



Committee of the Whole Meeting

Tuesday, March 11, 2025

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

6:00 - 7:00 p.m., Item 3, Recess for

By-law / Policy Committee Meeting, Council Chambers

7:00 p.m., Items 4-19, Council Chambers

AGENDA

- 1. Call to Order**
- 2. In Camera Session**
 - a) Personnel
- 3. Recess**
- 4. Opening Acknowledgement**
- 5. Items Added / Approval of Agenda**
- 6. Review of Minutes**
 - a) February 11, 2025
- 7. Presentations**
 - a) Rachele Samson, Economic Development Officer, MOCR and the Town of Port Hawkesbury, Re: Cape Breton Regional Enterprise Network - Richmond County and Port Hawkesbury Q3 - Information and Activity Report
 - b) Gina MacDonald, Program Director, Cape Breton South Recruiting for Health, Re: 2024 - A Year in Review
- 8. New Business**
 - a) 2025 Heavy Collection - Staff Briefing Note
 - b) Strait of Canso Clean Fuels Domestic Use Strategy - Staff Briefing Note
 - c) Construction and Demolition Debris Landfill Expansion - Staff Briefing Note
 - d) Grant Applications:
 - i. St. Peter's-Grand River-Loch Lomond Pastoral Charge, Type 4 - Regional/Health/General Funds - \$2,645.00
 - ii. St. Peter's-Grand River-Loch Lomond Pastoral Charge, Type 1- Infrastructure Fund - \$5,000.00
 - iii. D'Escousse Civic Improvement Society, Type 1 - Infrastructure Fund - \$5,000.00
 - iv. Richmond Rize Volleyball Association, Type 4 - Regional/Health/General Funds - \$9,919.83
 - v. St. Louis Parish Council, Type 4 - Regional/Health/General Funds - \$2,000.00



9. Warden, Re:

- a) Review of Warden's Council Report
- b) Request from resident regarding flags - Verbal
- c) Conversations around housing - Verbal

10. Members of Council Items

- a) Councillor Brian Marchand, Re: Strait Richmond Hospital - CT Scanner - Verbal

11. CAO, Re:

- a) Administration Operations Report

12. Community Acknowledgements

13. Correspondence

- a) Action Required
 - i. Letter from Laura Emery, CEO of the Eastern Counties Regional Library, Re: Request for the allocation of funding for the St. Peter's Hub project to be included in the Municipality's 2025-2026 annual operating budget.
 - ii. Letter from the Eastern District Planning Commission, Re: Operating estimates for the 2025-2026 fiscal year.
- b) For Information Only
 - i. Letter from the Nova Scotia Federation of Municipalities (NSFM) regarding pending legislation.
 - ii. Letter to Minister John Lohr, Department of Municipal Affairs, regarding the request for a change to property assessment caps for homes destroyed by fire or other disasters.
 - iii. Letter to Minister John Lohr, Department of Municipal Affairs, regarding the response to his letter dated February 11, 2025.
 - iv. Letter to Honourable Tim Houston, Premier, regarding an invitation to Superport Days.
 - v. Letter from NSFM regarding pending legislation – Follow-up to the previous correspondence.

14. Unfinished Business

- a) Tyler Mattheis, President and CEO, Cape Breton Partnership, Re: Multi-Party First Nations and Municipal Agreement
- b) Good Neighbour Program - Staff Briefing Note
- c) Richmond Arena - Staff Briefing Note

15. Review of Cheques Issued Re:

- a) February 2025



16. Review of Action Items

- a) Action Items

17. Items Added to the Agenda

18. 15-Minute Question Period - (902) 226-9885

(Not Restricted to Items on the Agenda)

19. 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 before 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 MOCR YouTube Channel**



Committee of the Whole Meeting February 11, 2025

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Shawn Samson

Staff: Troy MacCulloch, Chief Administrative Officer (CAO), Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation; Danielle Martell, Community Development and Special Projects Officer

Regrets: Councillor Amanda Mombourquette

Call to Order

Warden Lois Landry called the meeting to order at 7:02 p.m.

Opening Acknowledgement

The Warden read the following acknowledgment:

We are proud to acknowledge that we are gathered today on Unama'ki , the Land of Fog, a part of Mi'kma'ki, the unceded traditional territory of the Mi'kmaq people since time immemorial. We honour and thank the Mi'kmaq for sharing their land and home with us.

Items Added to the Agenda (Approval of Agenda)

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

Motion carried.



Review of Minutes, January 11, 2025, Committee of the Whole

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand that the minutes of January 11, 2025, Committee of the Whole be approved.

Motion carried.

Presentations

- a) Christopher Bouey, Architecture 49, Re: Multi-Use Facility Feasibility Study

Christopher Bouey presented the Multi-Use Facility Feasibility Study presentation.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the Committee of the Whole recommend to Council to accept the Multi-Use Facility Feasibility Study as presented.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the Committee of the Whole recommend to Council to direct staff to apply for any necessary applications for repairs to the Richmond Arena's under-ice service refrigeration system.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the main motion be amended by replacing the word "apply for" with "investigate" and adding "report back to Council" after the word "system".

Motion carried.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the Committee of the Whole recommend to Council to direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice service refrigeration system and report back to Council.

Motion carried.

- b) Danielle Martell, Community Development and Special Projects (CDSP) Officer,
Re: The Role of the CDSP Officer

Danielle Martell presented the Role of the CDSP Officer presentation.



New Business

- a) Planning Variance Notification Procedure

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council to direct EDPC staff to prepare the amending pages for the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, decreasing the variance appeal period from 21 days to 14 days.

Motion carried.

Warden, Re:

- a) Review of Warden's Council Report

For information only.

Members of Council Items:

- a) Councillor Amanda Mombourquette, Re: Atlantic Hydrogen Alliance membership

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Municipal Council to authorize staff to make an application for the Municipality of the County of Richmond to become a Catalyst Member of the Atlantic.

Motion carried.

- b) Deputy Warden Brent Sampson, Re: Property assessment caps and homes destroyed by fire or other disaster

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to have the Warden draft a letter to the provincial Department of Municipal Affairs asking for this change and as well include our local NSFM representatives Amanda Mombourquette and John Dunbar to be made aware and advocate on our behalf.

Motion carried.



CAO, Re:

- a) Administration Operations Report
For information only.

Community Acknowledgements

For information purposes.

Correspondence

a) **Action Required**

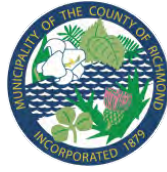
- i. Kathleen Jeffrey, Interim Director of Finance, Re: Grant application from the Acadiaville Community Centre Society for Start-up Activity Grant Funds in the amount of \$500.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Samson, that the Committee of the Whole recommend to Council to defer the grant application from the Acadiaville Community Centre Society for Start-up Activity Grant Funds in the amount of \$500 to the next Council meeting.
Motion carried.

- ii. Kathleen Jeffrey, Interim Director of Finance, Re: Grant application from the Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Samson, that the Committee of the Whole recommend to Council to approve the Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050 and be allocated as follows: \$500.00 from the District 5 Funds, \$500 from the District 4 Funds and \$2050 from the Regional Fund.

Motion carried.



- iii. Kathleen Jeffrey, Interim Director of Finance, Re: Grant application from the Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000.

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to approve the Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000, contingent on CCBF eligibility, allocated as follows: \$10,000 from the Waterfront Development Fund for 2024/fiscal year and the remaining \$10,000 to be allocated from 2025/26 fiscal year.

Motion carried.

- iv. Canadian Union of Postal Workers, Re: Request for the Municipality to provide a written submission to the Industrial Inquiry Commission.

There was no action taken by Council.

b) **For Information Only**

- i. MOCR Letter of Support, Re: Isle Madame Historical Society's application to the Facility Improvement Grant
- ii. Nova Scotia Federation of Municipalities (NSFM), Re: Press Release - NSFM Emphasizes Collaboration with Province on U.S. Tariff Concerns
- iii. MOCR Letter in support of East Richmond ATV Riders and Letter of Authority from the Department of Natural Resources
- iv. MOCR Letter, Re: Caregivers of those with disabilities being included as First Voice for our IDEA committee
- v. MOCR Letter of Support, Re: Richmond Warriors Boxing Club's application to the Recreation Facility Development Grant
- vi. MOCR Letter of Support, Re: Cape Breton South Recruiting for Health's application to the Office of Healthcare Professional Recruitment's Community Fund



Unfinished Business

- a) Whiteside Church Preservation Society grant request for the Type 1- Infrastructure Grant Funds in the amount of \$5,000

It was noted that Council received the updated grant request from the Whiteside Church Preservation Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$5,000.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the Committee of the Whole recommend to Council to approve the Whiteside Church Preservation Society grant request for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000 and be allocated as follows: \$2000 from the District 3 Funds and \$3000 from the Regional Funds.

Moved by Councillor Brian Marchand, seconded by Councillor Samson, that the main motion be amended to reduce the amount to be funded to \$2000 and to remove the allocation from the Regional Funds.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the Committee of the Whole recommend to Council to approve the Whiteside Church Preservation Society grant request for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,000 and be allocated from the District 3 Funds.

Motion carried.

Review of Cheques Issued Re:

- a) January 2025
For information only.



Review of Action Items

- a) Action Items

For information only.

15 Minute Question Period - (902) 226-9885

No questions were presented to the Committee of the Whole.

In Camera Session

Moved Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the meeting move to an “In-Camera” session at 9:10 p.m.

- a) Contract Negotiations

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the meeting revert to “Regular” session at 9:16 p.m.

Adjournment

There being no further business, the Chair adjourned the meeting at 9:17 p.m.

Recording Secretary

Chairperson

Information and Activity Report

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

Q3 – FY 2024/25
(October - December 2024)

Subject:CBREN Information and Activity Report

To: Municipality of the County of Richmond and the Town of Port Hawkesbury

Date Prepared:January 31, 2025

Prepared by:Rachelle Samson, 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.

2024/2025 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

2024/25 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 Lois Landry, 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 Jackie Organ, Municipality of the County of Victoria
- Leanne MacEachen, CAO, Municipality of the County of Victoria
- Donald Hanson, CEO, Wagmatcook First Nation
- Chief Norman Bernard, Wagmatcook First Nation
- Chief John Leonard Bernard, 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
- Even Williams, Nova Scotia Department of Growth and Development
- Donald Ferguson, Nova Scotia Department of Labour, Skills & Immigration

Reporting Period:

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

Highlights & Events

- **Investor Summit 2024** – This year’s sold-out event brought together over 230 business leaders for a day focused on collaboration and connection. Marking the Cape Breton Partnership’s 20th Anniversary, current and former leaders Tyler Mattheis, Carla Arsenault, and Keith MacDonald shared insights on the organization’s evolution and impact. Inverness County was well represented on the *Big Things, Small Places* panel by Kendall Clancy, General Manager of Cabot Cape Breton. In addition, recipients of this year’s *Economic Impact Awards* included Ben Cowan-Dewar of Cabot Cape Breton and Port Hastings-based Celtic Air Services.
- **Invest in Cape Breton Podcast** – Episode six in the podcast series, *An Under Saturated Market for Tourism Investment*, was released on October 1. In this episode, Andre Bourgeois shared details about an investor who recognized the untapped tourism potential in the community of Chéticamp. Kirk Hoppner, the founder of Nautical Lands Group, now has multiple projects on multiple properties in development, including a museum, gastropub, hotel, and housing projects. Robert Bernard also shared details about the work of the Nova Scotia Indigenous Tourism Enterprise Network (NSITEN) on projects such as the Skye River Trail in We’koqma’q, which provides visitors with an immersive experience in Mi’kmaq history and culture. Adam Langley, President and CEO of Superyacht East Coast, rounded out the episode speaking about the potential for Cape Breton to become a marine tourism destination. The podcast series can be found here - [Invest in Cape Breton Podcast Series](#).
- **Welcoming Spirit Awards** – The Cape Breton Local Immigration Partnership (CBLIP) presented the inaugural *Welcoming Spirit Awards* at the annual CBLIP Partner Update Event in November. The awards recognize organizations and individuals across Unama’ki – Cape Breton who have made significant contributions in fostering welcoming and inclusive communities for newcomers to Canada. L’Arche Cape Breton received the *2024 Welcoming Spirit Award for an Organization*.
- **Safety in the Strait Lunch & Learn** – This year’s event took place in Port Hawkesbury on December 2 and featured updates from event partners NS Labour, Skills and Immigration and the Workers Compensation Board of Nova Scotia, as well as a keynote address from safety leader Calum MacPhee. Attendees also had the opportunity to hear from training providers Construction Safety Nova Scotia, St. John’s Ambulance and Maritime Environmental Training Institute (METI).
- **Strait Area Chamber of Commerce Fall Awards** – Attended the SACOC Fall Dinner & Awards Gala hosted on November 14 at the Port Hawkesbury Civic Centre. I had the honor of presenting the Outstanding Customer Service Award to Lloyd Pidduck, Owner/Florist of Maple & Jack Florist.
- **Offshore Wind Community Engagement Sessions:** A second round of offshore wind community engagement sessions, co-hosted by the Cape Breton Partnership and Net Zero Atlantic, were hosted around the Island. Local sessions were held in Arichat, Port Hawkesbury and St. Peters.

Project Updates – Economic Development:

- **Strait of Canso Website Working Group** – Reorganized website navigation on [the Strait of Canso website](#) to separate “Updates” and “Opportunities” sections. Preparing for phase II of the website development.
- **ACTivate Program**
 - Collaboration between St.Fx Coady Institute and Gros Morne Institute for Sustainable Tourism
 - Attended in-person session in Gros Morne, November 2–8 where we explored the core principles and practices of Asset Based Community-Led Development (ABCD) through a variety of immersive experiences and learning sessions.
 - Delivered "What Did We Learn?" presentation on December 5 to the employers of the cohort.
 - Preparing for next steps into the community
- **Ocean Innovation Centre, Town of Port Hawkesbury** – Advancing the development of a Vision and Management Strategy. Added a storage unit to increase privacy for the washroom facilities.
- **Aquaculture Development Area (Provincial & Municipal Collaboration)** - Held discussions with Nova Scotia’s Fisheries & Aquaculture Department to explore opportunities for the Aquaculture Development in Richmond County.
- **Developer Packages** – Progressing the creation of Municipal surplus land websites in partnership with the Eastern Planning District Committee and developing a comprehensive developer package to support this initiative.
- **Business Support** – Assisted clients with succession planning, land inquiries, expansion processes, and networking opportunities. Facilitated connections between potential buyers and sellers.
- **CanExport Community Initiative Application** – Completed the CanExport Community Initiative application for a 3-phase project beginning with the development of a Foreign Direct investment Strategy.
- **Investment Readiness Training** – Participated in *Empowering Communities for Investment Readiness* training in early December. The session looked at foreign direct investment and the importance of communities and regions being “investment ready” to capitalize on opportunities and to prepare for sustainable growth through smart investments.
- **Sustainable Tourism Plan** – Participated in a Community Engagement Session in Port Hawkesbury regarding the development of a sustainable tourism plan for the island. The plan will focus on three goals: preserving and celebrating cultural heritage, protecting the natural environment, and supporting a strong, resilient tourism workforce.

Project Updates – Green Energy Engagement Program:

- **Electricity Sector Climate Change Adaptation Implementation Team** - Ongoing participation in the province-wide initiative; panelist at the OSW R&D Forum in Halifax to share best practices in social acceptance and community education; developed directory of businesses and organizations across Unama'ki - Cape Breton connected to a future OSW supply chain to share with the Canadian German Chamber of Industry and Commerce (CGCIC); attended knowledge exchange in Halifax with the CGCIC and German delegates;
- **Offshore Wind Sessions** – Co-hosted offshore wind information sessions in partnership with Net Zero Atlantic held in Port Hawkesbury, St. Peter's and Arichat.

Project Updates – Creative Economy Development Officer:

- **Hollywood Executives Tour** – The Cape Breton Partnership's Creative Economy Development Officer, Bill Culp, worked with Screen Nova Scotia to coordinate a visit from Hollywood Executives to Cape Breton in October. This year's visit included a helicopter tour along the coastline of the Cabot Trail, golf at Cabot Links, and a hike around Egypt Falls. Familiarization tours such as this promote the island as an attractive location for film and television productions.
- **Cape Breton Reads** – The Creative Economy Development Officer is producing a new TV series, *Cape Breton Reads*, which airs on Telile TV and features authors from around the island. Episode One featured Richard Eagles Sr. author of *Terror in the Highlands*.
- **Other projects include**
 - NSCC Micro Credential Programs to develop local film workforce
 - "Doors Open" Annual Museum/Gallery Event Meeting Launch
 - "Perch Mosaics" Artisan Workshop
 - local cafe "Farmer's Pantry" featured on "Cape Breton Creates" TV show on Telile
 - Theatre Program for Youth

Project Updates – People and Labour Force Attraction:

- **Cape Breton Local Immigration Partnership** - In Q3, the Cape Breton Local Immigration Partnership (CBLIP) continued its collaborative work to foster welcoming and inclusive communities for newcomers. The CBLIP's annual partner update event was held in Eskasoni on November 8th, bringing together partners engaged in welcoming newcomers across the island. Visit the event webpage for full details and recording at: <https://welcometocapebreton.ca/new-beginnings/>. Several new members were welcomed to CBLIP working groups, Immigrant Advisory Table, and Council, including new representatives for YMCA NS Works, Immigration Francophone Nouvelle-Écosse (IFNÉ), and the Filipino Association of Cape Breton.
- **Cape Breton Job Board** - During Q3, there were four new job posts from Richmond County and fourteen for Port Hawkesbury. The Cape Breton Job Board currently has 27 organizations registered for Richmond County and 15 from Port Hawkesbury with, in total, approximately 7200 users.

Recent and Upcoming Events:

- **January 29th - Information Session for Businesses: GST/HST Holiday Tax Break** – the CB REN along with all other 6 Regional Enterprise Networks and the Restaurant Association of Nova Scotia hosted a GST/HST Holiday tax break webinar to help businesses prepare to remit GST/HST to the Canada Revenue Agency. **Details and the recording are available** under “Past Events” on our [Events Page](#).



- **April 29/30, 2025 – Annual Nova Scotia RENs Conference** – The Cumberland County Connector will be hosting the 2024/2025 Annual Conference at Fox Harb’r this year. Details will be coming soon both on the Cape Breton Partnership website and the NS RENs Website - <https://nsrens.ca/>

Additional Information:



CB REN Website: Additional Information on the CBREN can be found on the [CB REN Website](#).

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/>



Welcome to Cape Breton Website: Additional Information on Living, Working, 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/>



TheStraitofCanso.ca Website: www.theStraitofcanso.ca website 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.



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Respectfully submitted by:

Rachelle Samson

Rachelle Samson (Feb 3, 2025 22:29 AST)

Rachelle Samson
Economic Development Officer
Richmond County and Port Hawkesbury
CB REN / Cape Breton Partnership

Tyler Mattheis (Feb 3, 2025 21:54 AST)

Tyler Mattheis
President and CEO
CB REN / Cape Breton Partnership

Addendum(s):

- **CB REN Richmond County and Town of Port Hawkesbury Metrics (October 1 – December 31, 2024)**
---end report---

Addendum 1 - Richmond County/Port Hawkesbury – CBREN Metrics

(October 1 – December 31, 2024)

Activities	Richmond/Town of PH Metrics (October 1 – December 31)			Year-To-Date
	Total Started	Total In Progress (as of December 31)	Total Completed	YTD Total Completed
Business Support, Sustainability, & Growth	Total – 6	Total – 4	Total - 2	Total - 10
Business Planning	0	1	0	1
Business Productivity & Growth Services	2	2	1	1
Business Quick Support	0	0	2	7
Continuous Improvement & Business Advisory	1	1	0	2
Continuous Improvement & Business Advisory	1	1	0	2
Succession Planning	1	5	0	0
Micro-Lending	0	0	0	1
Creative Economy	4	2	2	7
Economic Development Projects & Strategic Sector Support	Total – 5	Total – 3	Total - 0	Total - 2
Economic Development Projects	4	4	0	2
Sector Analysis (Strengths & Weaknesses)	0	0	0	0
Addressing Talent Needs (Labour & Population)	Total – 4	Total – 2	Total - 3	Total - 6
Human Resources Advisory Services	0	0	0	0
Immigration Advisory	4	2	3	6
Business Immigration Consultancy	0	0	0	0
Retention Activities	Total – 0	Total – 0	Total - 0	Total - 2
New Connectors	-	-	-	0
New Connectees	-	4	1	1
Welcome Network - Newcomers Welcomed	-	-	1	1
Welcome Network - Welcomers/Volunteers	-	-	-	0

Note on Addendum 1: The data provided is sourced from our Insightly CRM software and, at times, CB REN metrics may not be complete due to data availability from all programs and projects at the time of report preparation. Year-to-date data will be adjusted accordingly in subsequent quarterly reports to ensure accuracy.

Communications Report

October 1, 2024 - December 31, 2024



Partnership Events



Recent Events



2024 Investor Summit

- October 24, 2024
- Baddeck, Victoria County
- Summit: 220 Attendees (Sold Out)
- AGM: 35 (approx.)
- Gala Dinner: 220 (Sold Out)



Coffee & Connect

- November 5 - December 9
- Inverness, Port Hood, Isle Madame, Whycocomagh, Baddeck, Inverness, and Sydney.



CBLIP Partner Update

- November 8, 2024
- Eskasoni
- 111 Attendees



Offshore Wind Sessions

- November 12 – December 4
- Baddeck, Sydney, Louisbourg, Glace Bay, North Sydney, Port Hawkesbury, St. Peter's, Isle Madame, Ingonish, Chéticamp (Cancelled), and Port Hood (Cancelled).
- 60 attendees (approx..)

Partnership Events

Recent Events



Work Permit Options for Nova Scotia Employers

- November 19, 2024
- Virtual
- 11 Attendees



New-To-You Clothing Sale

- November 24, 2024
- Whitney Pier
- 300 Attendees



Community Connections Welcoming Event

- November 25, 2024
- New Waterford
- 20 Attendees



Lunch & Learn with BDC

- November 27, 2024
- Sydney
- 35 Attendees



Safety in the Strait Lunch & Learn

- December 2, 2024
- Port Hawkesbury
- 64 Attendees

Website Analytics



October 1, 2024 - December 31, 2024



www.capebretonpartnership.com

Users
6,900*

Top Pages

Home - 2,266
Offshore Wind Sessions - 1,072
Investor Summit - 938
Invest Podcast: Tourism - 717



www.welcometocapebreton.ca

Users
3,800*

Top Pages

Home - 1,590
Volunteering - 484
Public Transport - 198
Northside Biz Park - 185



www.capebretonjobboard.com

Users
7,200*

Top Pages

Home - 4,578
Opportunities - 1,391



www.building-tomorrow.ca

Users
979*

Top Pages

Home - 169
Procurement - 127
Virtual Tour Cancer Centre - 79
New Waterford Community Hub - 75

*Numbers are rounded up

Google Analytics Definitions:

What is a User?

A user is a visitor who has initiated a session on your website.

What is a Top Page?

These are the most commonly viewed pages on the website and also how they're used by the website visitor.

Where are users searching from?

Website activity from the Users' country, derived from their IP addresses or Geographical IDs.

Social Media Analytics



October 1, 2024 - December 31, 2024



Followers
6,488*

Reach
68,100*

Page Visits
5,400



Followers
5,083

Reach
6,200*

Page Visits
553



Followers
4,029

Impressions
38,948*

Profile Visits
585

*Numbers are rounded up



Cape
Breton
South

reimagine
your healthcare career

Gina MacDonald
Program Director

www.capebretonrecruiting.com

Cape
Breton
South

RECRUITING FOR HEALTH

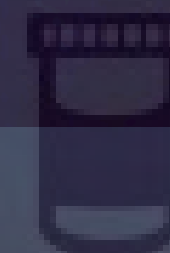
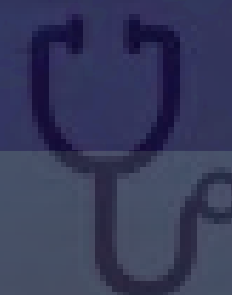
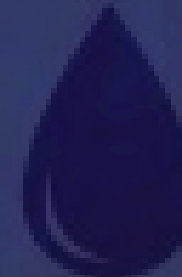
imagine

your healthcare career

2024

A Year in Review

Cape
Breton
South





Community of Care Awards Gala April 2024



Office of Healthcare Professionals Recruitment conference

April 2024
Truro, NS



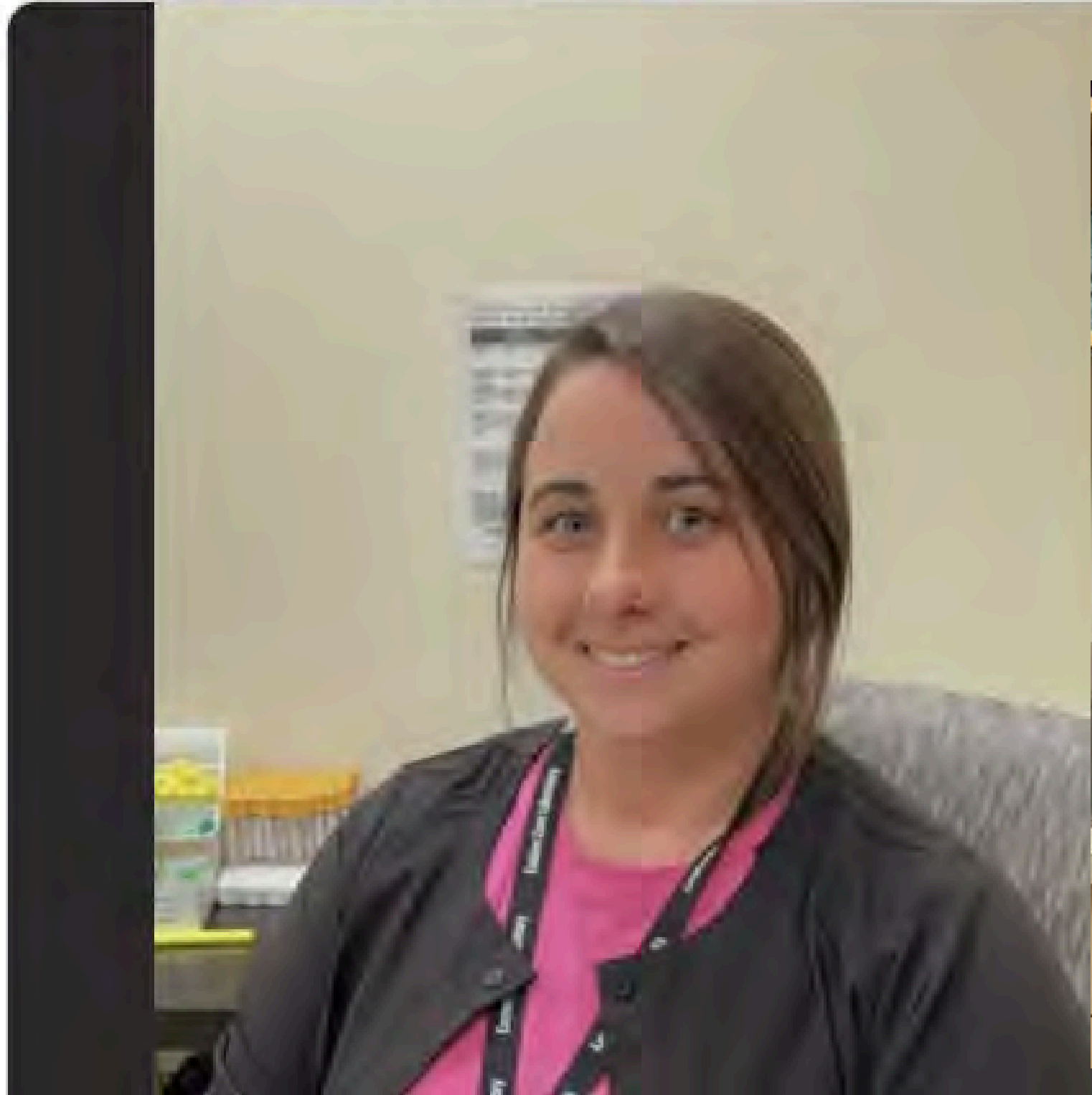
Celebrating Professional Days of Recognition

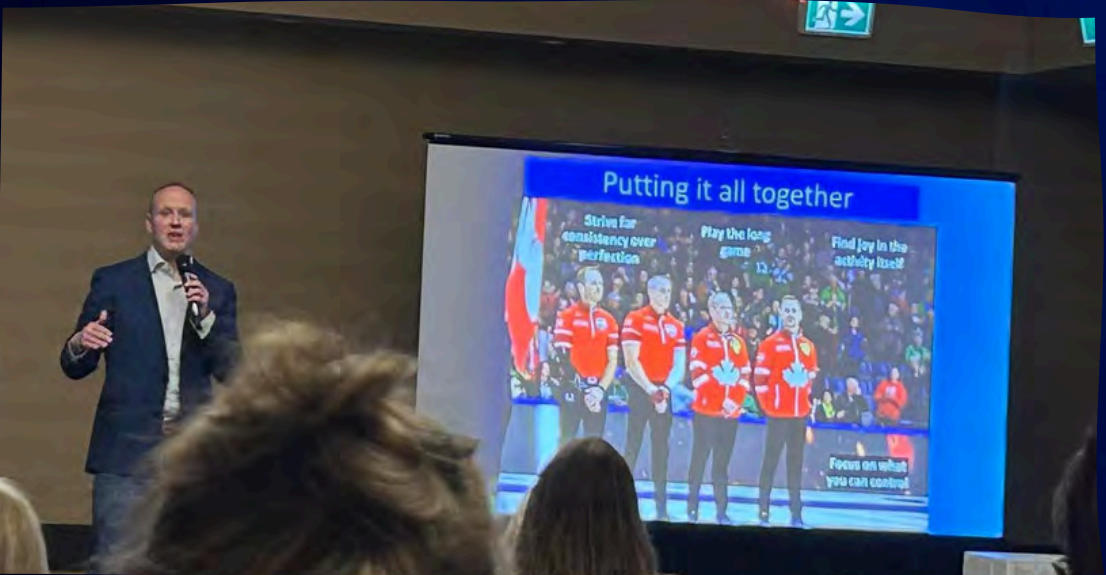


Chelsey Marchand

July 18, 2024 · 🌐

The comments and messages have been overwhelming to say the least! Thanks to [Cape Breton South Recruiting for Health](#) for the recognition! 💙





Canadian Association of Physician Recruitment Conference May 2024 St. John's, NL

Doctor's Day





Navigator's Conference
May 2024
Halifax, NS

Port Hawkesbury Health Centre Grand Opening June 2024



Congratulations!





**Dalhousie Family
Medicine
conference
September 2024
Halifax, NS**



**Business of Medicine
retreat
August 2025**



Physicians' Welcome Reception August 2025



Mini Rural and Remote Medicine Conference

Saturday Nov 30, 2024 / 11:40AM - 12:40PM

Navigating Community-Based Recruitment: The Role of the Navigator and Community in Pr... ”



Gina Macdonald
+ 1 other speaker



Traditional recruitment versus community-based recruitment

Nova Scotia Health Recruitment team

Manages/is responsible for the recruitment process (start to finish) with activities like:

- + site visits
- + writes letters of offer
- + manages job postings

Recruits on a zonal basis covering sites/clinics/hospitals, and specialty basis (locums/medical learners/physician)

Recruits at provincial, national and international conferences



Department of Health and Wellness (Province of Nova Scotia)

Contract with the provider, manages/offers incentives



Navigators

What exactly do we do?

www.morethanmedicine.ca

Mini Rural & Remote Conference

December 2024

Charlottetown, PEI



**Dalhousie
University
Nursing Career
Fair
Halifax, NS**





CBSRH is working toward one singular goal:

**Cape Breton South
community members
can access the health
services they need.**

Career Catalog

Continuing Care Assistant



What kind of work will I be doing?

- Bathing, dressing, and grooming patients
- Serving and feeding patients and assisting with menu selection
- Supervising exercise routines
- Weighing, lifting, turning, and positioning patients
- Organizing, facilitating, accompanying leisure activities for patients
- Taking patients' vitals, reporting and recording aspects of patient care
- Transporting patients by wheelchair or stretcher for treatment

Where can I work?

Long-term care facilities, hospitals, home support agencies, other health care organizations

What education do I need?

1-year training programs offered through NSCC, Island Career Academy, Cape Breton Business College, various LTC facilities

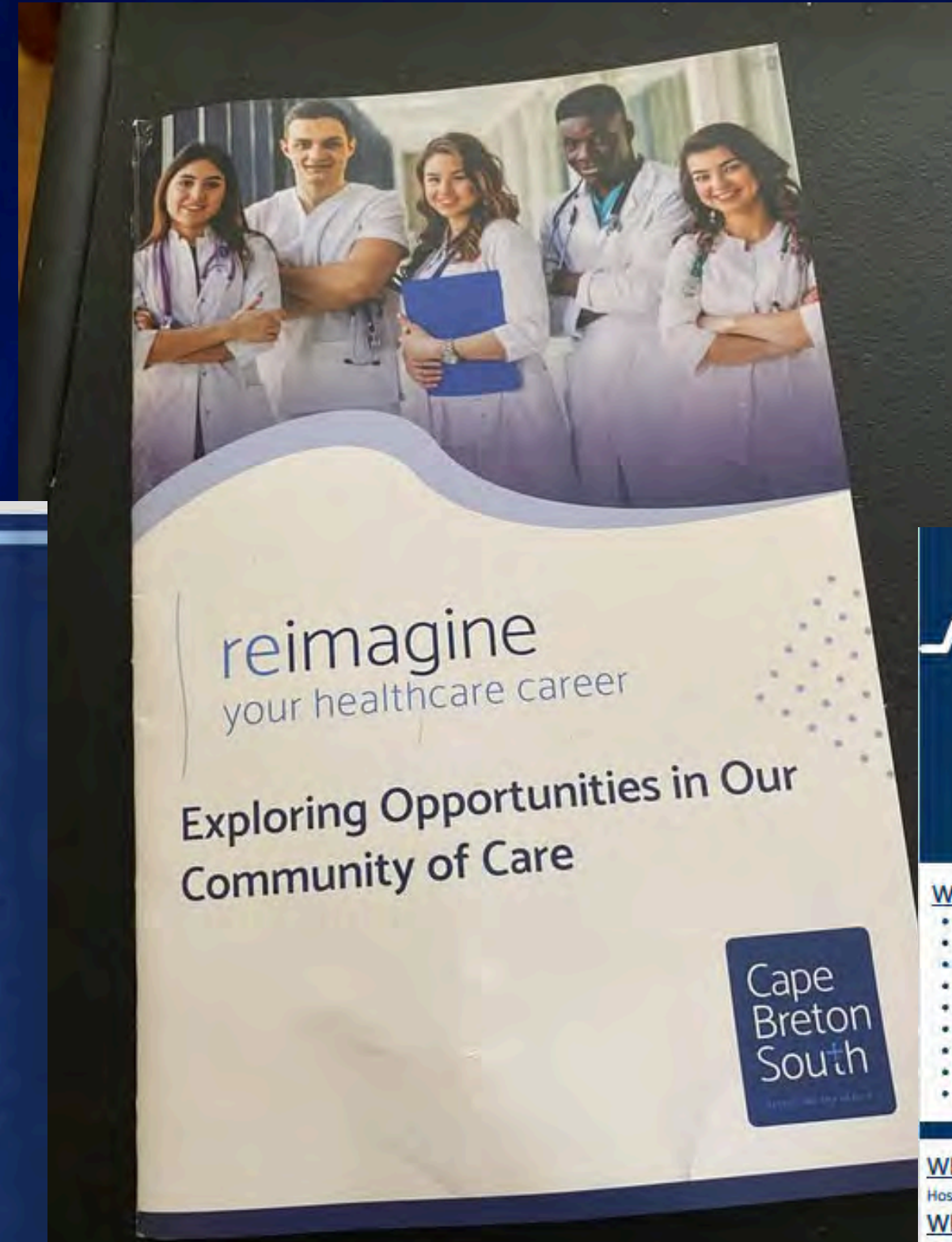
High School Prerequisites:

High School Diploma or equivalent

How much does it pay?

\$17,257 - \$43,990 (\$32,014 med)

Cape Breton South



Licensed Practical Nursing (LPN)



Where can I work?

Hospitals, clinics, long-term care (LTC) facilities, and specialty areas.

What type of work will I be doing?

- Monitoring patients' progress
- Taking vital signs, monitoring patients' nutritional intake, specimen collection
- Administering medication and observing and documenting their specific effects
- Monitoring established respiratory therapy and intravenous therapy
- Monitoring patient progress and collaborating with members of their healthcare team
- Providing safety and health education to individuals and their families

What education do I need?

- 2-year training program offered through Nova Scotia Community College, which includes 21 weeks of clinical placement plus a week of internship rotation
- Successful completion of national licensing exam

High school prerequisites

- High school diploma or equivalent, including:
- Grade 12 Academic English and Math
 - Two additional Grade 12 Academic Sciences (Biology, Chemistry, or Physics)

The LPN to RN Pathway, or Bridging, is a way for a Licensed Practical Nurse to continue their education to become a Registered Nurse. Some students enrolled in this program will complete a LPN program and then complete a 12-month Bridging Program (RN to LPN) to become a Registered Nurse (RN).

A 2-year In-person Bridging Program (RN to LPN)

A 4-year part-time distance Bachelor of Science in Nursing (BSN) program



Paramedic

Where can I work?

Hospital emergency departments, ground ambulance, air medical transport

What type of work will I be doing?

- Assessing extent of injuries or medical illnesses of trauma victims, patients with respiratory disease and stress, overdose and poisoning victims, industrial accident victims, and other ill or injured individuals, to determine emergency medical treatment
- Administering pre-hospital emergency care to patients such as oxygen therapy, cardiopulmonary resuscitation (CPR), spinal immobilization, bandaging, and splinting
- Establishing and maintaining intravenous treatment (IVI), applying adjunctive equipment for ventilation and circulation complications, administering medications, and providing other advanced emergency treatment to patients
- Transporting patients by air, land, or water to hospital or other medical facility for further medical care
- Collaborating with ambulance dispatch centres, hospital staff, police, firefighters, and family members to ensure relevant information is collected and proper treatment is administered
- Documenting and recording nature of injuries and illnesses and treatment provided

What education do I need?

11-month Paramedic Education program offered at Mediate Health includes clinical training in hospital as well as practical training on the job, in addition to classroom learning

High school prerequisites

- High School Diploma or equivalent, including:
- Grade 11 or 12 Academic English, Math, and one science (Biology, Chemistry, Physics)
 - Applicants must be at least 18 years old and be qualified for a Class 4 Driver's License.

Average base salary in Nova Scotia

\$69,469

Did you know?
According to 2021 data, paramedics and dental hygienists in Canada are more likely to be younger compared with other health care professionals - more than 1 in 5 are younger than age 30.

Cape Breton South reimagine your healthcare career

Medical Office Assistant



What kind of work will I be doing?

- Schedule and confirm medical appointments
- Receive and communicate messages for medical staff and patients
- Expedite patients to the appropriate resource
- Enter and format electronically based medical reports and correspondence
- Prepare spreadsheets and documents for review
- Initiate and maintain confidential medical files and records
- Determine and establish office procedures and routines
- Complete insurance and other claim forms
- Clerical/reception duties like answering the phone and filing

Where can I work?

Hospitals, collaborative care clinics, doctors offices, government departments

What education do I need?

1-year Medical Office Administration Program at NSCC and CBBC

High School Prerequisites:

High School Diploma or equivalent

How much does it pay?

\$30,000 - \$49,960 (\$39,520 Median)

Cape Breton South

FAMILY PRACTICE NURSE

What is a Family Practice Nurse?

A Family Practice Nurse is a specially-trained RN who supports primary health practitioners to provide care to patients for issues not requiring a physician.

What can a Family Practice Nurse do for me?

- blood pressure checks • well baby exams • ear syringing
- pap tests • wound care • prenatal visits
- breast exams • immunizations • injections
- suture/staple removal • health education • and more...

Do I need a referral to see a Family Practice Nurse?

No, you do not need a doctor's referral to see a Family Practice Nurse. If you are a patient at any of the serviced clinics, you can self-refer by calling for an appointment.

How do I contact a Family Practice Nurse?

There are Family Practice Nurses at the Port Hawkesbury, L'Ardoise, and Arichat health clinics. They are available for in person consultations or for phone appointments. Contact the facilities below for information about scheduling and to book an appointment.

Port Hawkesbury Health Centre
902-625-3200

Dr. Kingston Memorial Community Health Centre
902-587-2800

Arichat Medical Clinic
902-226-1674



Proxide Boudreau
Family Practice Nurse

Rack Cards

DEC
Pharmacy
Naturopath
Social Worker
VON
Mental Health Supports
Seniors Supports
etc...

Cape Breton South

RESOURCES FOR SENIORS

Senior Safety & Social Inclusion

The Senior Safety & Social Inclusion Co-ordinator provides local navigation services to assist you in finding programs and services that increase safety, security, health, and well-being of seniors.

Rachael LeBlanc, Senior Safety & Social Inclusion Co-ordinator
902-587-2800 Ext. 2000
seniorsafetycoordinator@dmhc.ns.ca

Seniors Take Action Coalition

The Coalition is a community organization that support seniors' wellness and assists, supports, and advocates to ensure all seniors issues and concerns are addressed. Members are committed to helping seniors to live healthy, safe, and active lives. STAC meets monthly and engages with seniors' clubs and organization to provide local programming.

902-471-0377
seniorstakeactioninfo@gmail.com
Information is shared on their Facebook page (Search Seniors Take Action Coalition)

Alzheimer Society of Nova Scotia

A resource to alleviate the personal and social consequences of Alzheimer's disease and other dementias.

902-870-2054
www.alzheimer.ca/ns

Adult Drop-In Centre

The Adult Drop-In Center is a group of committed Volunteers who want to improve the lives of adults living with social inclusion, mental health, and other issues, by providing them with supportive social interaction every week. Attendees are provided with lunch and then participate in a variety of activities, including karaoke, crafts, cards, musical entertainment, floor curling, bingo, or just conversation.

Thursdays, 1:00 p.m. - 4:00 p.m.
St. Peter and Anna Lora Hall, 28 Lora Ave. St. Peter



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2025

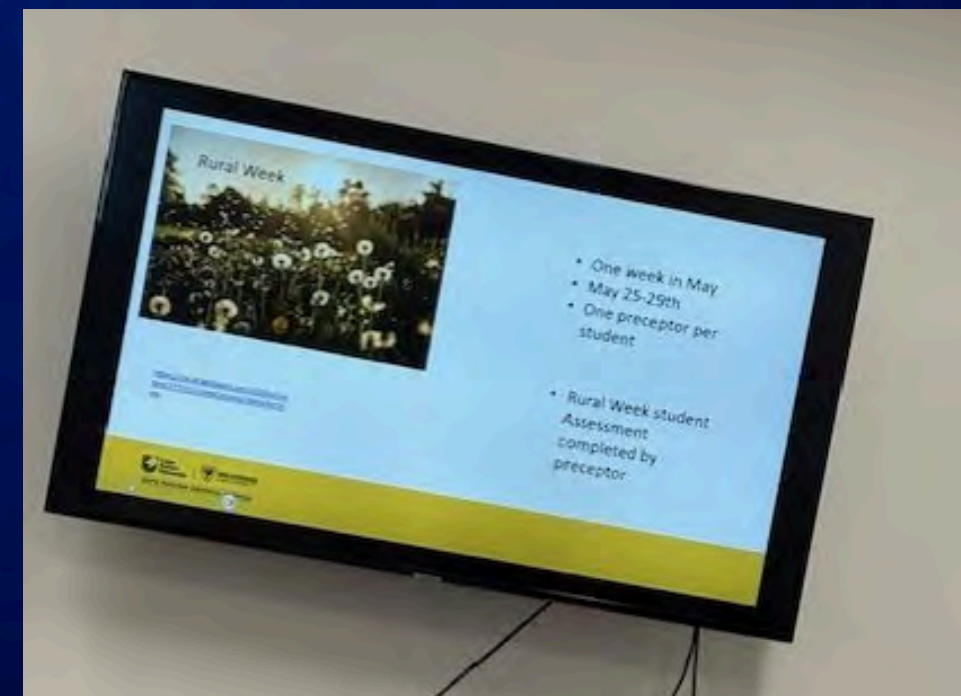
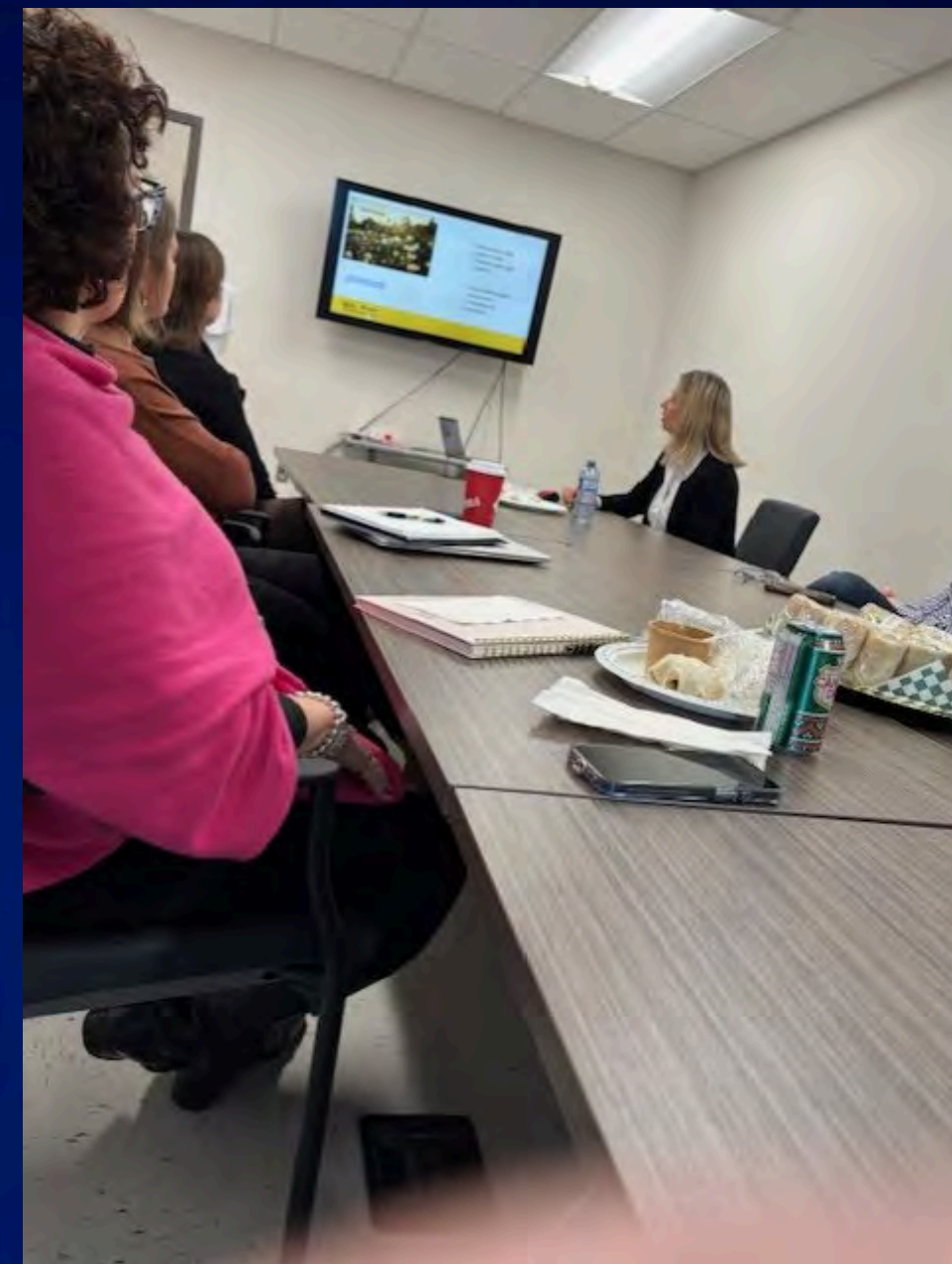
Going forward

Cape
Breton
South



Cape Breton Medical Campus

Regional Campus of
Dalhousie University Faculty of Medicine



Partnership w/ Dalhousie CB Medical Campus

- Rural Week 2026
- Longitudinal Integrated Clerkship in 2027
- Faculty appointments in progress for other learner rotations and clinical placements

Cape Breton South | reimagine your healthcare career

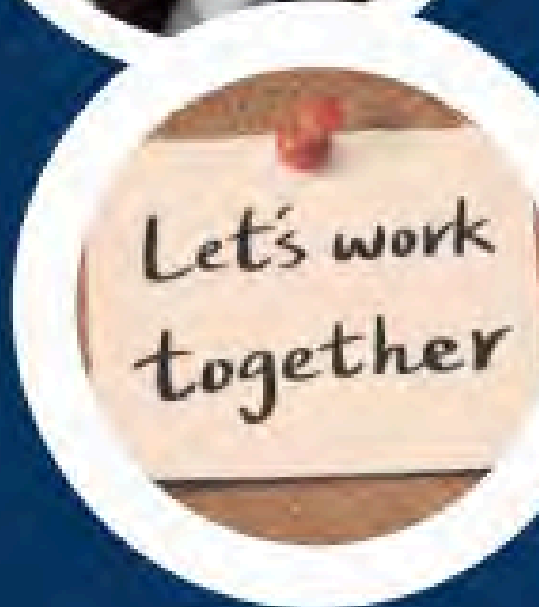


I'm Gina MacDonald, Program Director for Cape Breton South Recruiting for Health, a non-profit organization that serves healthcare recruitment and retention needs in Port Hawkesbury and Richmond County. I am here to assist incoming healthcare professionals and their families with various aspects of settlement like housing, child care, and spousal employment.

I work with Nova Scotia Health recruitment consultants and local leadership to connect newcomers with the resources they need to make a smooth and successful transition into our communities. Together, we work on ways to improve healthcare outcomes in our area, because we recognize how important a thriving healthcare community is to our enviable quality of life here in Cape Breton South.

We also want to ensure the retention of our current healthcare workforce, so we organize appreciation activities, public acknowledgments, and recognition awards for the healthcare professionals in our area.

With our community partners, CBSRH is always working on ways to promote our area and demonstrate the amazing life enjoyed by those lucky enough to call Cape Breton South home. We are happy to help new healthcare workers discover the fantastic things our region has to offer, both personally and professionally!



Contact me today!



gmacdonald@capbretonrecruiting.com



facebook.com/CBSRHforHealth



(902) 539-5483



www.capbretonrecruiting.com

Nova Scotia College of Physicians & Surgeons presentations

Quarterly presentations to new physicians at Physician Assessment Centre of Excellence (Welcome Collaborative)





Your Healthcare: Need to Know Expo



Join Nova Scotia Health's Eastern Zone team for

Your Healthcare: Need to Know Expo
Wednesday, July 10, 2024
Bear Head Room

Visibility in our community



 **Cape Breton South Recruiting for Health**
October 7, 2024

Thank you to Jake and everyone at Telile for inviting me to talk about our work at Cape Breton South Recruiting for Health!



YOUTUBE.COM
Strait Talk Episode 10
Gina MacDonald, program director with Cape Breton South Recruti...

Community outreach

NS Nova Scotia partnered with 14 community physician navigators and provided funds and swag for gift baskets, food, treats and special events working in underserved areas of the province.

Yarmouth recruitment team dropped off cupcakes and artwork for public housing, Pubnico, Yarmouth and Clare, and at the regional hospital; Yarmouth Pam Mood gave a thank-you shout-out to doctors on a local radio station; South Shore, volunteers gave cookies and cards to physicians at local school; the Queen's General Hospital Foundation organized free coffee for physicians at a local coffee shop. The Mid Valley Region Physician Recruitment Committee hosted a lunch for physicians. The Cape Breton South Recruiting for Health presented physicians with a framed and engraved photo of their medical community.



SPOTLIGHT ON THE MEDICAL COMMUNITY



Port Hawkesbury's Community of Care Awards gala honoured Dr. Adeolu Akinboro, pictured with his wife, and Dr. Steven DeRoche (top right, pictured with Nimboujourmal). Bottom right: Dr. Roni MacDonald (centre, pictured with Dr. Ross, left, and Dr. Chady Forbes) was inducted into the Canadian Medical Hall of Honour.

CAPE BRETON PHYSICIANS CELEBRATED

The recent Community of Care Awards gala in Port Hawkesbury recognized two Cape Breton physicians. Dr. Adeolu Akinboro won the Healthcare Champion award, celebrating a health care professional

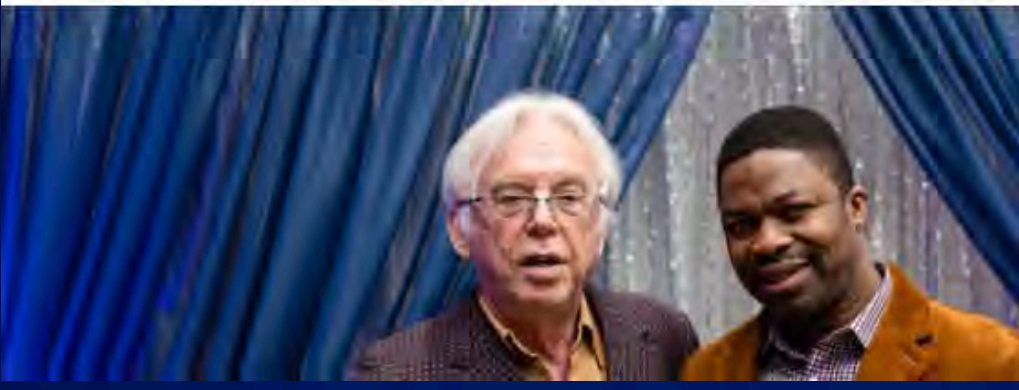
physicians began practicing in Antigonish last year following the retirement of Dr. Michael B. Working together in Antigonish, the duo is streamlining diagnosis and treatment for patients, including breast reconstruction following mastectomy and gender-affirming

Doctors Nova Scotia April 25, 2023

Some highlights from the recent Community of Care Awards held in Port Hawkesbury. [Cape Breton South Recruiting for Health.](#)

Dr. James Collins, a family physician in the area for more than 40 years, was honoured with the Healthy Communities Leader Award. Dr. Collins is pictured here with Dr. Tobechei Okonkwo, a colleague from the Port Hawkesbury Collaborative Clinic.

Dr. Rajvinder Hanspal was recognized with the Healthcare Champion Award. He has been in the community for many years. [See more](#)



Visibility in the NS medical community

Nova Scotia. More than Medicine+ April 4, 2024

A heartwarming evening with Cape Breton South Recruiting for Health's Awards Gala, acknowledging the impact of dedicated health professionals, organizations, and the well-being of the communities in the region.

Congratulations to all the recipients and project team!

(From left: NSH Physician Recruitment Consultant Elizabeth Fraser, CBSRH Project Manager Gina MacDonald, NSH Physician Recruitment Consultant Sarah O'Toole)



DECEMBER 2024 ISSUE 4

CAPE BRETON SOUTH RECRUITING FOR HEALTH ANNUAL NEWSLETTER

reimagine your healthcare career

We're picking up steam!

It has been a very busy year, continuing our recruitment and retention work in the community! A strong presence and adaptable approach to the ever-changing healthcare landscape are crucial to understanding the needs of healthcare professionals in all fields. This will enable us to provide a desirable landing spot for them and their families. Cape Breton South Recruiting for Health has been involved in very important work this year, not only with our local projects, but also by making connections and being offered seats at provincial and national tables never before held by representatives in community-based recruitment. Our 2025 calendar is in the process of being created and we expect it to be just as busy and rewarding as in years passed! We are excited to continue this momentum and improve availability of healthcare services for residents of Cape Breton South.

IN THIS ISSUE

- ANOTHER SUCCESSFUL AWARDS GALA IN 2024
- PROMOTIONAL VIDEOS SHOWCASE CAPE BRETON SOUTH
- CELEBRATING DAYS OF PROFESSIONAL RECOGNITION
- 3rd ANNUAL BUSINESS OF MEDICINE RETREAT WELCOMES RESIDENTS
- PUTTING CBSRH ON THE HEALTHCARE RECRUITMENT MAP
- and more...

Cape Breton South

Personal touches





CBSRH recognizes the support of the Province of Nova Scotia. We are pleased to work in partnership with the Office of Healthcare Professionals Recruitment to promote our community's culture and resources to healthcare workers.

Office of Healthcare Professional Recruitment (OHPR) funding

- Proposal submitted February 2025
- Requested amount: \$89,169
- Project specific

2025 OHPR Projects

- Local student recruitment campaign
- Community of Care Awards Gala
- Profession-specific recognition activities
- Business of Medicine Retreat
- Promotional video advertising campaign

2025 CBSRH Funding Requirements

Operational costs (salary, office/administrative expenses, tech)	\$72,000
Conferences	\$5,200
Locum/housing support (2 @ \$500)	\$1,000

Projected funding requirements	\$78,000

Funding request for 2025

\$39,930

Thank you for your continued support.

Cape
Breton
South

reimagine
your healthcare career



BRIEFING NOTE
Municipality of the County of Richmond

2025 Heavy Collection
March 5, 2025

PURPOSE

The purpose of this briefing note is to seek Council authorization of the necessary funds to proceed with a Heavy Collection in May of 2025, with the funds to be allocated in the 2025/26 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

The 2025 Heavy Collection tender will be issued in March and award made contingent on Municipal Council authorizing the funds in advance of the 2025/26 budget being approved. Award should take place in early April to allow sufficient time for Contractors to prepare for the collection.

FINANCIAL ANALYSIS

The estimated cost to provide a 2025 Heavy Collection is \$165,000 to \$175,000 net of HST rebate. The final cost may vary with tendered prices and the total tonnage collected.

ACTION REQUIRED

Staff are seeking Council authorization to proceed with the 2025 Heavy Collection at an estimated cost of \$175,000 (net of HST rebate) with the funds to be allocated in the 2025/26 budget.



Briefing Note

To: Municipal Council

From: Martin Thomsen, Manager of Energy Sector Development

Date: March 11, 2025

Re: Strait of Canso Clean Fuels Domestic Use Strategy

The Municipality of the County of Richmond (MOCR) has been successful with its application to the Provincial Clean Fuels Fund for \$221,250 (75% of project costs) towards a Strait of Canso Clean Fuels Domestic Use Strategy. With special emphasis on Richmond County and Port Hawkesbury this project will identify opportunities and barriers in decarbonizing key sectors of the local economy through the application of green hydrogen and its derivatives.

Total project costs are \$295,000. The Clean Fuels Fund allows in-kind contributions to make up a maximum of 10% of project costs (\$29,500), so in order to help make up the remaining 15% (\$44,250), a number of key stakeholders have been approached to contribute to the project. This has provided an additional \$20,000, which leaves a gap of **\$24,250** being sought from the MOCR 2025/26 Municipal Budget.

Background

The Point Tupper Heavy Industrial Park in the Strait of Canso is home to two of the most advanced large-scale green hydrogen production projects in the Western hemisphere. Initially, the Developers, EverWind Fuels and Bear Head Energy, are focusing on product offtake in Europe, as this provides the needed commercial scalability for their respective business cases. The projects are expected to bring significant socioeconomic value to local communities through job creation, supply chain opportunities and infrastructure upgrades, but there is a need to develop a strategy and methodology for the application of clean fuels in the local Strait of Canso economy.

MOCR will be seeking proposals from experienced consultants to develop a Clean Fuels Domestic Use Strategy for the Strait of Canso, with a focus on Richmond County and Port Hawkesbury. This strategy will assess the feasibility, benefits, and infrastructure requirements for adopting clean fuels across key sectors, including heavy industry, marine vessels (incl. fishing), transportation, and local government operations. Additionally, it will identify the infrastructure requirements necessary to support clean fuel implementation within the region.

By focusing on these five areas (Heavy Industry, Fisheries & Marine Vessels, Government Operations, Transportation, and Infrastructure) this Strategy will not only help to increase Nova Scotia's capacity to produce clean fuels by increasing local offtake demand and reduce greenhouse gas emissions in transportation and heavy industry. It will also help to reduce pressure on the electrical grid by converting renewable electricity into clean fuels that in turn will further position the Strait of Canso as the Hydrogen Hub of North America with both production and off-take use taking place locally, ultimately providing opportunities for Nova Scotia and beyond in the global clean fuels economy.

With its strategic location and industrial base, the region has the potential to play a leading role in the adoption of low-carbon and renewable fuels, such as green hydrogen, green ammonia, biofuels, e-methanol, and other solutions. This strategy will provide an actionable framework to guide businesses, policymakers, and stakeholders in making informed decisions about clean fuel integration.

This project follows a string of collaborative projects around the emerging green energy sector in our region, incl. investments into the Allan J. MacEachen Airport and the Landrie Lake Water Utility, as well as the Strait of Canso Sustainable Infrastructure Strategy, the Offshore Wind Centre of Excellence Business Case and Opportunities Appraisal, and the shared MOCR/Town of Port Hawkesbury Manager of Energy Sector Development staff position.

The Project

The Strait of Canso Clean Fuels Domestic Use Strategy will address the following areas:

Clean fuels use cases from relevant sectors elsewhere

An overview of how and where clean fuels (with a particular focus on green hydrogen and its derivatives) are currently helping to decarbonize key sectors around the world. This could be done through a jurisdictional scan in order to identify global trends.

Analysis of clean fuels adaptation opportunities in key areas of the local economy

The main driver for this work is the opportunity to utilize *locally* produced green hydrogen and derivatives in areas of the local economy but will also highlight other clean fuels in case their applicability is more appropriate to a particular chemical process. When doing so, the Strategy will highlight where alternative clean fuel can be sourced and/or how local production may commence.

Industry

With its deep-water port, port infrastructure and water-adjacent industrial areas, the Strait of Canso has a rich industrial history that has carried on until present day. Richmond County is home to several large businesses, whose operations are highly energy intensive. These large industrial businesses are major contributors to the local economy but also rely on fossil fuels for their operations. In addition to the large heavy industry players, smaller industrial businesses, whose operations include the use of heavy machinery, could also reduce emissions by exploring ways in which they can decarbonize operations. There is therefore a need to assess what role clean fuels can play in greening the operations of private industry in the Strait of Canso.

Marine Vessels

Fishing, Indigenous and non-Indigenous, is also a long-standing contributor to the Strait of Canso economy. Electrification remains a viable possibility for some types of fishing, however clean fuels such as hydrogen or e-methanol, could present a more flexible alternative that can be used with existing engine technologies and may lend itself better to longer fishing campaigns. Furthermore, the Strait of Canso will most likely see an increase in marine traffic due to the hydrogen projects, their ancillary activities, onshore wind component deliveries, as well as potential offshore wind construction and servicing. In addition, industrial users in the Strait of Canso also rely on large cargo ships to bring products used in their industrial processes as well as moving goods to markets further afield. With current initiatives underway in the shipping industry (e.g. Maersk converting a fleet to e-methanol) there is a need to explore similar opportunities for large marine vessels operating in the Strait of Canso. When evaluating opportunities for greening the local fishing fleet through clean fuels applications, it would be worthwhile to also evaluate how these other marine vessels in the day-to-day operations in the Strait of Canso may also decarbonize through similar technologies.

Transportation

Local transportation providers will be assessed on how they can best decarbonize their respective fleets of minibuses and school buses along with the local fleet of ambulances. Trucking services are also prevalent in the Strait of Canso, particularly servicing the heavy industry businesses mentioned in the previous section. Finally, an analysis of operations at the local airport will also be included. The potential to develop a small-scale hydrogen-fueled aircraft pilot project at the site will be explored. Electrification may be a better option than clean fuels for some of these modes of transport, however it is important to understand if and how locally produced clean fuels can play a role considering current advancements in dual fuel cell technologies.

Government Operations

Municipalities and First Nations communities in the Strait of Canso are also committed to pioneering sustainable practices by transitioning to clean fuels by decarbonizing their fleets of vehicles as well as machinery and equipment used in Solid Waste Management and general Public Works operations. The Province of Nova Scotia also performs several services in the Strait of Canso requiring the use of heavy equipment, e.g. snow plowing and road maintenance. Additionally, Strait Richmond Hospital may also be able to decarbonize its heating/cooling systems and backup power systems through the application of clean fuels.

Other

Other areas of the local economy that could benefit from clean fuels adaptation will also be included.

Future opportunities

The Strategy will also identify what opportunities could be unlocked for the local area given the availability of locally produced green hydrogen and derivatives. Where the previous section focuses on decarbonising sectors and organizations already operating in the Strait of Canso, this section focuses on sectors not already here that may be attracted to commence operations in the area due to the local production of clean fuels.

This section therefore both relates back to the global trends that will be identified but will have a focus on investment attraction leading to business and economic development in the local area.

Infrastructure Requirements

It is crucial to understand the infrastructure needed to turn locally produced hydrogen into fuels that can be applied in the local economy. An assessment on how and where to locate marine and road refuelling stations and potential conversion facilities is therefore also required. Additionally, there is a need to look at how to best move clean fuels from production sites in the Strait of Canso to the North American ‘industrial hinterlands’ in Ontario, Quebec, New England, etc. Belgium, the Netherlands and Germany are currently developing a ‘hydrogen backbone’ consisting of a pipeline network that will transport hydrogen from the Ports of Rotterdam and Antwerp to end-users in Germany. A similar concept will be explored as part of this study looking at the existing LNG pipeline network to and from Point Tupper to understand if modifications will be sufficient or if a new pipeline network utilizing a different technology will need to be developed.

Development plans

The Strategy will include realistic timelines for adaptation with cost estimates included. At a minimum the following sectors will have a separate development plan for adaptation:

- Industry
- Marine vessels
- Transportation
- Government operations
- Enabling infrastructure

Additional development plans will be included for other areas of the local economy that are deemed suitable for clean fuels adaptation.

Management

Day-to-day management of the project will be handled by the Manager of Energy Sector Development reporting to the Chief Administrative Officer.

In addition, a Project Steering Committee will be formed with representatives from the funding organizations (except for the Province of Nova Scotia). The Project Steering Committee will meet monthly to hear updates and provide guidance to the winning Consultant(s).

Outcomes and Benefits

Environmental

- Lower emissions and GHG.
- Lower fossil fuel resource depletion.
- Improved air quality.

Economic

- Increased demand for offtake leading to more viable business cases for hydrogen developers.
- Increased hydrogen offtake demand further strengthens the case for renewable electricity development in Nova Scotia, incl. offshore wind.
- Potential hydrogen-use pilot projects in the Strait will further innovation and industry growth.
- Increased demand allows for scalability and cost savings for hydrogen developers.
- Infrastructure developments will benefit several businesses and stakeholders in the Strait of Canso and beyond.
- Energy independence by heightened energy security for Nova Scotia and Canada.

Social

- Improved public health through cleaner air.
- Local job creation.
- Local stakeholders are empowered to partake in the energy transition.
- Educational opportunities in applied STEM subjects at all levels of education.
- Local populations experiencing first-hand the benefits of the product being produced in their vicinity.
- Reduce urban-rural inequalities around access to jobs and high-quality training by continuing to build a Hydrogen Hub in the Strait of Canso.
- Increased social acceptance for clean fuels and renewable energy generation leading to improved ‘social license to operate’.

Project Finances

Budget Breakdown		
2024/2025	Staff hours, administration, office supplies, etc. (in-kind)	\$1,500
	2024/25 TOTAL	\$1,500
2025/2026	Consultants’ fees	\$250,000
	Staff hours, administration, office supplies, etc. (in-kind)	\$22,000
	Steering Committee members’ subject matter experts (in-kind)	\$4,000
	Staff expenses incurred in relation to the project, e.g. travel expenses, conference attendance, etc.	\$10,500
	Workshop fees, e.g. venue space, catering, materials, etc.	\$7,000
	2025/26 TOTAL	\$293,500
PROJECT TOTAL		\$295,000

Funders		
Nova Scotia Clean Fuels Fund		\$221,250
Municipality of the County of Richmond		\$24,250
Town of Port Hawkesbury		\$5,000
Port Hawkesbury Paper		\$5,000
EverWind Fuels		\$5,000
Potlotek First Nation		\$2,500
CB REN / Cape Breton Partnership		\$2,500
In-Kind Contributions:		\$29,500
Municipality of the County of Richmond		
<ul style="list-style-type: none"> • Project management • Administration • Office supplies 		
EverWind Fuels		
<ul style="list-style-type: none"> • Subject matter experts 		
Nova Scotia Power		
<ul style="list-style-type: none"> • Subject matter experts 		
TOTAL		\$295,000

Project Timeline

Target Date	Key Milestone	Deliverable	Outcome
31 March 2025	Funding package in place	<ul style="list-style-type: none"> • Signed contribution agreement with Province of Nova Scotia. • Confirmed funding from Municipal Councils. 	Project can commence
	Project Management is confirmed	<ul style="list-style-type: none"> • Project Steering Committee (PSC) membership is confirmed. • Format of project update meetings and communications are agreed. • Project controls are agreed. • Scoring panel agreed 	Project has the appropriate management structure in place
	Update to funders	<ul style="list-style-type: none"> • Update report developed and submitted to Province of Nova Scotia in agreed format • Monthly update to Councils as part of CAOs' Operations Reports 	Funders are up to date and confident milestones are being achieved
30 June 2025	Contract awarded	<ul style="list-style-type: none"> • RFP document finalized. • RFP tendering period. • Bids scored • Contract awarded and signed 	Consultants can commence the work
	Strategy development	<ul style="list-style-type: none"> • Project kickoff meeting between consultants and PSC • Initial desk research and virtual stakeholder engagement 	Project can continue to next phase (<i>note that some of these deliverables are expected to continue into next quarter</i>)
	Update to funders	<ul style="list-style-type: none"> • Update report developed and submitted to Province of Nova Scotia in agreed format • Monthly update to Councils as part of CAOs' Operations Reports 	Funders are up to date and confident milestones are being achieved
30 September 2025	Strategy development	<ul style="list-style-type: none"> • Desk research and stakeholder engagement completed • Site visits completed • Project update meetings with PSC members held 	Project can continue to next phase
	Update to funders	<ul style="list-style-type: none"> • Update report developed and submitted to Province of Nova Scotia in agreed format • Monthly update to Councils as part of CAOs' Operations Reports 	Funders are up to date and confident milestones are being achieved

31 December 2025	Strategy Development	<ul style="list-style-type: none"> • Analysis and report writing • 1st draft reviewed by PSC • Project update meetings with PSC members held 	Project can continue to next phase
	Update to funders	<ul style="list-style-type: none"> • Update report developed and submitted to Province of Nova Scotia in agreed format • Monthly update to Councils as part of CAOs' Operations Reports 	Funders are up to date and confident milestones are being achieved
31 March 2026	Strategy finalized	<ul style="list-style-type: none"> • Final draft approved by PSC • Consultants finish work/involvement • A version of the Strategy is shared with the Province of Nova Scotia and the local stakeholders ahead of publication. 	Strategy is ready for publication
	Publication of strategy	<ul style="list-style-type: none"> • The Strategy is published (perhaps in reduced format given potential sensitive content in areas of the report) • Media messaging is established. • Slide deck developed. • Presentations on report findings and next steps delivered in appropriate forum(s). 	Findings from the strategy are made public and learnings are sharable
	Update to funders	<ul style="list-style-type: none"> • Final update report developed and submitted to Province of Nova Scotia in agreed format. • Update to Councils under this project header will cease, however will likely develop into separate work streams based on the consultants' recommendations. 	Funders are confident that milestones have been achieved.
	Implementation plan	<ul style="list-style-type: none"> • Plans for next steps will be established • Several work streams will likely emerge from the Strategy. 	The Strategy will lead to tangible decarbonization initiatives in the Strait of Canso.

Conclusion and comments

This project will further help to position our Municipality as a green energy and hydrogen hub for Nova Scotia and Canada. The Strategy, when completed, will provide a framework and a road map for how locally produced clean fuels can help local decarbonization efforts. This not only helps to bring socioeconomic benefits in terms of investment attraction and job creation, it also ensures that our Municipality continues to play its part in the global fight against climate change by decarbonizing our local economy and enhancing the social license to operate for clean fuels producers.

Staff are prepared to take on the management of this project, incl. overseeing consultants, reporting to funders, handling project finances, and facilitating and participating on the Project Steering Committee.

A total of \$295,000 is unlocked if MOCR can come up with a share of \$24,250.00.

Staff Recommendation

Option 2 below.

Options for Council to Consider

1. Decline the proposal.
2. Accept the proposal and pay our share of \$24,250 from the 2025/26 Municipal Budget.
3. Other options yet to be determined.

BRIEFING NOTE

Municipality of the County of Richmond

Construction and Demolition Debris Landfill Expansion

March 6, 2025

PURPOSE

The purpose of this briefing note is to seek Council authorization to proceed with expansion of the Municipality's Construction and Demolition (C&D) Debris Landfill, and more specifically, the assessments and Engineering work required to support an Application for Approval from Nova Scotia and Environment and Climate Change (NSECC) for expansion of the facility.

BACKGROUND

The Municipality's Construction and Demolition (C&D) Debris Landfill was originally designed by Dillon Consulting Ltd and began operations around 2005.

In July 2023 Nova Scotia Environment and Climate Change (NSECC) issued new guidelines for Construction and Demolition (C&D) Debris Storage, Transfer, Process and Disposal (Guidelines). The key changes in the new guidelines are enhanced requirements related to the quality of the soil liner system as well as requirements for leachate collection and management. The changes apply to any new C&D disposal cells constructed after July of 2023.

In January of 2024 the Municipality engaged Dillon Consulting Ltd (Dillon) to provide preliminary design services for a proposed expansion of the C&D Landfill at the Richmond Solid Waste Management Facility.

CURRENT SITUATION

The Municipality's Construction and Demolition (C&D) Debris Landfill has effectively reached its design capacity. The Municipality must decide if it will seek approval to expand the existing C&D Debris Landfill or begin transferring C&D material to another approved facility for disposal.

ANALYSIS

The new guidelines from NSECC have requirements to support Application for Approval to construct or expand a C&D landfill. The requirements include:

- Topographic Surveys
- Archaeological Resource Impact Assessment
- Natural Habitat and Biophysical Assessment
- Geotechnical Investigation
- Hydrogeological and Surface Water Assessment
- Detailed Engineering

The timeline to complete the required studies and Engineering work is typically more than one (1) year and some of the assessments must begin in the spring. The estimated cost to complete the above-noted pre-construction work is \$275,000 (exclusive of HST). These costs have been included below in the line item for “Initial Capital / Engineering Costs - Phase 1”.

The consultant has provided capital construction cost estimates considered accurate to within 25%. The total estimated capital construction cost (excluding the studies and Engineering noted in the prior section) for the proposed expansion of the C&D Debris site over the course of the 28 year projected lifespan is \$4.6 million (excluding HST). The site is proposed to be developed in two phases in order to reduce the initial capital investment and offer some flexibility to adjust to potential regulatory impacts in the future.

Phase 1 includes the construction of common site infrastructure such as leachate collection system, leachate storage pond, sedimentation control pond and a site perimeter road. Phase 1 includes sufficient disposal cells for an estimated 18.5 year lifespan. The estimated capital construction cost for Phase 1 is \$3 million (excluding HST) over the 18.5 year lifespan of which \$1.42 million is up front capital construction costs and the remainder spread over 18.5 years.

Phase 2 includes the extension of the perimeter road, expansion of the sedimentation pond and leachate collection pond, and sufficient disposal cells for an additional 9.5 years of capacity. The estimated capital cost for Phase 2 is \$1.61 million (excluding HST) over 9.5 years.

More detailed capital and operating cost estimates are in the following sections.

For comparison, an Option 2 has been included which represents estimated costs associated with the transfer of C&D material to another facility for final disposal rather than expansion of the Municipality’s C&D Debris Disposal site.

Option 1: Proposed Expansion of C&D Debris Disposal Site

The following capital cost estimates and closure costs are based on Dillon's Class "C" estimates which are considered accurate to within +/- 25%. The estimates do not account for inflationary adjustments. Operating costs have been estimated by staff.

Initial Capital / Engineering Costs - Phase 1 (year 1 to 18.5)	\$1.75 million
Capital Costs for Cell Development – Phase 1	\$85k / year (annualized)
Initial Capital Costs - Phase 2 (year 18.5 to 28)	\$650k
Capital Costs for Cell Development - Phase 2	\$85k / year (annualized)
Closure Costs (Operating Expense)	\$100k / year (annualized)
Intermediate Cover (Operating Expense)	\$100k / year
Estimated Operating Costs	\$200k / year
Estimated Capital/Engineering Costs (annualized)	\$170k / year
<hr/> Total Estimated Cost Option 1 (annualized)	<hr/> \$370k / year

- The present operating budget already includes funds for landfill closure costs and intermediate cover; however, these costs would not be required in Option 2.
- Closure costs do not include closure of present C&D site as closure of the present site will be required in either scenario. If expansion of the C&D Debris Disposal Site proceeds it is expected that the excavated material from the initial construction work may be sufficient for the capping requirements of the current C&D Debris Disposal Site thereby reducing closure costs.
- The costs noted for Option 1 do not include estimated costs related to any potential leachate treatment that NSECC may require at a later date.

Option 2: Transfer of C&D Material to an Approved Facility

Estimated C&D Tonnage	3,500 tonnes / year
Capital / Engineering Costs	N/A
Estimated Tipping Fees at Approved Facility	\$350-400k / year
Estimated Transportation Costs	\$300-500k / year
<hr/> Total Estimated Cost Option 2	<hr/> \$650k-900k / year

- Transportation costs may vary with fuel pricing adjustments and the tonnage per load which may vary with load composition. The lower cost of \$300,000 per year would likely require the use of a grinder to process the C&D to allow for greater density in shipments. The cost of purchasing or securing the services of a grinder are not included in this analysis.

- Option 2 will result in an additional 7 to 14 loads of debris being transferred from the Richmond Solid Waste Facility every week as compared to the present transfers of approximately 3 to 4 loads per week.

TIMELINE

The timeline to complete the pre-construction work required to obtain NSECC approval exceeds one year. If the Municipality is to proceed and have the new site ready for operation in 2026 it is important that the studies begin as soon as possible to avoid missing the study windows.

A construction timeline for the extension has not been determined pending final design documents but is expected to be 3 to 4 months.

FUNDING OPTIONS

Option 1 - the construction / expansion of the C&D Debris Landfill is capital in nature and is CCBF eligible.

Option 2 - costs such as tipping fees and transportation costs are not capital in nature and would have to be funded through the operations budget and tax rate / user fees.

RECOMMENDATION

It is recommended that Council authorize staff to proceed with expansion of the Construction and Demolition Debris Landfill, with construction subject to budget approval. It is further recommended that the Engineering work and studies proceed on or after April 1, 2025 at an estimated cost of \$275,000 (exclusive of HST), with the funding to be allocated from CCBF funds.

Attachments:



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: March 5, 2025

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

Dear CAO,

Attached is a grant application from the St. Peter's-Grand River-Loch Lomond Pastoral Charge for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,645. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim Director of Finance

This project aligns with the following County initiatives or plans:

- | | |
|---|--|
| <input type="checkbox"/> Accessibility Plan | <input type="checkbox"/> Economic Development |
| <input type="checkbox"/> Active Living / Recreation Plan | <input type="checkbox"/> The Strategic Plan |
| <input checked="" type="checkbox"/> Age Friendly Initiative | <input type="checkbox"/> Trails Development Strategy |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Waterfront Development |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |



Grant/Funding Application

Organization Legal Name St. Peter's-Grand River-Loch Lomond Pastoral Charge		Contact Person Pierre LaRochelle	
Position in Organization Elder	Email	Telephone	
Mailing Address St. Peter's United Church, PO Box 201, St. Peter's, NS B0E 3B0			
Signature <i>[Signature]</i>		Date Feb 12/2025	

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 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 applications to:
Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-2082 Fax: 902-226-0295
Page 1 of 10

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: Charity 11919 8562 RR0001

- 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 request is for \$2,645 in funds to purchase a defibrillator for the church hall. This purchase follows completion of the church's Phase I initiative to make the church and hall more energy efficient, environmentally healthy and reduce operating costs.

With Richmond \$5,000 contribution to Phase 1, in addition to other grants, we replaced reliance on oil heat with heat pumps, solar panels and electrical base board heating. A crawl space dehumidifier and an air exchange system was also put in place servicing the space. This allows us to minimize charges to others in our outreach to support the needs of a varied cross section of the community, not only our congregational needs. The defibrillator will be an amenity that will be welcomed by any occupant - as a senior or as a potential good samaritan bringing aid.

In addition to this request we are now pursuing a Phase II project to provide a front entrance access ramp and landing to the hall, barrier free access through the hall to an enlarged washroom, new universal washroom and a reconfigured parlour. The added accessibility will make the facility more attractive community groups in general. We have a separate application for funding of \$5,000 under Type I - Infrastructure for that project.

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

This request is for \$2,645 in funds to purchase a defibrillator for the church hall.

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: _____ \$ _____

T3010 Registered Charity Information Return

Section B - Directors/Trustees and Like Officials

Name: **ST PETER'S GRAND RIVER-LOCH LOMOND PASTORAL CHARGE**
BN/Registration number: **119198562 RR 0001**
Fiscal period: **January 01, 2023 to December 31, 2023**

Total number of directors/trustees and like officials: 10

Registered charities that notice problems with their online information should go to [How to amend the return](#).

Director/trustee and like official # 1

Full name: **Edwina M Touesnard**
Term Start date: **2021-01-30**
Term End date:
Position: **Treasurer**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 2

Full name: **Sherry J Baccardax**
Term Start date: **1996-03-30**
Term End date:
Position: **Treasurer**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 3

Full name: **Valerie J Hiltz**
Term Start date: **2016-05-12**
Term End date:
Position: **Corresponding Secretary**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 4

Full name: **Parker D Stone**
Term Start date: **2016-05-12**
Term End date:
Position: **Property Chairperson**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 5

Full name: **Marc C Stone**
Term Start date: **2019-06-20**
Term End date:
Position: **Board Chairperson & Trustee**
At Arms Length with other Directors? **No**

Director/trustee and like official # 6

Full name: **Donna M Machin**
Term Start date: **2019-06-20**
Term End date:
Position: **Manse Chairperson**
At Arms Length with other Directors? **No**

Director/trustee and like official # 7

Full name: **Dale T Machin**
Term Start date: **2014-02-28**
Term End date:
Position: **Co-Chair Trustees**
At Arms Length with other Directors? **No**

Director/trustee and like official # 8

Full name: **Michele B Stone**
Term Start date: **2021-03-03**
Term End date:
Position: **Secretary of Trustees**
At Arms Length with other Directors? **No**

Director/trustee and like official # 9

Full name: **John G Cameron**
Term Start date:
Term End date:
Position: **Trustee Co-Chair**
At Arms Length with other Directors? **No**

Director/trustee and like official # 10

Full name: **Mary I Cameron**
Term Start date:
Term End date:
Position: **Trustee**
At Arms Length with other Directors? **No**

Showing 1 to 10 of 10 entries on this page

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Balance Sheet as of 2024-12-31

Printed: February 10, 2025

ASSETS

1000	St. Peter's United Church- Local (RBC)	18,550.74
1005	St. Peter's United Church - Local (ECCU)	6.59
1010	Memorial & Organ Funds (RBC)	785.31
1015	Memorial & Organ Funds (ECCU)	3,127.54
1020	Sunday School Account (RBC)	49.77
1030	Mission & Service (RBC)	11.09
1040	SP-GR-LL Pastoral Charge Account (RBC)	13,693.96
1200	Accounts Receivable	
1220	Accounts Receivable all others	4,133.99
	TOTAL Accounts Receivable	<u>4,133.99</u>
1260	Federal Sales Tax Recoverable	0.00
1270	Provincial Sales Tax Recoverable	0.00
1280	Sales Tax Rebates Due	4,582.56
1300	Short Term Investments	
1301	Non-redeemable 1 year GIC - RBC	50,000.00
1302	One Year Cashable GIC - RBC	25,000.00
	TOTAL Short Term Investments	<u>75,000.00</u>
1400	Land and Buildings in Canada (Total)	
1401	St. Peter's United Church-land & buildin	178,800.00
1402	St. Peter's Church Hall-land & building	121,900.00
1403	SP-GR-LL Pastoral Charge Manse	193,500.00
	TOTAL Land and Buildings in Canada (Total)	<u>494,200.00</u>
1500	Long Term Investments-RBC Shares	136,115.64
	TOTAL ASSETS	<u>750,257.19</u>

LIABILITIES and FUNDS

2100	Accounts Payable	1,903.69
3000	Unrestricted Funds	
3010	Local (General) Fund	79,242.07
3020	Sunday School Fund	51.87
	TOTAL Unrestricted Funds	<u>79,293.94</u>
3100	Restricted Funds	
3110	Hall Fund	8,572.73
3115	Property Renovation & Upgrade Fund	26,187.90
3120	Memorial Fund	2,557.26
3125	Organ Repair & Replacement Fund	1,525.16
3130	Bulletins Fund	-467.88
3135	Prayer Shawl Fund	357.66
	TOTAL Restricted Funds	<u>38,732.83</u>
3200	UCC Mission & Service Fund	11.09
3300	Property/Long Term Investment Asset Fund	630,315.64
	TOTAL LIABILITIES and FUNDS	<u>750,257.19</u>

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

REVENUE

4000	Tax-Received Gifts	
4010	Local (General) Fund Offerings Received	45,739.00
4020	Hall Fund Offerings Received	1,296.00
4030	Property Reno & Upgrade Fund Received	4,025.00
4040	Mission&Service Fund Offerings Received	3,865.00
4050	Memorial Fund Offerings Received	155.00
4060	Bulletins Offerings Received	400.00
4070	Prayer Shawl Offerings Received	45.00
	TOTAL Tax-Received Gifts	<u>55,525.00</u>
4200	Non-Received Gifts	2,942.19
4310	Revenue from Province/Territory Gov't	
4311	Rental - Province of Nova Scotia	2,993.99
4312	Grant-Community Facilities Improvement	50,000.00
	TOTAL Revenue from Province/Territory Gov't	<u>52,993.99</u>
4320	Revenue from Municipality/Regional Gov't	
4321	Rental - County of Richmond	9,110.00
4322	Grant - County of Richmond -Hall project	3,000.00
	TOTAL Revenue from Municipality/Regional Gov't	<u>12,110.00</u>
4500	Interest Income	
4501	Interest Local ECCU	0.12
4503	Interest Memorial ECCU	73.05
4504	Interest M&S RBC	0.03
4505	Interest Charge Acct RBC	0.19
	TOTAL Interest Income	<u>73.39</u>
4700	Rental - Misc. Hall	2,695.00
4720	Non-Received Fundraising Revenue	
4721	Free Will Offerings at Gatherings	2,090.75
4722	Prayer Shawl Fundraising	274.00
4723	Property Reno & Upgrade Fund-Not Receipt	4,500.00
4724	Faith Formation Event Revenue	88.05
4725	Concert Revenue	1,855.00
	TOTAL Non-Received Fundraising Revenue	<u>8,807.80</u>
4800	Other Revenue	
4810	Grants other than Gov't Source-Project	62,066.03
	TOTAL Other Revenue	<u>62,066.03</u>
TOTAL REVENUE		197,213.40

EXPENSE

5010	Travel and Vehicle Expenses	
5011	Ministerial Travel - KM	1,797.91
5012	Sunday Supply Travel - KM & Meal	206.58
	TOTAL Travel and Vehicle Expenses	<u>2,004.49</u>
5020	Interest and Bank Charges	
5021	Local Bank Charges - RBC	134.75

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE

5020	Interest and Bank Charges	
5022	PAR Fees - from RBC	60.50
5023	Memorial Bank Charges - RBC	9.00
5024	M&S Bank Charges - RBC	27.00
	TOTAL Interest and Bank Charges	<u>231.25</u>
5030	Licenses, Memberships and Dues	
5031	United Church of Canada Assessment	2,232.00
	TOTAL Licenses, Memberships and Dues	<u>2,232.00</u>
5100	Office Supplies and Expenses	
5110	Manse Telephone and Internet	1,342.52
5111	Minister's Cell Phone	978.11
5112	Software	245.09
5113	ADP Processing Fee	694.83
5114	Meeting Expenses	35.00
5120	Other Office Expenses	1,592.79
	TOTAL Office Supplies and Expenses	<u>4,888.34</u>
5150	Occupancy Costs	
5160	Furnace Oil	
5161	Furnace Oil Manse	2,551.63
5162	Furnace Oil Church	2,295.78
5163	Furnace Oil Hall	719.51
	TOTAL Furnace Oil	<u>5,566.92</u>
5165	Power	
5166	Power Manse	1,777.60
5167	Power Hall	1,912.33
5168	Power Church	876.10
	TOTAL Power	<u>4,566.03</u>
5170	Water & Sewer	
5171	Water & Sewer Manse	1,058.90
5172	Water & Sewer Hall	825.38
	TOTAL Water & Sewer	<u>1,884.28</u>
5180	Maintenance & Repair	
5181	Maintenance Manse	3,887.46
5182	Maintenance Hall	5,286.54
5183	Maintenance Church	878.12
5184	Snow Removal Church	1,284.80
5185	Snow Removal - Hall	2,287.39
	TOTAL Maintenance & Repair	<u>13,624.31</u>
5190	Property Taxes	
5191	Property Taxes Manse	2,886.72
	TOTAL Property Taxes	<u>2,886.72</u>
	TOTAL Occupancy Costs	28,528.26
5199	Property Reno & Upgrade Expense	57,934.36

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE		
5230	Education and Training	
5231	Minister's Continuing Education	643.60
	TOTAL Education and Training	643.60
5300	Payroll Expenses	
5310	Minister's Salary	45,390.48
5320	CPP Employer Portion	2,499.36
5330	EI Employer Portion	1,347.84
5340	UCC Benefits Employer Portion	11,603.76
5350	Sunday Pulpit Supply	741.00
	TOTAL Payroll Expenses	61,582.44
5420	Purchases and non-capitalized Assets	
5421	Technology - Office	79.35
5422	Technology - Sanctuary-Memorial	2,430.53
	TOTAL Purchases and non-capitalized Assets	2,509.88
5500	Charitable Gifts to Qualified Donees	
5501	Parkinson Canada	250.00
5502	Legion Poppy Campaign	75.00
5503	Atlantic School of Theology	100.00
5504	UCC - Mission & Service	3,865.00
5505	Observer Publications Inc-Broadview	100.00
5506	St. Peter's & Area Food Bank Society	450.00
5507	Strait Richmond Palliative Care Society	200.00
5508	Leeside Society	300.00
	TOTAL Charitable Gifts to Qualified Donees	5,340.00
5520	Insurance	
5521	Insurance Manse	1,799.00
5522	Insurance Church & Hall	11,164.83
5523	Insurance Liability - Abuse	1,857.05
	TOTAL Insurance	14,820.88
5600	Worship, Outreach & Gatherings	
5601	Worship Expenses	443.10
5602	Faith Formation Expenses	445.09
5603	Subscriptions	120.34
5604	Bulletin Supplies	902.98
5605	Offering Envelopes	273.54
5606	Supplies for Gatherings	525.59
5607	Prayer Shawl Supplies	1,064.27
5608	Visitation for Sick & Shut-ins	260.49
5609	Benevolent Gift Cards	100.00
5610	Sunday School Supplies	30.20
	TOTAL Worship, Outreach & Gatherings	4,165.60
5700	Gifts & Honoraria	777.26

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE

5799 Bank Reconciliation

-20.00

TOTAL EXPENSE

185,638.36

NET INCOME

11,575.04

2025 BUDGET -DRAFT
ST. PETER'S - GRAND RIVER - LOCH LOMOND PASTORAL CHARGE
ST. PETER'S UNITED CHURCH

EXPENDITURES:

Ministerial:

	<u>2024 Budget:</u>	<u>2025 Draft Budget</u>	<u>NOTES</u>
Salary	\$ 45,390.00	\$46,752.20	per UCC salary schedule & contract
UCC Benefits - Employer Portion	\$ 11,604.00	\$12,318.48	As per actual costs derived from actual first pp x 24 pp/year
CPP & EI - Employer Portion	\$ 3,833.00	\$3,957.12	
Travel	\$ 2,500.00	\$2,500.00	55/km - unchanged
Continuing Education	\$ 1,640.00	\$1,689.00	per UCC Reimbursements
Sunday Pulpit Supply - includes travel & meal	\$ 4,000.00	\$4,000.00	covers 8 Sundays
TOTAL MINISTERIAL	\$ 68,967.00	\$ 71,216.80	53.38%

Worship, Outreach and Gatherings:

Worship supplies (candles, palms etc)	\$ 500.00	\$500.00	Unchanged
Faith Formation	\$ 150.00	\$500.00	Actual spent in 2024
Subscriptions (Gathering, Broadview)	\$ 120.00	\$120.00	Unchanged
Technology for Sanctuary	\$ 250.00	\$250.00	split \$500 with Admin.
Bulletins	\$ 500.00	\$500.00	Unchanged
Offering envelopes	\$ 300.00	\$300.00	Covers 45 boxes
Supplies for Gatherings	\$ 500.00	\$500.00	Unchanged
Outreach			
Christmas Outreach	\$ 1,000.00	\$1,000.00	unchanged
Benevolent Gift Cards	\$ 100.00	\$100.00	unchanged
Legion Poppy Campaign	\$ 75.00	\$75.00	unchanged
Prayer Shawl	\$ 250.00	\$0.00	Removed from budget-Uses only funds that group gets through fundraising
Gifts & Visitation for Sick and Shut-in	\$ 400.00	\$400.00	unchanged
TOTAL WORSHIP, OUTREACH & GATHERINGS	\$ 4,145.00	\$ 4,245.00	3.18%

Administrative:

Office:

ADP Salary Processing	\$ 720.00	\$720.00	unchanged
Software	\$ 250.00	\$250.00	unchanged
Technology	\$ 250.00	\$250.00	Split \$500 with Worship
Manse Telephone & Internet	\$ 1,500.00	\$1,500.00	unchanged
Local Bank and PAR charges	\$ 200.00	\$210.00	PAR up - a good thing!
M&S Bank Charges	\$ 30.00	\$30.00	unchanged
Memorial Bank Charges	\$ 30.00	\$15.00	Reduced to reflect actual
Cell Phone	\$ 1,000.00	\$1,000.00	As per contract
General Office Supplies	\$ 1,500.00	\$1,500.00	unchanged
TOTAL OFFICE	\$ 5,480.00	\$ 5,475.00	

Assessment:

United Church of Canada	\$ 2,232.00	\$3,435.00	Up based on 2023 revenues
TOTAL ASSESSMENTS	\$ 2,232.00	\$ 3,435.00	

Meetings:

Regional Council AGM	\$ 1,500.00	\$1,500.00	unchanged
Video Conferencing - Zoom	\$ 50.00	\$50.00	just in case
TOTAL MEETINGS	\$ 1,550.00	\$ 1,550.00	
TOTAL ADMINISTRATIVE	\$ 9,262.00	\$ 10,460.00	7.84%

Operating Expenses:

Utilities:

Fuel & Furnace

Manse	\$	5,000.00	\$3,000.00	reduced closer to actual
Hall	\$	1,500.00	\$0.00	Furnace Removed
Church	\$	3,500.00	\$3,000.00	reduced closer to actual

Power

Manse	\$	2,000.00	\$2,000.00	Unchanged
Hall	\$	2,000.00	\$2,500.00	Using heat pumps but hopefully won't need this - solar panels
Church	\$	1,000.00	\$1,000.00	Unchanged

Water & Sewer

Manse	\$	1,100.00	\$1,100.00	unchanged
Hall	\$	1,000.00	\$1,000.00	unchanged

TOTAL UTILITIES	\$	17,100.00	\$	13,600.00	
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Insurance:

Manse	\$	1,500.00	\$2,200.00	Greatly increased
Church & Hall	\$	10,300.00	\$12,000.00	Increased
Liability - Abuse Policy	\$	1,700.00	\$1,900.00	Increased

TOTAL INSURANCE	\$	13,500.00	\$	16,100.00	
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Property Taxes:

Manse	\$	2,900.00	\$3,300.00	Property assessment up
Church & Hall - Exempt	\$	-	\$0.00	

TOTAL PROPERTY TAXES	\$	2,900.00	\$	3,300.00	
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Maintenance:

Manse	\$	4,500.00	\$4,500.00	unchanged
Snow removal	\$	3,500.00	\$3,500.00	unchanged
Church & Hall	\$	4,500.00	\$5,000.00	Closer to actual spent

TOTAL MAINTENANCE	\$	12,500.00	\$	13,000.00	
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TOTAL OPERATING EXPENSES	\$	46,000.00	\$	46,000.00	34.48%
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Other:

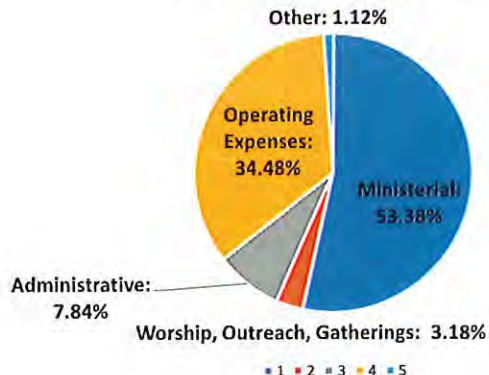
Gifts and Honoraria	\$	1,500.00	\$1,500.00	unchanged	
TOTAL OTHER	\$	1,500.00	\$	1,500.00	1.12%

TOTAL BUDGETED EXPENDITURES

2024	2025
\$ 129,874.00	\$ 133,421.80

100%

Percentage of Total 2025 Budget



Appendix A-5 (Major Renovations)

CERTIFICATE OF TRUSTEES ASKING CONSENT OF REGIONAL COUNCIL

The United Church of Canada Act, and The Manual, The United Church of Canada (2022 edition) section G. Congregational Life 2.3.2 (by following this format, Trustees will meet the requirements of The Manual, The United Church of Canada (2022 edition) section G. Congregational Life 2.3.2.)

Major Property Renovations:

Regional Council defines "Major Renovations" as renovations, maintenance, or repairs requiring expenditures of the greater of \$10,000 or 15% of the annual operating budget and/or requires the borrowing of funds from any source"

IN THE MATTER OF ST. PETER'S UNITED CHURCH, 9917 GREVILLE ST,
(NAME, ADDRESS AND PID OF CHURCH building ST. PETER'S, NS PID: 75052811

AND IN THE MATTER OF the renovation of said property:

We, the undersigned, do hereby certify that the following is a just and true copy of a Resolution duly passed by the Trustees of (name of church) ST. PETER'S UNITED CHURCH

A Community of Faith of The United Church of Canada and part of the ST. PETER'S - GRAND RIVER - LOCH LOMOND
Pastoral Charge, at a meeting of the Trustees duly held for that purpose at St. Peter's U.C. Hall (place of meeting), on the 11 (day) of Feb. (month), 2025 (year).

"Moved by Marc Stone (full name of mover),
seconded by Keith Wiseman (full name of seconder), that the Trustees of the above mentioned pastoral charge having received the direction of the Governing Body of the said Pastoral Charge / Community of Faith to do so, request the consent of Regional Council 15: to carry out the following major renovations :

RECONFIGURE EXISTING WASHROOM, PARLOUR ROOM AND ABANDONED FURNACE ROOM TO ACCOMMODATE A NEW ACCESSIBLE WASHROOM & ADDITIONAL SECOND WASHROOM. ADD A NEW ACCESSIBLE RAMP AND MIDDLE SIDE ENTRANCE.

Please attach the plans for renovations and the costs of same, copy of the contract bids, the terms of payment and any arrangements for financing. SEE ATTACHMENT

And in pursuance of the said resolution, we hereby apply to Property Committee for its consent to Regional Council 15 for permission to renovate.

Dated this 12 (day) of Feb (month), 2025 (year).

Dale Machin
Signature: Trustee Chair

Dale Machin
Printed Name

[Signature]
Signature: Trustee Secretary

Michele Stone
Print Name

revised February 16, 2022



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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: March 5, 2025

RE: Type 1 – Infrastructure

Dear CAO,

Attached is a grant application from the St. Peter's-Grand River-Loch Lomond Pastoral Charge for Infrastructure Grant Funds in the amount of \$5,000. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim Director of Finance

This project aligns with the following County initiatives or plans:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Accessibility Plan | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Active Living / Recreation Plan | <input checked="" type="checkbox"/> The Strategic Plan |
| <input checked="" type="checkbox"/> Age Friendly Initiative | <input type="checkbox"/> Trails Development Strategy |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Waterfront Development |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |

2357 Highway 206
P.O. Box 120
Arichat, NS B0E 1A0

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



Grant/Funding Application

Organization Legal Name St. Peter's-Grand River-Loch Lomond Pastoral Charge	Contact Person Pierre LaRochelle
Position in Organization Elder	Email
	Telephone
Mailing Address St. Peter's United Church, PO Box 201, St. Peter's, NS B0E 3B0	
Signature <i>P. LaRochelle</i>	Date Feb 12/2025

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 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 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 applications to:
 Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-2083 Fax: 902-226-0295

Grant Type
1



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

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

Application checklist**
Charity 11919 8562 RR0001

- Attach a photocopy of current registry or some other renewal and the 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.

The primary outcome of this project is that an environment of universal accessibility will be created by providing a proper access ramp and landing to the hall, access through the hall to an enlarged washroom, new universal washroom and a reconfigured parlour. The added accessibility will make the facility more attractive to community groups in general and those specifically concerned with access for all ages independent of mobility issues.

Please see Appendix 1 of 2 for the project details.
Please see Appendix 2 of 2 for quotes and financials.

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

Project budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization's costs	\$ 2,911.18
Land		Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="radio"/> No
Materials	\$ 17,437.91	Loan/Debt	
Labour Costs	\$ 27,873.00	Funding Agency	\$ 5,000.00
Other Capital Costs	\$ 6,796.64	Provincial	\$ 34,738.36
Specify: Contingency		Federal	
Other Capital Costs		Other (Specify): InKind	\$ 4,458.01
Specify:		Amount requested from Municipality	\$ 5,000.00
		If approved, funds must be spent by March 31.	
TOTAL	\$ 52,107.55	TOTAL	\$ 52,107.55

T3010 Registered Charity Information Return

Section B - Directors/Trustees and Like Officials

Name: **ST PETER'S GRAND RIVER-LOCH LOMOND PASTORAL CHARGE**

BN/Registration number: **119198562 RR 0001**

Fiscal period: **January 01, 2023 to December 31, 2023**

Total number of directors/trustees and like officials: **10**

Registered charities that notice problems with their online information should go to [How to amend the return](#).

Director/trustee and like official # 1

Full name: **Edwina M Touesnard**
Term Start date: **2021-01-30**
Term End date:
Position: **Treasurer**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 2

Full name: **Sherry J Baccardax**
Term Start date: **1996-03-30**
Term End date:
Position: **Treasurer**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 3

Full name: **Valerie J Hiltz**
Term Start date: **2016-05-12**
Term End date:
Position: **Corresponding Secretary**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 4

Full name: **Parker D Stone**
Term Start date: **2016-05-12**
Term End date:
Position: **Property Chairperson**
At Arms Length with other Directors? **Yes**

Director/trustee and like official # 5

Full name: **Marc C Stone**
Term Start date: **2019-06-20**
Term End date:
Position: **Board Chairperson & Trustee**
At Arms Length with other Directors? **No**

Director/trustee and like official # 6

Full name: **Donna M Machin**
Term Start date: **2019-06-20**
Term End date:
Position: **Manse Chairperson**
At Arms Length with other Directors? **No**

Director/trustee and like official # 7

Full name: **Dale T Machin**
Term Start date: **2014-02-28**
Term End date:
Position: **Co-Chair Trustees**
At Arms Length with other Directors? **No**

Director/trustee and like official # 8

Full name: **Michele B Stone**
Term Start date: **2021-03-03**
Term End date:
Position: **Secretary of Trustees**
At Arms Length with other Directors? **No**

Director/trustee and like official # 9

Full name: **John G Cameron**
Term Start date:
Term End date:
Position: **Trustee Co-Chair**
At Arms Length with other Directors? **No**

Director/trustee and like official # 10

Full name: **Mary I Cameron**
Term Start date:
Term End date:
Position: **Trustee**
At Arms Length with other Directors? **No**

Showing 1 to 10 of 10 entries on this page

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Balance Sheet as of 2024-12-31

Printed: February 10, 2025

ASSETS

1000	St. Peter's United Church- Local (RBC)	18,550.74
1005	St. Peter's United Church - Local (ECCU)	6.59
1010	Memorial & Organ Funds (RBC)	785.31
1015	Memorial & Organ Funds (ECCU)	3,127.54
1020	Sunday School Account (RBC)	49.77
1030	Mission & Service (RBC)	11.09
1040	SP-GR-LL Pastoral Charge Account (RBC)	13,693.96
1200	Accounts Receivable	
1220	Accounts Receivable all others	4,133.99
	TOTAL Accounts Receivable	4,133.99
1260	Federal Sales Tax Recoverable	0.00
1270	Provincial Sales Tax Recoverable	0.00
1280	Sales Tax Rebates Due	4,582.56
1300	Short Term Investments	
1301	Non-redeemable 1 year GIC - RBC	50,000.00
1302	One Year Cashable GIC - RBC	25,000.00
	TOTAL Short Term Investments	75,000.00
1400	Land and Buildings in Canada (Total)	
1401	St. Peter's United Church-land & buildin	178,800.00
1402	St. Peter's Church Hall-land & building	121,900.00
1403	SP-GR-LL Pastoral Charge Manse	193,500.00
	TOTAL Land and Buildings in Canada (Total)	494,200.00
1500	Long Term Investments-RBC Shares	136,115.64
TOTAL ASSETS		750,257.19

LIABILITIES and FUNDS

2100	Accounts Payable	1,903.69
3000	Unrestricted Funds	
3010	Local (General) Fund	79,242.07
3020	Sunday School Fund	51.87
	TOTAL Unrestricted Funds	79,293.94
3100	Restricted Funds	
3110	Hall Fund	8,572.73
3115	Property Renovation & Upgrade Fund	26,187.90
3120	Memorial Fund	2,557.26
3125	Organ Repair & Replacement Fund	1,525.16
3130	Bulletins Fund	-467.88
3135	Prayer Shawl Fund	357.66
	TOTAL Restricted Funds	38,732.83
3200	UCC Mission & Service Fund	11.09
3300	Property/Long Term Investment Asset Fund	630,315.64
TOTAL LIABILITIES and FUNDS		750,257.19

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

REVENUE

4000	Tax-Receipted Gifts	
4010	Local (General) Fund Offerings Received	45,739.00
4020	Hall Fund Offerings Received	1,296.00
4030	Property Reno & Upgrade Fund Received	4,025.00
4040	Mission&Service Fund Offerings Received	3,865.00
4050	Memorial Fund Offerings Received	155.00
4060	Bulletins Offerings Received	400.00
4070	Prayer Shawl Offerings Received	45.00
	TOTAL Tax-Receipted Gifts	55,525.00
4200	Non-Receipted Gifts	2,942.19
4310	Revenue from Province/Territory Gov't	
4311	Rental - Province of Nova Scotia	2,993.99
4312	Grant-Community Facilities Improvement	50,000.00
	TOTAL Revenue from Province/Territory Gov't	52,993.99
4320	Revenue from Municipality/Regional Gov't	
4321	Rental - County of Richmond	9,110.00
4322	Grant - County of Richmond -Hall project	3,000.00
	TOTAL Revenue from Municipality/Regional Gov't	12,110.00
4500	Interest Income	
4501	Interest Local ECCU	0.12
4503	Interest Memorial ECCU	73.05
4504	Interest M&S RBC	0.03
4505	Interest Charge Acct RBC	0.19
	TOTAL Interest Income	73.39
4700	Rental - Misc. Hall	2,695.00
4720	Non-Receipted Fundraising Revenue	
4721	Free Will Offerings at Gatherings	2,090.75
4722	Prayer Shawl Fundraising	274.00
4723	Property Reno & Upgrade Fund-Not Receipt	4,500.00
4724	Faith Formation Event Revenue	88.05
4725	Concert Revenue	1,855.00
	TOTAL Non-Receipted Fundraising Revenue	8,807.80
4800	Other Revenue	
4810	Grants other than Gov't Source-Project	62,066.03
	TOTAL Other Revenue	62,066.03
TOTAL REVENUE		197,213.40

EXPENSE

5010	Travel and Vehicle Expenses	
5011	Ministerial Travel - KM	1,797.91
5012	Sunday Supply Travel - KM & Meal	206.58
	TOTAL Travel and Vehicle Expenses	2,004.49
5020	Interest and Bank Charges	
5021	Local Bank Charges - RBC	134.75

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE

5020	Interest and Bank Charges	
5022	PAR Fees - from RBC	60.50
5023	Memorial Bank Charges - RBC	9.00
5024	M&S Bank Charges - RBC	27.00
	TOTAL Interest and Bank Charges	<u>231.25</u>
5030	Licenses, Memberships and Dues	
5031	United Church of Canada Assessment	2,232.00
	TOTAL Licenses, Memberships and Dues	<u>2,232.00</u>
5100	Office Supplies and Expenses	
5110	Manse Telephone and Internet	1,342.52
5111	Minister's Cell Phone	978.11
5112	Software	245.09
5113	ADP Processing Fee	694.83
5114	Meeting Expenses	35.00
5120	Other Office Expenses	1,592.79
	TOTAL Office Supplies and Expenses	<u>4,888.34</u>
5150	Occupancy Costs	
5160	Furnace Oil	
5161	Furnace Oil Manse	2,551.63
5162	Furnace Oil Church	2,295.78
5163	Furnace Oil Hall	719.51
	TOTAL Furnace Oil	<u>5,566.92</u>
5165	Power	
5166	Power Manse	1,777.60
5167	Power Hall	1,912.33
5168	Power Church	876.10
	TOTAL Power	<u>4,566.03</u>
5170	Water & Sewer	
5171	Water & Sewer Manse	1,058.90
5172	Water & Sewer Hall	825.38
	TOTAL Water & Sewer	<u>1,884.28</u>
5180	Maintenance & Repair	
5181	Maintenance Manse	3,887.46
5182	Maintenance Hall	5,286.54
5183	Maintenance Church	878.12
5184	Snow Removal Church	1,284.80
5185	Snow Removal - Hall	2,287.39
	TOTAL Maintenance & Repair	<u>13,624.31</u>
5190	Property Taxes	
5191	Property Taxes Manse	2,886.72
	TOTAL Property Taxes	<u>2,886.72</u>
	TOTAL Occupancy Costs	28,528.26
5199	Property Reno & Upgrade Expense	57,934.36

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE

5230	Education and Training	
5231	Minister's Continuing Education	643.60
	TOTAL Education and Training	643.60
5300	Payroll Expenses	
5310	Minister's Salary	45,390.48
5320	CPP Employer Portion	2,499.36
5330	EI Employer Portion	1,347.84
5340	UCC Benefits Employer Portion	11,603.76
5350	Sunday Pulpit Supply	741.00
	TOTAL Payroll Expenses	61,582.44
5420	Purchases and non-capitalized Assets	
5421	Technology - Office	79.35
5422	Technology - Sanctuary-Memorial	2,430.53
	TOTAL Purchases and non-capitalized Assets	2,509.88
5500	Charitable Gifts to Qualified Donees	
5501	Parkinson Canada	250.00
5502	Legion Poppy Campaign	75.00
5503	Atlantic School of Theology	100.00
5504	UCC - Mission & Service	3,865.00
5505	Observer Publications Inc-Broadview	100.00
5506	St. Peter's & Area Food Bank Society	450.00
5507	Strait Richmond Palliative Care Society	200.00
5508	Leeside Society	300.00
	TOTAL Charitable Gifts to Qualified Donees	5,340.00
5520	Insurance	
5521	Insurance Manse	1,799.00
5522	Insurance Church & Hall	11,164.83
5523	Insurance Liability - Abuse	1,857.05
	TOTAL Insurance	14,820.88
5600	Worship, Outreach & Gatherings	
5601	Worship Expenses	443.10
5602	Faith Formation Expenses	445.09
5603	Subscriptions	120.34
5604	Bulletin Supplies	902.98
5605	Offering Envelopes	273.54
5606	Supplies for Gatherings	525.59
5607	Prayer Shawl Supplies	1,064.27
5608	Visitation for Sick & Shut-ins	260.49
5609	Benevolent Gift Cards	100.00
5610	Sunday School Supplies	30.20
	TOTAL Worship, Outreach & Gatherings	4,165.60
5700	Gifts & Honoraria	777.26

St. Peter's-Grand River-Loch Lomond Pastoral Charge

Income Statement

For the period 2024-01-01 to 2024-12-31

Printed: February 10, 2025

EXPENSE	
5799 Bank Reconciliation	-20.00
TOTAL EXPENSE	185,638.36
NET INCOME	11,575.04

2025 BUDGET - DRAFT
ST. PETER'S - GRAND RIVER - LOCH LOMOND PASTORAL CHARGE
ST. PETER'S UNITED CHURCH

EXPENDITURES:

Ministerial:

	<u>2024 Budget:</u>	<u>2025 Draft Budget</u>	<u>NOTES</u>
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Bulletins	\$ 500.00	\$500.00	Unchanged
Offering envelopes	\$ 300.00	\$300.00	Covers 45 boxes
Supplies for Gatherings	\$ 500.00	\$500.00	Unchanged

Outreach

Christmas Outreach	\$ 1,000.00	\$1,000.00	unchanged
Benevolent Gift Cards	\$ 100.00	\$100.00	unchanged
Legion Poppy Campaign	\$ 75.00	\$75.00	unchanged
Prayer Shawl	\$ 250.00	\$0.00	Removed from budget-Uses only funds that group gets through fundraising
Gifts & Visitation for Sick and Shut-in	\$ 400.00	\$400.00	unchanged
TOTAL WORSHIP, OUTREACH & GATHERINGS	\$ 4,145.00	\$ 4,245.00	3.18%

Administrative:

Office:

ADP Salary Processing	\$ 720.00	\$720.00	unchanged
Software	\$ 250.00	\$250.00	unchanged
Technology	\$ 250.00	\$250.00	Split \$500 with Worship
Manse Telephone & Internet	\$ 1,500.00	\$1,500.00	unchanged
Local Bank and PAR charges	\$ 200.00	\$210.00	PAR up - a good thing!
M&S Bank Charges	\$ 30.00	\$30.00	unchanged
Memorial Bank Charges	\$ 30.00	\$15.00	Reduced to reflect actual
Cell Phone	\$ 1,000.00	\$1,000.00	As per contract
General Office Supplies	\$ 1,500.00	\$1,500.00	unchanged
TOTAL OFFICE	\$ 5,480.00	\$ 5,475.00	

Assessment:

United Church of Canada	\$ 2,232.00	\$3,435.00	Up based on 2023 revenues
TOTAL ASSESSMENTS	\$ 2,232.00	\$ 3,435.00	

Meetings:

Regional Council AGM	\$ 1,500.00	\$1,500.00	unchanged
Video Conferencing - Zoom	\$ 50.00	\$50.00	just in case
TOTAL MEETINGS	\$ 1,550.00	\$ 1,550.00	
TOTAL ADMINISTRATIVE	\$ 9,262.00	\$ 10,460.00	7.84%

Operating Expenses:

Utilities:

Fuel & Furnace

Manse	\$ 5,000.00	\$3,000.00	reduced closer to actual
Hall	\$ 1,500.00	\$0.00	Furnace Removed
Church	\$ 3,500.00	\$3,000.00	reduced closer to actual

Power

Manse	\$ 2,000.00	\$2,000.00	Unchanged
Hall	\$ 2,000.00	\$2,500.00	Using heat pumps but hopefully won't need this - solar panels
Church	\$ 1,000.00	\$1,000.00	Unchanged

Water & Sewer

Manse	\$ 1,100.00	\$1,100.00	unchanged
Hall	\$ 1,000.00	\$1,000.00	unchanged

TOTAL UTILITIES	\$ 17,100.00	\$ 13,600.00	
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Insurance:

Manse	\$ 1,500.00	\$2,200.00	Greatly increased
Church & Hall	\$ 10,300.00	\$12,000.00	Increased
Liability - Abuse Policy	\$ 1,700.00	\$1,900.00	Increased

TOTAL INSURANCE	\$ 13,500.00	\$ 16,100.00	
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Property Taxes:

Manse	\$ 2,900.00	\$3,300.00	Property assessment up
Church & Hall - Exempt	\$ -	\$0.00	

TOTAL PROPERTY TAXES	\$ 2,900.00	\$ 3,300.00	
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Maintenance:

Manse	\$ 4,500.00	\$4,500.00	unchanged
Snow removal	\$ 3,500.00	\$3,500.00	unchanged
Church & Hall	\$ 4,500.00	\$5,000.00	Closer to actual spent

TOTAL MAINTENANCE	\$ 12,500.00	\$ 13,000.00	
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TOTAL OPERATING EXPENSES	\$ 46,000.00	\$ 46,000.00	34.48%
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Other:

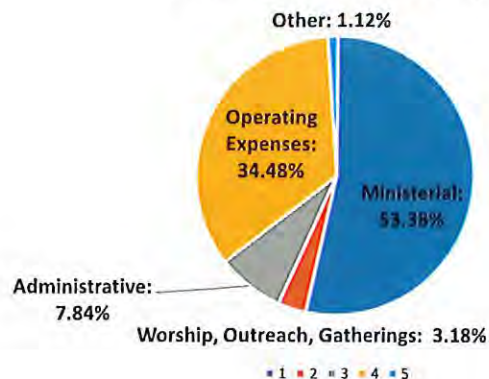
Gifts and Honoraria	\$ 1,500.00	\$1,500.00	unchanged
TOTAL OTHER	\$ 1,500.00	\$ 1,500.00	1.12%

TOTAL BUDGETED EXPENDITURES

2024	2025
\$ 129,874.00	\$ 133,421.80

100%

Percentage of Total 2025 Budget

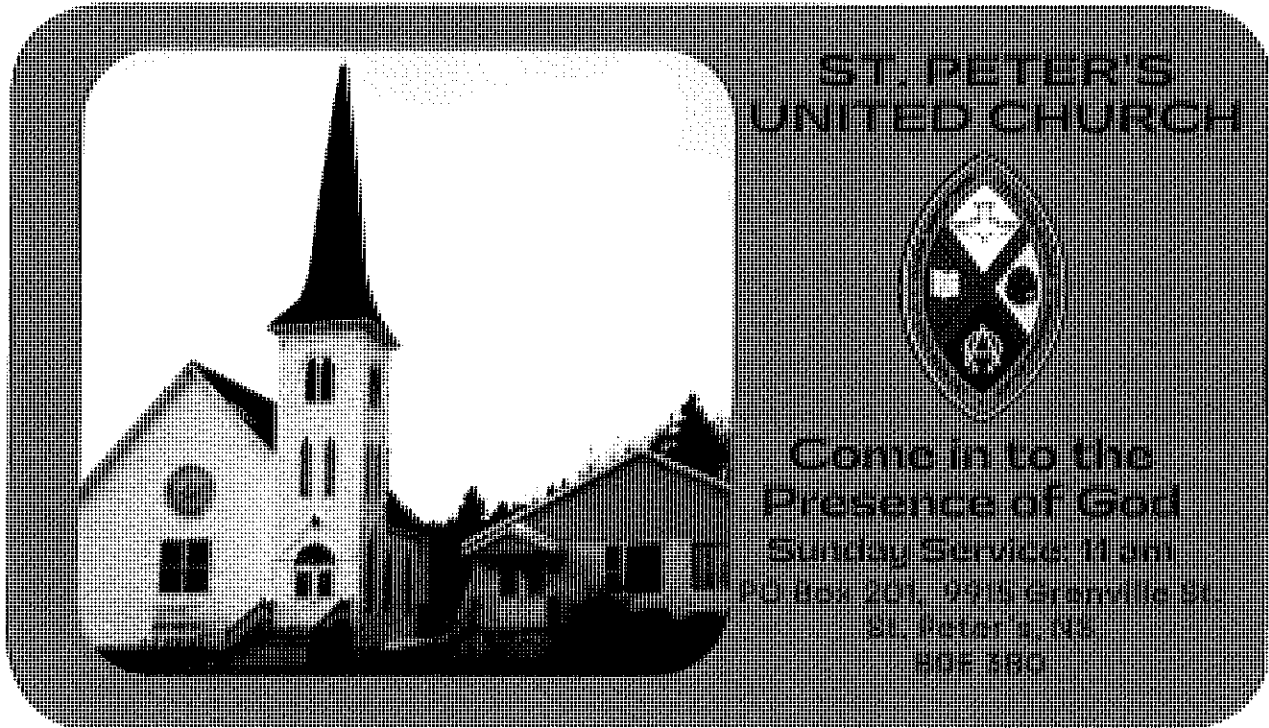


St. Peter's United Church Hall

9917 Grenville Street, St. Peter's, NS

Access-Ability Project 2025-2026

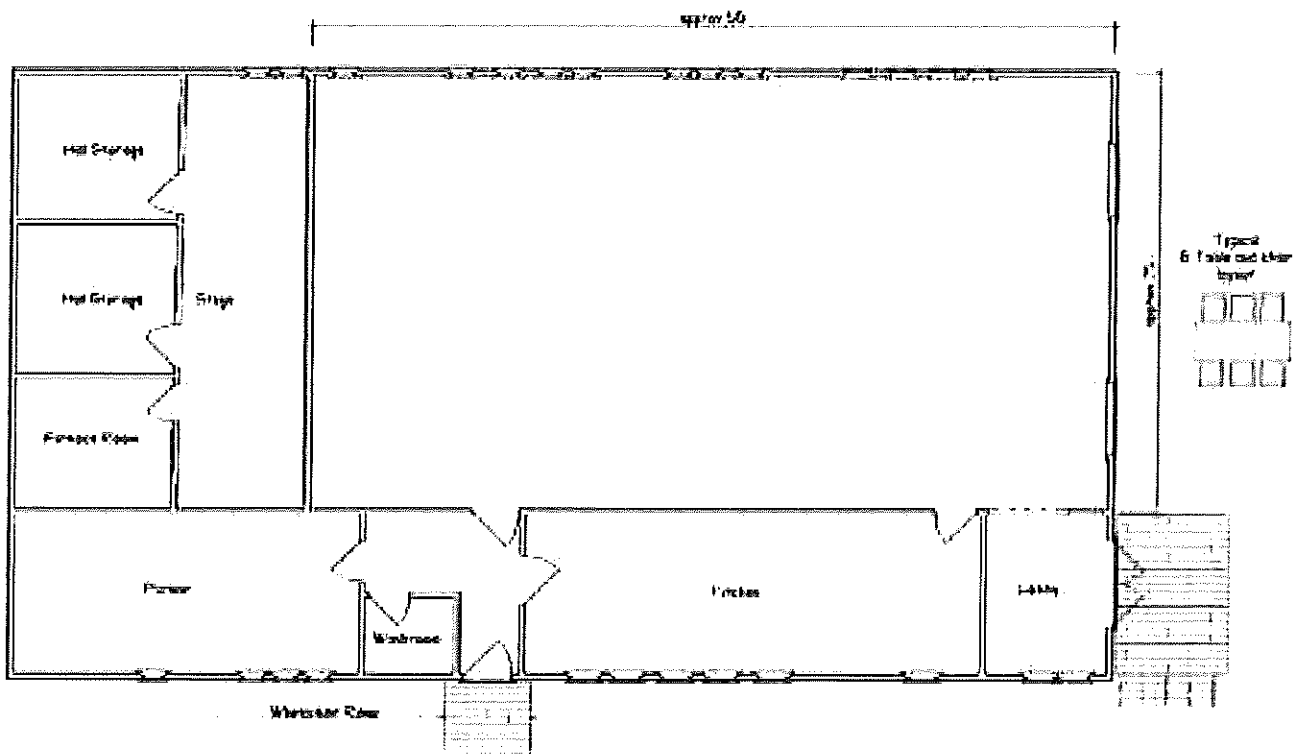
Work to be performed April 1, 2025 to March 31, 2026



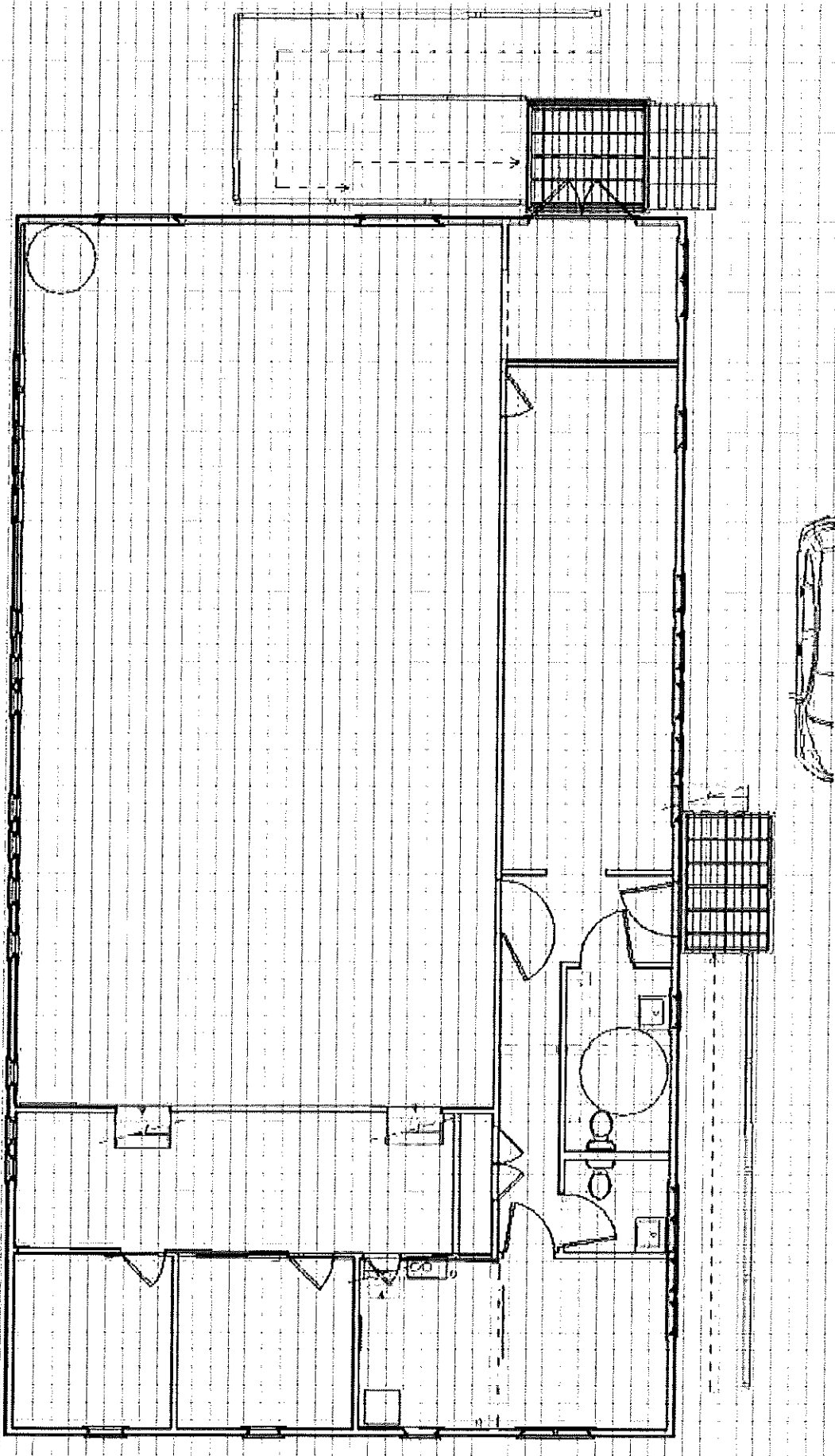
Addendum 1 of 2: Scope of Work

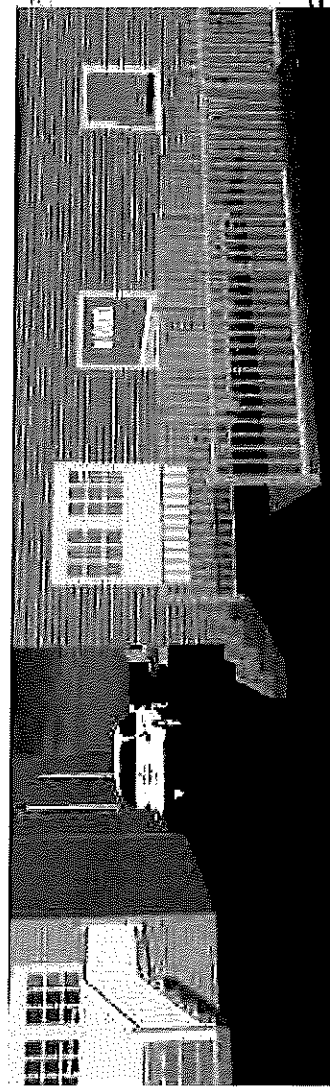
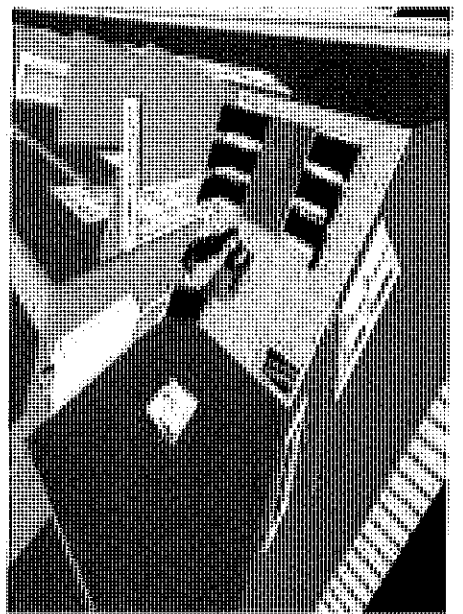
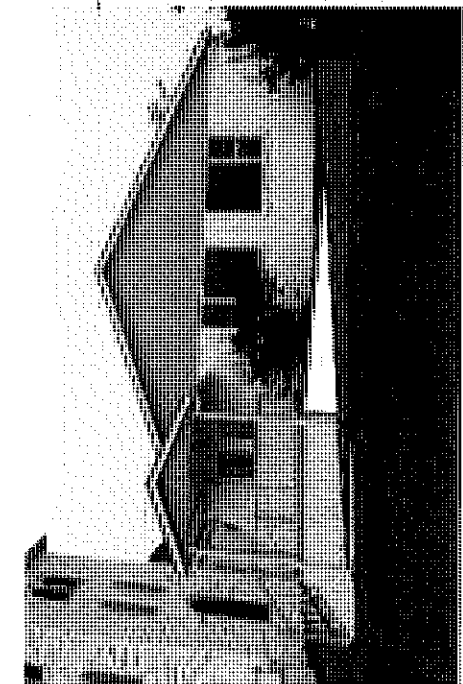
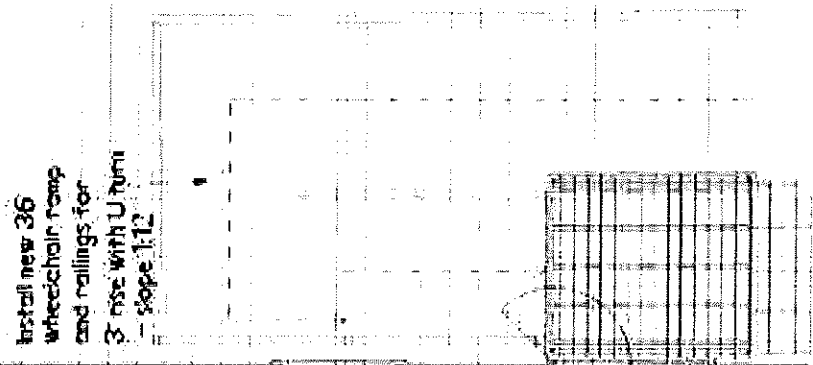
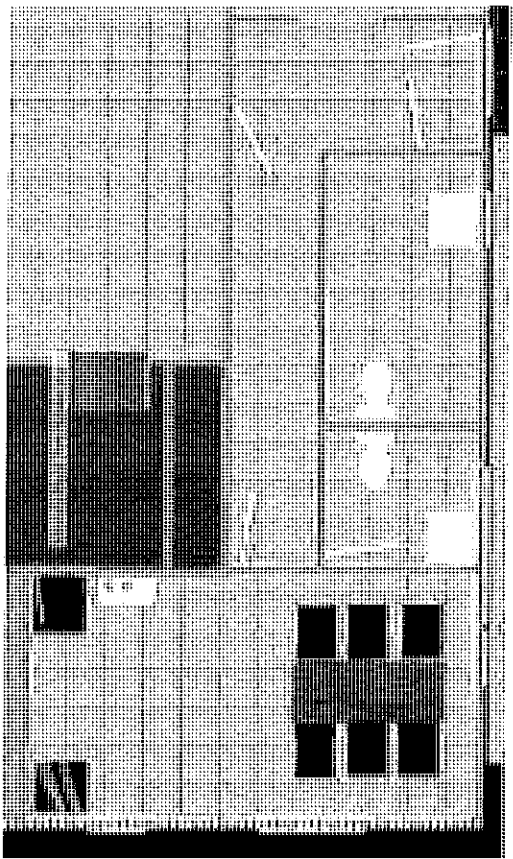
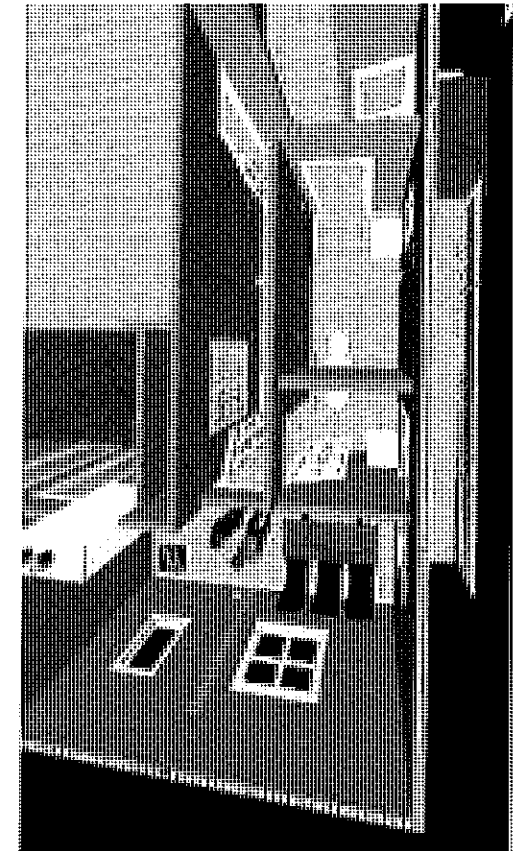
This project provides for the reconfiguring of the existing single washroom, parlour room and abandoned furnace room to accommodate a new accessible washroom, a second washroom and, unique to the village, a greenroom off the stage. Includes creating interior barrier free access to the washrooms from a new wheelchair access ramp and automatic door opener at the front entrance; enlarge of the side vestibule entry and lengthen side ramp. Will enhance the user environment with signage and some additional baseboard heaters.

Contact: Pierre LaRochelle
(902) 631-2822
pierreprfamily@gmail.com



Existing St. Peter's United Church Hall Layout





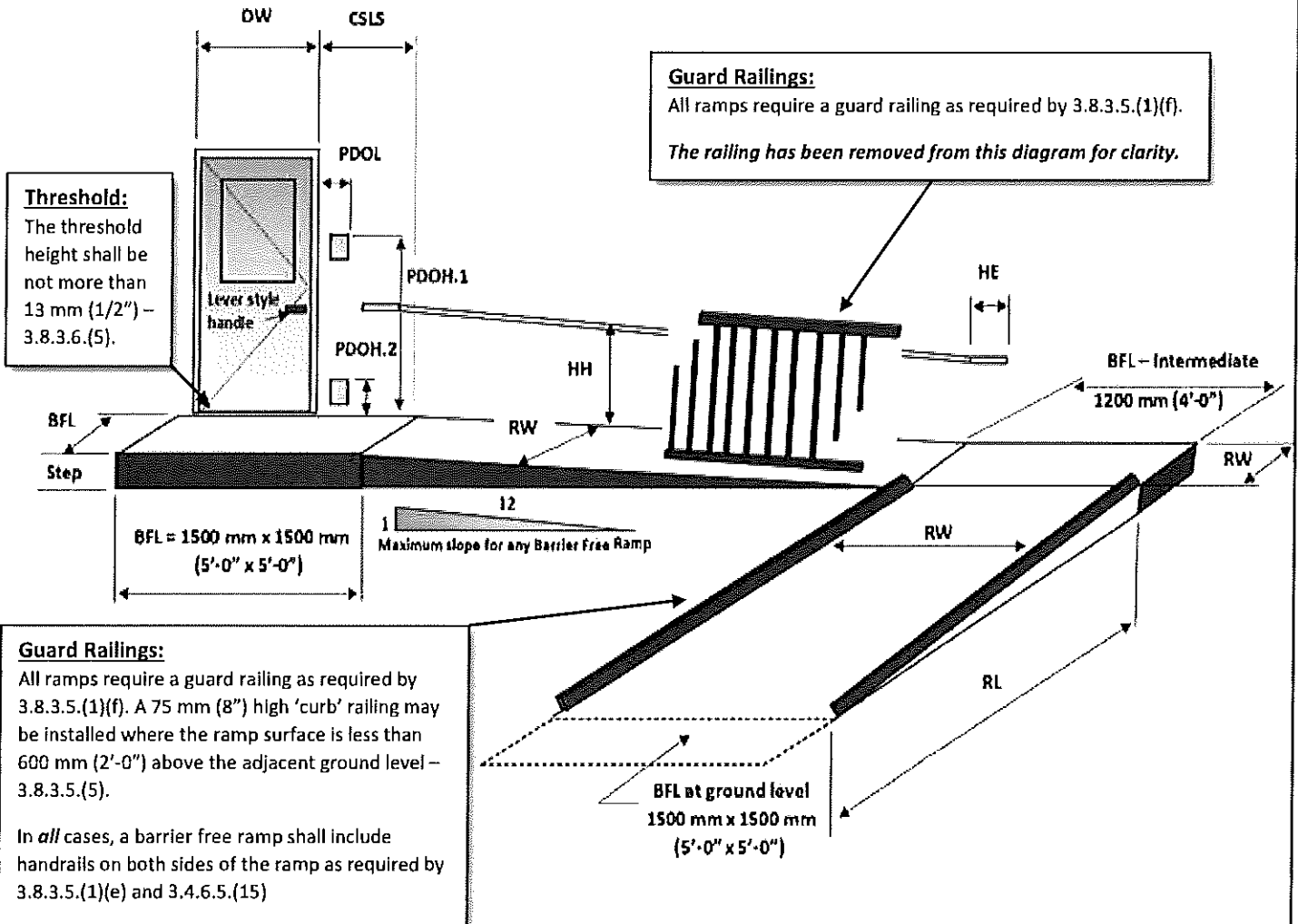
Accessible / Barrier Free Ramp Design

As required by the 2022 Nova Scotia Building Code Regulations (Accessibility Schedule "C") & the 2015 National Building Code of Canada

Power Door Operator:

A power door operator is required on every Barrier Free entrance where:

- The entrance is for a Hotel, Group B - Care or Treatment occupancy (i.e. a Care Home),
- The building or suite is more than 500 m² (5,382 ft²) in building area and contains a Group A - Assembly (i.e. Restaurant), a Group D - Business & Personal Services (i.e. Office), or a Group E - Mercantile (i.e. Store) occupancy, or
- Where it takes more than 38N (8 ½ lbs) of force to operate and external, or 22N (5 lbs) of force to operate and internal or sliding Barrier Free door.



Guard Railings:

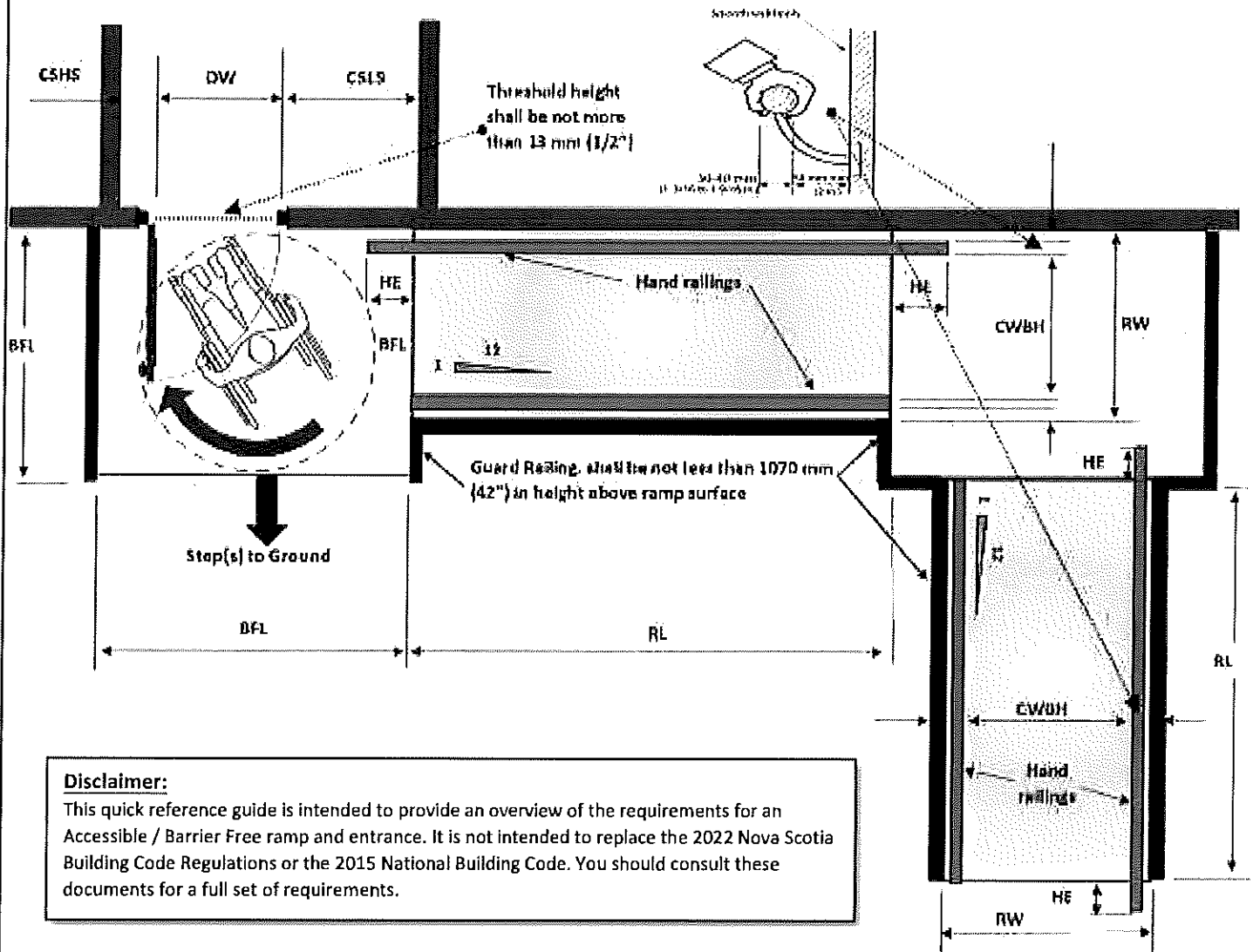
All ramps require a guard railing as required by 3.8.3.5.(1)(f). A 75 mm (8") high 'curb' railing may be installed where the ramp surface is less than 600 mm (2'-0") above the adjacent ground level - 3.8.3.5.(5).

In all cases, a barrier free ramp shall include handrails on both sides of the ramp as required by 3.8.3.5.(1)(e) and 3.4.6.5.(15)

Short Description	Description	Minimum	Maximum	Code Reference
BFL	Barrier Free Landing	1500 x 1500 mm (5' x 5')	No Limit	3.8.3.5.(1)(c).
CSLS	Clear Space Latch Side	300 mm (1'-0") door swings away or 600 mm (2'-0") door swings towards	No Limit	3.8.3.5.(1)(c).
CWBH	Clear Width Between Handrails	870 mm (2'-10.25" or 34 1/4")	No Limit	3.8.3.5.(1)(a). and 3.4.6.5.(2).
DW	Doorway width (clear space)	800 mm (2'-7 1/2" or 31 1/2")	No Limit	3.8.3.6.(2).
HH	Handrail Height	865 mm (2'-10" or 34")	965 mm (3'-2" or 38")	3.8.3.5.(1)(e).
HE	Handrail Extensions	300 mm (1'-0")	No Limit	3.4.6.5.(12).
PDOL	Power Door Operator Location	300 mm (1'-0")	1500 mm (5' or 60")	3.8.3.6.(6)(a).
PDOH.1	Power Door Operator Height - 1	900 mm (3'-0" or 36")	1100 mm (3'-7" or 43")	3.8.2.7.(1). and 3.8.3.6.(6)
PDOH.2	Power Door Operator Height - 2	150 mm (6")	300 mm (1'-0" or 12")	3.8.2.7.(1). and 3.8.3.6.(6)
RL	Ramp Length between landings	Based on 1:12 max. ramp slope	9.0 meters (29'-6")	3.8.3.5.(1)(d).
	h	1070 mm	No Limit	3.8.3.5

Acceptable Ramp & Entrance Design Options

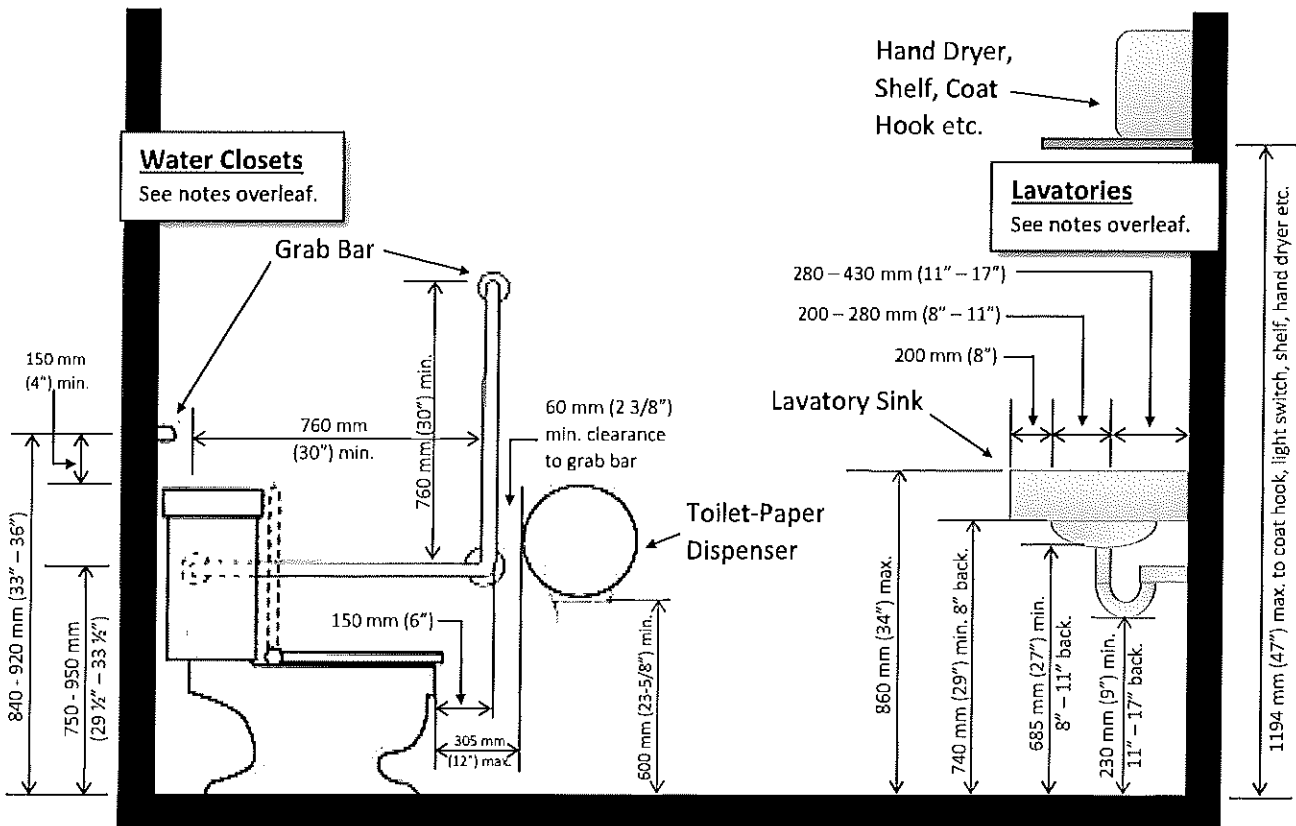
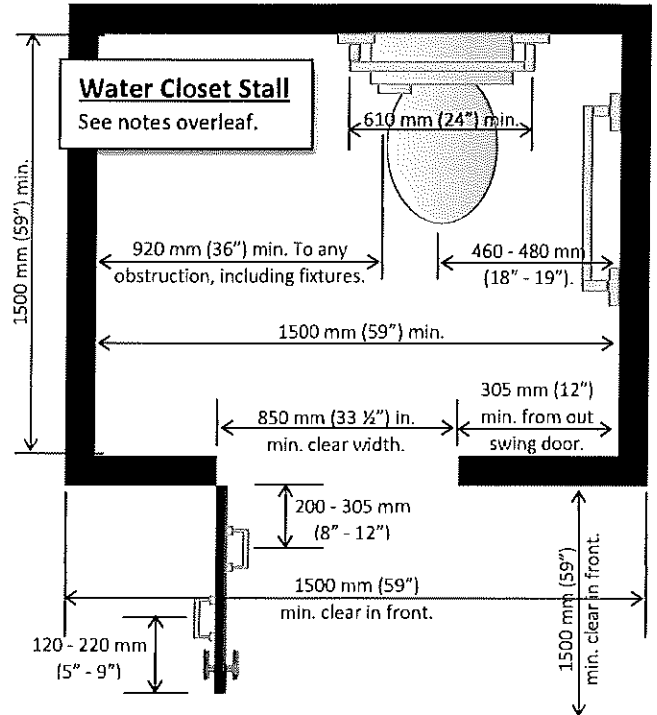
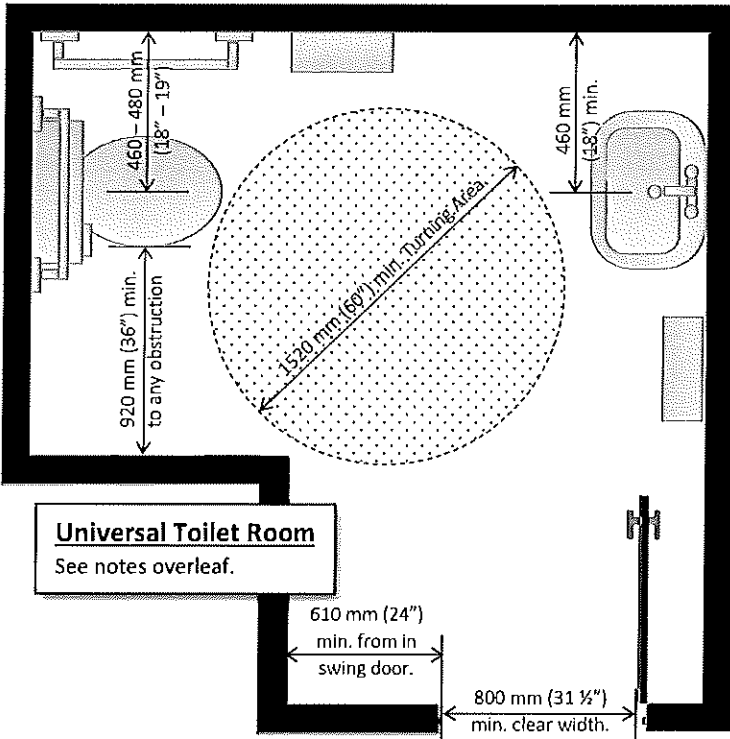
That meet the intent of Articles 3.8.2.1 to 3.8.2.6 of the 2022 Nova Scotia Building Code Regulations



Short Description	Description	Minimum	Maximum	Code Reference
BFL	Barrier Free Landing	1500 x 1500 mm (5' x 5')	No Limit	3.8.3.5.(1)(c).
CSLS	Clear Space Latch Side	300 mm (1'-0") door swings away or 600 mm (2'-0") door swings towards	No Limit	3.8.3.5.(1)(c).
CWBH	Clear Width Between Handrails	870 mm (2'-10.25" or 34 1/4")	No Limit	3.8.3.5.(1)(a). and 3.4.6.5.(2).
DW	Doorway width (clear space)	800 mm (2'-7 1/2" or 31 1/2")	No Limit	3.8.3.6.(2).
HH	Handrail Height	865 mm (2'-10" or 34")	965 mm (3'-2" or 38")	3.8.3.5.(1)(e).
HE	Handrail Extensions	300 mm (1'-0")	No Limit	3.4.6.5.(12).
PDOI	Power Door Operator Location	300 mm (1'-0")	1500 mm (5' or 60")	3.8.3.6.(6)(a).
PDOH.1	Power Door Operator Height - 1	900 mm (3'-0" or 36")	1100 mm (3'-7" or 43")	3.8.2.7.(1). and 3.8.3.6.(6)
PDOH.2	Power Door Operator Height - 2	150 mm (6")	300 mm (1'-0" or 12")	3.8.2.7.(1). and 3.8.3.6.(6)
RL	Ramp Length between landings	Based on 1:12 max. ramp slope	9.0 meters (29'-6")	3.8.3.5.(1)(d).
RW	Total Ramp Width	1070 mm (42")	No Limit	3.8.3.5.(1)(e). and 3.4.6.5.(15).
(inset image)	Handrail clearance to wall	50 mm (2") or 60 mm (2 1/2")	Not applicable	3.4.6.5.(13).
(inset image)	Diameter of handrail	30 mm (1 3/16")	43 mm (1 1/4")	3.4.6.5.(5).
(inset image)	Guard railing (height)	1070 mm (42")	Not applicable	3.8.3.5.(1)(f). and 3.4.6.6.

Barrier Free Washroom for Non-Residential Occupancies

As required by the 2022 Nova Scotia Building Code Regulations (Accessibility Schedule "C") & the 2015 National Building Code of Canada



ACCESSIBLE / BARRIER FREE WASHROOMS

For Non-Residential Occupancies

Listed below are the minimum acceptable Barrier Free design requirements for washrooms in Non-Residential occupancies. For full details please refer to Schedule "C" Accessibility of the 2022 Nova Scotia Building Code Regulations, specifically Section 3.8 Accessibility.

WATER CLOSET STALL

- The interior dimensions of the stall shall be a minimum of 1500 mm (59") between walls.
- The door to the stall is to be self-closing and will be no more than 50 mm (2") ajar when at rest.
- The stall door shall swing outwards unless there is sufficient room within the stall to permit the door to close without interfering with a wheelchair.
- There will be a minimum clear width of 1500 mm (59") in front of the stall, and a minimum depth of 1500 mm (59") from the front of the stall to any other fixture, obstruction or wall.
- The stall will be equipped with an 'L' shaped grab-bar installed on the wall to the side of the water closet. The grab-bar shall have a minimum length & height of 760 mm (30") and shall be installed between 750-950 mm (29 ½" – 33 ½") above the floor.
- The stall shall also have a grab bar installed at a height of 840-920 mm (33" – 36") on the wall behind the water closet. The grab bar shall have a width of not less than 610 mm (24").

UNIVERSAL TOILET ROOM

- The room shall have an unobstructed turning area a minimum of 1520 mm (60") in diameter.
- Coat hooks, light switches, shelves, soap dispensers, hand dryers etc. shall be installed no more than 1194 mm (47") above floor level.

WATER CLOSETS

- Water closets will be equipped with an 'L' shaped grab-bar installed on the wall to the side of the water closet. The grab-bar shall have a minimum length & height of 760 mm (30") and shall be installed between 750-950 mm (29 ½" – 33 ½") above the floor.
- Water closets shall also have a grab bar installed at a height of 840-920 mm (33" – 36") on the wall behind the water closet. The grab bar shall have a width of not less than 610 mm (24").

LAVATORIES

- All clearances underneath the lavatory sink shall be a minimum of 760 mm (30") wide.

CONTACT US

Applicants may contact HRM to obtain the required Building Permit, or to speak to a Building Official for advice and clarification of any of the requirements outlined above, by visiting the Customer Service Center located at 5251 Duke St, 3rd Floor, Suite 300, Duke Tower, Halifax, or by calling 311.

HALIFAX

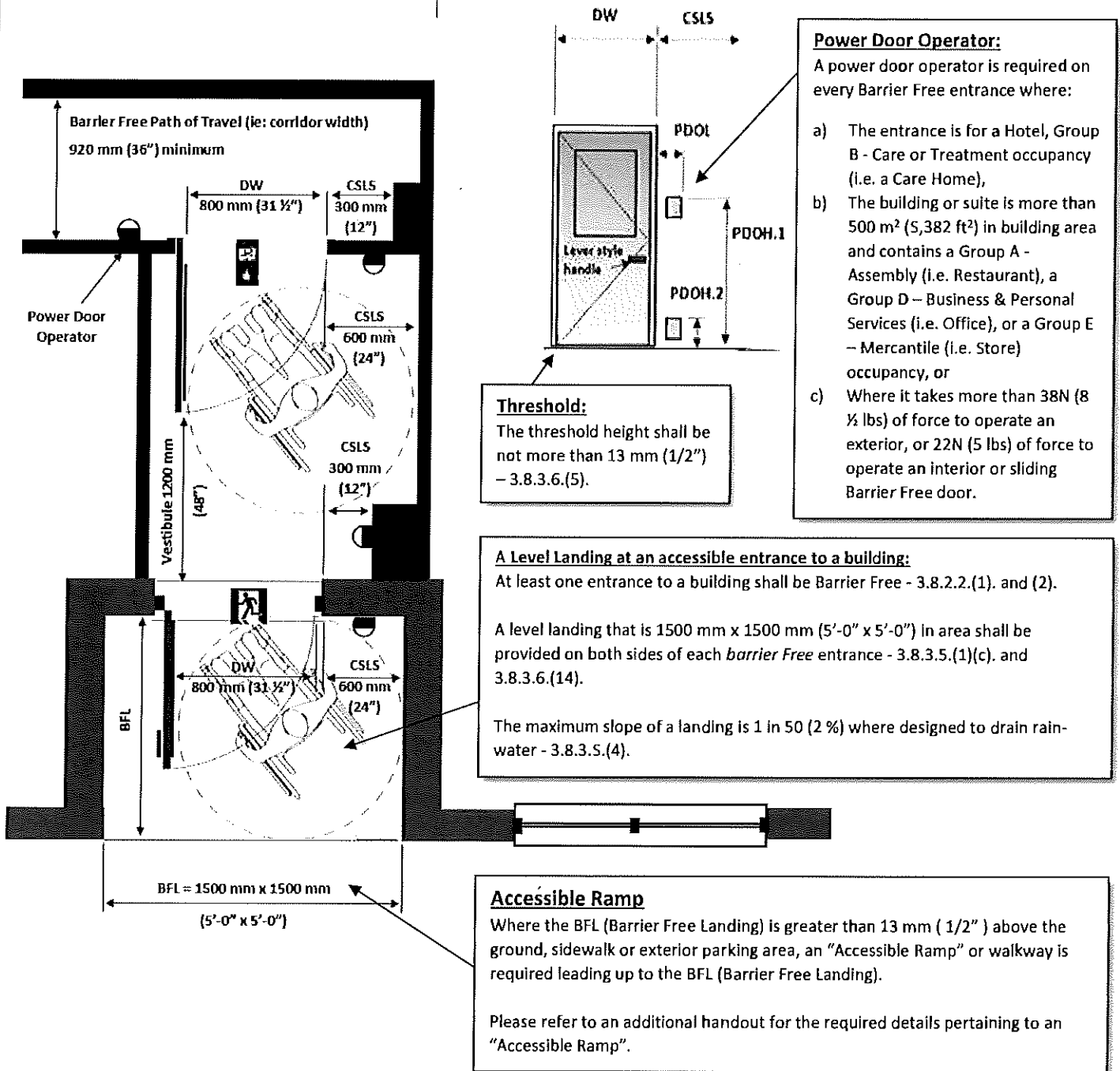
Halifax Regional Municipality
PO Box 1249, Halifax, Nova Scotia
Canada B3J 3A5

halifax.ca

Revision V1.03 – January 2024

Accessible / Barrier Free Entrance Design

As required by the 2022 Nova Scotia Building Code Regulations (Accessibility Schedule "C") & the 2015 National Building Code of Canada



Short Description	Description	Minimum	Maximum	Code Reference
BFL	Barrier Free Landing	1500 x 1500 mm (5' x 5')	No Limit	3.8.3.5.(1)(c).
CSLS	Clear Space Latch Side	300 mm (1'-0") door swings away or 600 mm (2'-0") door swings towards	No Limit	3.8.3.5.(1)(c).
DW	Doorway width (clear space)	800 mm (2'-7 1/2" or 31 1/2")	No Limit	3.8.3.6.(2).
PDOL	Power Door Operator Location	300 mm (1'-0")	1500 mm (5' or 60")	3.8.3.6.(6)(a).
PDOL.1	Power Door Operator Height - 1	900 mm (3'-0" or 36")	1100 mm (3'-7" or 43")	3.8.2.7.(1). and 3.8.3.6.(6)
PDOL.2	Power Door Operator Height - 2	150 mm (6")	300 mm (1'-0" or 12")	3.8.2.7.(1). and 3.8.3.6.(6)

St. Peter's United Church
Scope of Work: Access-Ability Renovation and User Comfort 2025-2026 V 8.0

BUDGET (4 weeks construction)			
ABILITY - Accessibility Scope of Work	QTY	COST	NOTES
Rental Port-a-potty must remain accessible throughout the project. Construction worksite restricted to work area, stage and exterior of building. Dust barriers to be installed around work areas and along front of			
Subtotal			
PARLOUR/FURNACE ROOM RENO FOR NEW WASHROOM CONFIGURATION	QTY	COST	NOTES
Labour			
Demolish wall separating existing furnace room and parlour.			
Remove thru ceiling projections			
Remove abandoned 4" stack.			
Create panel door access over recessed power connections on wall			
Install new hung window to match otherrooms			
Install accessible enclosure around new air exchanger			
Repair wall cupboard as required.			
Install any subfloor repairs in furnace room, one trapdoor framing, underlayment throughout furnace, parlour, new washrooms and hallway as phased work progresses.			
Drywall, patch and repair walls and ceiling			
Install new steps from stage.			
Install vinyl flooring throughout project area			
Install new flush trapdoor			
Install new baseboard and trims			
Subtotal			
Electrical			
Remove abandoned router and phone cables.			
Reroute existing router to wall hung on north wall.			
Remove one, relocate other ceiling light with motion detector			
Install new duplex receptacle.			
Install baseboard heater and WiFi Thermostat			
Subtotal			
Materials			
New ceiling level air exchange enclosure and access panel.			
New access panel frame and door around recessed electrical boxes.			
Relocation of ceiling light			
New ceiling tiles			
Subfloor repairs in furnace room			
Underlayment			
New vinyl floor covering			
New floor flush trapdoor			
Ceiling light with motion detector swiching			
Duplex receptacle.			
Baseboard heater and WiFi Thermostat			
New drywall for northwall repairs.			
Subtotal			

St. Peter's United Church
Scope of Work: Access-Ability Renovation and User Comfort 2025-2026 V 8.0

ENLARGE EXISTING WASHROOM TO MAKE MORE ACCESSIBLE	QTY	Cost	
Labour			
Remove existing north and east walls			
New subfloor and covering			
Enlarge and build new walls, drywalled both sides, venting finish			
Plumbing Labour			
Roughin and installation of new fixtures and associated plumbing and venting to existing.			
Subtotal			
Existing Washroom Electrical			
Install wiring, light/exhaust fan motion detector, new overhead light, exhaust fan, WiFi to existing baseboard heater. New duplex receptacle. HVAC as needed.			
Subtotal			
Material			
New walls framing, acoustical insulation, drywall, baseboard, trim, paint.			
Wiring, light/exhaust fan motion detector switch, new overhead light, exhaust fan, WiFi thermostat for existing baseboard heater. New duplex receptacle.			
36" door			
Subtotal			
NEW UNIVERSAL ACCESSIBLE WASHROOM	QTY	Cost	
Labour			
Install framing, acoustical insulation, drywall, baseboard, door and trim, painting, wall mounted change table, venting finish.			
Subtotal			
Plumbing Labour			
Waterlines, drains, venting, toilet, sink			
Subtotal			
Electrical Labour			
Install wiring, light/exhaust fan motion detector switch, new overhead light, exhaust fan, WiFi baseboard heater.			
Install GFI receptacle			
Materials			
New subfloor and covering			
New framing, acoustical insulation, drywall, baseboard, trim, paint.			
Change table, 36" door			
wiring, light/exhaust fan MOTION DETECTOR switch, new overhead light, exhaust fan, WiFi baseboard heater. New duplex receptacle.			
Subtotal			

St. Peter's United Church
Scope of Work: Access-Ability Renovation and User Comfort 2025-2026 V 8.0

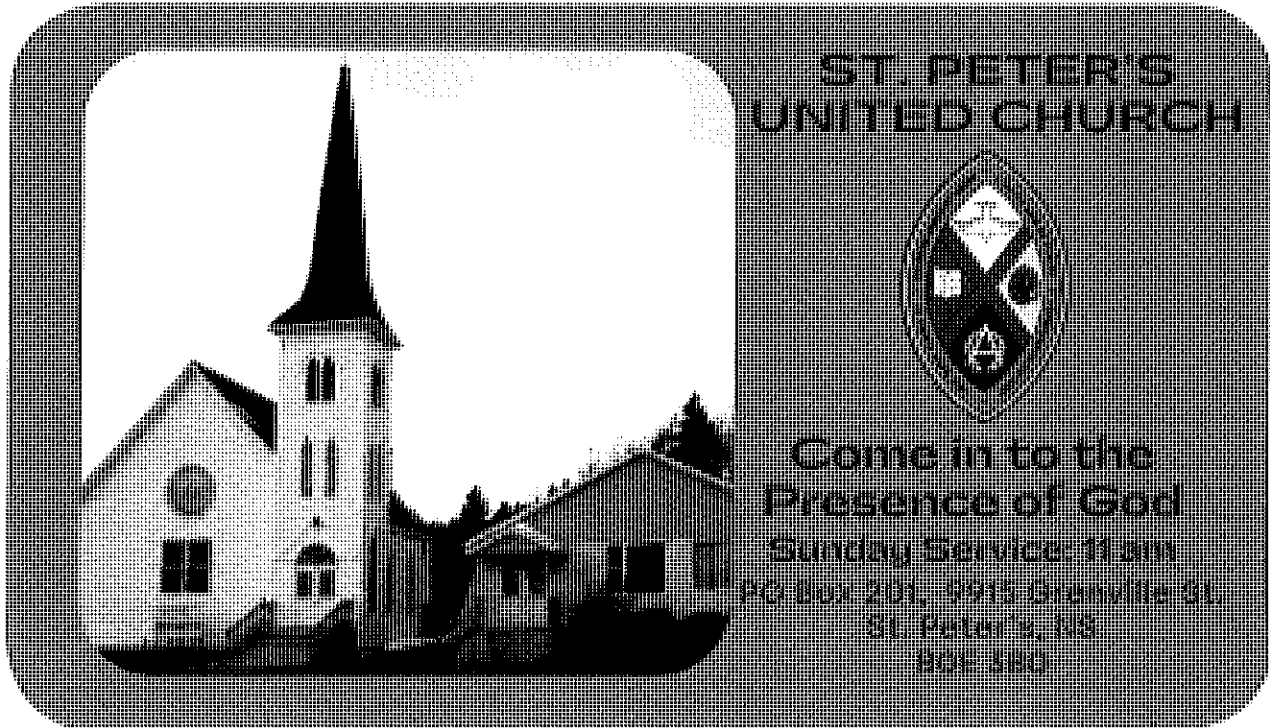
HALL DOOR	QTY	Cost	
Labour			
Enlarge door opening and install new 36" door in interior wood wall			
Subtotal			
Material			
36" interior door			
Subtotal			
COMMUNICATIONS			
Washroom signage			
Assisted Listening - WiFi or Bluetooth			
Subtotal			
FRONT EXTERIOR ENTRANCE and RAMP	QTY	Cost	
Labour			
Install new U-shaped ramp with landings and railings per code.			
Electrical: Install new automatic door kit and interior and exterior buttons on exterior door.			
Subtotal			
Material			
Ramp, landing and railing materials			
New automatic door kit for right leaf of exterior door.			
Subtotal			
SIDE ENTRANCE EXTERIOR DOOR	QTY	Cost	
Labour			
Enlarge exterior door opening through metal siding and install new 36" exterior door with window and door operator.			
Subtotal			
Material			
New wood framing, metal trimming and 36" exterior door.			
Subtotal			
SIDEDOOR RAMP	QTY	Cost	
Labour			
Remove or extend existing ramp and install new 24' ramp to existing small landing with accessible doorway.			
Material			
Ramp materials with railing			
Subtotal			
MISCELLANEOUS Coincident Work for User Comfort			
Labour			
Electrical - Install WiFi thermostat, heaters in Office and Storage rooms.			
Electrical - Install WiFi thermostat and heater south wall of kitchen			
Electrical - Install WiFi thermostat for existing kitchen wall heater			
Subtotal			
Material			
3 baseboard heaters and WiFi thermostats			
1 WiFi Thermostat for kitchen wall heater.			
Subtotal			

St. Peter's United Church Hall

9917 Grenville Street, St. Peter's, NS

Accessibility Project 2025-2026

Work to be performed April 1, 2025 to March 31, 2026



Addendum 2 of 2: Financial Details

Contact: Pierre LaRochelle
(902) 631-2822
pierreprfamily@gmail.com

Summary of Quotes and Financing ToDate

Version 12.0 January 29, 2025

Contractor	Description	Net	HST	Total	Source	BUDGET
GENERAL CONSTRUCTION						
Home Hardware	Renovation Materials	\$ 11,717.47	\$ 1,757.62	\$ 13,475.09	Quote	
Home Hardware	Demo and Build Labour	\$ 15,000.00	\$ 2,250.00	\$ 17,250.00	Quote	
	SUBTOTAL	\$ 26,717.47	\$ 4,007.62	\$ 30,725.09		\$ 26,717.47
Home Hardware	Front & Side Ramp Material	\$ 2,300.44	\$ 345.07	\$ 2,645.51	Quote	
Home Hardware	Front Ramp and Side Ramp Labour	\$ 2,500.00	\$ 375.00	\$ 2,875.00	Quote	
	SUBTOTAL	\$ 4,800.44	\$ 720.07	\$ 5,520.51		\$ 4,800.44
R.M. Landry & Son	Chimney removal with SPUC Labour	\$ 498.00	\$ 74.70	\$ 572.70	Quote	
	SUBTOTAL	\$ 498.00	\$ 74.70	\$ 572.70		\$ 498.00
ELECTRICAL						
K&A Electric	Electrical Labour	\$ 4,750.00	\$ 712.50	\$ 5,462.50	Quote	
Other	Electrical Materials	\$ 3,500.00	\$ 525.00	\$ 4,025.00	Estimate	
	SUBTOTAL	\$ 8,250.00	\$ 1,237.50	\$ 9,487.50		
V&L Electric Ltd.	Electrical Labour	\$ 2,960.00	\$ 444.00	\$ 3,404.00	Quote	
V&L Electric Ltd.	Electrical Materials	\$ 3,420.00	\$ 513.00	\$ 3,933.00	Quote	
	SUBTOTAL	\$ 6,380.00	\$ 957.00	\$ 7,337.00		\$ 6,380.00
Rockdale Electrical	Electrical Labour	\$ 4,650.00	\$ 697.50	\$ 5,347.50	Quote	
Other	Electrical Materials	\$ 3,500.00	\$ 525.00	\$ 4,025.00	Estimate	
	SUBTOTAL	\$ 8,150.00	\$ 1,222.50	\$ 9,372.50		

PLUMBING						
Landry Brothers Ltd.	Plumbing Roughin and Install	\$ 5,515.00	\$ 827.25	\$ 6,342.25	Quote	
	SUBTOTAL	\$ 5,515.00	\$ 827.25	\$ 6,342.25		\$ 5,515.00
Shamarcontracting	Plumbing Roughin and Install	\$ 6,542.00	\$ 981.30	\$ 7,523.30	Quote	
	SUBTOTAL	\$ 6,542.00	\$ 981.30	\$ 7,523.30		

MISCELLANEOUS						
Other	Project Mgmt (Inspection, Change Orders, Closeout) @ \$35/hr	\$ 1,400.00		\$ 1,400.00	Quote	
	SUBTOTAL	\$ 1,400.00	\$ -	\$ 1,400.00		\$ 1,400.00

Project Budget	TOTAL PROJECT COSTS			FUNDING BREAKDOWN	
	NET	TAXES	NET	NET	
\$ 51,897.55	\$ 45,310.91	\$ 6,586.64	Net Project Cost	\$ 45,310.91	
\$ 7,784.63	\$ 6,796.64	\$ 988.00	Contingency 15%	\$ 6,796.64	
\$ 59,682.18	\$ 52,107.55	\$ 7,574.63	Total Budget	\$ 52,107.55	

Taxes/Rebate	\$ 3,787.32	50% of taxes
CAAP Grant	\$ 34,738.36	
Pending Requests	\$ 10,000.00	
Other	\$ -	\$ 10,485.81
InKind	\$ 4,458.00	
SPUC Reserves	\$ 6,698.50	*
TOTAL IN	\$ 59,682.18	

* Will absorb difference if Pending Grants or Others changes.

NS - CAAP Grant Request (2/3)	\$ 34,738.36
Matching Requirement (1/3)	\$ 17,369.18
Total Budget Split	\$ 52,107.55

MATCHING REQUIREMENTS	\$
Richmond County (Pending)	\$ 5,000.00
Hunter Church Building Fund (Pending)	\$ 5,000.00
Inkind PM (Quote)	\$ 1,400.00
Inkind Finishes: Installation of laminate flooring,	\$ 2,560.00
InKind Chimney Removal	\$ 498.00
SPUC Reserves	\$ 2,911.18
Matching Checksum	\$ 17,369.18

Gross Materials:	\$ 20,053.60
Gross Labour:	\$ 31,843.95
Total:	\$ 51,897.55
Contingency:	\$ 7,784.63
Total:	\$ 59,682.18

DEFIBRILATOR - Richmond County Funding Request \$ 2,300.00 \$ 345.00 \$ 2,645.00 (Estimated)



St. Peters Home Hardware Building Centre

F QUOTES
P.O.reat

St. Peters, NS B0E 3B0

Tel. (902) 536-2204 • Fax (902) 536-3403

1345SP-00 BM0581-00 1

SOLD TO & HALL UNITED CHURCH
C/O SHERRY BACCARDAX

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PR. (902) 535-3182

** CHARGE QUOTE **

Date	Loc	Quotation No.
06/05/24	02	BM0581-00
Time	Customer P.O.	Subs ID
13:13	RRNO	PDS
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantity	Price	U/M	Amount	T L	
Ordered	Shipped	U/M								
2	*****	EA	3221076	*VANITY, RELAX WHT 30X19 W LMNT	2	549.990EA		1099.98	T 2	
2	*****	EA	3274932	*TOILET, ELG 6L RAVNA3 WHT 16.5"	2	309.990EA	%	619.98	T 2	
4	*****	EA	3216754	*GRAB BAR, SAFETY STR WHT 1x24"	4	49.990EA		199.96	T 2	
4	*****	EA	PH36RH	P/H 6 PANEL 36" RH 4-5/8"	4	188.970EA	%	755.88	T 2	
25	*****	EA	2493KD	SPRUCE, KD 2X4X93 PREMIUM	25	4.970EA		124.25	T 2	
50	*****	SHTSR	1248	GYPROC, 1/2X4X8	50	17.970SHT		898.50	T 2	
3	*****	BX	1625904	GYPROC, PRSMX 17L WHT	3	38.970BX	%	116.91	T 2	
2	*****	EA	1625771	COMPOUND, SHEETROC 90 11KG	2	39.970EA	%	79.94	T 2	
10	*****	EA	2628053	BRAD, MTL 1-1/4"X1-1/4"X 8' 90DEG	10	4.290EA		42.90	T 2	
1	*****	EA	M	*TAPE SCREWS	1	100.000EA	%	100.00	T 2	
1	*****	CINSM	238	NAILS, STRIP 2-3/8 2500 34DEG BRIGHT DH PAPER	1	52.990CTN		52.99	T 2	
1	*****	CINSM	314	NAILS, STRIP 3-1/4 2000 34DEG BRIGHT DH PAPER	1	59.990CTN		59.99	T 2	
15	*****	SHTSR	12412	GYPROC, 1/2X4X12	15	27.970SHT		419.55	T 2	
40	*****	BDSLW	52H	*PLANK, VINYL STONEWEAR 5.2MM HACEME (19.7)6X48	40	57.360BDL		2294.40	T 2	
2	*****	EA	M	*ELECTRIC HEATER THERMOSTA	2	125.000EA	%	250.00	T 2	
3	*****	EA	ST3STEP	PT, STRINGER 3-STEP	3	15.940EA		47.82	T 2	
12	*****	FT	STP10	SPRUCE, STAIR TREAD 1-1/8"X 11-1/4" (12'FT)	12	4.250FT		51.00	T 2	
4	*****	FT	C5600	SPR, HANDRAIL SPRUCE CL 1-1/4"X 2-1/4" (RANDOM)	4	6.490FT		25.96	T 2	
3	*****	EA	M	BRACKETS	3	4.990EA	%	14.97	T 2	
1	*****	EA	VLHS3635	H/SLIDER 36"X 35" JBM PRO SERIES	1	349.970EA		349.97	T 2	
300	*****	FT	MFP89001	MDF, CASING COL #8900 5/8X2-3/4X14FT	300	1.490FT		447.00	T 2	
3	*****	EA	2653613	*MLD, COVE BASE DRY BLK 4" X100'	3	109.990EA		329.97	T 2	
1	*****	EA	PH36RH	P/H 6 PANEL 36" RH 4-5/8"	1	188.970EA	%	188.97	T 2	
							Sub Total			
							GST/HST	Pg. 1, Cont.		
							PST			
							TOTAL →			

HST No. 82918 8812RT0001

Quotation valid for 30 days

QUOTATION



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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 C/O SHERRY BACCARDAX

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PH. (902) 535-3182

** CHARGE QUOTE **

Date	Loc	Quotation No.
06/05/24	02	BM0581-00
Time	Customer P.O.	Subs
13:13	RENO	PDS
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	L A O C	
Ordered	Shipped	U/M								
2	*****	EA	1850624	*PRIMER/SEALER, LTX INT WH T 18.5L	2	229.990EA		259.98	T 2	
2	*****		EF4	ECOLOGY FEE	2	1.000		2.00	P	
2	*****	EA	1858910	*PNT/PRMR, LTX INT EGG WH WHT 18.2L	2	299.990EA		599.98	T 2	
1	*****	EA	LABOR	*HOME INSTALLS LABOR	1	15000.000EA		15000.00	T 2	
25	*****	EA	2693KD	SPRUCE, KD 2X6X93 PREMIUM	25	8.370EA		209.25	T 2	
20	*****	SHT	14MER	PLY, MERANTI 5.2MM 4X8	20	24.470SHT		489.40	T 2	
2	*****	EA	TMOULD	*T MOULDINGS	2	37.990EA		75.98	T 2	
1	*****	EA	0361RBV4	*S/DOOR, 16, 18, RH, DB, 4-5/8 VC JAMB, BK, VENT (2236) HANDICAP SILLS PANIC HWD CLOSURE PREF	1	9.990EA		9.99	T 2	
1	*****	EA	X	*CLOSURE HANDICAP PUSH	1	1500.000EA		1500.00	T 2	
								Sub Total	26717.47	
								GST/HST	4007.62	V
								PST	.00	
								TOTAL	30725.09	

P & K HARDWARE LTD
 ST. PETER'S HHBC 82918 8812 RT0001
 902-535-2204

HST No. 82918 8812RT0001

Quotation valid for 30 days

QUOTATION



St. Peters Home Hardware Building Centre
 P & K Hardware Limited
 P.O. Box 100, 8978 Grenville Street
 St. Peters, NS B0E 3B0
 Tel. (902) 535-2204 • Fax (902) 535-3403

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& HALL UNITED CHURCH
 C/O SHERRY BACCARDAX

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PH. (902) 535-3182

** CHARGE QUOTE **

Date	Loc	Quotation No.
06/05/24	02	BM0583-00
Time	Customer P.O.	Sales E
13:11	RAMP	PDS
Loaded by:	Checked by:	Delivered by:

Stockkeeping			Item Number	Description	Quantities	Price	U/M	Amount	T L N G	
Ordered	Shipped	U/M								
2	*****	EA	4408PT	PT, PAD 4X4X8 ACQ	2	18.970EA		37.94	T 2	
10	*****	EA	DEKBLO	DEK BLOCK 4X4	10	9.970EA		99.70	T 2	
10	*****	EA	PB1616	BLOCK, PATIO NAT 16X16	10	6.970EA		69.70	T 2	
36	*****	EA	5616PT	PT, PAD 5/4X6X16 ACQ	36	18.970EA		682.92	T 2	
38	*****	FT	RPT3	*RAIL PACKAGE #3	38		PT	.00	T 2	
5	*****	EA	4408PT	PT, PAD 4X4X8 ACQ	5	18.970EA		94.85	T 2	
9	*****	EA	2408PT	PT, PAD 2X4X8 ACQ	5	8.490EA		42.45	T 2	
3	*****	EA	2608PT	PT, PAD 2X6X8 ACQ	5	13.490EA		67.45	T 2	
114	*****	EA	22BPT	PT, BALLUSTER 42" SLIM	114	3.790EA		432.06	T 2	
20	*****	FT	RPT3	*RAIL PACKAGE #3	20		PT	.00	T 2	
3	*****	EA	4408PT	PT, PAD 4X4X8 ACQ	3	18.970EA		56.91	T 2	
3	*****	EA	2408PT	PT, PAD 2X4X8 ACQ	3	8.490EA		25.47	T 2	
3	*****	EA	2608PT	PT, PAD 2X6X8 ACQ	3	13.490EA		40.47	T 2	
60	*****	EA	22BPT	PT, BALLUSTER 42" SLIM	60	3.790EA		227.40	T 2	
				RAMP 8 FOOT BACK STEP						
3	*****	EA	2837135	PT, PAD 2X8X8 ACQ	3	20.370EA		61.11	T 2	
8	*****	EA	5612PT	PT, PAD 5/4X6X12 ACQ	8	14.770EA		118.16	T 2	
1	*****	EA	4408PT	PT, PAD 4X4X8 ACQ	1	18.970EA		18.97	T 2	
4	*****	EA	DEKBLO	DEK BLOCK 4X4	4	9.970EA		39.88	T 2	
6	*****	EA	PB1616	BLOCK, PATIO NAT 16X16	6	6.970EA		41.82	T 2	
4	*****	EA	2408PT	PT, PAD 2X4X8 ACQ	4	8.490EA		33.96	T 2	
2	*****	EA	4408PT	PT, PAD 4X4X8 ACQ	2	18.970EA		37.94	T 2	
24	*****	EA	22BPT	PT, BALLUSTER 42" SLIM	24	2.970EA		71.28	T 2	
1	*****	EA	LABOR	*HOME INSTALLS LABOR	1	2500.000EA		2500.00	T 2	
P & K HARDWARE LTD ST. PETER'S HWBC 902-535-2204							82918 8912 RT0001		Sub Total 4800.44 GST/HST 720.07 P PST .00 TOTAL 5520.51	

LIST No. 82918 8812RT0001

Quotation valid for 30 days

QUOTATION

Chimney Removal Quote

R.M. Landry & Son Ltd.

554 HWY 247 L'ARDOISE
 PO BOX 223
 ST. PETERS NS B0E 3B0
 Ph. (902) 535-3346 Fax (902) 535-3662
 Jason@rmlandry.com
 rmlandry.com

Quote

Q000010699

Date January 20, 2025
 Expires February 3, 2025
 Customer 3111

Bill To: CASH SALE
 RR2 ST PETERS

Ship To: CASH SALE
 RR2 ST PETERS

PO Number	FOB	Salesperson	Quote Date	Quote Number	
Stpeters@rmlandry.com	Your desk		January 20, 2025	Q000010699	
Ship Via		Payment Terms	Reference		
Next day					
Part Number	Description	Ordered	Tax	Unit Price	Extended Price
0000000000	CHIMNEY REMOVAL	2	0%	279.00	558.00
			Net Amount		558.00
			H.S.T		68.70
			Total		\$26.70

Electrical Quote 1

Re: Latest Scope Of Work



Vincent Kendall <vincent.kendall@stucor.com>
to: ns

Thu, Nov 14, 2024, 8:13 PM

Hi Pierre

The price is materials and labour and here is more or less the materials and labour cost for a completed job.

Wiring permit	145.00
Materials	3175.00
Labour	2960.00
Subtotal	6280.00
HST	942.00
Total	7222.00

Thanks
Vincent

Electrical Quote 2



X & A Electric Ltd. <xaelectric@bellstream.com>
to: ns

Sun, Nov 10, 2024, 4:40 PM

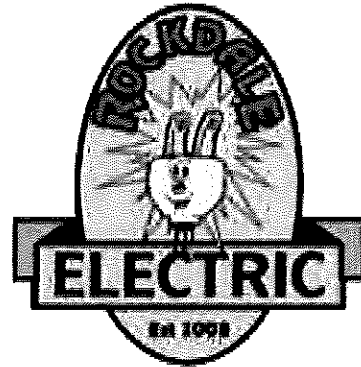
Prior to install new electrical in new washrooms with motion sensor's on lights and new heaters according to plans and run power to new handicap door openers would be : 54750.00 plus HST

Parade Center
6040 Keele Hwy #1000

- > On Nov 13, 2024, at 7:56 PM, Fiona LaRoche of Hania <f.laroche@hania.com> wrote:
- >
- >
- > Please find attached the latest scope of work after two site visits and review. Some minor updates highlighted in yellow.
- >
- > Electrical quotes to be submitted by end of day Monday, November 18, 2024.
- >
- > Includes new automatic door hardware with a wide swing to accommodate 32" opening.
- >
- > <image.png>
- >
- >
- > Pierre
- >

QUOTE 14/11/24

BN:843982422



St.Peters United church

Re: Accessibility Project 2025

- Remove/relocate electrical during Demo
- Wire rooms as discussed per Excel document
- Power feed and control wiring **only** for automatic door. Door opener provided and installed by other.
- Motion sensor switches and Wifi thermostats installed as per Excel document
- Labor to complete the job

All materials will be listed and supplied by Parker as discussed

Price before taxes \$4,650.00

Thank you

Earl Mombourquette
(902) 631-0837



QUOTE

Landry Brothers Ltd

QUOTE # 01201
DATE: JANUARY 7, 2024

138 Hwy 320, Louisdale, NS, B0E 1V0
 (P) 902-345-2720 (F) 902-345-2366
 info@landrybrothers.ca

QUOTE IS VALID FOR 14 DAYS FROM THE DATE ISSUED

TO Marie La Rochelle
 St Peters United

	DESCRIPTION	UNIT PRICE	LINE TOTAL
	This quote includes material and labor for the following items: <ul style="list-style-type: none"> Removal of existing toilet and sink Rough in and finish work for 2 new 1/2 bathrooms The venting into existing 3" vent line Run 1/2" and 3/4" hot and cold pex waterlines in crawl space and interior walls of bathroom Replace leaking drainage lines in crawl space 1 outside hose bib 	\$ 5,515.00	\$ 5,515.00
	Note: The following items are NOT included: <ul style="list-style-type: none"> Fixtures (with attached fixture allowance) Grab Bars not included or installation of grab bars 		
		SUBTOTAL	\$ 5,515.00
		SALES TAX	\$ 827.25
		TOTAL	\$ 6,342.25

Quotation prepared by:

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR CONSIDERATION



QUOTE

Landry Brothers Ltd

QUOTE # 01204
DATE: JANUARY 7, 2024

138 Hwy 170, Lacombe, AB, S4E 1V0
tel) 902-345-2720 (t) 902-345-2166
info@landrybrothers.ca

QUOTE IS VALID FOR 14 DAYS FROM THE DATE
ISSUED

TO: Pierre La Rochelle
St Peters United

DESCRIPTION	UNIT PRICE	LINE TOTAL
Fixture Allowance : 1- Ravenna 3 elongated high rise toilet 1- Ravenna 3 round front toilet 2- Proflo wall mount bathroom sink 2- 2 handle bathroom faucet	\$ 1,170.00	\$ 1,170.00
	SUBTOTAL	\$ 1,170.00
	SALES TAX	\$ 173.50
	TOTAL	\$ 1,343.50

Quotation prepared by:

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR CONSIDERATION

Plumbing Quote 2

Re: United Church Accessibility Renovations



← Marie Prout [REDACTED]

Tue Nov 19, 2024, 6:01PM



to me -

You're looking at around \$7200 for everything you want done

FUNDING REQUESTS



Application

2025-26 Community ACCESS-Ability Program

Application Deadline: February 14, 2025 by 11:59pm

Applicants are strongly encouraged to contact the Program Officer to discuss their project before applying. Please refer to the grant guidelines to ensure you are eligible for this grant, based on primary function of your facility and total accessibility costs.

Section 1 – Applicant Information

Section 1 is for information only and does not impact scoring.

Name of Applying Organization (if applicable, as it appears in NS Registry of Joint Stocks):

St. Peter's-Grand River-Loch Lomond Pastoral Charge

NS Registry of Joint Stocks or Federal Charity number: 11919 8562 RR001

Mailing Address of Organization

Street Number 9,915 Street Name Grenville Street

PO Box (if applicable) 201 City/Town St. Peter's

County Richmond Postal Code B0E 3B0

Civic Address of Facility (if different from mailing address)

Street Number 9917 Street Name Grenville Street

PO Box (if applicable) _____ City/Town St. Peter's

County Richmond Postal Code B0E 3B0

Contact Information of Chairperson / Chief / Senior Management

Name of Chairperson/Chief/Sr. Management Lead Dale Machin - Trustee Chair

Telephone (Primary) [REDACTED] Telephone (Alt) _____

E-Mail dale@capebretonrealty.com

Contact Information of Project Lead

Name of Project Lead Pierre LaRochelle

Telephone (Primary) [REDACTED] Telephone (Alt) _____

E-Mail [REDACTED]

Organization E-Mail (if not listed above):

general.spuc@gmail.com

We strongly encourage organizations to establish an organization email so if there are organizational changes, the organization has a central email for record keeping and correspondence.

Type of Organization – select one

Our organization is one of the following:

- A not-for-profit Society registered with *Nova Scotia Registry of Joint Stocks*, or
- A ***Charity*** or ***not-for-profit Federal Corporation*** with the Government of Canada, or
- Mi'kmaw Band Council, Prescribed Public Service Bodies (i.e. Municipality or Village) or
- Regional Centre for Education, post secondary institution or Conseil scolaire acadien provincial
- Other: _____

Primary Focus of Facility

What is the primary focus of your facility (check one)?

- | | |
|---|--|
| <input type="checkbox"/> Arts / Cultural Activities | <input checked="" type="checkbox"/> Community Based Activities |
| <input type="checkbox"/> Food /Wellness | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Service Organization |
| <input type="checkbox"/> Sport and Recreation | <input type="checkbox"/> Library |
| <input type="checkbox"/> School/Education | <input type="checkbox"/> Health Centre |
| <input type="checkbox"/> Other _____ | |

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Some useful resources for this section are:

- Nova Scotia Access by Design 2030: novascotia.ca/accessibility
- Nova Scotia's Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf](#) (novascotia.ca)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

Continued on the following page...

Please identify who your organization serves. Check all that apply. If you serve everyone, please select "General population".

- | | |
|---|--|
| <input checked="" type="checkbox"/> General population | <input type="checkbox"/> African Nova Scotian |
| <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> Mi'kmaq / Indigenous |
| <input type="checkbox"/> Racialized Groups / Communities | <input type="checkbox"/> Immigrants / Newcomers / Refugees |
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Low income |
| <input type="checkbox"/> Youth (under 19 years) | <input type="checkbox"/> Seniors (65+ years) |
| <input type="checkbox"/> Acadian / Francophone | <input type="checkbox"/> 2SLGBTQIA+ |
| <input type="checkbox"/> Gender Diverse | <input type="checkbox"/> Men / Boys |
| <input type="checkbox"/> Women / Girls | <input type="checkbox"/> Gaelic / Gaels |
| <input type="checkbox"/> If not identified above, please specify: _____ | |

As part of CCTH's commitment to EDIA, we are interested to know if your organization's leadership is reflective of the communities you serve. See CCTH's EDIA commitment statement in our grant guidelines.

Does your organization's leadership (Board, staff, leadership, volunteers etc.) reflect the communities you serve (language, gender, lived experience or cultural identities, etc.).

- Yes
 Somewhat
 No
 Unsure
 N/A

Facility Inventory

Please answer the following questions about your facility:

- | | | | |
|--|--------------------------------------|-------------------------------------|---------------------------|
| 1. Does your facility currently offer free Wi-Fi? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| 2. Does your facility provide barrier-free access (i.e. ramp, or lift to enter the facility)?* | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |
| 3. Does your facility have at least one accessible washroom?* | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |
| 4. Are all or some of your hallway and door frames wide enough to allow a wheelchair to pass through?* | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |
| 5. Does your facility have a commercial kitchen? | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |
| 6. Does your facility have an emergency backup generator? | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |
| 7. Does your facility have an Automatic External Defibrillator (AED)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No | <input type="radio"/> N/A |

* See [NS Building Code](#) or [National Standard CSA-B651](#) for guidance.

Section 2 – Project Overview

Starting in Section 2, unless otherwise stated, your answers are scored and/or considered in eligibility assessment.

2.1 Project Title: SPUC Accessible Washroom(s) and Ramp Installation

2.2 Provide a short description of the proposed project (1-2 sentences):

This project will enlarge an existing washroom and doorways, convert a parlour area and old furnace room to a universal washroom and parlour; and add new exterior ramp.

Project Start Date: 06/01/2025 Estimated Project End Date: 10/31/2025

(no earlier than April 1, 2025 or file open date)

Total Cost – Accessible components*

\$ 52,107.55

Amount Requested

\$ 34,738.36

* This total will auto-populate from the financial table in Section 5. Based on grant criteria, **Amount Requested** should not exceed 66% of **Total Cost - Accessible Components**. Total request can not be greater than \$50,000.

Section 3 – Organization and Facility Overview

Please respond in the blank spaces provided, where applicable. If more space is needed, please add attachment.

3.1 Property Ownership or Lease*

Our organization:

- Owns the property where the work will take place.
Please **attach a copy of the deed**. If a deed is unavailable, please attach a copy of the most recent Property Tax Assessment.

or

- Maintains a long-term lease of at least 5 years with the owner of property where the work will take place. Please **attach a copy of the lease**. If a lease is unavailable, please attach a recent letter from the property owner, confirming the term of lease and approval of the proposed project work.

* Ownership may be verified at any time during the review process. If the property is leased, the owner may be contacted.

3.2 Organization Overview

Answer the following question in 3-4 sentences/bullets:

- a. Tell us about your organization, including the year it was established, and how your organization is governed.
- b. Tell us about your primary mandate or purpose.

The church was created in 1888 and celebrated its 136th anniversary October 15, 2024. The St. Peter's United Church, located in Richmond County, serves the area of St. Peter's, Grand River and Loch Lomond and is known as the St. Peter's-Grand River-Loch Lomond Pastoral Charge. The church, church hall and manse in St. Peter's are the sole United Church properties remaining in the served area that has amalgamated in the last decades.

The church belongs to the United Church of Canada which has a General Council, a General Council Executive and 16 Regional Councils. We belong to the Bermuda-Nova Scotia Regional Council. We are an inclusive organization. In 2019, the United Church accepted the Calls to the Church by the Caretakers of our Indigenous Circle to remove structural barriers so that the Indigenous Church can determine its place and structure within the United Church of Canada.. This was a document that envisioned a self-determining Indigenous Church founded on Indigenous knowledges and teachings. The remit is an expression of the spirit of the vision as an evolving church. The Unified Board of the St. Peter's - Grand River-Loch Lomond Pastoral Charge voted in the affirmative at its June,2023, meeting. The Bermuda-Nova Scotia Regional Council also voted " yes" to the remit.

Locally, in our Community of Faith, we have a Board of Trustees co-chaired by Dale Machin and Glendon Cameron, fourteen Unified Board Elders with a Unified Board Executive co-chaired by Pastor Keith Wiseman and Marc Stone, and various subcommittees including Property Maintenance and Oversight.

In 2023 our Unified Board developed and began living the Visioning Goals and initiatives that came about through discussions with members of our community of faith. Highlights of some of these regular and new initiatives relate to deep spirituality, bold discipleship and compassionate service. We continue to provide outreach through regular visitation, support through Mission and Service and donations to the St. Peter's Food Bank and other outside initiatives. We have included the wider community as well as our indigenous neighbors. We actively encourage and support use of our facilities.

3.3 Facility Overview

3.3.1 Tell us about your **facility** in 3-4 sentences/bullets:

- a. Please describe the overall facility and the primary function(s) of the facility you are seeking funding for.
 - Include details such as the main users or tenants of your building, what are the main programs or services offered, who is the primary demographic served, who are your common partners in program delivery or access to the facility?
- b. Name any accessibility components and/or distinct features your facility has.

There are currently only three halls in the village available for public use. A larger Lion's hall, kitchen and stage, a smaller seniors hall and kitchen and our medium sized hall, kitchen and stage. A fourth venue, the Firehall space, stopped rentals two years ago. Our church hall rentals have increased steadily over the same time period. The church itself has been the venue for musical related events. The central location of our property on the main road through the village adds to its visibility and use.

The majority of the hall usage is due to events or programs organized by individuals and groups other than our own committees. The primary use by others is for recreational programs directed at adults including dancing, yoga and chair yoga. Artisan markets, private celebrations, public meetings, and public concerts also use the venue. When the church is used for a main event, the hall is often used for post event activities, typically including food services. All these activities are open to the general public and enjoyed by all ages.

We have only one small washroom in our hall to service both the church attendees and any hall users during the week. The washroom is undersized by any standard, accessible via a steep ramp and narrow exterior and interior doorways. Lack of accessibility from outside and within is concerning as the age of our number and age of our participants increases. Now is the time to get in line with the accessibility 2030 guidelines.

Section 4 – Project Details

4.1 Project Need and Planning

4.1.1 Tell us about the proposed project by answering the following questions:

- a. Provide a brief summary of the work to be completed and an overview of the implementation timeline. If there are multiple components to this project, which items are the priority?
- b. How was the need identified? If applicable, in what ways are climate change, and/or resiliency to extreme weather events, informing the need for this project and/or your decisions and design?
- c. Renovations, and new builds, are to be built to an accessibility standard (see CSA-B651 or NS Building Code). How will you ensure this standard is met?
- d. **Attach photos of the barrier.**

The work is detailed in the attachment entitled:

Please see Addendum 1: Scope of Work for a detailed outline

In summary the scope is:

1. Demolish the single existing washroom.
2. Repair floors.
3. Frame new walls
4. Roughins and gyprock for reconfiguring the space with the parlour and recently abandoned furnace room to create two washrooms, one totally to Universal standard. the remaining space will be repaired and finished to create both a parlour and greenroom with access to the existing, currently, isolated stage.
5. Install all fixtures.
Install new flooring and all finishes.
6. Install a new wheelchair ramp at the front entrance complete with door opener
7. Create a barrier free pathway from the interior of the hall to the two washrooms.
8. Lengthen the side ramp to the hall side door to meet building code. Leave landing under sized as for vehicle throughfare.

The above work has been estimated at taking about three - five weeks depending upon the availability of trades and in-kind resources.

4.2 Community Outcomes and Benefit

4.2.1 If your project is successful, tell us about the expected benefits:

a. What will be the *primary* outcome (change or impact) of this project or investment?

b. Who will benefit *most* from this project? Who else will benefit?

The primary outcome of this project is that an environment of universal accessibility will be created by providing a proper access ramp and landing to the hall, access through the hall to an enlarged washroom, new universal washroom and a reconfigured parlour.

The added accessibility will make the facility more attractive to community groups in general and those specifically concerned with access for all ages independent of mobility issues.

4.3 Community Engagement and Inclusion

4.3.1 a. Explain in detail how this project or your organization fosters community engagement and inclusivity.

b. Demonstrate how this project or your organization strives to include the broader community, and how you work to include groups that are traditionally **underrepresented**¹ and/or **underserved**² in your area.

Accessibility to venues and washroom facilities is a concern that spans all demographics. We strive to offer our hall to all independent of race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.

1 Underrepresented: An underrepresented community refers to a group of people who are not adequately represented or have limited presence or visibility in certain domains or contexts, such as social, political, economic, educational, or cultural spheres. These communities typically experience marginalization, discrimination, or exclusion due to various factors, including race, ethnicity, gender, sexual orientation, disability, socioeconomic status, or other characteristics.

2 Underserved: The term "underserved" implies that the community is not receiving or has not received an adequate level of support or attention from institutions, organizations, or government agencies. This lack of access can manifest in various areas, including health care, education, employment, housing, transportation, social services, and access to sport, physical activity and recreation.

4.4 Project Viability & Sustainability

4.4.1 Tell us about your organizational capacity:

- a. What are some other projects your organization have accomplished that demonstrate your capacity to complete the project you are seeking funds for? Provide details like year, approx. project cost and final result.
- b. Project team: Who will provide leadership, oversight, and management of this project? Please provide name(s), title(s) and project role and relevant skills or experience.

During 2023 and 2024 the Property and Maintenance Committee identified the need and received trustee and congregational support to plan and implement modifications to the church and hall to reduce energy consumption. This \$163.6K project involved finding and raising funding through to project management, construction supervision and acceptance of the completed work.

The \$123K work to the hall included 28 small window replacements, basement crawl space insulation, electrical service upgrade, electrical heaters, solar panels, furnace & oil tank removal, new eavestrough, 2 heat pumps, energy efficient light bulbs & fixtures, dehumidifier, weeping tile.

The \$40.6K work in the church included replacement of 12 windows, electrical service upgrade, 2 heat pumps, additional duplex receptacles, new ceiling fan and energy efficient light bulbs.

The project leader of the project is Pierre R. LaRochelle, ex P.Eng. Ontario and P. Eng. Nova Scotia, and a member of the Property Maintenance and Oversight Committee. Pierre worked on Phase I and has worked as the project manager and onsite representative for numerous engineering companies and contractors constructing private and public facilities in Canada and overseas. Google: "LinkedIn Pierre R LaRochelle"

Section 5 – Project Budget And Funding

Complete the tables below with all eligible project costs to determine total project cost. Please see grant guidelines for full guidance on project budget inclusions and what is eligible or ineligible.

Total Cost of Accessible Components

- List the entire cost of the accessible project you are seeking funding for
- As feasible, separate costs by vendor/supplier based on quotes.

Selected Vendor/Supplier & in-kind	Description (components, details or math for in-kind)	Amount	Quote/Estimates Attached? (if No see section 5.1)
Home Hardware	Demolition, Repair and Construction Labour & Materials	\$ 26,717.47	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Home Hardware	New and modified exterior ramps Labour and Materials	\$ 4,800.44	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
R.M. Landry & Sons	Chimney Removal, Labour	\$ 498.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
V&L Electric Ltd	Electrical Labour & Materials	\$ 6,380.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Landry Brothers Ltd	Plumbing Labour and Roughin Materials	\$ 5,515.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pierre LaRochelle	Project Management	\$ 1,400.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Contingency	15%	\$ 6,796.64	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Est. Project Cost		\$ 52,107.55	

Project Funding Sources – List all funding sources, including section for donated and in-kind contributions. If **ALL** components and costs of your project are direct investments in accessibility, please just complete the accessible components finance table below.

Funding Source	Description	Amount	Funding status (required)	
			Confirmed	Pending
Applicant cash contribution (reserves, revenues, loans, donations)	SPUC Reserves	\$ 2,911.18	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Government Funds	NA		<input type="checkbox"/>	<input type="checkbox"/>
Municipal Government Funds	Richmond County Improvement Fund	\$ 5,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Provincial Government Funds	NA		<input type="checkbox"/>	<input type="checkbox"/>
Other	Hunter Church Building Fund	\$ 5,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

In-Kind/Volunteer contributions – If applicable, please provide math and details on in-kind contribution, ie. # of hrs x hourly rate, or discounts on materials/equipment. Attach a separate document as needed.

In-kind Labour	PM, Finishes, Chimney removal	\$ 3,960.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-kind Materials	NA		<input type="checkbox"/>	<input type="checkbox"/>
In-kind Equipment	Boom Truck	\$ 498.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-kind Other			<input type="checkbox"/>	<input type="checkbox"/>
Total Project Funding		\$ 17,369.18		

Amount requested should be total cost-accessible components less total funding sources. Request can be no more than 66% of total cost-accessible components and the request can be no more than \$50,000.

Amount requested from grant: _____ **\$ 34,738.36**

Complete below sections as needed.

5.1 If Applicable to Your Submission:

Applicants are required to demonstrate competitive pricing and attach all quotes. If relevant, **please include any pertinent details and/or rationale about your project budget, quotes, vendor selection or contingency.**

For example:

- If 3 quotes are not possible, provide rationale and/or details on all attempts to secure quotes from suppliers.
- **OR** fully outline, or attach, the procurement process you plan to undertake for this project.
- Add attachments as appropriate.

St. Peter's is a small village on Cape Breton Island. The material supplier is the only local supplier and patron. We were able to contact three electricians and two plumbers. A third may be found willing to bid but historically have been difficult to find.

5.2 Optional:

Please include anything else you would like to share with us about your project.

This section is not scored.

This project follows the church's Phase I initiative to make the hall energy efficient, environmentally healthy and reduce operating costs. Phase 1 is now completed and replaced reliance on oil heat with heat pumps, solar panels and electrical base board heating. A crawl space dehumidifier and an air exchange system was also put in place servicing the space. This allows us to minimize charges to others in our outreach to support the needs of a varied cross section of the community, not only our congregational needs.

Section 6 – Checklist

Applications are considered complete when the following required and applicable items are included in your application package at the time of submission. Please check the boxes below.

Incomplete applications may be considered ineligible.

Required Items

- All 2025-26 information sections are complete, and all questions are answered.
- A copy of proof of **property ownership/leasing** is attached, as mentioned on Page 4 of this Application Form.
- Images of the facility are included, showing area(s) where project work will take place. Pictures may be taken from a distance if area is not safely accessible
- Detailed Estimates** and Justification of Bid Selected: a minimum of 3 bids recommended on contracted work. If 3 bids can't be obtained, please explain why in Section 5.1. Provide justification of bid selected if it is not the lowest one received.
- If the project has significant in-kind labour or donated materials, please include a separate detailed breakdown of in-kind contributions. See labour rates in guidelines.
- Proof of skilled labour: Provide a copy of the contractor's professional ID card, if using skilled labour as an in-kind contribution in the project.
- The Application Form has been signed and dated by signing authority(ies), on Page 14.
- Applicant has disclosed if they have, or intend to secure, funding from another source(s) for this project.

If Applicable Items

- Any relevant supporting documents are attached (e.g. feasibility studies, photos, letters of support, accessibility audits, needs assessments, organizational plans or project phase overview)
- Copies of permits and reports, where required or applicable. This may include needs assessment, lifecycle plans, building/inspection/occupancy permits.
- Confirmation of confirmed revenues/grants/in-kind contributions.

Applicants should receive an email confirming that their application was received. If you do not receive this email, please contact AccessAbilityGrants@novascotia.ca or (902) 233-8379 within 2 weeks of submission.

Section 7 – Consent and Declaration

Consent (please check boxes below to consent)

- I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration

As a representative of an organization:

- I have carefully read the application guidelines and eligibility criteria for this program, and
 - I confirm that the organization I represent meets the eligibility criteria to the best of my understanding.
 - I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be considered.
 - I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
 - I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.
- I accept all the declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.

Signature of Signing Authority (Position/Title & Print Name)

Date

Section 8 – Contact and Submission

Please send your completed application to us by email, fax or date stamped in the mail on or before the deadline.

Program Officer: Paul Tingley

Submit

E-mail: AccessAbilityGrants@novascotia.ca

Phone: (902) 233-8379

Fax: (902) 424-0710

Mail: Communities, Culture, Tourism and Heritage

Communities Nova Scotia
PO Box 456 STN Central
1741 Brunswick Street
Halifax, NS
B3J 2R5

**THE HUNTER CHURCH BUILDING FUND
APPLICATION FORM 100**

DATE RECEIVED:	
DATE PROCESSED:	
GRANT APPROVED:	
DATE NOTIFIED:	
DATE COMPLETED:	

**Please Complete Two (2) Copies: Keep one for congregation's file.
Forward original (email or by post) to the Bermuda-Nova
Scotia Regional Council.**

Note: The Bermuda-Nova Scotia Regional Council Property Committee (PC) must approve this application before it is forwarded to the Hunter Fund Trustees. The deadlines for submission to the Property Committee are: by mid-March, **September 30 or November 30**, in advance of the Hunter Fund Trustees meetings in May (Regular Grants Review), October (Regular Grants Review) and December (Special Grants Review).

PLEASE READ ATTACHED FORM 100A RE: PROCEDURES AND GUIDELINES

1. CONGREGATIONAL INFORMATION:

Name of Congregation:	St. Peter's United Church	Place:	St. Peter's, NS
Pastoral Charge:	St. Peter's - Grand River - Loch Lomond	County:	Richmond
Number of Households under pastoral care:	115	Number of resident members:	68
Number of identifiable contributors:	69		
Date of last Hunter Grant:	Cert of Comp June 2023	Amount of last Grant	\$6,000
Amount paid (last calendar year) for salary & operation of this congregation:			\$127,704
Income expected from investments, endowments, etc., for current year:			\$3,550
Amount of liabilities (other than operational budget) for current year:			\$0

2. DESCRIPTION OF PROJECT: (text box will expand as you type, or attach additional sheet if needed)

This project provides for the reconfiguring of the existing single washroom, parlour room and abandoned furnace room to accommodate a new accessible washroom, a second washroom and, unique to the village, a greenroom off the stage. Includes creating interior barrier free access to the washrooms from a new wheelchair access ramp and automatic door opener at the front entrance; enlarge of the side vestibule entry and lengthen side ramp. Will enhance the user environment with signage and some additional baseboard heaters.

Please see attachments for additional design and cost details.

Appendix A-5 (Major Renovations)

CERTIFICATE OF TRUSTEES ASKING CONSENT OF REGIONAL COUNCIL

The United Church of Canada Act, and The Manual, The United Church of Canada (2022 edition) section G. Congregational Life 2.3.2 (by following this format, Trustees will meet the requirements of The Manual, The United Church of Canada (2022 edition) section G. Congregational Life 2.3.2.)

Major Property Renovations:

Regional Council defines "Major Renovations" as renovations, maintenance, or repairs requiring expenditures of the greater of \$10,000 or 15% of the annual operating budget and/or requires the borrowing of funds from any source"

IN THE MATTER OF ST. PETER'S UNITED CHURCH, 9917 GREVILLE ST,
(NAME, ADDRESS AND PID OF CHURCH building ST. PETER'S, NS PID: 75052811

AND IN THE MATTER OF the renovation of said property:

We, the undersigned, do hereby certify that the following is a just and true copy of a Resolution duly passed by the Trustees of (name of church) ST. PETER'S UNITED CHURCH

A Community of Faith of The United Church of Canada and part of the ST. PETER'S - GRAND RIVER - LOCH LOMOND
Pastoral Charge, at a meeting of the Trustees duly held for that purpose at St. Peter's U.C. Hall (place of meeting), on the 11 (day) of Feb. (month), 2025 (year).

"Moved by Marc Stone (full name of mover),
seconded by Keith Wiseman (full name of seconder), that the Trustees of the above mentioned pastoral charge having received the direction of the Governing Body of the said Pastoral Charge / Community of Faith to do so, request the consent of Regional Council 15: to carry out the following major renovations :

RECONFIGURE EXISTING WASHROOM, PARLOUR ROOM AND ABANDONED FURBACE ROOM TO ACCOMMODATE A NEW ACCESSIBLE WASHROOM & ADDITIONAL SECOND WASHROOM. ADD A NEW ACCESSIBLE RAMP AND MIDDLE SIDE ENTRANCE.

Please attach the plans for renovations and the costs of same, copy of the contract bids, the terms of payment and any arrangements for financing. SEE ATTACHMENT

And in pursuance of the said resolution, we hereby apply to Property Committee for its consent to Regional Council 15 for permission to renovate.

Dated this 12 (day) of Feb (month), 2025 (year).

Dale Machin

Signature: Trustee Chair

[Signature]

Signature: Trustee Secretary

Dale Machin

Printed Name

Michele Stone

Print Name

revised February 16, 2022



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: March 5, 2025

RE: Type 1 – Infrastructure

Dear CAO,

Attached is a grant application from the D'Escousse Civic Improvement Society for Infrastructure Grant Funds in the amount of \$5,000. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim Director of Finance

This project aligns with the following County initiatives or plans:

- | | |
|---|--|
| <input type="checkbox"/> Accessibility Plan | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Active Living / Recreation Plan | <input checked="" type="checkbox"/> The Strategic Plan |
| <input type="checkbox"/> Age Friendly Initiative | <input type="checkbox"/> Trails Development Strategy |
| <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Waterfront Development |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |

2357 Highway 206
P.O. Box 120
Arichat, NS B0E 1A0

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



Grant/Funding Application

Organization Legal Name	Contact Person	
D'escourse Civic Improvement Society	Carla Samson	
Position in Organization	Email	Telephone
Treasurer / Grant Coordinator	[Redacted]	[Redacted]
Mailing Address	3276 Mainstreet Highway 320 Box 490 D'escourse, NS B0E1K0	
Signature	Date	
Carla Samson	January 22, 2025	

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 checked="" type="checkbox"/>
Only complete Section A (page 2)		
Type 2	Start-up/Activity	<input type="checkbox"/>
Only complete Section B (page 3)		
Type 3	Recreation/Sponsorship	<input 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 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 applications to:
 Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-3982 Fax: 902-226-0295

Grant Type
1



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

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 (2 quotes)

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.

DeCourseville Civic Improvement Society requires a new roof. Our roof has a couple leaks and moss has begun to grow on some areas of structure. We have been able to secure funding from Communities facilities Improvement program in the amount of \$50,000.00 (50K). During the quote process we had reached out to 4 different local contractors, only to have 3 respond and 2 actually quote the job. It is challenging to get more than 2 quotes for this project. The DCIS does not create a budget for current years but we have calculated the cost per year to run the centre to be approx \$26,000. Required upgrades and maintenance would run us roughly another \$40,000. Our revenues include breakfasts (mthly) \$20K yearly. Bingo/Jackpot (\$25K yearly) rentals (\$15K yearly), card plays (\$5K yearly). Dances and major events \$30K (yearly).

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

Project budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization's costs	\$28,401.32
Land		Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Materials	\$42,245.32	Loan/Debt	
Labour Costs	\$36,156.00	Funding Agency	
Other Capital Costs	\$5,000.00	Provincial	\$50,000.00
Specify: Removing solar and re-installing on roof		Federal	
Other Capital Costs		Other (Specify):	
Specify:		Amount requested from Municipality	\$5,000
	\$89,401.32	If approved, funds must be spent by March 31.	\$28,401.32
TOTAL	\$0.00	TOTAL	\$0.00



Registry of Joint Stock Companies

Date 10 September 2024

Annetto Fougere

Receipt Num TR1450106

2545 HWY 320, D'ESCOUSSE, NOVA SCOTIA,
B0E1K0, CANADA

Customer Ref. CT10031

H.S.T. # R125030429

Receipt

Sub Num	Name	Transaction Type	Registry ID	Total Cost CAS
SR618544	THE D'ESCOUSSE CIVIC IMPROVEMENT SOCIETY	Annual registration of a society	1260058	\$31.15
Total				\$31.15

The payment was made against the account: AC1154

Transaction Type	Transaction Type	Tran Amount CAS
Credit/Debit Card		\$31.15
Total Due/Paid		\$31.15

Notice of Directors and Officers

Entity Details

Number	1260058
Name	THE D'ESCOUSSE CIVIC IMPROVEMENT SOCIETY
Type	Society
Status	Active

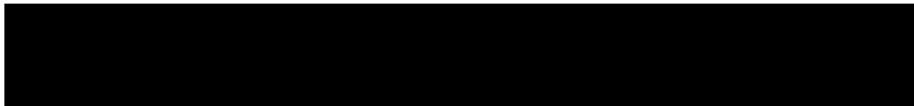
Directors and Officers Added

Name	BRENT KINSLOW
Role	Director
Civic Address	

Directors and Officers (following changes)

Name	BRENT KINSLOW
Role	Director
Civic Address	

Name	PEARL LEBLANC
Role	Director
Civic Address	

Name	CAROLYN DECOSTE
Role	Director
Civic Address	

Name DOREEN GALLANT

Role Director

Civic Address [REDACTED]

Name RONNIE J. LEBLANC

Role Director

Civic Address [REDACTED]

Name RONNIE J. LEBLANC

Role Officer, President

Civic Address [REDACTED]

Name PAM RICHARD

Role Director

Civic Address [REDACTED]

Name ARTHUR GALLANT

Role Director

Civic Address [REDACTED]

Name ALLAN FOUGERE

Role Director

Civic Address [REDACTED]

Name KEVIN SAVOURY

Role Director

Civic Address [REDACTED]

Name ANNETTE FOUGERE

Role Officer, SECRETARY

Civic Address [REDACTED]

Name WAYNE POIRIER

Role Director
Civic Address [REDACTED]

Name DANA HUNT
Role Officer, Vice-president
Civic Address [REDACTED]

Name CARLA SAMSON
Role Officer, Treasurer
Civic Address [REDACTED]

Name KAREN POTTIE
Role Director
Civic Address [REDACTED]

Name CHANTALLIE FOUGERE
Role Director
Civic Address [REDACTED]

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 Annette Fougere

CATOU KILNS LTD
3929 SAMSON'S COVE RD
HWY 206, NOVA SCOTIA
jrodsamson@live.com
902 227 8624

QUOTE

C-140124-01

BILLED TO:

DESCOUSSE CIVIC IMPROVEMENT SOCIETY
3276 HWY # 320
DESCOUSSE, NOVA SCOTIA, B0E 1K0
ATTN: CARLA SAMSON - 902 631 2705

JOB DESCRIPTION: STEEL ROOF INSTALLATION

- ROOF WILL BE CLEANED OF ALL MOSS ON ROOF SECTIONS AS REQUIRED.
- SOLAR PANELS WILL BE REMOVED AND RE-INSTALLED BY CLIENT.
- STEEL ROOFING COLOR WILL BE SELECTED BY CLIENT.
- ASTRO VENT ON FIRST LEVEL OF ROOF WILL BE REPLACED WITH A COMPARABLE VENT WHICH HAS A SUITABLE FLANGE FOR STEEL ROOFING.
- PROJECT WILL FOLLOW ALL NOVA SCOTIA LABOUR AND SAFETY REGULATION.

LABOUR AND MATERIAL COST \$

100,962.00

HST \$ 15,144.30

TOTAL \$ 116,106.30

*CONTRACTOR IS RESPONSIBLE FOR PERMITS AND CLEAN-UP

*PROJECT WILL BE WARRANTIED FOR 12 MONTHS

*TAX # 137679734



H, B & J Contractors Ltd.
PO Box 263, Pellid de Grat, NS, B0E 2L0
(902)-226-3058 (902)-227-8690

Quote

Job : D'escousse Hall

Estimated Cost

Description	Amount
Material Cost	\$5,588.22
Labour Cost	\$30,240.00
Metal cost	\$31,146.84
Moss Removal	\$1,200.00
Subtotal of price	\$68,175.06
Taxes (HST 15%)	\$10,226.26
GRAND ESTIMATED TOTAL	\$78,401.32

**This is an estimated price on labour and material cost; however, they are subject to change pending unforeseen circumstances or changes to the original plan.

If you have any questions, please contact me at (902)-227-8690.

Ryan Richard

Foreman

Date of Quote: April 29/2024



H, B & J Contractors Ltd.
PO Box 253, Pell de Grat, NS, B0E 2L0
(902)-226-3058 (902)-227-8690

Job : D'Escousse Hall

Work to be completed at D'Escousse Hall:

- Remove moss on Roof : Moss on front side, bottom and top roof; there is also some moss under solar panels, gutters are full of moss.
- Install paper and strapping on entire roof
- There are some corner boards that are rotten which will need to be replaced. We will need to cut 6" all around the wall for the bottom roof to install our flashing for the metal roof properly.
- We will check all vents to ensure there is no rot anywhere else before starting the installation of the metal roof
- Install metal roofing to proper specifications; proper flashing and foam enclosures. The roof is a 3/12 pitch; therefore, there is some sticky tape that has to be applied to every sheet under the overlap.
- Upon completion, all debris and garbage will be picked up and taken to a local dump for proper disposal.

We have liability insurance as well as fully trained in fall protection and metal roofing installation.

If you have any questions, please contact me at (902)-227-8690.

H, B, & J Contractors Ltd.

Ryan Richard
Foreman

Re: 2nd quote missed on first email for DCIs application

From Carla Samson [REDACTED]
Date Wed 05-Feb-2025 1:18 PM
To Danielle Martell <cdspofficer@richmondcounty.ca>

Hi Danielle

As discussed we contacted 4 individuals to complete the roofing project at the Descousse hall.

Archer roofing
Catou kilns
Isle Madame Roofing
HB&J contractors

3 of the 4 showed up to view the project and only 2 of those 3 quoted the job. This was an extremely difficult process to find local companies quote the project.

If you have any questions please feel free to contact me.

Carla

On Wed, Feb 5, 2025 at 1:02 PM Carla Samson [REDACTED] > wrote:


Hey Danielle

My apologies if I didn't attach the 2nd quote . It is added below.

Carla

Balance sheet for DCIS as at Dec 31,2024

From Carla Samson <[REDACTED]>
Date Thu 30-Jan-2025 2:02 PM
To Danielle Martell <cdspofficer@richmondcounty.ca>

 1 attachment (5 MB)
NOVA SCOTIA.pdf;

Hi Danielle

Just to explain the sheet . We have a savings and a chequing . Both accounts as of Dec 31,2024 totalled \$132,000.

The equipment and land and buildings were all taken off the assessment from municipality even though I realize the building has a bigger assessment value than on the municipal assessment as we are non for profit .

In the \$ 132,000, we have \$50,000 from the province for roof grant and \$25,000 left to pay for remainder of generator expenses like propane tanks and electrical work and upgrades .

Outstanding invoices for the DCIS are approx \$5000 as of Dec 31, 2024.

Our hst payable will be approximately \$3000.

I hope that helps . If you have any further questions please reach out anytime .

Carla

D'ESCOUSSE CIVIC IMPROVEMENT EXPENSE REPORTS

January - December 2023

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Bar	\$ 3,451.61	\$ 1,542.43	\$ 3,727.48	\$ 360.40	\$ 557.20	\$ -	\$ 682.45	\$ 102.94	\$ 11,742.07	\$ 396.51	\$ -	\$ -	\$ 22,563.09
Kitchen	\$ 4,320.75	\$ 1,796.44	\$ 2,381.88	\$ 1,158.34	\$ 1,222.87	\$ 2,199.87	\$ 1,524.83	\$ 2,504.04	\$ 2,072.90	\$ 2,000.02	\$ 1,074.34	\$ 1,249.06	\$ 23,455.34
Canteen	\$ 236.42	\$ -	\$ 12.78	\$ 318.33	\$ 511.73	\$ 106.90	\$ 578.18	\$ 388.73	\$ 635.34	\$ 201.75	\$ 655.90	\$ 254.15	\$ 3,900.21
Phone	\$ -	\$ 435.87	\$ 139.15	\$ 139.58	\$ 143.77	\$ -	\$ 287.79	\$ -	\$ 310.00	\$ -	\$ 303.28	\$ -	\$ 1,759.44
Power	\$ 2,255.13	\$ -	\$ 3,935.38	\$ -	\$ 3,574.56	\$ -	\$ 1,676.96	\$ -	\$ 817.38	\$ -	\$ 895.25	\$ -	\$ 13,154.66
Insurance	\$ 563.50	\$ 563.50	\$ 563.45	\$ 625.21	\$ 625.21	\$ 1,381.21	\$ 625.21	\$ 625.21	\$ 625.21	\$ 625.21	\$ 625.21	\$ 625.21	\$ 8,073.34
Hall													
Project			\$ 1,101.96										
Misc.	\$ 921.41	\$ -	\$ 1,333.30	\$ 575.81	\$ 712.24	\$ 2,424.88	\$ 1,933.42	\$ 4,824.73	\$ 5,019.20	\$ 9,208.40	\$ 2,581.27	\$ 210.21	\$ 1,101.96
Well/Sewer													
Generator													
TOTALS	\$ 11,748.82	\$ 4,338.24	\$ 13,145.38	\$ 3,177.67	\$ 7,947.58	\$ 6,112.86	\$ 7,308.84	\$ 8,445.65	\$ 21,222.10	\$ 12,431.89	\$ 11,155.00	\$ 6,018.97	\$ 112,453.00

BALANCE SHEET FOR

Deacons Car Employment Society
(not-for-profit)

for the fiscal period ending 2024/12/31
Accounting

Assets		
Current Assets		
Cash and deposits	(Chequing and savings)	132,000.00
Accounts receivable		0
Prepaid expenses		0
Capitalized Assets		
Equipment		517,000
Land and buildings		2,700
Other capitalized Assets		17,000
A. Total Assets		711,700.00
Liabilities		
Current Liabilities		
Accounts payable		75,000
Taxes payable		0
Long Term Debt		0
Mortgage		0
Other		0
B. Total Liabilities		75,000.00
Equity		
Retained earnings/deficit		0
General reserves		0
C. Total Equity		0.00
Total Liabilities and Equity (A must equal B + C)		711,700.00

75,000 (50,000 mortgage + 25,000)
8,000 HST payable

Invoices of 15,000
68,000

Just to make balance (0.00)

Auditor/ Director: Carla Sanson
(name)

Director: _____
(signature)

Carla Sanson
(name)

(name)

BANK RECONCILIATION

Chequing Account

Opening Balance		\$12,542.28	
OUTSTANDING CHEQUES		\$0.00	
BALANCE			\$12,542.28
DEPOSITS		\$136,963.36	
Other Deposits	(400 x 12 mts.)	\$4,800.00	
Total Income		\$141,763.36	
TOTAL Balance plus Income			\$154,305.64
Less Expenses		\$112,453.00	
Balance			\$41,852.64
Bank Closing Balance		\$41,852.64	\$41,852.64

BANK RECONCILIATION

Savings Account

Opening Balance Jan. 1, 2023		\$27,890.47	
Bank deposits		\$70,000.00	
Interest Accrued		\$1,430.65	
Closing Balance Dec. 31, 2023			\$99,321.12
TOTAL BALANCE TO DECEMBER 31, 2023			\$99,321.12

↳ going to general ledger

EQUITY SHARES

	Opening Bal Jan. 1, 2023	Closing Balance Dec. 31, 2023	Equity
Equity Shares	\$10.00	\$10.00	\$0.00
Surplus Equity Shares	\$18.15	\$18.71	\$0.56
TOTAL	\$28.15	\$28.71	\$0.56

DCIS Bingo Annual report 2023

Equity Shares	\$5.05
surplus equity shares	\$0.35
Non Profit-25	66538-102
opening balance Jan 1/2023	\$57,912.33
Deposits	
in acct as of January 1st/2024	\$43,060.67

Included in account	
Jack-it up prize	\$0.00
cookie jar prize	\$161.00
	\$161.00

amount cash available	\$12,309.57
-----------------------	-------------

\$40000.00 transferred to general Acct.
 Expenses \$86,544.86
 no cash float on hand

	payouts	deposits
Jan.	\$400.00	\$0.00
Feb.	\$400.00	\$0.00
Mar.	\$400.00	\$0.00
Apr.	\$400.00	\$0.00
May	\$9,253.22	\$6,205.90
June	\$3,091.13	\$10,047.90
July	\$3,374.17	\$12,046.55
Aug.	\$7,378.11	\$6,891.55
Sept.	\$4,577.43	\$8,729.25
Oct.	\$4,845.09	\$12,601.45
Nov.	\$6,401.14	\$15,170.60
Dec.	\$6,024.57	\$0.00
	\$40,000.00	
	\$86,544.86	

Completed by: _____

Checked by: _____

Jack it up - \$24,000 profit. same as year before +
 \$100. to 3 committees for providing 1 person / night.

DCIS Hungryman's breakfast Year End Report

		HST	
Certificates Sold	8	\$12.00	\$96.00
Donations			\$63.50
Adult Meals	(2759)	\$12.00	\$4,331.63
Kids Meals	(187)	\$6.00	\$1,122.00
Certificates Redeemed	23	\$12.00	\$276.00

50-50 draw

FLOAT	
\$10.00	\$0.00
\$5.00	\$200.00
\$2.00	\$200.00
\$1.00	\$100.00
Coin	\$0.00
	\$500.00

COST	
6ES Food	\$11,725.09
Supplies	\$5,338.61
Supplements	\$29,161
Sol's	\$1,031.59
MISC	\$248.17
	\$17,082.87

Total served 2946

START	Sold
8:30	600
9:00	610
9:30	741
10:00	456
10:30	297
11:00	58

DEPOSIT	
23	\$100.00
93	\$50.00
1,306	\$20.00
248	\$10.00
268	\$5.00
207	\$2.00
177	\$1.00
Coin	\$171.25
	\$37,652.25

PROFIT: \$20,569.43

Dart League Annual report 2023

Community 25	\$0.61
Equity Shares 52869-017	\$10.00
surplus equity shares	\$18.71
Non Profit 25 52869-017	
opening balance Jan 1/2023	\$3,553.60

	Deposits	Expenses
		\$11,739.29
in acct as of January 1st/2024	\$10,228.51	

Included in account	
Due to hall Mixed league	\$4,176.50
Due to hall Mens league	\$700.00
	\$4,876.50

Hall profit

Actual cash available	\$5,352.01
-----------------------	------------

	payments	deposits
Jan.	\$4,231.40	\$4,231.40
Jan.	\$178.95	\$678.00
Feb.		\$1,110.00
Mar.	\$1,917.99	\$2,040.00
Apr	\$4,220.95	\$1,306.00
May		
June		
July		
Aug.		
Sept.	\$400.00	\$2,587.00
Oct.		\$1,850.00
Nov.	\$690.00	\$2,561.00
Dec.	\$100.00	\$2,051.00
	\$11,739.29	

\$400.00 cash float on hand

Year end

	4th quarter
Liquor	\$396.51
Mix	\$0.00
Misc	\$0.00
	\$396.51
Deposit	\$13,745.25
	\$13,348.74

4th quarter
\$20,527.98
\$241.39
\$449.43
\$21,218.80
\$30,260.07
\$10,042.37

Selling less liquor
on avg.

Profit.

	4th quarter
water	\$0.00
Drinks	\$403.42
Old Dutch	\$0.00
Shamrock	\$0.00
bars etc.	\$66.21
Misc.	\$0.00
	\$469.63
Deposit	\$1,945.00
	\$1,475.37

	4th quarter
	\$73.81
	\$1,448.35
	\$39.81
	\$1,643.35
	\$323.23
	\$0.00
	\$3,528.55
	\$5,825.00
	\$2,296.45

Profit canteen.



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: March 5, 2025

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

Dear CAO,

Attached is a grant application from the Richmond Rize Volleyball Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$9,919.83. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim Director of Finance

This project aligns with the following County initiatives or plans:

- | | |
|---|--|
| <input type="checkbox"/> Accessibility Plan | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Active Living / Recreation Plan | <input checked="" type="checkbox"/> The Strategic Plan |
| <input type="checkbox"/> Age Friendly Initiative | <input type="checkbox"/> Trails Development Strategy |
| <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Waterfront Development |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |



Grant/Funding Application

Organization Legal Name	Contact Person
Richmond Rize Volleyball Association	Rodney Thibeau
Position In Organization	Email
Vice - CHAIR	Rodney@3cwealth.com
Telephone	
Mailing Address	
Signature	Date
<i>Rodney Thibeau</i>	Feb 04, 2025

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 type="checkbox"/>
Only complete Section B (page 3)	
Type 3 Recreation/Sponsorship	<input 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 applications to:
 Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-3982 Fax: 902-226-0295

Grant Type
4



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTE 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.

* Please SEE Letter ATTACHED

* Also ATTACHED is list of equipment
NEEDED .

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

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: _____ \$ _____

Rodney Thibeau -Vice President
Richmond Rize Volleyball Association

[REDACTED]
Rodney@3cWealth.com
[REDACTED]

February 04,2025

The Municipality of the County of Richmond
2357 Hwy 206, P.O.Box 120
Arichat , NS , B0E1A0

Dear councillors ,

I hope this letter finds you well. I am writing to you on behalf of the Richmond Rize Volleyball Association to seek your support in funding new volleyball equipment for our team.

Richmond Rize Volleyball Association has been providing a volleyball program for many years in Richmond county. We currently have over 70 female athletes between the ages of 11 and 18 who play for our club as well as many of our community members and parents who volunteer to coach, be part of the executive, and support many club initiatives.

As you may know, volleyball is a sport that requires high-quality equipment to ensure the safety and development of our players. Currently, our team is in need of the following equipment:

- Volleyballs
- Nets
- Referee Stands
- Training Accessories (Blockers, setting net etc)
- Net storage stands
- Ball cart

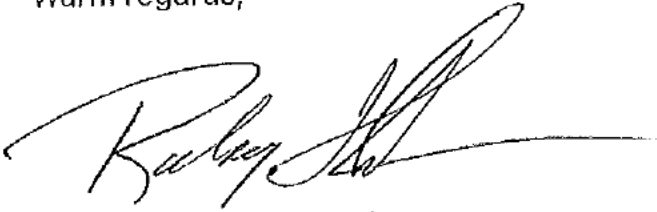
With the growing interest in our volleyball program, it is essential that we provide our athletes with proper equipment to train effectively and compete successfully. We aim to foster a positive environment where young athletes can improve their skills, build teamwork, and engage in healthy competition.

We estimate that the total cost for the necessary equipment is 9,919.83. We believe that investing in our team will not only enhance players' skills but also positively impact our community by encouraging youth engagement in sports.

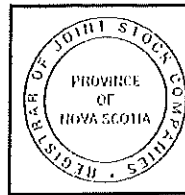
We would be grateful for any contributions you can provide financially. Your support will make a significant difference in the growth and success of our volleyball program.

Thank you for considering our request. We are hopeful to form a partnership that benefits our team and the community. Please feel free to reach out to me at [REDACTED] or Rodney@3cwealth.com if you have any questions or need further information.

Warm regards,

A handwritten signature in black ink, appearing to read 'Rodney Thibeau', with a long horizontal flourish extending to the right.

Rodney Thibeau
Vice- President
Richmond Rize Volleyball Association



Electronically signed by:
Office of the Registrar of Joint Stock Companies
Date: 03 February 2025 07:27 AST
Location: Nova Scotia, Canada
Contact: rjsc@novascotia.ca

Certificate of Incorporation

Societies Act

Registry ID
4676690

Name of Society
RICHMOND RIZE VOLLEYBALL ASSOCIATION

I hereby certify that RICHMOND RIZE VOLLEYBALL ASSOCIATION was incorporated under the Societies Act and that the liability of the members is limited.

Registrar of Joint Stock Companies

January 16, 2025

Date of Incorporation

We, the 5 persons whose names, addresses and occupations are subscribed, desire to be formed into a society in pursuance of this memorandum of association.

Subscriber Details			
Name:	RODNEY THIBEAU (Director)	Occupation:	Financial Advisor
Address:	[REDACTED]		
Signature:	<i>Rodney Thibeau</i>		

Name:	MICHELLE HAYNE (Director)	Occupation:	Senior Lead Writer for a Content Management Company
Address:	[REDACTED]		
Signature:	<i>Michelle Hayne</i>		

Name:	JASMINE MURPHY (Director)	Occupation:	Registered Nurse - Public Health Nurse
Address:	[REDACTED]		
Signature:	<i>Jasmine Murphy</i>		

Name:	NADIA FOUGERE-LANDRY (Director)	Occupation:	Social Worker
Address:	[REDACTED]		
Signature:	<i>Nadia Landry</i>		

Name:	JESSICA HYLAND (Director)	Occupation:	Teacher
Address:	[REDACTED]		
Signature:	<i>Jessica Hyland</i>		

Name:	JOLENE BOUDREAU (Director)	Occupation:	Teachers Aid
Address:	[REDACTED]		
Signature:	<i>Jolene Boudreau</i>		

Name:	STEPHANIE STANTON (Director)	Occupation:	Admin - secretary
Address:	[REDACTED]		
Signature:	<i>Stephanie Stanton</i>		

Name:	SAMANTHA MARTELL (Director)	Occupation:	Teacher
Address:	[REDACTED]		
Signature:	<i>Samantha Martell</i>		

Name:	TARA MACINNIS	Occupation:	Registered Nurse
Address:	[REDACTED]		
Signature:	<i>Tara Macinnis</i>		

RICHMOND RIZE VOLLEYBALL ASSOCIATION

[Profile](#) [Relationships](#) [Events \(1\)](#)

Reg. Number
4676690

Reg. Name
RICHMOND RIZE VOLLEYBALL ASSOCIATION

Type
Society

Status
Active

Effective Date
16-Jan-2025

Registered on
16-Jan-2025

Next Annual Return
31-Jan-2026

RICHMOND RIZE VOLLEYBALL ASSOCIATION

Profile Relationships Events (1)

Name	Relationship	Effective From
RODNEY THIBEAU	Director	16-Jan-2025

Name	Relationship	Effective From
MICHELLE HAYNE	Director	16-Jan-2025

Name	Relationship	Effective From
NADIA FOUGERE- LANDRY	Director	16-Jan-2025

Name	Relationship	Effective From
JESSICA HYLAND	Director	16-Jan-2025

Name	Relationship	Effective From
SAMANTHA MARTELL	Director	16-Jan-2025

RICHMOND RIZE VOLLEYBALL ASSOCIATION

Profile Relationships Events (1)

Name	Relationship	Effective From
STEPHANIE STANTON	Director	16-Jan-2025

Name	Relationship	Effective From
JOLENE BOUDREAU	Director	16-Jan-2025

Name	Relationship	Effective From
TARA MACINNIS	Director	16-Jan-2025

Name	Relationship	Effective From
RODNEY THIBEAU	Recognized Agent	16-Jan-2025

STATEMENT OF INCOME AND EXPENDITURES FOR

Rehman Rize Volleyball Association
(society name)

for the fiscal period ending

2024-12/31
(yyyy/mm/dd)

20

Income

- Membership fees
- Fund raising
- Other revenue (Sponsors)
- Other revenue (UNS Refunds, TRYOUTS)

21,500
5,102.28
2800
765
30,755.28

A. Total Income

Expenditures

- Administration (Provincial, Registration)
- Education and training
- ~~Insurance~~ Tournaments, Super Series, Ref FEES
- Professional fees BANK FEES
- Salaries Equipment
- Other expenditures (Jersey's, T-shirts, Gala)
- Other expenditures (Coach Travel, meals)

9,935.84
1157
5,102.43
78.61
1,616.69
3,434.74
2,957.31
24,284.62

B. Total Expenditures

C. Net Surplus or (Deficit) (A - B = C)

6,470.66

D. Surplus or (Deficit), beginning of year

357.10

E. Surplus or (Deficit), end of year (C + D = E)

6,827.76

Auditor or
Director:

Michelle Wayne
(signature)

Director:

Rodney Thibault
(signature)

Michelle Wayne
(name)

Rodney Thibault
(name)

BALANCE SHEET FOR

Business Plan Support Association
(INCORPORATED)

For the fiscal period ending

2011/12/31
(INCORPORATED)

20

Assets		
Current Assets		
Cash and equivalents		<i>6,823.74</i>
Accounts receivable		
Prepaid expenses		
Capital Asset Assets		
Equity asset		<i>1876.47</i>
Land and buildings		
Other capital asset assets		
A. Total Assets		<i>8,699.21</i>
Liabilities		
Current liabilities		
Accounts payable		<i>0</i>
Taxes payable		
Long Term Debt		
Mortgage		
Other		<i>0</i>
B. Total Liabilities		<i>0</i>
Equity		
Retained earnings (deficit)		<i>8,699.21</i>
General reserves		<i>0</i>
C. Total Equity		<i>8,699.21</i>
Total Liabilities and Equity (A + B + C)	0	<i>8,699.21</i>

Assistant Director: *[Signature]*
 Director: *[Signature]*
 Assistant Director: *[Signature]*
 Director: *[Signature]*

STATEMENT OF REVENUE AND EXPENDITURES FOR

Richard King Mitchell Association

for the fiscal period ending

2009-10-31

Income:	
Membership fee	11,200.00
Fund raising	1,300.00
Other revenue	200.00
Other interest	100.00
A. Total Income	13,800.00
Expenditures:	
Administration	1,400.00
Education and training	100.00
Insurance	5,100.00
Professional fees	100.00
Salaries	1,100.00
Other expenditures	2,000.00
Other expenditures	1,000.00
B. Total Expenditures	12,900.00
C. Net Surplus or (Deficit) (A - B) = C	900.00
D. Surplus or (Deficit) beginning of year	300.00
E. Surplus or (Deficit) end of year (C + D) = E	1,200.00

Auditor: *Michelle Hargreaves*
Director

Director: *Richard King Mitchell*
President

Michelle Hargreaves
Director

Richard King Mitchell
President

STATEMENT OF INCOME AND EXPENDITURES FOR

Richard Rose Limited

for the period ending on

2021/12/31

Income	0
Agriculture	20,000
Farming	100
Other income (Total)	0
Other income	0
A. Total Income	20,100
Expenditures	
Agriculture (Production)	4,000
Education and Training	100
Insurance, Tourism, etc. (S) Fees	1,000
Professional Fees (S) Fees	100
Capital Expenditures	1,000
Other expenditures (S) Fees (Total)	1,100
Other expenditures (Total)	600
B. Total Expenditures	8,800
C. Net Surplus or (Deficit) (A - B = C)	(3,500)
D. Surplus or (Deficit), beginning of year	0
E. Surplus or (Deficit), end of year (C + D = E)	(3,500)

AUDITOR
Director: Michelle Hayward
Michelle Hayward
Michelle Hayward

Director: Richard Rose
Richard Rose

BALANCE SHEET FOR

Belmont Gas Supply Association

In the fiscal period from 2022-12-31 to 2023-12-31

Assets	
Current Assets	
Cash and deposits	3,207.74
Accounts receivable	
Prepaid expenses	
Capitalized Assets	
Equipment	0.00
Leaseholdings	
Other capitalised Assets	
A. Total Assets	3,207.74
Liabilities	
Current Liabilities	
Accounts payable	0.00
Other payables	
Long Term Debt	
Mortgages	
Other	0.00
B. Total Liabilities	0.00
Equity	
Retained earnings	10,219.75
Reserves	10,285.95
C. Total Equity	20,505.70
Total Liabilities and Equity (A + B + C)	20,505.70

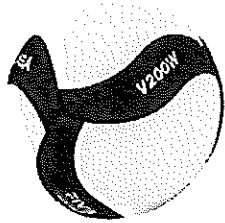
Auditor: *Michael Wayne* Officer: *Felix Khan*
 Director: *Michael Wayne* Chairman: *Robert Lebrun*



*EQUIPMENT
NEEDED*

Home / Your Cart

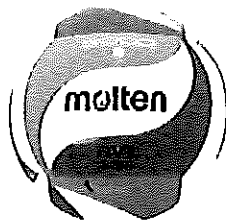
SHOPPING CART



Mikasa Official FIVB Game
Volleyball - Size 5

CAD
\$156.45

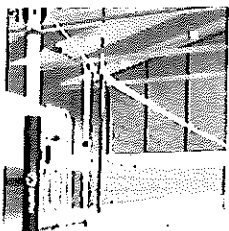
→ 10 ← ×



Molten FLISTATEC FIVB
Approved Indoor Volleyball

CAD
\$99.45

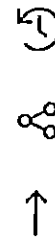
→ 10 ← ×



Tournament Volleyball Net

CAD
\$366.95

→ 4 ← ×



\$366.95

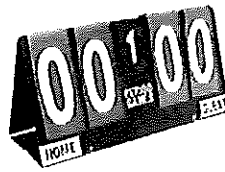


Foldable Referee Stand

CAD

\$831.45

2

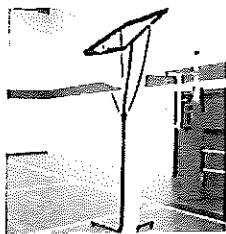


Portable Manual Flip Scoreboard

CAD

\$92.70

2



Bownet Volleyball Setting Net

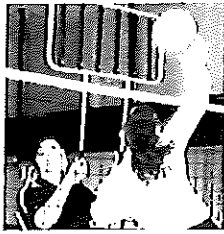
CAD

\$455.00

2



Volleyball Rungee Blocker



Volleyball Bungee Blocker

CAD
\$186.45

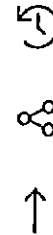
2



Double Volleyball Net Storage Rack - Grey

CAD
\$316.95

2



Baden Perfection Portable Volleyball Carry Bag

CAD
\$72.95

4



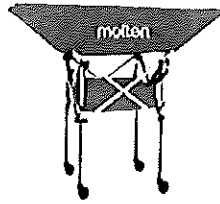
Molten Deluxe High Profile

Ball Carrying Bag
marchants.com

10:43



Signal strength, Wi-Fi, and battery (83%) icons



Molten Deluxe High Profile Ball Cart - Red

CAD \$347.45 - 2 + X

ORDER SUMMARY

Subtotal: CAD \$8,778.60

Shipping: [Add Info](#)

Tax: CAD \$1,141.23

Coupon Code: [Add Coupon](#)

Gift Certificate: [Gift Certificate](#)

Grand total: CAD \$9,919.83

Proceed To Checkout

secure shopping with



marchants.com





THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: March 5, 2025

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

Dear CAO,

Attached is a grant application from the St. Louis Parish Council Et Al for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,000. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim Director of Finance

This project aligns with the following County initiatives or plans:

- | | |
|---|--|
| <input type="checkbox"/> Accessibility Plan | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Active Living / Recreation Plan | <input type="checkbox"/> The Strategic Plan |
| <input checked="" type="checkbox"/> Age Friendly Initiative | <input type="checkbox"/> Trails Development Strategy |
| <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Waterfront Development |
|
 | |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |

2357 Highway 206
P.O. Box 120
Arichat, NS B0E 1A0

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



Grant/Funding Application

Applicant's Legal Name
St. Louis Parish Council et al

Contact Person
Jean Bore

Position in Organization
Secretary of Parish Planning Committee

Email
[Redacted]

Telephone
[Redacted]

Mailing Address
73 Highway 220, Louisa, Nova Scotia B0L 1W0

Signature
[Handwritten Signature]

Date
February 20, 2025

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

* Please note that all requests for funding (except Section C) 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

Only complete Section A (page 2)

Type 2 - Startup Activity

Only complete Section B (page 3)

Type 3 - Recreation/Sponsorship

Only complete Section C1 for Physical Activity (page 4)

Only complete Section C2 for Instruction/Artistic Development (page 5)

Only complete Section C3 for Sponsorships (page 6)

Only complete Section C4 for Canada Day (page 7)

Type 4 - Backyard/Planting/Garden

Only complete Section D (page 8)

ATTENTION: Please read the terms and conditions of the grant application form carefully.

- i) Please only fill one application per grant type (i.e. if you want to apply for both Startup Activity and Canada Day grants, you must fill out a separate application form.)
- 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 applications to:
Danielle Martel, Community Development & Special Projects Officer
2357 Hwy 206, P.O. Box 100
Amherst, NS B0B 1A3
dmartel@richmondcountyns.ca
Telephone: 902-236-3985 Fax: 902-236-6295

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.

In 2025, Louisdale celebrates the 175th anniversary of its founding. A committee of representatives of Fleur de lis Seniors Club, St. Louis Catholic Women's League, Louisdale and area Volunteer Fire Department/Ladies Auxiliary and interested individuals have been meeting since October 2024 to plan events throughout 2025 to celebrate this historic milestone. Our New Year's dance kicked off with a cake cutting ceremony and prizes for attendees. Each month has a designated event and sponsored by one of our community organizations. We have opted not to canvass community organizations for sponsorship as they are inundated with similar requests for sports and other charities. Some start-up funding would help us purchase displays, to name a few. Our organizations are providing in-kind volunteers to support our events.

The main event(s) weekend is from August 21 (Thursday) with a family barbecue to August 25 (Monday). Social events such as a Tribute Night and Kitchen Party form this weekend event which we hope to invite former residents to 'come home' to celebrate. A Dinner Theatre is planned for November along with 'Senior Legacy' showcase of interviews with seniors which highlight the trials and triumphs of their lives. Each community organization has been encouraged to celebrate and incorporate events to celebrate the 175th anniversary. For example, on February 21, 2025, the St. Louis CWL will be hosting a Vintage Tea with a showcase of vintage items and a powerpoint of weddings (over 250 slides).

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

Flags (Canadian, Nova Scotia, Mi'kmaq, Acadian)
Display banners for Parish Hall
Supplies for printing (in-house) of pamphlets (festival days August 21 to 25)
advertising

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
LA MUNICIPALITÉ DU COMITÉ DE
RICHMOND

Additional Information Sheet

Please note that we do plan to apply for funding from the Province of Nova Scotia. However, it is unknown at this time the amount of the grant, if any.

We are asking for \$2,000.00

Preliminary Budget - 175th Anniversary Planning

Income - Ticket Sales/admissions **Total Revenue**

Tribute Night	22-Aug		
150 x 15.00		2250	
Kitchen Party	23-Aug		
150 x 10.00		1500	
Brunch	24-Aug		
100 x 10		1000	4750

Expenses

Tribute Night		1500	
Kitchen Party (Entertainment)		2000	
Brunch		500	
Rental for Venue/w kitchen rental		650	
Printing - Brochures and mailings		1000	
Advertising (Radio & Newspaper)		700	
Displays for all events/village signage		4772.5	
Flags purchase		1200	Total Exp 12,322.50

Expenses Over Revenue

-7572.50

Maple Signs & Engraving

Unit 5
 2 MacIntosh Avenue
 Port Hawkesbury, NS B9A 3K6
 info@maplesigns.ca
 maplesigns.ca

QUOTE

Quote No.: 2986
 Date: 01/24/2025
 Page: 1
 Ship Date:

Sold To:
 Louisdale 175 Anniversary Committee
 Joan Bona

Ship To:
 Louisdale 175 Anniversary Committee
 Joan Bona

Business No.: 84484 8218 RT0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
700898	2	Each	18 oz Wht 2' x 12' WELCOME Road Banner (single sided) with aircraft cable snap hooks - Louisdale 175	h	600.00	1,200.00
700898	5	Each	13.0 OZ X 2' x 4' WHT BANANA WELCOME FLAG LAMP POST SINGLE SIDED BANNER	h	110.00	550.00
717161	8	Each	Banner Stand 33.5" x 79.5" h w/graphics	h	300.00	2,400.00
Subtotal:						4,150.00
h - HST @ 15%						
HST						622.50
Shipped by					Total Amount	4,772.50
Comments						
Sold By:						

St Louis Parish

Balance Sheet As at 12/31/2024

ASSET

Current Assets

General account	10,060.83	
Renovation Fund	1,777.82	
Glen Sampson Room	501.27	
Cemetary account	13,935.00	
Parish Hall	43,382.23	
Columbarium Fund	22,486.34	
Rosary Park	-0.02	
Total Cash		92,143.47
Loan from Hall acct to reno		5,000.00
Total Current Assets		<u>97,143.47</u>

TOTAL ASSET 97,143.47

LIABILITY

Current Liabilities

Parish Development	2,974.36	
Cemetary Fund	13,634.37	
Glen Sampson Room	4,821.84	
Rosary Park	314.12	
Renovation Fund	12,626.44	
Total funds held for specific purpo		34,371.13
Accounts Payable		505.81
EI Payable	-464.05	
CPP Payable	42.55	
Federal Income Tax Payable	267.50	
Total Receiver General		-154.00
HST Paid on Purchases	-63,549.70	
HST Owing (Refund)		-63,549.70
HST due to Cemetary account	2,053.44	
HST due to Hall account	30,532.74	
HST due to General Account	7,489.32	
HST due to Glen Sampson Roo...	514.15	
HST due to Roof account	1,397.17	
HST due to General	2,529.88	
Hst due to Baraco Days	795.79	
Total HST to move to other acco...		45,312.49
Total Current liabilities		<u>16,485.73</u>
TOTAL LIABILITY		<u>16,485.73</u>

EQUITY

Equity		
Retained Earnings - Previous Year		125,356.89
Current Earnings		-44,699.15
Total Equity		<u>80,657.74</u>
TOTAL EQUITY		<u>80,657.74</u>

LIABILITIES AND EQUITY 97,143.47

St Louis Parish

Income Statement 01/01/2024 to 12/31/2024

Office Expenses		
Salaries (Other)	9,400.00	
Wages - cleaning and summer s...	4,426.23	
EI Expense	245.66	
CPP Expense	126.40	
WCB Expense	53.08	
Workers Com.	13.86	
Salaries and Car Allowance		14,265.23
Office supplies		872.20
Postage		357.44
Service charges and interest		40.75
Total Office Expenses		15,535.62
Hall Expenses		
Heat	1,999.03	
Lights	5,053.56	
Telephone	1,152.01	
Security System	955.68	
Water	409.09	
Sewer	726.90	
Taxes	36.10	
Property Inspection	348.30	
Repairs and maintenance	3,281.14	
Bar	5,867.19	
Canteen	7,335.30	
Community Generator (Grant)	29,657.64	
Total Hall Expenses		56,821.94
Total Hall Expenses		56,821.94
Other Payments		
Diocesan Levy	5,989.23	
Candles	950.31	
Church Envelopes	384.32	
Folders & Church Envelopes		7,323.86
Service Charge (Bingo Acct)	12.00	
Bingo	35,022.27	
Arrow	15,453.42	
Alcohol & Gaming	4,985.80	
Total Bingo Exp		55,473.49
Religious Education	648.89	
Fundraising expenses	5,627.35	
Other expenses	36.10	
New Years Ball 2024	959.61	
Columbarium Expenses	132,678.90	
Cemetary expenses	1,628.28	
Rosary Park Exp	227.05	
Canada Day expenses	2,259.92	
Gifts	586.88	
Donation Slips	240.00	
Rosary Park	7,442.27	
Other		152,335.25
Other Miscellaneous expenses		7.78
Total Other Payments		215,140.38
Mother of Mercy Unit Expense		
Mother of Mercy Cost Share	30,000.00	
M of M Glebe Expense		30,000.00
Total Glebe Expenses		30,000.00
TOTAL EXPENSE		352,448.63
NET INCOME		-44,699.15

Printed On: 01/25/2025



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

ST. LOUIS PARISH, LOUISDALE – Quick View

[Charity's detail page](#)

Registration no.:

106880107 RR 0051

Status:

Registered

Effective date of status:

1967-01-01

Type of qualified donee:

Charity

Designation:

Charitable organization ⓘ

Website:

Reporting period views

Quick View

[2023-12-31](#)

[2022-12-31](#)

[2021-12-31](#)

[2020-12-31](#)

[2019-12-31](#)

Full View

[2023-12-31](#)

2022-12-31

2021-12-31

2020-12-31

2019-12-31

Reporting period ending: 2023-12-31

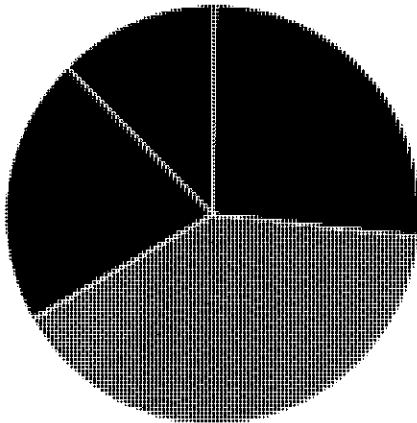
Programs and activities:

Ongoing programs:

ACTIVITIES RELATED TO THE PRESENTATION AND PROMOTION OF THE ROMAN CATHOLIC FAITH-RELIGIOUS SERVICES-COUNSELING FAITH FORMATION FOR CHILDREN AND ADULTS

New programs:

Revenue

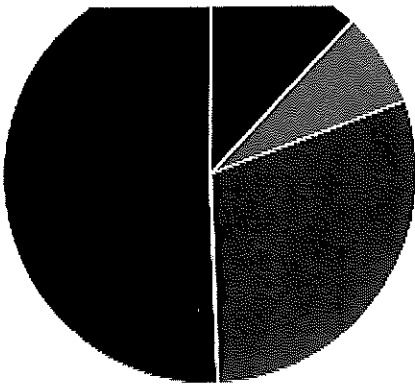


- Received donations \$80,965.00 (26.71%)
- ▣ Non-receipted donations \$121,258.00 (40.00%)
- Gifts from other registered charities \$0.00 (0.00%)
- Government funding \$62,774.00 (20.71%)
- All other revenue \$38,154.00 (12.59%)

Total revenue: \$303,151.00

Expenses





- Charitable programs \$26,592.00 (11.88%)
- Management and administration \$16,727.00 (7.47%)
- Fundraising \$67,061.00 (29.95%)
- Gifts to other registered charities and qualified donees \$105.00 (0.05%)
- Grants made to non qualified donees (grantees) \$0.00 (0.00%)
- Other \$113,434.00 (50.66%)

Total expenses: \$223,919.00

Compensation

Total compensation for all positions **\$30,447.00**

Full-time employees	2
Part-time employees	1

Professional and consulting fees **\$27,500.00**

Compensated full-time positions:

\$1 to \$39,999	1
-----------------	----------

MEMBERS OF PARISH COUNCIL

Janesta Marchand, Chairperson
Michelle Landry - Secretary
Yvonne fields,
Joan Sampson,
Eric day,
Dion Sampson,
Gary Boudreau,
Valdore Marchand,
Bobby samson,
Father Duncan MacIssac

Derek Marchand, Treasurer
St. Louis Parish



Email: treasurerstlouisparish@gmail.com



Warden's Report: February 2025

Event	Organization/Issue	Date(s)
Seniors' Take Action Meeting: Meet the Warden	STAC – Meeting	February 3, 2025
Code of Conduct (Virtual) Training	DMA – Training	February 3, 2025
Meeting with Housing Developer (6 in total)	Housing – Meetings	February 4, 2025
Telile Interview: Monthly Talk to Warden Interview	Telile – Media	February 5, 2025
ECRL Meeting (Virtual) re: New St. Peter's Hub	ECRL/Village – Meeting	February 5, 2025
Meeting with Housing Developer (2 in total)	Housing – Meetings	February 6, 2025
Open House: EverWind re: Transmission lines	Open House – Engagement	February 6, 2025
DMA Monthly Training (Virtual) – IDEA plans	DMA – Training	February 10, 2025
MEMAC Meeting (Virtual)	MEMAC – Meeting	February 10, 2025
Meeting re: Richmond/PHK Housing Not-for-Profit	Housing – Meeting	February 11, 2025
Superport Days Planning (Virtual) Meeting	Superport – Meeting	February 11, 2025
EverWind Visit with ACOA Minister and MP	EverWind – Engagement	February 11, 2025
Offshore Wind Event with Ministers of GD and Energy	Marine Renewables Presentation	February 12, 2025
Meeting with Mayor of Port Hawkesbury	Shared issues – Meeting	February 13, 2025
Meeting with Richard Morykot re: OSW goals	Offshore wind – Meeting	February 18, 2025
OSW and Ports: Virtual Presentation	Offshore wind – Presentation	February 19, 2025
EverWind: Meeting re: transmission lines	EverWind – Meeting	February 19, 2025
NSFM: Information session (Virtual) on tariffs	NSFM - Meeting	February 19, 2025
Fire Services Meeting (ex officio participant)	Fire Services – Meeting	February 19, 2025
Meeting with Housing Developer	Housing – Meetings	February 20, 2025
EDPC Personnel Committee (Virtual) meeting	EDPC – Meeting	February 20, 2025
IDEA Committee (Virtual) (ex officio participant)	IDEA – Meeting	February 20, 2025
Activate Richmond Open House	Open House event	February 24, 2025
EDPC Personnel Committee (Virtual) meeting	EDPC – Meeting	February 25, 2025
Meeting with Mayor of Port Hawkesbury	Shared issues – Meeting	February 25, 2025
Superport Days Planning (Virtual) Meeting	Superport – Meeting	February 26, 2025
Meeting (Virtual) will Bell Officials	Bell – Meeting	February 27, 2025
Various media inquiries re: Clearwater Closure	Media (Various)	February 27, 2025

Note: For review; list does include council/committee meetings where all councillors were present, or matters related to District 2 residents' concerns



Title: Flag Policy

Approved by Council

Date: June 24, 2024

Policy Review Notification

Date: June 14, 2024

Policy Review

Date: June 18, 2024

I certify this to be a true copy of the **Flag Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held June 24, 2024.

Shelley David

1. Purpose

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

2. Scope

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

3. Roles & Responsibilities

3.1. Municipal Council will be responsible to:

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

3.2. The CAO will be responsible to:

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

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

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

4. Definitions

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

Policy

5. Policy Statement

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

6. Permanent Flags

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

7. Community Flags

- 7.1. At appropriate times the following flags shall be flown on the sixth flagpole:
- An appropriate Irish flag in the week leading up to March 17th
 - An appropriate flag during Autism Awareness Month
 - An appropriate flag during Gaelic Awareness Month
 - An appropriate flag during Access Awareness Week
 - An appropriate flag during Victoria Order of Nurses (VON) Week
 - An appropriate Pride flag during the month of June
 - An appropriate flag in the week leading up to National Day for Truth and Reconciliation on September 30th
 - An appropriate flag during Veterans Week
- 7.2. Other community groups may submit a written request to fly a specified flag on the sixth flagpole subject to the Council's approval. It is the responsibility of the community group to provide the appropriate flag that is to be flown.
- 7.3. Written requests should be made to the Municipality and include the following information:
- Community Group name;
 - Primary contact name, email, and phone number;
 - Dates of flag flying requested;
 - Name and image of the flag;
 - Purpose of the flag raising; and
 - Any additional relevant information (website, event invitation, etc)
- 7.4. The Municipality will consider flying community flags that:
- Support events or organizations that play a significant role in the MOCR.
 - Promote the cultural diversity of the Municipality, and
 - Build community connections between the Municipality and community groups and organizations.
 - Align with and bring awareness to the Municipality's strategic plan.
- 7.5. The Municipality will not fly the flag of religious, political, or commercial groups.

- 7.6. Requests to fly a community flag will be determined on a first come first served basis.
- 7.7. The Municipality reserves the right to accept, decide the duration of, reject, or amend any requests to fly a community flag on Municipal property.

8. Flag Etiquette

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

9. Flags at Half-Staff

- 9.1. Flags will be flown at half-staff to mark the passing of any of the prominent public figures listed below, for a period beginning when the Municipality becomes aware of the individual's death until and including the date of the funeral or memorial service or until reasonably determined by the CAO.
 - a) Prominent Public Figures
 - i. The Sovereign, or a member of the Royal Family related to the Sovereign in the first degree (spouse, child, parent, sibling)
 - ii. The Governor General or current and former Prime Ministers of Canada
 - iii. The Lieutenant Governor and current or former Premiers of Nova Scotia
 - iv. Current or former Members of Municipal Council
 - v. Current or former Members of Parliament who represent or represented the Municipality of the County of Richmond
 - vi. Current or former Members of Legislative Assembly who represent or represented the Municipality of the County of Richmond
 - b) Protective Services in Richmond County (while on active duty)
 - i. Police
 - ii. Fire Services
 - iii. Emergency Health Services
 - iv. Provincial Conservation Officers
 - v. Federal Fisheries Officers

- c) Canadian Military personnel from Richmond County (while on active duty)
- d) Other Circumstances
 - i. To mourn lives lost in tragic national and international events. The Municipality of Richmond will generally mirror the practice of the Province of Nova Scotia.
 - ii. Other individuals and events may be recognized at the direction of the Municipal Council and/or the Chief Administrative Officer of the Municipality of the County of Richmond.

10. Community Requests for Half-Staffing

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

11. Review

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

Policy Review/Amendment

Date of Review	Approved/Amended by Council
	November 22, 2021
April 25, 2022 – Amended to add a “Review” section at the end of the policy	April 25, 2022
June 18, 2024 – Amended to add a sixth flagpole for community flags and to add sections 2, 3, 4,5, and 7.	June 24, 2024



Memo

To: Municipal Council
From: Troy MacCulloch, CAO
Date: March 6, 2025
Re: Administration Operations Report, February - March 2025

Administration

- Bylaw and Policy work continues
 - Current: Grants Policy, Council Procedural Policy, Re: Amendment to Section 16, Dog Control By-Law, Travel and Expense Policy, Hospitality Policy
 - Upcoming: Dry Fire Hydrant Policy, Fire Protection Services Committee Terms of Reference, Presentations and Delegations Appearing before Committee of the Whole (COW) or Municipal Council, Strategic Communications Plan
 - Completed: n/a
- 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
- Working with our new Economic Development Officer on establishing priorities and goals – Land inventory ledger and Map [along with the Eastern District Planning Commission (EDPC)] – this work is in progress now. Hope to see something in draft by end of March
 - Continue our site visits to various businesses/employers in the region
 - Working on a webpage for Point Tupper or re-development of revised page that currently sits on the Strait of Canso webpage – held and updated by CB Part.
- Working with our Energy Sector Manager on our two projects – now three projects. We have been successful in our grant application to study a domestic use for Hydrogen in our County through the Clean Fuels Fund.
- Working with Clerk/Comms officer, EMO, and IT to prepare for the release of our Voyent Alert Messaging app and the Vulnerable Persons Voluntary Registry – both slated for release in Winter 2025.
- Work with EDPC /Destination Cape Breton and the Province of Nova Scotia regarding Short Term Rentals/Marketing Levy
- Work with EDPC and Public Safety NS regarding proposed new Cell Tower installs and replacement
- Working with NSCC to schedule the work for the Deer Count – conversations are ongoing and we are now on their project list for their students this Spring. We are also applying for a summer student grant and exploring Mitacs options to hire a student to expand on the initial work that will begin with the snow melt later this Spring.

- HR related activities and Collective Bargaining prep for new CBA slated for Spring of 2025.
- Continue working with local developers to see how our municipality can further assist housing development in our area. First meeting was Jan 08. These meetings are now complete and the report is being compiled by the Warden for PAC meeting in March.
- Posted internally for the Director of Finance Position. This will close on March 13th, 2025.
- Working on Flood Hazard Modelling project with Prov. of NS and Baird.

Energy Sector Development

- Strait of Canso Sustainable Infrastructure Strategy
 - The final report is now publicly available from <https://thestrainofcanso.ca/opportunity/strait-of-canso-sustainable-infrastructure-strategy/>
 - A press release has been prepared but has been delayed due to the Provincial restructuring of the Department of Communications.
 - Steering Committee met for a wrap-up meeting on 10th of February.
 - Developing Action Plan following the recommendations.
 - Conversations with some local industrial users regarding the findings and next steps.
- Offshore Wind Centre of Excellence
 - Second draft has been developed and shared with the Project Steering Committee.
 - Draft review meeting will take place on 13th of March.
 - Weekly update calls with the AECOM Project Manager.
- Strait of Canso Clean Fuels Domestic Use Strategy
 - The application to the Provincial Clean Fuels Fund for \$221,250 (75% of project costs) was successful.
 - In-kind contributions will make up 10% of project costs (fund limit)
 - Remaining 15% of costs to be funded by Project Partners.
 - The Strategy will review opportunities for decarbonization in the local economy through the application of clean fuels.
 - Work will be tendered through an RFP process.
- Other
 - Developing content for www.thestrainofcanso.ca around port infrastructure value proposition for green energy operations.
 - Attended Net Zero Atlantic / Moffatt & Nichol webinar for the Assessment of Atlantic Canadian Ports to Support Offshore Wind.
 - Attended Strait Area Working Group meeting on 20 February.

Information Technology (IT)

- The IT Department budget request for 2025-26 has been started. This will include all operating costs, upgrades, etc.
- Our first invoice for online backup was \$84.30 for the month of January 2025. This includes all emails, OneDrive storage, and Tenant configuration info since our migration from Notes, roughly 12 months. The cost is charged relative to the amount of online storage that is used, so as our data accumulates, so does our bill. Our second bill for the month of February was \$95.91. This is roughly a 13% increase month on month. In this year's budget request a portion will be dedicated to cloud vs local data storage cost forecasts.
- We are about halfway through converting all Notes user email databases from .nsf to .pst files. These files will remain in storage as per retention policies. Databases will be imported into current users machines for use as required.
- Conduit for the EV charger is installed, and the charger will be brought online soon.
- *ONGOING* The Municipal Office is now operating under a completely new network setup. With the new firewall/UTM, the network will now begin to be segregated and isolated into virtual networks according to special criteria. In short, segregating the network increases security across all the different departments, devices, etc. This is a time-consuming process as it essentially requires every device IP address to be changed, drives re-mapped, etc.
- *ONGOING* The Municipality is severely lacking in policies regarding IT. I have started to identify the areas where policies are needed and began creating them where possible. However, there are many policies that will require a game plan regarding the directions the Municipality wants to go. Data Storage is one of these areas. In short, I will begin moving forward addressing these issues.
- *ONGOING* Maintenance of the tenant is ongoing as well as the supporting documentation for all IT.
- *ONGOING* Training documentation is in progress; the first focus is on council packages.
- *ONGOING* The Vulnerable Persons Registry website/database is going to be under construction as soon as some of the above items are completed.

Emergency Management and Fires Services

- VVPR – Voluntary Vulnerable Persons registry is in the final stages of approval for rollout – Policy, registration form, information sheet - Ongoing
Voyent Alert has been purchased, and work continues – templates, procedure for use, policy, and information sheet – Ongoing
- Committees
 - The Fire Protection Services Committee met on February 19th, 2025, next meeting is April 23rd, 2025

- Municipal Emergency Management Advisory Committee (MEMAC) / Municipal Emergency Management Planning Committee (MEMPC) – Ongoing – MEMAC met Feb 10th. Next meeting is March 10th, 2025.
- Municipal Emergency Management Plan (MEMP) revision – Ongoing
- SRH Emergency Preparedness Committee – meeting April 7th, 2025
- TMR Radios (EMO/VFD)
 - Waiting on final decision on collection by PSFC - Completed
- Updating Comfort Centre Lists and Generator maintenance – Ongoing
- Region 1 EMC Meeting March 20th, 2025
- Seniors Take Acton Coalition (STAC) – next meeting April 7th, 2025
- Conducted emergency generator testing and AED checks for the AED's registered with EHS – March 3rd (February Checks) - Completed
- Comfort Centre program file updates (contacts and requirements) – ongoing
- Working on mapping for emergency responses like wildfires and evacuations – ongoing
- ICS Training for staff and Council – ongoing
- Fire Department Registrations due February 28th, 2025 - Ongoing
- NSEMO ICS 305 Course – Feb 24 – 28, 2025 - Completed
- Fire Service Coordinators meeting –, next meeting is April 20th, 2025
- Richmond Reflections submissions - Completed
- Emergency Preparedness Education Documents (Presentation, Pamphlets, etc.) – Ongoing
- Working on an emergency transportation plan for incidents within the County - Ongoing
- Working on 2025/2026 Budget plan - Ongoing
- Fire services purchasing and equipment needs - Ongoing
- NSEMO Training plan and exercising - Ongoing

Department of Community Development and Recreation

- Multi Use Feasibility Study Final Engagement Plan completed, final plan is available on the County website.
- Recreation Spring program planning is underway, Programming scheduled to start early April 2025.
- The Recreation Advisory Committee currently has one citizen appointee vacancy
- The February 2025 Volunteer of the Month is Illiana Wagner - Thorell, District 2
- Rick Hansen Facility Access Upgrades continue to achieve certification for three Municipal Buildings (Transfer Station Scale House, Petit de Grat Library, Admin Building); New project completion date, Fall 2025
- MOCR IDEA (Inclusive, Diverse, Equitable, Accessible) Plan update has been completed by the committee. The plan will be sent to Council at the March 2025 Council meeting for approval in order to forward off to the Province.
 - The IDEA Committee currently has two citizen appointee vacancies.
- The Community Development and Special projects Officer (CDSP) continues to support MOCR organizations navigate municipal, provincial and federal funding opportunities, in addition to:
 - Facilitating the quarterly Richmond County Collaborative Network

- Collaborating with various organizations to support targeted groups in accessing resources and supports such as Older Adults, Not for Profits, Trails Associations, etc
- On-going community networking with community organizations
- Circulating a quarterly grant guide for community to have as a resource
- Meeting with various partnering organizations to discuss potential projects for the county

Department of Finance

- Completed our reporting for DMAH (Capital Investment Plan (CIP)/Pre-construction Report).
- Preparing for Year End entries
- Working on 2025/2026 Budget
- Fire Department Reconciliations ongoing
- Ongoing training to backfill Manager of Accounting and Finance Position as well as Financial Reporting & Accounts Payable and Receivable position are ongoing.
- Awaiting auditors to complete the audited financials for the year ending 2023-24.

Department of Public Works

Capital Projects Update

- EV charging station – Installation complete. Awaiting setup of the payment function.
- Sewer System Renewal – In progress.
- Bulk water filling station – Tender in development. Awaiting response from DNR on proposed location (crown land) before finalizing scope of work. Installation will not take place before 2025/26, subject to pricing falling within approved budget.
- Arichat / Evanston Tower Upgrades – Generators installed and functional. Chemical dosing upgrades to follow – equipment received and awaiting installation.
- Accessibility Upgrades - In progress. Entrance doors replaced at PDG Library and Municipal Office to meet present accessibility standards.
- Municipal Building Solar PV – Consultant engaged to complete design. Installation tender to follow. Installation cannot be completed until 2025/26 but tender to be issued in the coming weeks.
- Waste Facility Transfer Station Renewal – Tender awarded.
- Arichat WTP Filter Rebuild – Material received. Work underway.
- Arichat WTP – New Distribution Pump. Deferred.
- Arichat WTP Upgrades – In development. Deferred.
- Water Utility Hydrants / Meter Replacements – In progress.

- Water / Wastewater Capacity / Condition Assessment – In progress.

Solid Waste Management

- 2025 Heavy Collection to be tendered, subject to Council approval.
- Extended Producer Responsibility Regulation implementation date December 1, 2025. Municipality must decide if it will enter into an agreement to provide curbside collection services for eligible material or if industry will be responsible. Briefing note to follow. Awaiting further details before final decision required on April 18, 2025. Presently undergoing legal and insurer review.
- 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. Draft report received. Decision required on whether the Municipality will expand its C&D operation or transport C&D material offsite for disposal. Briefing note to follow.

Richmond Water Utility

- Continuing to work on process improvements to address challenges posed by higher organics in the raw water during the fall/winter months.

Richmond Sewer

- 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.

Upcoming Events

- March 20 - Strait Area Chamber of Commerce 2025 Business Update
- April 30 - Nova Scotia Federation of Municipalities (NSFM) Spring Conference
- May 7-9 - Association of Municipal Administrators Nova Scotia (AMANS) Spring Conference

Upcoming Meetings

- March 12 - Municipal Emergency Management Advisory (MEMAC)
- March 19 - RCMP Advisory Board Meeting
- March 25 - Special Meeting, Re: Destination Cape Breton Presentation
- March 25 - Regular Council Meeting



February 2025 Volunteer of the Month – Illiana Wagner - Thorell

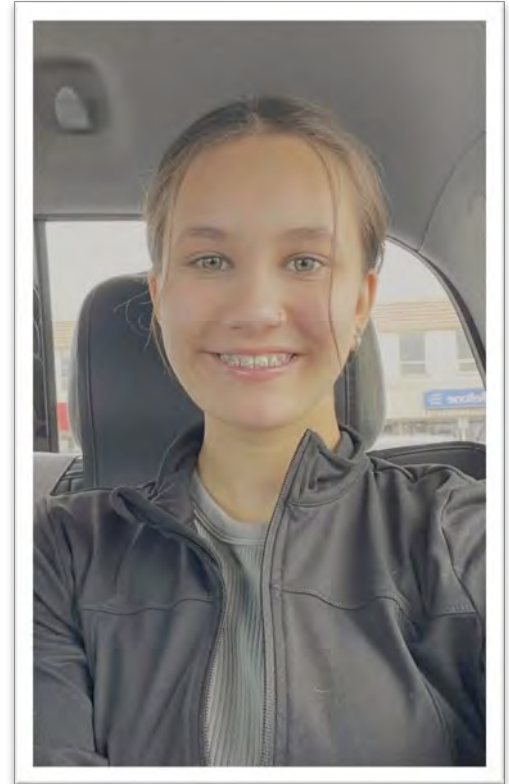
Illiana is a student from Richmond Academy who has made a lasting community impact through her volunteer work with the D'Escousse Civic Improvement Society, where she has been an active member for several years.

Illiana's contributions are both diverse and meaningful. She lends a helping hand at monthly community breakfasts, children's events, and the renowned Celtic Colours International Music Festival. Whether serving meals, setting up events, or engaging with visitors, her enthusiasm and willingness to assist wherever needed reflect her deep commitment to building a stronger, more connected community.

Through volunteering, youth like Illiana not only make a positive impact but also gain a sense of fulfillment and purpose.

Please join us in recognizing Illiana for her hard work, dedication, and service to her community.

We thank you for all you do for Richmond County!





ECRL Regional Office
390 Murray Street,
PO Box 2500,
Mulgrave, N.S. B0E 2G0
(902) 747-2597
1-855-787-READ
ecrl.ca

February 21, 2025

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

Dear Warden Landry and Councillors,

I am writing on behalf of Eastern Counties Regional Library (ECRL) to request the \$20,000 in funding allocated for the St. Peter's Hub project be included in the Municipality's 2025-2026 annual operating budget. These funds will be used to move current collections and furnishings and purchase new furnishings to help create a welcoming space to house both the Library and the Visitor Information Centre.

Please get in touch with me, Laura Emery, CEO, at 902-631-4403 or lemery@ecrl.ca should you have any questions or require any further information.

Kind regards,

A handwritten signature in black ink that reads 'Laura Emery'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Laura Emery
CEO, Eastern Counties Regional Library

Our Service Locations

Canso | Chéticamp | Guysborough | Mabou | Margaree Forks | Mulgrave | Petit de Grat | Port Hawkesbury | Sherbrooke | St. Peter's



Eastern District Planning Commission

606 Reeves Street, Unit #3, Port Hawkesbury NS B9A 2R7
Ph.: 902-625-5364
Fx.: 902-625-1559
1-888-625-5361

John D. Bain
Director
jdbain@edpc.ca

January 14, 2025

Mr. Troy MacCulloch, CAO
Municipality of the County of Richmond
Municipal Building
P.O. Box 120
Arichat, NS B0E 1A0

Dear Mr. MacCulloch,

Attached please find our Operating Estimates for the 2025-2026 fiscal year as approved by our Board today in accordance with the requirements of the *Municipal Government Act* Section 258(1) which requires that these estimates be provided to the clerk of each participating Municipality no later than January 15. As in years past the approval relates to the specifics of the total budget with the exception of the Municipal shares which will be revised when we receive the new Uniform Assessment Sharing Base numbers for next year.

On behalf of the staff of the Commission I would like to take this opportunity to thank-you for the support we have received from you and your Council last year. We look forward to providing our services to your municipality again in the coming year.

Please let me know if you require me to be present at your Council to discuss these estimates.

Yours truly,

John D. Bain
Director

/jb
enc. (1)

c. Brenda Chisholm-Beaton, Chair

**2025 – 2026 Operating Estimates
Eastern District Planning Commission**

	Budget
Staff	
Wages	\$1,091,900
EI, CPP, Group Insurance	\$133,109
Workers Compensation	\$26,094
Company RRSP	\$98,271
Membership Dues and Fees	\$8,000
	<hr/> \$1,357,374
Administrative Overhead	
Advertising	\$1,000
Bank and Service Charges	\$2,500
Computers	\$11,000
Insurance	\$80,000
Misc. Operating Costs	\$4,500
Office Rent	\$43,400
Office Supplies	\$7,000
Photocopying and Printing	\$6,500
Postage	\$7,000
Telephone and Fax	\$12,000
	<hr/> \$174,900
Travel and Training	
Mileage Compensation	\$80,000
Conference Fees and Expenses	\$30,000
	<hr/> \$110,000
Additional Fees	
Legal	\$2,000
Auditor	\$15,985
Special Projects	\$0
Flood Line Mapping Project (MFLM)	\$0
MIP Expences	\$0
Technical and Mapping	\$35,000
Commission Expenses	\$4,000
	<hr/> \$56,985
TOTAL	<hr/> \$1,699,259 <hr/>

2025 – 2026 Operating Estimates
continued: Page 2

	Budget
	\$1,699,259
Building Permits	
Building Permits Fees	\$600,000
Subdivision Fees	\$65,000
Miscellaneous Revenues	\$9,000
Flood Line Mapping Project (MFLM)	\$0
MIP Funding	\$0
E-911 Funding	\$20,000
Net Budget	\$1,005,259
Base Contribution (\$35,000):	\$210,000
Net Budget for Uniform Assessment:	\$795,259
Total Contributions	
Antigonish County	\$249,636
Inverness County	\$230,354
Richmond County	\$177,357
Victoria County	\$169,879
Antigonish Town	\$110,306
Port Hawkesbury	\$67,728
Total	\$1,005,259
	\$0

Uniform Assessment Sharing Base (2024-2025)

Municipality	Assessment	Percentage
Antigonish	\$1,546,200,642	26.99%
Inverness	\$1,407,296,008	24.56%
Richmond	\$1,025,519,895	17.90%
Victoria	\$971,644,728	16.96%
Antigonish Town	\$542,489,365	9.47%
Hawkesbury	\$235,765,291	4.12%
	\$5,728,915,929	100.00%

January 15, 2025



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

1809 Barrington Street Suite #1304 Halifax NS B3J 3K8 Tel: (902) 423-8331 E-mail: info@nsfm.ca

Delivered via email

February 21, 2025

RE: Pending Legislation

Dear Members,

As you are aware, the provincial government initiated a new session of the legislature on February 14th. NSFM has been following this sitting very closely and we have already seen some legislation introduced that could impact municipalities. We also believe there is more to come, and that government will be active with legislation on a number of files that will be of interest to you, as elected municipal leaders, and to your municipalities.

We want to assure you that, as your representative organization, we are very active on these matters. Juanita Spencer, CEO, and I have been meeting daily with provincial officials to ensure a municipal lens is provided on any files or initiatives that may be contemplated by the province, as it enacts its legislative plan.

We remain committed to supporting our members. There is no question that as municipalities, we know our communities best and therefore our voices and expertise must be part of the conversations as decisions affecting our communities are brought into play. The best results will happen with collaboration and open communication between our levels of government. With the strength of our members, we, as an organization, can navigate these challenges in a way that benefits our communities and the province as a whole. That is the goal.

We will reach out as we have further information. If you have any questions or concerns, please reach out to us at info@nsfm.ca. Thank you for all you do as we navigate these challenging times!

Sincerely,

Pam Mood
President
Nova Scotia Federation of Municipalities



WARDEN

March 6, 2025

Hon. John Lohr, Minister
Department of Municipal Affairs
14th Floor, Maritime Centre
1505 Barrington Street
Halifax, NS B3J 2M4

Dear Minister Lohr:

At our February 26, 2025, meeting, Council passed a motion to request that the property assessment cap, currently extended to those affected by the wildfires in Tantallon and Shelburne, be applied to all Nova Scotians who lose their homes to disaster.

Your government's initiative ensures that residents can rebuild after a disaster without facing sudden, significant increases in property taxes. The recent changes to the *Residential and Resource Property Taxation Assessment Regulations* will undoubtedly provide much-needed relief to those impacted in Tantallon and Shelburne. While the wildfires affected many Nova Scotians simultaneously, we believe the principle of protecting homeowners from steep property tax increases following a disaster should apply universally, regardless of how many homes are affected by a single event.

We have copied our Cape Breton Strait representatives with the Nova Scotia Federation of Municipalities and respectfully request that the NSFM also consider advocating on our behalf in this matter.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond
Troy MacCulloch, CAO, Municipality of the County of Richmond
Amanda Mombourquette and John Dunbar, CB Strait Representatives with the NSFM



WARDEN

March 6, 2025

Hon. John Lohr, Minister
Department of Municipal Affairs
14th Floor, Maritime Centre
1505 Barrington Street
Halifax, NS B3J 2M4

Dear Minister Lohr:

Thank you for your letter to Mayors and Wardens dated February 11, 2025. Council met on February 26, 2025, and considered your request for a letter or press release signaling our support for greater resource development within our province.

We are considering your request and seeking additional information from the Nova Scotia Federation of Municipalities. We look forward to being able to respond in the next few weeks.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond
Troy MacCulloch, CAO, Municipality of the County of Richmond



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

WARDEN

March 6, 2025

Hon. Tim Houston, Premier
Province of Nova Scotia
7th floor, One Government Place
1700 Granville Street
Halifax, NS B3J 1X5

Premier Houston:

I am writing on behalf of the planning committee for ***Superport Days 2025***. The committee would like to invite you to deliver the keynote address at this year's event, scheduled for January 26 and 27, 2025. The keynote is scheduled for 12:00 noon on Thursday, June 26, 2025, at the Dundee Resort in Richmond County.

This year's theme is *Creating Stability in and Unstable Marketplace*. Our hope is that your address could speak to government's proposals around resource extraction and the removal of interprovincial trade barriers. That said, the situation is certainly in flux, so we're quite open to other topics that speak to the realities of the day as of late June of this year.

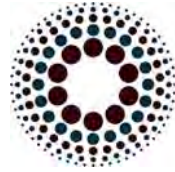
We appreciate that your schedule may not allow for you accept our invitation, but we would respectfully request that a designate be selected from your government who could echo your remarks on this topic.

Please do not hesitate to reach out if you have any questions or concerns. We look forward to welcoming you to Dundee.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

cc: Tracey Boutilier, Vibe Creative Group
Troy MacCulloch, CAO, Municipality of the County of Richmond



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

1809 Barrington Street Suite #1304 Halifax NS B3J 3K8 Tel: (902) 423-8331 E-mail: info@nsfm.ca

Delivered via email

March 4, 2025

RE: Pending Legislation

Dear Members,

I am writing to thank you for your participation in our Mayors, Wardens, & CAOs meeting, held on February 26. Your engagement during the meeting has helped shape our messaging and advocacy efforts as we continue to engage with the Province on Bills introduced in this sitting of the legislature, in particular, Bill 24, *Temporary Access to Land Act and Joint Regional Transportation Agency Act (amended)*.

Since our member meeting, NSFM has remained very active bringing your concerns directly to the Province. CEO, Juanita Spencer, and I have had several productive meetings with provincial officials, including Minister Lohr and Minister Tilley. We remain optimistic that our message has been heard and are hopeful that changes will be made to the legislation as presented. As we learn more, and are able to share, we will send updates to our members.

I also want to thank those of you who have forwarded letters of support for NSFM's work and invite others to forward us your support in writing, if possible. It is critical that we demonstrate a strong, united municipal voice as we advocate for change to this legislation.

If you have any questions or concerns, please contact us at info@nsfm.ca.

Sincerely,

Pam Mood
President
Nova Scotia Federation of Municipalities



ISSUE PAPER

TO: Municipality of the County of Richmond Council Date Prepared: Feb 18th, 2025
FROM: Tyler Mattheis, CEO, Cape Breton Regional Enterprise Network Meeting Date: March 11th, 2025
RE: Multi-Party First Nations and Municipal Agreement

Contents

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BACKGROUND

CB REN Strategic Plan Direction

The **Forward. Together. Unama’ki – Cape Breton’s Economic Development & Population Growth Plan** was adopted by the CB REN Liaison Oversight Committee as the official strategy of the CBREN on April 4th, 2024.


In accordance with Action 4.1a “Provide economic development support to municipalities and local development partners”, and more specifically Action 4.1a “Work with municipal and provincial partners to ensure there is appropriate economic development capacity across the Island” a new Multi-Party First nations and Municipal Agreement was developed.

Also on April 4th 2024, the CBREN Liaison Oversight Committee also agreed unanimously to bring the Multi-Party First Nations and Municipal Agreement to individual Councils for their agreement.

Multi-Party Agreement – Current Status

Progress for securing signatures over the last 10 months progress has been made as shown in Table 1 - Multi-Party Agreement Signatory Status.

Table 1 - Multi-Party Agreement Signatory Status

	Status of Multi-Party Agreement
Inverness	Signed - Contributed at increased funding as per agreement in 2024/25
Victoria	Signed - Contributed at increased funding as per agreement in 2024/25
Richmond	Information shared, requested more information. - Contributed at increased funding as per agreement in 2024/25
Port Hawkesbury	Information shared, requested more information. - Contributed at increased funding as per agreement in 2024/25
Membertou	Signed - Contributed at increased funding as per agreement in 2024/25
Eskasoni	Committed to Sign - Contributed at increased funding as per agreement in 2024/25
Wagmatcook	Not Yet Signed – Contributed at increased funding as per agreement in 2024/25
Waycobah¹	Not Yet Signed – Contributed at increased funding as per agreement in 2024/25
Potlotek²	Not yet applicable. Will begin discussions after this agreement is finalized with existing CB REN partners.

¹ Though this community is now known as We'koqma'q L'nue'kati, the name “Waycobah” is on the documents we are obligated to use.

² Potlotek is not yet a signatory of the CB REN, however it was decided that in the spirit of the rest of the parties intent to invite Potlotek once all other parties had signed, it was prudent to include their future expected contributions.

Key Highlights of the Multi-Party First Nations and Municipal Agreement include:

Term

- 5-year agreement (2024 to 2029) with a minimum 3-year termination clause
- Automatically renews for another 5-year agreement unless notice given

Funding

- Though not all parties have yet signed, all current parties budgeted in 2024/25 to align with the funding proposed in the new agreement. Table 2 - CBREN Funding as per the Multi-Party Agreement shows the funding below.

Table 2 - CBREN Funding as per the Multi-Party Agreement

CBREN Partner	2024/25 (Year 1)	2025/26 (Year 2) (CPI @ 2.4)	2026/27 (Year 3) (CPI TBD)	2028/29 (Year 3) (CPI TBD)	2029/30 (Year 3) (CPI TBD)
Inverness	\$105,000	\$107,520	TBD	TBD	TBD
Victoria	\$105,000	\$107,520	TBD	TBD	TBD
Richmond	\$75,000	\$76,800	TBD	TBD	TBD
Port Hawkesbury	\$35,000	\$35,840	TBD	TBD	TBD
Membertou	\$30,000	\$30,720	TBD	TBD	TBD
Eskasoni	\$30,000	\$30,720	TBD	TBD	TBD
Wagmatcook	\$30,000	\$30,720	TBD	TBD	TBD
Waycobah ³	\$30,000	\$30,720	TBD	TBD	TBD
Potlotek ⁴	\$30,000	\$30,720	TBD	TBD	TBD

Other Funding Formula highlights:

- Increased baseline in 2024/25 (Agreed by all parties);
- Starting in 2025/26, funding will increase by CPI of the previous year;
- CBREN Members may provide special project or other additional funding to the REN if circumstances arise, as agreed to by the parties; and
- CBREN Members is not required to fulfill any provincial funding obligations should the Province of Nova Scotia decline to fund the REN program in the future.

³ Though this community is now known as We'koqma'q L'nue'kati, the name "Waycobah" is on the documents we are obligated to use.

⁴ Potlotek is not yet a signatory of the CB REN, however it was decided that in the spirit of the rest of the parties intent to invite Potlotek once all other parties had signed, it was prudent to include their future expected contributions.

Regional Enterprise Networks in Nova Scotia (<https://nsrens.ca/>)



Regional Enterprise Networks are the primary vehicle to deliver community economic development services and support throughout the Province of Nova Scotia. The REN model was launched in Nova Scotia in 2013 and the first RENs were established in 2014.

There are currently 7 RENs in the province:

- Cape Breton Regional Enterprise Network (*Operated by the Cape Breton Partnership*)
- CBRM Regional Enterprise Network (*Operated by the Cape Breton Partnership*)
- Truro Colchester Partnership for Economic Prosperity
- Cumberland Business Connector
- Pictou County Partnership
- Valley Regional Enterprise Network
- Western Regional Enterprise Network

Individual RENs have varying funding arrangements with their partner Municipalities and First Nations, however all RENs are working toward multi-year funding arrangements to assist with staff recruitment and retention, as well as increase their ability to plan and execute multi-year economic development strategies and commit to multi-year contracts, programs and other obligations in support of those strategies.


Collectively, RENs consistently request multi-year funding assurance from the Province of Nova Scotia, and are also making progress in province-wide metrics that can assist in continuous improvement and performance measurement.

RENs also collaborate on initiatives that have province-wide benefit, such as Economic Data dashboards for each REN, joint business educational initiatives such as the recent GST/HST Holiday information session delivered in January 2025, the annual REN Conference, Immigration initiatives often led by the provincial department of Labour, Skills and Immigration, and collaboration for new province-wide opportunities, such as with Film industry development led by the efforts of the CB REN through the Creative Economy Development Officer (based in Richmond County!).

Current Status of REN Funding (Municipal and First Nation portion)

Table 3 - Current NS REN agreement terms outlines the current status of the various intermunicipal and multi-party agreements of the 7 RENs in Nova Scotia.

Table 3 - Current NS REN agreement terms

	Inter-Municipal / First Nation Agreement Term	Current Year (as of March 2025)	Comments / Details / Notice Requirement
Cumberland Business Connector	Three Year Funding Agreement	Year 2	Has been a five-year agreement in the past. 12 month notice requirement
CB REN	Proposed and partially ratified: 5 year agreement with CPI annual increase and a 36 month notice requirement.	Year 1	Currently year to year with a 12 month notice requirement until agreement has been fully ratified.
CBRM REN	Proposed but not yet ratified: 5 year agreement with CPI annual increase and a 36 month notice requirement	Year 0	New term length outlined in the CBRM Economic Development Strategy. CBRM has requested more information. Currently year to year with a 12 month notice requirement.
TCPEP	1 Year year-to-year agreement	n/a	TCPEP Municipal and First Nations partners have decided to wait until the Provincial Government provides multi-year funding before they will follow suit.
Valley REN	3 year funding agreement	Year 3	12 month notice requirement
Pictou County Partnership	5 year funding agreement	Year 1	2% annual increase. All municipal units and First Nation in the county participate.
Western REN	5 year funding agreement	Year 5	12 month notice requirement

As recommended in section 4.2 of the attached Discussion Paper (addendum 2) crafted by the group of RENs collectively, the RENs are unanimous in their call for long-term funding agreements from the Province of Nova Scotia.

Table 4 - Section 4.2 from the REN Discussion Paper (2023)

4.2 Funding Agreement Terms

- **It is recommended** that provincial funding agreements with the RENs be set for five (5) years. The next agreement would therefore commence on April 1, 2024 and terminate on March 31, 2029. Unless otherwise agreed to by the parties, or upon notice as provided herein, the Agreements would renew for a further term of five (5) years.
 - **It is further recommended** that after the initial five (5) year contract, either party shall have the right to terminate the agreement upon having provided three (3) year's written notice to the other party.

Current Status of REN Funding (Provincial portion)

The Province of Nova Scotia has not yet committed to multi-year funding. However, the Department of Economic Development (now Growth and Development) has indicated in the past that prerequisites of that discussion include:

- 1) A rational funding formula
 - a. This has been addressed by proposing the formula in Addendum 3
- 2) A new and more effective measurement system, to enable the Province to see province-wide impact
 - a. This has been addressed through the development of a REN-wide matrix, a portion of which is included in each quarterly report to Richmond County
- 3) A path forward to complete geographical coverage from the Regional Enterprise Networks in the Province
 - a. The RENs have contributed specific recommendations to the Department to support this goal.

Therefore, the RENs believe that with progress on the above items, and increased multi-year agreements from First Nation and Municipal partners, there is greater rationale for multi-year CPI pegged funding from the Provincial Government.

CB REN Business Plan

2024/25 Business Plan

The 2024/25 CB REN Business Plan was approved by the CB REN Board on June 26th, 2024.

The plan was then made available on the CB REN webpage where it and previous business plans can be viewed by the public.

CB REN Webpage: (<https://capebretonpartnership.com/initiative/cape-breton-regional-enterprise-network/>)

2025/26 Business Plan

Work is underway to develop the preliminary CB REN business plan for the 2025/26 fiscal year. The decision of Council with respect to the topic of this Issue Paper is important to plan effectively.

CB REN Roles and Responsibilities

Currently CB REN staff work collaboratively with Municipal, First Nation, and other partners to provide a positive investment climate, a business-friendly jurisdiction for existing businesses, and a jurisdiction ready and prepared for growth.

The CB REN is the economic development organization supporting the Municipality of the County of Richmond, and its staff work to provide specific services including local business support, investment attraction, labour force attraction, business planning, and connection to partner agencies and services whenever possible.

The core activities of the CB REN include:

- Develop, implement, and monitor a regional economic development strategy that is reflective of provincial and regional economic development priorities in consultation with the members of the CB REN. The strategy is to be uniquely designed for the region's assets, business community, strengths, and regional opportunities, aligned with provincial priorities, and designed to leverage complementary services offered through the Cape Breton Partnership.
- Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. CB REN staff employed by the Cape Breton Partnership will support local businesses in navigating, and making referrals to, programs and services.
- Inform partners and stakeholders about local business-climate conditions as well as regional challenges and opportunities. The Cape Breton Partnership will work with partners and stakeholders to provide investment-readiness and labour market information.

Municipalities and First Nations of the CB REN remain responsible for municipal services that impact economic development, and the CB REN works to complement those services whenever practical. These services include but are not limited to planning and development regulation, public works and engineering, taxation, and public safety.

CB REN Governance and Oversight

CB REN Board

The CB REN is governed by a board of directors, which represents the regional business community, develops the strategic plan, and plays a pivotal governance role for the regular activities of the CB REN. The board normally meets four times per year. The 2025 CB REN Board Members include:

- **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
- Brittany Erickson, Membertou Corporate
- Storm Gould, We'koqma'q Corporate

CB REN Liaison and Oversight Committee (LOC)

The CB REN Liaison and Oversight Committee (LOC), representing CB REN Member First Nations and Municipalities and the Province of Nova Scotia, approves the CB REN strategic plan and provides oversight of Regional Enterprise Network program activities, accountability, and communication. It is mandated to meet a minimum of twice per year. The current LOC includes:

- **Chair** - Keith MacDonald, CAO, Municipality of the County of Inverness
- Warden Bonny MacIsaac, Municipality of the County of Inverness
- Warden Lois Landry, 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 Jackie Organ, Municipality of the County of Victoria
- Leanne MacEachen, CAO, Municipality of the County of Victoria
- Chief Norman Bernard, Wagmatcook First Nation
- Donald Hanson, CEO, Wagmatcook First Nation
- Chief John Leonard Bernard, 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
- Evan Williams, Nova Scotia Department of Growth and Development
- Donald Ferguson, Nova Scotia Department of Labour, Skills & Immigration

DISCUSSION

Agreement Timelines

When presented to Council in 2024, Council declined to put forward a motion, and asked that additional information be brought forward. Discussion was primarily focused on the following clauses:

- Contribution and Payment, Section 6.
 - o *Specifically, Clause 6.6 Municipalities and Bands agree to commit to five-year terms of funding the CB REN administered by the Cape Breton Partnership. Subject only to the withdrawal and termination provisions of this Agreement, or unless otherwise agreed upon by the parties, this Agreement will renew for one further term of five (5) years. (the "Term").*

- Withdrawal and Termination, Section 13
 - o *Specifically, Clause 13.1 A Municipality or Band may withdraw from this Agreement at the beginning of any fiscal year by giving written notice to the Chair of the Liaison and Oversight Committee and the Chair of the Board of Directors a minimum of thirty-six (36) months in advance of the fiscal year in which the participating Municipality or Band intends to withdraw,*

As operator of the CB REN, the Cape Breton Partnership recommends longer-term funding agreements primarily to enable greater wage competitiveness and quality of workplace environment, to further ensure dependable and high-quality services to the members of the CB REN.

One-year contracts often make our staff concerned about the reliability of their job, and recruitment and retention is much more difficult for 1 year terms. This concern is seen in exit interviews, and also in our regular staff surveys. With more stable First Nation and Municipal funding combined with sound fiscal practices and even without commensurate provincial commitments, we could offer two- or three-year employment contracts without jeopardizing the solvency of the CB REN and the Cape Breton Partnership.

However, this discussion/negotiation is between members of the CB REN, and not between Richmond County and the Cape Breton Partnership.

Should the Council of the Municipality of the County of Richmond make a motion to sign this agreement on the condition of a shorter withdrawal notice period (such as 24 months), it would not negate the signatures of those parties that have already signed on to the 5-year agreement and

36-month notice obligation. The final agreement would simply obligate all parties to the shorter period.

Financial Implications to the Municipality of the County of Richmond

There are positive financial implications for Richmond County to enter into a multi-year funding agreement to continue the work of the CB REN including:

Immediate [almost] doubling of Richmond County's Investment

- In the current agreement, the Province of Nova Scotia matches Richmond County's investment in Economic Development through the CB REN up to \$70,000
 - With a multi-year commitment, Richmond is showing its support of a higher level of Provincial support and encouraging the province to commit to 100% matching at a pre-determined formula and a multi-year commitment.

Additional Leveraging Opportunities

- Many additional leveraging opportunities that the CB REN is able to capitalize on
 - in 2023/24 the REN was able to leverage an additional \$280,841 (35%) of funding for additional services and initiatives to the CB REN
 - In 2024/25, the REN budgeted to leverage an additional \$225,117 (27%) funding for additional services and initiatives to the CB REN – not including the benefit of the funding Richmond County leveraged to fund the Manager of Energy Development and related programs and initiatives.

Future Increased Core Funding Opportunities, as per the Proposed Funding Formula developed by the Nova Scotia REN Network (attached as Addendum 3)

- The CB REN, in conjunction with the other 6 RENs across the province, created a funding formula with the assistance of Province of Nova Scotia staff that would make funding more equitable across the province.
 - Should this formula be adopted by the province, the amount of matching funding available to the CB REN would be secured in a predictable model, and ensure stability in provincial funding of Richmond County's economic development initiatives.
 - A long-term funding agreement for the CB REN would be a strong indication to the province of Nova Scotia that Richmond County and its CB REN partners are supportive of this new formula, with its increased funding ability

Recommendation:

In order to maintain economic development service through the CB REN and successfully execute the Forward. Together. Economic Development and Population Growth Strategy, it is recommended that the Municipality of the County of Richmond sign the Multi-Party First Nations and Municipal Agreement with changes as agreed upon by Council that address concerns regarding the term and notice previously expressed.

Recommended Motion:

Move that the Municipality of the County of Richmond sign the Multi-Party First Nations and Municipal Agreement on the condition that clause 13.1 be amended to the following:

- *A Municipality or Band may withdraw from this Agreement at the beginning of any fiscal year by giving written notice to the Chair of the Liaison and Oversight Committee and the Chair of the Board of Directors a minimum of ~~thirty-six (36)~~ **twenty-four (24)** months in advance of the fiscal year in which the participating Municipality or Band intends to withdraw*

Alternative Motions for Council's consideration are:

- a) *Move that the Municipality of the County of Richmond sign the Multi-Party First Nations and Municipal Agreement as presented*
- OR-
- b) *Move that the Municipality of the County of Richmond sign the Multi-Party First Nations and Municipal Agreement on the condition that clause 6.6 be amended to the following:*
 - *Municipalities and Bands agree to commit to ~~five~~ **four**-year terms of funding the CB REN administered by the Cape Breton Partnership. Subject only to the withdrawal and termination provisions of this Agreement, or unless otherwise agreed upon by the parties, this Agreement will renew for one further term of ~~five~~ **four** (4) years. (the "Term").*

Respectfully submitted by:



Tyler Mattheis
CEO, CB REN / Cape Breton Partnership

Addendum(s)

1. Multi-Party First Nations and Municipal Agreement
2. Discussion Paper – Local/Regional Economic Development Measurement: Nova Scotia RENs (Version 1.2, December 7th, 2023)
3. Revised Proposed Funding Formula (NSRENS) June, 2024



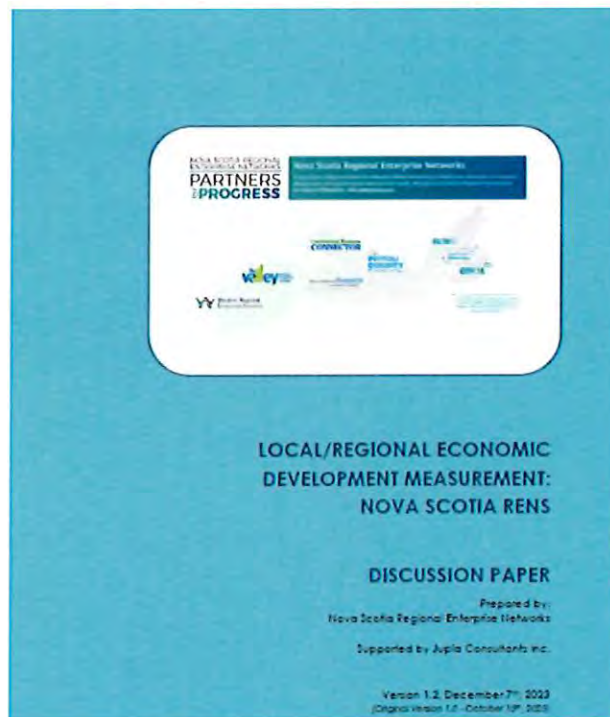
ISSUE PAPER – Multi-Party First Nations and Municipal Agreement

ADDENDUM 1: AGREEMENT



ISSUE PAPER – Multi-Party First Nations and Municipal Agreement

ADDENDUM 2: NS RENS DISCUSSION PAPER





ISSUE PAPER – Multi-Party First Nations and Municipal Agreement

ADDENDUM 3: NS RENS FUNDING PROPOSAL



Revised Proposed Funding Formula

Regional Enterprise Networks
June 2024



Multi-Party First Nations and Municipal Agreement

Cape Breton Regional Enterprise Network

April 2024

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1. MULTI-PARTY FIRST NATIONS AND MUNICIPAL AGREEMENT - CAPE BRETON REGIONAL ENTERPRISE NETWORK

This Multi-Party First Nations and Municipal Agreement sets forth a framework of a Regional Enterprise Network between:

The **Membertou First Nation**, a band council under the *Indian Act* (Canada);

AND

The **We'koqma'q First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Eskasoni First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Wagmatcook First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Potlotek First Nation**, a band council under the *Indian Act* (Canada);

(Collectively, the "Bands")

AND

The **Municipality of the County of Victoria**, a municipal body corporate pursuant to Section 7 of the *Municipal Government Act (MGA)*;

AND

The **Municipality of the County of Inverness**, a municipal body corporate pursuant to Section 7 of the *MGA*;

AND

The **Municipality of the County of Richmond**, a municipal body corporate pursuant to Section 7 of the *MGA*;

AND

The **Town of Port Hawkesbury**, a municipal body corporate pursuant to Section 7 of the *MGA*;

(Collectively, the "Municipalities")

AND

The **Cape Breton Business Partnership Incorporated**

(hereinafter referred to as the "Cape Breton Partnership")

WHEREAS the Municipalities and Bands are, together with various agencies and departments of the Provincial and Federal Governments, partners in regional economic development;

AND WHEREAS the Municipalities and Bands wish to partner to ensure regional economic development strategies that considers assets, business community, sector strengths, regional opportunities and challenges, and takes into account provincial and regional priorities;

AND WHEREAS Section 60 of the *MGA* provides authority for Municipalities to enter into agreements with other Municipalities, villages, service commissions, the Government of the Province of Nova Scotia or of Canada or a department or agency of either of them, or a Band Council pursuant to the *Indian Act* (Canada) to provide or administer municipal services on such terms and conditions as the municipality may agree and for the Municipalities to delegate responsibly for the provision of such services to a body corporate;

AND WHEREAS economic development is a service which Municipalities in Nova Scotia are empowered to provide under the *MGA*;

AND WHEREAS the Municipalities and Bands have agreed to utilize The Cape Breton Business Partnership Incorporated, ("The Cape Breton Partnership"), a body corporate, and delegate responsibly for guiding economic development in their region to it;

AND WHEREAS the Municipalities and Bands wish to set out the terms and conditions for their relationship with "The Cape Breton Partnership" and for certain matters related thereto;

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged the Municipalities and Bands agree as follows:

2. DEFINITIONS

In this Agreement:

- 2.1. "Audit Committee" means that Audit Committee for the Cape Breton Partnership, as appointed by the Board of Directors of the Cape Breton Partnership;
- 2.2. "Auditor" means a registered municipal auditor as this term is used in Section 457 of the *MGA* who is appointed by the Audit Committee to audit the financial affairs of the Cape Breton Partnership and the CB REN;
- 2.3. "Board of Directors" means the board of directors of the Cape Breton Partnership;
- 2.4. "Cape Breton Regional Enterprise Network" (hereinafter referred to as the CB REN) means the entity registered in the Nova Scotia Registry of Joint Stocks (Registration #3294502), governed by this Agreement and administered by the Cape Breton Partnership.
- 2.5. "CB REN Board of Directors" means the board of the directors of the CB REN as drawn from and appointed by the Board of Directors of the Cape Breton Partnership, and approved by the Liaison

and oversight Committee hereunder

- 2.6. "Capital Costs" means the amount expended by the CB REN for the acquisition of lands, construction of buildings and structures upon lands, and equipping and fixturing of lands, buildings and structures, including those amounts which by general practice would typically form part of an entity's capital costs as designated by those practicing accounting in Canada under GAAP;
- 2.7. "Contribution Agreement" means an agreement between the Province and the CB REN administered by the Cape Breton Partnership which outlines a multiyear funding agreement;
- 2.8. "Federal Government" means His Majesty the King in right of Canada, as represented by various federal ministries and governmental agencies;
- 2.9. "Fiscal Year" means the CB REN's fiscal year, which shall be a twelve (12) month period commencing on April 1 of every year and ending on March 31 of every subsequent year;
- 2.10. "FRAM" means the Financial Reporting and Accounting Manual prescribed from time to time under the MGA;
- 2.11. "GAAP" means Canadian generally accepted accounting principles as established from time to time by the Canadian Institute of Chartered Accountants or the Public Sector Accounting Board, or any successor institutes, applicable as at the relevant date, and applied on a consistent basis;
- 2.12. "Liaison and Oversight Committee" means the Liaison and Oversight Committee of CB REN, as established hereunder;
- 2.13. "Operating Costs" means the costs associated with operating and administering The Partnership
- 2.14. "Province" means His Majesty the King in right of the Province of Nova Scotia, as represented by various provincial ministries and governmental agencies, including the Ministry of Service Nova Scotia and Municipal Relations;
- 2.15. "Governance Committee" means the Governance Committee of the Cape Breton Partnership;
- 2.16. "Region" means the geographic region of Nova Scotia that is made up of the Municipalities and Bands respective territorial jurisdictions; and
- 2.17. "Uniform assessment" has the same meaning as in the Municipal Grants Act R.S.N.S. 1989, c. 302 as amended from time to time.

3. ENGAGING THE CAPE BRETON PARTNERSHIP

- 3.1. The Municipalities and Bands hereby agree to engage the Cape Breton Partnership, upon the terms and conditions set out in this Agreement.
- 3.2. This Agreement may be filed with the Registry of Joint Stock Companies, pursuant Section 60 of the MGA.

4. CORE ACTIVITIES

The core activities the Municipalities and Bands wish the CB REN as administered by the Cape Breton Partnership to undertake include:

4.1. Plan & Align

Develop, implement, and monitor a regional economic development strategy (Schedule “A”) that is reflective of provincial and regional (participating Municipal and First Nation band councils) economic development priorities. The strategy should consider assets, business community, sector strengths, and regional challenges and opportunities. The strategy should also align with provincial priorities in order to maximize the CB REN’s leverage of programs, policies, and services in conjunction with the wider programs, policies and services of the Cape Breton Partnership.

4.2. Navigate

Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. The CB REN administered by the Cape Breton Partnership will support local businesses by navigating and making referrals to programs and services.

4.3. Inform

Inform partners about local business-climate conditions as well as regional challenges and opportunities. The CB REN administered by the Cape Breton Partnership will work with partners to provide investment readiness and labour market information.

5. POWERS

In addition to any other powers explicitly set out in this Agreement or which a body corporate may have under the laws of Nova Scotia, the Cape Breton Partnership shall have all powers necessary to deliver the services described herein and to perform any and all things necessary for the achievement of the CB REN’s objectives, including, without limiting the generality of the foregoing, the following:

- 5.1. the full and delegated authority of the Municipalities and Bands to contract with any party hereto or any third party for the provision of any service or facility necessary or advisable to carry out the objects of this Agreement, including but not limited to, contracts of employment with the CEO and any other persons employed by the Cape Breton Partnership; and the power to accept gifts, assignments, devises and bequests of real and personal property, as well as the power to apply them to the fulfillment of the objects of CB REN.
- 5.2. The Cape Breton Partnership shall not be authorized to initiate or authorize any purchase of capital assets to be owned by the CB REN.

6. CONTRIBUTION AND PAYMENT

- 6.1. The Municipalities and Bands each agree to provide to the CB REN support in the form of a contribution in the following amounts in Year 1 of this agreement;
- | | |
|---|-----------|
| i. Municipality of the County of Inverness | \$105,000 |
| ii. Municipality of the County of Victoria | \$105,000 |
| iii. Municipality of the County of Richmond | \$75,000 |
| iv. Town of Port Hawkesbury | \$35,000 |
| v. Membertou Band Council | \$30,000 |
| vi. Eskasoni First Nation | \$30,000 |
| vii. Wagmatcook First Nation | \$30,000 |
| viii. Waycobah First Nation | \$30,000 |
| ix. Potlotek First Nation | \$30,000 |
- 6.2. These amounts (the “Contributions”) are for the first year of this Agreement. This amount will be adjusted each year, on a cumulative basis, based on the Canadian Consumer Price Index for the year prior.
- 6.3. The Contributions will be applied to operating and overhead costs associated with implementing the CB REN’s Business Plan and will be applied to its Core Activities.
- 6.4. Each contribution will be paid in one (1) installment at the establishment of the within Agreement, and each April 1 thereafter, unless otherwise agreed by the contributing Municipality or Band and the Partnership.
- 6.5. Any Municipality or Band may provide additional Core, special project, or other additional funding to the CB REN, under such terms as may be agreed upon by that Municipality or Band and the Partnership, without requiring the consent of the other Parties.
- 6.6. The Municipalities and Bands agree to commit to five-year terms of funding the CB REN administered by the Cape Breton Partnership. Subject only to the withdrawal and termination provisions of this Agreement, or unless otherwise agreed upon by the parties, this Agreement will renew for one further term of five (5) years. (the “Term”).

7. BUDGET AND REVENUE

- 7.1. On or before May 31st of every year, the CB REN Board of Directors, as appointed by the Cape Breton Partnership Board of Directors shall approve a budget and business plan for the activities of CB REN in furtherance of this Agreement for the fiscal year that started on April 1st.
 - i. The budget and business plan approved by the CB REN Board of Directors will then be submitted to the Liaison and Oversight Committee for information and confirmation.
- 7.2. The CB REN budget shall include the anticipated Operating Costs, Capital Costs, revenues, funding contributions from each of the Municipalities and Bands and the Province deficit or surplus from the preceding fiscal year, and such other information as may be required from time to time.
- 7.3. The CB REN budget shall be prepared in accordance with GAAP and FRAM funding contracts and the Partnership's own financial policies.

8. CB REN LIAISON AND OVERSIGHT COMMITTEE (CB REN LOC)

- 8.1. The main functions of the CB REN Liaison and Oversight committee shall be:
 - i. Strategic Input to CB REN Board of Directors - Providing advice and input to the CB REN Board of Directors to develop a Regional Economic Development Strategy;
 - ii. Approval of the Regional Economic Development Strategy;
 - iii. Accountability for outcomes - Ensuring that the CB REN Board of Directors achieves the goals it establishes in the Regional Strategy;
 - iv. Financial Accountability - Ensuring that the CB REN has excellent financial management;
 - v. Self-Governance - Ensuring that the CB REN follows and publishes its own rules of governance; and
 - vi. Communication - Ensuring excellent communication feedback and strong linkages with the CB REN Board of Directors.
- 8.2. The CB REN Liaison and Oversight Committee shall consist of:
 - i. one elected official and their respective CAO, CEO and/or Band or Municipal Manager from each of the Municipalities and Bands or their designate; and
 - ii. two (2) members appointed by the Province pursuant to a Contribution Agreement between the Province and the CB REN administered by the Cape Breton Partnership.
- 8.3. The CB REN Liaison and Oversight Committee shall be established and will be responsible for:
 - i. approving the regional economic development strategy for the work to be conducted by the

CB REN administered by the Cape Breton Partnership in furtherance of this Agreement;

- ii. monitoring and evaluating the implementation of the regional economic development strategy; and
 - iii. reporting and communicating with the Municipalities and Bands and the Province.
- 8.4. Those members of the CB REN Liaison and Oversight Committee who are elected council officials, or their designates are responsible for:
- i. reporting on the CB REN's progress to their respective Councils;
 - ii. communicating their respective Councils thoughts on CB REN's progress to the other members of the CB REN Liaison and Oversight Committee; and
 - iii. soliciting the approval of their respective Councils for contributing of funding to the CB REN administered by the Cape Breton Partnership.
- 8.5. Members of the CB REN Liaison and Oversight Committee are those members of council, or their designates who shall serve on the committee at the pleasure of their respective councils.
- 8.6. The CB REN Liaison and Oversight Committee shall meet at least twice a year and no more than 4 times per year.
- 8.7. The CB REN Liaison and Oversight Committee shall, on an annual basis, appoint three Co-chairs — one representing a First Nations Band, one representing the Municipal partners, and one representing the Province
- 8.8. The CB REN Liaison and Oversight Committee Co-chairs shall have a written position description (see Schedule "B").
- 8.9. Decisions of the CB REN Liaison and Oversight Committee shall be made by majority vote when each member having one vote, including the Co-chairs (notwithstanding section 8.11.i below)
- 8.10. All meetings of the CB REN Liaison and Oversight Committee require a quorum consisting of:
- i. at least one Co-Chair; AND
 - ii. at least one half (55%) of its total membership; AND
 - iii. at least 1/3 (33%) of the member Bands of the CB REN; AND
 - iv. at least 1/3 (33%) of the member Municipalities of the CB REN; AND
 - v. at least one Provincial representative.

If a quorum that satisfies all aspects of this clause is not present, no business may be transacted at a meeting of the CB REN Liaison and Oversight Committee.

- 8.11. All member organizations present at a meeting of the CB REN Liaison and Oversight Committee, including the organization represented by the person presiding, shall vote on a question.
- i. If more than one person representing a member organization is present at a meeting of the CB REN Liaison and Oversight Committee, only the vote of the senior representative present will be recognized.
- 8.12. An organizational member present at a meeting of the CB REN Liaison and Oversight Committee that fails or refuses to vote on a question is deemed to have voted in the negative.
- 8.13. In the event of a tie in a vote on a question, the tied vote results in the motion failing,
- 8.14. Expenses of the CB REN Liaison and Oversight Committee shall be provided by the Partnership as approved within the CB REN budget.

9. CB REN AUDIT COMMITTEE

- 9.1. An Audit Committee shall be appointed annually by the Cape Breton Partnership Board of Directors
- 9.2. For the purposes of the CB REN, the Audit Committee shall be responsible for:
- i. Reviewing and approving the Audited Financial Schedule of the CB REN; and
 - ii. Making recommendations to the CB REN Board of Directors.

10. CB REN BOARD OF DIRECTORS

- 10.1. Relation of the CB REN Board of Directors to the Cape Breton Partnership Board of Directors
- i. The CB REN Board of Directors are exclusively drawn from the Cape Breton Partnership Board of Directors; and
 - ii. The CB REN Board of Directors shall perform their duties both when convening in its own capacity, and when meeting as part of the larger Cape Breton Partnership board of directors.
- 10.2. The main functions of the CB REN Board of Directors in relation to activities conducted in furtherance of this Agreement shall be:
- i. Regional Economic Development Strategy - Overseeing the development and implementation of the regional economic development strategy through the approval of annual business plans that reflect the goals and intent of the economic development strategy;
 - ii. Building Relationships - Ensuring excellent communication and sound working relationships with the Liaison and Oversight Committee, and other partners and Rights Holders;

- iii. Performance Management - Understanding how activities and services align with the mandate and objectives of the regional economic development strategy, and ensuring that there are procedures in place to monitor, measure, review, and improve performance outcomes;
- iv. Strong Financial Stewardship - Stewarding the financial health of the organization by ensuring that strong financial management skills and appropriate accountability measures are in place;
- v. Governance and Policy Development - Ensuring the existence of a sound governance framework, including all the policies, practices, and procedures that define the decision-making process and delineate the roles and responsibilities of the Board and the CEO, in accordance with the governance and policies of the Cape Breton Partnership;
- vi. Managing the CEO (refer to section 11 below); and
- vii. Executive Limitations - The CB REN Board prescribes the boundaries of prudence and ethics within which the CEO makes decisions about the means by which to achieve the objectives, in concert with the Board of the Cape Breton Partnership.

10.3. The CB REN Board of Directors shall be responsible for;

- i. Meeting with the Liaison and Oversight Committee at least once annually to report on all activities of the CB REN - including, but without limiting the generality of the foregoing, progress relative to the mandate, strategies, and objectives outlined in the regional economic development strategy and any agreement entered into between the CB REN, the Municipalities and Bands and the Province;
- ii. Delivering an annual report and audited financial statements to the Liaison and Oversight Committee by December 15th of the following fiscal year;
- iii. Coordinating and holding an annual general meeting open to all the Municipalities and Bands to report on activities of the CB REN administered by the Cape Breton Partnership;
- iv. Reviewing and approving Contribution Agreements, and directing the CEO to execute same on behalf of the CB REN and/or the Cape Breton Partnership;
- v. reviewing and approving any agreements in furtherance of this Agreement between CB REN and any other entity which would require the CB REN to expend a sum or sums of money in excess of \$100,000, and directing the CEO to execute same on behalf of the CB REN;
- vi. Subject to the oversight of the CB REN Liaison and Oversight Committee as set out in this Agreement, reviewing and approving agreements between the CB REN, the Cape Breton Partnership and other entities that are consistent with the approved regional economic development strategy and that support the work of the Department of Economic Development and related ministries and agencies of the Province of Nova Scotia, and other economic development agencies of the Municipalities and Bands, the Province or the Federal

Government, and directing the CEO to execute the same on behalf of the CB REN and/or the Cape Breton Partnership;

- vii. Considering recommendations from the Audit Committee, implementing those it decides are reasonable to adopt; and
- viii. Subject to the other provisions of this Agreement, such other matters determined by the Board of Directors and/or the Liaison and Oversight Committee that are consistent with the regional economic development strategy.

11. CHIEF EXECUTIVE OFFICER (CEO)

- 11.1. The CEO is the head of the administrative branch of the Cape Breton Partnership and the CB REN, and is responsible to the Cape Breton Partnership Board of Directors and the CB REN Board of Directors for the proper administration of the affairs of the CB REN in accordance with the policies and procedures of the Cape Breton Partnership.
 - i. The members of the CB REN Liaison and Oversight Committee and the CB REN Board of Directors shall communicate with the employees of the Partnership solely through the CEO, except that the CB REN Liaison and Oversight Committee and the CB REN Board of Directors may communicate directly with employees of the CB REN to obtain or provide information.
 - ii. The CB REN Board of Directors shall provide direction on the objectives, policies and programs of the CB REN to the CEO.
 - iii. The Cape Breton Partnership Board of Directors, which includes the CB REN Board of Directors, creates and publishes the CEO's position and job description.
 - iv. The Executive Committee of the Board of Directors of the Cape Breton Partnership describes in writing the annual assessment process for the CEO.

12. NEW MUNICIPALITIES AND BANDS JOINING THIS AGREEMENT

- 12.1. A Municipality, Village, or Band Council pursuant to the Indian Act (Canada) that is not a party to this agreement may, with the unanimous consent of the Municipalities and Bands that are then parties to this Agreement, become a party this Agreement, effective the first day of the following fiscal year, as of which, date the joining municipality, village, or band council shall be subject to all the terms and conditions of this Agreement, including the funding requirements set out in Article 5,

13. WITHDRAWAL AND TERMINATION

- 13.1. A Municipality or Band may withdraw from this Agreement at the beginning of any fiscal year by giving written notice to the Chair of the Liaison and Oversight Committee and the Chair of the Board of Directors a minimum of thirty-six (36) months in advance of the fiscal year in which the participating Municipality or Band intends to withdraw,

- 13.2. The Municipalities and Bands may unanimously agree to terminate this Agreement at any time, provided that any such agreement be in writing and signed by the duly authorized representative(s) of each Municipality or Band.
- 13.3. Upon notification of withdrawal of a Municipality or Band, or the execution of a unanimous agreement to terminate this agreement, the Board of Directors shall determine each Municipality or Band's share of the assets and liabilities of the CB REN under this Agreement, up to and including the withdrawal date or date of dissolution, in accordance with the following principles:
- i. Each Municipality or Band's share of the assets of the CB REN shall be based upon the total amount of funding they have provided under this Agreement up to the date of withdrawal, as compared to the total amount of funding provided by all the Municipalities and Bands up to the date of withdrawal;

and

 - ii. Each Municipality or Band's proportionate responsibility for the liabilities of the CB REN shall be based upon the total amount of funding they have provided under this Agreement up to the date of withdrawal, as compared to the total amount of funding provided by the Municipalities and Bands up to the date of withdrawal.
- 13.4. The CB REN Board of Directors shall then provide written notification to all the Municipalities and Bands as to how it proposes that the assets and liabilities be distributed in accordance with the principles in clause (c).
- 13.5. After receiving the notification referred to in clause (d), any Municipality or Band shall have sixty (60) days to challenge the proposed settlement by referring the matter to the dispute resolution process set out herein. If no dispute is brought forward by the expiration of this period, the decision of the CB REN Board of Directors will be deemed to be accepted, and shall be final and binding upon all the Municipalities and Bands.

14. DISPUTE RESOLUTION

- 14.1. If a dispute arises during the term of this Agreement, and if the dispute cannot be settled through negotiation, the parties agree to try in good faith to settle the dispute by mediation.
- i. Fifty percent (50%) of costs of mediation will be borne by the party raising the dispute.
 - ii. A mediator shall have all the powers conferred by, and mediation will take place in accordance with, the provisions of the Commercial Mediation Act S.N.S. 2005, c. 36, except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.
 - iii. If the dispute is not resolved by mediation within 90 days of the initiation of that procedure, the dispute may be referred to arbitration by any party thereto. The arbitration decision is final, and is binding upon all the parties to the dispute.

- iv. An arbitrator or arbitral panel shall have all the powers conferred by, and an arbitration will take place in accordance with, the provisions of the Commercial Arbitration Act except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.
- v. Allocation of the costs of arbitration will be determined by the arbitrator or the arbitral panel.

15. CONFLICT OF INTEREST

15.1. Where a member of the Liaison and Oversight Committee, the Recruitment and Nominating Committee, or the Audit Committee, either on the member's own behalf or while acting for, by, with or through another, has any direct or indirect financial interest in any matter and is present at a meeting of the Committee or Board at which the matter is the subject of consideration, the member shall:

- i. as soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof;
 - a) withdraw from his place as member and leave the room in which the meeting is held for the duration of the consideration of the matter;
 - b) refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and
 - c) refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the Committee or Board with respect to the matter.
- ii. Where the member was not present at a meeting at which a matter in which the member, either on the member's own behalf or while acting for, by, with or through another, has any direct or indirect financial interest was the subject of consideration, the member shall disclose the interest at the next meeting the member attends, and the provisions of subsection (a) shall apply to the member in respect of the matter.
- iii. A member shall comply with this Section in respect of any matter in which the member intends to obtain a financial interest, either on the member's own behalf or while acting for, by, with or through another.
- iv. A member has an Indirect financial interest in any matter if the member or the member's nominee:
 - a) Is a shareholder in, or director or senior officer of, a corporation that does not offer its shares to the public;
 - b) Has a substantial interest in, or is a director or senior officer of, a corporation that offers its shares to the public; or

- c) Is a member of a body, whether Incorporated or not, which has any indirect financial interest in any matter which is the subject of consideration.

16. GOVERNING LAW

This Agreement shall, in all respects, be governed by, and construed and enforced in accordance with, the laws of the Province of Nova Scotia.

17. WAIVER OF AGREEMENT

Failure by any party to insist upon the strict performance of any of the covenants, terms, provisions, or conditions in this Agreement shall not be construed as a waiver or relinquishment of such covenant, term, provision, or condition, but the same shall continue and remain in full force. No waiver shall be deemed to have been made unless expressed in writing.

18. AMENDMENT OR MODIFICATION

This Agreement may not be amended except by written instrument signed by all the Municipalities and Bands who, as of the date of the amendment, have not withdrawn from the Partnership.

19. SIGNATURES

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Municipalities and Bands and their respective successors and assigns.

SIGNED, SEALED AND DELIVERED in the presence of

)	Eskasoni First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Municipality of the County of Inverness
)	
<u>Debbie Nicholson</u>)	<u>Bonny Mac Isaac</u>
Witness Signature)	Signature
)	
<u>Debbie Nicholson, Admin Assistant</u>)	<u>Bonny Mac Isaac, Warden</u>
Witness Printed Name and Title)	Printed Name and Title
)	
Date <u>October 17, 2024</u>)	Date <u>October 17, 2024</u>
)	



_____)	Municipality of the County of Richmond
_____)	_____)
Witness Signature)	Signature
_____)	_____)
Witness Printed Name and Title)	Printed Name and Title
_____)	_____)
Date _____)	Date _____)
_____)	_____)

_____)	Municipality of the County of Victoria
<u>Alu Bahn</u>)	<u>Jackie Organ</u>)
Witness Signature)	Signature
_____)	_____)
<u>Leanne MacEachen, CAO</u>)	<u>Jackie Organ, Warden</u>)
Witness Printed Name and Title)	Printed Name and Title
_____)	_____)
Date <u>Jan 27/25</u>)	Date <u>Jan 27/25</u>)
_____)	_____)

_____)	Wagmatcook First Nation
_____)	_____)
Witness Signature)	Signature
_____)	_____)
Witness Printed Name and Title)	Printed Name and Title
_____)	_____)
Date _____)	Date _____)
_____)	_____)

)	We'koqma'q First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Cape Breton Business Partnership Inc.
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	



SCHEDULE “B” - CB REN LOC CO-CHAIR(S) POSITION DESCRIPTION

As per clause 8.7 of the Contribution Agreement, the CB REN Liaison and Oversight Committee Co-Chairs shall have a written position description. That description is as follows:

The principal role of the Liaison and Oversight Committee (LOC) Co-Chairs are to provide leadership to the LOC and liaison with the CB REN Board of Directors. The Co-Chairs are responsible for effectively managing the affairs of the LOC in accordance with the Multi-Party First Nations and Municipal Agreement (MPFNMA) and ensuring that it functions efficiently. The Co-Chairs may sit ex officio on the CB REN Board of Directors and may advise the Board Chair and Board in all matters concerning the interests of the CB REN and the relationships between the LOC and the Board.

More specifically, the Co-Chairs shall be responsible for:

1. **Strategy**

- a. Provide leadership to enable the LOC to act effectively in carrying out its duties and responsibilities as described in the MPFNMA and as otherwise may be appropriate;
- b. Work with the Board and Chief Executive Officer to monitor progress on the CB REN’s business plans, annual budgets, policy implementation and succession planning; and
- c. Assist the Board Chair(s) and Chief Executive Officer in presenting the vision and strategies to the partners and the community.

2. **LOC Structure and Management**

- a. The Co-Chairs shall be appointed annually by members of the LOC and in accordance with section 8.7 of the MPFNMA;
- b. The Co-Chairs are responsible to ensure that at least one Chair is available to preside over the LOC meetings;
- c. The Co-Chairs shall call LOC meetings to order in accordance with section 8.6 of the MPFNMA;
- d. The Co-Chairs shall Provide advice, counsel and mentorship to fellow members of the LOC;
- e. The Co-Chairs shall ensure the Co-Chair position description is updated for LOC review as required;
- f. The Co-Chairs shall ensure that the LOC reviews its roles and responsibilities as per this agreement annually; and
- g. The Co-Chairs shall ensure the LOC executes its responsibilities in an ethical manner and in accordance with the MPFNMA.

3. **Support to CB REN Board of Directors**

- a. Attend and act in an ex officio manner at CB REN Board Meetings and annual and special meetings as needed and/or upon request; and
- b. In consultation with the Board Chair and Chief Executive Officer, ensure that there is an effective relationship between the LOC, CB REN Staff and the members of the Board.

NOVA SCOTIA REGIONAL
ENTERPRISE NETWORKS
**PARTNERS
for PROGRESS**

Nova Scotia Regional Enterprise Networks

In Nova Scotia, Regional Enterprise Networks (RENs) are leading a collaborative approach to economic development and supporting business growth outside the capital city (Halifax Regional Municipality).
For more information, visit www.nsrens.ca.



LOCAL/REGIONAL ECONOMIC DEVELOPMENT MEASUREMENT: NOVA SCOTIA RENS

DISCUSSION PAPER

Prepared by:
Nova Scotia Regional Enterprise Networks

Supported by Jupia Consultants Inc.

Version 1.2, December 7th, 2023
(Original Version 1.0 - October 10th, 2023)

ACKNOWLEDGEMENTS

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Jupia Consultants Inc.

Land Acknowledgement



Nova Scotia's Regional Enterprise Networks and related entities respectfully acknowledge that we live and work in Mi'kma'ki, the unceded and traditional territory of the Mi'kmaq people who have upheld their commitments to the treaties of Peace and Friendship since 1725.

Funding and Collaboration Acknowledgement



This Discussion Paper was made possible through the financial support of the Government of Nova Scotia through the Department Economic Development (DED), as well as the financial support of the Municipalities and First Nations who contribute to all seven Regional Enterprise Networks of Nova Scotia.

The Regional Enterprise Networks of Nova Scotia would also like to acknowledge the support of DED Staff and Sandra McKenzie, an independent consultant working on behalf of the Province of Nova Scotia (PNS) whose insight and support enabled a positive environment in which the concepts and recommendations of this document were able to be formulated.

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1. INTRODUCTION

1.1 The purpose of this report

The purpose of this report is to provide a review of how Regional Enterprise Networks in Nova Scotia undertake local/regional economic development work and identify how the work and results can be measured and reported on in a consistent manner.

The report is broken into the following sections:

1. The introduction and setting the context
2. The importance of regional and local economic development
3. Measuring regional economic development
4. Recommendations moving forward

1.2 Setting the context

Nova Scotia's economic development ecosystem is evolving with the recent changes to provincial agencies. Over the past several years the Regional Enterprise Networks (RENs) have become a critical part of the ecosystem. The RENs have an important role to play as Nova Scotia looks to foster province-wide growth in the years ahead.

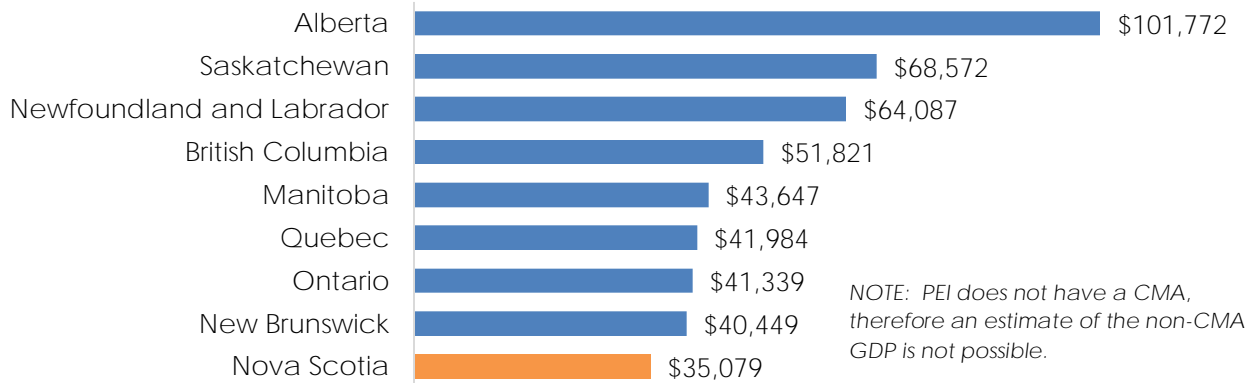
According to Statistics Canada, Nova Scotia ranks last among the 10 provinces in Canada for non-CMA (Central Metropolitan Area)¹ gross domestic product (GDP) growth over the decade between 2009-2019². **As of 2019, Nova Scotia's non-CMA** regions generated less GDP than any other province in Canada on a per capita basis.

This emphasizes the importance and need of regional economic development in all regions of the province. As productivity and economic growth increases, average wages can also increase which helps more Nova Scotians achieve a living wage and reduces employee turnover and outmigration.

¹ A Census Metropolitan Area or CMA must have a total population of at least 100,000 based on data from the Census, of which 50,000 or more just live in the "core". Details from StatsCan here: <https://www150.statcan.gc.ca/n1/pub/92-195-x/2021001/geo/cma-rmr/cma-rmr-eng.htm>

² This is the most recent data from Statistics Canada on regional GDP.

Figure 1 - Nominal GDP per capita, non-CMA area by province (2019)



Source: Statistics Canada Table: 17-10-0135-01.

The good news is that in the past 2-3 years, there has been positive economic momentum across the province. **Between 2021 and 2022, all 18 of the province's counties (Census Divisions) witnessed population growth.** All but one of the Functional Economic Regions have a growing workforce (see [Figure 3](#) - Nova Scotia Functional Economic Regions for a map of Nova Scotia's Functional Economic Regions).

There are opportunities for economic development in all parts of the province but there is considerable work to be done to identify and support economic opportunities, attract population and ensure there are the right supports in local areas to capitalize on the potential (e.g. housing).

The RENs are well positioned to help determine where the economic opportunities are moving forward, provide support to entrepreneurs, and work on key growth drivers such as population attraction.

This document identifies the value proposition of the REN network and provides a detailed review of what could be measured, identifies the common indicators that can be measured across all the RENs, as well as identifies the sources of the data needed to do the measurement.

2. THE IMPORTANCE OF REGIONAL ECONOMIC DEVELOPMENT

Throughout this document the term 'regional' is used to represent economic development collaborations across neighbouring municipalities in the same Functional Economic Zone (or functional economic region) which is most commonly identified by analysing self-contained labour market areas. Each Functional Economic Zone is a “geographic concentration with a high level of economic links between communities, people, and businesses.”³

In Nova Scotia's case economic development collaborations across neighbouring municipalities in the same Functional Economic Zone is primarily accomplished through the Regional Enterprise Network agencies.

2.1 The role of regional/local economic development

RENs and their partners plan and deliver regional/local economic development activities to support prosperous regional economies across the province. The main function of REN-led and partner-led regional economic development circa 2023 are as follows:

- ✓ Economic development planning
The first role for regional economic development is planning. What are the assets that can be leveraged? What is the value proposition for business investment? What are the opportunities? What land is best positioned for industrial and commercial activity? What gaps need to be filled? We need to ensure Nova Scotia communities are 'investment-ready'.

- ✓ Ensuring local communities are great places to live
Historically, most Nova Scotia communities relied on population growth from the local area and, to a lesser extent, from elsewhere in Canada. These folks tended to have strong local roots and family ties. There was a long history of living in the area.

If Nova Scotia communities are to rebalance their demographic situation, they will need to attract a lot of folks from outside the region. These people have a choice where to live. They do not have the deep roots and connections to the local community. Ensuring the community is an excellent place to live will be key to both the retention and attraction of population.

Municipalities are usually best positioned to lead these placemaking initiatives. In some regions RENs may play a role in providing thought leadership, catalyze

³ Nova Scotia Government's Open Data Portal. “Understanding Complex Data: Regional Economic Profiles.” Accessed Nov. 21, 2023. <https://data.novascotia.ca/stories/s/Understanding-Complex-Data-Regional-Economic-Profi/9pz7-uceb/>.

discussions and bring people together to address priorities like this. There is also a role for local businesses to play, by supplying the goods and services that help improve the quality of life for all residents.

✓ **Championing important industries**

Local RENs and Municipal Economic Development Officers should be at the forefront championing important industries in both urban and rural regions. As examples, a new mining project, large scale agricultural opportunity, forestry development project or aquaculture should be championed locally. There have been many economic development opportunities in Nova Scotia that did not come to fruition because it was perceived by the public as being imposed by outsiders (government and industry). Local people and their representative government live in the community. They have a stake in the community. RENs and Municipal government must lead – with the support of other levels of government – when it comes to important regional economic development opportunities.

✓ **Promoting local entrepreneurship**

The RENs are critical to informing provincial and federal “top-down” programs to benefit communities by enabling “bottom-up” connecting relationships, initiatives, activities and local intelligence. Local “main-street” gaps such as retail, restaurants or personal and professional services are a priority for RENs and their First Nation and Municipal partners. The RENs facilitate a two-way information flow between the business community and various levels of government who design programs. This work informs the top-down program designers and managers of the needs and concerns of the diverse business communities throughout the Province of Nova Scotia.

Entrepreneurship should be encouraged to fill gaps in the service sector when there is enough demand for those services to be located in the community. RENs can work with entrepreneurs to support them as they start, grow and connect their business to supply chains and local communities.

Developing tourism opportunities

Tourism development requires local leadership. In some regions this local leadership is provided by the REN. In other regions, it may be led by municipalities, a Chamber of Commerce, or a tourism marketing association.

Local leadership is best positioned to identify and develop local tourism opportunities. Collaboration with First Nations communities to develop Indigenous tourism opportunities is another opportunity. Other specific opportunities include agritourism and ecotourism. The effectiveness of developing additional tourism initiatives will be enhanced when these initiatives also align with provincial priorities and provincial marketing initiatives.

- ✓ Workforce attraction and workforce development
Now, more than ever, workforce attraction is central to long term economic development. The ability to attract workers and entrepreneurs will be key to success. The provincial government is working hard to attract people to the province. It is up to municipalities and the RENs to clearly develop a value proposition for living and working in their communities and helping to provide services to support the newcomer population. This is required in order to attract **each region's** share of the province's planned and projected population growth.
Engaging underrepresented portions of the population to the labour market is also key. The RENs can play a role in this in collaboration with the Department of Labour, Skills and Immigration (LSI) as we as non-profit organizations funded through LSI and other provincial and federal departments.

2.2 Why should there be regional collaboration on economic development?

Many individual municipalities are too small to effectively undertake economic development by themselves. Joining forces with other municipalities through the RENs is an effective way to provide economic development with the scale needed to be successful.

Collaboration between larger municipalities and smaller, adjacent communities through the RENs is an important way to ensure the overall region can thrive and builds **upon each community's unique strengths**. The regional value proposition that encompasses the strengths and assets of an entire region is much stronger than individual municipal or **community's stories**. The resulting economies of scale also allow for more efficient economic development initiatives.

2.3 Differentiating between urban, suburban and rural economic development

Why Nova Scotia needs strong urban hubs

A strong and successful provincial economy needs to leverage both its natural resources-based assets in rural areas and its urban centres. Nova Scotia has only one large Census Metropolitan Area (CMA) but it has four Census Agglomeration (CA) areas Kentville, Truro, New Glasgow and CBRM. These five 'urban centres' are home to 67 per cent of the provincial population.

Within these urban centres there is an urban core, suburban areas and rural populations. In fact, according to Statistics Canada, 42 per cent of the rural workforce in Nova Scotia lives within the five CMAs/CAs around the province.

Table 1: **Nova Scotia's workforce by population centre and rural area, January 2023**

Total labour force	514,900
CMA/CA	369,000
Urban core	266,800
Urban fringe	22,800
Rural area	79,400
Non-CMA/CA	145,900
Small population centre*	37,800
Rural area	108,100

*Yarmouth is an example of a small population centre.
Source: Table: 14-10-0374-01

This is the reason why Nova Scotia's future economic growth will hinge on having strong urban centres and strong small population centres – not just in Halifax but also in Kentville, Truro, New Glasgow and CBRM, as well as Amherst, Antigonish, Bridgewater, Port Hawkesbury, and Yarmouth. The relationship between the urban core, suburban communities and rural areas is symbiotic. A thriving Nova Scotia is one where all regions of the province are leveraging their assets and attributes to foster strong regional economies. The urban hubs in each of these regions will be vital to this objective.

Figure 2 below provides a summary of economic development opportunities by 'zone' including the urban core, suburban, towns/villages and rural areas. It is important to note here that in addition to the 67 per cent of the provincial population that lives within the province's CMAs/CAs, it is estimated that about 98% of the Nova Scotia population lives within an hour's drive from a CMA/CA/Small Population Centre.

Urban core areas have a density of economic activity that can be leveraged to develop new opportunities. The universities and colleges are talent pipelines. They are hubs for services, many that can be developed into export industries. Nova Scotia's CMA/CAs/Small Population Centres are home to many firms that export services such as engineering, legal, IT and other professional services. Because the urban centres are nodes in the transportation infrastructure, they are home to airports and industrial parks. The large downtowns are hubs for entertainment, restaurants and services.

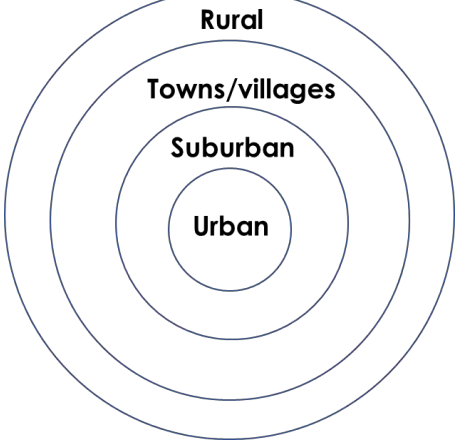
Suburban areas have a symbiotic relationship with the urban cores. They differentiate themselves on being great places to live. They seek to attract services to support the suburban population.

Nova Scotia's smaller towns and villages - those close to urban core areas or not - have an important role to play as smaller services centres and hubs for rural industries. They are home to Universities, Community Colleges, manufacturing plants, fish plants, sawmills, food processing firms, and many other activities that support and leverage the strength of rural industries. They can also play the role of small services centres when there is not a city or town nearby.

Rural communities – within the CMAs/CAs or without – have the wide-open spaces, natural resources and other assets and attributes that are complementary to the urban

centres. The rural population in Nova Scotia is particularly important as it accounts for over 40 per cent of everyone living in the province and 36 per cent of all workers.

Figure 2: Economic development opportunities, by zone

	<p>Urban economic development</p> <ul style="list-style-type: none"> • Urban centres thrive by leveraging their scale along with key assets and attributes. • They play a regional role bringing in population from a wider area to access services and amenities that require a large population base. • They leverage key assets (universities/colleges, geography, existing industry clusters, etc.) to develop export-focused industries (manufacturing, services, etc.) • They have a symbiotic relationship with suburban, town/village and rural communities.
<p>Suburban</p> <ul style="list-style-type: none"> • Suburban communities thrive by attracting population and services to meet a localized demand. • They benefit from having a nearby urban centre offering jobs, services and amenities that could never be available without population scale. • There is a synergy between the suburban communities and the cities as they provide the scale for a regional workforce, services and amenities. 	
<p>Towns/villages</p> <ul style="list-style-type: none"> • Towns/villages are hubs for the province's rural areas. They are home to fish plants, sawmills, food processing firms, manufacturing businesses, wholesale and distribution businesses, and many other activities leveraging rural industries. • Towns/villages thrive by providing services to meet a localized demand (enough population to offer services) and by supporting nearby rural populations. • They attract people who would prefer to live in smaller communities but still want reasonable access to services. • They tend to perform better over time when located within a reasonable proximity to a larger urban centre. 	
<p>Rural</p> <ul style="list-style-type: none"> • Rural areas thrive by leveraging assets and attributes (farmland, natural resources, tourism, etc.) • Rural areas attract people who want to live in a rural area. • Rural Areas tend to perform better over time when located within a reasonable proximity to a larger town or urban centre to access services. 	

2.4 Regional Economic Development Activities

2.4.1 The functions of regional economic development

There are a number of activities that should be the focus of regional economic development. This does not mean there is no role for provincial or federal organizations. In fact, as will be developed elsewhere in this report, in small provinces like Nova Scotia there is a strong case for provincial level economic development in areas such as business attraction, export development, innovation and population attraction.

The RENs hold a distinctive position in Nova Scotia as the sole grassroots-driven economic development entity, interfacing consistently with businesses across all tiers. Our foundational approach synergizes seamlessly with the high-level economic development agendas subsidized by both the Province of Nova Scotia (PNS) and **Federal governments**. REN's, on-the-ground business development activities align strategically with best-practice community engagement and development models already in place.

Our REN professionals are proactive in liaising directly with local businesses, on a daily basis positioning them optimally to bolster local enterprise. This hands-on interaction equips our team with an in-depth comprehension of the prevailing business constraints and prospects, enabling a directed support approach. Through these concerted engagements, we've discerned shared challenges across our community businesses.

In response, RENs have also devised bespoke solutions and pinpointed avenues to existing PNS programs. A salient outcome of these engagements is the unparalleled local insight and the subsequent collaborative synergy. We see a promising landscape for fostering community business alliances and other collaborative frameworks, propelling economic advancement across Nova Scotia.

It's imperative to recognize that, despite the most earnest intentions, a top-down, externally driven economic development system often falters when it comes to delivering 'last mile' services. A significant number of businesses, particularly at the grassroots level, lack the bandwidth or resources to navigate intricate systems. Often, those organizations who excel in the application process are adept at procedural compliance, rather than being inherently proficient in tangible result delivery. To truly revamp this system, the incorporation of a 'last mile' business triage and communication process is indispensable. Such a process would meticulously evaluate business needs, potential opportunities, and most critically, actual outcomes. Without this refined assessment mechanism in place, one cannot confidently vouch for or measure genuine results.

The functions listed below are ones that should have a strong municipal/regional focus:

Function:	Economic development activities:
Economic development planning	Developing the strategy and plan for each municipality and region around the province. Key to this is land use and management plans which should be linked to Indigenous consultations, particularly related to natural resources development. It is also important to coordinate policies/bylaws in support of regional development.
Local services/ entrepreneurship	Determining if there is local demand for various services and then promoting those opportunities to potential entrepreneurs. This can include any services for which there is a local demand including physiotherapists or accountants in local communities across the province.
Business retention & expansion	<p>Engaging with local businesses to support their efforts to thrive and grow in the local community. In cases where Invest Nova Scotia has a relationship with the firms, the REN can play a support role.</p> <p>A key role of business support is to encourage improved productivity and efficiency. This can help businesses address labour shortages as well as inflationary pressures. This support may include referrals to outside organizations as well as internal advice.</p>
Attracting industry	<p>Determining what industries have growth potential in the community, developing the value proposition and then working to attract those industries.</p> <p>Again, when it involves attraction of national or international investment into industries targeted by Invest Nova Scotia, the REN can play a support role.</p> <p>Invest Nova Scotia has not traditionally been in the business of attracting local businesses that are less likely to export or participate directly in priority provincial sectors. In contrast, RENs are more focused on attracting businesses that support local strategic business sectors due to their responsibility to the local business community, First Nation and Municipal governments. New and expanding local companies are vital to ensuring strong local communities that are in turn necessary to maintain a strong value proposition for larger priority industries and their labour force.</p>

Function:	Economic development activities:
Attracting industry (<i>continued</i>)	In cases where provincial and local sector priorities are in alignment, a close working team of provincial and REN staff should work very closely to ensure success in investment attraction.
Natural resources development	Championing opportunities based on local/regional natural resources including mining, fishing, aquaculture, farming/agriculture, forestry, etc. In many cases, provincial government departments can be the lead on the development of these projects, but it is critical to have a local champion and partner.
Industry cluster development/support	Working with key industry clusters to strengthen the value proposition – workforce, supply chain, research, etc. This can include developing sector-level strategies, research and related analysis.
Tourism development	Developing new tourism opportunities, building the value proposition, and then promoting those opportunities to potential entrepreneurs. As noted previously in section 2.1, the organization providing the leadership for these initiatives, will vary from one region to another.
Attracting population/workforce development	Identifying current workforce gaps and future opportunities, and then partnering to attract those workers to the local community. Developing the local value proposition for population attraction is key – what is the case for moving to the local community?
Other economic development support and leadership	Identifying all barriers to economic development in the community, and then working with partners to overcome those barriers. Examples include housing, newcomer support services, regional transportation, gaps in public services, etc.

As discussed above, attracting a larger working age population has become critical to economic development across Nova Scotia. This is especially important in light of increasing numbers of people retiring from the workforce. One source of this new population is immigration. Until recently, most immigrants were settling in the Halifax region. Recently, there has been an increase in immigration to other parts of Nova Scotia. In 2020, IRCC reported nearly 2,900 permanent residents were admitted to the province outside the Halifax CMA including 415 to the Truro CA and 230 to the Kentville CA. This new trend of attracting significant numbers of newcomers to smaller communities has continued since 2020.

Intra-provincial migration has also become a source of population growth for Nova Scotia. Large numbers of intra-provincial migrants are settling in urban, small town, in rural regions of the province.

2.4.2 The economic development partnership

In small provinces such as Nova Scotia, many of the activities that support economic development are undertaken by various provincial or federal government departments and agencies. This is important as it is difficult even for the larger municipalities such as Halifax (which compared to Toronto, Montreal, etc. are not that large) to effectively engage in activities such as international business recruitment and exports development.

The following table highlights different roles and strengths that government departments and other economic development organisations play in the economic development ecosystem.

Figure 2 - Roles and Strengths of government departments and other economic development organisations

RENs and Municipalities	<p>Fosters <i>local</i> entrepreneurship, champions for <i>local</i> industries, welcoming community, <i>local</i> population and workforce attraction, land development, tourism development, other local conditions for <i>localized</i> growth.</p> <p>Another key area of work is to assist businesses become more professional. This may include areas such as process improvement, productivity improvements, and the development of good recruitment and HR practices.</p> <p>RENs and Municipalities are uniquely positioned to identify emerging challenges and opportunities due to being in close contact with the business community. The ability to relay this information to relevant provincial and federal departments and policy makers can inform and influence future economic development plans and programs so that they are relevant and effective from one end of Nova Scotia to the other.</p>
Department of Economic Development	<p>The Department of Economic Development works with Crown corporations and special operating entities (like RENs) to develop plans, programs and policies that encourage entrepreneurship, help attract venture capital investment and grow sectors of the economy.</p> <p>They also work with other government departments and levels of government, universities, NSCC and the private and social enterprise sectors to create a shared strategy for business growth.</p>

Invest Nova Scotia	Leads economic development in Nova Scotia. Provides national and international business investment attraction, support for export-focused industries, people attraction, innovation, supply chain development, productivity, economic development policy, etc.
Build Nova Scotia	Supports a variety of projects to build community infrastructure and support economic development.
Dept. Labour Skills and Immigration	Engages in workforce development and boosting the talent pipeline.
Depts. Fisheries and Aquaculture/Natural Resources and Renewables/Agriculture	Develops natural resource industries – fishing, aquaculture, forestry, agriculture, mining, renewable energy, etc.
Dept. Communities, Culture, Tourism and Heritage	Leads tourism promotion and development.
ACOA	Provides business financial support, community investment, sector development, international market development.
CBDCs	Provides financial and other business support for small and medium-sized entrepreneurs (SMEs).
BDC	Provides support for SMEs, help with export-development, etc.

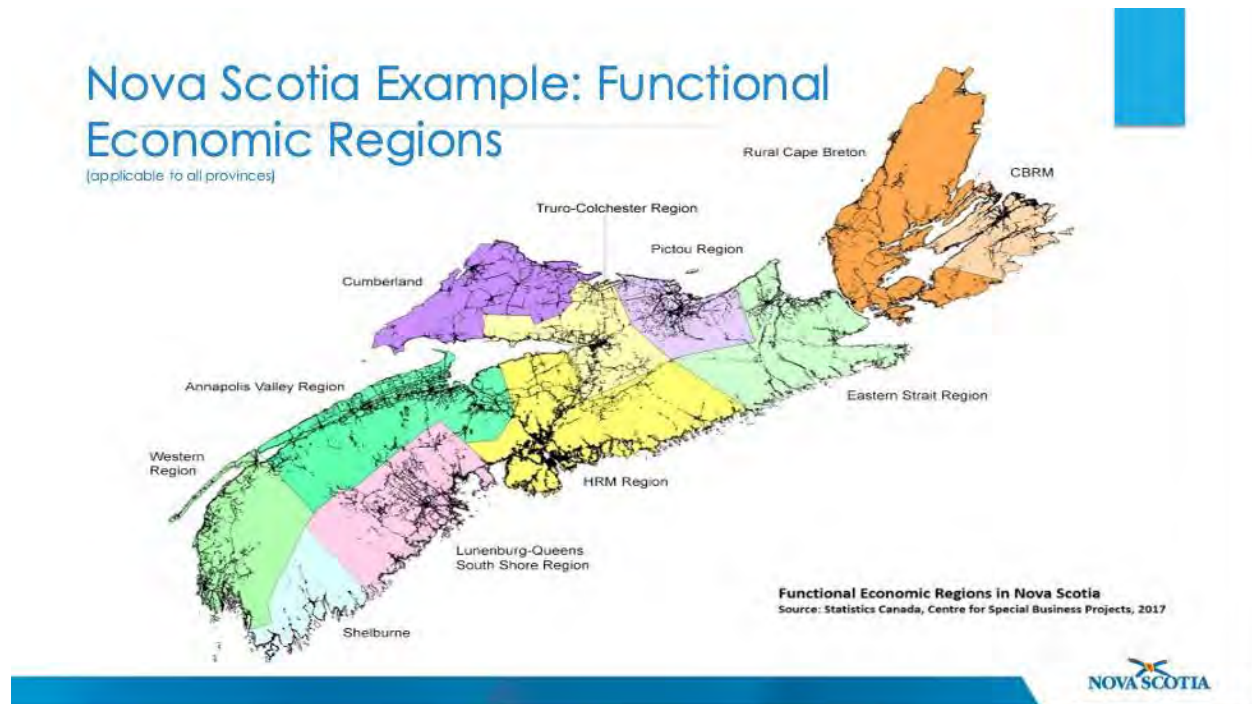
There are many other organizations that support economic development including: entrepreneurship incubators/accelerators; industry and professional associations; universities and colleges; and research-based organizations.

2.5 Regions with Existing Regional Enterprise Networks

There currently are seven regional enterprise networks across Nova Scotia. These include the Western REN, The Valley REN, the Truro Colchester Partnership for Economic Prosperity, the Cumberland Business Connector, the Pictou County Partnership, The Cape Breton Regional Enterprise Network, and the Cape Breton Regional Municipality Regional Enterprise Network.

The areas covered by these RENs are very closely aligned with seven out of Nova Scotia's ten, mostly rural Functional Economic Zones. The urban Halifax/East Hants Functional Economic Zone is supported by the Halifax Partnership.

Figure 3 - Nova Scotia Functional Economic Regions



2.6 Regions currently not served by Regional Enterprise Networks

There are a few regions not served by RENs or REN-like Economic Development organizations throughout the Province of Nova Scotia. Those regions currently include:

- Lunenburg/Queens South Shore Region
- Eastern Shelburne County and the Town of Clark's Harbour (The Municipality of Barrington is part of the Western REN)
- The Eastern Strait Region consisting of Antigonish and Guysborough Counties.
- Annapolis County and Annapolis Royal

Businesses and investors in these regions have the support of provincial agencies and departments such as InvestNS, TourismNS, and BuildNS and are often well served by municipally – employed economic development professionals, Chambers of Commerce and Downtown Business Improvement Associations. However, the full suite of activities shown in table 4 (page 19 and 20) is less available, is more fragmented, and is less coordinated across municipal boundaries. There is less awareness of and connections between provincial resources and current and future businesspeople and investors in those regions. This demonstrates the gap that exists in these regions on delivering 'last mile' services to businesses.

When regions without existing RENs border regions served by a REN, those adjacent RENs often work to collaborate for mutual benefit often on a project-by-project basis. These collaborations are likely to be a strong starting point for any discussions or efforts to expand REN services to the regions not currently served. For example the Cape Breton Partnership on behalf of the CBRM REN and the CB REN engages with adjacent areas in the following ways:

- Potlotek First Nation is regularly engaged by the Cape Breton Partnership on economic development opportunities being pursued by the CBRM REN in CBRM where Potlotek operates business ventures, and in the areas served by the CB REN which already includes We'koqma'q, Wagmatcook, Membertou and Eskasoni as well as 4 municipal units.
- The Municipality of the County of Guysborough is regularly engaged by the CB REN, especially in activities related to Green Energy Engagement and the industrial opportunities surrounding the Strait of Canso. Economic Development representatives of Guysborough sit on the Strait of Canso Offshore Wind Task Force (administered by the CB REN), and business and investment opportunities on both sides of the Strait of Canso are highlighted with "The Strait" branding and soon-to-be-launched website administered by the Cape Breton Partnership and supported by the Strait Regional Chamber of Commerce, ACOA and Invest NS.

Businesses in the Municipality of the County of Antigonish and the Town of Antigonish are not receiving support from a REN. The Lunenburg / Queens South Shore Region is another region that hasn't had collaborative projects with REN's from other regions.

The Western REN includes the Municipality of Barrington. However, it does not include Eastern Shelburne County (Municipality of the District of Shelburne, the Town of Shelburne and the Town of Lockeport. The Western REN engages with these Towns and Municipality regularly via the regional AMANS (Association of Municipal Administrators Nova Scotia) group.

One crisis that the Western REN worked on in 2023 was addressing the needs of businesses impacted by the wildfires in the spring of 2023. The forest fires also impacted the adjacent municipalities in Shelburne County. The Western REN included these adjacent communities in the wildfire response efforts and follow-up. The Western REN regularly serves the business community in Clark's Harbour with the REN's programs.

For large scale, regional projects focused on strategic sectors, the Valley REN involves the entire Annapolis Valley Region. External funding received for these projects allows the Valley REN to work in non-funding municipalities to ensure full regional representation and these projects work to strengthen the Annapolis Valley's strategic sectors. For instance, the Valley REN has been leading the STAR Program (Strategic

Tourism for Areas and Regions). The STAR Programs works with industry and community throughout the entire region, to define, develop and implement a strategic plan for tourism development.

This list of initiatives goes to show that regions without a REN may benefit from Strategic Sector Support initiatives led by a REN or REN-like organization. However, individual businesses outside of REN regions do not get the same level of one-on-one business support that is outlined in Table 4.

3. MEASURING REGIONAL ECONOMIC DEVELOPMENT

It is important to measure the success of regional economic development. There are three groups of measures that track whether or not local investment in economic development is generating positive results: activity-based measures, outcomes-based measures, and broader economic and demographic trends. Outcomes-based measures, and broader economic and demographic trends while important, are more difficult to measure than activity-based measures.

3.1 Activity-based measures and expected outcomes

These measures relate directly to the spending on economic development at the regional level. They show the level of effort to generate positive results. The RENs have come up with the following set of common metrics that will capture the majority of activities undertaken by all of the RENs.

It should be noted that each REN will not necessarily be undertaking activities in every category. Also, in addition to these common metrics, each REN may have additional local priorities and activities that they are working on. There are unique priorities, opportunities, and gaps that vary from region to region. For example, **some REN's are** involved in Physician recruitment, while others are not. Each REN's **mandate** is derived locally from the business communities needs and the municipal and First Nations economic development needs and priorities. It is also consistent with and aligned with the Department of Economic Development strategic priorities. Each REN takes direction from and operates under the oversight of a local business-led Board of Directors who are focused on meeting the local economic development needs of each region.

The following table of common metrics measures activities with Key Performance Indicators (KPI's). These KPIs capture most of the work undertaken by the RENs. The final column in the table, "Expected Future Outcomes" begins to address outcome-based measures.

NOTE: Historically, provincial and federal government economic development organizations have not published results data on a regional or local level. Having better insight into these organizations and their investments/results at the regional/local level would help with planning and determining where there are gaps needing to be filled.

Figure 4 - Proposed RENS Metrics Template

Activities	Brand/Details	Items Counted	Total Started	Total In Progress	Total Completed	Highlights	Expected Future Outcomes
Business Support, Sustainability, & Growth			#	#	#	Text	Text
This category includes activities such as: business retention and expansion, continuous improvement and business advisory, business quick support or referrals, succession planning, business planning and startup/ entrepreneurship, productivity growth and accelerator programs, investment attraction and business attraction projects, other business support services.							
Business Retention & Expansion (BRE)	e.g. BusinessNow Program	Clients assisted					
Continuous Improvement & Business Advisory	General advice and assistance	Clients assisted					
Business Quick Support	Outreach, business phone calls, connections, external referrals, etc.	Number of quick support tickets					
Succession Planning		Clients assisted					
Business Planning & Startup/Entrepreneurship		Clients assisted					
Productivity, Growth, and Accelerator Programs		Participants in programs					
Investment Attraction & Business Attraction Projects		Number of projects					
Other Business Support Services		Clients assisted					

Economic Development Projects & Strategic Sector Support			#	#	#	Text	Text
This category includes activities such as: Sector Task Forces, strengthening sectors for investment and attraction, Sector Analysis (strengths and weaknesses), Investment readiness projects, other economic development projects.							
Sector Task Forces	e.g. Task Forces convened and/or supported by the REN	Number of task forces					
Strengthening Sectors for Investment & Attraction	e.g. Specific studies or initiatives	Number of projects					
Sector Analysis (Strength & Weaknesses)	e.g. Specific studies or initiatives	Number of projects					
Investment Readiness Projects	(Identifying priority sectors, regional issues work)	Number of projects					
Other Economic Development Projects		Number of projects					
Addressing Talent Needs (Labour and Population)			#	#	#	Text	Text
This category includes activities such as: <u>Human Resource Advisory</u> (Human Resources Advisory Services, business human resources quick support), <u>Immigration Advisory</u> (Business immigration consultancy., Immigration Advisory Services, business, Immigration, quick support), Job fairs, people attraction missions, retention activities, new Connectors, new Connectees, welcome network, workforce training programs, other activities addressing talent needs.							
Communication and Engagement			#	#	#	Text	Text
This category includes activities such as: Events and workshops, success stories, surveys and consultations, newsletters, partner meetings and roundtables, other communication and engagement activities.							
Organizational Strength and Sustainability			#	#	#	Text	Text
This category includes activities such as: Quarterly reports, council presentations, other stakeholder engagement and presentations, governance initiatives and policy reviews, REN board meetings., LOC meetings, REN-wide organizational initiatives, other activities supporting organizational strength and stability.							

3.2 Community/regional KPIs: Economic and Demographic Measures

At a higher level, a community's economic and demographic performance should be tracked on an annual basis and compared to a peer group to set that performance in context (see Figure 5). These measures come from Statistic Canada and other sources. These measures are influenced by a variety of factors, including many which are outside the control of the RENs.

As noted in Section 4, the Province of Nova Scotia has access to this type of data. The RENs believe that the Economics and Statistics Division of the Department of Finance, should be able to provide this information by Functional Economic Zone to each REN.

Population-based measures

- Estimated population growth (available annually at the municipality level).
- Sources of population growth (available at the county or CMA/CA level each year). Includes natural growth (births minus deaths), immigration, temporary population, interprovincial migration and intraprovincial migration.
- Permanent residents admitted, IRCC data – CMA/CA, county and the municipal level.

Economic measures

- Growth in the number of businesses
- Value of building permits issued
- Housing starts
- Municipal tax base

Figure 5 - Single REN State of the Economy Table

State of the Economy - XYZ REN					
Community/Regional KPIs	Previous Year	Current Year	Increase/Decrease	Geographical Area (if different than REN)	Data Source
Active Employer Businesses in Community					
Number of Non-Employers					
Community Tax Base					
Total Population					
Permanent Resident Admissions					
Housing Starts					
Value of Building Permits					
Additional Comments					

3.3 Sources of KPI Data/Economic Development Metrics

There are two main sources of data used to develop economic development metrics: Secondary sources such as Statistics Canada and Environics, and primary data collected from the REN's, municipalities, and provincial government sources. The examples listed below may be useful for REN's to add supplemental local metrics, particularly in Sections 3.2 and 3.3. Examples of possible metrics by category and source are shown here:

Category:	Measure:	Source:
Local services/ entrepreneurship	Increase in the number of active businesses	Statistics Canada: Business counts, June and December – municipal, regional and CMA/CA level.
Business retention & expansion	Increase in the number of active businesses by employment level	Statistics Canada: Business counts, June and December – municipal, regional and CMA/CA level.
Employment growth	Increase in the number of workers	Statistics Canada: Business counts, June and December – municipal (implied total employment using employment ranges). For CMA/CA and Economic Regions, annual data.
Attracting industry and developing sectors	Business investment in the community	Municipality: value of commercial/industrial building permits issued. Available at the municipal and regional level.
Tourism development	# of tourists visiting the community	Municipality/REN: Local tourist intercept activity. Available annually. Environics estimates using cell phone data (requires purchase). See Appendix A.
Attracting population/ workforce development	Growth in the population	Statistics Canada Table 17-10-0142-01. Annual population estimates. Available at the municipality, region and CMA/CA level.
Immigrant attraction	Permanent residents attracted	IRCC: Monthly data on PR admissions. Available at the municipality, region and CMA/CA level.
Attracting migrants and other population	Growth in the population by source (immigrants, interprovincial migrants, intraprovincial migrants, temporary residents)	Statistics Canada Table 17-10-0140-01. Annual estimates. Available only at the county and CMA/CA level.
Enrolment in local K-12 school	Increase in the number of enrolled students	Provincial Government. Available annually.
Housing starts	# of new housing starts	Municipality/CMHC. Available annually.
Municipal tax base	Increase in the community's tax base	Nova Scotia annual report on municipal statistics.
Economic development funding	Total economic development funding leveraged by the municipal funding.	Directly compiled.

For larger communities (CMAs/CAs) and economic regions⁴, there are additional datasets particularly related to the workforce (Labour Force Survey), including employment by industry, employment by occupation, unemployment rates, etc.

Appendix A shows an example of Environics tracking data which uses cell phone information to determine who is visiting the community, what they are visiting and where they come from.

4. RECOMMENDATIONS

4.1 Data Collection

4.1.1 Activity-based measures and expected outcomes

The RENs are currently using a variety of different software tools to gather and analyze data including Executive Pulse, Insightly and Hubspot. The use of a common spreadsheet to track (or enter data into from these various software tools periodically) will facilitate the aggregating of activities and impact on a province-wide basis.

- It is recommended that Individual RENs configure their own unique tools to be able to populate the common spreadsheet attached in Appendix 3 (and described in section 3.1), to enable efficient aggregate reporting.

4.1.2 Community/regional KPIs: Economic and Demographic Measures

It has been almost a decade since the Ivany Report has been released. Subsequently the One NS Dashboard was created.

- It is recommended that the province develop an updated One NS Dashboard to guide Economic Development and Labour Force initiatives over the next decade. If that were to occur, REN's could align their Strategic Plans around several of the pillars in this updated Dashboard.
- It is recommended that the Economics and Statistics Division of the Department of Finance provide the metrics noted in section 3.2 to the RENs each year. This information would be provided for the Functional Economic Zone level of each REN.
 - It is further recommended that that the RENs report on the state of their economies and population each year and highlight key regional challenges and opportunities to augment the baseline metrics provided by the Economics and Statistics Division of the Department of Finance.

⁴ Statistics Canada divides Nova Scotia into five economic regions for certain data reporting.

4.2 Funding Agreement Terms

- It is recommended that provincial funding agreements with the RENs be set for five (5) years. The next agreement would therefore commence on April 1, 2024 and terminate on March 31, 2029. Unless otherwise agreed to by the parties, or upon notice as provided herein, the Agreements would renew for a further term of five (5) years.
 - It is further recommended that after the initial five (5) year contract, either party shall have the right to terminate the agreement upon having provided three (3) year's written notice to the other party.

4.3 Funding Contribution

It must be recognized that the existing REN core funding from the Province of Nova Scotia has been frozen at 2013 levels.

- It is recommended that the Province of Nova Scotia provide core funding to the seven (7) existing RENs in the form of a contribution of \$2 for each \$1 in core funding from the RENs partner Municipalities, First Nations, and businesses.

4.4 Other Opportunities for Collaboration

Beyond the improved economic data reporting and revised agreement and funding structures, there are three specific opportunities exist for deeper alignment and collaboration, which can be seamlessly integrated into a renewed long-term agreement between the Province of Nova Scotia and the network of RENs across the province. These three specific opportunities are:

1. Expansion of the Provincial REN Network
 - It is recommended that the network of existing seven (7) RENs, along with the Province of Nova Scotia engage directly with communities not yet incorporated, targeting their inclusion.
2. Development of a Unified PNS–REN Strategic Framework
 - It is recommended that the network of existing seven (7) RENs, along with the province of Nova Scotia **collaborate to align with PNS's strategic** priorities and the prevailing REN objectives. This synergy aims to create a standardized strategic planning model, facilitating consistent business planning approaches and program execution.
3. Optimized Program Delivery and Best Practices
 - It is recommended that the network of existing seven (7) RENs, along with the Province of Nova Scotia work in tandem to derive insights from grassroots business sectors, and devise collective strategies for collecting business data for program innovation and enhancement.

5. APPENDICES

Appendix A: Environics Tracking Data

APPENDIX A: ENVIRONICS TRACKING DATA

Environics uses cell phone tracking data to determine visitors to communities. This is fee-for-service offering but it provides a good understanding of who is visiting the local community, who is staying overnight and what are they visiting while in the community. The following example is for the Municipality of Port Hope in Ontario.

Table 1. Geographic distribution of retail visitors in Port Hope by top 10 census subdivisions in Ontario.¹



Census Subdivision	Total Household Population 15+ Years		Retail Visitors - Spring				Retail Visitors - Summer				Retail Visitors - Fall				Retail Visitors - Winter			
	#	% of Total	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index
Total	12,295,135	100%	254,203	100%	2.07%	100	300,819	100%	2.45%	100	147,883	100%	1.20%	100	178,899	100%	1.46%	100
Top 10 Total	5,454,560	44.36%	127,184	50.03%	2.33%	113	155,625	51.73%	2.85%	117	68,912	46.60%	1.26%	105	84,327	47.14%	1.55%	106
Toronto, ON (C)	2,568,898	20.89%	32,534	12.80%	1.27%	61	48,951	16.27%	1.91%	78	17,489	11.83%	0.68%	37	16,914	9.45%	0.66%	35
Ottawa, ON (CV)	873,210	7.10%	19,234	7.57%	2.20%	107	19,320	6.42%	2.21%	90	8,026	5.43%	0.92%	76	13,463	7.53%	1.54%	106
Clarington, ON (MU)	84,924	0.69%	14,911	5.87%	17.56%	849	17,263	5.74%	20.33%	811	10,125	6.85%	11.92%	991	11,422	6.38%	13.45%	924
Oshawa, ON (CY)	145,379	1.18%	12,681	4.99%	8.72%	422	15,248	5.07%	10.49%	418	8,220	5.56%	5.65%	410	8,604	4.81%	5.92%	407
Brampton, ON (CY)	596,084	4.85%	9,002	3.54%	1.51%	73	9,631	3.20%	1.62%	66	3,108	2.10%	0.52%	48	5,846	3.27%	0.98%	67
Whitby, ON (T)	113,993	0.93%	8,320	3.27%	7.30%	353	9,888	3.29%	8.67%	355	4,338	2.93%	3.81%	316	5,080	2.84%	4.46%	306
Mississauga, ON (CY)	642,951	5.23%	6,771	2.66%	1.05%	91	9,080	3.02%	1.41%	98	2,179	1.47%	0.34%	28	3,916	2.19%	0.61%	42
Cobourg, ON (T)	17,373	0.14%	11,926	4.69%	68.65%	3320	11,410	3.79%	65.68%	2684	8,763	5.93%	50.44%	4150	11,053	6.18%	63.62%	4373
Markham, ON (CY)	301,247	2.45%	5,549	2.18%	1.84%	89	8,993	2.99%	2.99%	122	2,954	2.00%	0.98%	82	3,206	1.79%	1.06%	75
Kingston, ON (CY)	110,501	0.90%	6,256	2.46%	5.66%	274	5,841	1.94%	5.29%	216	3,712	2.51%	3.36%	279	4,824	2.70%	4.37%	200

Table 2. Geographic distribution of overnight visitors in Port Hope by top 10 census subdivisions in Ontario.²

Census Subdivision	Total Household Population 15+ Years		Overnight Visitors - Spring				Overnight Visitors - Summer				Overnight Visitors - Fall				Overnight Visitors - Winter			
	#	% of Total	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index	#	% of Total	% Pen	Index
Total	12,295,135	100%	6,041	100%	0.05%	100	7,282	100%	0.06%	100	5,571	100%	0.05%	100	4,426	100%	0.04%	100
Top 10 Total	5,045,284	41.03%	2,664	44.09%	0.05%	107	3,565	48.96%	0.07%	119	2,310	41.47%	0.05%	101	1,764	39.87%	0.03%	97
Cobourg, ON (T)	17,373	0.14%	534	8.84%	3.07%	6256	605	8.31%	3.48%	5878	418	7.51%	2.41%	5316	403	9.10%	2.32%	6441
Hamilton, ON (TP)	10,253	0.08%	504	8.35%	4.92%	10014	387	5.32%	3.78%	8379	532	9.55%	5.19%	11435	583	13.17%	5.68%	15788
Toronto, ON (C)	2,568,898	20.89%	404	6.69%	0.02%	32	703	9.65%	0.03%	46	259	4.66%	0.01%	21	52	1.17%	0.00%	6
Peterborough, ON (CY)	74,428	0.61%	298	4.94%	0.40%	816	355	4.87%	0.48%	805	363	6.51%	0.49%	1076	204	4.60%	0.27%	780
Ottawa, ON (CV)	873,210	7.10%	38	0.62%	0.00%	8	358	4.92%	0.04%	69	276	4.95%	0.03%	70	161	3.64%	0.02%	51
Brampton, ON (CY)	596,084	4.85%	209	3.46%	0.04%	71	271	3.72%	0.05%	77	103	1.86%	0.02%	38	93	2.10%	0.02%	43
Mississauga, ON (CY)	642,951	5.23%	159	2.63%	0.02%	30	301	4.13%	0.05%	79	158	2.84%	0.02%	54	99	2.24%	0.02%	43
Oshawa, ON (CY)	145,379	1.18%	136	2.25%	0.09%	190	280	3.84%	0.19%	325	13	0.24%	0.01%	20	27	0.60%	0.02%	51
Kingston, ON (CY)	110,501	0.90%	205	3.40%	0.19%	378	105	1.44%	0.09%	160	108	1.94%	0.10%	215	19	0.44%	0.02%	49
Otonabee-South Monaghan, ON (TP)	6,207	0.05%	176	2.92%	2.84%	5777	201	2.76%	3.24%	5473	79	1.42%	1.27%	2806	124	2.80%	2.00%	5538

Table 3. Distance decay summary for overnight visitors in Port Hope.³

Hotel Name	Winter		Spring		Summer		Fall		Year-Round	
	Km Band	Total Unique Visitors	Km Band	Total Unique Visitors	Km Band	Total Unique Visitors	Km Band	Total Unique Visitors	Km Band	Total Unique Visitors
Comfort Inn	90 to 95	3,526	95 to 100	4,435	90 to 95	5,463	85 to 90	5,017	95 to 100	10,681
The Waddell	15 to 20	778	10 to 15	1,112	70 to 75	947	10 to 15	369	20 to 25	1,953
Budget Inn	100+	62	10 to 15	377	40 to 45	541	40 to 45	110	35 to 40	747
Port Hope Suites	0 to 5	134	10 to 15	240	40 to 45	594	0 to 5	51	20 to 25	711
Hotel Carlyle	5 to 10	83	0 to 5	194	90 to 95	133	100+	23	45 to 50	306
Total unique visitors by season		4,583		6,358		7,678		5,570		14,398

Table 4. Change in unique device IDs representing seasonal residents.

Season	Count of Unique Device IDs	Rate of Change - From Winter (%)
Winter	1,150	0.00%
Spring	1,596	38.78%
Summer	1,618	40.70%
Fall	1,120	-2.61%

End of Appendix A

End of Report

Local / Regional Economic Development Measurement: Nova Scotia RENS

NOVA SCOTIA REGIONAL
ENTERPRISE NETWORKS

PARTNERS
for **PROGRESS**

Revised Proposed Funding Formula

Regional Enterprise Networks

June 2024

Background

The CEOs of the existing Regional Enterprise Networks have prepared a revised proposed funding formula which would replace the proposed funding formula submitted in the Funding Formula Position Paper submitted to the Nova Scotia Department of Economic Development earlier this year.

We believe this revised formula simplifies the formula, while maintaining fairness, and provides adequate capacity to ensure enhanced navigation to existing programming, and consistent service delivery amongst the Regional Enterprise Networks.

It also provides the framework to have complete geographical coverage from the Regional Enterprise Networks for the Province.

Province of Nova Scotia Funding



Total REN funding of \$100 per Business

Based on the total business count (with and without employees) served by all RENs



Funding Breakdown

35% of total funding for to be split evenly amongst RENs for base funding.
\$65 per business count to each REN based on business counts in the individual REN coverage area

Province of Nova Scotia Funding

Total Business Counts for rural NS = 42,835

- This excludes business counts in:
 - East Hants
 - Indian Brook
 - Halifax County

Total PNS REN Funding ($\$100 \times 42,835$) = \$4,283,500

- 35% to be split evenly = \$1,499,225
- \$65 for each business = \$2,784,275

Example of REN Breakdown

	REN	BIZ COUNT	BASE (35)	PER BIZ (65)	TOTAL v.7
	CB REN	3433	\$ 166,581	\$ 223,145	\$ 389,726
	CBRM REN	5759	\$ 166,581	\$ 374,335	\$ 540,916
Antigonish & Guysborough	AG	2686	\$ 166,581	\$ 174,590	\$ 341,171
	PCP	3259	\$ 166,581	\$ 211,835	\$ 378,416
	TCPEP	4412	\$ 166,581	\$ 286,780	\$ 453,361
Includes Oxford	CBC	2189	\$ 166,581	\$ 142,285	\$ 308,866
All of Annapolis County included	VREN	8597	\$ 166,581	\$ 558,805	\$ 725,386
All of Shelburne County included	WREN	6716	\$ 166,581	\$ 436,540	\$ 603,121
Lunenburg & Queens	LQ	5784	\$ 166,581	\$ 375,960	\$ 542,541
		42835	\$ 1,499,225	\$ 2,784,275	\$ 4,283,500

Province of Nova Scotia Funding

Notes & proposed requirements

- RENs must cover at least one entire county.
- The municipal and First Nation contribution to each REN must come to a total of at least \$50 per business count. How the municipal and First Nation contribution is shared amongst each REN will be up to the participating municipalities and First Nation communities via their Intermunicipal Agreement.

Province of Nova Scotia Funding

Notes & proposed requirements

- The revised funding formula will ensure a top-up for any existing REN who would receive less than their current PNS funding amount, covering the difference between what they are entitled to under the new formula and the amount they received in 2024/25, ensuring no REN will receive less than they did in 2024/25.
 - CBREN would be entitled to approximately \$13,000 less under this formula than what they received in 2024/25.
- RENs must contribute 5% (\$214k+) of their PNS core funding for shared projects or initiatives that enhances operational efficiencies, expands program/service offerings or has cost savings versus doing them individually, which may include:
 - REN Conference
 - Rural Data collection and analysis
 - Communications
 - Program expansion

Province of Nova Scotia Funding

- Notes & proposed requirements
 - Incentivizes municipalities to participate by having contributions matched up to \$2:\$1 (overall)
 - Allows some flexibility in coverage areas of REN (single or multiple counties)
 - Allows individual municipality to participate in RENs
 - West Hants = Valley REN
 - East Hants = Halifax Partnership
- Assuming no changes in REN coverage area, the total PNS Funding for existing REN structures and coverage area would be \$3.15M (1.78x current funding)

BRIEFING NOTE

Municipality of the County of Richmond

Good Neighbour Project

March 5, 2025

PURPOSE

The purpose of this briefing note is to update Council on the Good Neighbour Project. The Richmond County Good Neighbour Project shifts the culture of the community to where it is normal for neighbours to know, care, and support each other.

SUMMARY

This project consists of three interconnected initiatives: the Happy Community Project, Good Neighbor Builders, and the Good Neighbors App. The three components include:

- The **Good Neighbor Project** serves as the overarching initiative.
- The **Good Neighbors App** is a free platform that allows community members to share updates on social events.
- The **Good Neighbor Builders** is a group of trained community champions who have completed the Good Neighbor methodology program.

The purpose of the project is for it to be normal in Richmond County for neighbours to know, care about and support each other.

What Richmond County is expected to do:

- Provide In-Kind Services for event space and audio-visual equipment for Kick-Off Event and Celebratory Festival.
- Minimize barriers for neighbourhoods to hold neighbourhood events, such as street parties or events in parks.
- Communication Director supports communications about the Good Neighbour Project.
- Someone on Municipal Staff agrees to be trained to provide long-term management.
- Someone on Municipal Staff agree to be trained in our train the trainer program for Good Neighbour Method.
- Co-apply for grants with Good Neighbour Builders to support the Richmond County Good Neighbour Project.
- Help us build collaborative relationships with other nonprofit organizations like Welcome Network.
- Fund 10% of the Project Costs.

Expected outcomes:

- Over 50% of Richmond County will be Good Neighbour Communities.
- The culture of the Richmond County will shift so that it is normal for neighbours to know, care and support each other
- Richmond County will have the resources and skills to support neighbourhoods being a Good Neighbour Community indefinitely.
- Because there is a sustained cultural shift, Richmond County will continue to be a Good Neighbour Community for years to come.

Financial Implications:

The project would require assigning an FTE staff to become trained to provide long-term management, to this project, which is currently not available in the Department of Community Development and Recreation. As noted above, the project would also require additional supports to provide in-kind services for event space and audio-visual equipment for events and a celebratory festival as well as communication supports.

Estimate project costs is \$55,500, with a 10% cost to the Municipality, of \$5,500. Other costs would include space rentals and technology supports.

Project duration – 24 months.

It is the opinion of staff that Richmond County organically has “good neighbours” that know, care, and support each other; We are also very fortunate to have many dedicated, and involved community groups that support the residents of Richmond County.

ACTION REQUIRED

Seeking direction of Council on how they wish to proceed.

PREPARED BY:	Shannon Mury
CONTACT PERSON:	Shannon Mury
DATE:	March 5, 2025

BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena

March 4, 2025

Relevant Motions

On February 25, 2025, Council made the following motion:

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.

Motion carried.

Background

Please refer to the attached briefing note dated March 31, 2022, for background information.

Funding

The funding referenced during the Council meeting is assumed to be the Recreation Facility Development Grant Including the Rink Revitalization Fund through the Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage. The deadline for applications for the program was February 14, 2025, and the maximum funding available through the program was \$150,000 or 2/3 of the total project cost (whichever is less).

An initial review has not identified current funding programs that would cover significant capital upgrades / repairs to recreational facilities, however such programs are announced periodically from the Federal / Provincial Governments.

Discussion

Any significant capital works proposed for the Richmond Arena will require sufficient time for planning, Engineering, tendering and procurement for the required materials

and equipment, to ensure that the work can be carried out during the off-season without undue risk to the start of the subsequent ice season.

If it is Council's wish to extend the life of the current Arena rather than pursue a new facility at this time, a thorough review of the Building Condition Audit should be carried out to determine the scope of capital repairs or upgrades required / recommended to extend the life of the facility, including any desired accessibility improvements (the scope and timing of repairs / upgrades will vary with the desired service life). Once the scope of repairs / upgrades is determined, updated cost estimates should be obtained to inform budget planning and support any applicable funding applications.

Financial Implications

The March 31, 2022, memo provides high level costs for some of the work identified in the Building Condition Audit. The estimates are dated and would need to be updated once the scope of work is identified.

Floor / Refrigeration System Replacement	\$2 million (2022 estimate)
Roof Cladding / Recommended Structural Upgrades	\$2 million

Consulting support would be required to update the cost estimates once the desired scope of work has been determined. Fees will vary with the scope of work.

Attachments:

- Meeting Minutes – Regular Council – May 25, 2020
- Briefing Note – Richmond Arena Budget 2022/23 – March 31, 2022
- Briefing Note – Multi-Use Facility Feasibility Study – March 20, 2023
- 2025-26 Grant Guidelines – Recreation Facility Development Grant Including Rink Revitalization Fund

Reference Documents:

- Draft Capital Plan / Building Condition Audit - Richmond Arena – CMEL – January 2019

<https://www.richmondcounty.ca/council/plans-reports-and-reviews/3189-2019-richmond-arena-condition-audit/file.html>

RICHMOND COUNTY MUNICIPAL COUNCIL

REGULAR MEETING

MAY 25, 2020

Location: Videoconference

Present: Councillor James Goyetche, Deputy Warden Alvin Martell
Warden Brian Marchand, Councillor Jason MacLean,
Councillor Gilbert Boucher, CAO Don Marchand

Warden Marchand called the meeting to order at 7:02 PM and asked everyone to stand for the singing of O'Canada.

Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda

Warden Marchand requested and received unanimous consent to add an item regarding compost to the agenda.

Moved by Councillor Boucher seconded by Deputy Warden Martell that the agenda be approved with the item added. Motion carried.

Review of Minutes re:

a) April 27, 2020 Regular Meeting

Moved by Councillor Boucher, seconded by Deputy Warden Martell that the minutes of the April 27, 2020 Regular Council Meeting be approved. Motion carried.

Committee Reports:

a) **Committee of the Whole**

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that staff proceed with the addition of the Arena ice surface floor and refrigeration system upgrades to the capital list with Gas Tax Funding being a primary source of funding; AND FURTHER MOVED that

the Engineering work proceed as soon as possible and that a report with cost estimates and funding options be provided to Council so that additional funding sources may be identified before proceeding to tender. Motion carried.



Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that five (5) tons of compost be donated to The New Agrarians with the date of donation dependant on availability.

Moved by Councillor Goyetche, seconded by Deputy Warden Martell **that the motion be amended** to read that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that Council accept the recommendation of the Committee of the Whole and that taxes on AAN# 01703838, located at 306 Pondville, D'Escousse, NS, be written off in the amount of \$1104.45, which represents taxes on the dwelling only from March 12, 2019 to March 31, 2020. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Goyetche that Council accept the recommendation of the Committee of the Whole and that Staff accept an application from a senior resident in District 2 and determine if they meet the criteria for participation in the Municipality's Wastewater project; AND FURTHER MOVED if the application meets the criteria, staff proceed with the installation of a new sewer system in coordination with CBIHA and NSE. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that the Committee of the Whole Report for the month of MAY 2020 be adopted. Motion carried.

CAO re:

a) Schedule of Tariffs & Fees – 2020 Election;

Moved by Councillor MacLean, seconded by Deputy Warden Martell that the Schedule of Tariffs & Fees for the 2020 Election be approved with the noted changes. Motion carried.

b) Mayor versus Warden (2020 Election Ballot);

It was the consensus of Council that a decision regarding Mayor versus Warden on the 2020 Election Ballot be withheld pending information from the Provincial Elections Officer.

Deputy Warden Martell declared a conflict of interest and was removed from the meeting.

c) Curbside Collection (Southern Comfort Subdivision) re: Information

It was the consensus of Council that Staff gather additional information regarding curbside pickup at the Cape George Estates subdivision and report back to the Committee of the Whole with the information.

Correspondence re:

Action Required

a) Laurier Samson re: Communities, Culture and Heritage – Letter to Minister of Communities;

Moved by Councillor Goyetche, seconded by Councillor MacLean that a letter be sent, on behalf of Council, to the Minister of Communities, Culture and Heritage regarding the hardship being experienced by Recreation Departments as a result of the pandemic. Motion carried.

Items Added to the Agenda

Moved by Councillor Boucher, seconded by Deputy Warden Martell that compost created at the Richmond County Waste Management Facility be reserved for sale to Richmond County residents only. Motion carried.

“In Camera” Session (Personnel/Legal)

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting move to an “In Camera” Session at 8:45 p.m.

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting revert back to Regular Session at 9:13 p.m.

Warden Marchand and Deputy Warden Martell declared conflicts of interest and were removed for the remainder of the In-Camera Session and Regular Session.

Moved by Councillor Boucher,

Councillor Goyetche then relinquished the Chair to Councillor Boucher.

Seconded by Councillor Goyetche that the CAO be instructed to pay the legal expenses related to the legal matter as discussed in camera. Motion carried. (Nay: Councillor MacLean)

Adjournment

Moved by Goyetche, seconded by Councillor MacLean that the meeting be adjourned.

There being no further business, the meeting was adjourned at 9:14 p.m.

CLERK:

CHAIRPERSON

DRAFT



BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena – Budget 2022/23

Relevant Motions

N/A

Background

The Richmond Arena was constructed around 1976 and measures approximately 120ft x 264 ft. The building received a major renovation in 1999 which extended the west side of the building to house a number of amenities which included a new ice resurfacer room, office, board room, lounge, canteen, washrooms and maintenance shop.

Property Name	Richmond Arena
Street Address	3122 Whiteside Road
City, Province	Louisdale, Nova Scotia
Primary Use	Arena – Single Pad
Foundation	Concrete
Superstructure	Pre-Engineered Steel
Cladding	Prefinished metal siding
Roof Membrane	Galvanized Standing Seam Metal
Reported Year Built	1976; addition in 1999
Reported Building Area	37,275 ft ²

In 2018 the Municipality engaged Capital Management Engineering Ltd (CMEL) to complete a Building Condition Assessment of the Arena and create a draft 25-year capital plan for the property in order to inform long-term capital planning efforts by the Municipality. The final report was issued in January, 2019.

Building Condition Assessment

The Building Condition Assessment (BCA) carried out by Capital Management Engineering Ltd (CMEL) and Campbell Comeau was based on the ASTM Standard Guide for Property Condition Assessments (ASTM E 2018-15). The assessment consisted of:

- Interviews with building managers and staff;
- Review of existing documentation;
- Site visit for visual inspection;

- Identification of actions, with cost estimates, to remediate/repair building;
- Recommendations, with cost estimates, for further investigations if required; and,
- Provision of report.

No physical tests were conducted and no intrusive investigations were performed. The inspection did not include a detailed evaluation of the building's compliance with national and provincial building codes, though it did include a structural review of the roof.

The report identifies physical deficiencies that may be an existing defect or deferred maintenance item or items that have reached or are approaching their expected useful life.

While the report does provide estimates (in 2019 dollars) it does note that the opinions of cost should be used for budgetary purposes only and that actual costs can only be determined through establishment of a detailed scope of work and solicitation or tendering for the work. In addition, the replacement, repair or maintenance items noted in the report should be confirmed with a more detailed investigation and project evaluation prior to implementation.

Structural Assessment (Appendix C of the report)

As part of the Building Condition Assessment (BCA) Campbell Comeau Engineering Ltd were engaged to carry out a structural review of the roof, with particular focus on the structural capacity of the purlins that support the steel roof deck and main rigid frames.

Campbell Comeau Engineering determined the current design loading is approximately double the capacity of the existing rigid frames and 62% greater than the capacity of the purlins. A limited visual inspection of the purlins and rigid frames was carried out, only a small portion are visible from the sides of the building due to the presence of the low emissivity ceiling. The limited visual review indicated that the purlins remain in good condition as do the visible portions of the rigid frames.

CMEL notes that, while these buildings are typically grandfathered into building codes, insufficient loading capacity can pose a risk to building occupants if such loads and risks are not considered or mitigated. The BCA states that a renovation or augmentation to the structure of the building is anticipated to be required at an estimated cost of \$2 million.

Facility Condition Index (Section 5.3 of the report – page 31)

The Facility Condition Index (FCI) is a metric used for assessing the current and projected condition of a building asset. It is defined as the ratio of Accumulated Deferred Maintenance (ADM) costs to the Current Building Replacement Value (CRV). An FCI greater than 10% is considered fair to poor.

The FCI for the Arena in 2019 was approximately 65% with a total amount of accumulated deferred maintenance of approximately \$3.7 million. Without investment the FCI will reach 75% by 2026. **

** The FCI calculation includes an amount of \$2 million to bring the building into compliance with the snow loading requirements in the National Building Code of Canada (NBCC).

If the snow loading issue is excluded from the assessment the FCI would be 30% and would increase to 40% by 2026 without significant investment.

Overall Building Condition

Floor Condition

Among other items, the Building Condition Assessment noted that the slab and in-slab piping as well as much of the refrigeration system components are at end of life and recommended for replacement.

The concrete floor does have a significant amount of cracking and unevenness. The Municipality previously carried out extensive repairs on the infloor piping to replace the "u-bends" near the ends of the ice surface. While there has been leaks in the floor the Municipality has been fortunate in that there have been no major leaks during the ice season.

In 2020 The Municipality issued an RFP for design of a new floor and refrigeration plant and awarded the work to I.B. Storey. The completed design and tender documents were received in late 2020 and are ready to issue for tender should Council decide to proceed with the work.

Refrigeration Plant - R-22

The refrigeration plant is dated. While it has been maintained regularly it is also expected to require significant investment in the near-term, especially in light of the fact it still uses R-22 refrigerant that is being phased out by government due to its environmental impact. R-22 can no longer be imported and the present supply is limited to recycled product which means servicing the equipment is becoming more difficult and costly.

There are commercially available refrigerants that are "drop-in" replacements for the existing refrigeration plant (R453A); however conversion can be costly and requires some modifications to the equipment due to the different physical and performance characteristics. The compatible refrigerant is also less efficient which may be

problematic during the shoulder seasons when we require higher capacity and would increase energy usage at the facility.

The Municipality still has access to recycled R-22 refrigerant through our service provider, however if there were to be a major loss of refrigerant or if supply became an issue we would need to consider converting to R453A.

Mould Issues

A significant mould remediation was carried out in 2020 at a cost of approximately \$20,000. While mould has been an issue in the past it was observed to be more widespread at this time, presumably due to inactivity in the building during the off-season resulting in less ventilation of the space.

Staff are taking steps to reduce moisture in the building and provide ventilation during the off-season, however the design and operating conditions of the building are such that ongoing issues with mould are anticipated.

Accessibility

In 2017 Nova Scotia passed the Accessibility Act, becoming the third Canadian province to adopt accessibility legislation. The act recognizes accessibility as a human right, and outlines how we will improve accessibility by preventing and removing barriers. It sets a goal of an accessible Nova Scotia by 2030.

We are not yet aware of the scope of changes required at the Arena, the only Municipal owned recreational facility in the County. We expect significant upgrades would be required to meet the minimum requirements.

Building Envelope

There remains a small amount of sheet metal siding original to the building as well as the entire roof over the original facility. In order to address water ingress and the resulting problems, such as mould, replacement of the original cladding should take place in the near-term.

Capital Requirements

Immediate and Short-Term Capital Requirements (0-5 years)

The report identified a number of items as immediate or short-term requirements. As three years have passed since the report was issued there are now long term (6-10 years) items that would be considered short-term (1-5 years) items.

Perhaps the most notable short-term requirement, other than the floor and refrigeration plant, is the roof cladding which will reach end of useful life in 2027 (50 years of age). Roof cladding replacement was estimated at \$307,000 in 2019.

Analysis

If there is a desire to have a municipally owned arena in Richmond County for the long-term there are two options to consider.

1. Proceed with the recommended capital/repair work identified in the Building Condition Audit;
2. Replace the aging facility.

Failure to act in a timely manner will result in increased risk of failure and will also result in inflationary cost increases for either of the options noted above.

Alternatives

- Do not proceed with the recommended work and continue to operate the facility and accept the increased risk of failure and increasing maintenance costs.

Financial Implications

Floor and refrigeration system – at end of useful life
Estimated replacement cost \$2,000,000 (2022 estimate)

Original siding – at end of useful life
Estimated replacement cost \$25,000 (2022 estimate)

Original roof – end of useful life 2027 (50 years of age)
Estimated replacement cost \$307,000 (2019 estimate)

The roof structural work required to comply with present building code requirements is estimated at \$2,000,000

CMEL estimated the replacement value of the building to be \$5,591,250 in 2019 based on a replacement cost of \$150 / square foot and a building area of 37,275 ft². As this value was set in 2019 the present day replacement cost would be considerably higher.

There are limited funding opportunities for the repair work, though the work does qualify for CCBF (gas tax). There have been new facilities constructed in recent years that received provincial / federal funding; two are included in the supplementary document provided in your package.

Recommendation

In light of the impact this decision may have on taxpayers and users of the facility, staff recommend that Council form a committee and consult stakeholders regarding the future of the Richmond Arena. Staff further recommends that money be included in the operating budget to engage a consultant to work on conceptual plans for a new facility with the committee.

It is the opinion of staff that if Council wishes to continue to operate an Arena in the long-term that serious consideration be given to construction of a new multi-purpose recreational facility rather than making a multi-million dollar investment in the present facility which is approaching 50 years of age.



BRIEFING NOTE
Municipality of the County of Richmond

Multi-Use Facility Feasibility Study
March 20, 2023

PURPOSE

The purpose of this briefing note is to seek Council approval of additional funds in order to proceed with award of the tender for the Feasibility Study for a new Multi-Use Facility.

CURRENT SITUATION

The Capital Investment Plan approved with the 2022/23 Municipal budget included \$50,000 from operating to carry out conceptual planning for a new recreation facility. The scope of the study was revised/expanded to carry out a feasibility study for a multi-use facility and to provide the level of detail required to apply for Provincial / Federal funding should Council wish to pursue the project once the feasibility study has been completed.

ACTION REQUIRED

Staff are seeking Council approval to commit up to an additional \$80,000 in the 2023/24 budget in order to cover the costs of the expanded study (consulting fees, direct-mail and printing costs, venues for consultations, etc). Due to the desire to have the work commence as soon as possible we are seeking approval to proceed prior to approval of the 2023/24 budget.

Attachments:

Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

Communities, Culture, Tourism and Heritage (CCTH) offers the **Recreation Facility Development Grant** program to help develop facilities where community members participate in quality sport, physical activity, and recreation. This program includes the **Rink Revitalization Fund (RRF)**, which helps organizations that operate rinks to invest in needed repairs and upgrades.

This program is for projects with total project value over \$30,000. An eligible organization may receive one (1) grant per year, per project. **Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000.** This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount.

Applicants are strongly encouraged to contact a Regional Manager to discuss their project before applying. See page 7 for the contact list.

EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.
- We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times, at either no cost or at a reasonable rate.

Eligible applicants include:

- Registered associations, non-profit societies with active status in *Joint Stocks*.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, whose facilities are available for community use (through their Regional Centre for Education and Conseil scolaire acadien provincial).

AND

- applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.

Eligible Projects

This grant is for projects with a total project value of over \$30,000. See page 6 for other grants if your project does not qualify.

- **Facility development:** recreation centres, pools, rinks, athletic fields, parks, playgrounds, and enhancements to schools for community use and other recreation facilities that promote active living.
 - The Rink Revitalization Fund (RRF) assists organizations who operate rinks or arenas to invest in the revitalization or upgrading of arena/rink infrastructure. Outdoor rinks are considered eligible if it is an investment in permanent infrastructure.
 - For large-scale projects that take several years to complete, such as major renovations or construction, applicants must submit a multi-year development plan and outline the phases of development with pertinent details. Applicants may reapply for funding each year during the length of the project. Funding in one year does not guarantee funding in subsequent years.
- **Upgrades and repairs:** Capital conservation work involving repair and/or replacement needs that form part of the recreation facility's structural or operational integrity.
- **Large equipment:** Purchase of large permanent furnishings or equipment that is essential to facility operations (for example: soccer goals, ice re-surfacer, ice plant components).

Program Criteria

Applications **will be scored** under the following categories:

- Project Need and Planning
- Community Outcomes and Benefit
- Community Engagement and Inclusion
- Project Viability & Sustainability
- Project Budget and Funding

For guidance on meeting Nova Scotia's Accessibility Legislation please see: [Access by Design 2030: Achieving an Accessible Nova Scotia - Government of Nova Scotia, Canada](#) and see the [National Standard CSA-B651](#) for guidance.

For information on Nova Scotia's Dismantling Racism and Hate Act, please see Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

Ineligible Projects and Costs*

- The purchase of consumable, non-fixed furnishings and equipment. (For example: tables, chairs, picnic tables, chainsaws, moveable items, sports equipment).
- Regular or preventative maintenance costs, such as the repair of normal wear to components or equipment.
- Legal fees.
- Annual operational expenses.
- The cost of land or building purchase.
- Wages and remuneration for full- or part-time employees or project management cannot be listed as in-kind contributions unless it can be clearly shown that these expenses are project-specific and outside the scope of regular duties.
- Any expenses that may be rebated through an HST rebate are not eligible. If an applicant is eligible for HST rebates, the details of their rebate must be disclosed and clear in the project budget.
- Linear trail expansion and development projects must apply to the Recreational Trail Expansion Program. See page 6 for more details.

**Please see page 6 for other grants if you are ineligible for this grant.*

Funding Parameters

- Only eligible project expenses incurred after the application is submitted, and/or after an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement.
 - Please note that applying or opening a file is not a guarantee of funding.
 - Funding received from other provincial government departments can affect the amount of the grant awarded.
 - If construction is undertaken between the time of opening a file and funding decisions being made, **it is done so at the applicant's own risk**, as funding is not guaranteed.
- Applicants can request no more than 2/3 of the estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional applications for funding can be fully considered.

Application Guidelines

As you develop your application, please follow these important steps:

- Applicants are strongly encouraged to speak with the Regional Manager far in advance of the deadline and before applying. See contact list on page 7.
- Ensure your application is complete and signed upon submission. A checklist is included in Section 6 of the application to help ensure you include all required information. **Incomplete applications may be considered ineligible.**
- If this project is part of a larger/phased plan, **ONLY** include project work for this year/application period.
- Include estimated project start and end dates. Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in February 2025, should end before March 31, 2026.

Budget Guidelines

- Have you demonstrated competitive pricing? Please include as much of the following information as you can:
 - Three (3) quotes for all external contractor/supplies (If three quotes are not possible, please provide rationale and/or details on all attempts to secure three quotes from suppliers).
 - OR fully outline, or attach, the procurement process you plan to undertake for this project.
- Have you included details and value of relevant in-kind contributions in **both the project budget AND funding source tables in Section 5?**
 - The value of donated/in-kind contributions of labour and materials should be included as part of total project costs if they are essential to the project.
 - If there is significant in-kind labour as part of your funding sources/contribution, please attach a separate breakdown of in-kind contributions.
 - Unskilled/general labour can be valued at \$20/hour.
 - Certified trade labour or machinery can be valued at market value.
- Have you factored HST and your HST rebate into the project budget and/or funding sources?
- Have you ensured that your request is *no greater than 66%* of total project cost?
- Have you disclosed if you have, or intend to secure, funding from another source?

Application Timeline and Process

- The application package will be available in early December, online and/or from the Regional Office. Please see page 7 for a contact list.
- **The deadline to submit a complete, signed application, is 11:59 p.m. February 14, 2025.**
- Applications can be emailed, mailed, faxed, or dropped off at a Regional CCTH office. If mailed, applications must be post-marked no later than February 14th, 2025.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above. Final decisions will not be made until after April 5th, 2025.

Grant Guidance

For the online CCTH [grant finder tool go here](#), or to see our [grant program guide go here](#).

If your project or need doesn't fit within the RFD guidelines, please consider:

- Community Recreation Capital Grant: for small-scale indoor and outdoor capital recreation projects valued at less than \$30,000.
- Planning Assistance: for funding to support needs assessments, design or feasibility studies of recreation facilities.
- Community Facilities Improvement Program: for upgrades and improvements to community halls that provide a wide range of public programs and services
- Community Accessibility Program: for projects focused on accessibility upgrades of public spaces or facilities (i.e. accessible ramps, washrooms, exits, assistive listening devices etc.). Businesses can apply through the Business Accessibility Program.
- Trail Funding Programs: for trail expansion and development projects. Expression of Interest process opens in the fall of each year.
- Connect 2: for projects focused on Active Transportation investments.
- Legion Capital Assistance Program: for capital upgrades at Legions.
- Heritage Property Program: conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties
- Emergency Services Provider Fund: for equipment purchase(s) related to a fire or emergency situations.

Energy Efficiency Upgrades: If you are applying to energy efficiency upgrades, such as heat pumps, you are strongly encouraged to contact [Efficiency NS](#) to determine if you can get a rebate. This rebate should be named on your application in 'funding sources'.

REGIONAL OFFICES:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager

Email: capebretonregion@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager

Email: centralregion@novascotia.ca

Phone: 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, Regional Manager

Email: fundyregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager

Email highlandregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Email: southshoreregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, Regional Manager

Email: valleyregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 2/1/2025 2/28/2025
 Vendor ID First Last Chequebook ID GENERAL GENERAL
 Vendor Name First Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
26863	00647	ISLE MAD. FIRE DEPARTMENT	2/5/2025	GENERAL	PMCHQ00002381	\$ 3,333.33
26864	00701	LANDRY BROTHERS LTD.	2/5/2025	GENERAL	PMCHQ00002381	\$ 10.34
26865	00907	DOREY, SHELLY	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
26866	01104	THE REPORTER	2/5/2025	GENERAL	PMCHQ00002381	\$ 518.81
26867	01295	STRAIT SUPPLIES LIMITED	2/5/2025	GENERAL	PMCHQ00002381	\$ 493.44
26868	01309	SAMSON'S PLUMBING & HEATING	2/5/2025	GENERAL	PMCHQ00002381	\$ 672.75
26869	02071	WAMBOLT, ROBERT	2/5/2025	GENERAL	PMCHQ00002381	\$ 300.00
26870	03174	CHARLES FOREST CO-OP LTD.	2/5/2025	GENERAL	PMCHQ00002381	\$ 24.48
26871	03190	ST. PETER'S & DISTRICT VOL.	2/5/2025	GENERAL	PMCHQ00002381	\$ 3,333.34
26872	03204	LOUISDALE & DISTRICT VOLUNTEER	2/5/2025	GENERAL	PMCHQ00002381	\$ 3,333.33
26873	04800	FIRE SERVICE ASSOCIATION	2/5/2025	GENERAL	PMCHQ00002381	\$ 900.00
26874	05711	RANKIN, CLAIR	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
26875	08508	TELILE	2/5/2025	GENERAL	PMCHQ00002381	\$ 874.00
26876	10669	COTTON, RICHIE	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26877	11208	MORRISON, STACEY	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26878	11568	MACNEIL, STEVE	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26879	13722	CANSO FORD SALES LTD.	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26880	15381	IRONFLOW TECHNOLOGIES INC	2/5/2025	GENERAL	PMCHQ00002381	\$ 4,378.50
26881	17091	SULLIVAN FUELS	2/5/2025	GENERAL	PMCHQ00002381	\$ 1,071.23
26882	17701	PURULATOR INC.	2/5/2025	GENERAL	PMCHQ00002381	\$ 707.05
26883	18673	BOUDREAU, RONALDA	2/5/2025	GENERAL	PMCHQ00002381	\$ 46.99
26884	24988	HIGHLAND BEVERAGES 2004 LTD.	2/5/2025	GENERAL	PMCHQ00002381	\$ 584.53
26885	25061	KEHOE, ASHLEY	2/5/2025	GENERAL	PMCHQ00002381	\$ 24.00
26886	29111	CLACKDOYLE, CAROLYN	2/5/2025	GENERAL	PMCHQ00002381	\$ 80.00
26887	30511	FERN GULLY TRUCKING	2/5/2025	GENERAL	PMCHQ00002381	\$ 75.00
26888	30600	PARTS CONNECTION	2/5/2025	GENERAL	PMCHQ00002381	\$ 6,152.45
26889	30808	CAMPBELL, LIZ	2/5/2025	GENERAL	PMCHQ00002381	\$ 636.17
26890	31113	MURY, NATASHA	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
26891	31187	RICHMOND HOUSING CORPORATION	2/5/2025	GENERAL	PMCHQ00002381	\$ 75.00
26892	31925	SAMPSON, SHARLA	2/5/2025	GENERAL	PMCHQ00002381	\$ 12,204.23
26893	34062	WALKER, CINDY	2/5/2025	GENERAL	PMCHQ00002381	\$ 122.07
26894	35144	MARTELL, DANIELLE	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26895	35174	MARCELLUS, STEVEN	2/5/2025	GENERAL	PMCHQ00002381	\$ 172.86
26896	35187	LAVANDIER, ASHLEY	2/5/2025	GENERAL	PMCHQ00002381	\$ 277.89
26897	35785	MURY, SHANNON	2/5/2025	GENERAL	PMCHQ00002381	\$ 225.00
26898	35789	STEWART, JULISSA	2/5/2025	GENERAL	PMCHQ00002381	\$ 128.32
26899	36109	ACADIA BROADCASTING LTD	2/5/2025	GENERAL	PMCHQ00002381	\$ 75.00
26900	37151	CANOE PROCUREMENT GROUP OF CAN	2/5/2025	GENERAL	PMCHQ00002381	\$ 340.40
26901	39472	FOUGERE, LESTER	2/5/2025	GENERAL	PMCHQ00002381	\$ 298.16
26902	40061	DIGGDON, RODNEY	2/5/2025	GENERAL	PMCHQ00002381	\$ 375.00
26903	41742	DIGOUT, BILLY	2/5/2025	GENERAL	PMCHQ00002381	\$ 75.00
26904	41905	CAMPBELL, JOHN	2/5/2025	GENERAL	PMCHQ00002381	\$ 300.00
26905	42530	OFFICE INTERIORS	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
* 26906	44865	MUNICIPALITY OF THE DISTRICT O	2/5/2025	GENERAL	PMCHQ00002381	\$ 337.63
26907	45791	MACDOUGALL, JESSICA	2/5/2025	GENERAL	PMCHQ00002381	\$ 1,001.77
26908	48008	MCMAMARA, JOE	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
26909	48318	LANDRY, DOUG	2/5/2025	GENERAL	PMCHQ00002381	\$ 75.00
26910	48618	PUBLIC PROSECUTION SERVICE	2/5/2025	GENERAL	PMCHQ00002381	\$ 375.00
26911	48628	A & L CANADA LABORATORIES INC	2/5/2025	GENERAL	PMCHQ00002381	\$ 13,612.50
26912	49005	BOUDREAU, CHANTAL	2/5/2025	GENERAL	PMCHQ00002381	\$ 221.89
26913	31666	MUNICIPALITY OF THE DISTRICT	2/5/2025	GENERAL	PMCHQ00002381	\$ 150.00
26914	45587	RICHMOND MINOR BASKETBALL ASSO	2/10/2025	GENERAL	PMCHQ00002382	\$ 1,001.77
26915	00426	DIGGDON'S FREIGHT SERVICE	2/13/2025	GENERAL	PMCHQ00002383	\$ 2,000.00
26916	00701	LANDRY BROTHERS LTD.	2/13/2025	GENERAL	PMCHQ00002387	\$ 400.20
26917	01104	THE REPORTER	2/13/2025	GENERAL	PMCHQ00002387	\$ 261.03
26918	01295	STRAIT SUPPLIES LIMITED	2/13/2025	GENERAL	PMCHQ00002387	\$ 236.73
26918	01295	STRAIT SUPPLIES LIMITED	2/13/2025	GENERAL	PMCHQ00002387	\$ 214.88

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
26919	02240	JEANTIE'S MINI MART	2/13/2025	GENERAL	PMCHQ00002387	\$ 30.26
26920	03069	BRAS D'OR LAKES INN	2/13/2025	GENERAL	PMCHQ00002387	\$ 50.00
26921	03549	MBW COURIER INC.	2/13/2025	GENERAL	PMCHQ00002387	\$ 220.67
26922	06200	ISLE MADAME IFIT CENTRE	2/13/2025	GENERAL	PMCHQ00002387	\$ 320.00
26923	06904	BURKE, GARY	2/13/2025	GENERAL	PMCHQ00002387	\$ 13,749.04
26924	07170	MORRIS, SONIA	2/13/2025	GENERAL	PMCHQ00002387	\$ 294.00
26925	10529	DESJARDINS FINAN.SECURITY	2/13/2025	GENERAL	PMCHQ00002387	\$ 27,979.73
26926	11908	CANADA POST CORPORATION	2/13/2025	GENERAL	PMCHQ00002387	\$ 2,750.06
26927	15229	SUPERIOR PROPANE	2/13/2025	GENERAL	PMCHQ00002387	\$ 1,961.72
26928	17091	SULLIVAN FUELS	2/13/2025	GENERAL	PMCHQ00002387	\$ 3,063.18
26929	18673	BOUDREAU, RONALDA	2/13/2025	GENERAL	PMCHQ00002387	\$ 50.00
26930	19108	STRUM CONSULTING	2/13/2025	GENERAL	PMCHQ00002387	\$ 6,670.00
26931	19863	ONE OF A KIND DESIGN	2/13/2025	GENERAL	PMCHQ00002387	\$ 360.00
26932	24988	HIGHLAND BEVERAGES 2004 LTD.	2/13/2025	GENERAL	PMCHQ00002387	\$ 88.00
26933	25048	AGAT LABORATORIES LTD	2/13/2025	GENERAL	PMCHQ00002387	\$ 867.70
26934	28665	LAVANDIER, RENE	2/13/2025	GENERAL	PMCHQ00002387	\$ 6,017.21
26935	28805	LEBLANC, MARYANN	2/13/2025	GENERAL	PMCHQ00002387	\$ 390.00
26936	29057	RECEIVER GENERAL	2/13/2025	GENERAL	PMCHQ00002387	\$ 2,248.64
26937	29106	SAMPSON, BRENT	2/13/2025	GENERAL	PMCHQ00002387	\$ 297.74
26938	31050	NSGEU	2/13/2025	GENERAL	PMCHQ00002387	\$ 1,436.83
26939	31300	BRETON PRINT	2/13/2025	GENERAL	PMCHQ00002387	\$ 209.07
26940	33115	EXP SERVICES INC	2/13/2025	GENERAL	PMCHQ00002387	\$ 5,610.26
26941	35165	MAPLE SIGNS & ENGRAVING	2/13/2025	GENERAL	PMCHQ00002387	\$ 26.45
26942	36641	DOANE GRANT THORNTON LLP	2/13/2025	GENERAL	PMCHQ00002387	\$ 21,309.50
26943	37151	CANOE PROCUREMENT GROUP OF CAN	2/13/2025	GENERAL	PMCHQ00002387	\$ 678.66
26944	37399	ST-PETER'S AUTOMOTIVE LIMITED	2/13/2025	GENERAL	PMCHQ00002387	\$ 569.47
26945	39187	STRAIT REGIONAL CENTRE FOR EDU	2/13/2025	GENERAL	PMCHQ00002387	\$ 260,482.05
26946	40145	TOROMONT CAT (MARITIMES)	2/13/2025	GENERAL	PMCHQ00002387	\$ 584.05
26947	43652	SANTANA CONTRACTING LTD	2/13/2025	GENERAL	PMCHQ00002387	\$ 31,508.08
26948	44180	BURCHELL WICKWIRE BRYSON LLP	2/13/2025	GENERAL	PMCHQ00002387	\$ 1,381.15
26949	46825	RONA ARICHAT	2/13/2025	GENERAL	PMCHQ00002387	\$ 128.57
26950	48160	LANMAR DEVELOPMENTS LTD.	2/13/2025	GENERAL	PMCHQ00002387	\$ 1,854.37
26951	48624	CAMDON RECYCLING LIMITED	2/13/2025	GENERAL	PMCHQ00002387	\$ 3,782.31
26952	48625	LA GOELETTE A PEPE CAFE	2/13/2025	GENERAL	PMCHQ00002387	\$ 1,667.47

Total Cheques: 90

Total Amount of Cheques: \$ 461,391.54

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2/1/2025
Vendor ID	First	Last	Chequebook ID	ONLINE PAYMENTS
Vendor Name	First	Last		ONLINE PAYMENTS

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
1275	01023	NOVA SCOTIA POWER INC.	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 35,804.19
1276	01090	RECEIVER GEN. FOR CANADA	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 57,436.11
1277	10010	TELUS HEALTH	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 23,310.49
1278	20265	ROYAL BANK VISA	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 4,706.05
1279	36914	ROGERS COMMUNICATIONS CANADA I	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 1,737.41
1280	39100	DIRECTOR OF MAINTENANCE ENFORC	2/5/2025	ONLINE PAYMENTS	PMCHQ00002379	\$ 336.92
1281	00825	BELL ALIANT	2/12/2025	ONLINE PAYMENTS	PMCHQ00002385	\$ 135.99
1282	01023	NOVA SCOTIA POWER INC.	2/12/2025	ONLINE PAYMENTS	PMCHQ00002385	\$ 48,918.06
1283	34886	EASTLINK	2/12/2025	ONLINE PAYMENTS	PMCHQ00002385	\$ 458.47
1284	39100	DIRECTOR OF MAINTENANCE ENFORC	2/12/2025	ONLINE PAYMENTS	PMCHQ00002385	\$ 336.92
1285	42102	TELUS	2/12/2025	ONLINE PAYMENTS	PMCHQ00002385	\$ 330.74
Total Cheques: 11						Total Amount of Cheques: \$ 173,511.35

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	2/1/2025
Vendor ID	First	Last	Chequebook ID	WATER
Vendor Name	First	Last		WATER

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
3155	00701	LANDRY BROTHERS LTD.	2/5/2025	WATER	PMCHQ00002380	\$ 31.94
3156	09415	ACKLANDS-GRAINGER INC.	2/5/2025	WATER	PMCHQ00002380	\$ 64.52
3157	17701	PUROLATOR INC.	2/5/2025	WATER	PMCHQ00002380	\$ 140.44
3158	19809	BUREAU VERITAS CANADA (2019) I	2/5/2025	WATER	PMCHQ00002380	\$ 363.06
3159	46825	RONA ARICHAT	2/5/2025	WATER	PMCHQ00002380	\$ 957.89
3160	00701	LANDRY BROTHERS LTD.	2/12/2025	WATER	PMCHQ00002386	\$ 48.59
3161	01686	T. SAMPSON & SONS BACKHOE AND	2/12/2025	WATER	PMCHQ00002386	\$ 4,881.75
3162	15229	SUPERIOR PROPANE	2/12/2025	WATER	PMCHQ00002386	\$ 2,874.20
3163	19809	BUREAU VERITAS CANADA (2019) I	2/12/2025	WATER	PMCHQ00002386	\$ 363.06
3164	25048	AGAT LABORATORIES LTD	2/12/2025	WATER	PMCHQ00002386	\$ 1,756.05
3165	35289	GENO POLEGATO TRUCKING	2/12/2025	WATER	PMCHQ00002386	\$ 379.50
3166	36109	ACADIA BROADCASTING LTD	2/12/2025	WATER	PMCHQ00002386	\$ 62.10
3167	38171	AWP SAFETY	2/12/2025	WATER	PMCHQ00002386	\$ 1,200.60
3168	46825	RONA ARICHAT	2/12/2025	WATER	PMCHQ00002386	\$ 93.62
Total Cheques: 14						Total Amount of Cheques: \$ 13,217.32

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 2/1/2025 2/28/2025
 Vendor ID First Last Chequebook ID ONLINE UTILITY ONLINE UTILITY
 Vendor Name First Last

Sorted By: Cheque Date

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
334	01023	NOVA SCOTIA POWER INC.	2/5/2025	ONLINE UTILITY	PMCHQ00002378	\$ 7,425.90
335	20265	ROYAL BANK VISA	2/5/2025	ONLINE UTILITY	PMCHQ00002378	\$ 12.64
336	01023	NOVA SCOTIA POWER INC.	2/12/2025	ONLINE UTILITY	PMCHQ00002384	\$ 2,895.86
Total Cheques: 3						Total Amount of Cheques: \$ 10,334.40



ACTION LIST 2022-2025

Over 6 mos

Complete

In Progress

Pending

Ref. #	Action Item	Date	Responsible	Time Frame	Status
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
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
396	Canada Post rural mail service interruptions / that Council accept the recommendation from the Committee of the Whole to have staff invite a representative from Canada Post to a future meeting of Council for discussion on the rural mail service interruptions.	06-24-2024	CAO/Municipal Clerk	Immediate	In Progress
400	Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).	06-24-2024	CAO	Immediate	In Progress
405	Multi-Party First Nations and Municipal Agreement / Council unanimously agreed to defer the Multi-Party First Nations and Municipal Agreement to a future meeting and to invite Tyler Matheis, CEO of Cape Breton Partnership, to engage in further discussion.	06-24-2024	CAO	Immediate	In Progress
414	Grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50/ that Council accept the recommendation from the Committee of the Whole to approve the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50, to be allocated from the Regional Fund.	09-23-2024	Director of Finance	Immediate	Complete
415	Office of the Information and Privacy Commissioner for Nova Scotia to proclaim September 23-29th as Right to Know Week in the County of Richmond/ that Council accept the recommendation from the Committee of the Whole to proclaim September 23-29th 2024 as Right to Know Week in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete
416	October 1, 2024, as Seniors for Climate Day in the County of Richmond / that Council accept the recommendation from the Committee of the Whole to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete
417	Request from Amy Wagg for English-Gaelic Boundary Signage in the County of Richmond/ that Council accept the recommendation from the Committee of the Whole to have staff collaborate with the Minister of Gaelic Affairs and the Minister of Public Works to install the new signs as requested when the Provincial budget permits.	09-23-2024	CAO	Immediate	Complete

418	Request to write off taxes for property AAN 02913135, owned by Donald Frost, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 02913135 owned by Donald Frost, which was completely destroyed by fire, in the amount of \$205.87, which represents taxes on the dwelling only from December 16, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
419	Request to write off taxes for property AAN 04126068, owned by James White, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 04126068 owned by James White, which was completely destroyed by fire, in the amount of \$61.85, which represents taxes on the dwelling only from December 24, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
420	Request to write off taxes for property AAN 06373917, owned by Colton Gillis & Keisha Morrison, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 06373917 owned by Colton Gillis & Keisha Morrison, which was completely destroyed by fire, in the amount of \$463.04, which represents taxes on the dwelling only from October 31, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
421	Grant request from the Seniors Take Action Coalition for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,400 / that Council accept the recommendation from the Committee of the Whole to approve the Seniors Take Action Coalition grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 6,400.00, to be allocated as follows: \$480.00 from each District Fund and \$4000.00 from the Regional Funds, and FURTHERMOVE that staff explore options for in-kind contributions, such as photocopying and others as deemed appropriate and within MOCR policy.	09-23-2024	Director of Finance	Immediate	Complete
422	Mapping for ESC and VFD's/ that the FPSC recommend to Council to support the investigation of the procurement of mapping using a 3rd party aside from EDPC to produce current mapping for Emergency Management and the VFD's.	09-23-2024	CAO/ESC	Immediate	Complete
423	Provincial road re-opening/maintenance/ that the FPSC recommend to Council to draft a letter to the province to have old provincial roads re-opened and maintained as a secondary means of travel for emergencies/evacuations and with the increase in MVC's and rerouting of traffic.	09-23-2024	Warden	Immediate	Complete
424	Sub-division planning with EDPC/ that the FPSC recommend to Council to have staff investigate the planning of new areas have two lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning.	09-23-2024	CAO/ EDPC	Immediate	In Progress
425	Previous decisions to remove West Bay Road VFD from meetings/ that the FPSC recommend to council to reverse the decision to remove West Bay Road VFD from the Committee as they cover a portion of the County.	09-23-2024	ESC	Immediate	Complete
426	Strait Area Transit, Articles of Incorporation and By-Laws/ that Council approve the amendments to the Strait Area Transit Articles of Incorporation and By-Laws as presented.	09-23-2024	Municipal Council	Immediate	Complete
427	Receipt of Donations Policy/ that Council refer the Receipt of Donations Policy to the By-Law/Policy Committee for further investigation and discussion.	09-23-2024	Municipal Clerk	Immediate	Complete
428	Taxi Liscence/ that Council approve the request for Willy's Taxi to operate a taxi in the Municipality of the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete
429	Taxis By-law/ that Council refer the Taxis By-Law to the By-Law/Policy Committee for review.	09-23-2024	Municipal Clerk	Immediate	Complete

430	Communications related to the municipal election / that the Committee of the Whole recommend to Council to refer the Strategic Communications Plan to the By-law/Policy Committee for the purpose of incorporating communications related to the municipal election	11-25-2024	Municipal Clerk	Immediate	Complete
431	Good Neighbour Project proposal / that the Committee of the Whole recommend to Council to refer the Good Neighbour Project proposal to staff for further investigation	11-25-2024	CAO	Immediate	In Progress
432	Members of Council ABCC appointments / that the Committee of the Whole recommend to Council to approve the Committee Matrix with the changes as discussed.	11-25-2024	Municipal Clerk	Immediate	Complete
433	Low Income Tax Exemption Program Policy / that the Committee of the Whole recommend to Council to extend the deadline for applications to the Low Income Tax Exemption Program Policy to February 28, 2025, for this year only.	11-25-2024	Municipal Clerk	Immediate	Complete
434	Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000. / that the Committee of the Whole recommend to Council to approve the grant request from the Royal Canadian Legion Br. 150 for the Type 1 Infrastructure Grant Funds in the amount of \$5,000, pending the submission of their balance sheet; and FURTHER MOVE that the funds be allocated as follows: \$1,000 from District 1 Funds, \$1,000 from District 2 Funds, and \$3.000 from the Regional Funds.	11-25-2024	Department of Finance	Immediate	Complete
435	Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500. / that the Committee of the Whole recommend to Council to approve the grant request from the Acadiaville Community Centre Society for the Type 2 Start-up Activity Grant Funds in the amount of \$500 and be allocated from the District 2 Funds.	11-25-2024	Department of Finance	Immediate	Complete
436	Isle Royale ATV Club's request for a letter of support / that the Committee of the Whole recommend to Council to have the Warden prepare a non-monetary letter of support for the Isle Royale ATV Club regarding the Capelin Cove Wilderness Area as outlined in the request.	11-25-2024	Warden	Immediate	Complete
437	Dr. Kingston Memorial Community Health Centre's request for letters of support / that the Committee of the Whole recommend to Council to have the Warden prepare letters of support for the Dr. Kingston Memorial Community Health Centre for their application to the Community Foundation of Nova Scotia Visions Fund Grant and the Age-Friendly Communities Grant Program as outlined in the request.	11-25-2024	Warden	Immediate	Complete
438	Contact information / that the Committee of the Whole recommend to Council to have staff investigate the use of generic email addresses and landline phone numbers for members of Council.	11-25-2024	Technology Specialist	Immediate	Complete
439	New Code of Conduct / that the By-Law/Policy Committee recommend to Council to adopt the new Code of Conduct for Elected Officials as mandated by the Province by the following resolution (see Nov 25/2024 Regular Council minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
440	Second Reading Approval / that council give second reading approval to the amendment to the West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County Land Use ByLaws (5 motions, see Nov 25, 2024 Regular Council Minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
441	Registered Mail / that Council refer the matter of registered mail to Planning Advisory/Heritage Committee	11-25-2024	Municipal Clerk	Immediate	Complete

442	International Day of Persons with Disabilities Proclamation/ that Council approve the proclamation to proclaim December 3 as International Day of Persons with Disabilities in the Municipality of the County of Richmond.	11-25-2024	Municipal Clerk	Immediate	Complete
443	Appointment of Investigator for the new Code of Conduct/ that Council appoint Noal Landry of EMM Law as the interim investigator for the complaint and investifation process under the Code of Conduct for Elected Officals of the Muniaplity of the County of Richmond.	11-25-2024	CAO	Immediate	Complete
444	Citizen Appointments / that Council accept the recommendation from Committee of the Whole and appoint Dorothy Booher to the IDEA Committee for a 5-year term, Robbin Cotton and Robert Wambolt to the Planning Advisory/Heritage Committee, both for 5-year terms, Stacey Morrison to the RCMP Advisory Board for a 5-year term, Cindy Walker to the Destination Cape Breton Association Board for a 3-year term; and FURTHER MOVE that Council direct staff to advertise any remaining vacancies to ABCCs.	12-16-2024	Municipal Clerk	Immediate	Complete
445	Destination Cape Breton Association (DCBA) / that Council accept the recommendation from the Committee of the Whole and designate Destination Cape Breton Association as the administrator of the Marketing Levy for Richmond County.	12-16-2024	CAO	Immediate	Complete
446	DCBA / that Council accept the recommendation from the Committee of the Whole and direct the CAO to request the financial statements for the past four years from the Destination Cape Breton Association.	12-16-2024	CAO	Immediate	Complete
447	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.	12-16-2024	CAO	Immediate	In Progress
448	Approved Fire Equipment Reallocation/ that Council accept the recommendation from the Committee of the Whole and accept the Volunteer Fire Department Equipment Funding Memo from the Emergency Services Coordinator.	12-16-2024	Municipal Council	Immediate	Complete
449	Property AAN 04127455 which was damaged by fire/ that Council accept the recommendation from the Committee of the Whole and write off the taxes for property AAN 04127455 owned by Rodney Samson, which was completely destroyed by fire, in the amount of \$400.69, which represents taxes on the dwelling only from August 7, 2024, to March 31, 2025.	12-16-2024	Revenue Manager	Immediate	Complete
450	Invitation to joint the Rural Region 1 Solid Waste Committee/ that Council accept the recommendation from the Committee of the Whole and have the Director of Public Works and one member of Council, pending selection, attend the Rural Region 1 Solid Waste Committee meetings.	12-16-2024	Municipal Council	Immediate	Complete
451	Recruitment of Volunteer Firefighters / that Council accept the recommendation from the Fire Protection Services Committee and have municipal staff meet with the Volunteer Fire Departments to discuss advertising in the Richmond Reflection for the recruitment of volunteer firefighters in Richmond County.	12-16-2024	ESC	Immediate	Complete
452	Electric Vehicles / that Council refer this item to staff to investigate the feasibility of gradually integrating more EVs into our public fleet vehicles, looking at it from a perspective of both GHG reduction and saving taxpayers dollars.	12-16-2024	CAO	Immediate	Complete

453	Exploration of a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park / that Council authorize staff and Council team to work with the Province and Invest NS on how a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park could work.	12-16-2024	CAO	Immediate	In Progress
454	Village of St. Peter's guarantee request for the Community Hub Project/ that Council approve a loan guarantee in the amount of \$206,000 for the purpose of the Village of St. Peter's Community Hub Renovation Project.	12-16-2024	Director of Finance	Immediate	Complete
455	Alzheimer Awareness Month/ that Council approve the proclamation as presented.	12-16-2024	Municipal Clerk	Immediate	Complete
456	Destination Cape Breton Association financial documents/ that Council accept the recommendation of the Committee of the Whole and direct the CAO to speak to the CEO and/or the Board of Destination of Cape Breton Association to allow Richmond County Council to release the financials without the confidentiality component.	1-28-2025	CAO	Immediate	Complete
457	Proclamation request from Jennifer Enright of the Canadian Amyloidosis Support Network/ hat Council accept the recommendation of the Committee of the Whole and approve the proclamation to proclaim March 2025 as Amyloidosis Awareness Month in Richmond County.	1-28-2025	Municipal Clerk	Immediate	Complete
458	Isle Madame New Horizon Senior Citizens Club for the Infrastructure Grant Funds in the amount of \$5000.00/ hat Council accept the recommendation of the Committee of the Whole and approve the grant request from the Isle Madame New Horizon Senior Citizens Club for the Infrastructure Grant Funds in the amount of \$5000.00 and be allocated as follows: \$ 750.00 from District One Funds, \$750.00 from District Two Funds, and \$ 3,500.00 from the Infrastructure Grant Funds.	1-28-2025	Director of Finance	Immediate	Complete
459	Richmond Boxing Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000/ that Council accept the recommendation of the Committee of the Whole and approve the grant request from the Richmond Boxing Club for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000 and be allocated as follows: \$ 500.00 from District Four Funds, \$2,000.00 from District Five Funds, and \$7,500.00 from the Regional Funds.	1-28-2025	Director of Finance	Immediate	Complete
460	Travel and Expense Policy - Re-adoption / that Council accept the recommendation of the By-Law/Policy Committee and re-adopt the Travel and Expense Policy.	1-28-2025	Municipal Clerk	Immediate	Complete
461	Hospitality Expense Policy - Re-adoption / hat Council accept the recommendation of the By-Law/Policy Committee and re-adopt the Hospitality Expense Policy.	1-28-2025	Municipal Clerk	Immediate	Complete
462	Holy Guardian Angels Parish grant request for the Type 1- Infrastructure Grant Funds in the amount of \$5000 / that Council approve the Holy Guardian Angels Parish grant request in the amount of \$1,500.00 to be allocated from the District 5 Funds.	1-28-2025	Director of Finance	Immediate	Complete
463	Whiteside Church Preservation Society grant request for the Type 1- Infrastructure Grant Funds in the amount of \$5,000 / that Council defer the Whiteside Church Preservation Society grant request to the next Committee of the Whole meeting.	1-28-2025	Municipal Clerk	Immediate	Complete
463	Role of caregivers who participate on the Inclusive, Diverse, Equitable, Accessible Advisory Committee/ that Council accept the recommendation of the Inclusive, Diverse, Equitable, Accessible Advisory Committee and have the Warden prepare a letter addressed to the Nova Scotia Directorate, requesting clarification on the role of caregivers who are members of an accessibility advisory committee, AND FURTHER MOVE that a copy of the letter be sent to Inclusion Nova Scotia.	1-28-2025	Warden	Immediate	Complete

464	Crime Stopper decals at appropriate locations in Richmond County/ that Council accept the recommendation of the RCMP Advisory Board and approve the request from Sgt. Mike Lidstone to display Crime Stopper decals throughout Richmond County and FURTHER MOVE to refer to staff for installation and determining the appropriate locations.	1-28-2025	CAO	Immediate	In Progress
465	Sgt. Brad Kelly's initiative to organize a Town Hall meeting with residents and local law enforcement/ that Council accept the recommendation of the RCMP Advisory Board and support Sgt. Brad Kelly's initiative to organize a Town Hall meeting with residents and local law enforcement.	1-28-2025	CAO	Immediate	Complete
466	River Tillard to St. Peter's 3km Trail/ that Council reaffirm Council's support for the Province to issue the East Richmond ATV Riders a Letter of Authority to assume management of the trail and to encourage trail users to work together on accessible and reasonable solutions.	1-28-2025	Warden	Immediate	Complete
467	Multi-Use Facility Feasibility Study / that Council accept the recommendation of the Committee of the Whole and accept the Multi-Use Facility Feasibility Study as presented.	02-25-2025	Municipal Clerk	Immediate	Complete
468	Richmond Arena's under-ice surface refrigeration system/ that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.	02-25-2025	Director of Public Works/CAO	Immediate	In Progress
469	Planning variance notification procedure/ that Council accept the recommendation of the Committee of the Whole and direct Eastern District Planning Commission staff to prepare the amending pages for the Land Use By-Laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County, decreasing the variance appeal period from 21 days to 14 days.	02-25-2025	Municipal Clerk	Immediate	In Progress
470	Atlantic Hydrogen Alliance membership/ that Council accept the recommendation of the Committee of the Whole and authorize staff to make an application for the Municipality of the County of Richmond to become a Catalyst Member of the Atlantic Hydrogen Alliance.	02-25-2025	Municipal Clerk	Immediate	Complete
471	Property assessment caps and homes destroyed by fire or other disaster/ that Council accept the recommendation of the Committee of the Whole and have the Warden draft a letter to the provincial Department of Municipal Affairs asking for this change and as well include our local NSFM representatives Amanda Mombourquette and John Dunbar to be made aware and advocate on our behalf.	02-25-2025	Warden	Immediate	Complete
472	Acadiaville Community Centre Society for the Type 3 - C3 Sponsorships Grant Funds in the amount of \$500/ that Council approve the Acadiaville Community Centre Society grant application for the Type 3 – C3 Sponsorships Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds	02-25-2025	Director of Finance	Immediate	Complete
473	Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050./ that Council accept the recommendation of the Committee of the Whole and approve the Coastal Riders ATV Club for the Type 4-Regional/Health/General Grant Funds in the amount of \$3,050.00 and be allocated as follows: \$500.00 from the District 5 Funds, \$500.00 from the District 4 Funds and \$2,050.00 from the Regional Fund.	02-25-2025	Director of Finance	Immediate	Complete
474	Whiteside Church Preservation Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$5,000./ that Council accept the recommendation of the Committee of the Whole and approve the Whiteside Church Preservation Society grant request for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,000 and be allocated from the District 3 Funds.	02-25-2025	Director of Finance	Immediate	Complete

475	2019 Code of Conduct Policy/ that Council accept the recommendation of the By-Law/Policy Committee and repeal the 2019 Code of Conduct Policy.	02-25-2025	Municipal Clerk	Immediate	Complete
476	Recommendations from In Camera, Re: Committee Appointments/ that Council appoint Donna Dittrick to the IDEA Committee and Clifford Boudreau to the Recreation Advisory Committee.	02-25-2025	Director of Community Development and Recreation	Immediate	Complete
477	Private Road Curbside Collection Requests Policy/ hat Council refer the Private Road Curbside Collection Request Policy to the By-Law/Policy Committee for review.	02-25-2025	Municipal Clerk	Immediate	Complete
478	Letter from the Honourable John Lohr, Minister of Municipal Affairs, Re: New Fiscal Challenges/ that Council have the Warden draft a letter to Minister Lohr in response to his request, thanking him for the letter and noting that Council will provide a response within the next few weeks.	02-25-2025	Warden	Immediate	Complete
479	Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000./ hat Council accept the recommendation of the Committee of the Whole and approve the Isle Madame Boat Club for the Type 4 - Regional/Health/General Grant Funds in the amount of \$20,000, contingent on CCBF eligibility, allocated as follows: \$10,000 from the Waterfront Development Fund for the 2024/2025 fiscal year and the remaining \$10,000 to be allocated from the Waterfront Development Fund for the 2025/2026 fiscal year.	02-25-2025	Director of Finance	Immediate	Complete