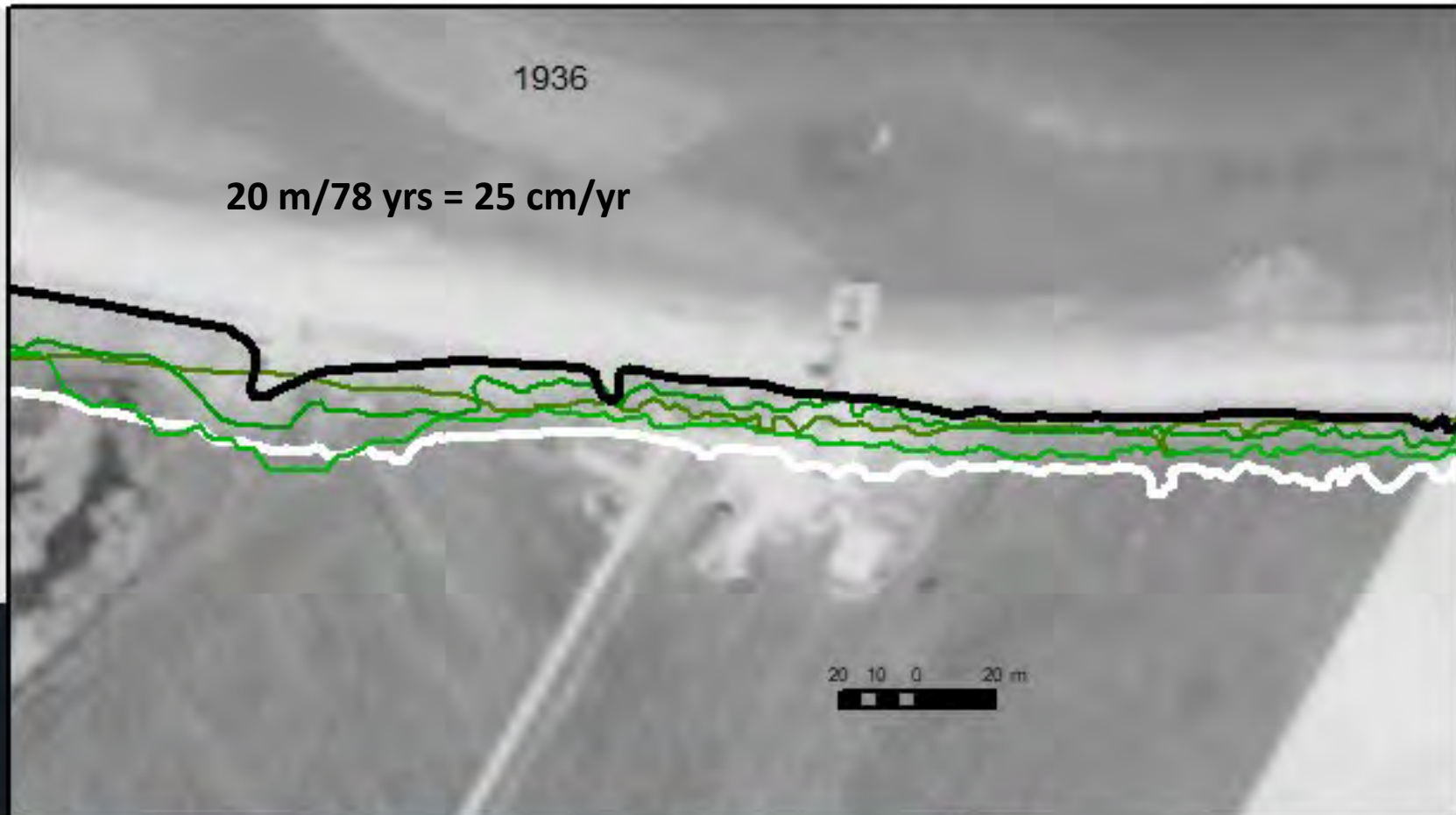
Average 30 cm/yr
 1 ft/yr



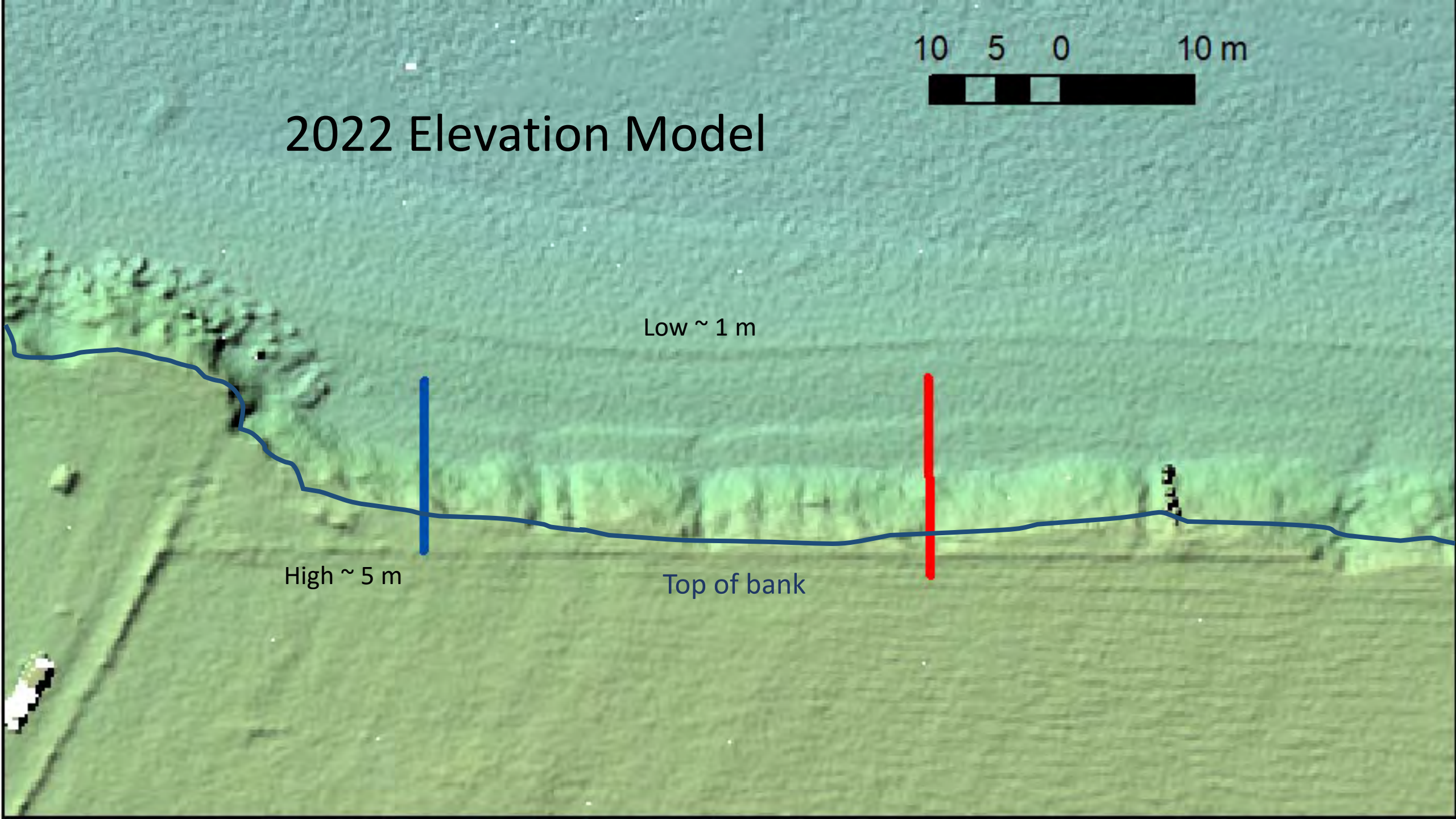
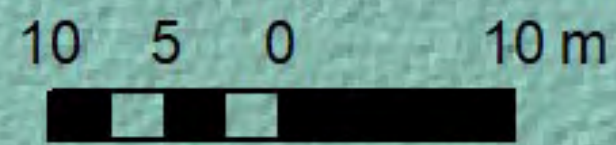
Data Sources:
 Applied Geomatics Research Group, Middleton,
 NS - Cape John, September 25, 2014
 Natural Resources Canada. National Air Photo
 Library. Cape John, 1936 - 1997

Legend

- 1936_shore
- 1954_shore
- 1971_shore
- 1990_shore
- 2014_shore



2022 Elevation Model

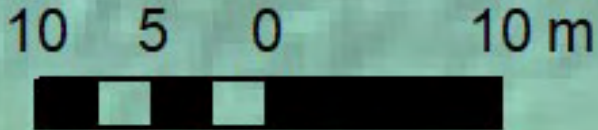


Low ~ 1 m

High ~ 5 m

Top of bank

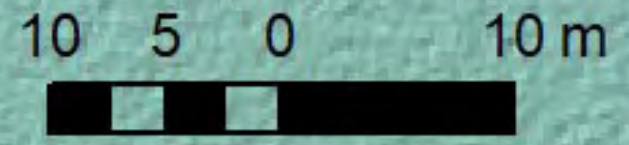
2006 Elevation Model



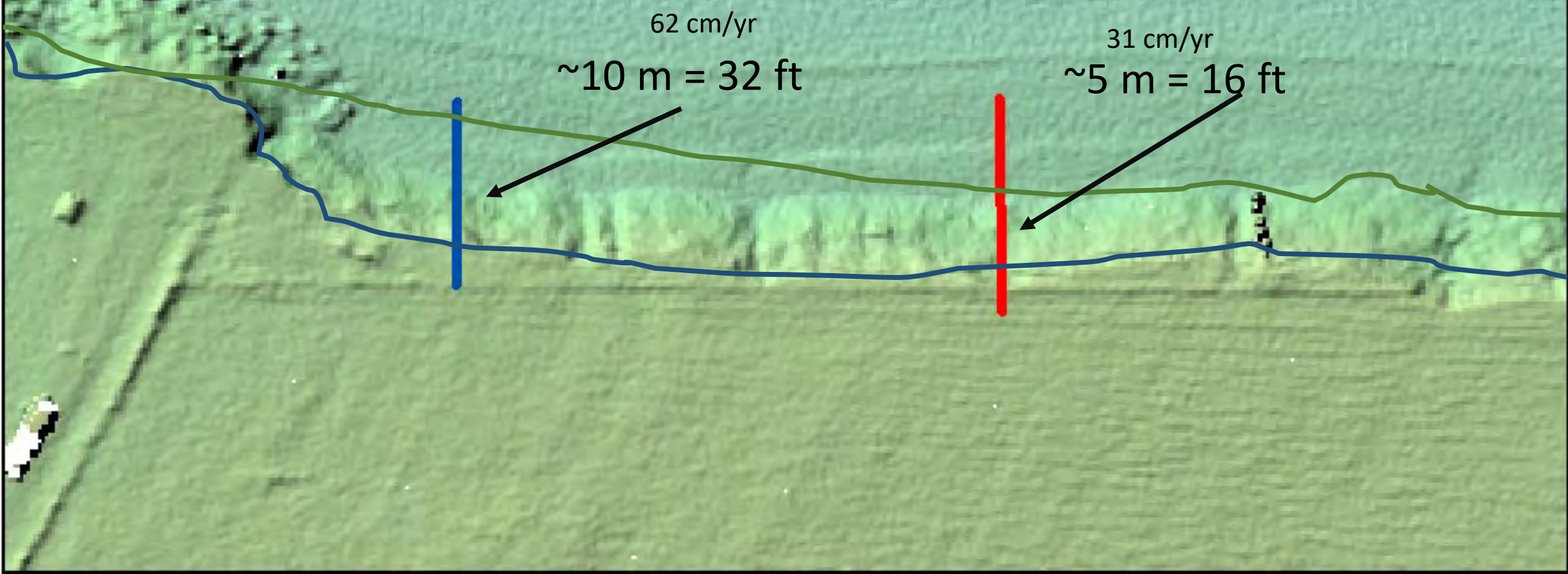
Low ~ 1 m

Top of bank

High ~ 5 m



2022 Elevation Model



62 cm/yr

~10 m = 32 ft

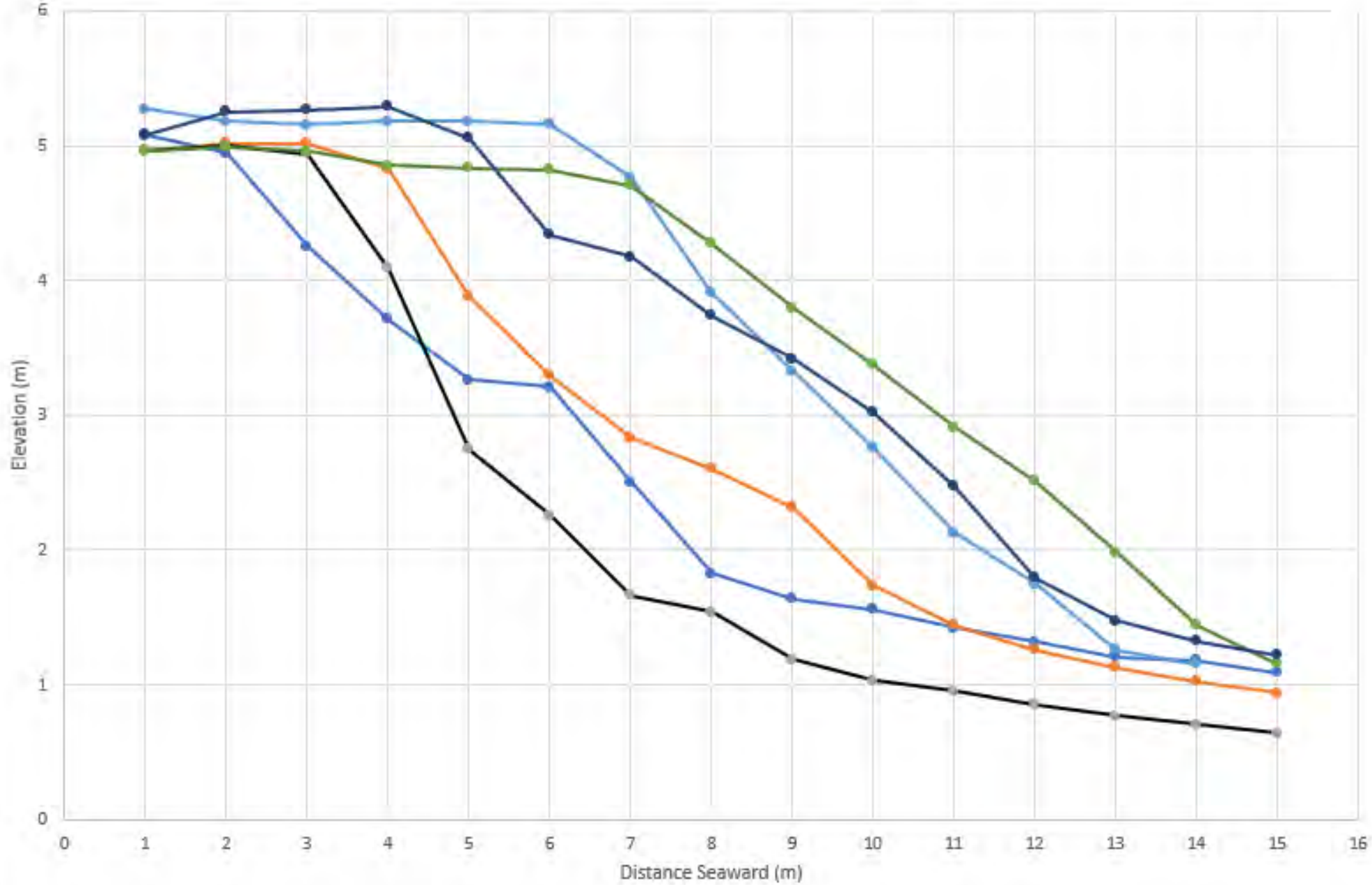
31 cm/yr

~5 m = 16 ft

Red Profile

Bank Profile 2

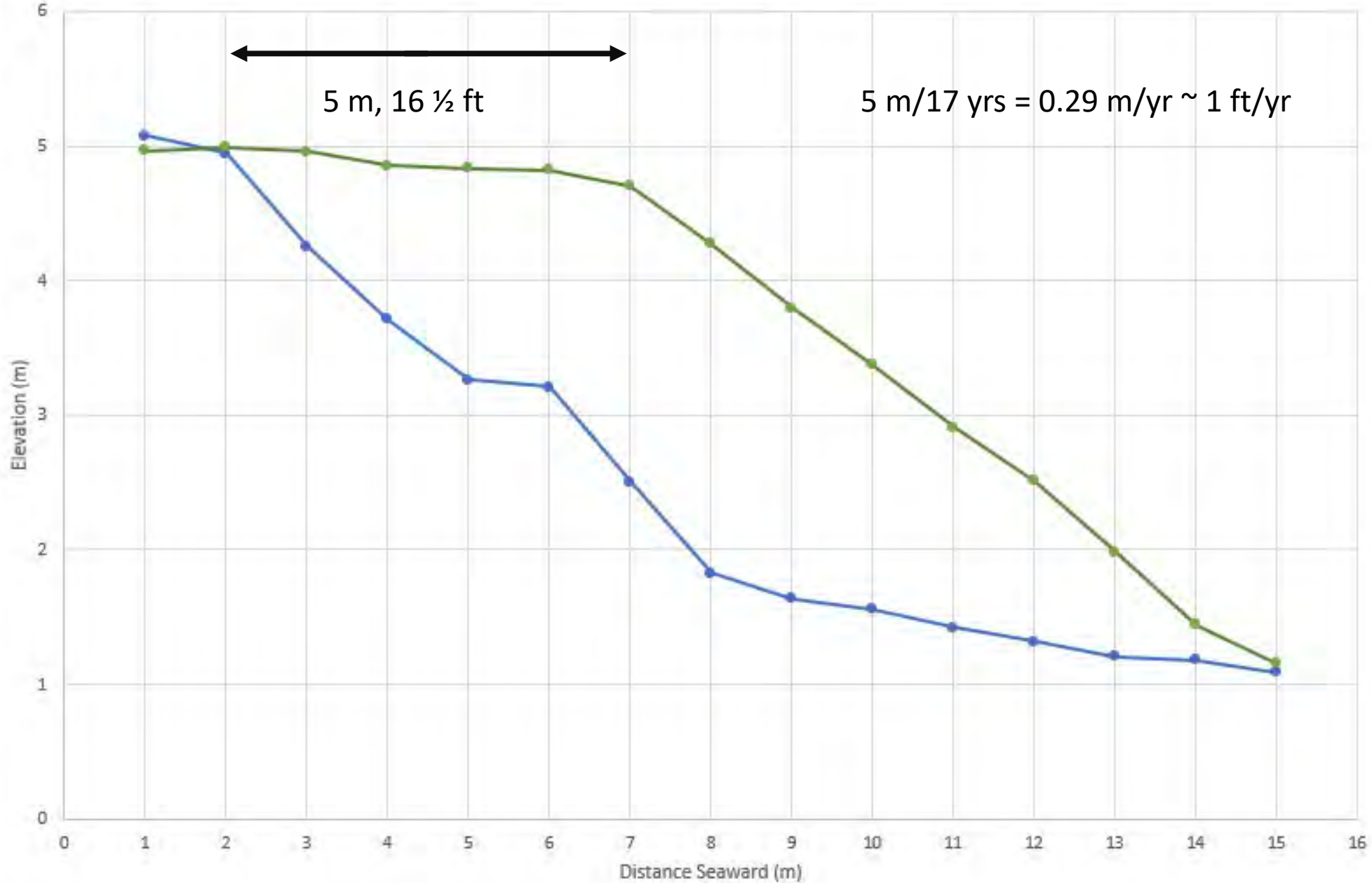
2023 20220921 20220928 2011 2006 May 2016



Red Profile

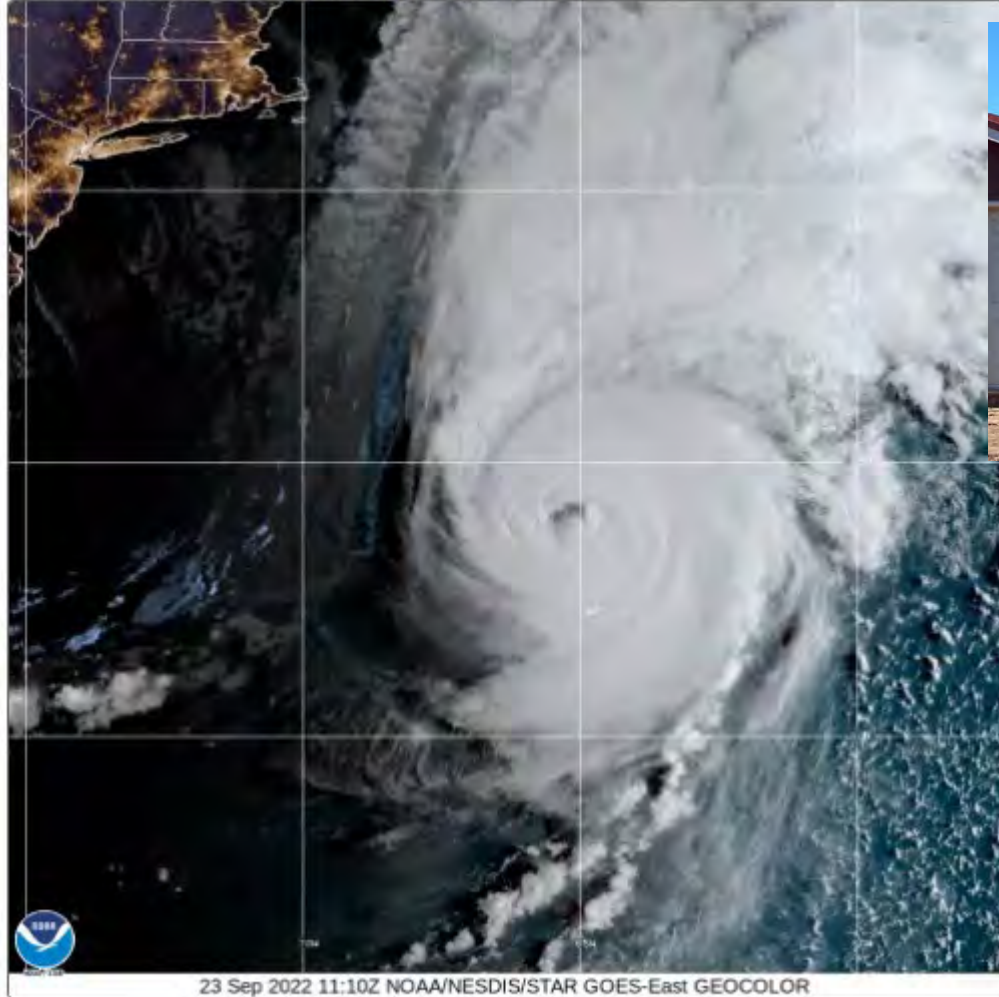
Bank Profile 2

2023 2006 May



Fiona's Impact to the North Coast of Nova Scotia

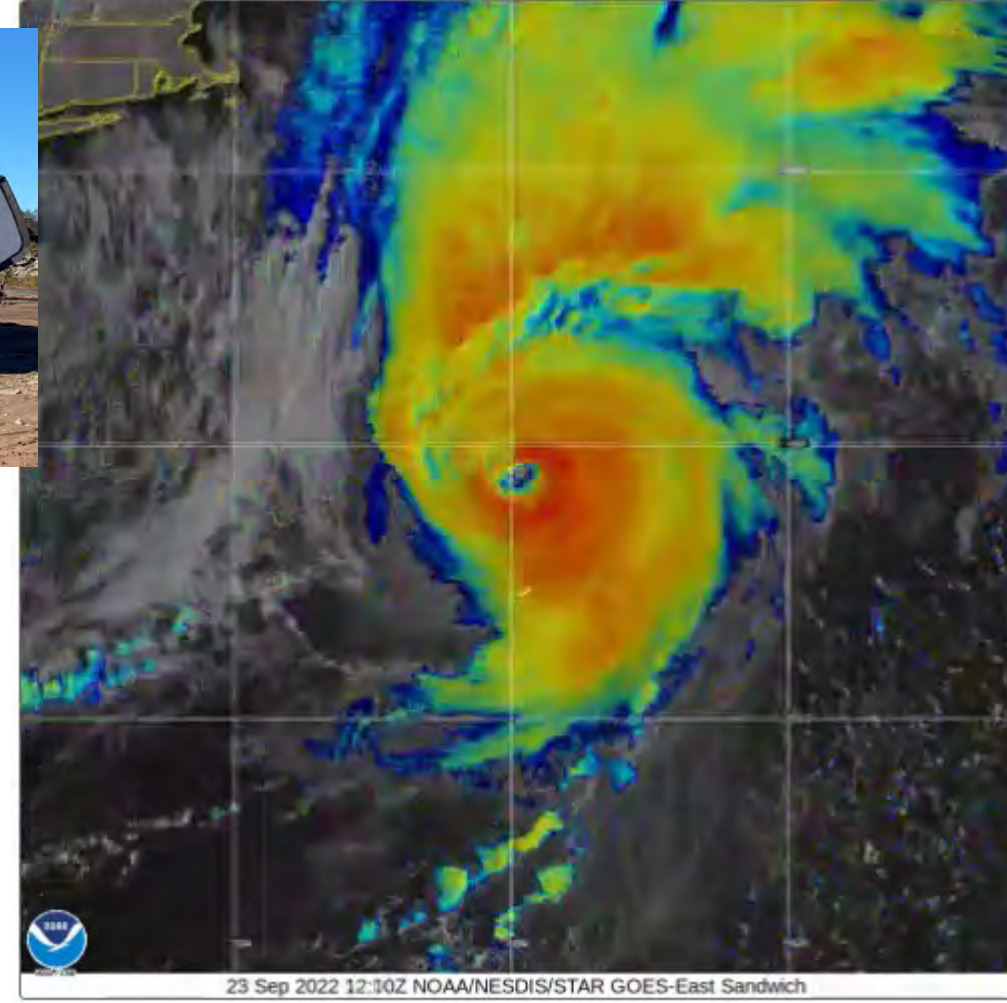
GeoColor - True Color daytime, multispectral IR at night - 23 Sep 2022 - 1110 UTC



23 Sep 2022 11:10Z NOAA/NESDIS/STAR GOES-East GEOCOLOR



Sandwich - Blend combines IR band 13 with visual band 3 - 23 Sep 2022 - 1210 UTC



23 Sep 2022 12:10Z NOAA/NESDIS/STAR GOES-East Sandwich

- Roads 100%
- Flood Layer 50%
- Surface Elevation Model 100%
- Bare Earth Elevation Model 100%

Tide & Storm Surge

Tide Station:
Pictou

* Note: Predictions do not take into account waves, adding 0.5 to 1.5 metres for wave run up is suggested.

Tide & Storm Surge Chart

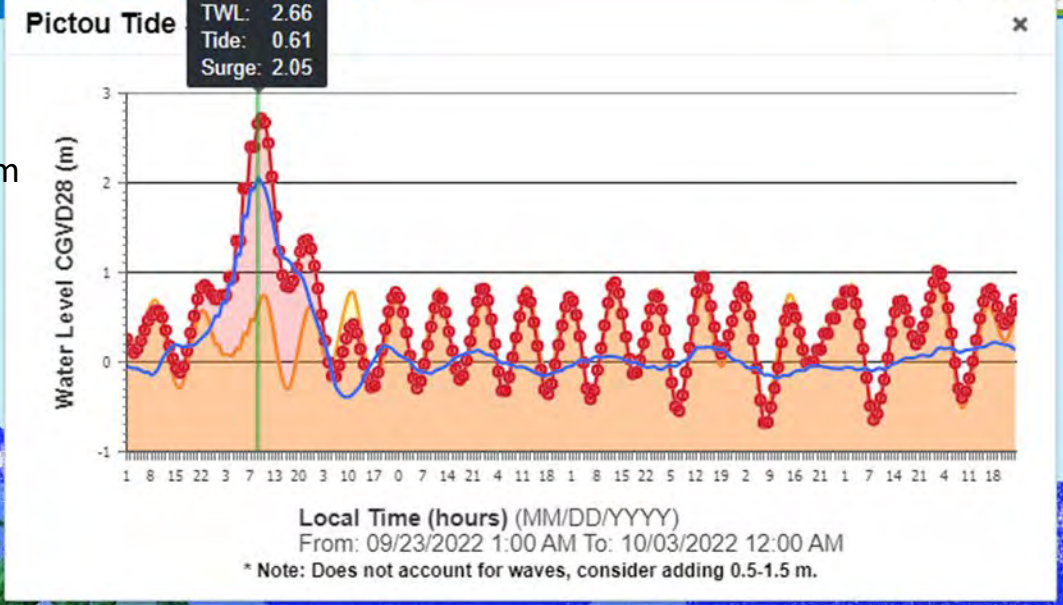
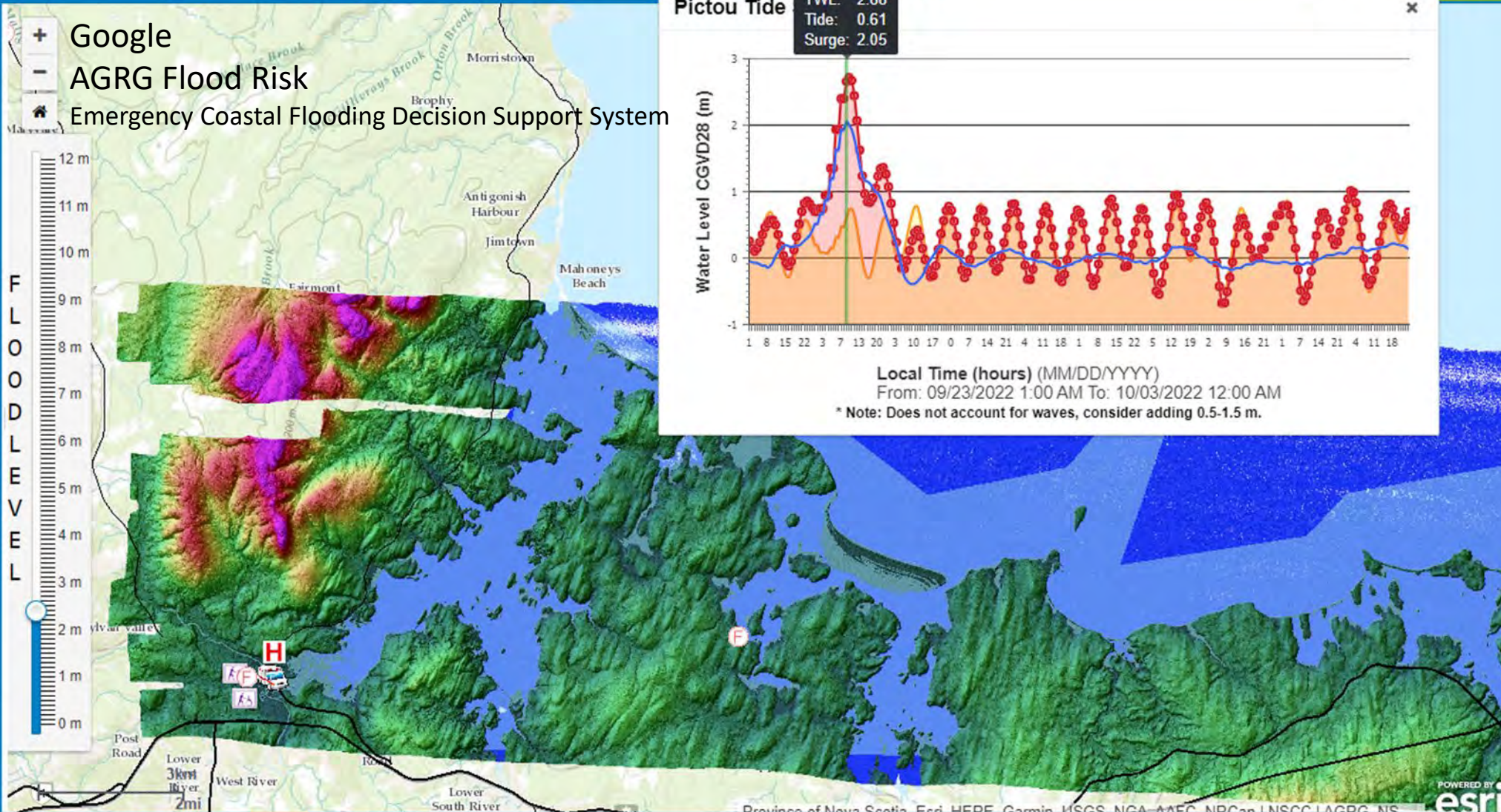
- Predicted Storm Surge
- Predicted Total Water Level (TWL)
- Predicted Tide
- Hover

Legend

Tools

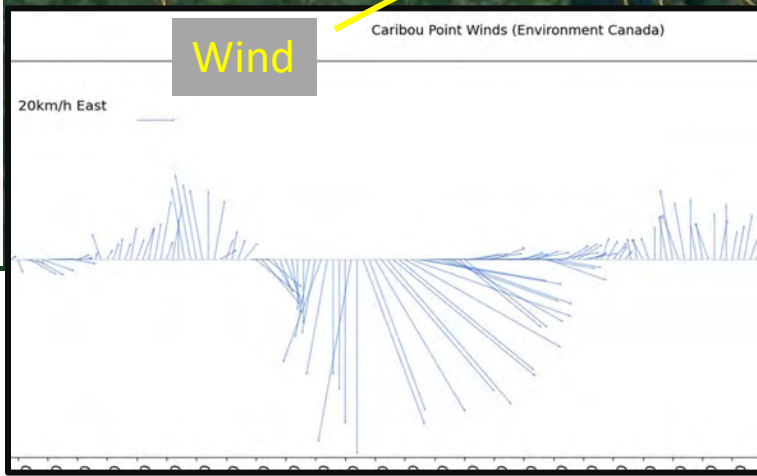
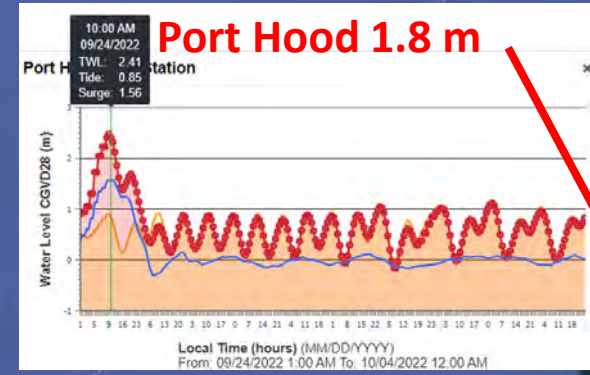
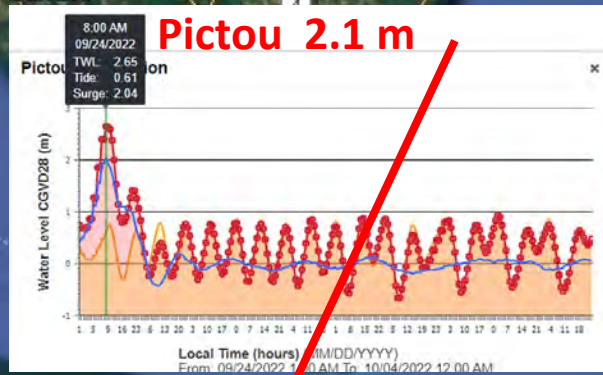
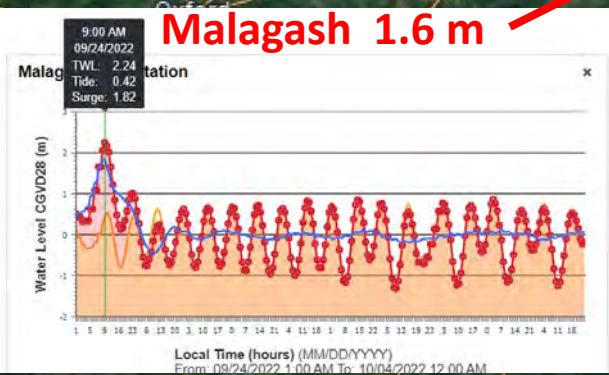
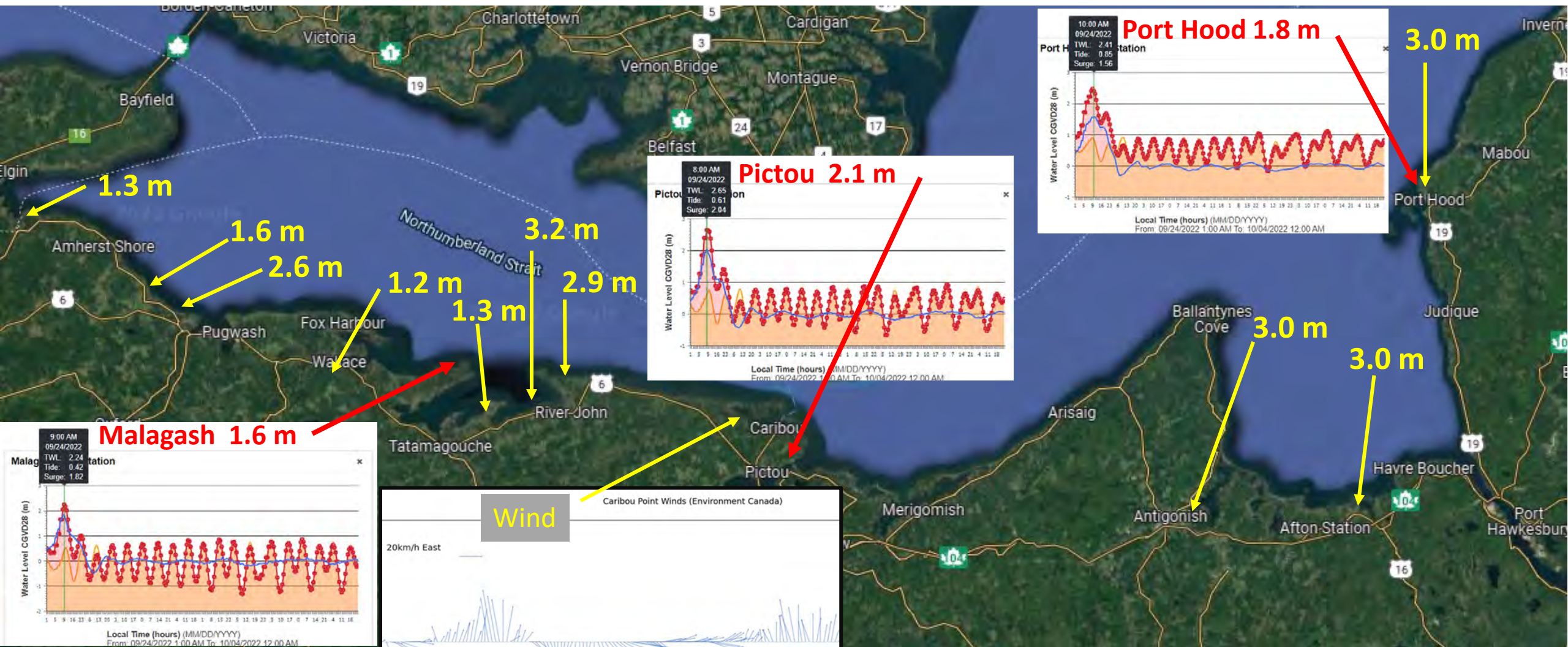
Please choose a lidar coverage area.

Google
AGRG Flood Risk
Emergency Coastal Flooding Decision Support System



Fiona Water Levels (CGVD2013)

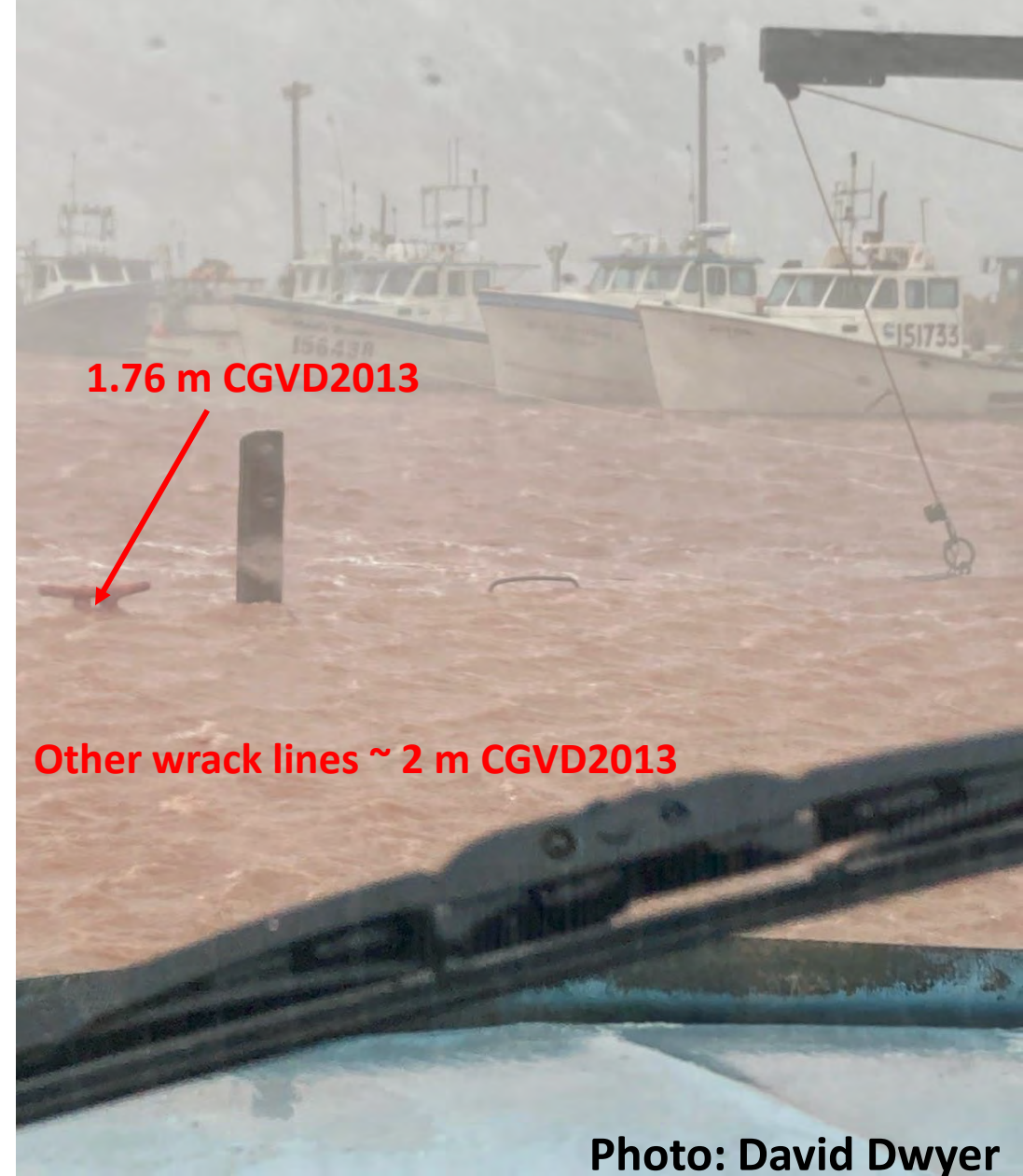
Predicted Level
Observed Level



Cape John Wharf
Normal Water Level



Cape John Wharf
Fiona Water Level



1.76 m CGVD2013

Other wrack lines ~ 2 m CGVD2013

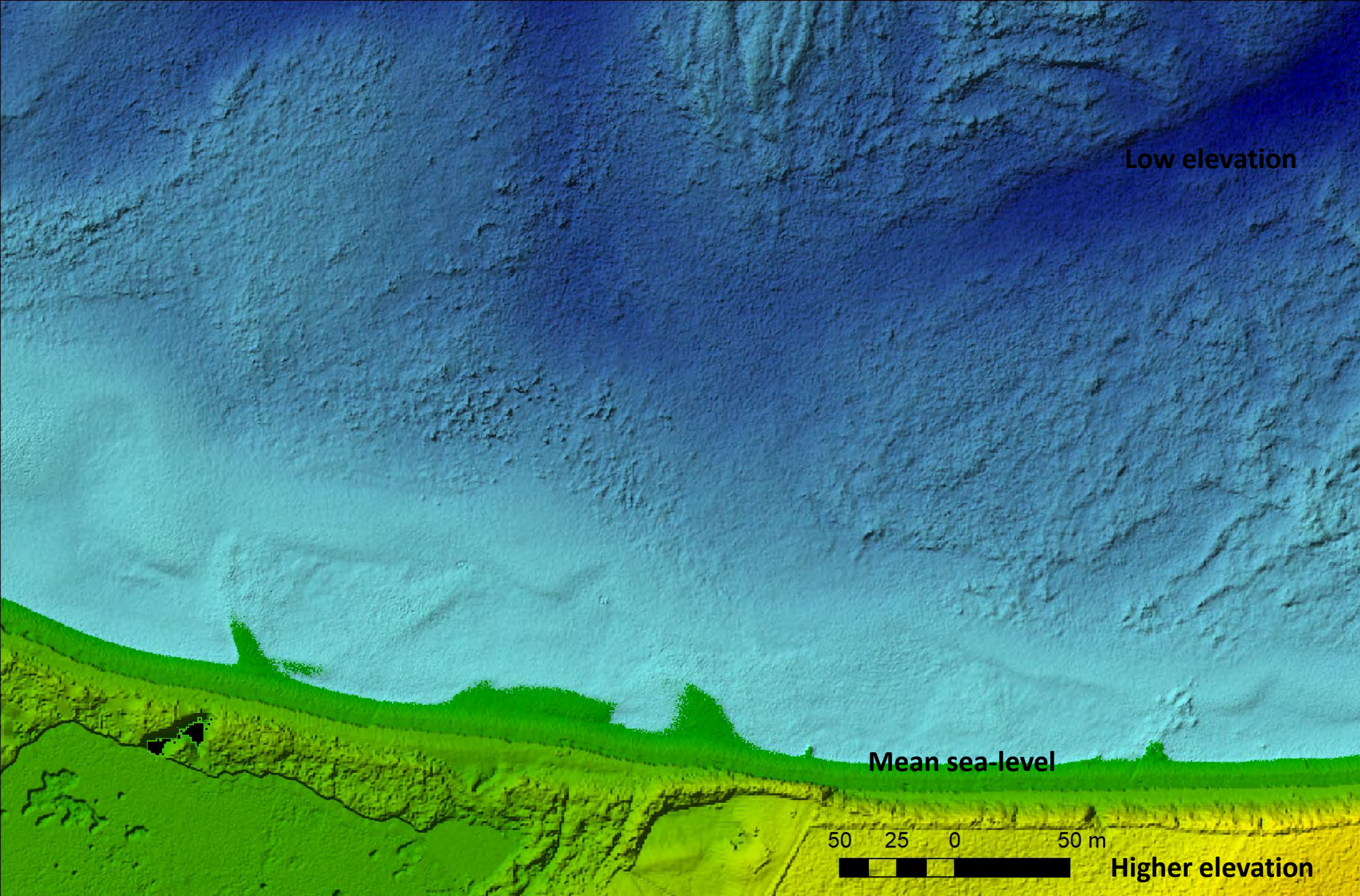
MacLeod's Cottages Before



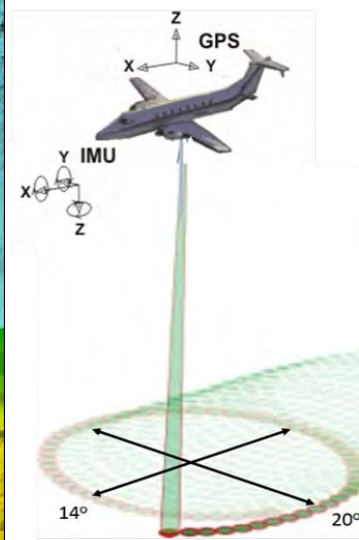
25 0 25 50 m

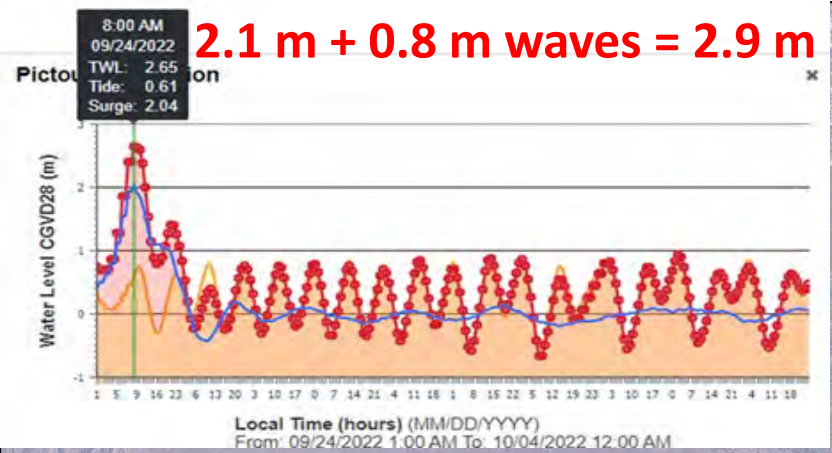
MacLeod's Cottages After





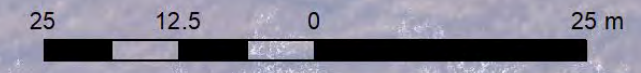
Seamless
Land-
Seabed
Elevation
map
derived
from lidar
(light
Detection
and
Ranging)



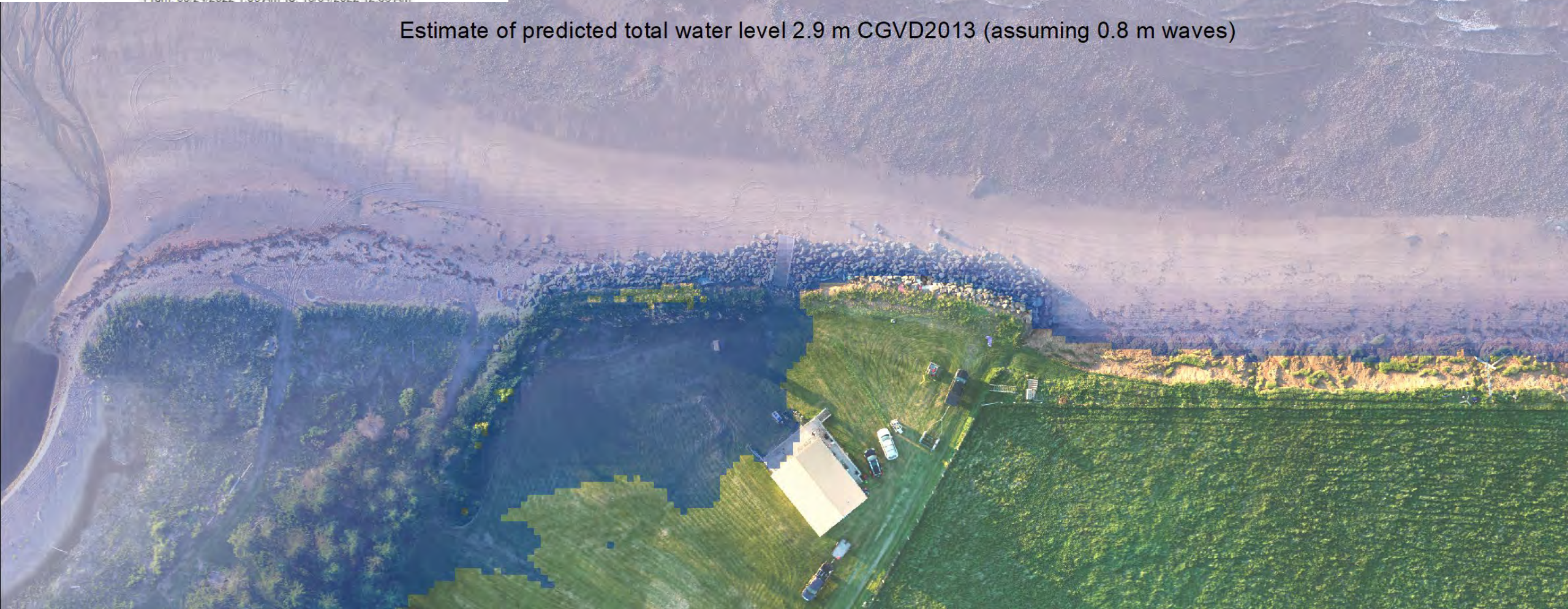


AGRG Coastal Flood site
Total Water level prediction
(Tide+Surge), no waves

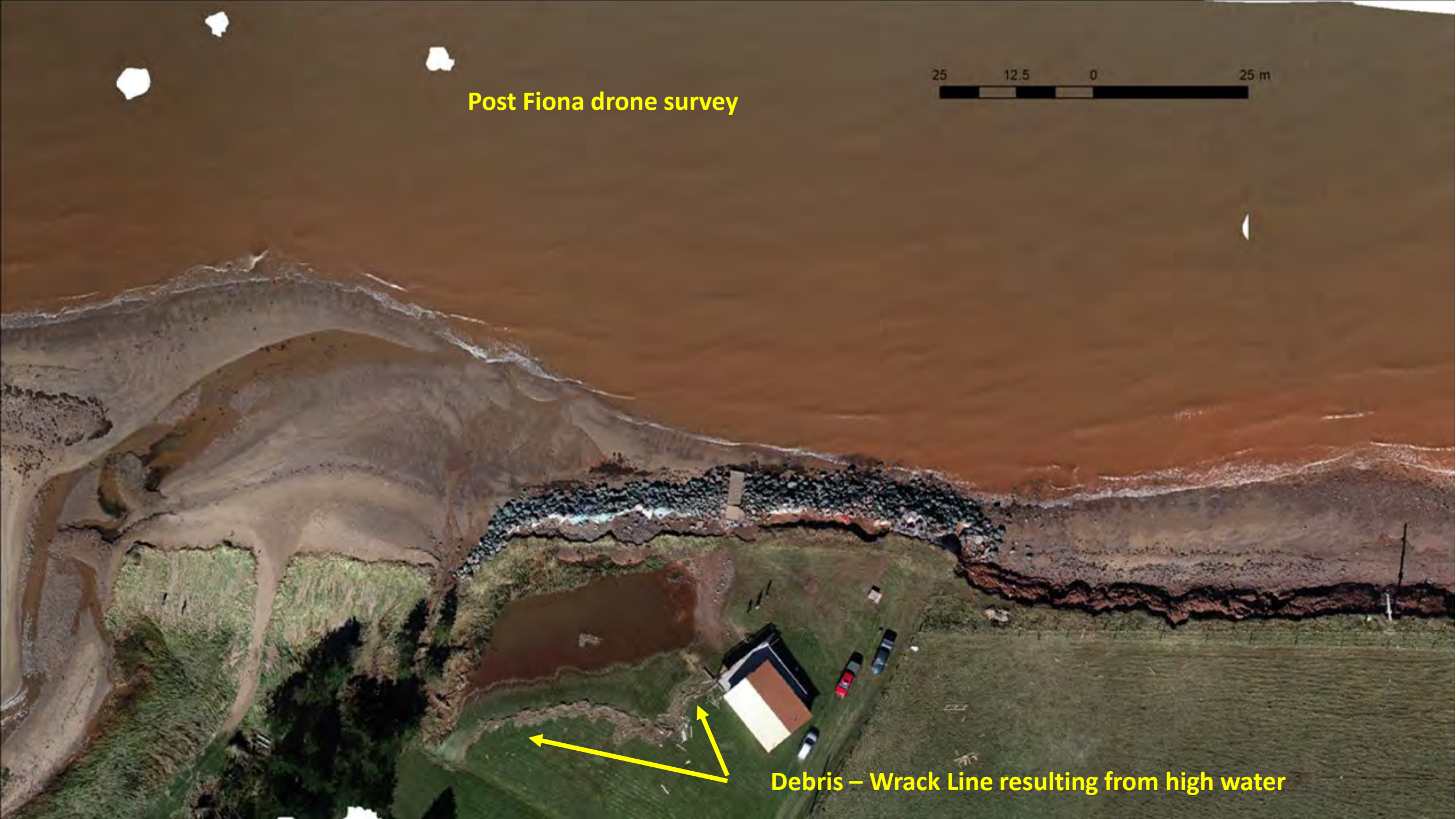
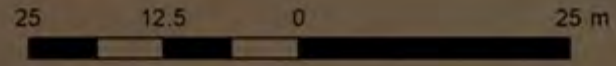
Google AGRG Flood risk to
access the Coastal Flood
website



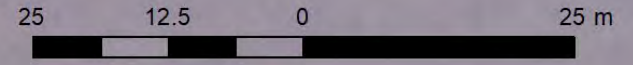
Estimate of predicted total water level 2.9 m CGVD2013 (assuming 0.8 m waves)



Post Fiona drone survey



Debris - Wrack Line resulting from high water



Estimate of predicted total water level 2.9 m CGVD2013 (assuming 0.8 m waves)

Total Water Level 2.9 m matches the bottom of wrack line, thus estimate 0.8 m wave runup



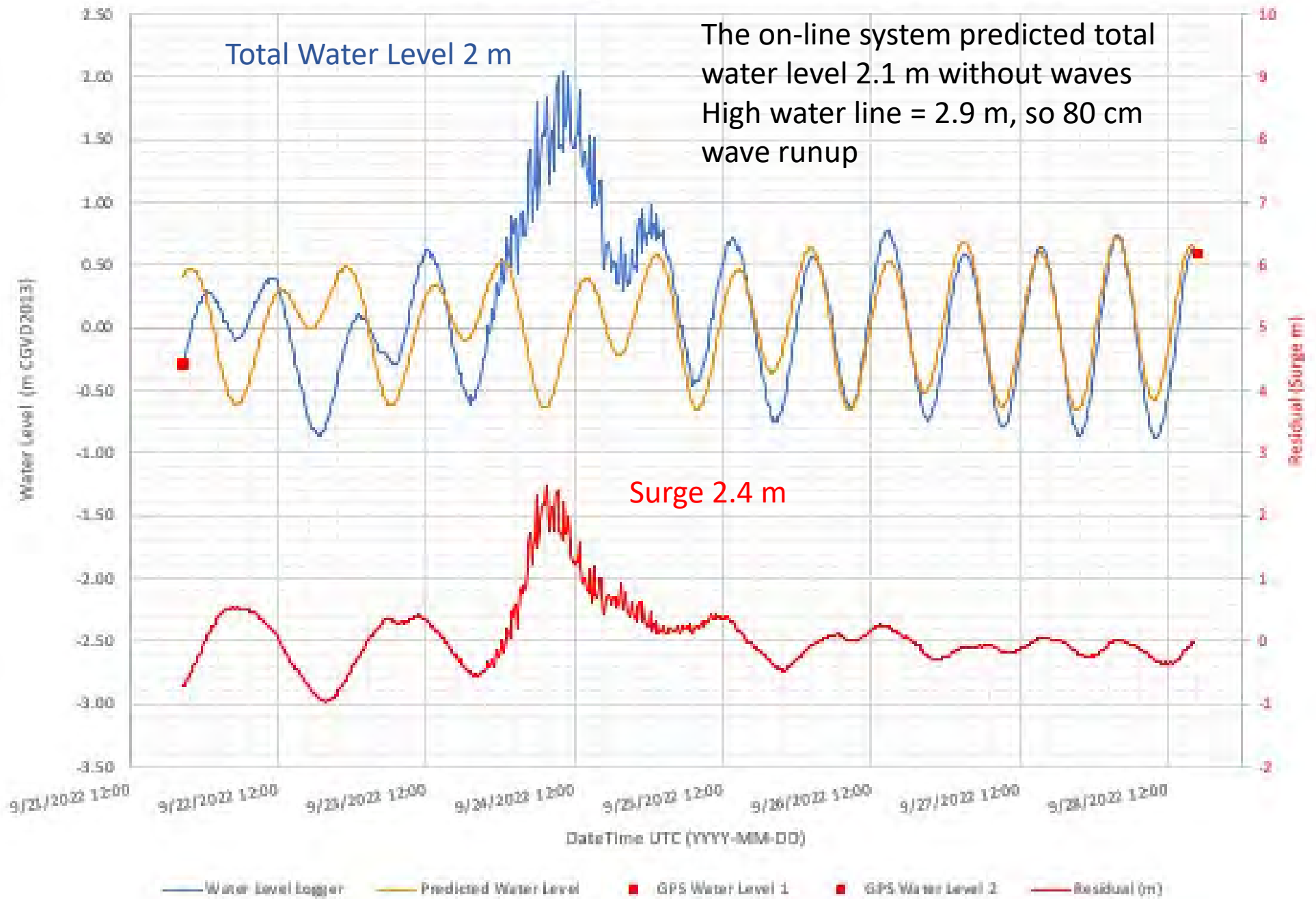


Through-Hole



Pressure Sensor

Skidders Wharf Water Level Logger VS Predicted Tide for Hurricane Fiona



Coastal Hazard Map

Search Layers Legend

High Water Coastline

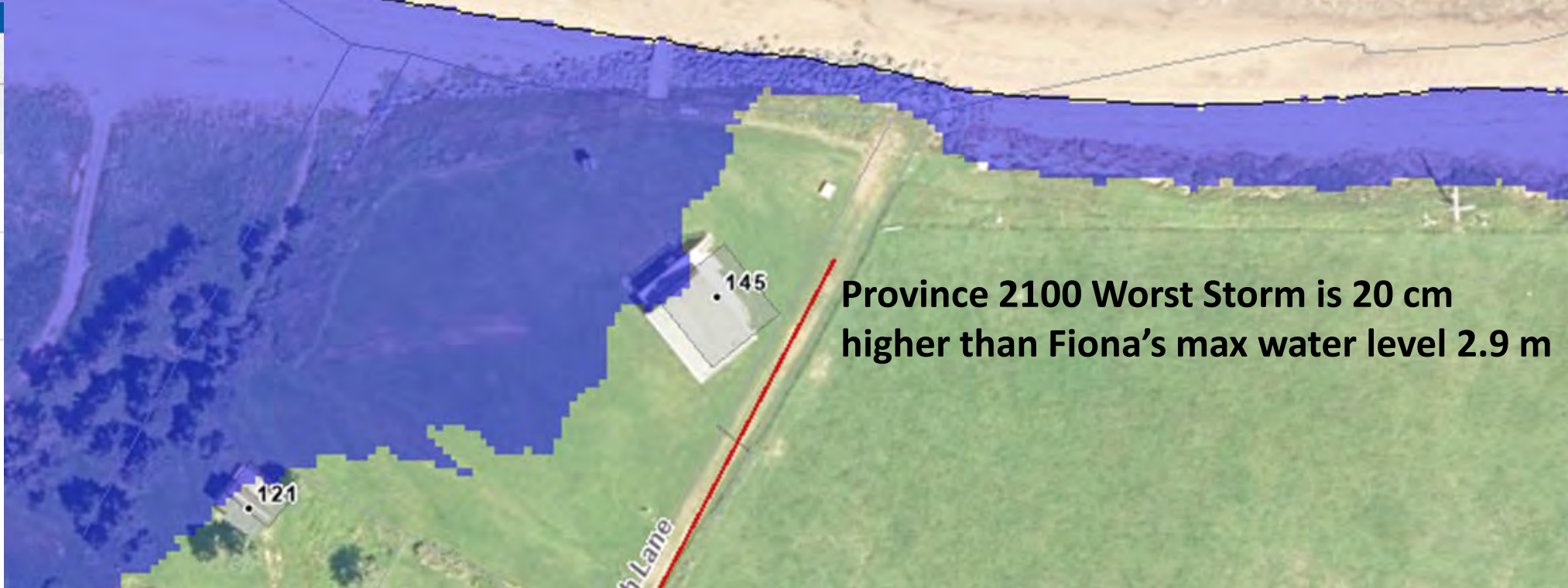
Projected worst case flooding in the year 2100

Civic Address

Civic Numbers

Addressed Roads

- Added via Web Editor
- Arterial
- Local Arterial



Research Nova Scotia's Focused Research Investment (FRI) Fund Proposal

“GeoSolutions to Climate Hazards & Sustainable Coastal Development”

Providing Nova Scotians Data and Maps on Climate Related Hazards & Sustainable
Coastal Development & Growth

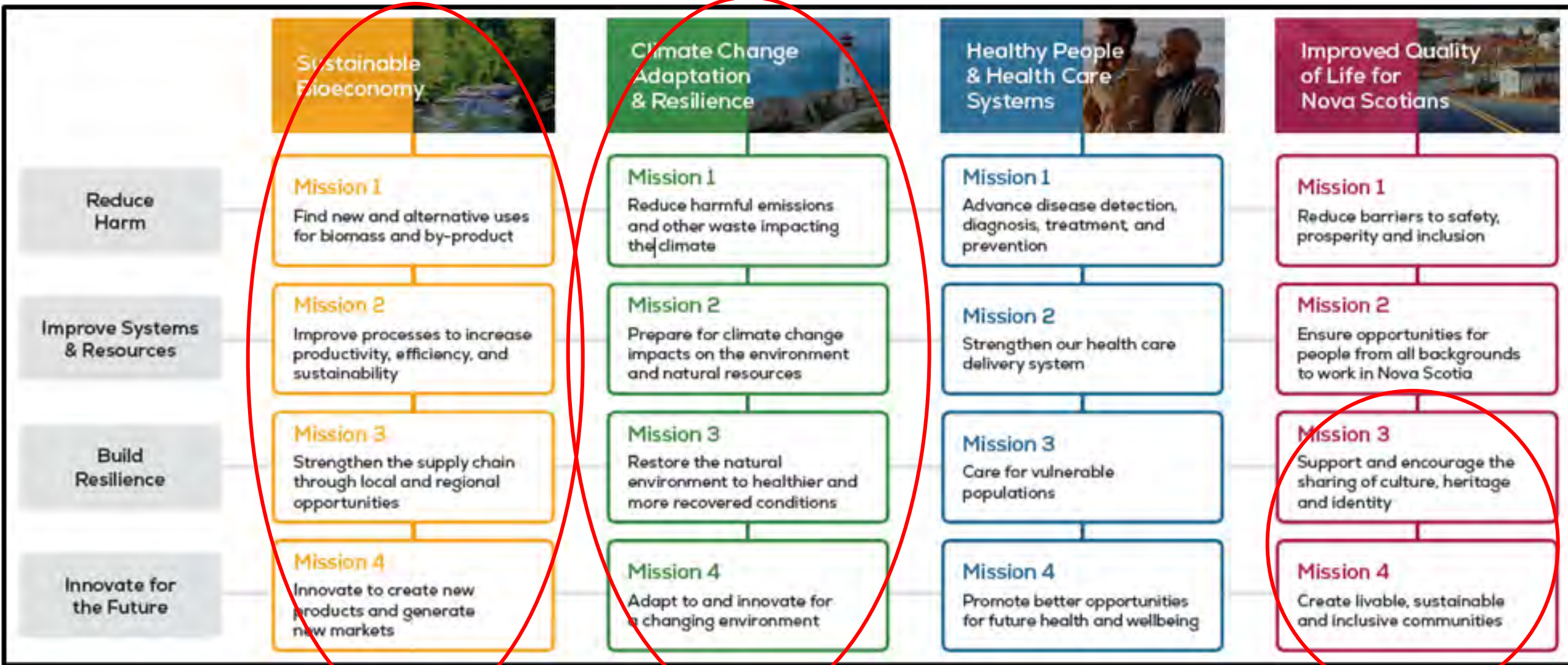
Tim Webster, PhD

Applied Geomatics Research Group

NSCC



Research NS Mission



Problem/Purpose	GeoSolutions
1 Not Prepared for approaching Hurricanes, Nor’Easters and Sea-Level Rise from Climate Change	1 Enhance and expand the AGRG Web-based Emergency Coastal Flooding Decision Support System for real-time hurricane warnings
2 No knowledge of the Coastal Erosion Rates, thus No Setback Planning for Development	2 Map and Predict Coastal Erosion to support Coastal Development & visualize erosion rates on the web
3 Municipalities do not have Coastal Landuse Planning Bi-laws (coastal setbacks, flood restriction areas)	3 Work with Planners to define Coastal Landuse Planning Bi-laws (coastal setbacks, flood restriction areas)
4 Not Prepared for River Flooding events today and in the future with Climate Change	4 Predict Flow in Rivers using machine learning based on weather forecasts & visualize the flooding on the web
5 Communities do not understand the risk from Wildfires	5 Predict communities at risk of wildfires and enhance tools that model the movement of fire based on fuel, topography and weather & visualize the fire simulations on the web
6 Nova Scotians do not know how to restore of our natural coastal and best protect critical coastal infrastructure	6 Map the Coastal Zone Using Topo-Bathymetric Lidar to provide coastal zone elevation for deploying nearshore reef balls and other living shoreline features & nature-based solutions to test and evaluate their effectiveness on wave impacts

<p>7 We need to know “how often will an extreme event occur on average and how will this change over time with climate change?”</p>	<p>7 Develop a GeoForensic Team to map the impacts and drivers of Climate Extreme events and simulate them understand their impacts and possible mitigation actions.</p>
<p>8 Nova Scotia needs to find new and alternative uses for biomass and by-products within the coastal zone and near shore</p>	<p>8 Map the Coastal Zone Using Topo-Bathymetric Lidar to understand and quantify the benthic environment and determine suitability for aquaculture (shellfish, sea plants or finfish) where appropriate & visualize the results on the web</p>
<p>9 Nova Scotia needs to improve processes to increase productivity, efficiency, and sustainability. As well strengthen the supply chain through local and regional opportunities and create new products and generate new markets</p>	<p>9 From Topo-Bathymetric Lidar surveys map the natural distribution of Submerged Aquatic Vegetation – SAV (e.g. Seagrass, Rockweed and Kelp) suitability for aquaculture growing sea plants and the development of processing facilities and new bio-products</p>
<p>10 Expand the production of oyster growing operations in the Bras d’Or Lakes</p>	<p>10 Map the Coastal Zone of the Bras d’Or Lakes Using Topo-Bathymetric Lidar to find shallow areas suitable for oysters free of MSX parasite but avoiding freshwater input by using Topo-lidar to model watershed discharge draining into the Bras d’Or</p>

Conclusions

- Nova Scotia & Atlantic Canada coastal communities are vulnerable to storm surge flooding & erosion today
- Sea-level is rising, thus the problem will get worse with climate change
- Increased storm intensity & frequency expected as ocean is warmer farther north
- The web-mapping tool handles vertical datum transformations & links maps to predicted total water level (tide + surge) or interactive levels for 2100 (via slider)
- The web tool provided a good estimate of total water level, local variations a result of wave runup ~ 1m
- NSCC Application to Research NS, “GeoSolutions for Climate Change Hazards” needs support from End Users – municipalities
- Contains high resolution seamless coastal mapping TB-lidar –improved coastal storm surge & wave models – also improved planning for aquaculture – plants, shellfish, ...
- Improved hurricane real-time warning system province wide
- Forest Fire Risk & simulation, improved river flooding prediction & visualization
- GeoForensic Team to survey/document/simulate/mitigate – improve return period estimates (ie. current stats show worst case storm 2100 only 20 cm higher than Fiona)



Presentation of Heritage Plaques

Municipal Registered Heritage Properties

St. John's Anglican Church, Arichat

Friends of St. John's Arichat Society/St John's Centre for the Arts

St. John's Anglican Church was founded in 1828 under the Church of England. The current building, built in 1895, replaced the original structure. In 2014, the church was deconsecrated and remained vacant for many years. The Friends of St. John's Arichat Society obtained ownership of the building, and in 2018, the St. John's Centre for the Arts reopened its doors to the public. The Friends of St. John's Arichat Society is a not-for-profit organization dedicated to protecting, preserving, and sharing the history and architectural heritage of the former St. John's Anglican Church, while conserving its defining elements for the enjoyment of present and future generations.

For more information, visit [Friends of St. John's](#)

St. Patrick's Church, Whiteside

St. Patrick's Church Preservation Society

Founded in 1865, St. Patrick's Church has long served as a cornerstone of the Whiteside community. The original building succumbed to fire, leading to the construction of the current edifice in 1919. Nestled along the waterfront, this historic church holds significance not only for Whiteside but also for neighboring areas such as Walkerville, Evanston, and Lower River. Each summer, it draws a large crowd for mass, with a special service held on St. Patrick's Day. Recognizing its cultural and spiritual importance, the St. Patrick's Church Preservation Society tirelessly fundraises to safeguard its legacy, ensuring its preservation for generations to come.

For more information, visit [St. Patrick's Church Preservation Society](#)

Warden's Activity Report

Council Meeting: 08-Apr-24

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

Issue / Organization	Type	Date
NS NRR Hydrogen Sector Meeting	Meeting	07-Mar
Centre of Rural Aging & Health (CORAH) Opportunity	Meeting	14-Mar
CBSRH Gala Planning	Meeting	18-Mar
EverWind Community Liaison Committee	Meeting	20-Mar
Housing Needs Assessment & 5-Year Plan (DMAH)	Meeting	20-Mar
Strait Richmond Housing Matters Coalition	Meeting	20-Mar
Coastal Protection Discussion CBC	Interview	21-Mar
St. Peter's Community Hub	Meeting	21-Mar
CEPI Management Committee	Meeting	22-Mar
Allan J. MacEachern Airport Management Committee	Meeting	27-Mar
Port Days Planning	Meeting	27-Mar
Housing Non Profit Governance w/ Nancy O'Regan	Meeting	27-Mar
Strait Area Transit AGM	Meeting	27-Mar
Strait Area Transit Board	Meeting	27-Mar
EverWind Communications	Meeting	28-Mar
NSFM Fall Conference Planning	Meeting	28-Mar
OSW Centre of Excellence Project Steering Committee	Meeting	02-Apr
Flag Raising - Autism Awareness	Event	02-Apr
Port Days Planning	Meeting	02-Apr
EverWing FEED Milestone Event	Event	03-Apr
EDPC Personnel Committee	Meeting	03-Apr
EDPC Board	Meeting	03-Apr
CEPI Background with former Senator Dan Christmas	Meeting	03-Apr
Strait of Canso Offshore Wind Taskforce Executive	Meeting	03-Apr
Cape Breton REN Liaison Oversight Committee	Meeting	04-Apr
Strait of Canso Infrastructure Assessment Committee	Meeting	04-Apr
NS NRR Hydrogen Sector Meeting	Meeting	04-Apr
Accessibility Advisory Committee	Meeting	04-Apr
Strait Area Chamber Housing Non Profit	Meeting	05-Apr

FCM MUNICIPAL GROWTH FRAMEWORK Backgrounder



► An outdated fiscal framework

Canada's population is growing—and that's a good thing. But as the country surpasses 40 million, the challenges facing Canada—including housing and homelessness, mental health, protecting our communities from the impacts of climate change, community safety and renewing core infrastructure—are more pressing than ever.

Municipalities are rising to the challenge with leadership and innovation but are constrained by an **outdated fiscal framework** that was never designed for the realities of 2023.

In May 2023, FCM's membership adopted a resolution calling for a new Municipal Growth Framework that would equip local governments with sources of revenue that grow along with the economy and the national population—ensuring that municipalities can accommodate population growth and continue to help solve Canada's biggest national challenges in every community.

If we want to successfully meet our nation's growth objectives and build a country that is more affordable, sustainable and prosperous, we must realize a new framework that helps redefine how we engage across orders of government—and we must take action now.

► The root of the problem: Overreliance on the property tax

Municipalities generally rely on three sources of revenue:

- **TAXES (54%),**
- **INTERGOVERNMENTAL GRANTS (21%),**
- **AND OTHER OWN-SOURCE REVENUE (25%)**
such as income and rents from properties and fees from licensing and administrative services.

Property taxes generally account for around half of all municipal revenue and nearly 90% of revenue from taxation. In Quebec and Atlantic Canada, municipalities rely on property taxes for over 95% of taxation revenue. In some provinces, municipalities collect an increased

share of alternatives to property taxes, such as developer charges, user fees, excise taxes and revenue from resource development. However, these sources rarely exceed more than 20% of tax-based revenue and are decreasing in some provinces.

Municipal ability to collect own-source revenue is limited by provincial legislative frameworks that reduce taxation options and prohibit many forms of deficit financing. As a result, municipalities are heavily reliant on grants and transfers from the federal government and provincial and territorial governments.

Local governments have been receiving an ever-decreasing share of the Canadian tax dollars since 1990.

Traditional sources of municipal revenue have remained largely stagnant when adjusted for inflation and, in some cases, fallen in real economic terms. For example, the year-over-year growth in municipal property tax revenue has been negative when adjusted for inflation (an annualized rate of -1.1% between 2016 and 2021), while the revenue from general taxes on goods and services has grown over the same period (at an annualized rate of 3.5% in real terms).

Municipalities do not benefit directly from taxes on goods and services, incomes and capital gains.

With municipal budgets impacted by inflation, municipalities are being asked to do more to address the housing crisis and other challenges and do not share in the revenue growth that provincial, territorial and federal governments receive. The lack of growth-oriented revenue sources means local governments have been receiving an ever-decreasing share of the Canadian tax dollar since 1990. This also means that municipalities do not directly benefit from the action they take to stimulate local and regional economic development.



Since 2016, inflation-adjusted sales and income tax revenue has increased 3.5% per year while municipal property tax revenue has decreased by 1.1% per year.

► About FCM

FCM is the national voice for Canada's local governments. We unite more than 2,000 cities and communities of all sizes, from big cities to rural and northern communities, as well as provincial and territorial municipal associations. Together we represent more than 92 percent of Canadians. That gives us an unparalleled ability to convene Canada's on-the-ground leaders, and to help design and deliver initiatives that build better lives for Canadians.

► Towards a new Municipal Growth Framework

FCM is assessing different options for new or expanded sources of municipal revenue that, together, would create a Municipal Growth Framework. This assessment includes:

1. Maximizing existing municipal tools,
2. Granting new revenue tools to municipalities,
3. Enhancing existing federal or provincial-territorial transfers and/or
4. Creating new federal or provincial/territorial transfers.

FCM is now consulting with municipalities, provincial and territorial municipal associations, the federal government, and a wide range of stakeholders from business, labour and civil society on the key principles that a municipal growth framework should conform to. The following three objectives are important components of a Municipal Growth Framework:

1. Municipal revenue is better connected to economic growth and national population growth.
2. Municipalities should have revenue tools that support the full range of services they provide, including capital and operating expenditures.
3. Existing tax revenue being more fairly distributed between orders of government relative to expenditures and service delivery mandates.

FCM is also assessing revenue options based on which could best address the largest cost drivers and priority policy areas, including:

- **Infrastructure**, including the repair and rehabilitation of existing assets and investment in new infrastructure to support **housing development** and growth.
- **Public transit**, including both capital and operating needs.
- **Public safety**, including emergency protective services (police, fire, paramedic), mental health, substance use and new frontline healthcare and public safety service delivery models
- **Homelessness**, including emergency shelters and supportive housing that integrate wrap-around health and social services.
- **Climate change**, including adapting to the impacts of climate change and transitioning to net-zero GHG emissions.
- **Economic development**, including investment attraction, tourism and destination marketing, and downtown/Mainstreet redevelopment.

Learn more about this historic drive for a **Municipal Growth Framework**



Municipal Growth Framework Resolution

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade existing municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2.4 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

RESOLVED, That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further

RESOLVED, That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further

RESOLVED, That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

Richmond County, Nova Scotia
April 22, 2024



Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

March 28, 2024

Dear Mayors and Wardens:

This has been a tremendously difficult 18 months for Nova Scotia as it relates to extreme weather events. We've endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve.

Municipalities play a significant and key role in emergency preparedness, response and recovery. I want to acknowledge your leadership during these difficult events and thank you for your commitment to the response. We know that climate change is causing more frequent and severe weather events, and as governments, we share a responsibility to work in collaboration to protect our communities.

Historically, our emergency response has been very effective. But, with the increased intensity and frequency of events, we need to increase our capacity and strengthen our overall preparedness, response, and recovery.

That is why today, our government tabled legislation that will establish a new provincial Department of Emergency Management <https://news.novascotia.ca/en/2024/03/28/nova-scotia-guard-new-department-will-improve-emergency-readiness>.

Once established, it is the intention that this new Department will have a mandate to lead, direct and support a coordinated, whole-of-government response to emergencies and transition to a culture of preparedness across the province.

Within this new Department, we will work to strengthen our collaboration with communities and our partners across the province, like municipalities, so we are better prepared for the future.

We are also launching the Nova Scotian Guard, which will be a group of individuals and organizations from across the province who will help communities during and after emergencies. The Nova Scotia Guard will include volunteers with speciality skills (such as firefighters), as well as other members of the public to fill a variety of roles depending on the emergency needs.

Those interested in volunteering to help Nova Scotia be ready in the event of an emergency can let the Province know by completing the early registration form at: <https://ns.211.ca/early-registration-for-the-ns-volunteer-portal/>.

The legislation introduced today also requires the support of our municipal partners. In the months ahead, we look forward to working with you and speaking with you about regulations respecting the relationships between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; the creation of vulnerable person registries and their implementation, as well as the development of a regional emergency alert system and the participation of municipalities in the system.

This direction is built on significant engagement with Nova Scotians over the past year and focuses on three key areas: communication, coordination and volunteer management.

Combined, these efforts will result in greater preparedness, impact and efficiency before, during and after any emergency.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Municipal Chief Administrative Officers
Juanita Spencer, Nova Scotia Federation of Municipalities



1

10

**Amanda Mombourquette - Warden & Richmond County District 4 Councillor**

19h · 🌐

The [Municipality of the County of Richmond](#) has lost a true community builder with the passing of former Warden, Madeline Libbus of River Bourgeois, a trailblazer for women in politics.

In October 1985, Madeline was elected as Councillor for District Seven and then three years later as Warden of Richmond County. She was the first woman in Cape Breton to hold such a position, one which she held for nine years from 1988 to 1997. I frequently run across her name on important policy-level documents that impact the lives of our citizens daily - her actions have left a lasting impact in our municipality. I last saw Madeline on my campaign travels and we had a great conversation about positive change, the responsibilities of being a local elected official, and the future of our County.

Madeline's leadership wasn't limited to Richmond County. During her time as a municipal elected official, she was also the first woman to serve a full year as President of the Union of Nova Scotia Municipalities and she served for five years on the Federation of Canadian Municipalities Board of Directors.

Madeline's commitment to her community was always front and centre; she was a long-time volunteer for organizations such as the River Bourgeois Community Services Society and Richmond Villa. She was also well known for her role with Island Alternative Measures (now branded as the Island Community Justice Society) during the time that the Restorative Justice Program was being implemented across the province around the year 2000. In fact she returned to Richmond Council to speak about the new program, noting that it allows the youth offender to be held accountable, allows the victim to have a voice and gets the community involved. I remember this being a cause close to her heart as she believed strongly in working together to improve the future of Richmond County's youth.

Our communities, our municipality, our province, and our country benefitted from Madeline's leadership and forthright nature. Flags at our offices will be lowered to half-mast until after Madeline's funeral service on Friday. Our condolences go out to her family and friends and we hope they find comfort in the legacy of leadership, integrity, and kindness she leaves behind.

<https://www.greensfuneralhome.ca/obituary/madeline-libbus...>



GREENSFUNERALHOME.CA

Obituary for Madeline Libbus at Green's Funeral Home

It is with great sadness that we announce the passing of Madeline Dorothy Cook Libbus on M...

4

7 shares

Like

Comment

Share



Comment as Municipality of the County of Richmond





Memo

To: Municipal Council
From: Troy MacCulloch, CAO
Date: April 2024
Re: Administration Operations Report, March – April 2024

Administration

- Bylaw and Policy work continues
 - Current: Capital Improvement & Development Policy - **2nd Draft**, Committees Policy- **2nd Draft**
 - Upcoming: Terms of Reference, Council Procedural Policy, Purchasing and Tender Policy
 - Completed: Grants Policy (amended), Sale of Municipal Property Policy (amended)
- Green Hydrogen meetings: Sector Dev – monthly, Everwind and Bearhead bi-weekly, Net Zero Quarterly, 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.
 - **In person meeting with Everwind March 27 at Purdy's Wharf offices in Halifax.**
- Information Technology (IT) - The Microsoft 365 Tenant build has been completed and all employees have accounts. **Almost all employees are now setup with MS365 on either their laptops or phones or both. DNS changes for e-mail to start being delivered to MS365 will be requested on April 12, 2024 and should be active by April 15, 2024.**
- Request for Proposal (RFP) State of Infrastructure of the Strait - awarded. Start-up meeting was end of January. **Engagement and industrial scan has commenced by WESI.**
- RFP for Centre of Excellence is awarded. Start up meeting was March 04. **Steering committee meetings have commenced.**
- Hiring of Manager of Energy Sector Development Continues – Hope to have this person in place for Apr. 01, 2024. **Martin Thomsen has been successfully seconded from Cape Breton Partnership for a term of three years to fill this role.**
- Work with Eastern District Planning Commission (EDPC) to determine next steps for Coastal Protection since it is now falling to municipalities and regional planning organizations.
- Work with Legal for trail development, permitted access and liability waiver(s).
- Returning Officer appointed, kick off meeting was March 5. **Letter of offer and tariffs agreed to and signed last week of March.**
- 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~~ March 2024)
- 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 the Planning Advisory Committee in January and was referred to Committee of the Whole (COW) on Feb 12 for review and referral to council for release. Will be released in second week of March 2024. Site visit was March 28th with proponents and the Director of Operations
- Hiring of an interim/temporary Chief Financial Officer to cover off a leave of absence.

Emergency Management and Fires Services

- Comfort Centre ACOA grant follow-up. – Project ended March 31st, 2024. The final claim to ACOA for the Municipality has been submitted. Some outstanding site visits and internal paperwork remains.
- SRH monthly emergency planning meetings – ongoing – waiting on the next date to be sent out
- FSANS Director's Meeting – March 31, 2024,
- VVPR – Voluntary Vulnerable Persons registry is in the early stages of gathering information on the best platform to use to move this item forward – ongoing, looking at what has been done in the province so far and a possible platform.
- Looking at supplemental public alerting programs and what lines us up with our neighboring counties – Ongoing, receiving a presentation on April 8th
- Looking at the Provincial exercise with NSEMO – May 29-30, 2024 – in planning stages for participation - ongoing
- Community group presentation – Seniors preparedness – Riverdale Community Centre – March 6th - completed
- FPSC quarterly meeting – March 27th - completed
- Fire Department meetings regarding draft registration changes - ongoing
- Working on post Storm report – multi day snow response – delayed due to ACOA project items and fiscal year end
- 2024/2025 budget items

Department of Community Development and Recreation

- Construction of the Recreation Building 95% completed
 - Power hooked up March 5th
 - 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
- Online Interactive Map will be completed by EDPC
 - Map is complete.
 - Reached out to trails group for updates and additional feedback before publishing
- Recreation Spring program(s) published and registration is open; Summer 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.
- Instructor agreement and booklet for our recreation and active living instructors is complete and will be implemented using a phased approach
- 2023-2024 Richmond Arena ice season ended March 30th; seasonal staff have begun the year end clean up
- March 2024 Volunteer of the Month is Jeanette Jeffrey, District 3
- Secured funding, in the amount of \$7,500 through Credit Union Atlantic's Community Investment Grant program to purchase equipment for our Free equipment loan program
- Secured funding, in the amount of \$1,500, through the Participation Community Challenge program to purchase helmets and skates for the free helmet and skates program at the Richmond Arena

Department of Finance

- The audit committee is scheduled for April 10,2024.
- The financial statements are complete for 2022 23 and forwarded to the Province of Nova Scotia. The Financial Information Return has been submitted for 2022 23, along with the HST Offset grant for 2024 2025.
- 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.
- Initial planning for Budget 2024/2025 is 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.
- February 9th tax sale went really well, we are still in the process of finalizing all the recordings and associated paperwork with the sale.
- We are working on insurance renewal paperwork, insurance renews on March 31st each year. **Completed.**
- Our semi-annual tax billing has taken place on April 1, 2024 and the bills mailed out.

Department of Public Works

Capital Projects Update

- Water Utility - District meter installation - not complete - working to complete one of two this year.
- Vehicle purchase (van - 2022) – ordered. **Expected June/July.**
- 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 **as well as groundwork to provide access to the unit.**
- Landfill closure (West Arichat) - to be tendered early 2024 for 2024 construction.
- **Awaiting tender documents from consultant – expected in April.**
- 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 received.
- Accessibility Upgrades - in progress. May extend into 2024.

Solid Waste Management

- Tender for 2024 Spring Heavy Collection closed April 2, 2024. Budget approval for this work to be brought forward to COW so work can be awarded in advance of the scheduled start date of May 6.
- Province is moving forward with EPR. Municipality registered along with 100% of other NS Municipal units.
- Municipality is working in partnership with Inverness and Victoria to prepare for the upcoming implementation of EPR.
- Transfer station repairs largely complete, some additional work remains but will not impact operations. Still dealing with insurance.
- We are proceeding with the 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. Rate hearing scheduled for May 29 at 1pm.
- 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. Final report received. To be reviewed with action plan due to NSECC by October.
- Working on Cross Connection Control (CCC) plan update and implementation for NSECC – plan due April 1, 2024. Complete.
- 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. Report received. 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

- Working on NSECC annual reports for two water systems, four sewer systems and solid waste facility - due dates between February 28 and April 5. **Annual reports complete.**
- Working on public tender for laboratory services to begin April 1, 2024 – **Tender awarded.**

Upcoming Events

- Strait Area Chambers Business Update – April 11th
- Nova Scotia Federation of Municipalities Spring Conference (NSFM) – May 8-10th
- Association of Municipal Administrators Nova Scotia (AMANS) Spring Conference – May 22-24th

Upcoming Meetings

- April 10th, 2024 – Audit Committee Meeting
- April 10th, 2024 – Police Advisory Board Meeting
- April 16th, 2024 – Planning Advisory/Heritage Meeting
- April 22nd, 2024 - Regular Council



BRIEFING NOTE
Municipality of the County of Richmond
Municipal Election
April 2, 2024

Purpose

The purpose of this briefing note is to update Council on the appointment of the Returning Officer and the Election Tariffs of Fees and Expenses.

Background

For every municipal election, Council must make a number of decisions early in the year to set in motions activities to support a fair and transparent municipal election. On January 31, 2024, Council made the following motions:

- a) Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer per section 4 (1C) of the Municipal Elections Act.
Motion carried.
- b) Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole 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.

Current Situation

- a) Returning Officer
Clair Rankin has been appointed as the Returning Officer for the 2024 Municipal/CSAP Elections. An initial meeting was held on March 5, 2024.
- b) Election Tariff of Fees and Expenses
The Election Tariff of Fees and Expenses has been reviewed and amended. An increase has been implemented to reflect changes in economic conditions, including factors such as inflation and the cost of living.

Financial Resources

The increase in the tariff of fees and expenses will cause a slight increase in the budget required for the 2024 Municipal Elections, this increase will be adjusted accordingly during budget deliberations.

Other Resources

n/a

Recommendations

n/a

Action Required

n/a

March Volunteer of the Month

Jeanette Jeffrey

Jeanette Jeffrey is a volunteer whose dedication extends across numerous organizations, notably the Louisdale CWL, Louisdale Lion's Club, The Fleur De Lis Seniors Club, and the Strait Richmond Palliative Care Society. As the coordinator for events such as "Daisy Day" and "Sunflower Day", she exemplifies commitment, compassion for others, and leadership. In the past, she has generously volunteered her time to provide night lunches to patients at the Strait Richmond Hospital.

Jeanette also remains a steadfast presence at the Louisdale parish bingo on Monday nights, where her unwavering volunteer spirit shines.

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

We thank you for all you do for Richmond County!





BRIEFING NOTE

Municipality of the County of Richmond

2024 Heavy Collection
April 3, 2024

PURPOSE

The purpose of this briefing note is to seek Council authorization of the funds necessary to proceed with a Heavy Collection in May of 2024 with the funds to be allocated in the 2024/25 budget.

BACKGROUND

The Municipality typically carries out an annual heavy collection in the month of May each year. As the expense is incurred in the upcoming fiscal year we seek Council approval prior to proceeding with the collection.

PRESENT SITUATION

Due to time constraints the Municipality issued the tender for the 2024 Heavy Collection and made award contingent on Municipal Council authorizing the funds in advance of the 2024/25 budget being approved. The tender closed on April 2, 2024. In order to allow sufficient time to prepare for the collection we are seeking approval to proceed at the COW in April.

FINANCIAL ANALYSIS

Based on the tender results the estimated cost of the 2024 Heavy Collection is \$160,000 net of HST rebate which is marginally lower than 2023 costs. The final cost may vary with the total tonnage collected; however the quantity of material is generally consistent year to year.

ACTION REQUIRED

Staff are seeking Council authorization to proceed with the 2024 Heavy Collection at an estimated cost of \$160,000 with the funds to be allocated in the 2024/25 budget.



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: JIM DAVIS, INTERIM CFO

DATE: April 4th, 2024

RE: Guarantee for The Village of St. Peter's

Dear CAO,

Please allow this to serve as a request from the Village of St. Peter's for Council to approve a loan guarantee in the amount of not more than \$497,300.00 for the purpose of the balloon payment from the original 15 year loan for the infrastructure to create the water utility. The Village is at the end of the 15 years and is looking to have the balloon payment rolled into a new debenture.

I have attached a copy of the guarantee resolution which needs to be signed by the Clerk once approved by Council and sent to the Minister of Municipal Affairs for signature.

If you require any further information do not hesitate to contact me.

Best Regards,

JD

Jim Davis
Chief Financial Officer



April 4, 2024

Municipality of the County of Richmond
Via email: clerk@richmondcounty.ca

Warden and Councillors,

Re: Municipal Guarantee Request

The St. Peter's, Samsonville and Area Water Utility is requesting that the Municipality of the County of Richmond provide a guarantee for the borrowing to convert our balloon payment into a new debenture.

The original borrowing for the infrastructure to create the water utility was a 15 year, 1.4-million-dollar debenture with a balloon payment at the end. We are currently at the end of the 15 years and are looking to have the balloon payment converted into a new 5-year debenture in the amount of \$497,300.00.

The water utility is requesting that the Municipality guarantee this borrowing and forward the Municipal Guarantee to the Minister for approval.

Please let me know if you need any further information to facilitate this request.

Regards,

Meghan Hayter
Administrator

St. Peter's, Samsonville and Area Water Utility
60 Denys Street, PO Box 452, St. Peter's, NS BOE 3B0
Ph (902) 535-2155 Fax (902) 535-2330
clerk@villageofstpeters.ca

MUNICIPAL COUNCIL OF THE

COUNTY OF RICHMOND

VILLAGE GUARANTEE RESOLUTION

Amount: \$ 497,300.00

Village of: ST. PETER'S

Project: Balloon Pmt from Original Loan

WHEREAS the Village of ST. PETER'S is a village situated within the Municipality of the COUNTY OF RICHMOND;

WHEREAS the Village of ST. PETER'S has, with the approval of the electors of the Village, determined to borrow the aggregate principal amount of FOUR HUNDRED, NINETY-SEVEN THOUSAND, THREE HUNDRED Dollars (\$ 497,300.00) for the purposes of Balloon Pmt from Original Loan;

WHEREAS the Village of ST. PETER'S has requested that the Municipality guarantee said borrowing;

WHEREAS Section 89 of the Municipal Government Act provides that a municipality may guarantee a loan for a village; and,

WHEREAS Section 88(3) of the Municipal Government Act provides that no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Municipality of the COUNTY OF RICHMOND does hereby approve the borrowing by the Village of ST. PETER'S the aggregate principal amount of FOUR HUNDRED, NINETY-SEVEN THOUSAND, THREE HUNDRED Dollars (\$ 497,300.00) for the purposes set out above;

THAT subject to the approval of the Minister of Municipal Affairs and Housing, the Municipality does unconditionally guarantee repayment of the principal and interest of the borrowing so made; and,

THAT upon the issue of the debentures, the Warden and Clerk of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of the COUNTY OF RICHMOND held on the ___ day of ___, 2024. GIVEN under the hands of the Clerk and under the seal of the Municipality this ___ day of ___, 2024. Clerk



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, Interim CFO

DATE: April 4th 2024


RE: Type 3 – Recreation Sponsorship Grant

Dear CAO,

Attached is a grant application from the River Bourgeois Community Services Type 3 – Recreation Sponsorship Grant Funds in the amount of \$500. The application has not included a budget ,other financials are included and the application is otherwise complete and is ready to be addressed by Council.

If you require anything further, do not hesitate to ask.

Best Regards

JB


Jim Davis
Interim CFO



Grant/Funding Application

Organization Legal Name	Contact Person
River Bourgeois Community Services	Rose Merrick
Position in Organization	Email
Chair Person	[Redacted]
	Telephone
	[Redacted]
Mailing Address	
[Redacted]	
Signature	Date
Rose Merrick	March 12/24

Are you registered through the Registry of Joint Stocks? Yes No

* Please note that all requests for funding (except Section C2) require your organization to be registered through the Registry of Joint Stocks

Please check the box corresponding to the grant for which you are requesting funding.

Type 1	Infrastructure	<input type="checkbox"/>
Only complete Section A (page 2)		
Type 2	Start-up Activity	<input checked="" type="checkbox"/>
Only complete Section B (page 3)		
Type 3	Recreation/Sponsorship	<input checked="" type="checkbox"/>
Only complete Section C1 for Physical Activity (page 4)		
Only complete Section C2 for Instructor/Facilitator Development (page 5)		
Only complete Section C3 for Sponsorships (page 6)		
Only complete Section C4 for Canada Day (page 7)		
Type 4	Regional/Health/General	<input checked="" type="checkbox"/>
Only complete Section D (page 8)		

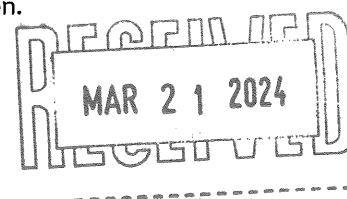
What you need to know before applying for funding

- i) Please only fill one application per grant type (i.e. If you want to apply for both Start-up Activity and Canada Day grants, you must fill out 2 separate application forms.)
- ii) Failure to correctly complete this application may delay funding review/approval.
- iii) Your project cannot start before approval is given. Failure to do so may result in your funding request being denied.
- iv) The Municipality of the County of Richmond reserves the right to deny any application based on a financial needs assessment.
- v) The Municipality of the County of Richmond reserves the right to request more information regarding the grant application.
- vi) The Municipality of the County of Richmond reserves the right to conduct a site inspection.
- vii) Please allow 6 - 8 weeks for processing.

Please forward your applications to:

Jason Martell, Chief Financial Officer
P.O. Box 120, 2357 Highway 206,
Arichat, NS B0E 1A0
jmartell@richmondcounty.ca

Telephone: 902-226-3973 Fax: 902-226-0295



Grant Type
3



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

Section C3 - SPONSORSHIPS - Maximum of \$500

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year *we do not have a budget*

Overview of proposed sponsored event/activity

Please describe the proposed sponsored event/activity in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

River Bourgeois Community Services is applying for a Type 3 Recreation Sponsorship Grant for our August 31, 2024, Community Festival Dance, featuring the local band, Beech Hill. Your support will nurture our local music scene. The dance is expected to draw crowds, strengthening our community and economy. The grant's funds will be directed towards band expenses. Volunteer dedication, local business backing, and Richmond Municipality support are crucial. Partnering with us demonstrates a commitment to local talent and community engagement. Join us in ensuring this year's event is unforgettable.

Event/Sponsorship budget

Cost of the event

Materials/Equipment	\$ 2,000.00
Registration	\$ 1,700.00
Other Costs	\$ 400.00
Specify: band/marketing/security	

TOTAL	\$ 4,100.00
--------------	--------------------

Financing the project/Other revenue

Organization/Individual costs	\$ 2,000.00
Other Sponsorships:	\$ 500.00
Other Funding (Specify):	_____
Funding requested from Municipality <small>If approved, funds must be spent by March 31.</small>	\$ 500.00

TOTAL	\$ 3,000.00
--------------	--------------------

Reg. Number

1283800

Reg. Name

RIVER BOURGEOIS COMMUNITY SERVICES SOCIETY

Type

Society

Status

Active

Effective Date

10-May-1985

Registered on

31-Oct-1978

Next Annual Return

31-Oct-2024

Addresses

Reg. Address

21 RECREATION RD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA

River Bourgeois Community Services Society
Balance Sheet As at 31/12/2023

ASSET

CURRENT ASSET

Cash on Hand		634.00
CU Preferred Shares 65220-07-8		10.00
CU Surplus Equity Shares 65220-08-8		18.71
CU Hall Savings 65220-01-8		30,410.63
CU Main Chequing 65220-10-8		12,310.13
CU Chase the Ace Savings 65220-22-8		22.31
CU Cenotaph Esavings 65220-28-8		2,510.08
CU Tara Lynne Sur.Eq.Sh 66177-08-9		0.09
CU Youth Comm. Cheq. 66177-10-9		49,920.84
HST Receivable		9,532.99
TOTAL CURRENT ASSETS		<u>105,369.78</u>

FIXED ASSETS

Tara Lynne Community Centre	305,168.03	
Renovations 1998	98,838.10	
	<u> </u>	
Tara Lynne Community Center - Net		404,006.13
Furniture & Fixtures		55,913.20
Funeral Home & Lot		90,900.00
Land		5,500.00
Lighthouse 2003		17,174.39
Cenotaph 2008	16,647.31	
Cenotaph 2009	4,856.41	
	<u> </u>	
Cenotaph - Net		21,503.72
Senior's 50+ Club Building		112,800.00
TOTAL FIXED ASSETS		<u>707,797.44</u>

TOTAL ASSET 813,167.22

LIABILITY

CURRENT LIABILITIES

Accounts Payable		573.39
TOTAL CURRENT LIABILITIES		<u>573.39</u>

TOTAL LIABILITY 573.39

EQUITY

EQUITY

Investment in Capital Assets		664,570.60
Retained Earnings		262,351.62
Current Earnings		-114,328.39
TOTAL EQUITY		<u>812,593.83</u>

TOTAL EQUITY 812,593.83

LIABILITIES AND EQUITY 813,167.22

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

REVENUE

OTHER REVENUE

Festival Donations		2,400.00
Festival Revenue		12,368.80
Cafe Revenue-Chase the Ace		13,624.15
Chase the Ace		29,635.00
Refunds/Rebates		100.07
Funeral Home Donations	2,105.00	
Funeral Home Rentals	2,400.00	
Funeral Home Revenue		4,505.00
Interest/Dividend Revenue		284.51
Hall Donations Revenue	2,868.61	
Hall Rental Revenue	2,173.00	
Bar Revenue	3,083.55	
Hall Revenue		8,125.16
Senior's 50+ Club - Lease & Insur.		1,256.00
Mun. County Of Richmond Grants		5,000.00
Provincial Grants		29,000.00
Summer Workers Grants		4,319.00
Other/Special Function Revenue		221.52
TOTAL OTHER REVENUE		<u>110,839.21</u>

TOTAL REVENUE

110,839.21

EXPENSE

BINGO EXPENSES

Alcohol & Gaming		257.58
TOTAL BINGO EXPENSE		<u>257.58</u>

FUNERAL HOME EXPENSE

FH Power Expense		1,354.01
FH Insurance Expense		1,003.00
FH Supplies Expense		53.79
FH Furniture & Equipment		300.99
FH Repairs & Maintenance		889.47
TOTAL FUNERAL HOME EXPENSE		<u>3,601.26</u>

Printed On: 08/03/2024

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

HALL EXPENSE

Janitor Expense	3,430.45
Phone Expense	347.88
Furnace/WaterHeater Oil	340.82
Power Expense	7,035.59
Plowing & Sanding Expense	728.75
Alarm System Expense	232.20
Repairs & Maintenance	61,502.04
Hall Supplies Expense	1,972.87
Mowing Expenses	568.60
Bar Expenses	2,498.67
Internet Expenses	191.27
Hall Supplies-Kitchen	944.05
TOTAL HALL EXPENSE	<u>79,793.19</u>

OTHER EXPENSE

Chase the Ace Expense	17,538.58
Office Expense & Bank Charges	1,002.33
Accounting and Legal	550.00
Ballfield/Canteen Building Expense	93,793.05
Staff Expenses	4,575.92
Insurance Expense	10,417.37
Seniors Building Insurance Expense	1,255.00
Cenotaph Site Imp. Expenses	89.73
Cenotaph Expenses	89.73
Festival Expense	2,925.14
Canteen Expense	33.69
Canteen Expenses	33.69
Cafe Expense-Chase the Ace	4,403.47
Donations Expense	648.00
Fundraising Expense	389.15
Lighthouse Insurance Expense	317.00
Dues Fees & License	339.29
Other/Special Function Expense	2,933.99
Honorariums, Gifts, etc.	303.86
TOTAL OTHER EXPENSE	<u>141,515.57</u>

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

TOTAL EXPENSE	<u>225,167.60</u>
NET INCOME	<u><u>-114,328.39</u></u>



River Bourgeois Community Services Society

21 Recreation Rd. PO Box 56
River Bourgeois, NS B0E 2X0
Phone: 535-3085

River Bourgeois Community Service Society Board of Directors elected on March 16th, 2023 at the Annual Meeting

President Rose Merrick [REDACTED]

Secretary Donna Babin & [REDACTED]

Treasurer Kathryn Groves [REDACTED]

Past President Sharon Chilvers [REDACTED]

Members at large:

Marc Touesnard [REDACTED]

Paul Martell 33 R [REDACTED]

Carolyn Fougere [REDACTED]

Connie Stewart 4 [REDACTED]

Tracy Samson Smith [REDACTED]

Doreen Boudreau [REDACTED]

Wayne Bona [REDACTED]

Heidi LeRoux [REDACTED]



River Bourgeois Community Services Society

21 Recreation Rd. PO Box 56

River Bourgeois, NS B0E 2X0

Phone: 535-3085

March 10th, 2024

**TO: Jason Martell
Chief Financial Officer**

River Bourgeois Community Service Society Financial Report Information:

The \$49, 920.84 funds belong to the Youth Committee and are designated for the children's playground expansion which will be completed this spring.

The \$30,410.63 funds, \$10,000 is designated towards the balance (along with a grant of \$25,000 yet to be received) to complete the cost of installing Solar Panels on the Tara Lynne Centre Building.

Thanks

Rose Merrick
**Rose Merrick
President**





THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, CFO

DATE: January 9th, 2024

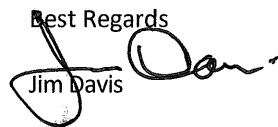
RE: Type 4 – River Bourgeois Mariner Society/General Grant Request

Dear CAO,

Attached is a grant application from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000. The application appears complete and is ready to be addressed by Council.

If you require anything further, do not hesitate to ask.

Best Regards


Jim Davis

Interim CFO



Grant/Funding Application

Organization Legal Name River Bourgeois Mariner Society		Contact Person Sherry Baccardax
Position in Organization Secretary/Treasurer	Email [REDACTED]	Telephone [REDACTED]
Mailing Address [REDACTED]		
Signature [REDACTED]		Date March 25, 2024

Are you registered through the Registry of Joint Stocks? Yes No

* Please note that all requests for funding (except Section C2) require your organization to be registered through the Registry of Joint Stocks

Please check the box corresponding to the grant for which you are requesting funding.

Type 1	Infrastructure	<input type="checkbox"/>
Only complete Section A (page 2)		
Type 2	Start-up Activity	<input checked="" type="checkbox"/>
Only complete Section B (page 3)		
Type 3	Recreation/Sponsorship	<input checked="" type="checkbox"/>
Only complete Section C1 for Physical Activity (page 4)		
Only complete Section C2 for Instructor/Facilitator Development (page 5)		
Only complete Section C3 for Sponsorships (page 6)		
Only complete Section C4 for Canada Day (page 7)		
Type 4	Regional/Health/General	<input checked="" type="checkbox"/>
Only complete Section D (page 8)		

What you need to know before applying for funding

- i) Please only fill one application per grant type (i.e. If you want to apply for both Start-up Activity and Canada Day grants, you must fill out 2 separate application forms.)
- ii) Failure to correctly complete this application may delay funding review/approval.
- iii) Your project cannot start before approval is given. Failure to do so may result in your funding request being denied.
- iv) The Municipality of the County of Richmond reserves the right to deny any application based on a financial needs assessment.
- v) The Municipality of the County of Richmond reserves the right to request more information regarding the grant application.
- vi) The Municipality of the County of Richmond reserves the right to conduct a site inspection.
- vii) Please allow 6 - 8 weeks for processing.

Please forward your applications to:

Jason Martell, Chief Financial Officer
P.O. Box 120, 2357 Highway 206,
Arichat, NS B0E 1A0
jmartell@richmondcounty.ca

Telephone: 902-226-3973 Fax: 902-226-0295

Grant Type
4



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

Section D - Regional/Health/General - Maximum of \$10,000

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Request:

Please describe the request in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

This project includes: 1. Replacing and reinforcing all corners of the four outer T sections of our docks with one piece backing plates and new bolts. These one piece backing plates must be specially designed & made to fit these four sections. 2. Fabricating and replacing the two joiners of the two main dock sections. These joiners then must be installed and welded into place when main docks are temporarily taken ashore on the boat ramp. 3. Repair shore infrastructure resulting from storm damage January 2024. This includes moving our current building a short distance, excavating and moving concrete pieces, excavating and hauling away any excess fill, supplying and replacing stone, supplying & installing geotextile drainage cloth and topping with class A gravel. 4. Supply four 3100 pound anchors/moorings with 5000 psi marine concrete reinforced with 10mm rebar and a 1.25" galvanized eye rated for 12 ton to attach our dock chains to. These anchors will allow for the replacement of the original (2008) anchors and enable all chains, etc that have moved over the years to be reset. This work is must be completed in April of 2024 as we have a vessel requesting docking use for May & June.

Please see the notes on the additional information sheet.

If approved, what will the funds be used for? Please note: Approved funds must be spent by March 31.

Please see notes above. This work is estimated to total \$19,443.31 plus numerous in kind volunteer hours. We are requesting 50% in funding.

Other Financial Assistance

Have you applied for other financial assistance? Yes No

If yes, please list all other funding sources, including amounts received.

Funding Source 1: _____ \$ _____
 Funding Source 2: _____ \$ _____
 Funding Source 3: _____ \$ _____



Additional Information Sheet

In reference to the River Bourgeois Mariner Society balance sheet, it is noted that the Mariners have a high interest account with a balance of \$21,049.99 at fiscal year end. In an effort to never need to borrow, these funds have been raised over a number of years to facilitate large projects. This current project is a small section of that with the larger portion of the project being a result of unforeseen storm damage in January of 2024. It should be noted that in 2022 jersey barriers were installed on the western side to mitigate the undermining of the concrete behind our building. Without these in place, the storm damage would have been far worse. River Bourgeois Mariners Society recognizes there may be unforeseen cost that may need to be incurred. Should the project not be funded or go over budget, the east side may not be able to be completed in 2024 which could result in a more substantial project (due to further storm damage).

Three quotes and one estimate are attached. The three quotes are all from a local company that deals with marine product applications. Only an estimate could be provided for the shore infrastructure work as until all excavation is complete, we will not know the true amount of storm damage we are dealing with and as such there may be additional costs involved. This estimate is from a community company we have worked with many times in the past. The area is currently taped off as it poses a safety hazard in some spots.

We are requesting that this grant application be approved through Council's waterfront development funding through the Canada Community-Building Fund. After reviewing the eligible categories for the CCBF, we feel this project would be eligible because it aligns with the following categories: culture, tourism, sport and recreation. Culturally our docks have become a vital pillar of the community available to all in a community defined and surrounded by water. River Bourgeois is a tourist location sought by many with its French heritage, beautiful scenery, boating and working lighthouse. Within the inlet of River Bourgeois and with its protection from the ocean winds, our docks are used by many for sports such as pleasure boating, canoeing, kayaking, swimming, fishing, paddle boarding. Our docks provide a scenic calm spot to sit at the picnic tables on the shore or the benches on dock itself. Enjoy the gentle breeze, sunshine/sunset, and view over coffee/lunch while the water nurtures your mind and your soul. There are many species of wildlife that are seen, by tourists and residents alike, along the shores and in the water such as deer, birds, eagles, otters, fish, etc. Every Labour Day weekend we host our annual recreational boating event, the "luck of the draw" run which includes a barbeque from the shore. This is our annual fundraiser for the group which is attended by boats from the surrounding communities and some from afar. This fundraiser is supported by as many non-boaters as boaters. 2024 will be our 15th year of annual recreational boating events.

A large number of in kind volunteer hours are expected to be incurred to get the main docks up on the ramp for the necessary repairs, the four sections of T and the main docks back in place, and the anchors & chains installed to fasten the main dock along with the four T sections. This is a huge commitment for our volunteers as it must be completed over a number of days dependent on low & high tides and winds. These volunteers are committed to the organization as they feel strongly about the sport, recreational, tourism and cultural value these docks provide to our coastal community. As stated in The Future of Nova Scotia's Coastline: "The coast is an essential part of our shared identity as Nova Scotians. We have lived by our shores for generations."

River Bourgeois Mariner Society are working to mitigate continuing future storm damage and protect from coastal erosion due to climate change, but also to ensure we have sustainable operations to continue to serve our community in such a way that docking is affordable to all.

Approved Submission SR369786: RIVER BOURGEOIS MARINER SOCIETY - Society Annual Renewal Statement

Reference

CR2976772



Registry of Joint Stock
Companies
PO Box 1529
Halifax, NS, B3J 2Y4

902 424-7770
1-800-225-8227
rjsc@novascotia.ca

Sherry Baccardax

Dear Sherry Baccardax,

The following submission has been approved.

Entity Name:	RIVER BOURGEOIS MARINER SOCIETY
Submission Reference No:	SR369786
Submission Type:	Society Annual Renewal Statement
Received Date:	26-Apr-2023
Status:	Approved
Status Date:	26-Apr-2023

The next renewal date for the above noted entity is 31-May-2024 .

If you have any questions, please contact the Registry.

Sincerely,

Registry of Joint Stock Companies

- Invoice-TR681315

Annual Statement

Entity Details

Registry ID	3228955
Name	RIVER BOURGEOIS MARINER SOCIETY
Type	Society
Home Jurisdiction	Nova Scotia
Registered Date	20 May 2008

Registered Office

Civic Address	166 NORTHSIDE RIVER BOURGEOIS ROAD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA
Mailing Address	166 NORTHSIDE RIVER BOURGEOIS ROAD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA

Directors and Officers Detail Updates

Name	MELVIN A. TOUESNARD
------	---------------------

Role	Director
------	----------

Civic Address	[REDACTED]
---------------	------------

Name	HAROLD P. LANDRY
------	------------------

Role	Director
------	----------

Civic Address	[REDACTED]
---------------	------------

Name	CARL P GRIMES
------	---------------

Role	Officer-CHAIRPERSON
------	---------------------

Civic Address	[REDACTED]
---------------	------------

Name	PETER K. BACCARDAX
------	--------------------

Role	Director
------	----------

Civic Address	[REDACTED]
---------------	------------

Name PETER K. BACCARDAX
Role Officer-Vice-president

Civic Address

Name DENISE M TOUESNARD
Role Director

Civic Address

Name BRIAN AITKEN
Role Director

Civic Address

Name George J Landry
Role Director

Civic Address

Name Paul Martell
Role Director

Civic Address

Name Georgie Landry
Role Director

Civic Address

Name CARL P GRIMES
Role Director

Civic Address

Name PETER K. BACCARDAX
Role Officer-VICE CHAIRPERSON

Civic Address

Name CLIFFORD D LANDRY
Role Director

Civic Address [REDACTED]

Name SHERRY J. BACCARDAX

Role Director

Civic Address [REDACTED]

Name SHERRY J. BACCARDAX

Role Officer-Secretary, Treasurer

Civic Address [REDACTED]

Name DAVID SAMPSON

Role Director

Civic Address [REDACTED]

Directors and Officers (following changes)

Name MELVIN A. TOUESNARD

Role Director

Civic Address [REDACTED]

Name HAROLD P. LANDRY

Role Director

Civic Address [REDACTED]

Name CARL P GRIMES

Role Officer-CHAIRPERSON

Civic Address [REDACTED]

Name PETER K. BACCARDAX

Role Director

Civic Address [REDACTED]

Name PETER K. BACCARDAX

Role Officer-Vice-president

Civic Address

Name DENISE M TOUESNARD

Role Director

Civic Address

Name BRIAN AITKEN

Role Director

Civic Address

Name George J Landry

Role Director

Civic Address

Name Paul Martell

Role Director

Civic Address

Name Georgie Landry

Role Director

Civic Address

Name CARL P GRIMES

Role Director

Civic Address

Name PETER K. BACCARDAX

Role Officer-VICE CHAIRPERSON

Civic Address

Name CLIFFORD D LANDRY

Role Director

Civic Address

[REDACTED]

Name SHERRY J. BACCARDAX

Role Director

Civic Address

[REDACTED]

Name SHERRY J. BACCARDAX

Role Officer-Secretary, Treasurer

Civic Address

[REDACTED]

Name DAVID SAMPSON

Role Director

Civic Address

[REDACTED]

Recognized Agent

Name CARL GRIMES

Civic Address

[REDACTED]

Mailing Address

Confirmation

I hereby confirm that I am authorized to submit this filing and that the information is true to the best of my knowledge. I understand that it is an offence to knowingly provide false or incorrect information.

Submitter Sherry Baccardax

River Bourgeois Mariner Society

Balance Sheet As at 31/12/2023

ASSET

Current Assets

ECCU Equity Shares 00007	5.00	
ECCU Surplus Equity Share 00...	0.20	
ECCU Chequing Account 6517...	7,168.01	
ECCU High Interest Saving Acc...	21,049.99	
Total Cash		28,223.20
Accounts Receivable	144.47	
Total Receivable		144.47
Prepaid Expenses		727.00
Total Current Assets		29,094.67

Capital Assets

Wharf & Docks	44,772.00	
Accum. Amort. -Wharf & Docks	-38,762.80	
Net - Wharf & Docks		6,009.20
Ramp & Parking Lot	10,510.00	
Accum. Amort. -Ramp & Parking	-9,099.37	
Net -Ramp & Parking		1,410.63
Building	9,242.70	
Accum. Amort. -Building	-2,841.81	
Net - Building		6,400.89
Land		4,500.00
Total Capital Assets		18,320.72

TOTAL ASSET 47,415.39

LIABILITY

TOTAL LIABILITY 0.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	44,815.88
Current Earnings	2,599.51
Total Owners Equity	47,415.39

TOTAL EQUITY 47,415.39

LIABILITIES AND EQUITY 47,415.39

River Bourgeois Mariner Society
Income Statement 01/01/2023 to 31/12/2023

REVENUE**Sales Revenue**

50/50 Ticket Sales		417.50
Other Tickets Sales		467.00
Poker Run/Luck of Draw Canteen		449.14
Poker Run Hand/Luck of Draw S...		3,420.00
Seasonal Docking Revenue	3,075.00	
Ramp Revenue	30.00	
Weekly & Overnight Revenue	100.00	
Total Docking Revenue		3,205.00
Lighthouse Sales		75.00

Net Sales 8,033.64

Other Revenue

Interest/Divident Revenue		373.97
Membership Revenue		240.00
Gift Card Donations	205.00	
Poker Run/Luck of Draw Donati...	2,255.00	
General Donations	10.00	
Memorial Donations	25.00	
Total Donations		2,495.00

Total Other Revenue 3,108.97

TOTAL REVENUE 11,142.61

EXPENSE**General & Administrative Expe...**

Business Fees & Licenses		31.15
Amortization Expense		2,121.66
Insurance		1,967.00
Interest, Dividends & Bank Char...		6.00
Office Supplies		387.83
Donation Expense to Other Chari...		50.00
Internet		485.83
Poker Run/Luck of Draw Expenses		105.95
PokerRun/Luck Draw Canteen E...		39.26
Rent		250.00
Repair & Maintenance		820.59
Wharf & Dock Improvements		191.78
Wharf & Docks Installation/Remo...		1,115.86
Septic Services		430.00
Utilities (Power, etc)		367.46
Gifts, Appreciation Dinner, Etc.		172.73

Total General & Admin. Expen... 8,543.10

TOTAL EXPENSE 8,543.10

NET INCOME 2,599.51

RIVER BOURGEOIS MARINER SOCIETY

2024 Operating Budget

	Revenue	Expenses	Total
Operating Revenue from Fund Raising	\$ 4,000.00		
Docking Revenue	\$ 2,500.00		
Membership Revenue	\$ 200.00		
Donations	\$ 1,500.00		
Government Grants	\$ 10,000.00		
Interest	\$ 150.00		
HST Rebates	\$ 100.00		
Accounting & Legal Fees		\$ 50.00	
Business Fees & licenses		\$ 50.00	
Insurance		\$ 2,200.00	
Bank Charges		\$ 25.00	
Office Supplies		\$ 600.00	
Wharf & Dock Tools		\$ 600.00	
Donations to Other Charities		\$ 50.00	
Fund Raising Expenses		\$ 1,000.00	
Internet		\$ 500.00	
Rent		\$ 250.00	
Repairs & Maintenance		\$ 10,175.00	
Wharf & Dock Installation-Removal		\$ 1,350.00	
Septic Services		\$ 650.00	
Power		\$ 450.00	
Gifts, Appreciation Dinner, etc.		\$ 500.00	
	\$ 18,450.00	\$ 18,450.00	\$ -

BURKE BROTHERS TRUCKING LTD.

**38 Grand Gully Rd, RR1
River Bourgeois, Nova Scotia, Canada B0E 2X0
Phone (902) 535-3022 Fax (902) 535-3514
burkebrostrucking@gmail.com**

March 12, 2024

River Bourgeois Mariners Society
166 Northside RB Rd
River Bourgeois, NS B0E 2X0

Re: estimate for work at wharf

West side of ramp: Move building a short distance, excavate and move concrete pieces, excavate and haul away excess fill, supply and place stone, top with class a gravel, \$4,750 plus hst. 5462.50

East side of ramp: Excavate and move concrete pieces, excavate and haul away excess fill, supply and place stone, top with class a gravel, \$6,000 plus hst.

Yours truly,

6980 -

Bernard Burke

Bernard Burke

**LICENSED DISPOSAL BED CONTRACTOR - LICENSED WELL DIGGER
TRUCKING - EXCAVATION - CUSTOM CRUSHING
SAND - GRAVEL - TOPSOIL**



St. Peters Home Hardware Building Centre
 P & K Hardware Limited
 P.O. Box 100, 9976 Grenville Street
 St. Peters, NS B0E 3B0
 Tel. (902) 535-2204 • Fax (902) 535-3403

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RIVER BOURGEOIS MARINER ASS
 SHERRY BACCARDAX
 RIVER BOURGEO NS B0E2X0

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** CHARGE QUOTE **

Date	Loc	Quotation No.
03/22/24	02	BK9289-00
Time	Customer P.O.	Sales ID
10:26		PDS
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T a l o c
Ordered	Shipped	U/M							
1	*****	EA M		*REPLACE CORNERS OF 4 TEE OF THE DOCKS	1	750.000EA		750.00	T 2
1	*****	EA M		*REPLACE JOINERS ON MAIN DOCKS	1	2395.000EA		2395.00	T 2
1	*****	EA M		*REPLACE 4 31LB ANCHORS WITH 3500PSI CONCRETE	1	3495.000EA		3495.00	T 2
1	*****	EA M		*WEST SIDE RAMP REPAIRED	1	4995.000EA		4995.00	T 2
1	*****	EA M		*EAST SIDE PARKING LOT	1	6200.000EA		6200.00	T 2

regular concrete only not marine

ST. PETER'S HHBC HST 82918 8812RT0001 P @ K HARDWARE LTD							Sub Total GST/HST PST TOTAL	17835.00 2675.25 P .00 20510.25
---	--	--	--	--	--	--	--	---

HST No. 82918 8812RT0001

Quotation valid for 30 days

QUOTATION

X _____
 Accepted by



Memo

To: Municipal Council

From: Troy MacCulloch, CAO

Date: April 4, 2024

Re: Richmond County Literacy Network Type 4 - Regional/Health/General Grant Request

Background

In the attached memo you will see the original paperwork for this request that was submitted to Council in March.

It has come to light that the original ask, was to cover the \$2600.00 shortfall in funding, not the \$1000.00 that was in the CFO's memo to me.

"Moved by Deputy Warden Shawn Sampson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00."

Motion carried.

Request of Council

To reconsider the motion of March 11th, 2024 and that the amount be adjusted to the full amount of the original ask of \$2600.00. This will be funded, with the discretion of Council, by District and from the remainder of Type 4 funding of the 23/24 budget allocations as this request was received and acted in the last fiscal.



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: JASON MARTELL, CFO

DATE: March 11th, 2024

RE: Type 4 – Regional/Health/General Grant Request

Dear CAO,

Attached is a grant application from the Richmond County Literacy Network for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000. The application appears complete and is ready to be addressed by Council.

If you require anything further, do not hesitate to ask.

Best Regards

JK.

Jason Martell, CPA



Grant/Funding Application

Organization Legal Name		Contact Person	
<input type="text"/>		<input type="text"/>	
Position in Organization	Email	Telephone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address			
<input type="text"/>			
Signature		Date	
<input type="text"/>		<input type="text"/>	

Are you registered through the Registry of Joint Stocks? **Yes** **No**

* Please note that all requests for funding (except Section C2) require your organization to be registered through the Registry of Joint Stocks

Please check the box corresponding to the grant for which you are requesting funding.

Type 1	Infrastructure	<input type="checkbox"/>
<i>Only complete Section A (page 2)</i>		
Type 2	Start-up Activity	<input type="checkbox"/>
<i>Only complete Section B (page 3)</i>		
Type 3	Recreation/Sponsorship	<input type="checkbox"/>
<i>Only complete Section C1 for Physical Activity (page 4)</i>		
<i>Only complete Section C2 for Instructor/Facilitator Development (page 5)</i>		
<i>Only complete Section C3 for Sponsorships (page 6)</i>		
<i>Only complete Section C4 for Canada Day (page 7)</i>		
Type 4	Regional/Health/General	<input type="checkbox"/>
<i>Only complete Section D (page 8)</i>		

What you need to know before applying for funding

- i) Please only fill one application per grant type (i.e. If you want to apply for both Start-up Activity and Canada Day grants, you must fill out 2 separate application forms.)
- ii) Failure to correctly complete this application may delay funding review/approval.
- iii) Your project cannot start before approval is given. Failure to do so may result in your funding request being denied.
- iv) The Municipality of the County of Richmond reserves the right to deny any application based on a financial needs assessment.
- v) The Municipality of the County of Richmond reserves the right to request more information regarding the grant application.
- vi) The Municipality of the County of Richmond reserves the right to conduct a site inspection.
- vii) Please allow 6 - 8 weeks for processing.

Please forward your applications to:

Jason Martell, Chief Financial Officer
P.O. Box 120, 2357 Highway 206,
Arichat, NS B0E 1A0

jmartell@richmondcounty.ca

Telephone: 902-226-3973 Fax: 902-226-0295



Section A - Infrastructure - 50% of costs, Maximum of \$5,000 per application

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization’s directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year
- 3 Quotes for proposed project with an explanation of award

Overview of Project

Please describe the project in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

Does your organization own the assets for which you are applying for funding to upgrade/improve? Yes No

Project budget

Cost of the project

Capital Costs

Land _____

Materials _____

Labour Costs _____

Other Capital Costs _____

Specify: _____

Other Capital Costs _____

Specify: _____

TOTAL

Financing the project/Other revenue

Organization’s costs

Have you had to borrow for this project? Yes No

Loan/Debt _____

Funding Agency _____

Provincial _____

Federal _____

Other (Specify): _____

Amount requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL



Section B - Start-Up Activity - 50% of costs, Maximum of \$500 per application

Maximum of two applications per year, per organization (must be for two different events)

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization’s directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

* Organizations cannot apply for funding for the same event/activity in subsequent years.

Official Name of Event/Activity

Overview of Event/Activity

Please describe the event/activity in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

Event/Activity budget

Cost of the project		Financing the project/Other revenue	
Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
	TOTAL _____	TOTAL _____	_____



Section C1 - PHYSICAL ACTIVITY - 50% of costs, Maximum of \$1,000 per application

Maximum of one application per year, per organization

Application checklist:
 Attach a photocopy of current Registry of Joint Stocks renewal and file number
 Names and addresses of your organization’s directors
 Most recent Annual Financial statements (Balance Sheet and Income Statement)
 Budget for current fiscal year

Overview of Project/Activity

Please describe the project/activity in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

Empty space for describing the project/activity.

Impact/Reach of Project/Activity

Who will be benefit from this project or activity?

Empty space for describing the impact/reach of the project/activity.

Event/Activity budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>

Grant Type
3



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

Section C2 - INSTRUCTOR/FACILITATOR DEVELOPMENT - 50% of costs, Maximum of \$500 per application

Maximum of \$500 per individual, per year

Application checklist:

Attach a copy of the Certificate/Course syllabus/description

Attach schedule of events for Certificate/Course

Name of Certificate/Course

Location of Certificate/Course

Overview
Why are you interested in this certificate/course?

Benefit
Who will this certificate/course benefit?

Budget/Cost

Indicate the costs associated with this certificate/course

Registration _____

Travel/Fuel _____

Accommodations _____

Meals _____

Other (Specify) _____

TOTAL

PLEASE NOTE

If the Municipality funds your request, you will be required to offer a minimum of 50 hours of instruction for municipal recreation programming within 2 years of the date of completion of this certificate/course. By checking the box below, you are agreeing to these terms.

I agree



Section C4 - CANADA DAY - Maximum of \$3,000 per district

Maximum of one application per year, per organization

Application checklist:
 Attach a photocopy of current Registry of Joint Stocks renewal and file number
 Names and addresses of your organization’s directors
 Most recent Annual Financial statements (Balance Sheet and Income Statement)
 Budget for current fiscal year

Overview of Canada Day events

Please describe the event/activity in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

Empty space for describing the event/activity.

Reach of Canada Day events

Who will benefit from these Canada Day events?

Empty space for describing who will benefit from the events.

Event/Activity budget

Cost of the events		Financing the project/Other revenue	
Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>



Section C3 - SPONSORSHIPS - Maximum of \$500

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization’s directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of proposed sponsored event/activity

Please describe the proposed sponsored event/activity in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

Event/Sponsorship budget

Cost of the event		Financing the project/Other revenue	
Materials/Equipment	_____	Organization/Individual costs	_____
Registration	_____	Other Sponsorships:	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input style="width: 100px; height: 20px;" type="text"/>	TOTAL	<input style="width: 100px; height: 20px;" type="text"/>



Section D - Regional/Health/General - Maximum of \$10,000

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Request:

Please describe the request in as much detail as possible.

If you need additional space please use the Additional Information Sheet attached to this application.

[Large empty box for describing the request]

If approved, what will the funds be used for? Please note: Approved funds must be spent by March 31.

[Empty box for describing fund usage]

Other Financial Assistance

Have you applied for other financial assistance? Yes No

If yes, please list all other funding sources, including amounts received.

- Funding Source 1: _____ \$ _____
- Funding Source 2: _____ \$ _____
- Funding Source 3: _____ \$ _____



THE MUNICIPALITY OF THE COUNTY OF
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RICHMOND

Additional Information Sheet

EARLY LITERACY BOOK GIFTING PROGRAM



summary

Dolly Parton's Imagination Library is a book-gifting program for children aged 0-5. Dolly was inspired to set up her Imagination Library as a tribute to her father, a smart and hard-working man who was unable to read or write. Dolly wants to guarantee access to books, inspire a lifelong love of reading and help children reach their full potential.

Each enrolled child receives a carefully selected, age-appropriate book in the post every month until their 5th birthday. Every book is personally addressed to each individual child. All titles in the Imagination Library are published by Penguin Random House and carefully selected by a panel of experts in early childhood literacy and reading. Over 1.8 million children worldwide are part of the Imagination Library!

benefits

YOUR COMMUNITY

The Imagination Library is hugely popular with parents. A book in the mail every single month gives a parent a wonderful opportunity to cuddle up and share stories with their little ones. Reading together promotes well-being for the whole family. Parents value the generosity of the program, the shared enjoyment and the knowledge that they are helping their child's learning, language development and school readiness.

THE CHILDREN

A child enrolled from birth to five will build a library of up to 60 books. Exposure to books from a young age can help encourage a love of reading that will last a lifetime. The first few years of life are key to brain growth. Reading with a young child develops communication, cognition and social and emotional skills.

YOUR ORGANIZATION

The Imagination Library is simple and easy to administer. It enhances your organization's family-friendly offerings and reflects your core values and objectives. One book, per child, per month, direct to their home for only \$3.55 is excellent value for money. Feedback tells us that uptake is high and the value placed by families onto the Imagination Library far exceeds the cost.

OUR FUTURE

Economists have demonstrated that investment in the earliest years of life is the most cost-effective form and sees far greater returns in productivity, health and education. Supporting the Imagination Library is a very straightforward and practical way in which a company can invest in the workforce of the future.

\$3.85
per child per month

or \$46 per child, per year

COST

EARLY LITERACY BOOK GIFTING PROGRAM



steps to get involved

Affiliate Feedback: Imagination Library

“Early literacy and learning is a longstanding and key priority at Calgary Public Library. Our partnership with Dolly Parton’s Imagination Library was an excellent opportunity for us to connect with members of the community. That includes those who may not be currently accessing Library services, because of a variety of barriers, to support their engagement in early literacy practices towards building school readiness skills.

Studies in early learning show that the most important periods of development happen at the very beginning stages of life. We recognize the importance of families having access to books from the very start and wish to support parents and caregivers in building family literacy skills with their young children. Offering this program to families has been extremely well received with over 2,000 registrants taking part. I would highly recommend this approach to other libraries or literacy organizations.

Kristen Duke (she/her)
Service Design Lead, Service Design
Calgary Public Library

Contacts

.....
Jeanne Smiutch
Regional Director,
Canada
The Dollywood
Foundation of Canada
jsmiutch@imaginationlibrary.ca

STEP 1

.....
DETERMINE THE LIKELY NUMBER OF CHILDREN & CONFIRM BUDGET.

STEP 2

.....
SIGN AGREEMENT & PROMOTE THE PROGRAM IN YOUR COMMUNITY. WE SUPPORT YOU AS YOU PLAN AND LAUNCH YOUR PROGRAM.

STEP 3

.....
PARENTS/CAREGIVERS SIGN UP. THIS CAN BE ONLINE TO MAXIMIZE PARENTAL SELF-SERVICE AND MINIMIZE ADMINISTRATION.

STEP 4

.....
A BOOK IS SENT IN THE MAIL, ADDRESSED PERSONALLY TO EACH CHILD, EVERY MONTH..

STEP 5

.....
THE ORGANIZATION IS INVOICED MONTHLY AND PAY BY ETR, CHEQUE OR ETRANSFER. SIMPLE!

RCLN Board Contact Information

Paula Kavanagh, Chair	[REDACTED]
Anne Leavitt, Vice Chair	[REDACTED]
Margaret Gracie, Secretary	[REDACTED]
Ciarán Llachlan Leavitt, Treasurer	[REDACTED]
Tara Paon	[REDACTED]
Katie LeBlanc	[REDACTED]

Becky Bourinot [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Instructions

Please fill out the applicable tabs of this Itemized Budget Breakdown (IBB) Template. The total will be summarized on this tab based on the information entered on the other tabs.

General Info

Organization Name	Richmond County Literacy Network
Date of Completion	22-May-23
Completed by	Anne Leavitt

Project Budget

Program Delivery - Salary/Benefits	Agreement Amount
Salaries + MERC	\$ 52,948.82
Health & Dental Benefits	\$ 2,925.00
Pension Benefits	\$ 1,907.94
Other HR Related Benefits	\$ 146.77
Professional Development	\$ 500.00
Total	\$ 58,428.53

Operational - Standard	
Recurring Costs	\$ 8,000.00
Professional Fees	\$ 11,019.25
Honoraria	\$ -
Equipment	\$ 8,000.00
Facility Lease/Rent	\$ 15,400.00
Advertising & Promotion	\$ 3,500.00
Office Supplies	\$ 1,500.00
Resource Materials	\$ 1,200.00
Program Materials	\$ 1,500.00
Travel	\$ 4,000.00
Capital	\$ -
Total	\$ 54,119.25

Administrative - Admin Staff.	
Salaries + MERC	\$ 77,249.78
Health & Dental Benefits	\$ 1,611.00
Pension Benefits	\$ 2,543.00
Other HR Related Benefits	\$ 214.13
Professional Development	\$ 1,213.33
Total	\$ 82,831.24

Grand Total	\$ 195,379.02
--------------------	----------------------

The maximum annual amount for Community Literacy Programming is \$35,000, or \$40,000 for underrepresented, equity-serving communities.

\$	31,327.96
----	-----------

Instructions

Please enter operational costs in this tab excluding Community Literacy costs. Specify:

- the operational cost category
- the cost (including the portion of HST you do not receive reimbursement from CRA for, i.e., 50%)
- details of the specific item
- calculation details (include a separate sheet if necessary)

Operational Cost Summary

Operation Cost Category	Cost Increase	Total
Recurring	\$ 8,000.00	\$ 8,000.00
Professional Fees	\$ 11,019.25	\$ 11,019.25
Honoraria	\$ -	\$ -
Equipment	\$ 8,000.00	\$ 8,000.00
Facility Lease/Rent	\$ 15,400.00	\$ 15,400.00
Advertising & Promotion	\$ 2,000.00	\$ 2,000.00
Office Supplies	\$ 1,500.00	\$ 1,500.00
Resource Materials	\$ 1,000.00	\$ 1,000.00
Program Materials	\$ 1,500.00	\$ 1,500.00
Travel	\$ 4,000.00	\$ 4,000.00
Capital	\$ -	\$ -
Total Operational	\$ 52,419.25	\$ 52,419.25

Government Travel Rates

Mileage Rate (per km)	\$0.5770
Breakfast	\$8.00
Lunch	\$15.00
Dinner	\$20.00
Incidentals (if overnight required)	\$5.00

*Maximum \$2,500 including Community Literacy Advertising and Promotion

*Capital asset exceeding \$5,000

Operational Cost Category	Cost	Specific Item(s)	Calculation Details
Equipment	\$ 7,400.00	10 Laptops, headsets and mice	Laptops: 10 X \$700; Headsets 10 X \$20; Mice: 10 X \$20
Facility Lease/Rent	\$ 15,400.00	Rent for classroom and office	\$1400/month X 11 Months (new space must be moved into/set up Aug /23)
Recurring	\$ 8,000.00	Bank fees, utilities, insurance, telephone, internet	Ins. total: 3900; Bank, phone, internet, utilities: 3000
Professional Fees	\$ 7,000.00	Snow removal, year-end financial review, tech support, cleaning	Snow: \$2500; Fin. Review: \$2500; tech support: 1500; cleaning: \$500
Equipment	\$ 600.00	Software renewals	
Advertising & Promotion	\$ 2,000.00		
Office Supplies	\$ 1,500.00		
Resource Materials	\$ 1,000.00		
Program Materials	\$ 1,500.00		
Travel	\$ 4,000.00		ED meetings and recruitment; instructor meetings
Professional Fees	\$ 4,019.25	Overlap training for ED and Instructor	For ED: \$37.91/hr X 37.5 hrs X 2 wks; For Instr. \$31.36/hr X 18.75 hrs X 2 wks

Instructions

Fill out the applicable blue cells with your Community Literacy Program budget information.

Community Literacy Itemized Budget Breakdown

	Program Delivery	Administrative	Operational	Total
Salary + MERC	\$ 27,136.27	\$ -		\$ 27,136.27
Health & Dental	\$ 1,462.50	\$ -		\$ 1,462.50
Pension	\$ 953.97	\$ -		\$ 953.97
Other HR Related Benefits	\$ 75.22	\$ -		\$ 75.22
Professional Fees				
Honoraria				
Equipment				
Facility Lease/Rent				
Advertising and Promotion			\$ 1,500.00	\$ 1,500.00
Office Supplies				
Resource Materials			\$ 200.00	\$ 200.00
Program Materials				
Travel				
TOTAL	\$ 29,627.96	\$ -	\$ 1,700.00	\$ 31,327.96

	Program Delivery	Administrative	Total
Programming Hours	768.75	0.00	768.75

*Maximum \$2,500 including NSSAL Advertising and Promotion

Program Delivery

Staff Name	Staff Type	Experience	Years of Continuous Service (within current organization)	Paid Time Off Within Project Duration?	CPP Exempt?	Total Hours Per Week	Total Weeks Per Year	Total Annual Hours	Hourly Wage	Salary	Vacation	CPP	☐	Total MERC	Total Salary + MERC	Health & Dental Employer Portion Per Month	Health & Dental Employer Portion Months Paid	Total Health & Dental	Pension	Total Pension	Other HR Benefits Rate	Total Other HR Benefits	Total Salary	Notes
Tobe determined	Instructor	4+ years	0	No	No	18.75	39	731.25	\$ 31.36	\$ 22,932.00	\$ 917.28	\$ 1,419.03	\$ 544.24	\$ 2,880.55	\$ 25,812.55	\$ 150.00	9.75	\$ 1,462.50	4%	\$ 953.97	0.003	\$ 71.55	\$ 28,300.57	Other HR benefit + WCB
Tobe determined	Instructor	4+ years	0	No	No	18.75	2	37.50	\$ 31.36	\$ 1,176.00	\$ 47.04	\$ 72.77	\$ 27.91	\$ 147.72	\$ 1,323.72			\$ -	0.00%	\$ -	0.003	\$ 3.67	\$ 1,327.39	Over lap for training purposes
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Registry of Joint Stock Companies

Date 28 August 2023

Margaret Gracie

Receipt Num TR856207

Customer Ref. CT70784

H.S.T. # R125030429

Receipt

Sub Num	Name	Transaction Type	Registry ID	Total Cost CA\$
SR426241	RICHMOND COUNTY LITERACY NETWORK SOCIETY	Annual registration of a society	3022376	\$62.30
Total				\$62.30

The payment was made against the account:

Transaction Type	Transaction Type	Tran Amount CA\$
Credit/Debit Card		\$62.30
Total Due/Paid		\$62.30



Financial Reporting Package

Richmond County Literacy Network Society

August 31, 2022



Audit | Tax | Advisory

Financial Reporting Package
Richmond County Literacy Network Society
August 31, 2022

Table of Contents	Section
Action items and client letter	1
Compiled financial information	2
Adjusting journal entries	3
Trial balance by account	4
Trial balance by map - 5 year	5
T2 - Corporation income tax return	6

Financial Reporting Package

Richmond County Literacy Network Society

August 31, 2022

Action items for your immediate attention:

1. Adjusting journal entries

Enclosed you will find a copy of the adjusting journal entries. Please post the entries to your general ledger on the date as indicated. Once the entries have been posted, it is best to disable the ability to post into the prior year again.



Grant Thornton LLP
Suite 301 Membertou Place
90 San'tele'sew Aawti
Membertou, NS
B1S 0A5

T +1 902 562 5581
F +1 902 562 0073
www.GrantThornton.ca

DATE

Richmond County Literacy Network Society
2543 Hwy 206
Arichat, Nova Scotia B0E 1A0

Attention: Ms. Shirley McNamara

Dear Shirley McNamara:

We are pleased to provide you with the financial reporting package for Richmond County Literacy Network Society ("the Organization", "you" or "your") for the year ending August 31, 2022. This financial reporting package contains all the engagement deliverables for the current fiscal year. Be sure to review the items carefully and get back to us with any questions or concerns you may have.

We would like to take the opportunity to share the following information to aid you in the year ahead.

Corporate Income Tax Return

It is important to carefully review the return and alert us immediately of any changes that may be necessary. When you receive the Notice of Assessment or any subsequent Notice of Reassessment, please advise us of any changes that occurred. If you are unsure, please forward us a copy. If you would like to make a change, you have 90 days from the date of the notice.

This letter is prepared solely for the information of management and those charged with governance and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Please contact us if you need help with, or have questions about any of these items.

Yours sincerely,
Grant Thornton LLP

A handwritten signature in black ink that reads "Grant Thornton LLP".

Jeff Osborne, CPA, CGA
Principal



Compiled Financial Information

Richmond County Literacy Network Society

August 31, 2022

Contents

	Page
Compilation Engagement Report	1
Statements of Operations and Changes in Net Assets	2
Statement of Financial Position	3
Note to the Compiled Financial Information	4

Compilation Engagement Report

To the management of
Richmond County Literacy Network Society

On the basis of information provided by Management, we have compiled the statement of financial position of Richmond County Literacy Network Society as at August 31, 2022, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Comparative figures were compiled by another Licensed Public Accountant.

Membertou, Canada
February 13, 2023



Chartered Professional Accountants

Richmond County Literacy Network Society

Statements of Operations and Changes in Net Assets

Year ended August 31	2022	2021
Revenues		
Government funding	\$ 390,430	\$ 355,679
Bursary revenue	2,000	-
Interest income	747	1,374
Library funds	5,735	7,665
Membership fees	101	1,060
Miscellaneous income	659	1,065
Rental	<u>350</u>	<u>1,285</u>
	<u>400,022</u>	<u>368,128</u>
Expenditures		
Advertising and promotion	3,415	306
Bursaries and awards	3,300	1,500
Insurance	3,519	3,201
Memberships	137	1,122
Miscellaneous	1,282	7,572
Office	41,710	43,298
Professional development	143	1,250
Professional fees	20,942	13,466
Rent	29,917	28,588
Resource materials	9,328	8,939
Salaries and related benefits	260,056	252,377
Telephone and utilities	4,618	3,876
Travel	<u>6,832</u>	<u>6,350</u>
	<u>385,199</u>	<u>371,845</u>
Excess (deficiency) of revenues over expenditures before other item	14,823	(3,717)
Other item		
Funds from Drive 4 Literacy	<u>-</u>	<u>3,717</u>
Excess of revenues over expenditures	<u>\$ 14,823</u>	<u>\$ -</u>
<hr style="border: 1px solid black;"/>		
Surplus, beginning of year	\$ 47,337	\$ 47,337
Excess of revenues over expenditures	<u>14,823</u>	<u>-</u>
Surplus, end of year	<u>\$ 62,160</u>	<u>\$ 47,337</u>

Richmond County Literacy Network Society

Statement of Financial Position

August 31

2022

2021

Assets

Current

Cash	\$ 145,478	\$ 293,228
Receivables	3,214	6,010
Prepays	1,609	1,503
Restricted cash	<u>52,525</u>	<u>56,331</u>
	<u>\$ 202,826</u>	<u>\$ 357,072</u>

Liabilities

Current

Payables and accruals	\$ 3,058	\$ 3,217
Unearned revenue	66,635	212,051
Imagination Library Reserves	11,782	17,518
Staff Severance and Service Award liability	<u>50,000</u>	<u>64,934</u>
	<u>131,475</u>	<u>297,720</u>

Fund balances

Drive Fore Literacy Surplus	9,191	12,015
Surplus	<u>62,160</u>	<u>47,337</u>
	<u>71,351</u>	<u>59,352</u>
	<u>\$ 202,826</u>	<u>\$ 357,072</u>

On behalf of the Board

_____ Member

_____ Member

Richmond County Literacy Network Society

Note to the Compiled Financial Information

August 31, 2022

1. Basis of accounting

The preparation of the statement of financial position of Richmond County Literacy Network Society as at August 31, 2022 and the statements of operations and changes in net assets for the year then ended is on the accrual basis of accounting, including the following:

- (a) Accounts receivable are net of an allowance for doubtful accounts
 - (b) Accounts payable and accrued liabilities are accrued as at the reporting date
 - (c) Unrestricted contributions are recognized as revenue when received. Contributions that are restricted by third parties are recognized as revenue when the related expenses have been incurred. When the related expenses have not yet been incurred, contributions that are restricted by third parties are recorded as deferred revenue.
-

Richmond County Literacy Network Society

4. 2. 3

Year End: August 31, 2022
Adjusting Journal Entries
Date: 9/1/2021 To 8/31/2022

Number	Date	Name	Account No	Debit	Credit	Recurrence	Misstatement
				0.00	0.00		
		Net Income (Loss)	14,823.38				

Richmond County Literacy Network Society

4. 2. 4

Year End: August 31, 2022

Trial Balance By Account

Account	Prelim	Adj's	Reclass	Rep
1050 Petty Cash	63.19	0.00	0.00	63.19
1060 General Bank Account	76,350.13	0.00	0.00	76,350.13
1061 Term deposit41-4	19,971.20	0.00	0.00	19,971.20
1066 Term Deposit 45-4	49,093.94	0.00	0.00	49,093.94
1067 Staff Severance/Service Award	50,004.85	0.00	0.00	50,004.85
1069 Blair MacMillan	2,519.67	0.00	0.00	2,519.67
1200 Accounts Receivable	3,213.93	0.00	0.00	3,213.93
1205 Prepaid Insurance	1,609.06	0.00	0.00	1,609.06
2100 Accounts Payable	(1,314.60)	0.00	0.00	(1,314.60)
2101 Accrued Liabilities	(645.00)	0.00	0.00	(645.00)
2152 ANSGLO Unearned funding	(4,082.78)	0.00	0.00	(4,082.78)
2153 Learning Options - Unearned F	(60,032.11)	0.00	0.00	(60,032.11)
2157 Unearned Blair MacMillan Fur	(2,519.67)	0.00	0.00	(2,519.67)
2162 Staff severences/service award	(50,000.00)	0.00	0.00	(50,000.00)
2164 Imagination Library Reserves	(11,782.38)	0.00	0.00	(11,782.38)
2165 Funds in Trust - Drive 4 Liter	(9,191.49)	0.00	0.00	(9,191.49)
2170 Vacation payable	(1,097.58)	0.00	0.00	(1,097.58)
3560 Retained Earnings - Previous `	(47,336.98)	0.00	0.00	(47,336.98)
4011 Skills For Success	(48,129.00)	0.00	0.00	(48,129.00)
4012 Work Options	(124,652.43)	0.00	0.00	(124,652.43)
4103 Dolly Imaginary Library Funds	(5,735.33)	0.00	0.00	(5,735.33)
4110 NSSAL Community Grant	(3,000.00)	0.00	0.00	(3,000.00)
4112 Learn For Life Funding / Optio	(207,648.45)	0.00	0.00	(207,648.45)
4430 Blair MacMillan Bursary Rever	(2,000.00)	0.00	0.00	(2,000.00)
4440 Interest Revenue	(746.93)	0.00	0.00	(746.93)
4450 Membership dues	(70.00)	0.00	0.00	(70.00)
4456 FLIEF - Halifax Youth Funding	(7,000.00)	0.00	0.00	(7,000.00)
4460 Miscellaneous Revenue	(658.88)	0.00	0.00	(658.88)
4461 St Peter's Rental Revenue	(350.00)	0.00	0.00	(350.00)
4464 ANSCLO Membership	(31.15)	0.00	0.00	(31.15)
5410 Wages & Salaries	236,827.87	0.00	0.00	236,827.87
5415 Vacation pay expense	7,617.39	0.00	0.00	7,617.39
5420 EI Expense	5,018.92	0.00	0.00	5,018.92
5430 CPP Expense	6,543.57	0.00	0.00	6,543.57
5440 WCB Expense	1,234.87	0.00	0.00	1,234.87
5471 Pension Benefits	2,813.10	0.00	0.00	2,813.10
5610 Accounting	645.00	0.00	0.00	645.00
5615 Promotions or Advertising	3,414.84	0.00	0.00	3,414.84
5625 Bursary	2,000.00	0.00	0.00	2,000.00
5640 Courier & postage	240.92	0.00	0.00	240.92
5670 Honorarium/Exp reimbursemer	1,300.00	0.00	0.00	1,300.00
5685 Insurance	3,519.33	0.00	0.00	3,519.33
5690 Bank Charges	725.05	0.00	0.00	725.05
5720 Professional Fees, Membershi	137.30	0.00	0.00	137.30
5740 Miscellaneous	911.94	0.00	0.00	911.94
5742 Computer / Software	13,723.73	0.00	0.00	13,723.73
5743 Office Supplies	2,174.56	0.00	0.00	2,174.56
5744 Program materials	17,995.72	0.00	0.00	17,995.72
5747 Purchase Tax	971.98	0.00	0.00	971.98
5748 Professional Development	142.50	0.00	0.00	142.50
5750 Professional fees	20,391.09	0.00	0.00	20,391.09
5759 Office Equipment	4,135.67	0.00	0.00	4,135.67

Richmond County Literacy Network Society

4. 2. 4-1

Year End: August 31, 2022

Trial Balance By Account

Account	Prelim	Adj's	Reclass	Rep
5760 Rent	29,917.24	0.00	0.00	29,917.24
5765 Rental Maintenance	1,631.05	0.00	0.00	1,631.05
5769 Dolly Foundation Resources	5,735.33	0.00	0.00	5,735.33
5770 Resource materials	2,261.47	0.00	0.00	2,261.47
5780 Telephone	4,618.31	0.00	0.00	4,618.31
5785 Travel\ Meals	5,414.63	0.00	0.00	5,414.63
5786 Participants Travel	855.00	0.00	0.00	855.00
5787 Nutritional Snacks	562.42	0.00	0.00	562.42
5789 Drivers Training	1,331.05	0.00	0.00	1,331.05
5790 Workshops/Courses	(94.02)	0.00	0.00	(94.02)
5791 Donations	250.00	0.00	0.00	250.00
5792 Employment Needs	120.00	0.00	0.00	120.00
5793 Covid 19 expenses	110.96	0.00	0.00	110.96
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	14,823.38			14,823.38

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
1050 Petty Cash	63.19	65.97	(4)	0.00	0	0.00	0	0.00	0
1060 General Bank Account	76,350.13	212,445.45	(64)	233,273.00	(9)	0.00	0	0.00	0
1061 Term deposit41-4	19,971.20	19,946.61	0	0.00	0	0.00	0	0.00	0
1065 Term deposit 44-4	0.00	12,016.88	(100)	0.00	0	0.00	0	0.00	0
1066 Term Deposit 45-4	49,093.94	48,752.67	1	0.00	0	0.00	0	0.00	0
11.01 Cash	145,478.46	293,227.58	(50)	233,273.00	26	0.00	0	0.00	0
1200 Accounts Receivable	3,213.93	5,894.78	(45)	0.00	0	0.00	0	0.00	0
1201 Interest Receivable	0.00	102.66	(100)	0.00	0	0.00	0	0.00	0
11.02 Accounts receivable	3,213.93	5,997.44	(46)	0.00	0	0.00	0	0.00	0
1205 Prepaid Insurance	1,609.06	1,503.39	7	0.00	0	0.00	0	0.00	0
11.07 Prepaid expenses (and deposits)	1,609.06	1,503.39	7	0.00	0	0.00	0	0.00	0
1067 Staff Severance/Service Awards	50,004.85	56,330.72	(11)	0.00	0	0.00	0	0.00	0
1069 Blair MacMillan	2,519.67	0.00	0	0.00	0	0.00	0	0.00	0
11.16 Restricted cash	52,524.52	56,330.72	(7)	0.00	0	0.00	0	0.00	0
2100 Accounts Payable	(1,314.60)	(2,573.01)	(49)	0.00	0	0.00	0	0.00	0
2101 Accrued Liabilities	(645.00)	(645.00)	0	0.00	0	0.00	0	0.00	0
2170 Vacation payable	(1,097.58)	0.00	0	0.00	0	0.00	0	0.00	0
13.01 Accounts payable and accrued l	(3,057.18)	(3,218.01)	(5)	0.00	0	0.00	0	0.00	0
1202 HST paid on purchases	0.00	13.34	(100)	0.00	0	0.00	0	0.00	0
13.02 GST payable/receivable	0.00	13.34	(100)	0.00	0	0.00	0	0.00	0
2152 ANSGLO Unearned funding	(4,082.78)	(3,913.93)	4	0.00	0	0.00	0	0.00	0
2153 Learning Options - Unearned Reven	(60,032.11)	(87,662.93)	(32)	0.00	0	0.00	0	0.00	0
2155 Unearned FLIEF Revenue	0.00	(7,000.00)	(100)	0.00	0	0.00	0	0.00	0
2156 Work options unearned revenue	0.00	(113,474.62)	(100)	0.00	0	0.00	0	0.00	0
2157 Unearned Blair MacMillian Funding	(2,519.67)	0.00	0	0.00	0	0.00	0	0.00	0
13.18 Unearned revenue	(66,634.56)	(212,051.48)	(69)	0.00	0	0.00	0	0.00	0
2164 Imagination Library Reserves	(11,782.38)	(17,517.71)	(33)	0.00	0	0.00	0	0.00	0
13.98.01 Other current liability #1	(11,782.38)	(17,517.71)	(33)	0.00	0	0.00	0	0.00	0
2162 Staff severences/service awards	(50,000.00)	(64,933.60)	(23)	0.00	0	0.00	0	0.00	0
13.98.02 Other current liability #2	(50,000.00)	(64,933.60)	(23)	0.00	0	0.00	0	0.00	0
2165 Funds in Trust - Drive 4 Literacy	(9,191.49)	(12,014.69)	(23)	0.00	0	0.00	0	0.00	0
15.04 Other equity #1	(9,191.49)	(12,014.69)	(23)	0.00	0	0.00	0	0.00	0
3560 Retained Earnings - Previous Year	(47,336.98)	(47,336.98)	0	0.00	0	0.00	0	0.00	0
15.10.01 Opening/As previously statec	(47,336.98)	(47,336.98)	0	0.00	0	0.00	0	0.00	0
4011 Skills For Success	(48,129.00)	0.00	0	0.00	0	0.00	0	0.00	0
4012 Work Options	(124,652.43)	(128,327.37)	(3)	0.00	0	0.00	0	0.00	0
4022 Lifestreams Funding	0.00	(26,738.00)	(100)	0.00	0	0.00	0	0.00	0
4110 NSSAL Community Grant	(3,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
4112 Learn For Life Funding / Options	(207,648.45)	(160,900.22)	29	0.00	0	0.00	0	0.00	0
4252 PGI funding	0.00	(3,000.00)	(100)	0.00	0	0.00	0	0.00	0
4456 FLIEF - Halifax Youth Funding	(7,000.00)	(7,600.00)	(8)	0.00	0	0.00	0	0.00	0
4465 Enhanced Employability Training	0.00	(29,113.00)	(100)	0.00	0	0.00	0	0.00	0
21.01 Government funding	(390,429.88)	(355,678.59)	10	0.00	0	0.00	0	0.00	0
4240 Donations - Other	0.00	(60.00)	(100)	0.00	0	0.00	0	0.00	0
4241 W.Blair McMillan Memorial Fund	0.00	(250.00)	(100)	0.00	0	0.00	0	0.00	0

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

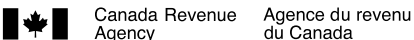
Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
4253 United Way Funding	0.00	(265.20)	(100)	0.00	0	0.00	0	0.00	0
4460 Miscellaneous Revenue	(658.88)	(490.00)	34	0.00	0	0.00	0	0.00	0
21.04 Miscellaneous income	(658.88)	(1,065.20)	(38)	0.00	0	0.00	0	0.00	0
4450 Membership dues	(70.00)	(75.00)	(7)	0.00	0	0.00	0	0.00	0
4464 ANSCLO Membership	(31.15)	(984.96)	(97)	0.00	0	0.00	0	0.00	0
21.05 Membership fees	(101.15)	(1,059.96)	(90)	0.00	0	0.00	0	0.00	0
4430 Blair MacMillan Bursary Revenue	(2,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
21.06 Bursary revenue	(2,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
4461 St Peter's Rental Revenue	(350.00)	(1,285.00)	(73)	0.00	0	0.00	0	0.00	0
21.08 Rental	(350.00)	(1,285.00)	(73)	0.00	0	0.00	0	0.00	0
4440 Interest Revenue	(746.93)	(1,265.33)	(41)	0.00	0	0.00	0	0.00	0
4445 Credit Union Rebate	0.00	(108.46)	(100)	0.00	0	0.00	0	0.00	0
21.10 Interest income	(746.93)	(1,373.79)	(46)	0.00	0	0.00	0	0.00	0
4103 Dolly Imaginary Library Funds	(5,735.33)	(7,664.91)	(25)	0.00	0	0.00	0	0.00	0
21.12 Library funds	(5,735.33)	(7,664.91)	(25)	0.00	0	0.00	0	0.00	0
5615 Promotions or Advertising	3,414.84	306.28	1015	0.00	0	0.00	0	0.00	0
23.01 Advertising and promotion	3,414.84	306.28	1015	0.00	0	0.00	0	0.00	0
5769 Dolly Foundation Resources	5,735.33	7,664.91	(25)	0.00	0	0.00	0	0.00	0
5770 Resource materials	2,261.47	1,274.26	77	0.00	0	0.00	0	0.00	0
5789 Drivers Training	1,331.05	0.00	0	0.00	0	0.00	0	0.00	0
23.13 Resource materials	9,327.85	8,939.17	4	0.00	0	0.00	0	0.00	0
5625 Bursary	2,000.00	0.00	0	0.00	0	0.00	0	0.00	0
5670 Honorarium/Exp reimbursement	1,300.00	1,500.00	(13)	0.00	0	0.00	0	0.00	0
23.18 Bursaries and awards	3,300.00	1,500.00	120	0.00	0	0.00	0	0.00	0
5685 Insurance	3,519.33	3,201.28	10	0.00	0	0.00	0	0.00	0
23.19 Insurance	3,519.33	3,201.28	10	0.00	0	0.00	0	0.00	0
5672 ANSCLO expenses	0.00	984.96	(100)	0.00	0	0.00	0	0.00	0
5720 Professional Fees, Membership & R	137.30	137.30	0	0.00	0	0.00	0	0.00	0
23.30 Memberships	137.30	1,122.26	(88)	0.00	0	0.00	0	0.00	0
5740 Miscellaneous	911.94	159.13	473	0.00	0	0.00	0	0.00	0
5741 Closing Ceremonies	0.00	1,999.35	(100)	0.00	0	0.00	0	0.00	0
5791 Donations	250.00	400.00	(38)	0.00	0	0.00	0	0.00	0
5792 Employment Needs	120.00	5,013.14	(98)	0.00	0	0.00	0	0.00	0
23.31 Miscellaneous	1,281.94	7,571.62	(83)	0.00	0	0.00	0	0.00	0
5640 Courier & postage	240.92	233.81	3	0.00	0	0.00	0	0.00	0
5690 Bank Charges	725.05	627.84	15	0.00	0	0.00	0	0.00	0
5742 Computer / Software	13,723.73	8,784.39	56	0.00	0	0.00	0	0.00	0
5743 Office Supplies	2,174.56	3,232.36	(33)	0.00	0	0.00	0	0.00	0
5744 Program materials	17,995.72	6,702.19	169	0.00	0	0.00	0	0.00	0
5747 Purchase Tax	971.98	1,942.73	(50)	0.00	0	0.00	0	0.00	0
5759 Office Equipment	4,135.67	17,956.08	(77)	0.00	0	0.00	0	0.00	0
5765 Rental Maintenance	1,631.05	509.47	220	0.00	0	0.00	0	0.00	0
5793 Covid 19 expenses	110.96	3,309.06	(97)	0.00	0	0.00	0	0.00	0
23.32 Office	41,709.64	43,297.93	(4)	0.00	0	0.00	0	0.00	0

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
5748 Professional Development	142.50	1,249.50	(89)	0.00	0	0.00	0	0.00	0
23.35 Professional development	142.50	1,249.50	(89)	0.00	0	0.00	0	0.00	0
5610 Accounting	645.00	0.00	0	0.00	0	0.00	0	0.00	0
5614 Bookkeeping/clerical expenses	0.00	645.00	(100)	0.00	0	0.00	0	0.00	0
5750 Professional fees	20,391.09	7,952.28	156	0.00	0	0.00	0	0.00	0
5790 Workshops/Courses	(94.02)	4,868.98	(102)	0.00	0	0.00	0	0.00	0
23.38 Professional fees	20,942.07	13,466.26	56	0.00	0	0.00	0	0.00	0
5760 Rent	29,917.24	28,587.92	5	0.00	0	0.00	0	0.00	0
23.40 Rent	29,917.24	28,587.92	5	0.00	0	0.00	0	0.00	0
4457 Covid 10% wages Gov't subsidy	0.00	(442.25)	(100)	0.00	0	0.00	0	0.00	0
5410 Wages & Salaries	236,827.87	227,016.53	4	0.00	0	0.00	0	0.00	0
5412 Professional Development Wages	0.00	588.60	(100)	0.00	0	0.00	0	0.00	0
5415 Vacation pay expense	7,617.39	6,177.05	23	0.00	0	0.00	0	0.00	0
5420 EI Expense	5,018.92	4,427.31	13	0.00	0	0.00	0	0.00	0
5430 CPP Expense	6,543.57	8,776.41	(25)	0.00	0	0.00	0	0.00	0
5440 WCB Expense	1,234.87	1,520.65	(19)	0.00	0	0.00	0	0.00	0
5470 Medical Benefits - Pharmacare	0.00	848.00	(100)	0.00	0	0.00	0	0.00	0
5471 Pension Benefits	2,813.10	3,464.37	(19)	0.00	0	0.00	0	0.00	0
23.44 Salaries and related benefits	260,055.72	252,376.67	3	0.00	0	0.00	0	0.00	0
5780 Telephone	4,618.31	3,779.22	22	0.00	0	0.00	0	0.00	0
5781 Internet	0.00	96.65	(100)	0.00	0	0.00	0	0.00	0
23.50 Telephone and utilities	4,618.31	3,875.87	19	0.00	0	0.00	0	0.00	0
5785 Travel\ Meals	5,414.63	3,809.94	42	0.00	0	0.00	0	0.00	0
5786 Participants Travel	855.00	1,566.00	(45)	0.00	0	0.00	0	0.00	0
5787 Nutritional Snacks	562.42	973.99	(42)	0.00	0	0.00	0	0.00	0
23.51 Travel and accommodation	6,832.05	6,349.93	8	0.00	0	0.00	0	0.00	0
6000 Funding	0.00	(3,717.22)	(100)	0.00	0	0.00	0	0.00	0
24.03 Interest	0.00	(3,717.22)	(100)	0.00	0	0.00	0	0.00	0
	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>233,273.00</u>	<u>(100)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
Net Income (Loss)	14,823.38	0.00		0.00		0.00		0.00	



Directors/Trustees and Like Officials Worksheet

Protected B when completed

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:	Charity name:	Business number:	Return for fiscal period ending (YYYY/MM/DD):
10	Richmond County Literacy Network Society	888929825RR0001	2022-08-31

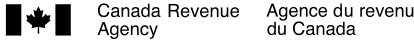
Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information				Confidential data			
Last name: McNamara		First name: Shirley		Residential address – Street number and name: 18 Grant Road PO BOX 13			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City: Cleveland		Prov/Terr: NS	Postal code: B0E1J0
Position: Chairperson		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 625-0378		Date of birth (Y/M/D):	
Last name: Wambolt		First name: Lynn		Residential address – Street number and name: 10241 Grenville Street PO BOX 226			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City: St. Peter's		Prov/Terr: NS	Postal code: B0E3B0
Position: Vice Chairperson		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 631-4833		Date of birth (Y/M/D):	
Last name: Romain		First name: Deborah		Residential address – Street number and name: 2412 Dundee Road			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City: Dundee		Prov/Terr: NS	Postal code: B0E3K0
Position: Secretary		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 345-2097		Date of birth (Y/M/D):	
Last name: Mury		First name: Shannon		Residential address – Street number and name: 606 Reeves Street			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City: Port Hawkesbury		Prov/Terr: NS	Postal code: B9A2R7
Position: Treasurer		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 631-4245		Date of birth (Y/M/D):	
Last name: MacPhee		First name: Juanita		Residential address – Street number and name: 9669 Grenville Street PO BOX 416			
Term ▶ Start date (Y/M/D):		End date (Y/M/D):		City: St. Peter's		Prov/Terr: NS	Postal code: B0E3B0
Position: Director		At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 623-1406		Date of birth (Y/M/D):	

Public information			Confidential data		
Last name: Pottie	First name: Brandie	Initial:	Residential address – Street number and name:		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City:	Prov/Terr: NS	Postal code:
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 623-0456	Date of birth (Y/M/D):	
Last name: Yorke	First name: Kelly	Initial:	Residential address – Street number and name: 1206 Whiteside Road		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Whiteside	Prov/Terr: NS	Postal code: B0E1J0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 623-1435	Date of birth (Y/M/D):	
Last name: Appleton	First name: Carly	Initial:	Residential address – Street number and name: 14 JD MacLean Crescent		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Port Hawkesbury	Prov/Terr: NS	Postal code: B9A2B2
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number	Date of birth (Y/M/D):	
Last name: Nettleton	First name: Sarah	Initial:	Residential address – Street number and name: 2903 Hwy 206, PO BOX 18		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Arichat	Prov/Terr: NS	Postal code: B0E1A0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 226-0942	Date of birth (Y/M/D):	
Last name: Barnard	First name: Dorothy	Initial:	Residential address – Street number and name: 60 Wharf Road		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: River Bourgeois	Prov/Terr: NS	Postal code: B0E2X0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 535-3447	Date of birth (Y/M/D):	
Last name:	First name:	Initial:	Residential address – Street number and name:		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City:	Prov/Terr:	Postal code:
Position:	At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone number	Date of birth (Y/M/D):	

Approval code: 13001





Registered Charity Information Return

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Section A: Identification

To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

- 1. Charity name:
- 2. Return for fiscal period ending:

Year	Month	Day
2022	08	31
- 3. BN/registration number:
- 4. Web address (if applicable):

A1 Was the charity in a subordinate position to a head body? **1510** Yes No

If yes, give the name and BN/registration number of the organization.

Name	BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)
------	---

A2 Has the charity wound-up, dissolved, or terminated operations? **1570** Yes No

A3 Is the charity designated as a public foundation or private foundation? **1600** Yes No

If yes, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Section C: Programs and general information

C1 Was the charity active during the fiscal period? **1800** Yes No

If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs Adult Literacy Learning and Employability Programs
New programs

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** Yes No
Important: If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** Yes No
Important: If **yes**, you **must** complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities
This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- | | | |
|--|--|---|
| 2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input type="checkbox"/> Collection plate/boxes | 2580 <input type="checkbox"/> Mail campaigns | 2640 <input type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: _____ |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input type="checkbox"/> Targeted contacts | |

C7 Did the charity pay external fundraisers? **2700** Yes No
If yes, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$ _____

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$ _____

(c) Select the method of payment to the fundraiser:

- | | | |
|--|---|--|
| 2730 <input type="checkbox"/> Commissions | 2750 <input type="checkbox"/> Finder's fee | 2770 <input type="checkbox"/> Honoraria |
| 2740 <input type="checkbox"/> Bonuses | 2760 <input type="checkbox"/> Set fee for services | 2780 <input type="checkbox"/> Other |
| 2790 Specify: _____ | | |

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** Yes No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** Yes No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** Yes No
Important: If **yes**, you **must** complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: **3900** Yes No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

Important: If **yes**, you **must** complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

- C11** Did the charity receive any non-cash gifts for which it issued tax receipts? **4000** Yes No
Important: If **yes**, you **must** complete Schedule 5, Non-cash gifts.
- C12** Did the charity acquire a non-qualifying security? **5800** Yes No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** Yes No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** Yes No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? **5830** Yes No

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1 Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

- Did the charity own land and/or buildings? **4050** Yes No
- Total assets (including land and buildings)** **4200** \$ _____
- Total liabilities** **4350** \$ _____
- Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** Yes No

D3 Revenue:

- Did the charity issue tax receipts for gifts? **4490** Yes No
- If **yes**, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts **4500** \$ _____
- Total amount of 10 year gifts received **4505** \$ _____
- Total amount received from other registered charities **4510** \$ _____
- Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630) **4530** \$ _____
- Did the charity receive any revenue from any level of government in Canada? **4565** Yes No
- If **yes**, total amount received **4570** \$ _____
- Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571** \$ _____
- Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$ _____
- Total **non** tax-receipted revenue from fundraising **4630** \$ _____
- Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$ _____
- Other revenue not already included in the amounts above **4650** \$ _____
- Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** **4700** \$ _____

D4 Expenditures:

- Professional and consulting fees **4860** \$ _____
- Travel and vehicle expenses **4810** \$ _____
- All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** \$ _____
- Total expenditures (excluding gifts to qualified donees) (**add lines 4860, 4810, and 4920**) **4950** \$ _____
- Of the amount at line 4950:
- (a) Total expenditures on charitable activities **5000** \$ _____
 - (b) Total expenditures on management and administration **5010** \$ _____
- Total amount of gifts made to all qualified donees **5050** \$ _____
- Total expenditures (add lines 4950 and 5050)** **5100** \$ _____

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Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Berthier, Lisa		Signature
Position in charity Network Coordinator	Date 2023-02-13	Phone number (902) 226-0383

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	2543 Hwy 206	
City	Arichat	
Province or territory and postal code	NS B0E1A0	

F2 Name and address of individual who completed this return.

Name	
Company name (if applicable) Grant Thornton LLP	
Complete street address 90 San'tele'sew Aawti, Suite 301	
City, province or territory, and postal code Membertou NS B1S0A5	
Phone number (902) 562-5581	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's **registration may be revoked**.

Protected B when completed

BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Foundations **Schedule 1**

- 1** Did the foundation acquire control of a corporation? **100** Yes No
- 2** Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? **110** Yes No

For private foundations only:

- 3** Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? **120** Yes No
- 4** Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? . . . **130** Yes No

If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.

Activities outside Canada **Schedule 2**

Important: If you complete this section, you **must** answer **yes** to question C4.

For more information, go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.

- 1** Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees **200** \$ _____
- 2** Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? **210** Yes No

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you **must** answer **yes** in line 210.

- 3** Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

- 4** Were any projects undertaken outside Canada funded by Global Affairs Canada? **220** Yes No
- If yes, what was the total amount the charity spent under this arrangement? **230** \$ _____

- 5** Were any of the charity's activities outside of Canada carried out by employees of the charity? **240** Yes No

- 6** Were any of the charity's activities outside of Canada carried out by volunteers of the charity? **250** Yes No

- 7** Did the charity export goods as part of its charitable activities? **260** Yes No

If yes, list the items exported, their destination, the country code, and their value.

Item exported	Destination (city/region)	Country code	Value (CAN \$)

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Fiscal period end 2022-08-31

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

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BN/registration number 888929825RR0001

Fiscal period end 2022-08-31

Compensation

Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305 <input type="text" value="2"/> \$1 – \$39,999	310 <input type="text" value="2"/> \$40,000 – \$79,999	315 <input type="text"/> \$80,000 – \$119,999
320 <input type="text"/> \$120,000 – \$159,999	325 <input type="text"/> \$160,000 – \$199,999	330 <input type="text"/> \$200,000 – \$249,999
335 <input type="text"/> \$250,000 – \$299,999	340 <input type="text"/> \$300,000 – \$349,999	345 <input type="text"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$

3 Total expenditure on all compensation in the fiscal period. **390** \$

Confidential data

Schedule 4

Important: If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non-cash gifts

Schedule 5

Important: If you complete this section, you **must** answer **yes** to question C11.

1 Select all types of non-cash gifts received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: _____
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/computers/software	

2 Enter the total amount of tax-receipted non-cash gifts **580** \$

Approval code: 13001

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BN/registration number 888929825RR0001

Fiscal period end 2022-08-31

Detailed financial information **Schedule 6**

Fill out this schedule if **any** of the following applies to the charity:

(a) The charity's revenue exceeded \$100,000.

(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.

(c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:						Liabilities:
Cash, bank accounts, and short-term investments	4100	\$	198,003	Accounts payable and accrued liabilities	4300	\$ 64,840
Amounts receivable from non-arm's length persons	4110	\$		Deferred revenue	4310	\$ 66,635
Amounts receivable from all others	4120	\$	3,214	Amounts owing to non-arm's length persons	4320	\$
Investments in non-arm's length persons	4130	\$		Other liabilities	4330	\$
Long-term investments	4140	\$		Total liabilities (add lines 4300 to 4330)	4350	\$ 131,475
Inventories	4150	\$				
Land and buildings in Canada	4155	\$				
Other capital assets in Canada	4160	\$				
Capital assets outside Canada	4165	\$				
Accumulated amortization of capital assets	4166	\$		Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250	\$
Other assets	4170	\$	1,609			
10 year gifts	4180	\$				
Total assets (add lines 4100 to 4170)	4200	\$	202,826			

Statement of operations

Revenue:				
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts				4500 \$
Total eligible amount of tax-receipted tuition fees	5610	\$		
Total amount of 10 year gifts received	4505	\$		
Total amount received from other registered charities				4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)				4530 \$
Total revenue received from federal government				4540 \$
Total revenue received from provincial/territorial governments				4550 \$ 390,430
Total revenue received from municipal/regional governments				4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$		
Total non tax-receipted revenue from all sources outside Canada (government and non-government)				4575 \$
Total interest and investment income received or earned				4580 \$ 747
Gross proceeds from disposition of assets	4590	\$		
Net proceeds from disposition of assets (show a negative amount with brackets)				4600 \$
Gross income received from rental of land and/or buildings				4610 \$
Total non tax-receipted revenues received for memberships, dues and association fees				4620 \$ 101
Total non tax-receipted revenue from fundraising				4630 \$
Total revenue from sale of goods and services (except to any level of government in Canada)				4640 \$
Other revenue not already included in the amounts above				4650 \$ 8,744
Specify type(s) of revenue included in the amount reported at 4650	4655		Miscellaneous	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$		400,022

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Expenditures:

Advertising and promotion	4800	\$	3,415
Travel and vehicle expenses	4810	\$	6,832
Interest and bank charges	4820	\$	725
Licences, memberships, and dues	4830	\$	137
Office supplies and expenses	4840	\$	46,885
Occupancy costs	4850	\$	29,917
Professional and consulting fees	4860	\$	21,085
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	260,056
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	9,328
Amortization of capitalized assets	4900	\$	
Research grants and scholarships as part of charitable activities	4910	\$	3,300
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	3,519
Specify type(s) of expenditures included in the amount reported at 4920	4930		Insurance
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	385,199

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities	5000	\$	308,159
(b) Total expenditures on management and administration	5010	\$	77,040
(c) Total expenditures on fundraising	5020	\$	
(d) Total other expenditures included in line 4950	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950 and 5050)	5100	\$	385,199

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds
- Enter the amount disbursed for the fiscal period for the specified purpose

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period
- The 24 months before the **end** of the fiscal period

Premier Accounting & Tax Inc.

80 Camelot Ln #213, Halifax, NS, B3M 4K8

T +1-902-900-5795

WWW.PREMIERTAXHALIFAX.COM

Independent Practitioner's Review Engagement Report

To the Board of Directors of: Richmond County Literacy Network

We have reviewed the accompanying financial statements for Richmond County Literacy Network that comprise the statement of financial position and the statements of operations, changes in net assets, cash flows for the year that ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements:

Management is responsible for the preparation and fair presentation of the financial statements by Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

Practitioner's responsibility:

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with the Canadian generally accepted standards for review engagements which require us to comply with relevant ethical requirements.

A review of financial statements per Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures primarily consisting of making inquiries of management and others within the entity, as appropriate, applying analytical procedures, and evaluating the evidence obtained.

The procedures performed in a review are substantially less in extent than and vary in nature from, those performed in an audit conducted per Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion: Based on our review, nothing has come to our attention that causes me to believe that the financial statements included for Richmond County Literacy Network and the results of its operations and its cash flows for the year that ended December 31st 2023 per Canadian accounting standards for not-for-profit organizations.

Richmond County Literacy Network – Statement of Operations

<u>Revenues</u>	2023
<u>Total revenue</u>	\$ 105,083
<u>Retained earnings</u>	\$ 89,623
<u>Retained earnings /deficit-start</u>	\$ 61,585
<u>Net income / loss</u>	\$ 28,038

Richmond County Literacy. Statement of Operations – Schedule to the Financial Statements

	2023
Insurance	\$ 3,330
Interest and bank charges	\$ 144
Other Expenses	\$ 3,371
Office Expense	\$ 189
Professional fees	\$ 50
Repairs and maintenance	\$ 93
Computer-related expenses	\$ 351
Rental	\$ 16,639
Telephone	\$ 1,723
Utilities	\$ 219
Office & Stationary Expenses	\$ 1,222
Salaries & Wages	\$ 48,726
Employee benefits	\$ 1,761
Donations	\$ 988
Travel Expenses	
Total Operating Costs / Expenses	\$77,045

Richmond Country Literacy- Statement of Operations – Statement of Financials

2023

Assets

Current		
Cash and cash equivalents	\$	148,780
Receivables		2,183
Prepaid		1609
Total	\$	152,572

Liabilities

Current		
- Payables and accruals	\$	1,320
- Credit card loans	\$	157
- Amounts held in trust	\$	61,131
- Taxes payable	\$	341
Total Liabilities	\$	62,949

Net Assets	\$	89,626
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Premier Accounting & Tax Inc.

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WWW.PREMIERTAXHALIFAX.COM

Mr. Mitchell David
Executive Director
Richmond County Literacy Network

Dear Mr. David:

Re: Richmond County Literacy Network Year end December 31, 2023

We have enclosed the financial statement and tax return package for Richmond County Literacy Network (the "Company" or the "Corporation") for the taxation year ending December 31, 2023.

We have prepared the return based on the information you have provided to us, including the General Index of Financial Information (GIFI) schedules which were prepared solely for income tax purposes without audit or review.

Since the responsibility for the accuracy and completeness of this information remains with you, please carefully examine the return before certifying that it is true, correct, and complete.

A copy of the return is provided for your records.

As part of this package, we also enclose the following:

- Copies of the financial statements for your records. One copy is to be signed by a director and returned to us for our files.
- A copy of the adjusting journal entries. These entries should be posted to the December 31, 2022 general ledger.
- A copy of the final trial balance.

T2 - Corporation income tax return

The T2 return is required to be filed electronically. The Canada Revenue Agency ("CRA") requires that you provide US with a signed copy of Form T183 Information Return for Corporations Filing Electronically before we are permitted to electronically file the T2 return.

Signature

Form T183 should be electronically signed and dated.

Filing

A copy of the signed Form T183 should be returned to us as soon as possible so we can electronically file the T2 corporate income tax return on or before the [filing date] due date for filing. You can send us a signed scanned copy electronically.

Other matters

Notice of assessment

When you receive any notice of assessment or reassessment of the current or a prior taxation period, please immediately forward a copy to us for our records. This will enable us to determine if each assessment or reassessment is correct pleased to have assisted you in this matter.

We are pleased to have assisted you in this matter. If you have any questions on these or other matters, please do not hesitate to contact us.

Stephanie Folahan
CEO/ President
Premier Accounting & Tax inc.

T2 Corporation Income Tax Return

Code 2201
Protected B
when completed

This form serves as a federal, provincial, and territorial corporation income tax return, unless the corporation is located in Quebec or Alberta. If the corporation is located in one of these provinces, you have to file a separate provincial corporation return. A shorter version of the return, the T2SHORT, is available for eligible corporations.

All legislative references on this return are to the federal Income Tax Act and Income Tax Regulations. This return may contain changes that had not yet become law at the time of publication.

Send one completed copy of this return, including schedules and the General Index of Financial Information (GIFI), to your tax centre. You have to file the return within six months after the end of the corporation's tax year.

For more information see canada.ca/taxes or Guide T4012, T2 Corporation – Income Tax Guide.

055 Do not use this area

Identification	
Business number (BN) 001 8 8 8 9 2 9 8 2 5 R C 0 0 0 1	
002 Corporation's name Richmond County Literacy Network	To which tax year does this return apply? Tax year start Year Month Day 060 2 0 2 2 - 0 9 - 0 1 061 Tax year-end Year Month Day 2 0 2 3 - 0 8 - 3 1
010 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 011 to 018.	063 Has there been an acquisition of control resulting in the application of subsection 249(4) since the tax year start on line 060? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide the date control was acquired 065 Year Month Day
011 2543 Highway 206 012 PO Box 69 City Province, territory, or state 015 Arichat 016 NS Country (other than Canada) Postal or ZIP code 017 018 B0E 1A0	066 Is the date on line 061 a deemed tax year-end according to subsection 249(3.1)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 067 Is the corporation a professional corporation that is a member of a partnership? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 070 Is this the first year of filing after: Incorporation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 071 Amalgamation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 030 to 038 and attach Schedule 24.
020 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 021 to 028.	072 Has there been a wind-up of a subsidiary under section 88 during the current tax year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 24.
021 c/o 022 2543 Highway 206 023 PO Box 69 City Province, territory, or state 025 Arichat 026 NS Country (other than Canada) Postal or ZIP code 027 028 B0E 1A0	076 Is this the final tax year before amalgamation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 078 Is this the final return up to dissolution? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 079 If an election was made under section 261, state the functional currency used
030 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 031 to 038.	080 Is the corporation a resident of Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, give the country of residence on line 081 and complete and attach Schedule 97.
031 2543 Highway 206 032 PO Box 69 City Province, territory, or state 035 Arichat 036 NS Country (other than Canada) Postal or ZIP code 037 038 B0E 1A0	081 _____ 082 Is the non-resident corporation claiming an exemption under an income tax treaty? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 91.
040 Type of corporation at the end of the tax year (tick one) <input checked="" type="checkbox"/> 1 Canadian-controlled private corporation (CCPC) <input type="checkbox"/> 2 Other private corporation <input type="checkbox"/> 3 Public corporation <input type="checkbox"/> 4 Corporation controlled by a public corporation <input type="checkbox"/> 5 Other corporation (specify) _____ If the type of corporation changed during the tax year, provide the effective date of the change 043 Year Month Day	085 If the corporation is exempt from tax under section 149, tick one of the following boxes: <input checked="" type="checkbox"/> 1 Exempt under paragraph 149(1)(e) or (l) <input type="checkbox"/> 2 Exempt under paragraph 149(1)(j) <input type="checkbox"/> 4 Exempt under other paragraphs of section 149
Do not use this area	
095	096
	898

Attachments

Financial statement information: Use GIF1 schedules 100, 125, and 141.

Schedules – Answer the following questions. For each **yes** response, **attach** the schedule to the T2 return, unless otherwise instructed.

	Yes	Schedule
Is the corporation related to any other corporations?	<input type="checkbox"/>	9
Is the corporation an associated CCPC?	<input type="checkbox"/>	23
Is the corporation an associated CCPC that is claiming the expenditure limit?	<input type="checkbox"/>	49
Does the corporation have any non-resident shareholders who own voting shares?	<input type="checkbox"/>	19
Has the corporation had any transactions, including section 85 transfers, with its shareholders, officers, or employees, other than transactions in the ordinary course of business? Exclude non-arm's length transactions with non-residents	<input type="checkbox"/>	11
If you answered yes to the above question, and the transaction was between corporations not dealing at arm's length, were all or substantially all of the assets of the transferor disposed of to the transferee?	<input type="checkbox"/>	44
Has the corporation paid any royalties, management fees, or other similar payments to residents of Canada?	<input type="checkbox"/>	14
Is the corporation claiming a deduction for payments to a type of employee benefit plan?	<input type="checkbox"/>	15
Is the corporation claiming a loss or deduction from a tax shelter?	<input type="checkbox"/>	T5004
Is the corporation a member of a partnership for which a partnership account number has been assigned?	<input type="checkbox"/>	T5013
Did the corporation, a foreign affiliate controlled by the corporation, or any other corporation or trust that did not deal at arm's length with the corporation have a beneficial interest in a non-resident discretionary trust (without reference to section 94)?	<input type="checkbox"/>	22
Did the corporation own any shares in one or more foreign affiliates in the tax year?	<input type="checkbox"/>	25
Has the corporation made any payments to non-residents of Canada under subsections 202(1) and/or 105(1) of the Income Tax Regulations?	<input type="checkbox"/>	29
Did the corporation have a total amount over CAN\$1 million of reportable transactions with non-arm's length non-residents?	<input type="checkbox"/>	T106
For private corporations: Does the corporation have any shareholders who own 10% or more of the corporation's common and/or preferred shares?	<input type="checkbox"/>	50
Has the corporation made payments to, or received amounts from, a retirement compensation plan arrangement during the year?	<input type="checkbox"/>	
Does the corporation earn income from one or more Internet web pages or websites?	<input type="checkbox"/>	88
Is the net income/loss shown on the financial statements different from the net income/loss for income tax purposes?	<input type="checkbox"/>	1
Has the corporation made any charitable donations; gifts of cultural or ecological property; or gifts of medicine?	<input type="checkbox"/>	2
Has the corporation received any dividends or paid any taxable dividends for purposes of the dividend refund?	<input type="checkbox"/>	3
Is the corporation claiming any type of losses?	<input type="checkbox"/>	4
Is the corporation claiming a provincial or territorial tax credit or does it have a permanent establishment in more than one jurisdiction?	<input type="checkbox"/>	5
Has the corporation realized any capital gains or incurred any capital losses during the tax year?	<input type="checkbox"/>	6
i) Is the corporation a CCPC and reporting a) income or loss from property (other than dividends deductible on line 320 of the T2 return), b) income from a partnership, c) income from a foreign business, d) income from a personal services business, e) income referred to in clause 125(1)(a)(i)(C) or 125(1)(a)(i)(B), f) aggregate investment income as defined in subsection 129(4), or g) an amount assigned to it under subsection 125(3.2) or 125(8); or	<input type="checkbox"/>	
ii) Is the corporation a member of a partnership and assigning its specified partnership business limit to a designated member under subsection 125(8)?	<input type="checkbox"/>	7
Does the corporation have any property that is eligible for capital cost allowance?	<input type="checkbox"/>	8
Does the corporation have any resource-related deductions?	<input type="checkbox"/>	12
Is the corporation claiming deductible reserves?	<input type="checkbox"/>	13
Is the corporation claiming a patronage dividend deduction?	<input type="checkbox"/>	16
Is the corporation a credit union claiming a deduction for allocations in proportion to borrowing or a provincial credit union tax reduction?	<input type="checkbox"/>	17
Is the corporation an investment corporation or a mutual fund corporation?	<input type="checkbox"/>	18
Is the corporation carrying on business in Canada as a non-resident corporation?	<input type="checkbox"/>	20
Is the corporation claiming any federal, provincial, or territorial foreign tax credits, or any federal logging tax credits?	<input type="checkbox"/>	21
Does the corporation have any Canadian manufacturing and processing profits or zero-emission technology manufacturing profits?	<input type="checkbox"/>	27
Is the corporation claiming an investment tax credit?	<input type="checkbox"/>	31
Is the corporation claiming any scientific research and experimental development (SR&ED) expenditures?	<input type="checkbox"/>	T661
Is the total taxable capital employed in Canada of the corporation and its related corporations over \$10,000,000?	<input type="checkbox"/>	33/34/35
Is the total taxable capital employed in Canada of the corporation and its associated corporations over \$10,000,000?	<input type="checkbox"/>	
Is the corporation subject to gross Part VI tax on capital of financial institutions?	<input type="checkbox"/>	38
Is the corporation claiming a Part I tax credit?	<input type="checkbox"/>	42
Is the corporation subject to Part IV.1 tax on dividends received on taxable preferred shares or Part VI.1 tax on dividends paid?	<input type="checkbox"/>	43
Is the corporation agreeing to a transfer of the liability for Part VI.1 tax?	<input type="checkbox"/>	45
For financial institutions: Is the corporation a member of a related group of financial institutions with one or more members subject to gross Part VI tax?	<input type="checkbox"/>	39
Is the corporation claiming a Canadian film or video production tax credit?	<input type="checkbox"/>	T1131
Is the corporation claiming a film or video production services tax credit?	<input type="checkbox"/>	T1177
Is the corporation claiming a Canadian journalism labour tax credit?	<input type="checkbox"/>	58
Is the corporation subject to Part XIII.1 tax? (Show your calculations on a sheet that you identify as Schedule 92.)	<input type="checkbox"/>	92

Attachments (continued)

Did the corporation have any foreign affiliates in the tax year?	271	<input type="checkbox"/>	T1134
Did the corporation own or hold specified foreign property where the total cost amount of all such property, at any time in the year, was more than CANS\$100,000?	259	<input type="checkbox"/>	T1135
Did the corporation transfer or loan property to a non-resident trust?	260	<input type="checkbox"/>	T1141
Did the corporation receive a distribution from or was it indebted to a non-resident trust in the year?	261	<input type="checkbox"/>	T1142
Has the corporation entered into an agreement to allocate assistance for SR&ED carried out in Canada?	262	<input type="checkbox"/>	T1145
Has the corporation entered into an agreement to transfer qualified expenditures incurred in respect of SR&ED contracts?	263	<input type="checkbox"/>	T1146
Has the corporation entered into an agreement with other associated corporations for salary or wages of specified employees for SR&ED?	264	<input type="checkbox"/>	T1174
Did the corporation pay taxable dividends (other than capital gains dividends) in the tax year?	265	<input type="checkbox"/>	55
Has the corporation made an election under subsection 89(11) not to be a CCPC?	266	<input type="checkbox"/>	T2002
Has the corporation revoked any previous election made under subsection 89(11)?	267	<input type="checkbox"/>	T2002
Did the corporation (CCPC or deposit insurance corporation (DIC)) pay eligible dividends, or did its general rate income pool (GRIP) change in the tax year?	268	<input type="checkbox"/>	53
Did the corporation (other than a CCPC or DIC) pay eligible dividends, or did its low rate income pool (LRIP) change in the tax year?	269	<input type="checkbox"/>	54
Is the corporation claiming a return of fuel charge proceeds to farmers tax credit?	273	<input type="checkbox"/>	63
Are you an employer reporting a non-qualified security agreement under subsection 110(1.9)?	274	<input type="checkbox"/>	59
Is the corporation claiming an air quality improvement tax credit?	275	<input type="checkbox"/>	65
Is the corporation subject to the additional 1.5% tax on banks and life insurers?	276	<input type="checkbox"/>	68

Additional information

Did the corporation use the International Financial Reporting Standards (IFRS) when it prepared its financial statements?	270	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the corporation inactive?	280	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Specify the principal products mined, manufactured, sold, constructed, or services provided, giving the approximate percentage of the total revenue that each product or service represents.	284	<u>Literacy Programs</u>	285 100.00 %
	286		287 %
	288		289 %
Did the corporation immigrate to Canada during the tax year?	291	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did the corporation emigrate from Canada during the tax year?	292	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Do you want to be considered as a quarterly instalment remitter if you are eligible?	293	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the corporation was eligible to remit instalments on a quarterly basis for part of the tax year, provide the date the corporation ceased to be eligible	294	Year Month Day	
If the corporation's major business activity is construction, did you have any subcontractors during the tax year?	295	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Taxable income

Net income or (loss) for income tax purposes from Schedule 1, financial statements, or GIFL	300	28,038	A
Deduct:			
Charitable donations from Schedule 2	311		
Cultural gifts from Schedule 2	313		
Ecological gifts from Schedule 2	314		
Gifts of medicine made before March 22, 2017, from Schedule 2	315		
Taxable dividends deductible under section 112 or 113, or subsection 138(6) from Schedule 3	320		
Part VI.1 tax deduction*	325		
Non-capital losses of previous tax years from Schedule 4	331		
Net capital losses of previous tax years from Schedule 4	332		
Restricted farm losses of previous tax years from Schedule 4	333		
Farm losses of previous tax years from Schedule 4	334		
Limited partnership losses of previous tax years from Schedule 4	335		
Taxable capital gains or taxable dividends allocated from a central credit union	340		
Prospector's and grubstaker's shares	350		
Employer deduction for non-qualified securities	352		
	Subtotal		B
	Subtotal (amount A minus amount B) (if negative, enter "0")	28,038	C
Section 110.5 additions or subparagraph 115(1)(a)(vii) additions	355		D
Taxable income (amount C plus amount D)	360	28,038	

* This amount is equal to 3.5 times the Part VI.1 tax payable at line 724 on page 9.

Small business deduction

Canadian-controlled private corporations (CCPCs) throughout the tax year

Income eligible for the small business deduction from Schedule 7	400	28,038	A
Taxable income from line 360 on page 3, minus 100/28 of the amount on line 632* on page 8, minus 4 times the amount on line 636** on page 8, and minus any amount that, because of federal law, is exempt from Part I tax	405		B
Business limit (see notes 1 and 2 below)	410		C

Notes:

1. For CCPCs that are not associated, enter \$500,000 on line 410. However, if the corporation's tax year is less than 51 weeks, prorate this amount by the number of days in the tax year **divided** by 365, and enter the result on line 410.
2. For associated CCPCs, use Schedule 23 to calculate the amount to be entered on line 410.

Business limit reduction

Taxable capital business limit reduction for tax years starting before April 7, 2022

Amount C _____ × 415 *** _____ D = _____ E1
11,250

Taxable capital business limit reduction for tax years starting after April 6, 2022

Amount C _____ × 415 *** _____ D = _____ E2
90,000

Amount E1 or amount E2, whichever applies _____ ► _____ E3

Passive income business limit reduction

Adjusted aggregate investment income from Schedule 7 **** 417 _____ - 50,000 = _____ F

Amount C _____ × Amount F _____ = _____ G
100,000

The greater of amount E3 and amount G 422 _____ H

Reduced business limit (amount C **minus** amount H) (if negative, enter "0") 426 _____ I

Business limit the CCPC assigns under subsection 125(3.2) (from line 515 below) _____ J

Reduced business limit after assignment (amount I **minus** amount J) 428 _____ K

Small business deduction – Amount A, B, C, or K, whichever is the least × 19% = 430 _____
 Enter amount from line 430 at amount K on page 8.

* Calculate the amount of foreign non-business income tax credit deductible on line 632 without reference to the refundable tax on the CCPC's investment income (line 604) and without reference to the corporate tax reductions under section 123.4.

** Calculate the amount of foreign business income tax credit deductible on line 636 without reference to the corporation tax reductions under section 123.4.

*** **Large corporations**

- If the corporation is not associated with any corporations in both the current and previous tax years, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **prior** year **minus** \$10,000,000) x 0.225%.
- If the corporation is not associated with any corporations in the current tax year, but was associated in the previous tax year, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **current** year **minus** \$10,000,000) x 0.225%.
- For corporations associated in the current tax year, see Schedule 23 for the special rules that apply.

**** Enter the total adjusted aggregate investment income of the corporation and all associated corporations for each tax year that ended in the preceding calendar year. Each corporation with such income has to file a Schedule 7. For a corporation's first tax year that starts after 2018, this amount is reported at line 744 of the corresponding Schedule 7. Otherwise, this amount is the total of all amounts reported at line 745 of the corresponding Schedule 7 of the corporation for each tax year that ended in the preceding calendar year.

Small business deduction (continued)

Specified corporate income and assignment under subsection 125(3.2)

	L Business number of the corporation receiving the assigned amount	M Income paid under clause 125(1)(a)(i)(B) to the corporation identified in column L ³	N Business limit assigned to corporation identified in column L ⁴
	490	500	505
1.			
2.			
3.			
4.			
	Total 510		Total 515

- Notes:**
- This amount is [as defined in subsection 125(7) **specified corporate income** (a)(i)] the total of all amounts each of which is income (other than specified farming or fishing income of the corporation for the year) from an active business of the corporation for the year from the provision of services or property to a private corporation (directly or indirectly, in any manner whatever) if
 - at any time in the year, the corporation (or one of its shareholders) or a person who does not deal at arm's length with the corporation (or one of its shareholders) holds a direct or indirect interest in the private corporation, and
 - it is not the case that all or substantially all of the corporation's income for the year from an active business is from the provision of services or property to
 - persons (other than the private corporation) with which the corporation deals at arm's length, or
 - partnerships with which the corporation deals at arm's length, other than a partnership in which a person that does not deal at arm's length with the corporation holds a direct or indirect interest.
 - The amount of the business limit you assign to a CCPC cannot be greater than the amount determined by the formula $A - B$, where A is the amount of income referred to in column M in respect of that CCPC and B is the portion of the amount described in A that is deductible by you in respect of the amount of income referred to in clauses 125(1)(a)(i)(A) or (B) for the year. The amount on line 515 cannot be greater than the amount on line 426.

General tax reduction for Canadian-controlled private corporations

Canadian-controlled private corporations throughout the tax year

Taxable income from line 360 on page 3	_____	A
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	_____	B
Amount 13K from Part 13 of Schedule 27	_____	C
Personal services business income	432	D
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least	_____	E
Aggregate investment income from line 440 on page 6*	_____	F
Subtotal (add amounts B to F)	_____	G
Amount A minus amount G (if negative, enter "0")	_____	H
General tax reduction for Canadian-controlled private corporations – Amount H multiplied by 13%	_____	I

* Except for a corporation that is, throughout the year, a cooperative corporation (within the meaning assigned by subsection 136(2)) or a credit union.

General tax reduction

Do not complete this area if you are a Canadian-controlled private corporation, an investment corporation, a mortgage investment corporation, a mutual fund corporation, or any corporation with taxable income that is not subject to the corporation tax rate of 38%.

Taxable income from line 360 on page 3	_____	J
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	_____	K
Amount 13K from Part 13 of Schedule 27	_____	L
Personal services business income	434	M
Subtotal (add amounts K to M)	_____	N
Amount J minus amount N (if negative, enter "0")	_____	O
General tax reduction – Amount O multiplied by 13%	_____	P

Refundable portion of Part I tax

Canadian-controlled private corporations throughout the tax year

Aggregate investment income from Schedule 7	440	x 30.67% =		A
Foreign non-business income tax credit from line 632 on page 8				B
Foreign investment income from Schedule 7	445	x 8.00% =		C
Subtotal (amount B minus amount C) (if negative, enter "0")			▶	D
Amount A minus amount D (if negative, enter "0")				E
Taxable income from line 360 on page 3			28,038	F
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least				G
Foreign non-business income tax credit from line 632 on page 8		x 2.5862 =		H
Foreign business income tax credit from line 636 on page 8		x 4 =		I
Subtotal (add amounts G to I)			▶	J
Subtotal (amount F minus amount J)			28,038	K
		x 30.67 =		8,598 L
Part I tax payable minus investment tax credit refund (line 700 minus line 780 from page 9)				M
Refundable portion of Part I tax – Amount E, L, or M, whichever is the least				450 N

Refundable dividend tax on hand

Eligible refundable dividend tax on hand (ERDTOH) at the end of the previous tax year (line 530 of the preceding tax year)	520	_____	A
Non-eligible refundable dividend tax on hand (NERDTOH) at the end of the previous tax year (line 545 of the preceding tax year) (if negative, enter "0")	535	_____	B
Part IV tax payable on taxable dividends from connected corporations (amount 2G from Schedule 3)	C	_____	
Part IV tax payable on eligible dividends from non-connected corporations (amount 2J from Schedule 3)	D	_____	
Subtotal (amount C plus amount D)	▶	_____	E
Net ERDTOH transferred on an amalgamation or the wind-up of a subsidiary	525	_____	F
ERDTOH dividend refund for the previous tax year	570	_____	G
Refundable portion of Part I tax (from line 450 on page 6)		_____	H
Part IV tax before deductions (amount 2A from Schedule 3)	I	_____	
Part IV tax allocated to ERDTOH (amount E)	J	_____	
Part IV tax reduction due to Part IV.1 tax payable (amount 4D of Schedule 43)	K	_____	
Subtotal (amount I minus total of amounts J and K)	▶	_____	L
Net NERDTOH transferred on an amalgamation or the wind-up of a subsidiary	540	_____	M
NERDTOH dividend refund for the previous tax year	575	_____	N
38 1/3% of the total losses applied against Part IV tax (amount 2D from Schedule 3)		_____	O
Part IV tax payable allocated to NERDTOH, net of losses claimed (amount L minus amount O) (if negative enter "0")		_____	P
NERDTOH at the end of the tax year (total of amounts B, H, M, and P minus amount N) (if negative, enter "0")	545	_____	
Part IV tax payable allocated to ERDTOH, net of losses claimed (amount E minus the amount, if any, by which amount O exceeds amount L) (if negative, enter "0")		_____	Q
ERDTOH at the end of the tax year (total of amounts A, F, and Q minus amount G) (if negative, enter "0")	530	_____	

Dividend refund

38 1/3% of total eligible dividends paid in the tax year (amount 3A from Schedule 3)	_____	AA
ERDTOH balance at the end of the tax year (line 530)	_____	BB
Eligible dividend refund (amount AA or BB, whichever is less)	_____	CC
38 1/3% of total non-eligible taxable dividends paid in the tax year (amount 3B from Schedule 3)	_____	DD
NERDTOH balance at the end of the tax year (line 545)	_____	EE
Non-eligible dividend refund (amount DD or EE, whichever is less)	_____	FF
Amount DD minus amount EE (if negative, enter "0")	_____	GG
Amount BB minus amount CC (if negative, enter "0")	_____	HH
Additional non-eligible dividend refund (amount GG or HH, whichever is less)	_____	II
Dividend refund – Amount CC plus amount FF plus amount II	_____	JJ
Enter amount JJ on line 784 on page 9.		

Part I tax

Base amount Part I tax – Taxable income (from line 360 on page 3) multiplied by 38%	550		A
Additional tax on personal services business income (section 123.5)			
Taxable income from a personal services business	555	× 5.00 =	560 B
Additional tax on banks and life insurers from Schedule 68			565 C
Recapture of investment tax credit from Schedule 31			602 D
Calculation for the refundable tax on the Canadian-controlled private corporation's (CCPC) investment income (if it was a CCPC throughout the tax year)			
Aggregate investment income from line 440 on page 6			E
Taxable income from line 360 on page 3	28,038		F
Deduct:			
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least			G
Net amount (amount F minus amount G)	28,038	▶	28,038 H
Refundable tax on CCPC's investment income – 10.67 of whichever is less: amount E or amount H			604 I
Subtotal (add amounts A, B, C, D, and I)			J
Deduct:			
Small business deduction from line 430 on page 4			K
Federal tax abatement	608		
Manufacturing and processing profits deduction and zero-emission technology manufacturing deduction from Schedule 27	616		
Investment corporation deduction	620		
Taxed capital gains 624			
Federal foreign non-business income tax credit from Schedule 21	632		
Federal foreign business income tax credit from Schedule 21	636		
General tax reduction for CCPCs from amount I on page 5	638		
General tax reduction from amount P on page 5	639		
Federal logging tax credit from Schedule 21	640		
Eligible Canadian bank deduction under section 125.21	641		
Federal qualifying environmental trust tax credit	648		
Investment tax credit from Schedule 31	652		
Subtotal		▶	L
Part I tax payable – Amount J minus amount L			M
Enter amount M on line 700 on page 9.			

Privacy notice

Personal information (including the SIN) is collected to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Summary of tax and credits

Federal tax

Part I tax payable from amount M on page 8	700	_____
Part III.1 tax payable from Schedule 55	710	_____
Part IV tax payable from Schedule 3	712	_____
Part IV.1 tax payable from Schedule 43	716	_____
Part VI tax payable from Schedule 38	720	_____
Part VI.1 tax payable from Schedule 43	724	_____
Part VI.2 tax payable from Schedule 67	725	_____
Part XIII.1 tax payable from Schedule 92	727	_____
Part XIV tax payable from Schedule 20	728	_____
	Total federal tax	_____

Add provincial or territorial tax:

Provincial or territorial jurisdiction **750** NS
 (if more than one jurisdiction, enter "multiple" and complete Schedule 5)

Net provincial or territorial tax payable (except Quebec and Alberta) **760** _____
Total tax payable **770** _____ **A**

Deduct other credits:

Investment tax credit refund from Schedule 31	780	_____
Dividend refund from amount JJ on page 7	784	_____
Federal capital gains refund from Schedule 18	788	_____
Federal qualifying environmental trust tax credit refund	792	_____
Return of fuel charge proceeds to farmers tax credit from Schedule 63	795	_____
Canadian film or video production tax credit (Form T1131)	796	_____
Film or video production services tax credit (Form T1177)	797	_____
Canadian journalism labour tax credit from Schedule 58	798	_____
Air quality improvement tax credit from Schedule 65	799	_____
Tax withheld at source	800	_____

Total payments on which tax has been withheld **801** _____
 Provincial and territorial capital gains refund from Schedule 18 **808** _____
 Provincial and territorial refundable tax credits from Schedule 5 **812** _____
 Tax instalments paid **840** _____
Total credits **890** _____ **B**

Balance (amount A minus amount B) _____

If the result is negative, you have a **refund**. If the result is positive, you have a **balance owing**.

Enter the amount below on whichever line applies.

Refund code **894** Refund _____
 Balance owing _____

For information on how to enrol for direct deposit, go to **canada.ca/cra-direct-deposit**.

For information on how to make your payment, go to **canada.ca/payments**.

If the corporation is a Canadian-controlled private corporation throughout the tax year, does it qualify for the one-month extension of the date the balance of tax is due? **896** Yes No

If this return was prepared by a tax preparer for a fee, provide their:
 EFILE number **920** U8868
 RepID **925** TL2YQ24

Certification

I, **950** David Last name **951** Michel T. First name **954** Director Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined this return, including accompanying schedules and statements, and that the information given on this return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

955 2024-02-20 Date (yyyy/mm/dd) **956** (902) 535-3304 Telephone number
 Signature of the authorized signing officer of the corporation

Is the contact person the same as the authorized signing officer? If **no**, complete the information below **957** Yes No

958 _____ Name of other authorized person **959** _____ Telephone number

Language of correspondence – Langue de correspondance

Indicate your language of correspondence by entering **1** for English or **2** for French. **990** 1
 Indiquez votre langue de correspondance en inscrivant **1** pour anglais ou **2** pour français.

BALANCE SHEET INFORMATION**Schedule 100**

Assets	Code	Current year	Prior year
Cash and deposits	1000	148,780	
Taxes receivable	1066	2,183	
Prepaid expenses	1484	1,609	
Total assets	2599	152,572	

Liabilities	Code	Current year	Prior year
Bank overdraft	2600		
Amounts payable and accrued liabilities	2620	1,320	
Credit card loans	2707	157	
Amounts held in trust	3470	61,131	
Taxes payable	2680	341	
Total liabilities	3499	62,949	

Equity	Code	Current year	Prior year
Common shares	3500		
Retained earnings / deficit	3600	89,623	
Total equity	3620	89,623	
Total liabilities and equity	3640	152,572	

Retained earnings	Code	Current year	Prior year
Retained earnings/deficit-start	3660	61,585	
Net income / loss *	3680	28,038	
Total retained earnings	3849	89,623	

* The amount on line 3680 must equal the amount on line 9999 of S125 or S140 without considering line 9998.

INCOME STATEMENT INFORMATION**Schedule 125****Details**

Operating name, if different from the corporations' legal name

0001

Description of operation, if filing multiple Schedules 125

0002

Sequence number

0003

Non-farming revenue	Code	Current year	Prior year
Trade sales of goods and services	8000	105,083	
Total sales of goods and services	8089	105,083	

Total revenue	8299	105,083	
---------------	------	---------	--

Non-farming expenses - Cost of sales	Code	Current year	Prior year
Opening inventory	8300		
Cost of sales	8518		
Gross profit / loss (item 8089 - item 8518)	8519	105,083	

Non-farming expenses - Operating expenses	Code	Current year	Prior year
Salaries and wages	9060	48,726	
Office expenses	8810	189	
Insurance	8690	3,330	
Bank charges	8715	144	
Professional fees	8860	50	
Other expenses	9270	3,371	
Computer-related expenses	9150	351	
Office stationery and supplies	8811	1,222	
Rental	8910	16,639	
Repairs and maintenance	8960	93	
Telephone and telecommunications	9225	1,723	
Utilities	9220	219	
Travel expenses	9200	988	
Total operating expenses	9367	77,045	
Total expenses	9368	77,045	
Net non-farming income	9369	28,038	

Farming revenue	Code	Current year	Prior year
Grains and oilseeds	9370		
Total farm revenue	9659		

Farming expenses	Code	Current year	Prior year
Crop expenses	9660		
Total farm expenses	9898		
Net farm income	9899		
Net income / loss before taxes and extraordinary items	9970	28,038	

Other comprehensive income

Revaluation surplus	7000		
Defined benefit gains/losses	7002		+
Foreign operation translation gains/losses	7004		+
Equity instruments gains/losses	7006		+
Cash flow hedge effective portion gains/losses	7008		+
Income tax relating to components of other comprehensive income	7010		+
Miscellaneous other comprehensive income	7020		+
Total - Other comprehensive income		=	=

Summary

Complete this section if only one Schedule 125 is filed, Schedule 140 is used to summarize the information from multiple Schedules 125.

Extraordinary items	9975		-
Legal settlements	9976		-
Unrealized gains / losses	9980		+
Unusual items	9985		-
Current income taxes	9990		-
Future (deferred) income tax provision	9995		-
Total - Other comprehensive income	9998		+
Net income / loss after taxes and extraordinary items	9999	28,038	=



General Index of Financial Information (GIFI) – Additional Information

Protected B
when completed

Corporation's name	Business number	Tax year-end Year Month Day
Richmond County Literacy Network	88892 9825 RC 0001	2 0 2 3 0 8 3 1

- Corporations need to complete all parts of this schedule that apply and include it with their T2 return along with their other GIFI schedules.
- For more information, see Guide RC4088, General Index of Financial Information (GIFI), and Guide T4012, T2 Corporation – Income Tax Guide.

Part 1 – Information on the person primarily involved with the financial information

Can you identify the person[†] specified in the heading of Part 1? **111** Yes No

If you answered **no**, go to Part 2.

Does that person have a professional designation in accounting? **095** Yes No

Is that person connected^{**} with the corporation? **097** Yes No

* A person primarily involved with the financial information is a person who has more than a 50% involvement in preparing the financial information that the T2 return is based on. For example, if three persons prepared the financial information by doing respectively 30%, 30%, and 40% of the work, answer **no** at line 111. If they did respectively 10%, 20%, and 70% of the work, answer **yes** at line 111 and complete Part 1 by referring **only** to the third person.

** A person connected with a corporation can be: (i) a shareholder of the corporation who owns more than 10% of the common shares; (ii) a director, an officer, or an employee of the corporation; or (iii) a person not dealing at arm's length with the corporation.

Part 2 – Type of involvement

Choose one or more of the following options that represent your involvement and that of the person referred to in Part 1:

Completed an auditor's report **300**

Completed a review engagement report **301**

Conducted a compilation engagement **302**

Provided accounting services **303**

Provided bookkeeping services **304**

Other (please specify) **305** _____

Part 3 – Reservations

If you selected option **300** or **301** in Part 2 above, answer the following question:

Has the person referred to in Part 1 expressed a reservation? **099** Yes No

Part 4 – Other information

Were notes to the financial statements prepared? **101** Yes No

Did the corporation have any subsequent events? **104** Yes No

Did the corporation re-evaluate its assets during the tax year? **105** Yes No

Did the corporation have any contingent liabilities during the tax year? **106** Yes No

Did the corporation have any commitments during the tax year? **107** Yes No

Does the corporation have investments in joint venture(s) or partnership(s)? **108** Yes No

Part 4 – Other information (continued)

Impairment and fair value changes

In any of the following assets, was an amount recognized in net income or other comprehensive income (OCI) as a result of an impairment loss in the tax year, a reversal of an impairment loss recognized in a previous tax year, or a change in fair value during the tax year? **200** Yes No

If **yes**, enter the amount recognized:

	In net income Increase (decrease)	In OCI Increase (decrease)
Property, plant, and equipment	210 _____	211 _____
Intangible assets	215 _____	216 _____
Investment property	220 _____	
Biological assets	225 _____	
Financial instruments	230 _____	231 _____
Other	235 _____	236 _____

Financial instruments

Did the corporation derecognize any financial instrument(s) during the tax year (other than trade receivables)? **250** Yes No

Did the corporation apply hedge accounting during the tax year? **255** Yes No

Did the corporation discontinue hedge accounting during the tax year? **260** Yes No

Adjustments to opening equity

Was an amount included in the opening balance of retained earnings or equity, in order to correct an error, to recognize a change in accounting policy, or to adopt a new accounting standard in the current tax year? **265** Yes No

If **yes**, you have to maintain a separate reconciliation.

Part 5 – Information on the person who prepared the T2 return

If the person who prepared the T2 return has a professional designation in accounting but is not the person identified in Part 1, choose all of the following options that apply:

- Prepared the T2 return and the financial information contained therein **310**
- The client provided the financial statements **311**
- The client provided a trial balance **312**
- The client provided a general ledger **313**
- Other (please specify) **314** _____

Non-Profit Organization (NPO) Information Return

- This return is for:
 - non-profit organizations (NPOs) described in paragraph 149(1)(l) of the Income Tax Act
 - organizations described in paragraph 149(1)(e) of the Act (agricultural organizations, boards of trade or chambers of commerce)
- An organization has to file this return if one of the following applies:
 - it received or is entitled to receive taxable dividends, interest, rentals or royalties totalling more than \$10,000 in the fiscal period
 - it owned assets valued at more than \$200,000 at the end of the immediately preceding fiscal period
 - it had to file an NPO information return for a previous fiscal period
- To determine if the organization you represent has to complete this return, see T4117, Income Tax Guide to the Non-Profit Organization (NPO) Information Return
- Mail your completed return to:

Jonquière Tax Centre, T1044 Program, PO Box 1300 LCD Jonquière, Jonquière QC G7S 0L5

Do not use this area

Part 1 – Identification			Business number, if any
Fiscal period	Year Month Day From 2022 - 09 - 01 to 2023 - 08 - 31	Year Month Day	888929825
Name of organization Richmond County Literacy Network			Trust number, T3, if any. T
Mailing address 2543 Highway 206 PO Box 69			Is this the final return to be filed by this organization? If yes, attach an explanation. Yes <input type="checkbox"/> No <input type="checkbox"/>
City Arichat	Province NS	Postal code B0E 1A0	Type of organization (see guide T4117)
Name and title of person to contact Michel T. David Director			Telephone number (902) 535-3304

Part 2 – Amounts received during the fiscal period		
Membership dues, fees, and assessments	100	
Federal, provincial, and municipal grants and payments	101	147,440
Interest, taxable dividends, rentals, and royalties	102	
Proceeds of disposition of capital property	103	
Gross sales and revenues from organizational activities	104	
Gifts	105	
Other receipts (specify)	106	
Total receipts (add lines 100 to 106)	107	147,440 ▶ 147,440

Part 3 – Statement of assets and liabilities at the end of the fiscal period		
Assets		
Method used to record assets		
Cash and short-term investments	108	
Amounts receivable from members	109	
Amounts receivable from all others (not included on line 109)	110	
Prepaid expenses	111	
Inventory	112	
Long-term investments	113	
Fixed assets	114	
Other assets (specify)	115	
Total assets (add lines 108 to 115)	116	▶
Liabilities		
Amounts owing to members	117	
Amounts owing to all others (specify)	118	
Total liabilities (add lines 117 and 118)	119	▶

Part 4 – Remuneration

Total remuneration and benefits paid to all employees and officers	120	0
Total remuneration and benefits paid to employees and officers who are members	121	0
Other payments to members (specify)	122	0
Number of members in the organization		0
Number of members who received remuneration or other amounts		0

Part 5 – The organization's activities

Briefly describe the activities of the organization. If this is the organization's first year filing this return, attach a copy of the organization's Mission Statement.

Are any of the organization's activities carried on outside of Canada? Yes No
 If yes, indicate where:

Part 6 – Location of books and records

Leave this area blank if the information is the same as in Part 1.

Name of person to contact

Michel T. David

Mailing address

2543 Highway 206

PO Box 69

City	Province	Postal code	Telephone number
Arichat	NS	B0E 1A0	(902) 535-3304

Part 7 – Certification

I certify that the information given on this return and in any attached documents is correct and complete.

Michel T. David

Name of authorized officer

Director

Position

Authorized officer's signature

2024-02-20

Date (YYYY/MM/DD)

Language of correspondence
 Indicate the language of your choice

English

Langue de correspondance
 Indiquer la langue de votre choix

Français

Privacy notice

Personal information is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.



Information Return for Corporations Filing Electronically

- Do not send this form to the Canada Revenue Agency (CRA) unless we ask for it. We will not keep or return this form.
- Complete this return for every initial and amended T2 Corporation Income Tax Return electronically filed with the CRA on your behalf.
- By completing Part 2 and signing Part 3, you acknowledge that, under the federal Income Tax Act, you have to keep all records used to prepare your T2 Corporation Income Tax Return, and provide this information to us on request.
- Part 4 must be completed by either you or the electronic transmitter of your T2 Corporation Income Tax Return.
- Give the signed original of this return to the transmitter and keep a copy in your own records for six years.
- We are responsible for ensuring the confidentiality of your electronically filed tax information only after we have accepted your return.

Part 1 – Identification

Corporation's name Richmond County Literacy Network						Business number * * * * * 9 8 2 5 R C 0 0 0 1														
Tax year start	Year	Month	Day	Tax year-end	Year	Month	Day	Is this an amended return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No												
2	0	2	2	2	0	9	0	1	2	0	2	3	0	8	3	1				
<p>Email address: _____</p> <p>Notices and other correspondence eligible for electronic delivery will no longer be printed and mailed. I understand that by providing an email address, I am registering the corporation to receive email notifications from the CRA. The CRA will notify the corporation at this email address when correspondence is available in My Business Account and requiring immediate attention. Correspondence will be considered as received on the date that the email is sent. For more information, see canada.ca/cra-business-email-notifications.</p>																				

Part 2 – Declaration

Enter the following amounts, if applicable, from the T2 return for the tax year noted in Part 1:

Net income or loss for income tax purposes from Schedule 1, financial statements, or General Index of Financial Information (GIFI) (line 300)	28,038
Part I tax payable (line 700)	
Part III.1 tax payable (line 710)	
Part IV tax payable (line 712)	
Part IV.1 tax payable (line 716)	
Part VI tax payable (line 720)	
Part VI.1 tax payable (line 724)	
Part XIV tax payable (line 728)	
Net provincial and territorial tax payable (line 760)	
Total tax payable (line 770)	

Part 3 – Certification and authorization

I, David Last name Michel T. First name Director Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined the T2 Corporation Income Tax Return, including accompanying schedules and statements, and that the information given on the T2 return and this T183 Corp information return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

I authorize the transmitter identified in Part 4 to electronically file the T2 Corporation Income Tax Return identified in Part 1. The transmitter can also modify the information originally filed in response to any errors Canada Revenue Agency identifies. This authorization expires when the Minister of National Revenue accepts the electronic return as filed.

2024-02-20 Date (yyyy/mm/dd) Signature of an authorized signing officer of the corporation (902) 535-3304 Telephone number

The CRA will accept an electronic signature if it is applied in accordance with the guidance specified by the CRA.

Part 4 – Transmitter identification

The following transmitter has electronically filed the tax return of the corporation identified in Part 1.

Name of person or firm U8868 Electronic filer number

Privacy notice

Personal information is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 and CRA PPU 211 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Summary

Tax Summary

Corporation name **Richmond County Literacy Network**

Tax year ending **2023-08-31**

Taxable income		Tax payable	
Net income for tax purposes	28,038	Part I tax	
Charitable donations and gifts	-	Taxable dividends received	
Taxable dividends	-	GRIP at the end of the tax year	
Losses of prior years	-	LRIP at the end of the tax year	
Other adjustments	±	Part III.1 tax	+
Taxable income	= 28,038	Part IV tax	+
Part I tax		Other federal tax payable	+
38% of taxable income		Subtotal	=
Surtax	+	Provincial and territorial tax (except AB, QC)	+
Recapture of investment tax credit	+	Provincial tax on large corporations (NB, NS)	+
Refundable tax on CCPC investment income	+	Tax payable	+
Active business income	28,038	Tax instalments paid	-
Small business deduction	-	Investment tax credit refund	-
Federal tax abatement	-	Eligible dividend paid	
Manufacturing and processing deduction	-	Non-eligible dividend paid	
Foreign tax credits	-	Dividend refund - eligible dividend	
Investment tax credit	-	Dividend refund - non-eligible dividend	
Other deductions and credits	-	Other refundable credits	-
Part I tax	=	Balance owing (refund) on federal return	=
		Provincial income tax and registration fee (AB, QC)	
		Capital and other provincial taxes	+
		Tax instalments and credits	-
		Other provincial taxes	=
		Total balance owing (refund)	=

Provincial tax	% Provincial allocation	Taxable income	Income tax	Capital and other provincial taxes	Tax instalments and credits	Net provincial tax
Newfoundland						
Prince Edward Island						
Nova Scotia	100.0000	28,038				
New Brunswick						
Ontario						
Manitoba						
Saskatchewan						
British Columbia						
Yukon Territory						
Northwest Territories						
Nunavut						
	Schedule 5 provincial tax payable					
Alberta						
Québec						
		Totals				

Loss continuity	Current year carry back	Carryforward end of year	Other carryforwards
Capital			Capital dividend account
Non-capital			ERDTOH
Farm			NERDTOH
Restricted farm			Unused Part 1.3 tax credit
Limited partnership			Foreign business tax credits
Listed personal property			Donations and gifts
			Investment tax credits
			Ontario S510 (CMT) losses
			Ontario S510 (CMT) credit

5Year **5 Year Tax Summary**

Years Ending:	2023-08-31	2022-08-31	2021-08-31	2020-08-31	2019-08-31
Taxable income					
Net Income for tax purposes	28,038				
Charitable donations and gifts	-	-	-	-	-
Taxable dividends	-	-	-	-	-
Losses of other years	-	-	-	-	-
Other adjustments	±	±	±	±	±
Taxable income	28,038				
Active business income	28,038				
Part I tax					
38% of taxable income					
Surtax	+	+	+	+	+
Recapture of investment tax credit	+	+	+	+	+
Refundable tax on CCPC investment income	+	+	+	+	+
Small business deduction	-	-	-	-	-
Federal tax abatement	-	-	-	-	-
Manufacturing and processing deduction	-	-	-	-	-
Additional deduction - credit unions	-	-	-	-	-
Foreign tax credits	-	-	-	-	-
Resource deduction	-	-	-	-	-
Political contribution tax credit	-	-	-	-	-
Investment tax credit	-	-	-	-	-
Other deductions and credits	-	-	-	-	-
Part I tax	=	=	=	=	=
Tax payable					
Part I tax					
Part III.1 tax payable	+	+	+	+	+
Part IV tax	+	+	+	+	+
Other federal tax payable	+	+	+	+	+
Subtotal	=	=	=	=	=
Provincial and territorial tax (except AB, QC)	+	+	+	+	+
Provincial tax on large corporations (NB, NS)	+	+	+	+	+
Tax payable	=	=	=	=	=
Tax instalments made	-	-	-	-	-
Investment tax credit refund	-	-	-	-	-
Dividend refund - eligible dividend	-	-	-	-	-
Dividend refund - non-eligible dividend	-	-	-	-	-
Other refundable credits	-	-	-	-	-
Balance owing (refund)	=	=	=	=	=
Provincial income tax (AB, QC)					
Capital and other provincial taxes	+	+	+	+	+
Tax instalments and credits	-	-	-	-	-
Other provincial taxes	=	=	=	=	=
Total taxes owing (refund)	=	=	=	=	=

Warning	Info	Please indicate the corporation's taxable capital employed in Canada for the previous tax year to calculate the small business limit reduction.
Warning	S50/1	Please complete shareholder information.
Warning	S100/3	Amounts for GIFI codes 2590 and 3470 should be equal. Please verify.
Notice	Info	The preparer information on this return does not match the information in Options Environment. To update the preparer information on this return, open the Info form, right click, and select "Update preparer information".

Tuesday, February 20, 2024

Stephanie Folahan
Premier Accounting & Tax Inc
80 Camelot Lane #213
Halifax, Nova Scotia
B3M4K8

Mr Michel T. David
Richmond County Literacy Network
2543 Highway 206 PO Box 69
Arichat NS B0E 1A0

Dear Mr David:

We enclose your copy of the tax return with supporting schedules and financial statements for Richmond County Literacy Network. We have prepared this return based on the information you provided to us. Kindly sign the T183CORP - Information Return for Corporation's Filing Electronically and return the signed form to us so that we can proceed the electronic transmission of the tax return on your behalf.

The T2 return shows no balance owing and no refund.

We have calculated that the corporation will need to make tax instalment payments this year totalling \$0.

Please remit these payments to CRA according to the following schedule:

If you have any questions about your return(s), please contact me at 9024576633.

Sincerely yours,

Premier Accounting & Tax Inc

Stephanie Folahan

Enclosure

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Reg. Number

3022376

Reg. Name

RICHMOND COUNTY LITERACY NETWORK SOCIETY

Type

Society

Status

Active

Effective Date

04-Sep-1998

Registered on

01-Sep-1998

Next Annual Return

30-Sep-2024

Addresses

Reg. Address

10036 GRENVILLE STREET, UNIT B, ST. PETER'S, NOVA SCOTIA, B0E 3B0, CANADA

Mailing Address

PO BOX 98, 10036 GRENVILLE STREET, UNIT B, ST. PETERS, NOVA SCOTIA, B0E 3B0, CANADA

[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

Society Change of Directors and Officers (SR472537)

Registered on: 19-Jan-2024, Effective from: 19-Jan-2024

Standard \$12.45

Certified \$12.45

Society Change of Entity Address (SR437864)

Registered on: 20-Sep-2023, Effective from: 20-Sep-2023

Standard \$12.45

Certified \$12.45

Society Change of Recognized Agent (SR430456)

Registered on: 06-Sep-2023, Effective from: 05-Sep-2023

Standard \$12.45

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Name: [PAULAL KAVANAGH](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [ANNE L. LEAVITT](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [MARGARET K. GRACIE](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [CIARAN LLACHLAN LEAVITT](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [TARA L. PAON](#)

Relationship: Director

Effective From: 08-Aug-2023

Items per page 5 1 - 5 of 7 < >

[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Name: KATHRYN ANN LEBLANC

Relationship: Director

Effective From: 19-Jan-2024

Name: MITCH DAVID (2547 HWY 206, ARICHAT, NOVA SCOTIA, B0E 1A0, CANADA)

Relationship: Recognized Agent

Effective From: 05-Sep-2023

Items per page 5 6 - 7 of 7 < >

[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

Society Change of Directors and Officers (SR472537)

Registered on: 19-Jan-2024, Effective from: 19-Jan-2024

Standard \$12.45

Certified \$12.45

Society Change of Entity Address (SR437864)

Registered on: 20-Sep-2023, Effective from: 20-Sep-2023

Standard \$12.45

Certified \$12.45

Society Change of Recognized Agent (SR430456)

Registered on: 06-Sep-2023, Effective from: 05-Sep-2023

Standard \$12.45

Certified \$12.45

To

Cc

Bcc

Subject

Contact From

Kieran Walker has submitted a comment.

Phone:

Email:comhairlenagaidhlig@gmail.com

Comments / Questions / Concerns:

A charaid | Hello,

'N dòchas gu bheil sibh gu math | I hope you are well,

I'm writing today since your municipality marked Mios nan Gàidheal | Gaelic Nova Scotia Month in 2023 by holding a flag raising. We wanted to reach out to see if we could help to facilitate the month being marked similarly in your municipality in 2024? As with last year if there is any support needed to facilitate events, we will be happy to offer support where appropriate.

While I am unaware of Richmond's policy on proclamations, if there is the opportunity to have the proclamation read, I would be happy to pass on both Gaelic and English versions of the 2024 proclamation for consideration.

Le meas | Respectfully,

Ciarán Mac Siúlaí | Kieran Walker



Richmond Education Centre / Academy

3238 Whiteside Road, P.O. Box 599, Louisdale, Nova Scotia, B0E 1V0

Tel: (902) 345-4949

Fax: (902) 345-4948

reca.srce.ca

RECEIVED

MAR 22 2024

March 18, 2024

Dear Community Partner:

As we begin preparations for our graduating class of 2024, (55 potential grads) we would like to take this opportunity to extend our sincere appreciation for your kind contributions in the past to the graduation bursary/scholarship fund. Your contributions assisted many Richmond Academy students in realizing their educational goal of a post secondary education and ultimately, a rewarding career.

Richmond Education Centre/Academy (**RECA**) recognizes the impact your monetary contributions make in the lives of our students and we truly hope you are able and willing to continue your assistance this year.

We can only issue official income tax receipts for money awarded by the school. That means we must pick the recipient. If you wish to designate the money to a specific student, you can make the cheque payable to the student of your choice, give us the cheque, and the scholarship/award information, and we will present it at Graduation. Alternatively, we can let the student contact you directly for the bursary after they are at university. If you would like to have this announced at Graduation, we would appreciate receiving this information by early May, 2024 or earlier as our Awards Committee starts meeting at that time.

Please use the enclosed form to provide us information on your contribution and feel free to call or email us if you have any questions.

As our community comes together in June 2024 to recognize and reward the many deserving graduates of RECA, we would like to thank you for your generosity and community support in helping us make Graduation 2024 a memorable occasion.

Sincerely,

Lisette MacDonald
Acting Principal

Lisette.MacDonald@srce.ca

Denise Chiasson
Guidance Counsellor

Denise.Chiasson@srce.ca

Karen Burke
Guidance Secretary

karen.burke@srce.ca

2024 Scholarship/Bursary Donors - Richmond Education Centre/Academy (RECA)

YOUR CONTACT INFORMATION:

Name of organization: _____ Ph.# _____

Contact person: _____ Email: _____

Address: _____ Civic #/Address _____

Name of scholarship/award: _____ Amt. \$ _____

Plan A: -- If you are naming or selecting the recipient of your award:

Please **enclose a letter for each student** receiving your award(s) including who the award is from, **a cheque payable to the student, or instructions for them** as to how they should claim this award.

If you want students to apply or compete for your bursary, please email or enclose the application including deadlines (deadlines should be not later than April so we can receive the award winners by early May) and where they are to send the application. We can post the application on the school web site for grads to apply. FYI the school website can be viewed at: <https://reca.srce.ca> and bursary/scholarship information under school counsellor.

Comments: _____

OR

Plan B: – If the RECA Awards Comm. chooses the recipient: Please make cheque payable to: RECA. If you are not enclosing a cheque, the student will be told to notify you by Jan. 1st with proof of attendance at their post-secondary institution so they can claim their award.

Any specific criteria for the award: (If this is already typed up – we would appreciate receiving it in an email):

Comments: _____

If you would like to have this announced at Graduation, we would like to have this information No later than June 10, 2024 as the Bursary Committee starts meeting then.

RECA Scholarship & Awards Committee.

P.O. Box 599, 3238 Whiteside Road, Louisdale, NS B0E 1V0

Fax : 902-345-4948 or **Ph** : 902-345-4949 (Karen Burke) or (Denise Chiasson)

Email: – Karen.Burke@srce.ca and/or Denise.Chiasson@srce.ca

To

Cc

Bcc

Subject Fw: Tourism grant....

Hi Amanda,

I am asking if as a municipality, could someone from your staff apply for this?

<https://tourismns.ca/news/intouch-blog/work-tns-help-your-community-stand-out-travel-destination>

I would be willing to sit on a committee for it as I am sure I could get a few others for input.

Thoughts?

--

Cindy Walker

Pepperell Place Inn and Chocolatea

9383 Pepperell St.

St. Peter's, NS

B0E 3B0

(902) 317-9383

www.pepperellplace.ca

www.chocolatea.ca

rooms@pepperellplace.ca

info@chocolatea.ca



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

March 28, 2024

Dear Mayors and Wardens:

I am pleased to inform you that a significant milestone has been reached for our province and all municipalities. As of today, March 28, the new Service Exchange Agreement has been signed. [Historic Investment in Municipalities | Government of Nova Scotia News Releases](#)

Under this agreement, which comes into effect on April 1, 2024, the Province will be making a historical annual investment of \$82 million. This is a \$52-million increase from the \$30 million in funding through the annual Municipal Financial Capacity Grant.

The collaborative spirit and dedication exhibited by both the Province and municipalities over nearly two years of discussions have culminated in this agreement. It truly represents a comprehensive understanding of the evolving needs and aspirations of Nova Scotians, furthering the prosperity of our communities. As we move forward, I encourage you to review the details of the Service Exchange Agreement attached.

Thank you for your continued dedication to serving your communities. Together, we will continue to make meaningful strides towards growth and well-being for all Nova Scotians.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers

Attached: Memorandum of Understanding



Memorandum of Understanding

Between

The Province of Nova Scotia

and

Nova Scotia Federation of Municipalities
("the Parties")

This Memorandum of Understanding (MOU) will establish a clear understanding of roles and responsibilities between the provincial and municipal levels of government with respect to service delivery and will provide the details that will form the relationship between the Parties.

The Parties understand the value of working collaboratively for the betterment of Nova Scotians and commit to working together to address the challenges and opportunities that face our province.

The Parties recognize that many of the services provided to Nova Scotians are shared responsibilities, which only emphasises the necessity for evidence-based decision making, meaningful collaboration, and a modern lens to be used when addressing challenges and opportunities as they arise.

Guiding Principles:

The two parties agree to the following guiding principles when approaching the work of this Memorandum:

Respect: the two parties recognize the deep commitment each has to the citizens of Nova Scotia and agree to adhere to the tenants of respectful dialogue and meaningful engagement during negotiations and ongoing work.

Accountability: the two parties agree to take responsibility for the work outlined within this agreement and to comply with the principles and agreements therein.

Transparency: the two parties agree, where feasible, greater transparency should be sought in the joint work of this memorandum.

Communication: the two parties agree, where feasible, to update NSFAM members when points of progress or impasse are reached.

Modern and forward thinking: the two parties agree to use a forward thinking and evidence-based approach when approaching current and future challenges.

Pertinent connections: the two parties agree to focus on identifying pertinent connections, such as changes to the *Municipal Government Act*, that would support changes to this memorandum, or vice versa.

Holistic Approach: the two parties agree to use a holistic approach when outlining recommendations and services associated with funding.



Progress and Review:

The two parties agree to review and amend this agreement, if necessary, every 5 years.

The two parties agree to review and amend the attached Schedule A, as necessary.

The two parties agree to provide a progress update on the agreement and attached Schedule A, on a biannual basis.

The two parties agree that an advisory body will continue to support this work with new members being added as determined by the NSFM and municipal election cycle.

Communications:

With regard to the content of this agreement, the two parties agree to only communicate publicly in a joint release format. No independent releases shall be distributed.

Consultation and 12 months' notice:

The two parties agree to adhere to the following sections of the *Municipal Government Act*:

Requirement to consult with Union

518 The Minister shall consult with the executive of the Union of Nova Scotia Municipalities respecting any proposed amendment to this Act. 1998, c. 18, s. 518.

Requirement to notify Union

519 (1) The Minister shall notify the Union of Nova Scotia Municipalities at least one year prior to the effective date of any legislation, regulation or administrative action undertaken by or on behalf of the Government of the Province that would have the effect of decreasing the revenue received by municipalities in Nova Scotia or increasing the required expenditures of municipalities in Nova Scotia.

(2) Subsection (1) does not apply with respect to any legislation, regulation or administrative action applying to the Province generally and not mainly to municipalities. 1998, c. 18, s. 519.

Other Agreements:

The service exchange terms of this MOU will operate in addition to the service exchange terms of 1995 Service Exchange Agreement between the parties, except where this agreement expressly indicates that it is a replacement of the 1995 service exchange term for that matter.

Meetings:

The two parties agree to meet biannually in the Spring and Fall to discuss current and shared priorities.

The two parties agree that the NSFM and Province of Nova Scotia must each agree that an issue be adopted before it is formally added to this memorandum.



Background:

The 1995 Service Exchange Agreement was created to define the scope of services delivered by provincial and municipal governments. The intent of the agreement was to develop a provincial-municipal partnership that allocated services in a fair, clear, and financially viable manner. The landscape of provincial and municipal responsibilities has drastically changed over the last twenty-seven years and concerns have been expressed regarding whether the Service Exchange Agreement was still meeting its intended targets.

In 1997, pressure to change and review the Service Exchange Agreement was sought by NSFM (then the Union of Nova Scotia Municipalities). This triggered the Municipal-Provincial Roles & Responsibilities Review in 1998. With the review ongoing, an MOU between the Province and NSFM initiated short and long-term changes to the Service Exchange Agreement. Immediately following the signing of the MOU, the Province assumed the maintenance of bridges, and municipal contributions to social services became phased out over a 5-year period.

As the Province and municipalities continued to work under the Service Exchange, reports including the Towns Task Force Report (2012), the Fiscal Review (2013), and the Nova Scotia Commission on Building a New Economy (2014), identified gaps related to provincial/municipal services and a need for structural reform.

In 2021, the Government of Nova Scotia prioritized the Service Exchange Agreement and mandated that it be renegotiated with specific focus on the Municipal Financial Capacity Grant and Roads. As a result, the NSFM has established an advisory committee to collaborate with DMAH in the renegotiation of the Service Exchange Agreement. The NSFM advisory committee is composed of representatives from NSFM, the Association of Municipal Administrators of Nova Scotia (AMANS) and 10 government representatives made up of rural, urban, and regional municipalities.

The vision of the advisory committee is to collaborate with the DMAH using a modern, forward-thinking approach. The focus will be on current priorities as well as priorities from past negotiations and reviews. The advisory committee has the capacity to provide direction to the DMAH based on feedback from a membership-wide survey—and to advance the general interest of all municipalities. That said, the advisory committee is not a decision-making body. Following the committees' discussions with the DMAH, proposals will go for consultation to the NSFM membership. The Provincial government maintains the final decision.

The objective for both parties is multifold: work toward goals of fiscal sustainability; rationalized expenditure responsibilities; and municipal modernization. NSFM and DMAH both recognize the need for greater cooperation in working together.

Whereas the Parties are committed to achieving healthy, sustainable, and vibrant communities in Nova Scotia.

And whereas the Parties to this MOU share a commitment to working in partnership to efficiently deliver services to Nova Scotians.

And whereas there is a commitment to working together to review all provincial, municipal, and shared services.

And whereas the parties recognize, for the betterment of the province, that there are shared responsibilities as well as individual responsibilities.

And whereas the two parties agree components of the Memorandum need to be reviewed and updated in a current day context.

And whereas the Department of Municipal Affairs and Housing (DMAH) has been directed by mandate letter to negotiate a new, comprehensive Memorandum of Understanding (MOU) between the Province and NSFM.

Therefore, the Parties agree to enter into this MOU as outlined below by provincial department:



Municipal Affairs and Housing

1. Municipal Financial Capacity Grant:

The MFCG, formally known as the Equalization Grant, is an unconditional grant calculated by a formula set out under the *Municipal Grants Act* which attempts to measure a municipality's cost to deliver a set of municipal services against its ability to pay for those services. The formula generates a per dwelling unit grant based on a calculation of need relative to ability to pay.

Up to, and including fiscal 2020-21, grant allocations have been frozen at the 2014-15 levels. The Ministerial Mandate letter included the following item "Double the equalization payment for the first year, until a new Memorandum of Understanding can be reached." In accordance with that Mandate, additional funding, based on current allocations, was provided in 2021-22 while efforts to renegotiate a Memorandum of Understanding between the Province and the municipalities began.

Main components of the Modernized MFCG

There are four main components to MFCG – need, ability to pay, entitlement and capping entitlement.

Need is calculated for each municipality by multiplying the prior year's estimated operating expenditure per prior year's dwelling unit (DU) for its class (the unitized expenditure rate) by the current number of dwelling units in a municipality to arrive at the derived standardized expenditure for a municipality (or calculated "need"). In this instance, the unitized expenditure rate is defined as the average estimated operating cost per dwelling unit to provide a set of services as per the *Municipal Grants Act regulations*. There are two classes of municipalities for the purposes of calculating MFCG. Class I is comprised of regional municipalities and towns and Class II is comprised of counties and district municipalities.

Ability to pay is determined by taking the class residential standard rate and multiplying by the residential uniform assessment for the municipality and adding to the product of the class commercial standard rate multiplied by the commercial uniform assessment for the municipality.

Entitlement is related to the municipality receiving the grant. If the calculation of the municipality's need exceeds their ability to pay, then they are entitled to a grant.

Capping the entitlement may be required to prorate funding if the total entitlement for all municipal units is greater than the funds available – budget.

Highlight of updates to the MFCG

The MOU negotiations identified that there were a number of issues with the existing MFCG formula – the need to modernize the standard expenditures (now unitized expenditures) and the need to reflect the differences in residential and commercial tax rates. As a result of the issues identified, the below updates are proposed to the MFCG:

- Modernizing the unitized expenditures in the MFCG to be more reflective of the increasing pressures on municipalities to adhere to evolving regulations and standards and meet the evolving needs of the residents they serve. The below table highlights the changes to the unitized expenditures in the MFCG formula:



Expenditure	Current Model	Proposed Revision
General Government Services	Excluded	Include 50% of expenditures under this category, but exclude valuation allowances
Protective Services	Includes all but interest charges on long-term and short-term debt	Include 100%
Transportation Services	Excludes Public Transit and interest charges on long- and short-term debt	Include 100%
Environmental Health Services	Includes 50% of total but excludes interest charges on long- and short-term debt	Include 100%
Recreation & Cultural Services	Excluded	Include 50%
Public Health Services	Excluded	Continue to exclude
Environmental Development Services	Excluded	Include 100%

- It is recommended by the SERMGAR committee that the expenditures are reviewed on an ongoing basis to be continuously reflective of the existing needs for a municipality.
- As a result of the revised definition in unitized expenditures, the cost per DU increases for each class. The increase in unitized expenditure rate from the existing MFCG model to the updated MFCG model, for Class I and Class II, are \$1,610 to \$2,718 and \$725 to \$1,273, respectively.
- The SERMGAR committee agreed the current funding model is not reflective of the differences between residential and commercial tax rates and the ability to raise taxes from these different groups. The modernized formula has been updated to derive a class standard residential and standard commercial rate. The standard residential rates for Class I and Class II are 1.255% and 0.822%, respectively; the standard commercial rates for Class I and Class II are 1.5% and 0.9301%, respectively.
- The current and updated funding model has two categories for municipalities – Class I (Regional and Towns) and Class II (Rural municipalities). For initial implementation of the updated model, there is no intent to change these classifications. However, through discussions with the SERMGAR committee, it was determined that a review would be required for those municipalities engaging in municipal modernization to determine if changes in class structure would be required. These discussions will be part of Schedule A.
- References to the calculation of the MFCG will be removed from the *Municipal Grants Act* and placed in regulations. Per the *Municipal Government Act*, any changes to the MFCG program impacting the calculation would require 12 months' notice.

An evaluation of the updated funding model will begin after five fiscal years. This evaluation will take place to determine the effectiveness of the model. Over this five-year implementation period, there is no intention to change the funding amount to be allocated through the new model. As a result, once the updated funding model is implemented, the funding distribution would be frozen for a period of five fiscal years. Freezing this amount will allow municipalities to make long-term plans around this predetermined amount.



2. Towns Foundation Grant:

The Towns Foundation Grant of \$1.5 million will continue for the next five years, at which time it will be reviewed and potentially reallocated pursuant to the outcome of the review.

3. Corrections:

This service exchange term replaces the service exchange term for corrections in the 1995 Service Exchange Agreement.

The Province agrees to be responsible for the costs associated with corrections, with no contributions from municipalities.

4. Obsolete Schools:

The Province agrees to assume ownership of the pre-1981 obsolete schools. Municipalities will be given the first right of offer to purchase schools from the Province at a negotiated price.

5. Housing Handover Agreements:

The Province agrees to be responsible for the annual costs associated with public housing, with no contributions from municipalities.

6. HST Offset Grant:

The HST Offset Grant will continue for the next five years, at which time it will be reviewed and potentially reallocated pursuant to the outcome of the review.

7. Application-based Infrastructure Program:

The Department of Municipal Affairs and Housing agrees to the development of a \$15,000,000 application-based infrastructure program. This funding can be leveraged by municipalities as their portion of any cost shared infrastructure program. The program will focus on projects supporting provincial priorities. Funding will be comprised of \$15 million provincial funding.

Department of Public Works

1. Roads

Roads throughout the province, both municipally and provincially-owned, are deteriorating at a greater rate in which they can be maintained. The intention behind the below Roads aspect, is to create options for the Province and municipalities to work collaboratively together to help address road conditions and benefiting motorists in the movement of people and goods throughout Nova Scotia.

It is recognized that the provincial trunks and routes primarily run through many town boundaries and are the responsibility of the towns and former towns to maintain. It is also recognized that there are a number of provincially-owned roads that municipalities are interested in upkeeping and maintaining for the purposes of their communities. The intention behind the Roads negotiation at the MOU table is to recognize the vital role towns play in managing and upkeeping provincial routes.

The purpose of this Roads Program is to recognize that Towns and former towns currently have a responsibility for trunks and routes, which run through their municipal unit, that are a part of the provincial network system. It is recommended that a program be developed that would apply to all trunks, routes and collectors within towns and former towns that can be eligible for a 50-50 cost shared for repaving only. Towns and former towns with trunks, routes and collectors running through their boundaries would submit roads to Public Works (PW) wishing to be repaved in a prioritized manner. PW would then select which towns and former towns from a prioritized list using a scoring system, which includes condition, traffic volumes and how it



supports the provincial network. No town or former town could be approved for more than one project, per fiscal, unless there are an insufficient number of submissions.

There are 387.1 kilometers (km) eligible for the program. There is an assumption made that it would cost \$475,000 per km to repave the trunks, routes, and collectors. It is suggested that the lifecycle is for 15 years, leaving \$12,258,000 to be allocated annually towards repaving trunks, routes and collectors at a 50-50 cost share with municipalities – \$6,129,000. If the entire funds were used, it is estimated that 25 kms could be repaved in one year.

2. Provincially Owned Buildings

The Department of Public Works agrees to seek municipal input on the location of schools, hospitals, and any new provincial builds/leases.

Duration:

This MOU is at-will and may be modified by mutual consent of authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities. This MOU shall become effective on April 1, 2024, upon signature by the authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Province of Nova Scotia and the Nova Scotia Federation of Municipalities this MOU shall remain in force.

Dispute Resolution:

If a dispute arises out of, or in connection with this Contract, the parties agree to meet to pursue resolution through negotiation or other appropriate dispute resolution processes.

Contact Information:

Province of Nova Scotia
Minister of Municipal Affairs and Housing
1505 Barrington St, Halifax NS,
902-424-4036
DMAMIN@novascotia.ca

Nova Scotia Federation of Municipalities
President
1809 Barrington St, Halifax, NS
902-423-8331

Honourable John Lohr
Minister of Municipal Affairs and Housing

Date: *March 28/2024*

Mayor Carolyn Boliver-Getson
President of the Nova Scotia Federation of Municipalities

Date: *March 28/2024*



Schedule A – Long Term Discussions:

The parties commit to reviewing and modernizing the below listed items with the review process beginning after the 2024 municipal election.

Department of Justice

The Province agrees to engage in good-faith discussions with the Nova Scotia Federation of Municipalities respecting policing governance and structure in Nova Scotia to identify common concerns and examine the existing policing model(s) and its impact on municipalities.

Department of Municipal Affairs and Housing

The Department of Municipal Affairs and Housing agrees to engage in good-faith discussions with the advisory body respecting:

- Exploration of Classes (Class I and Class II) under the MFCG formula to determine if an updated definition is required to capture the impacts of municipal modernization. (e.g., If municipal modernization creates a situation where 15% or more of the Uniform Assessment is derived from “urban” communities, the modernized municipality would be deemed Class I.) Municipal Financial Capacity Grant continued review based on class work. Fire and Emergency services governance and structure
- Municipal Contributions
- Grants in lieu
- Increased tax tools
- The creation of a program for municipal regionalization
- Roads Program for G, H, I and J class roads

Department of Public Works

The Department of Public Works agrees to engage in good-faith discussions with the advisory body respecting:

- Municipal speed limits
- Public Transit (i.e. electrification, rapid transit, depots etc.)
- Community Transit Boundaries

Department of Education and Early Childhood Development

The Department of Education and Early Childhood Development agrees to engage in good-faith discussions with advisory body respecting:

- The Municipal Education Tax Rate



Information and Activity Report

*Cape Breton Regional Enterprise Network
Richmond County and Port Hawkesbury*

January-March 2024

Subject: CBREN Information and Activity Report
To: Municipality of the County of Richmond and the Town of Port Hawkesbury
Date Prepared: April 2nd, 2024
Prepared by: Martin Thomsen, Innovation and Economic Development Officer,
 Richmond County and Port Hawkesbury

Background:

The Cape Breton Partnership provides economic development support to the Municipality of the County of Richmond and the Town of Port Hawkesbury under the Regional Enterprise Network (REN) model in partnership with the Province of Nova Scotia.



The Cape Breton Regional Enterprise Network (CBREN) includes the Municipalities of the Counties of Inverness, Richmond, and Victoria, the Town of Port Hawkesbury, as well as the First Nations communities of We'koqma'q, Wagmatcook, Eskasoni and Membertou.

The CBREN is part of a larger network of Regional Enterprise Networks across Nova Scotia.

The Cape Breton Partnership maximizes the value of the CBREN's funding partners, leverages that investment to have a greater impact, and collaborates with other partners, funders, and projects that it is responsible for (like the Cape Breton Local Immigration Partnership) to deliver operational synergies across Unama'ki – Cape Breton and to benefit the Municipality of the County of Richmond and the Town of Port Hawkesbury.

2023/24 CB REN Board

- **Co-Chair** - Jen Ryan, Quincy Street Market
- **Co-Chair** - Adam Bateman, Business Development Bank of Canada
- Geoffrey Clarke, Port Hawkesbury Paper
- Pearlene Cormier, East Coast Credit Union
- Capt. Vivek Saxena, NSCC Strait Area Campus
- Kelsea MacNeil, Membertou Corporate
- Storm Gould, We'koqma'q Corporate

2023/24 CB REN Liaison Oversight Committee:

- **Chair** - Keith MacDonald, CAO, Municipality of the County of Inverness
- Warden Bonny MacIsaac, Municipality of the County of Inverness
- Warden Amanda Mombourquette, Municipality of the County of Richmond
- Troy MacCulloch, CAO, Municipality of the County of Richmond
- Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury
- Terry Doyle, CAO, Town of Port Hawkesbury
- Chief Terry Paul, Membertou First Nation
- Jennifer Deleskie, Membertou First Nation
- Warden Bruce Morrison, Municipality of the County of Victoria
- Leanne MacEachen, CAO, Municipality of the County of Victoria
- Donald Hanson, Senior Manager, Wagmatcook First Nation
- Chief Norman Bernard, Wagmatcook First Nation
- Chief Annie Bernard-Daisley, We'koqma'q First Nation
- Gioia Usher, CEO, We'koqma'q First Nation
- Chief Leroy Denny, Eskasoni First Nation
- Steve Parsons, General Manager Corporate, Eskasoni First Nation
- Ross MacDonald, Nova Scotia Department of Municipal Affairs
- TBD, Nova Scotia Government

Reporting Period:

Your CBREN team and the Cape Breton Partnership are pleased to share highlights, milestones achieved, and metrics from **January 1, 2024 to March 31, 2024**.

Highlights & Events

- **International Council of Shopping Centers Conference in Whistler, BC 21-23 January** – Cape Breton Partnership representatives attended this retail conference, which focuses on shopping, dining, recreation and similar venues. Like previous years it was a productive conference with some good connections made. CBP is currently considering whether to attend the ICSC Conference in Toronto in October, which potentially is attended by more developers with an interest in Atlantic Canada.
- **Spotlight on Nova Scotia – Invest in Canada Webinar, 31 January** – Cape Breton Partnership presented to Canadian Trade Commissioners around the world on investment opportunities in Cape Breton. The InEDO for Richmond County and Port Hawkesbury highlighted opportunities around green energy in the Strait with a particular focus on port and supply chain development.
- **Invest in Cape Breton Podcast** – In March another episode of the *Invest in Cape Breton Podcast* aired. This episode covers the current state of Cape Breton’s housing market, what two developers are doing to address the crisis, and what they think local governments and stakeholders can do to facilitate more housing development. To date, four episodes have been launched:
 - *Episode 1: Innovation Thrives on this Picturesque Island*
 - *Episode 2: An Enormous Opportunity is about to Transform Sydney Harbour*
 - *Episode 3: Strong Winds Driving Growth to the Strait of Canso*
 - *Episode 4: How to build more Housing in Cape Breton*

The podcast is hosted by Richmond County resident Michelle Samson and each episode features a panel of experts. There are plans for one more episode in the series. You can listen to the podcast by visiting: <https://welcometocapebreton.ca/invest-podcast/>.

- **Offshore Wind Community Engagement Sessions** – The Cape Breton Partnership and Net Zero Atlantic hosted community information sessions throughout Unama’ki – Cape Breton in December to ensure communities are well informed about the topic of offshore wind. Sessions took place in CBRM, Port Hood and Cheticamp during the month of March. Sessions in Richmond County and Port Hawkesbury took place in December as outlined in the previous quarterly report. The Team will write up a summary document for the sessions which will be available to the public.
- **Le Marche International de Professionnels de l’Immobilier (MIPIM) in Cannes, France 12-15 March** – The CBP Director of Communications attended this real estate conference, which is the biggest of its kind in the world. The event brings together 26800 real estate professionals from 90 different countries. CBP was invited to participate by the NS Association of Realtors and joined a Canadian delegation consisting of both real estate associations and economic development organizations. CBP helped to man the Canadian booth and brought along promotional materials, participated in booth panels and attended several seminars and networking events.
- **Immigration Information Session for Employers in Port Hawkesbury, 28 February** – The Cape Breton Partnership together with Immigration, Refugees and Citizenship Canada and NS Department of Labour,

Skills and Immigration hosted an information session and networking event at the Civic Centre in Port Hawkesbury. It was well-attended by local employers, who received information on immigration pathways for prospective employees.

- **Support for the Strait of Canso Offshore Wind Task Force (SCOWTF)** – The CBREN is proud to support the SCOWTF through its commitment to participation on the executive committee, hosting the webpage, creating marketing material, promotion and communications support, administrative support and support with liaising with other agencies and regions when required. The InEDO for Richmond County and Port Hawkesbury presented to the CEPI Steering Committee on behalf of the Task Force on 1 March.
- **REFLECTION on Increased Community and Economic Development Support Capacity in Richmond County** – With the addition of the MOCR Community Development & Special Projects Officer, the new CDENE Economic Development Officer for Isle Madame/Richmond County, and the new MOCR/ToPH Manager of Energy Sector Development alongside the existing CBP InEDO, Richmond County has seen a vast increase in support services for community and economic development. It is worth acknowledging that 15 months ago three of these positions did not exist, while the fourth had been vacant for a half a year. This is an extremely positive development for the County, but with increased capacity and activity comes an increased need to coordinate and align areas of activity. It is proposed that the MOCR CD&SPO, the CDENE EDO and the CBP InEDO conduct monthly check-ins and update meetings to ensure these great resources are utilized as best as possible.

Project Updates – Local Economic Development Services:

- **Manager of Energy Sector Development** – Following a competitive recruitment process, John Dickie was hired in the role and commenced in post in February. Unfortunately, John found new employment with the Province of Nova Scotia after only three weeks. Other suitable candidates from the recruitment process were approached, however they were no longer available. The position will therefore be filled by Martin Thomsen, the Innovation and Economic Development Officer for Richmond County and Port Hawkesbury with Cape Breton Partnership on a three-year secondment. Martin commences in post on 2 April. The Cape Breton Partnership will recruit a new InEDO for the two Municipalities in the near future.
- **Strait of Canso Sustainable Infrastructure Strategy** – Following the competitive procurement process, the contract was awarded to Waterford Energy Services Inc (WESI) in January. A project kickoff meeting was held on 25 January, and the InEDO is currently supporting the consultants in reviewing supporting materials, conducting desk-research and planning stakeholder engagement activities for the Spring.
- **Nova Scotia Offshore Wind Centre of Excellence Business Case and Opportunities Appraisal** – The contract was awarded to AECOM in February, and a project kickoff meeting was held on 4 March. The InEDO is currently supporting the consultants in reviewing supporting materials, conducting desk-research and planning stakeholder engagement activities for the Spring. Interestingly, AECOM has partnered with WESI on this project and will therefore align some of the stakeholder engagement efforts in both projects.
- **theStrait.ca Website** – Front page, ‘Infrastructure’ pages and ‘Sector’ pages have been developed. Talks are being had with a potential contractor about the ongoing management and maintenance of the site. Launch is still expected this Spring.
- **Micro-Loan Program** – Cape Breton Partnership’s Micro-Loan Program relaunched on 1 January 2024. Since then a total of four expressions of interest have been received from existing or aspiring businesses in Port Hawkesbury and Richmond County. One of the four has proceeded to a full application. Currently

supporting these applicants in getting their right documentation in order before approaching the Credit Union. More details and information on how to apply can be found on:

<https://capebretonpartnership.com/initiative/micro-loan-program/>

- **VISION2024 Strait Area Chamber of Commerce Business Update** – the InEDO has supported the SACC’s efforts to put together this event, which will take place on 11 April. Particularly, support has been provided in designing the event format and identifying and connecting with panelists and speakers.
- **Cape Breton – Strait MIT REAP Team** – the Cape Breton Partnership continues to support the Cape Breton – Strait MIT REAP team. Meetings with InvestNS and Sandpiper Ventures to discuss how the Rising Tide fund model could be brought to fruition have occurred during the last quarter. A planning session for activities to move the needle on Innovation Driven Enterprises will be scheduled in the upcoming months. More details can be found here:
<https://capebretonpartnership.com/initiative/massachusetts-institute-of-technology-regional-entrepreneurship-acceleration-program/>

Project Updates – Creative Economy Development Officer:

- **Telile TV 30th Anniversary Celebration and Strategic Plan** – The CBP Creative Economy Development Officer, Bill Culp, is working with Telile TV on a program of events celebrating the station’s 30th Anniversary. Bill is also supporting the development of a strategic plan for Telile.
- **Cabin Fever Concert Series** – Bill Culp supported this series consisting of four acoustic concerts at the Shannon Studio at the Port Hawkesbury Civic Centre during February and March.
- **Cape Breton Comedy Festival 2024** – Bill Culp is supporting this event series with business development and marketing services. There will be a show in St Peter’s and possibly in Isle Madame.
- **Unama’ki Cape Breton Island Culture Sector Team Support** – Bill Culp continues to support the creative sector through support to the Culture Sector Team, which in turn works to continuously implement the objectives of the [Cape Breton Island Culture Sector Strategy \(2016\)](#) and other island-wide efforts to grow the culture sector.

Project Updates – People and Labour Force Attraction:

- **Cape Breton Job Board** – The Cape Breton Job Board (made possible in part due to the investment of the CB REN) is currently undergoing a round of updates started in Q4. This update includes a broader Resources page, accessibility features, promotion of the Volunteer and Board opportunities, and a homepage re-brand. The Job Board can also now be embedded into partner organization’s websites.
<https://capebretonpartnership.com/careers-opportunities/>
 - The Cape Breton Job Board currently has 24 organizations in Richmond County and 13 organizations in Port Hawkesbury. View the Job Board online here:
<https://capebretonjobboard.com/>
- **Welcome Network** – Welcome Network Coordinator Jessica Fogarty departed the role in December 2023. Danielle Casagrande began on March 11, 2024 - with a gap covering most of this quarter, not much activity was undertaken in this role.

Danielle has been meeting with community partners including YREACH, Cape Breton Regional Library, Immigration Francophone, and the Migrant Worker Awareness Partnership Project. A brief meeting was

also held with Louise Egans from the Port Hawkesbury Welcome Group. As well, promotional materials were distributed to approximately 30 locations across southern Cape Breton from St. Peter's to Margaree, and the WelcomeToCapeBreton.ca has been updated.

- **Immigration Support** – Though advertising through social media, there has been little uptake for immigration support in the Richmond and Port Hawkesbury area. We plan to promote these services further at the upcoming Job Fair and through the new EDO when they begin in the role. For more information on immigration services and how we can help, please visit [Immigration Services - Cape Breton Partnership](#)
 - In Q4, the Partnership supported 1 Nova Scotia Nominee Program file, 1 endorsement and 2 designations under the Atlantic Immigration Program in Port Hawkesbury and Richmond.
 - Event – February 28th – **Information Session for Employers, Port Hawkesbury:** Dani Mombourquette supporting the planning, execution, and advertising of this event, which was held by IRCC. The event was aimed at providing employers with information on immigration and an opportunity to ask questions and build connections.
 - Event – March 27th – **Stay In Nova Scotia After You Graduate:** Aimed at providing students information on the Atlantic Immigration Program and the Nova Scotia Nominee Program, with a specific focus on International Graduate Entrepreneur stream. While this event was held in Sydney to accommodate students at CBU, the event provided information on how to remain anywhere in Cape Breton, and could provide future entrepreneurs with the resources to start businesses in Richmond and/or Port Hawkesbury.
- **Cape Breton Connector Program** - In Q4, the Cape Breton Connector Program registered two new Connectors and one new Connectee in Port Hawkesbury. The Connector Program Coordinator is focusing on being in-community in the next fiscal to promote the program further outside of the CBRM.
 - Event – March 25th: **Virtual Community Networking, Part 1: Rural Networking 101**

Upcoming Events:

- **Job Fair, Port Hawkesbury 4 April** – Cape Breton Partnership will be hosting job fairs across the Island during the Spring. One of which will take place at the Civic Centre in Port Hawkesbury on 4 April.
- **VISION2024 Strait Area Chamber of Commerce Business Update, 11 April** – SACC will be hosting their annual business update at the Civic Centre in Port Hawkesbury on 11 April. This year's event will have a focus on the green energy industries.

Richmond County/Port Hawkesbury – CBREN Metrics (January 1, 2024 – March 31, 2024)

	RC/PH Metrics (January 1/24 – March 31/24)			Apr 1/23 – Mar 31/24
Activities	Total Started	Total In Progress (as of Mar. 31st)	Total Completed	YTD Total Completed
Business Support, Sustainability, & Growth Projects	Total -	Total -	Total-	Total -
Continuous Improvement & Business Advisory	3	7	1	12
Business Planning & Startup/Entrepreneurship	Service in Transition. At the current time, clients requiring business planning and startup / entrepreneurship are being supported either by the InEDO, or by partners such as Navigate, the MSVU Centre for Women in Business, CEED, or others.			
Micro-Lending	1	1	0	1
Creative Economy	0	5	0	1

Investment Attraction & Economic Development Projects	Total -	Total -	Total -	Total -
Investment Attraction and Business Attraction Projects	3	11	3	6
Economic Development Projects – Infrastructure/Conditions for Growth	0	3	0	3

Addressing Talent Needs (Labour & Population)	Total -	Total -	Total -	Total -
Human Resources Advisory Services	0	0	0	0
Business Immigration Consultancy	0	14	2	4
Immigration Advisory Services	3	15	4	17
Retention Activities	Total -	Total -	Total -	Total -
New Connectors/Connectees	2	4	2	4
Welcome Network	0	3	0	0

Metrics Overview

- CB REN team members continue to provide business and industry support and advisory services to entrepreneurs, business clients, and individuals throughout Richmond County and Port Hawkesbury, with 63 client files and economic development projects currently open and in progress.
- The Cape Breton Partnership team is currently providing 29 individuals and businesses in Richmond County and Port Hawkesbury with immigration supports, guidance, and direction in an effort to grow our population and to assist employers with labour related challenges.

Additional Information:



CB REN Website: Additional Information on the CBREN can be found on the CBREN webpage: <https://capebretonpartnership.com/initiative/cape-breton-regional-enterprise-network/>

Welcome to Cape Breton Website: Additional Information on Living, Working, Investing, Studying and Moving to Inverness County - including community profiles and economic data - can be found on the Welcome to Cape Breton website: <https://welcometocapebreton.ca/invest/invest-in-cape-breton-unamaki/cape-breton-unamaki-community-profiles/>

theStrait.ca Website: Soon to be launched. theStrait.ca website will be managed by the Cape Breton Partnership, content to be built in collaboration with the Cape Breton Partnership, the Strait Area Chamber of Commerce, InvestNS, ACOA, and the Guysborough District Business Partnership.

- **News and Updates** – Elevate Magazine, and articles from Pulse Newsletter, new podcasts, news releases and more can be found on our website here: <https://capebretonpartnership.com/cbp-news/>



Want news in your inbox? Subscribe to Pulse!

<https://capebretonpartnership.us14.list-manage.com/subscribe?u=5a27bb58874a3faa869009652&id=aaae9f5ca0>

Respectfully submitted by:

Martin Norup Thomsen

Martin Thomsen
Innovation and Economic Development Officer - Richmond
County and Port Hawkesbury
Cape Breton Partnership

A handwritten signature in black ink, appearing to read 'Tyler Mattheis'.

Tyler Mattheis
President and CEO
Cape Breton Partnership

Addendum(s):

There are no addenda to this report

---end report---

File No.: 24-0184
Log No.: 24-010

VIA E-MAIL: clerk@richmondcounty.ca

April 4, 2024

Shelley David, Municipal Clerk
Municipality of the County of Richmond
2347 Highway 206
PO Box 120
Arichat, NS B0E 1A0

Dear Shelley David:

Re: (New) Municipal Planning Strategy and Land Use By-law

**Passed by Municipal Council of the Municipality of the County of Richmond:
February 26, 2024**

MATTER REFERRED TO MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

Pursuant to Section 208 of the *Municipal Government Act* (Act), I have completed the mandatory review of the above-noted documents and have determined that they may fall within at least one of the categories requiring approval listed in Subsection 208(3); therefore, the documents are subject to approval by the Minister of Municipal Affairs and Housing.

Specifically, there are concerns regarding the policies being inconsistent with the Statement of Provincial Interest Regarding Agricultural Land, as well as mandatory content under the *Minimum Planning Requirements Regulations* regarding a reference to the Public Participation Program that will be implemented when amending or adopting a Municipal Planning Strategy.

If no decision is made by the Minister within 60 days of the date of this letter, the documents are deemed to be approved on the 61st day, and the notice requirements of Section 208(7) of the Act shall apply.

If you have any questions regarding the above, please feel free to contact either Daniel Bryce, Senior Planner (daniel.bryce@novascotia.ca / 902.424.7922), or me.

Kind regards,



Christina Lovitt, MCIP, LPP, PMP
Provincial Director of Planning
(Christina.Lovitt@novascotia.ca / 902.943.0408)

c: Daniel Bryce, Senior Planner, DMAH

/db*kz

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 3/1/2024 3/31/2024
 Vendor ID First Last Chequebook ID GENERAL GENERAL
 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
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25174	03487	MINISTER OF FINANCE	3/7/2024	GENERAL	PMCHQ00002170	\$ 116.65
25175	03859	STRAIT AREA CHAMBER OF COMMERC	3/7/2024	GENERAL	PMCHQ00002170	\$ 2,500.00
25176	04456	STRAIT RICHMOND PALLIATIVE CAR	3/7/2024	GENERAL	PMCHQ00002170	\$ 10,000.00
25177	06080	RICH.COUNTY EARLY CHILDHOOD	3/7/2024	GENERAL	PMCHQ00002170	\$ 5,000.00
25178	08508	TELILE	3/7/2024	GENERAL	PMCHQ00002170	\$ 931.50
25179	08656	THE ISLAND NEST RESTAURANT LIM	3/7/2024	GENERAL	PMCHQ00002170	\$ 100.00
25180	09598	GRACIE, MARGARET	3/7/2024	GENERAL	PMCHQ00002170	\$ 810.00
25181	10025	MACCULLOCH, TROY	3/7/2024	GENERAL	PMCHQ00002170	\$ 251.00
25182	10146	REGIONAL OCCUPATIONAL CENTRE S	3/7/2024	GENERAL	PMCHQ00002170	\$ 5,000.00
25183	10529	DESJARDINS FINAN.SECURITY	3/7/2024	GENERAL	PMCHQ00002170	\$ 28,337.48
25184	13333	CHILDREN'S MAKE A WISH FOUNDAT	3/7/2024	GENERAL	PMCHQ00002170	\$ 1,000.00
25185	17091	SULLIVAN FUELS	3/7/2024	GENERAL	PMCHQ00002170	\$ 3,133.56
25186	17985	EMM LAW INCORPORATED	3/7/2024	GENERAL	PMCHQ00002170	\$ 3,580.77
25187	18988	STRAIT RICHMOND HEALTH CARE FO	3/7/2024	GENERAL	PMCHQ00002170	\$ 7,500.00
25188	22063	CAPE BRETON REGIONAL	3/7/2024	GENERAL	PMCHQ00002170	\$ 20,000.00
25189	22942	DESTINATION CAPE BRETON	3/7/2024	GENERAL	PMCHQ00002170	\$ 2,830.63
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25197	35138	GFL ENVIRONMENTAL SERVICES INC	3/7/2024	GENERAL	PMCHQ00002170	\$ 11,741.72
25198	35144	MARTELL, DANIELLE	3/7/2024	GENERAL	PMCHQ00002170	\$ 183.89
25199	35165	MAPLE SIGNS & ENGRAVING	3/7/2024	GENERAL	PMCHQ00002170	\$ 26.45
25200	35174	MARCELLUS, STEVEN	3/7/2024	GENERAL	PMCHQ00002170	\$ 424.01
25201	36641	GRANT THORNTON LLP	3/7/2024	GENERAL	PMCHQ00002170	\$ 5,995.00
25202	37168	CELTIC COLOURS INTERNATIONAL	3/7/2024	GENERAL	PMCHQ00002170	\$ 2,500.00
25203	39187	STRAIT REGIONAL CENTRE FOR EDU	3/7/2024	GENERAL	PMCHQ00002170	\$ 239,821.65
25204	40145	TOROMONT CAT (MARITIMES)	3/7/2024	GENERAL	PMCHQ00002170	\$ 1,384.61
25205	40817	ST MARTHA'S REG HOSPITAL FOUND	3/7/2024	GENERAL	PMCHQ00002170	\$ 7,500.00
25206	42530	OFFICE INTERIORS	3/7/2024	GENERAL	PMCHQ00002170	\$ 705.35
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25208	48470	MARTELL, DONALD BLAIR	3/7/2024	GENERAL	PMCHQ00002170	\$ 40.00
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25221	18673	BOUDREAU, RONALDA	3/13/2024	GENERAL	PMCHQ00002172	\$ 36.80
25222	24988	HIGHLAND BEVERAGES 2004 LTD.	3/13/2024	GENERAL	PMCHQ00002172	\$ 64.00
25223	25267	MATTHEWS, C. DELBERT	3/13/2024	GENERAL	PMCHQ00002172	\$ 20.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
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25227	35096	MACMILLAN, CLAYTON	3/13/2024	GENERAL	PMCHQ00002172	\$ 3,564.11
25228	35161	ANTIGONISH ARENA	3/13/2024	GENERAL	PMCHQ00002172	\$ 621.00
25229	35785	MURY, SHANNON	3/13/2024	GENERAL	PMCHQ00002172	\$ 64.39
25230	37151	CANOE PROCUREMENT GROUP OF CAN	3/13/2024	GENERAL	PMCHQ00002172	\$ 250.68
25231	40145	TOROMONT CAT (MARITIMES)	3/13/2024	GENERAL	PMCHQ00002172	\$ 230.64
25232	41645	BOWEN, DANIEL	3/13/2024	GENERAL	PMCHQ00002172	\$ 60.00
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25236	48624	CAMDON RECYCLING LIMITED	3/13/2024	GENERAL	PMCHQ00002172	\$ 1,920.87
25237	48626	MARITIME ENVIRONMENTAL TRAININ	3/13/2024	GENERAL	PMCHQ00002172	\$ 2,487.50
25238	48636	BARACHOIS TRAIL ASSOCIATION	3/13/2024	GENERAL	PMCHQ00002172	\$ 1,000.00
25239	15809	BURKE, KAITLIN	3/13/2024	GENERAL	PMCHQ00002176	\$ 440.00
25240	15811	BOUDREAU, CALEB	3/13/2024	GENERAL	PMCHQ00002176	\$ 440.00
25241	17985	EMM LAW INCORPORATED	3/13/2024	GENERAL	PMCHQ00002176	\$ 7,553.50
25242	39527	RICHMOND RIZE VOLLEYBALL CLUB	3/13/2024	GENERAL	PMCHQ00002176	\$ 860.00
25243	00426	DIGGDON'S FREIGHT SERVICE	3/20/2024	GENERAL	PMCHQ00002177	\$ 50.60
25244	01104	THE REPORTER	3/20/2024	GENERAL	PMCHQ00002177	\$ 368.32
25245	01295	STRAIT SUPPLIES LIMITED	3/20/2024	GENERAL	PMCHQ00002177	\$ 69.63
25246	03174	CHARLES FOREST CO-OP LTD.	3/20/2024	GENERAL	PMCHQ00002177	\$ 62.96
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25248	03549	MBW COURIER INC.	3/20/2024	GENERAL	PMCHQ00002177	\$ 213.41
25249	07150	CAMPBELL, CATHY	3/20/2024	GENERAL	PMCHQ00002177	\$ 100.00
25250	10217	BARKHOUSE APPRAISALS	3/20/2024	GENERAL	PMCHQ00002177	\$ 402.50
25251	12440	DOIRON, JASON	3/20/2024	GENERAL	PMCHQ00002177	\$ 315.00
25252	14486	ST. PETER'S HOME HARDWARE	3/20/2024	GENERAL	PMCHQ00002177	\$ 15.01
25253	15809	BURKE, KAITLIN	3/20/2024	GENERAL	PMCHQ00002177	\$ 2,015.00
25254	15914	MACDONALD, CAITLIN	3/20/2024	GENERAL	PMCHQ00002177	\$ 65.00
25255	15919	SPROULS, BRIDGET	3/20/2024	GENERAL	PMCHQ00002177	\$ 21,175.00
25256	17091	SULLIVAN FUELS	3/20/2024	GENERAL	PMCHQ00002177	\$ 1,342.57
25257	33367	ADVANCED ENERGY MANAGEMENT LTD	3/20/2024	GENERAL	PMCHQ00002177	\$ 335.80
25258	35150	CHIASSON, BETH	3/20/2024	GENERAL	PMCHQ00002177	\$ 185.00
25259	37151	CANOE PROCUREMENT GROUP OF CAN	3/20/2024	GENERAL	PMCHQ00002177	\$ 306.51
25260	38148	BONIN-MACKENZIE, VICTORIA	3/20/2024	GENERAL	PMCHQ00002177	\$ 1,100.95
25261	42103	DAVID, DYLAN	3/20/2024	GENERAL	PMCHQ00002177	\$ 1,240.00
25262	42530	OFFICE INTERIORS	3/20/2024	GENERAL	PMCHQ00002177	\$ 443.16
25263	45137	V POTTERY	3/20/2024	GENERAL	PMCHQ00002177	\$ 650.00
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25265	47023	BOUDREAU, BRANDON	3/20/2024	GENERAL	PMCHQ00002177	\$ 1,240.00
25266	02127	LAKESIDE COMMUNITY CENTRE	3/26/2024	GENERAL	PMCHQ00002183	\$ 69,165.79
25267	05460	LOUISDALE LIONS CLUB	3/26/2024	GENERAL	PMCHQ00002183	\$ 1,081.80
25268	14885	CASH	3/26/2024	GENERAL	PMCHQ00002183	\$ 3,000.00
25269	15982	MACAL'S PROPERTIES INC	3/26/2024	GENERAL	PMCHQ00002183	\$ 791.56
25270	48143	RIVERDALE COMMUNITY CENTRE	3/26/2024	GENERAL	PMCHQ00002183	\$ 20,449.72

Total Cheques: 103

Total Amount of Cheques: \$ 631,183.68

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County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Page: 1
 User ID: amcnamara

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	3/1/2024
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
284	01023	NOVA SCOTIA POWER INC.	3/7/2024	ONLINE UTILITY	PMCHQ00002169	\$ 275.87
285	01023	NOVA SCOTIA POWER INC.	3/13/2024	ONLINE UTILITY	PMCHQ00002175	\$ 2,902.78
286	00825	BELL ALIANT	3/20/2024	ONLINE UTILITY	PMCHQ00002180	\$ 203.10
287	01023	NOVA SCOTIA POWER INC.	3/20/2024	ONLINE UTILITY	PMCHQ00002180	\$ 6,638.55
288	34886	EASTLINK	3/20/2024	ONLINE UTILITY	PMCHQ00002180	\$ 163.24

Total Cheques:	5				Total Amount of Cheques:	\$ 10,183.54
						=====

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 3/1/2024 3/31/2024
 Vendor ID First Last Chequebook ID ONLINE PAYMENTS ONLINE PAYMENTS
 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
1070	00825	BELL ALIANT	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 164.31
1071	01023	NOVA SCOTIA POWER INC.	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 7,323.64
1072	01090	RECEIVER GEN. FOR CANADA	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 34,147.26
1073	10010	TELUS HEALTH	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 19,992.90
1074	34886	EASTLINK	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 449.27
1075	36914	ROGERS COMMUNICATIONS CANADA I	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 1,737.41
1076	39100	DIRECTOR OF MAINTENANCE ENFORC	3/7/2024	ONLINE PAYMENTS	PMCHQ00002168	\$ 387.86
1077	01023	NOVA SCOTIA POWER INC.	3/13/2024	ONLINE PAYMENTS	PMCHQ00002174	\$ 39,530.07
1078	20265	ROYAL BANK VISA	3/13/2024	ONLINE PAYMENTS	PMCHQ00002174	\$ 7,174.12
1079	39100	DIRECTOR OF MAINTENANCE ENFORC	3/13/2024	ONLINE PAYMENTS	PMCHQ00002174	\$ 387.86
1080	42102	TELUS	3/13/2024	ONLINE PAYMENTS	PMCHQ00002174	\$ 326.60
* 1081	00825	BELL ALIANT	3/20/2024	ONLINE PAYMENTS	PMCHQ00002179	\$ 906.89
1082	01023	NOVA SCOTIA POWER INC.	3/20/2024	ONLINE PAYMENTS	PMCHQ00002179	\$ 35,294.43
1083	34886	EASTLINK	3/20/2024	ONLINE PAYMENTS	PMCHQ00002179	\$ 805.00
1084	39100	DIRECTOR OF MAINTENANCE ENFORC	3/20/2024	ONLINE PAYMENTS	PMCHQ00002179	\$ 387.86
1085	01090	RECEIVER GEN. FOR CANADA	3/20/2024	ONLINE PAYMENTS	PMCHQ00002181	\$ 37,652.76
1086	00825	BELL ALIANT	3/21/2024	ONLINE PAYMENTS	PMCHQ00002182	\$ 78.79
1087	01457	BELL MOBILITY INC.	3/21/2024	ONLINE PAYMENTS	PMCHQ00002182	\$ 828.10

Total Cheques: 18

Total Amount of Cheques: \$ 186,668.24
 =====

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	3/1/2024
Vendor ID	First	Last	Chequebook ID	WATER
Vendor Name	First	Last		WATER

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
02898	00701	LANDRY BROTHERS LTD.	3/7/2024	WATER	PMCHQ00002171	\$ 18.72
02899	11908	CANADA POST CORPORATION	3/7/2024	WATER	PMCHQ00002171	\$ 8.60
02900	15202	ATLANTIC PURIFICATION SYSTEMS	3/7/2024	WATER	PMCHQ00002171	\$ 891.25
02901	19809	BUREAU VERITAS CANADA (2019) I	3/7/2024	WATER	PMCHQ00002171	\$ 307.51
02902	25048	AGAT LABORATORIES	3/7/2024	WATER	PMCHQ00002171	\$ 189.75
02903	48617	MINISTER OF FINANCE	3/7/2024	WATER	PMCHQ00002171	\$ 1,056.22
02904	00701	LANDRY BROTHERS LTD.	3/13/2024	WATER	PMCHQ00002173	\$ 80.49
02905	04863	CBCL LIMITED	3/13/2024	WATER	PMCHQ00002173	\$ 6,900.00
02906	15202	ATLANTIC PURIFICATION SYSTEMS	3/13/2024	WATER	PMCHQ00002173	\$ 1,684.75
02907	15229	SUPERIOR PROPANE	3/13/2024	WATER	PMCHQ00002173	\$ 2,789.35
02908	15644	LYNK ELECTRIC LIMITED	3/13/2024	WATER	PMCHQ00002173	\$ 345.00
02909	19809	BUREAU VERITAS CANADA (2019) I	3/13/2024	WATER	PMCHQ00002173	\$ 307.51
02910	31157	FLOWSTAR INDUSTRIAL ULC	3/13/2024	WATER	PMCHQ00002173	\$ 3,085.23
02911	45705	LONG POINT SERVICES SEPTIC DIV	3/13/2024	WATER	PMCHQ00002173	\$ 690.00
02912	46625	SCP DISTRIBUTORS CANADA INC.	3/13/2024	WATER	PMCHQ00002173	\$ 564.42
02913	00426	DIGGDON'S FREIGHT SERVICE	3/20/2024	WATER	PMCHQ00002178	\$ 65.78
02914	01104	THE REPORTER	3/20/2024	WATER	PMCHQ00002178	\$ 337.48
02915	07633	T. SAMPSON & SONS BACKHOE &	3/20/2024	WATER	PMCHQ00002178	\$ 3,041.75
02916	19809	BUREAU VERITAS CANADA (2019) I	3/20/2024	WATER	PMCHQ00002178	\$ 307.51
02917	38171	SAFETY FIRST-SFC LTD	3/20/2024	WATER	PMCHQ00002178	\$ 1,764.56
02918	46625	SCP DISTRIBUTORS CANADA INC.	3/20/2024	WATER	PMCHQ00002178	\$ 3,412.28

Total Cheques: 21

Total Amount of Cheques: \$ 27,848.16



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 Diggdon 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 the CFO, Jason Martell	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. (Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	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	NSSC 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	<p>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:</p> <p>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;</p> <p>and FURTHER MOVE that Council give first reading and set a public hearing date.</p>	3/21/2023	CAO	Immediate	Complete
177	<p>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.</p>	3/21/2023	CAO/Warden	Immediate	Complete
178	<p>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.</p>	3/27/2023	CAO/Staff	Immediate	Complete
179	<p>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.</p>	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 Staff (EMO) regarding how to move to a more structured committee and provide assistance where needed.	04/11/2023	CAO/EMO	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 at 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 at 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	Complete
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.	Complete
275	Road Name Change - that the Planning Advisory/Heritage committee recommend to Council to have the EDPC 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	Complete
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	Complete
310	Affordable Housing Project, SRD International Limited/ staff to provide an update for the December 18, 2023	12/07/2023	CAO	Immediate	Complete
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	Complete
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: Volunerable Person Registry	12/07/2023	Warden	Immediate	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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	Complete

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	Director of Community Development and Recreation	Immediate	Complete
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	Complete
333	Contract Negotiations / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	In Progress
334	Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865 / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	In Progress
335	Richmond Water Utility Water Rate Study / that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	In Progress
336	Voluntary Vulnerable Persons Registry / Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	In Progress

337	Speed Radar Request for Information / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	Complete
338	Planning Advisory/Heritage Committee / that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.	02-26-2024	Municipal Clerk	Immediate	Complete
339	Grants Policy / that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	Sale of Municipal Property Policy / that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units. / Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	In Progress
342	Amyloidosis Awareness Month Proclamation / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete
343	Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan. / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	In Progress
344	Question Period - Regular Council, Re: Port Royal Bridge / that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete
345	RCLN Funding Request / that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4- Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00.	03-25-2024	CFO	Immediate	In Progress
346	Isle Madame Garden Club Funding Request / that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.	03-25-2024	CFO	Immediate	In Progress

347	New Horizons Seniors Club Funding Request/ to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500, and FURTHER MOVE, that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.	03-25-2024	CFO	Immediate	In Progress
348	Request for Tax Reduction due to Fire-Micheline Landry/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.	03-25-2024	CFO/Revenue Manager	Immediate	In Progress
349	EDPC Revised Appointments effective April 1 2024/ that Council accept the recommendation from the Committee of the Whole to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024	03-25-2024	CAO	Immediate	Complete
350	Purple Day Proclamation Request/ that Council accept the recommendation from the Committee of the Whole to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.	03-25-2024	Municipal Clerk	Immediate	Complete
351	Operation Veterans Build / that Council accept the recommendation from the Committee of the Whole to refer the Operation Veterans Build to staff to explore the opportunity to support the program.	03-25-2024	Director of Community Development and Recreation	Immediate	Complete
352	Central Richmond Secondary Plan and LUBL / that Council give second reading approval to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.	03-25-2024	Municipal Clerk	Immediate	In Progress
353	Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144 / that Council declare property PID #75122144 as surplus and FURTHER MOVE that staff proceed with the sale of the undersized lot to the adjacent property owner, R & L Rentals, at the appraised fair market value plus HST and migration costs	03-25-2024	CFO/ Revenu Manager	Immediate	In Progress
354	Richmond Arena Refrigerant Purchase / that Council support the staff recommendation to purchase the available refrigerant and FURTHER MOVE to proceed with the purchase on or after April 1, 2024, in advance of budget approval.	03-25-2024	Director of Public Works	Immediate	Complete
355	Autism Acceptance Month Flag Raising Request/ that Council have staff organize the Autism Acceptance Month flag raising and proclamation ceremony for a date in April, and FURTHER MOVE that staff advertise an invitation to residents in local media.	03-25-2025	Municipal Clerk	Immediate	Complete