



## Regular Council Meeting

Monday, March 25<sup>th</sup>, 2024

7:00 p.m.

Council Chambers

### AGENDA

1. **Call to Order**
2. **O'Canada**
3. **Roll Call of Councillors**
4. **Items Added to the Agenda** (Approval of Agenda)
5. **Review of Minutes, Re:**
  - a) Public Hearing Meeting Minutes, February 26<sup>th</sup>, 2024
  - b) Regular Council Meeting Minutes, February 26<sup>th</sup>, 2024
6. **Question Period:**
  - Restricted to items on the Committee Reports
  - Phone in: (902) 226-9885 (see Question Period Details Below)
7. **Committee Reports:**
  - **Committee of the Whole**
    - Richmond County Literacy Network funding request for the Type 4- Regional/Health/General Grant in the amount of \$1000
    - Isle Madame Garden Club funding request for the Type 1- Infrastructure Grant in the amount of \$4500
    - Isle Madame New Horizons Seniors Club funding request for the Type 1- Infrastructure Grant in the amount of \$5000
    - Request for Tax Reduction due to Fire from Micheline Landry
    - Eastern District Planning Commission Revised Appointments
    - Purple Day Proclamation
    - Operations Veterans Build
8. **Second Reading, Re:**
  - a) Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.
9. **New Business**
  - a) Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144



## 10. Warden, Re:

- a) Housing Coalition Update
- b) Housing Update

## 11. Correspondence

### a) Action Required

- i. Chris Boudreau, Director of Public Works, Re: Richmond Arena Refrigerant Purchase
- ii. Natalie Stevens, Chapter Coordinator Autism Nova Scotia Strait Chapter, Re: Autism Acceptance Month Flag Raising Request

### b) For Information Purposes

- i. Honourable Kim D. Masland, Minister, Department of Public Works, Re: Port Royal Bridge

## 12. Review of Action Items

- a) Action Items List

## 13. Items Added to the Agenda

## 14. Question Period

- Restricted to the remainder of the agenda following the Committee Reports
- PHONE IN: (902) 226-9885 (see Question Period Details Below)

## 15. Adjournment

### **Question Period Details PHONE IN: (902) 226-9885**

Any member of the public may ask a question on any item listed on the agenda without giving notice. A maximum of ten (10) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

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

- No person speaking during Question Period shall:
- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

### **Livestreaming**

All Committee of the Whole and Regular Council Meetings will be live streamed on the Telile Community Television You Tube Channel. **The link for the meetings can be found at: [Telile Community TV - YouTube](#)**



## Richmond County Municipal Council

### Public Hearing

February 26<sup>th</sup>, 2024, 6:00 p.m.

- Location:** Council Chambers
- Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Melanie Sampson, Councillor Brent Sampson
- Staff Present:** Troy MacCulloch, CAO, Shelley David, Municipal Clerk
- Also Present:** John Bain, Director / Development Officer, Eastern District Planning Commission (EDPC),
- Regrets:** Councillor Michael Diggdon

**Call to Order:**

Warden Amanda Mombourquette called the meeting to order at 6:04 p.m.

**Public Hearing re:**

**Municipality of the County of Richmond Municipal Land Use Strategy and Land Use By-Law**

The Municipality of the County of Richmond Municipal Land Use Strategy develops a long-term vision and plan for how land is going to be used in the municipality and includes policies or statements that reflect Council's intention for land use. Municipal planning strategies are implemented through a land use by-law, which establishes specific standards and rules for development. Together, this Municipal Planning Strategy and the associated Land Use By-law, along with the rules for subdivision, are the primary documents governing land use in the Municipality of the County of Richmond.



**Presentation**

Presentation from John Bain, Eastern District Planning Commission.

**Receipt of Oral or Written Submissions**

There were no oral or written submissions.

**Adjournment**

There being no further business, the meeting was adjourned at 6:36 p.m.

---

**Municipal Clerk**

---

**Chairperson**



## Regular Council Meeting

Monday, February 26<sup>th</sup>, 2024, 5:30 p.m.

**Location:** Richmond Room / Council Chambers

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

**Staff:** Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk

**Regrets:** Councillor Michael Diggdon

### **Call to Order**

Warden Amanda Mombourquette called the meeting order at 5:39 p.m.

### **“In Camera” Session, Richmond Room: Contract Negotiations, Personnel**

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the meeting move to an “in camera” session at 5:39 p.m.  
Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the meeting revert to “Regular” session at 5:57 p.m. and FURTHER MOVE that Council break for recess after the recommendation from “in-camera” session.  
Motion carried.

### **Recommendation**

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.  
Motion carried.

### **Recess for Public Hearing, Council Chambers**

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

### **Reconvene Regular Session, Council Chambers**

The Warden reconvened regular session at 7:00 p.m. and asked everyone to stand, if able, for the singing of O’Canada.



## **Roll Call of Councillors**

The CAO took roll call of Councillors.

## **Items Added to the Agenda (Approval of Agenda)**

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

Motion carried.

## **Review of Minutes, Re:**

a) Richmond Water Utility Water Rate Study Meeting Minutes, January 31<sup>st</sup>, 2024

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the minutes of January 31, 2024, Richmond Water Utility Water Rate Study meeting minutes be approved.

Motion carried.

b) Regular Council Meeting Minutes, January 31<sup>st</sup>, 2024

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the minutes of January 31<sup>st</sup>, 2024, Regular Council Meeting be approved.

Motion carried.

## **Question Period:**

There were no questions.

## **Committee Reports:**

### **Committee of the Whole**

**The Committee discussed the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID# 75221366, 75035865.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.

Motion carried.



**The Committee discussed the Richmond Water Utility Water Rate Study.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.

Motion carried.

**The Committee discussed the Voluntary Vulnerable Persons Registry.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.

Motion carried.

**The Committee discussed the request from Sgt. Brad Kelly for access to data from the speed radar signs in Richmond County.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.

Motion carried.

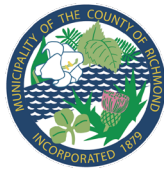
**The Committee discussed the Planning Advisory/Heritage Committee.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.

Motion carried.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the Committee of the Whole report for the month of February 2024 be adopted.

Motion carried.



## **Planning Advisory Committee**

**The Committee discussed the proposed amendments to the Central Richmond Municipal Planning Strategy and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.**

Moved by Councillor Brent Sampon, seconded by Councillor Melanie Sampson that the Planning Advisory/Heritage Committee recommend to Council to approve the proposed amendments to the Central Richmond Municipal Planning Strategy and Land Use By-Law to allow former institutional buildings to be converted into dwelling units, where the number of units are not otherwise permitted by the zone in effect, subject to provisions of the Land Use By-Law (as outlined in Appendices A & B).

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Brent Sampon that the Planning Advisory/Heritage Committee Report for the month of February 2024 be adopted.

Motion carried.

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

**The Committee discussed the Grants Policy as amended.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Grants Policy as amended.

Motion carried.

**The Committee discussed the Sale of Municipal Property as amended.**

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Sale of Municipal Property Policy with the clarification of the term “non-usable” in section 4.2 (d) as discussed.

Motion carried.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the By-Law/Policy report for the month of February 2024 be adopted.

Motion Carried.



**Motion to Adopt:**

**a) Grants Policy, As Amended**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the Grants Policy be adopted as amended.  
Motion carried.

**b) Sale of Municipal Property Policy, As Amended**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the Sale of Municipal Property Policy be adopted as amended.  
Motion carried.

**First Reading, Re:**

**Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.**

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.  
Motion carried.

**Second Reading, Re:**

**Municipality of the County of Richmond Planning Strategy and Land Use By-Law**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council give second reading approval to the Municipality of the County of Richmond Planning Strategy and Land Use By-Law.  
Motion carried with three (3) in favor and one (1) opposed.

**New Business**

**Amyloidosis Awareness Month Proclamation**

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.  
Motion carried.



## **Amyloidosis Awareness Month**

**Whereas**, March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with amyloidosis and their loved ones; and

**Whereas**, Amyloidosis is a group of diseases that occurs when an abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

**Whereas**, Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

**Whereas**, Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

**Whereas**, Some of the signs and symptoms of amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

**Whereas**, Early diagnosis can lead to better outcomes for both patients and their families; and

**Whereas**, Raising awareness about all the amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

**Therefore**, be it resolved that I, Warden Amanda Mombourquette on behalf of Richmond County Municipal Council, do hereby proclaim March 2024 as "Amyloidosis Awareness Month" in the Municipality of the County of Richmond.

Dated at Arichat, Nova Scotia this 26th day of February 2024

## **Correspondence**

### **a) Action Required:**

- i. Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan.

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.

Motion carried.



**b) For Information Purposes**

- i. Nova Scotia Planning Conference, March 7th & 8th, 2024
- ii. Municipality of the County of Richmond, Re: Letter of Support for Friends United Foundation
- iii. Municipality of the County of Richmond, Re: Letter of Support for Friends of St John's Centre for the Arts Facility Upgrades
- iv. Municipality of the County of Richmond, Re: Letter of Support for the St. Peter's Village Community Hub Accessibility Funding Application
- v. Municipality of the County of Richmond, Re: Letter of Support for Friends of St John's Center for the Arts Facility regarding the planned application to "The Next Great Save" through the National Trust for the St John's Centre for the Arts.

**Review of Action Items**

For information only.

**Items Added to the Agenda**

There were no items added to the agenda.

**Question Period**

Matt Whitman approached Council.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.

Motion carried.

**Adjournment**

There being no further business, the Chair adjourned the meeting at 7:33 p.m.

---

Municipal Clerk

---

Chairperson



## **Committee of the Whole Report March 2024**

The Committee met on March 11<sup>th</sup>, 2024.

### **The Committee discussed the Richmond County Literacy Network funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.**

I move that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00.

### **The Committee discussed the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$4,500.**

I move that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.

### **The Committee discussed The Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$5,000.00.**

I move that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500, and FURTHER MOVE, that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.

### **The Committee discussed the Request for Tax Reduction due to Fire from Micheline Landry.**

I move that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.



## **The Committee discussed the Revised Appointments of Eastern District Planning Commission Staff**

I move that Council accept the recommendation from the Committee of the Whole to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024:

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

## **The Committee discussed the Purple Day Proclamation Request**

I move that Council accept the recommendation from the Committee of the Whole to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.

Motion carried.

Purple Day Proclamation 2024

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

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

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

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

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



**Therefore**, be it resolved that I, Warden Amanda Mombourquette on behalf of Richmond County Municipal Council, do hereby proclaim March 26, 2024, Purple Day in the Municipality of the County of Richmond

**The Committee discussed the Operations Veterans Build**

I move that Council accept the recommendation from the Committee of the Whole to refer the Operation Veterans Build to staff to explore the opportunity to support the program.

**This concludes the Committee of the Whole Report for the month of March 2024, and I move its adoption.**

DRAFT

To: **Richmond County Planning Advisory Committee  
Richmond County Council**

From: **Planning Staff (EDPC)**

Date: **February 20, 2024**

Reference: **Amendments to the Central Richmond Secondary Plan and Land Use By-law to allow former institutional buildings to be converted into dwelling units.**

---

### **Recommendation**

That Council **approve** the proposed amendments to the Central Richmond Municipal Planning Strategy and Land Use By-law to allow former institutional buildings to be converted into dwelling units, where the number of units are not otherwise permitted by the zone in effect, subject to provisions of the Land Use By-law (as outlined in Appendices A & B).

### **Background Information**

The Municipality of the County of Richmond owns two lots, which are the site of the former West Richmond Education Centre at 19 School Road, Evanston. Mindful of the lack of availability and range of housing options in the area, Council wishes to inquire into housing opportunities on the site. On 21 December 2021, Council passed the following motion:

THAT information regarding the former West Richmond Education Centre be forwarded to the Planning Advisory Committee and EDPC for further investigation and feedback specific to housing opportunities. Motion carried.

Various options were discussed with the Planning Advisory Committee, including the following:

- Inclusionary zoning policy (staff report dated April 25, 2023)
- A new Institutional Zone (staff report dated May 30, 2023)
- A spot zone for the West Richmond Education Centre (staff report dated June 15, 2023)

The Planning Advisory Committee met on January 16<sup>th</sup>, 2024, to revisit this item. At that meeting, an adaptive reuse policy was brought forward by staff; the policy could allow as of right conversion of former institutional buildings into residential uses where the number of dwelling units are not otherwise permitted by the zone in the effect. The Committee directed staff to return to a future meeting with a draft policy and staff report.

### **Analysis**

Institutional uses include uses such as schools, government offices, libraries and museums, hospitals, police and fire stations, and other similar uses. There are a couple of institutional uses currently located within the Central Richmond plan area, including the Strait Richmond Hospital, St. Frances de Sales, the Riverdale Community Center, and the West Richmond Education Centre.

The Central Richmond plan currently takes a highly flexible approach to the siting of institutional uses, stating that:

*“At the present time there is little demand for additional commercial/institutional uses in this area and given the limitation of available land, it is deemed that no specific separation of these uses is required in the Village General Designation at this time.”*

In keeping with this perspective, any institutional use is permitted in any zone within the Central Richmond plan area. Over time, existing institutional uses may cease to operate due to declining population or other factors, as demonstrated by the West Richmond Education Centre. Given the ongoing province-wide housing crisis and limited range of housing options in the area, allowing some flexibility to convert former institutional buildings for residential use would be beneficial.

Given the history of these properties, compatibility of a residential conversion is not a significant concern. Currently, the Village Residential (VR-1) and Village General (VG-2) Zones only permit four or more dwelling units by development agreement. However, the development agreement criteria of the MPS (Appendix C) are generally not applicable for these types of conversions. These buildings typically have a history of higher intensity use and periods of heavier traffic, are already serviced, and the structures themselves and ample parking area are already in place.

For the above reasons, it is reasonable to allow such conversions to be permitted as of right. However, provisions should be included in the Land Use By-law to ensure the conversion does not negatively affect the surrounding neighbourhood. Proposed Land Use By-law provisions are outlined in Appendix B.

#### **Alignment with Statements of Provincial Interest**

In accordance with the *Municipal Government Act*, amendments to the Planning Strategy must be reasonably consistent with the statements of provincial interest. These statements relate to housing, infrastructure, drinking water, flood plain risk, and agricultural lands. The proposed amendments are consistent with the provincial interests. In fact, these amendments are supportive of the housing and infrastructure statements; they support the ongoing use of buildings already serviced by municipal water and sewer and will allow higher density residential uses as of right.

#### **Conclusion:**

Given the ongoing housing crisis and lack of available housing options in the area, it is beneficial for Council to consider amendments that allow higher density housing in appropriate areas in the Central Richmond plan area as of right. Allowing the conversion of former institutional buildings into residential units as of right would remove unnecessary barriers to the adaptive reuse of these buildings.

Staff recommend that Council adopt the proposed amendments outlined in Appendices A & B to allow the conversion of former institutional buildings into dwelling units, where the number of units are not otherwise permitted by the zone in effect, subject to provisions of the Land Use By-law.

**A By-law to Amend the *Municipal Planning Strategy*  
for the Central Richmond Plan Area of the Municipality of the County  
of Richmond**

The *Municipal Planning Strategy for the Central Richmond Plan Area of the Municipality of the County of Richmond* is hereby amended by inserting the following text in bold immediately after Policy 3.16:

**I. Conversion of Former Institutional Buildings**

**There are a few existing and former institutional uses located within the plan area including the Strait Richmond Hospital, the West Richmond Education Centre, and the St. Francis De Sales church. Over time, these types of facilities may cease to operate due to declining population or other factors.**

**Given the ongoing housing crisis in the province and limited range of housing options in the area, it is desirable to allow additional flexibility for the adaptive reuse of these types of buildings once the use ceases operating, for residential purposes. These buildings are often suitable for conversion into higher density residential uses, due to the typical scale of the buildings and their history of higher intensity use and traffic. Therefore, the conversion will not be limited by the number of dwelling units permitted by the zone in effect.**

**Policy 3.17 It shall be the policy of Council to permit former institutional buildings to be converted into dwelling units where the number of dwelling units are not otherwise permitted by the zone in effect.**

**Policy 3.18 It shall be the policy of Council to include provisions in the Land Use By-law to ensure conversions pursuant to Policy 3.17 do not negatively impact the surrounding neighbourhood.**

This is to certify that the By-law, of which this is a true copy, was passed at a duly called meeting of the Council for the Municipality of the County of Richmond on \_\_\_\_\_, 2024.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Troy MacCulloch  
CAO

**A By-law to Amend the *Land Use By-law*  
for the Central Richmond Plan Area of the Municipality of the County  
of Richmond**

The *Land Use By-law for the Central Richmond Plan Area of the Municipality of the County of Richmond* is hereby amended by inserting the following text in bold immediately after ss. 39 Temporary Uses:

**CONVERSION OF FORMER INSTITUTIONAL BUILDINGS**

- 40. The conversion of former Institutional buildings into dwelling units is permitted, where the number of dwelling units is otherwise not permitted by the zone in effect, subject to the following:**
- a) The conversion shall be undertaken without any additions to the building except for modifications required to meet fire safety or building code requirements.**
  - b) Any solid waste receptacles, utility structures, or new parking area containing space for parking of four or more vehicles, shall be screened by landscaping or opaque fencing, or located in a manner in which they are visually buffered from any adjacent residential dwellings.**
  - c) Any new parking area must be setback a minimum of 6.1m (20 feet) from a property boundary which abuts the Village Residential (VR-1), Village General (VG-2) zone, or an existing residential use.**
  - d) Existing landscaped area and vegetation shall be retained except where such removal is necessary to accommodate the development or ancillary components such as driveways or parking area.**

This is to certify that the By-law, of which this is a true copy, was passed at a duly called meeting of the Council for the Municipality of the County of Richmond on \_\_\_\_\_, 2024.

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this \_\_\_\_ day of \_\_\_\_\_, 2024.

---

Troy MacCulloch  
CAO

## Appendix C

### F. Development Agreements

The following condition shall apply as deemed necessary when entering into a Development Agreement, in accordance with the Municipal Government Act:

**Policy A-5** As a condition for approval of a Development Permit request for a use other than a permitted use authorized elsewhere in this Strategy, it shall be the intention of Council to require the applicant to enter into a Development Agreement, specifically setting out conditions under which the development may proceed.

A Development Agreement shall not require an amendment to the Land Use By-law but shall be binding upon the property until the agreement or part thereof, is discharged by Council. In considering Development Agreements, in addition to all other criteria as set out in various policies of this Strategy, Council shall have regard to the following matters:

That the proposed agreement is in conformance with the intent of this Municipal Planning Strategy and the requirements of all other Municipal By-laws and regulations.

Further that the proposal, which is subject to the Development Agreement, is not premature or inappropriate by reason of:

- i) the financial capability of the Municipality to absorb any costs related to the development;
- ii) the adequacy of the physical site conditions for private on-site sewer and water systems;
- iii) the adequacy of the street or road networks, adjacent to and leading to the development;
- iv) the adequacy of municipal fire protection, service and equipment;
- v) the inability to satisfy conditions as required by the Department of Environment, where considered appropriate;
- vi) the adequacy of the physical site conditions to protect areas where species are deemed to be at risk, in accordance with guidelines established by the Nova Scotia Department of Natural Resources

Further that controls are placed on the proposed development to reduce conflict with any adjacent or nearby land uses by reason of:

- i) the type of use;
- ii) the height, bulk and lot coverage of any proposed building or structure;
- iii) traffic generation;
- iv) access to and egress from the site and the distance of these from street intersections; parking;
- v) landscaping;
- vi) open storage;
- vii) signs;
- viii) hours of operations;
- ix) maintenance of any building(s) and property; and
- x) any other relevant matters of planning concern;

## Appendix C

- xi) the suitability of the proposed site with respect to steepness of grades, soil and for geological conditions, and to the relative location of watercourses, marshes, swamps, or bogs;
- xii) the terms of the agreement provided, as appropriate for the discharge of the agreement or parts thereof upon the successful fulfillment of its terms.

# Municipality of the County of Richmond

---

Municipality of the County of Richmond  
P.O. Box 120  
Arichat, N.S.  
B0E 1A0

Phone: 902-226-3975  
FAX: 902-226-0295  
email: csamson@richmondcounty.ca

## *Memorandum*

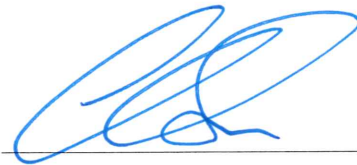
*To: Mr. Troy MacCulloch*  
*From: Mr. Clint Samson*  
*Date: Tuesday, February 20, 2024*  
*Subject: Lot #8, Pepperell Street, St. Peter's  
PID 75112144*

Mr. MacCulloch,

Please find attached a request from Robert Wambolt of R & L Rentals to purchase Municipal property at Lot #8 Pepperell Street in St. Peter's. The purpose of purchase is outlined in his request, see attached e-mail. For your consideration, I have also attached a copy of the Property Online Map that identifies Lot #8.

Mr. Brian Barkhouse has provided us with a fair market value appraisal, see attached.

If this property is declared as surplus by Council, then the potential sale of this property would be permitted based on section 4(a) of our Sale of Municipal Property policy, as this would be the sale of an undersized lot to an adjacent property owner. If Council declares this property as surplus, I recommend we sell Lot # 8 at the appraised fair market value plus HST and migration costs to R & L Rentals.



---

Clint Samson  
Revenue Manager



February 16, 2022

Mr. Clint Samson  
Revenue Manager  
PO Box 206  
Arichat, NS B0E 1A0

Dear Mr. Samson:

**RE: PID# 75112144, Pepperell Street, St. Peter's**

I own the property, PID #75203034, known as 9345 Pepperell Street, St. Peter's. The property in question contains St. Peter's Self Storage. Following our telephone conversation regarding the property, I did a review of the Municipality's Sale of Municipal Property Policy.

Section 3 of the Policy states that "in deliberating on the sale of municipal property, Municipal Council must consider staff reports and recommendations, which are to include as a minimum:

- (a) information on the location and size of the property, including a valid description.
- (b) information regarding whether there is a financial need for the funds that the sale of the property will generate.
- (c) information on whether there are job creation considerations (to include documentation from the developer outlining the employment and economic development benefits to be derived)."

I've highlighted key considerations in red. In bullets (b) and (c), there is no stated requirement of financial need or job creation; rather that information should be included if it exists.

Section 4 of the Policy states that "Municipal Council will not sell a property unless it is determined that the property is no longer required for the use of the Municipality or the public or the inhabitants of the Municipality of the County of Richmond, and also determines that there is a need for the financial benefits to be gained, or that there are job creation / economic development benefits to be gained."

Again I've highlighted key considerations in red. It's clear that the property would need to be deemed of no use to the stated parties. More importantly, it goes on to say that it would need to be determined that the municipality is in need of the funds it would generate OR that there would be jobs created; so job creation does not appear to be a requirement. The word "or" indicates one or the other would be necessary, not both.

That being said, I do believe that there is a very positive economic development impact of expanding my storage business, albeit an indirect one. At present I have twenty-two storage units plus two shipping containers. With these units, I am providing a much-needed service to:

(1) community groups which directly support our tourism economy. I provide, free of charge, use of the 40-foot container to the local cadets. I also have storage units that I give to two local community groups (Pirate Days Festival and VOCA). I have allowed them free use for a number of years,

(2) businesses of various types to ensure they have the storage capacity they need to operate effectively, and

(3) newcomers to our community who need temporary storage, which supports our population growth.

Overall, our community has seen a strong demand for storage over the past years and now due to out of province buyers coming in to the local communities. I require additional space to build more units. I just finished construction of three units and now find ourselves with no room to expand.

In terms of "use to the municipality" mentioned above, the lot of land in question is a land locked site that requires extensive work clearing trees and significant amount of filling, etc. It has not appeared to serve a purpose to the County, public, or inhabitants in many years.

As a result of my review of the policy and the supporting information stated above, I'm requesting that a staff report be provided to Council for a decision. I thank you in advance for your consideration.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Robert Wambolt', with a large, stylized flourish at the end.

Robert Wambolt  
St. Peter's Self Storage





Search Provincial Map Bulletin+Board 1 Help

**Property Details**

PID **75112144** Parcel Type STANDARD PARCEL Status ACTIVE  
 Area 4500.0 SQUARE FEET Parcel Access Manag. Unit MU1504  
 Lot Created Jan 22, 1986 12:00:00AM  
 PDCA Status No Description Municipal Unit MUNICIPALITY OF THE COUNTY OF RICHMOND Manner of Tenure NOT APPLICABLE

Location County Primary Location Source  
 PEPPERELL STREET RICHMOND COUNTY Yes Not Assigned by Municipality  
 ST. PETER'S

Comments  
 can be viewed on plan 82852691 - see related docs per plan.

Assessment Account Value Tax District Tax Ward Tax Sub  
**09253424** \$8,200 (2022 RESOURCE EXEMPT) 040 000

[View All Related PIDs History](#) [Back to Results](#) [Map View](#)

Owner Name Interest Holder Type Qualifier Province Country  
 MUNICIPALITY OF THE COUNTY OF RICHMOND FEE SIMPLE

Inst Type Inst No Year Type Book/Page Registration System Registration Date  
*No Documents Found*

Inst Type Inst No Year Type Plan Name Drawer Number Registration Date  
*No Plans Found*

Inst Type Inst No Year Type Plan Name Filing Reference Instrument Date  
*No Non-Registered Instruments Found*

**Parcel Relationships**

Related PID Type of Relationship  
*No Related PIDs Found*

[View All Related PIDs History](#) [Back to Results](#) [Map View](#)

Non-Land Registration parcels ARE NOT REGISTERED PURSUANT TO THE *Land Registration Act*. As such, ownership and all information in this report is believed to be an accurate reflection of registered documents affecting the parcel of land to which it relates, however, it is not intended to be relied upon by the reader as advice on the current state of any title to land. A search of the records at the appropriate Registry of Deeds office may be required to determine the current owner(s) of the parcel of land under consideration. THESE ARE NOT OFFICIAL RECORDS.

Land Registration parcels ARE REGISTERED PURSUANT TO THE *Land Registration Act*. The registered owner of the registered interest owns the interest defined in this register in respect of the parcel described in the register, subject to any discrepancy in the location, boundaries or extent of the parcel and subject to the overriding interests [*Land Registration Act* subsection 20(1)].

No representations whatsoever are made as to the validity or effect of recorded documents listed in this parcel register. The description of the parcel is not conclusive as to the location, boundaries or extent of the parcel [*Land Registration Act* subsection 21(1)].

[Boundary/Area Problem](#) [Owner Problem](#) [General Problem](#) [Municipal Tax Query](#)

**Property Online version 2.0**

This page and all contents are copyright © 1999-2003, Government of Nova Scotia, all rights reserved.  
 If you have comments regarding our site please direct them to: [propertyonline@gov.ns.ca](mailto:propertyonline@gov.ns.ca)  
 Please feel free to [Submit Problems](#) you find with the Property Online web site.  
 Compression: Off



**APPRAISAL OF**



Vacant Land

**LOCATED AT:**

Lot 8 Pepperell Street  
St Peters, NS B0E 3B0

**FOR:**

Municipality of the County of Richmond  
PO Box 120  
Arichat, NS B0E 1A0

**BORROWER:**

N/A

**AS OF:**

January 15, 2024

**BY:**

Brian Barkhouse  
Canadian Residential Appraiser (CRA), Professional Appraiser (P.App)

Barkhouse Appraisals  
521 North Side River Bourgeois Road  
River Bourgeois, NS  
B0E 2X0

Letter of Transmittal - Vacant Land

Municipality of the County of Richmond

PO Box 120  
Arichat, NS B0E 1A0

Address of Property: Lot 8 Pepperell Street  
St Peters, NS B0E 3B0

Market Value: \$ 7,000. As Is

In accordance with your request and authorization, an investigation, analysis and appraisal report on the above described property has been completed for the purpose of estimating the Current Market Value of the subject property. The purpose of the report is to develop an estimate of current market value of the subject property, as improved in unencumbered fee simple ownership for the intended use for marketing purposes. All other uses are denied. The estimate of value is as of the effective date and is subject to the authorized intended use, assumptions and limiting conditions included in the report to which the reader's attention is specifically directed. The report is enclosed and must be read in its entirety.

This appraisal is considered to be a confidential document between the Appraiser and the Authorized User/Client (Municipality of the County of Richmond) for the purpose stated only, and no other party may rely on the appraisal without the written consent of the Appraiser. No person or party other than the Authorized User/Client can rely on this report without first obtaining written authorization from the author of this report.

After careful consideration of all the factors that affect value, the current market value was estimated to be, as referenced above. This following report presents the basis of all opinions expressed herein and has been prepared in a form as provided by the Appraisal Institute of Canada.

This report comprises of a Covering Letter, Form Appraisal Report, Contingent and Limiting Conditions, Certification, and Addenda, and we will represent only a complete report copy.

The final estimate of value stated in the report is subject to hypothetical assumptions and conditions. Please refer to the narrative addendum of the report for more information.

The information contained herein should be sufficient for your purposes. Should you require further information or clarification as to any portion of this report, please feel free to contact the undersigned.

I certify that I have no interest, present or contemplated in the property appraised and have no personal interest with respect to any of the parties involved.

Respectfully Submitted



Brian Barkhouse  
Canadian Residential Appraiser (CRA), Professional Appraiser (P.App)



# RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE: 6424-24

BARKHOUSE APPRAISALS

FILE NO.: LandPepperellStreet

HIGHEST AND BEST USE	EXISTING USE: <b>Vacant</b>
	ANALYSES AND COMMENTS:
	The subject neighbourhood is predominately single residential. There is good demand for detached residential family dwellings in the subject area. Development would be restricted by the site size and the access. Demand would most likely be limited to adjoining land owners. The highest and best use for the property would be after amalgamation with surrounding land for residential or commercial development.

SUBJECT	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
	Description	\$ Adjustment	Description	\$ Adjustment	Description	\$ Adjustment
<b>Lot 8 Pepperell Street St Peters, NS B0E 3B0</b>	<b>Lot 1 Evanston Road Richmond County</b>		<b>1086 Evanston Road Richmond County</b>		<b>Highway 320 Richmond County</b>	
DATA SOURCE	MLS		MLS		MLS	
DATE OF SALE	March 2023		October 2023		November 2023	
SALE PRICE	\$ 6,500		\$ 6,500		\$ 9,900	
DAYS ON MARKET	340		340		513	
LOCATION	Suburban	Inferior 3,000	Inferior 3,000		Inferior 3,000	
SITE DIMENSIONS/LOT SIZE	4,500 Sq Ft	18,150 Sq Ft -2,000	8,992 Sq Ft -1,000		12,500 Sq Ft -2,000	
ZONING/LAND USE CONTROLS	Resource	Resource	Residential -500		Resource	
TOPOGRAPHY	Natural Vegetation	Natural Vegetation	Natural Vegetation		Natural Vegetation	
VIEW	Nil	Nil	Nil		Nil	
LAND IMPROVEMENTS	Nil	Nil	Nil		Nil	
ACCESS	Land Locked	Public Road -2,000	Public Road -2,000		Public Road -2,000	
Services	Municipal Services	Municipal Services	Municipal Services		Nil 2,000	
ADJUSTMENTS (Gross\$, Net\$)	Gross: \$ 7,000 Net: \$ -1,000		Gross: \$ 6,500 Net: \$ -500		Gross: \$ 9,000 Net: \$ 1,000	
ADJUSTMENTS (Gross%, Net%)	Gross: 107.7 % Net: -15.4 %		Gross: 100.0 % Net: -7.7 %		Gross: 90.9 % Net: 10.1 %	
ADJUSTED VALUES	\$ 5,500		\$ 6,000		\$ 10,900	

DIRECT COMPARISON APPROACH	ANALYSES AND COMMENTS:
	Current MLS sales of comparable vacant land within the subject area or in similar areas of the village were very limited. There was no MLS vacant land sales in St Peters in this price range or of a comparable lot size within the last two years. As a result, both the time-line and geographic range were extended in order to locate sales which were considered to be the most comparable for the purpose of this analysis. Of all the comparable sales analyzed, those listed above offer the best indication of value for the subject property. Adjustments have been made to the comparable properties to reflect their variations from the subject property. They were the most similar sales available at the time of the appraisal. All of the comparable sales chosen were situated within comparable areas and were also situated within similar relative proximity to amenities and services. Near equal weight was given to all sales. An analysis using MLS data, of market conditions both current and during the comparable's sale dates, indicated that no adjustment for time was necessary. The adjustments are supported by market analysis whenever possible.
	Adjusted sales ranged between \$5,500 and \$10,900.

ESTIMATED VALUE BY THE DIRECT COMPARISON APPROACH (rounded): \$ **7,000** As Is

# RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE: **6424-24**

**BARKHOUSE APPRAISALS**

FILE NO.: **LandPepperellStreet**

HISTORY	SUBJECT SOLD WITHIN 3 YEARS OF EFFECTIVE DATE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ANALYSES OF SALE TRANSFER HISTORY: (minimum of three years) <u>There was no transfer activity, recorded on NS Property Online, on the subject property in the last three years.</u>
	SUBJECT LISTED WITHIN 1 YEAR OF EFFECTIVE DATE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                      SUBJECT CURRENTLY LISTED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ANALYSES OF AGREEMENTS FOR SALE, OPTIONS, LISTINGS OR MARKETING OF THE SUBJECT: (minimum of one year) <u>There was no known market activity on the subject property in the last three years.</u>
EXPOSURE TIME	ANALYSES OF REASONABLE EXPOSURE TIME: <u>The market value estimate is based upon a reasonable exposure time of 110 days to 140 days with an average of 126 days. "(See Neighbourhood Comments)". Provided that the subject is priced competitively and that the following items remain as they were on the effective date of this appraisal: mortgage interest rates, employment levels, buyer demand and government lending and investment policies. Interviews with market participants further support the exposure time expressed herein. Exposure time is defined as the estimated length of time the subject property would have been offered on the market prior to a hypothetical consummation of a sale at market value on the effective date of the appraisal. It is a retrospective estimate of marketing time, assuming a competitive and open real estate market</u>
	RECONCILIATION AND FINAL ESTIMATE OF VALUE: <u>The strengths and weaknesses, in each of the approaches to value (the Direct Comparison Approach and the Cost Approach), were analyzed. The Cost Approach is not typically used in land appraisals. In the final analysis all weight was given to the direct comparison approach.</u> <u>Consideration was given to: size, shape, location, frontage, views, topography, zoning, highest and best use, development in the area, accessibility, services available and comparable sales data.</u>  <u>As of January 15, 2024 the estimated current market value is considered to be reasonably represented at \$7,000. "As Is".</u>
RECONCILIATION AND FINAL VALUE	UPON REVIEWING AND RECONCILING THE DATA AND ANALYSES AND CONCLUSIONS, THE MARKET VALUE OF THE INTEREST IN THE SUBJECT PROPERTY AS AT <u>January 15, 2024</u> (Effective Date of the Appraisal) IS ESTIMATED AT \$ <u>7,000. As Is</u> COMPLETED ON <u>January 16, 2024</u> (Date of Report) <small>As set out elsewhere in this report, this report is subject to assumptions and limiting conditions, the verification of which is outside the scope of this report.</small>
	DEFINITION OF MARKET VALUE: The most probable price, as of a specified date, in cash, or in terms equivalent to cash, or in other precisely revealed terms, for which the specified property rights should sell after reasonable exposure in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeably, and for self-interest, and assuming that neither is under undue duress. (Appraisal of Real Estate, Third Canadian Edition 2010) Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: buyer and seller are typically motivated; both parties are well informed or well advised, and acting in what they consider their own best interests; a reasonable time is allowed for exposure in the open market; payment is made in terms of cash in Canadian dollars or in terms of financial arrangements comparable thereto; and the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.  DEFINITION OF MARKET RENT (if applicable): The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion. (International Valuation Standards 2017)  DEFINITION OF HIGHEST AND BEST USE: The reasonably probable use of real property, that is physically possible, legally permissible, financially feasible, maximally productive and that results in the highest value. (CUSPAP 2018)
SCOPE	The scope of the appraisal encompasses the due diligence undertaken by the appraiser (consistent with the terms of reference from the client, the purpose and intended use of the report) and the necessary research and analyses to prepare a report in accordance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP) of the Appraisal Institute of Canada. The following comments describe the extent of the process of collecting, confirming and reporting data and its analyses, describe relevant procedures and reasoning details supporting the analyses, and provide the reason for the exclusion of any usual valuation procedures.  The appraisal issue that is the focus of this engagement has been discussed and defined with the client, the work required to solve the issue planned, and the necessary market data acquired, analyzed and reconciled into an estimate of market value in a manner typically expected in a "form" report.  The specific tasks and items necessary to complete this assignment include a summary of the following: <ol style="list-style-type: none"> <li>1. assembly and analyses of relevant information pertaining to the property being appraised, including listing and acquisition particulars if acquired within three years prior to the effective date of the appraisal;</li> <li>2. a site visit and observation of the subject property and the surrounding area;</li> <li>3. assembly and analyses of pertinent economic and market data;</li> <li>4. an analyses of land use controls pertaining to the subject property;</li> <li>5. an analyses of "Highest and Best Use", or most probable use;</li> <li>6. a discussion of the appraisal methodologies and procedures employed in arriving at the indications of value;</li> <li>7. inclusion of photographs, maps, graphics and addendum/exhibits when deemed appropriate; and</li> <li>8. reconciliation of the collected data into an estimate of the market value or the market value range as at the effective date of the appraisal.</li> </ol> All data considered appropriate for inclusion in the appraisal is, to the best of our knowledge, factual. Due to the type of property being appraised and the nature of the appraisal issue, the findings have been conveyed in this "form" format.
	Other: <u>See Attached Addendum</u>

# RESIDENTIAL LAND APPRAISAL REPORT

REFERENCE: **6424-24**

**BARKHOUSE APPRAISALS**

FILE NO.: **LandPepperellStreet**

ASSUMPTIONS, LIMITING CONDITIONS, DISCLAIMERS AND LIMITATIONS OF LIABILITY

The certification that appears in this appraisal report is subject to compliance with the Personal Information and Electronics Documents Act (PIPEDA), Canadian Uniform Standards of Professional Appraisal Practice ("CUSPAP") and the following conditions:

- This report is prepared only for the client and authorized users specifically identified in this report and only for the specific use identified herein. No other person may rely on this report or any part of this report without first obtaining consent from the client and written authorization from the authors. Liability is expressly denied to any other person and, accordingly, no responsibility is accepted for any damage suffered by any other person as a result of decisions made or actions taken based on this report. Liability is expressly denied for any unauthorized user or for anyone who uses this report for any use not specifically identified in this report. Payment of the appraisal fee has no effect on liability. Reliance on this report without authorization or for an unauthorized use is unreasonable.
- Because market conditions, including economic, social and political factors, may change rapidly and, on occasion, without warning, this report cannot be relied upon as of any date other than the effective date specified in this report unless specifically authorized by the author(s).
- The author will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The property is appraised on the basis of it being under responsible ownership. No registry office search has been performed and the author assumes that the title is good and marketable and free and clear of all encumbrances. Matters of a legal nature, including confirming who holds legal title to the appraised property or any portion of the appraised property, are outside the scope of work and expertise of the appraiser. Any information regarding the identity of a property's owner or identifying the property owned by the listed client and/or applicant provided by the appraiser is for informational purposes only and any reliance on such information is unreasonable. Any information provided by the appraiser does not constitute any title confirmation. Any information provided does not negate the need to retain a real estate lawyer, surveyor or other appropriate experts to verify matters of ownership and/or title.
- Verification of compliance with governmental regulations, bylaws or statutes is outside the scope of work and expertise of the appraiser. Any information provided by the appraiser is for informational purposes only and any reliance is unreasonable. Any information provided by the appraiser does not negate the need to retain an appropriately qualified professional to determine government regulation compliance.
- No survey of the property has been made. Any sketch in this report shows approximate dimensions and is included only to assist the reader of this report in visualizing the property. It is unreasonable to rely on this report as an alternative to a survey, and an accredited surveyor ought to be retained for such matters.
- This report is completed on the basis that testimony or appearance in court concerning this report is not required unless specific arrangements to do so have been made beforehand. Such arrangements will include, but not necessarily be limited to: adequate time to review the report and related data, and the provision of appropriate compensation.
- Unless otherwise stated in this report, the author has no knowledge of any hidden or unapparent conditions (including, but not limited to: its soils, physical structure, mechanical or other operating systems, foundation, etc.) off/on the subject property or of/on a neighbouring property that could affect the value of the subject property. It has been assumed that there are no such conditions. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. This report should not be construed as an environmental audit or detailed property condition report, as such reporting is beyond the scope of this report and/or the qualifications of the author. The author makes no guarantees or warranties, express or implied, regarding the condition of the property, and will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. The bearing capacity of the soil is assumed to be adequate.
- The author is not qualified to comment on detrimental environmental, chemical or biological conditions that may affect the market value of the property appraised, including but not limited to pollution or contamination of land, buildings, water, groundwater or air which may include but are not limited to moulds and mildews or the conditions that may give rise to either. Any such conditions that were visibly apparent at the time of inspection or that became apparent during the normal research involved in completing the report have been noted in the report. It is an assumption of this report that the property complies with all regulatory requirements concerning environmental, chemical and biological matters, and it is assumed that the property is free of any detrimental environmental, chemical and biological conditions that may affect the market value of the property appraised. If a party relying on this report requires information about or an assessment of detrimental environmental, chemical or biological conditions that may impact the value conclusion herein, that party is advised to retain an expert qualified in such matters. The author expressly denies any legal liability related to the effect of detrimental environmental, chemical or biological matters on the market value of the property.
- The analyses set out in this report relied on written and verbal information obtained from a variety of sources the author considered reliable. Unless otherwise stated herein, the author did not verify client-supplied information, which the author believed to be correct.
- The term "inspection" refers to observation only as defined by CUSPAP and reporting of the general material finishing and conditions observed for the purposes of a standard appraisal inspection. The inspection scope of work includes the identification of marketable characteristics/amenities offered for comparison and valuation purposes only.
- The opinions of value and other conclusions contained herein assume satisfactory completion of any work remaining to be completed in a good and workmanlike manner. Further inspection may be required to confirm completion of such work. The author has not confirmed that all mandatory building inspections have been completed to date, nor has the availability/issuance of an occupancy permit been confirmed. The author has not evaluated the quality of construction, workmanship or materials. It should be clearly understood that this visual inspection does not imply compliance with any building code requirements as this is beyond the professional expertise of the author.
- The contents of this report are confidential and will not be disclosed by the author to any party except as provided for by the provisions of the CUSPAP and/or when properly entered into evidence of a duly qualified judicial or quasi-judicial body. The author acknowledges that the information collected herein is personal and confidential and shall not use or disclose the contents of this report except as provided for in the provisions of the CUSPAP and in accordance with the author's privacy policy. The client agrees that in accepting this report, it shall maintain the confidentiality and privacy of any personal information contained herein and shall comply in all material respects with the contents of the author's privacy policy and in accordance with the PIPEDA.
- The author has agreed to enter into the assignment as requested by the client named in this report for the use specified by the client, which is stated in this report. The client has agreed that the performance of this report and the format are appropriate for the intended use.
- This report, its content and all attachments/addendums and their content are the property of the author. The client, authorized users and any appraisal facilitator are prohibited, strictly forbidden, and no permission is expressly or implicitly granted or deemed to be granted, to modify, alter, merge, publish (in whole or in part) screen scrape, database scrape, exploit, reproduce, decompile, reassemble or participate in any other activity intended to separate, collect, store, reorganize, scan, copy, manipulate electronically, digitally, manually or by any other means whatsoever this appraisal report, addendum, all attachments and the data contained within for any commercial, or other, use.
- If transmitted electronically, this report will have been digitally signed and secured with personal passwords to lock the appraisal file. Due to the possibility of digital modification, only originally signed reports and those reports sent directly by the author can be reasonably relied upon.
- This report form is the property of the Appraisal Institute of Canada (AIC) and for use only by AIC members in good standing. Use by any other person is a violation of AIC copyright.
- Where the intended use of this report is for financing or mortgage lending or mortgage insurance, it is a condition of reliance on this report that the authorized user has or will conduct lending, underwriting and rigorous due diligence in accordance with the standards of a reasonable and prudent lender or insurer, including but not limited to ensuring the borrower's demonstrated willingness and capacity to service his/her debt obligations on a timely basis, and to conduct loan underwriting or insuring due diligence similar to the standards set out by the Office of the Superintendent of Financial Institutions (OSFI), even when not otherwise required by law. Liability is expressly denied to those that do not meet this condition. Any reliance on this report without satisfaction of this condition is unreasonable.

CERTIFICATION

I certify that, to the best of my knowledge and belief that:

- The statements of fact contained in this report are true and correct;
- The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my impartial and unbiased professional analyses, opinions and conclusions;
- I have no past, present or prospective interest in the property that is the subject of this report and no personal and/or professional interest or conflict of with respect to the parties involved with this assignment;
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
- My engagement in and compensation is not contingent upon developing or reporting predetermined results, the amount of value estimate, a conclusion favouring the client, or the occurrence of a subsequent event;
- My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP);
- I have the knowledge and experience to complete this assignment competently, and where applicable this report is co-signed in compliance with the Canadian Uniform Standards of Professional Appraisal Practice (CUSPAP);
- No one has provided professional assistance to the members(s) signing this report;  
 The following individual provided the following professional assistance:
- As of the date of this report the undersigned has fulfilled the requirements of the Appraisal Institute of Canada (AIC)'s Continuing Professional Development Program;
- The undersigned is a member/are all members in good standing of the Appraisal Institute of Canada. Where applicable this report is co-signed in compliance with CUSPAP. Where a report bears two signatures, both the signing appraiser and co-signing appraiser assume full responsibility for this report.

**PROPERTY IDENTIFICATION**


ADDRESS: **Lot 8 Pepperell Street** CITY: **St Peters** PROVINCE: **NS** POSTAL CODE: **B0E 3B0**

LEGAL DESCRIPTION: **PID 75112144; Assessment Account Number: 09253424**

BASED UPON THE DATA, ANALYSES AND CONCLUSIONS CONTAINED HEREIN, THE MARKET VALUE OF THE INTEREST IN THE PROPERTY DESCRIBED,

AS AT **January 15, 2024** (Effective Date of the Appraisal) IS ESTIMATED AT \$ **7,000. As Is**

AS SET OUT ELSEWHERE IN THIS REPORT, THIS REPORT IS SUBJECT TO CERTAIN ASSUMPTIONS AND LIMITING CONDITIONS, THE VERIFICATION OF WHICH IS OUTSIDE THE SCOPE OF THIS REPORT.

<p><b>APPRAISER</b></p> <p>SIGNATURE: </p> <p>NAME: <b>Brian Barkhouse</b></p> <p>AIC DESIGNATION/STATUS: <input type="checkbox"/> Candidate Member <input checked="" type="checkbox"/> CRA,P.App <input type="checkbox"/> AACI,P.App Membership # <b>902610</b></p> <p>DATE OF REPORT/DATE SIGNED: <b>January 16, 2024</b></p> <p>PERSONALLY INSPECTED EXTERIOR OF THE SUBJECT PROPERTY: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DATE OF INSPECTION: <b>January 15, 2024</b></p> <p>LICENSE INFO: (where applicable) <b>NSREAA - Registration # 902610</b></p> <p>NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.</p> <p>SOURCE OF DIGITAL SIGNATURE SECURITY: <b>ACI Software, password protected</b></p> <p>ATTACHMENTS AND ADDENDA: <input type="checkbox"/> ADDITIONAL SALES <input type="checkbox"/> EXTRAORDINARY ASSUMPTIONS/LIMITING CONDITIONS <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> PHOTOGRAPHS <input checked="" type="checkbox"/> MAPS <input checked="" type="checkbox"/> SCOPE OF WORK <input type="checkbox"/></p>	<p><b>CO-SIGNING AIC APPRAISER (if applicable)</b></p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>AIC DESIGNATION/STATUS: <input type="checkbox"/> CRA,P.App <input type="checkbox"/> AACI,P.App Membership # _____</p> <p>DATE OF REPORT/DATE SIGNED: _____</p> <p>PERSONALLY INSPECTED EXTERIOR OF THE SUBJECT PROPERTY: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DATE OF INSPECTION: _____</p> <p>LICENSE INFO: (where applicable) _____</p> <p>NOTE: For this appraisal to be valid, an original or a password protected digital signature is required.</p>
--	---

## ADDENDUM

Borrower: N/A	File No.: LandPepperellStreet	
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24	
City: St Peters	Province: NS	Postal Code: B0E 3B0
Lender: Municipality of the County of Richmond		

### NEIGHBOURHOOD COMMENTS Continued

The subject property is located off Pepperell Street, in St Peters, Richmond County. St Peters is a rural community located approximately 45 km from Port Hawkesbury and 88 km from Sydney. Neighbouring properties are comprised mostly of owner occupied single family dwellings and a Senior's complex. They appear to be in average to good condition. Traffic in the area would be light. There are no known public or private improvements planned for the subject area. There is no known scheduled maintenance, updates or replacement of any municipal services. There does not appear to be any adverse influences in the subject neighbourhood that would affect real estate values. Current market conditions and value trends in the subject neighbourhood appear to be stable.

### SCOPE

The subject property was viewed by Brian Barkhouse on the date of the appraisal. Physical and economic factors that could affect property values were considered in this report. Information on sales and current listings were obtained from MLS. Information on the subject site was obtained from NS Property Online and PVSC (Property Valuation Services Corporation). This information is assumed to be correct and verified where ever possible. Maps included in this report are for illustration purposes only. Property lines in the map addenda are approximate. The comparables were not inspected. This market value estimate does not include any personal property. No commercial value is being assigned in this market value estimate. Should contamination of any kind be found, then the final estimate of value noted above may not reflect the true value.

### PROPERTY DESCRIPTION

#### Parcel Description

PID 75112144

All that certain lot, piece, or parcel of land situate, lying and being at St. Peter's, in the County of Inverness, being Lot 8 in Block A in the Joseph A. Gillies Subdivision shown on the plan filed as 20D, and being more particularly bounded and described as follows:

Commencing at NSCM number 28571 (N 16,592,916.64'; E 14,923,569.29');

Thence 350 degrees 48 minutes 27 seconds a calculated distance of 778.04 feet to a survey marker found at the South West corner of Lot 2A;

Thence 338 degrees 22 minutes 08 seconds along the Western boundary of Lot 2A a distance of 142.77 feet to a survey marker found;

Thence continuing 338 degrees 22 minutes 08 seconds along the Western boundary of Lot 2A a distance of 49.83 feet to a survey marker placed, said survey marker being the North West corner of Lot 2A and the Point of Beginning;

Thence 69 degrees 13 minutes 11 seconds along the Northern boundary of Lot 2A a distance of 60.03 feet to a survey marker placed at the North East corner of Lot 2A;

Thence 338 degrees 06 minutes 22 seconds along the Western boundary of Lot 2BCDEF (lands of Richmond Housing Corporation, Document 84082917) a distance of 44.50 feet to a survey marker found;

Thence 249 degrees 13 minutes 11 seconds along the Southern of lands now or formerly of Wallace A. Landry and Bernadette L. Landry (Book 163, Page 445) a distance of 100 feet or to the North East corner of lands now or formerly of Jason Shawn Cotie & Tara June Fletcher (Document 95942687);

Thence Southerly along the Eastern boundary of lands now or formerly of Jason Shawn Cotie & Tara June Fletcher (Document 95942687) to the Northern boundary of Lot 3, lands now or formerly of A. MacDonald County Inn Ltd (Book 249, Page 40);

Thence Easterly along the Northern boundary of Lot 3, lands now or formerly of A. MacDonald County Inn Ltd (Book 249, Page 40) a distance of 40 feet, more or less to a survey marker placed, said survey marker being the Point of Beginning.

Being and intended to be Lot 8 in Block A of the Joseph A. Gillies Subdivision.

Also being and intended to be the lands shown as "PID 75112144, lands of Municipality of the County of Richmond" on the Plan of Subdivision filed as Plan 99487861, and the lands shown as "Lands Deeded to Municipality of the County of Richmond (Book 15, Page 91; Book 12, Page 11; Book F1, Page 451; PID 75112144" on the Plan of Subdivision filed as Plan 82852691.

Municipal Government Act, Part IX Compliance

**ADDENDUM**

Borrower: N/A

File No.: LandPepperellStreet

Property Address: Lot 8 Pepperell Street

Case No.: 6424-24

City: St Peters

Province: NS

Postal Code: B0E 3B0

Lender: Municipality of the County of Richmond

**Not Subject To: The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.**

SUBJECT PROPERTY PHOTO ADDENDUM

Borrower: N/A	File No.: LandPepperellStreet
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24
City: St Peters	Prov.: NS P.C.: B0E 3B0
Lender: Municipality of the County of Richmond	

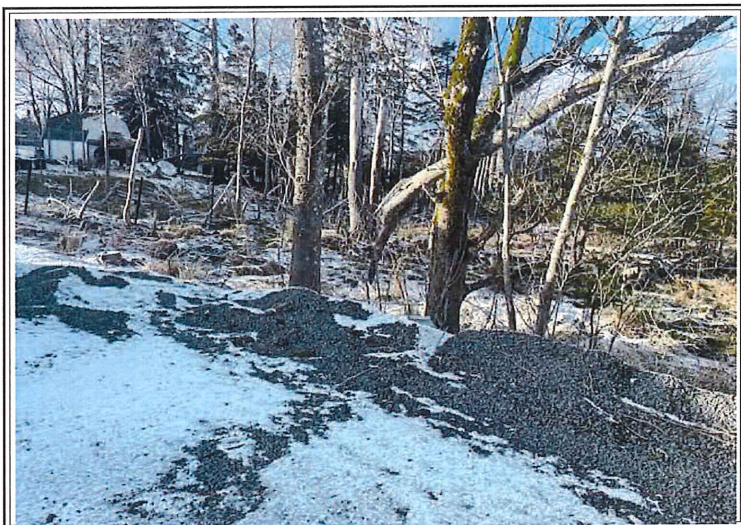


FRONT VIEW OF  
SUBJECT PROPERTY

Appraised Date: January 15, 2024  
Appraised Value: \$ 7,000. As Is



REAR VIEW OF  
SUBJECT PROPERTY



STREET SCENE



Photo Addendum

Borrower: N/A	File No.: LandPepperellStreet
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24
City: St Peters	Prov.: NS
Lender: Municipality of the County of Richmond	P.C.: B0E 3B0



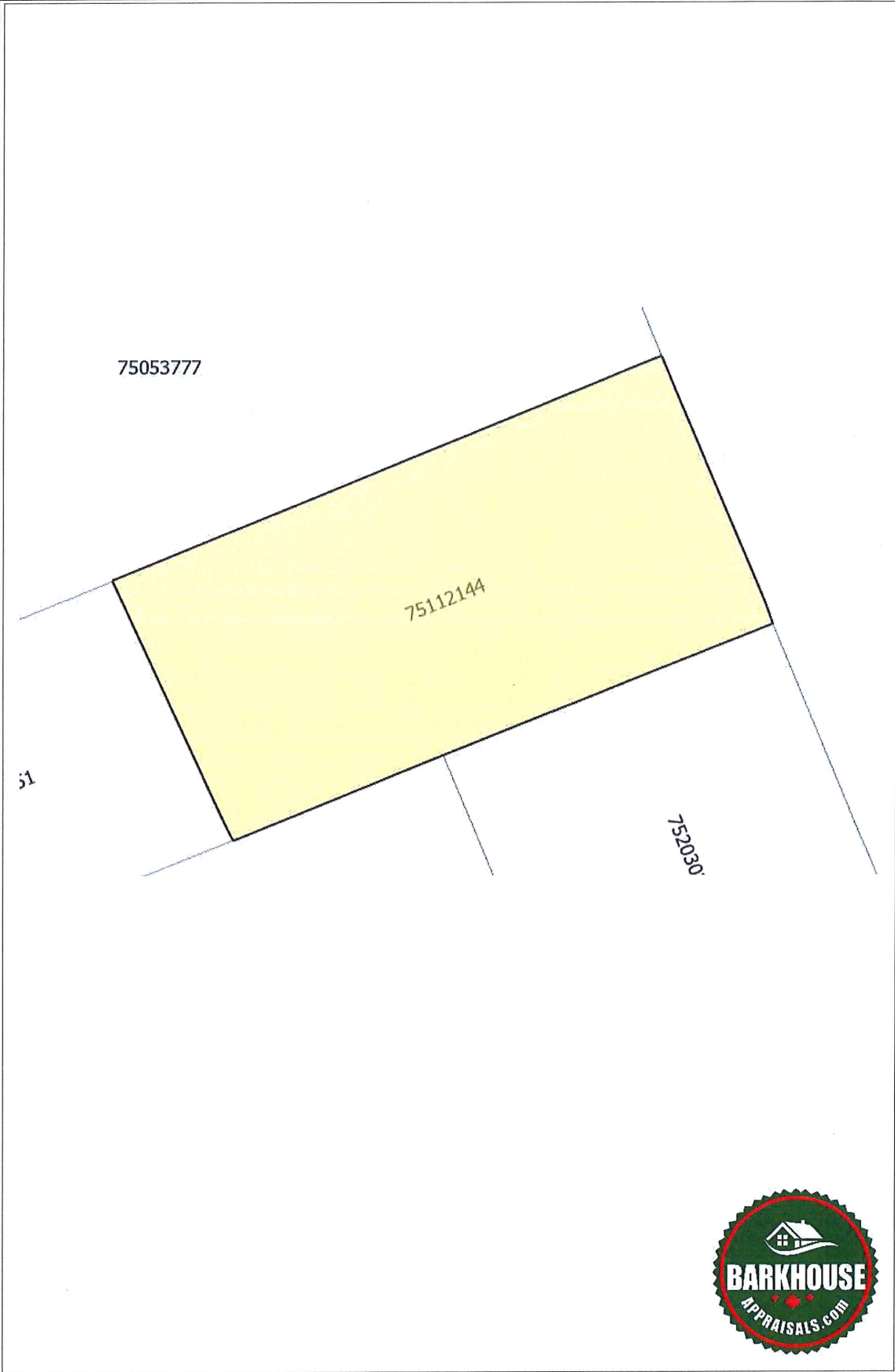
Barkhouse Appraisals

Borrower: N/A	File No.: LandPepperellStreet	
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24	
City: St Peters	Prov.: NS	P.C.: B0E 3B0
Lender: Municipality of the County of Richmond		



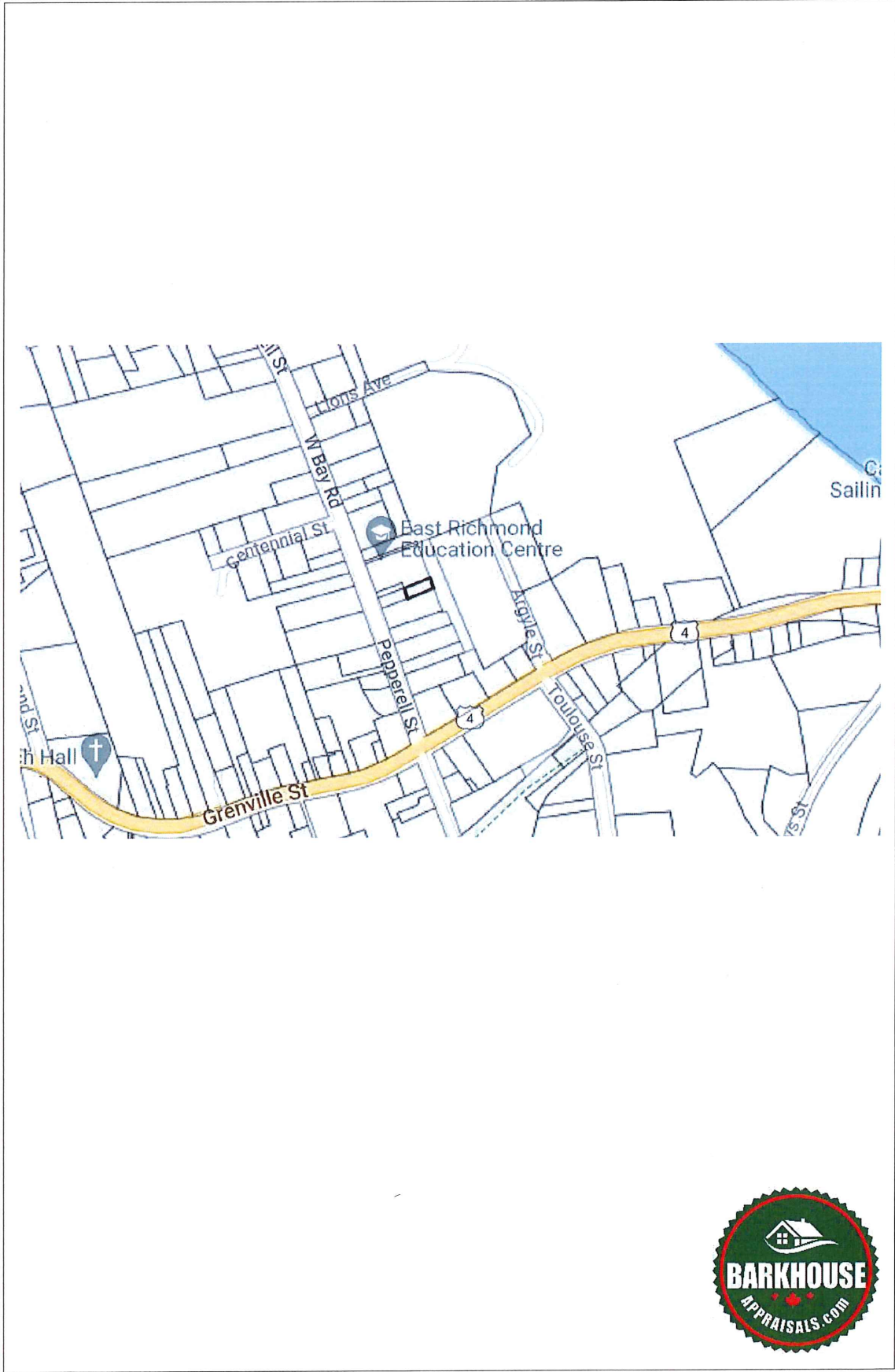
PLOT MAP

Borrower: N/A	File No.: LandPepperellStreet
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24
City: St Peters	Prov.: NS
Lender: Municipality of the County of Richmond	P.C.: B0E 3B0



LOCATION MAP

Borrower: N/A	File No.: LandPepperellStreet	
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24	
City: St Peters	Prov.: NS	P.C.: B0E 3B0
Lender: Municipality of the County of Richmond		



AERIAL MAP

Borrower: N/A	File No.: LandPepperellStreet	
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24	
City: St Peters	Prov.: NS	P.C.: B0E 3B0
Lender: Municipality of the County of Richmond		



Map Addendum

Borrower: N/A	File No.: LandPepperellStreet	
Property Address: Lot 8 Pepperell Street	Case No.: 6424-24	
City: St Peters	Prov.: NS	P.C.: B0E 3B0
Lender: Municipality of the County of Richmond		



17985

# EMM LAW INCORPORATED

www.lawyers-capebreton.com

409 Granville Street  
Port Hawkesbury, NS B9A 2M5

Tel: 1-902-625-0580

Municipality of the County of Richmond  
PO Box 120  
Arichat  
Nova Scotia B0E 1A0

Inv #: 80487  
Invoice Date: November 7, 2023  
HST #: 88772 0902 RT0001  
File #: 00082033

Noah Landry

RE: Migration of 75112144

**To All Our Professional Legal Services Some of Which are Itemized as Follows:**

**Professional Fees**

Date	Description
2023-11-06	To all legal services rendered for conversion to Land Registration including: Property Description Certification Application (PDCA) To review of existing parcel description(s); Review of Property Online mapping and details; All consultations; To preparation of revised description(s) for certification application and to completing PDCA and receipt of copy of approved description(s);
2023-11-06	Application for Registration (AFR) To review of all relevant title documents; To complete search of title and prepare Abstract Summary; To preparation of documents required for AFR including Confirmation of Map Graphics, Owner's Declaration (Form 5), Abstract of Title, and Opinion on Title; To all consultations; To submitting AFR; To receipt of Statement of Registered and Recorded Interests; To final report to client;

**Disbursements**

Date	Description	Amount
	Photocopies	\$36.90
2023-11-01	AFR Recording Fee	\$100.00
		\$136.90

HST?

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	<i>JK</i>
Add. & Ext. Checked.....	<i>JK</i>
Approval for Payment.....	<i>JK</i>
Discount Date.....	
Paid by Cheque No.....	
Distribution Acct. No.....	05212 0512 212330

Fees:	\$3,000.00
Disbursements:	\$136.90
HST @15%:	\$455.54
<b>Invoice Total (including Tax):</b>	<b>\$3,592.44</b>
Transferred from Trust:	\$0.00
Outstanding Balance:	\$0.00
Amount Due:	<b>\$3,592.44</b>



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

*Revenue Manager*

---

January 18, 2024

R & L Rentals  
C/O Robert Wambolt  
10089 Grenville St, Box 226  
St. Peter's, NS B0E 3B0  
(902)535-2786

RE: Purchase of Lot # 8 Pepperell Street - PID 75112144

Dear Mr. Wambolt,

We have received an appraisal for Lot #8 (PID 75112144). The total purchase price including the migration fee and HST is \$11,657.44.

If you are in agreement with the purchase price, we will bring to Council for final approval.

If you have any questions or require anything further, do not hesitate to contact me directly at [csamson@richmondcounty.ca](mailto:csamson@richmondcounty.ca) or (902)226-3975.

Best Regards,

Clint Samson  
Revenue Manager

**MUNICIPALITY OF THE COUNTY OF RICHMOND**

**POLICY**

**POLICY NAME:**                      **SALE OF MUNICIPAL PROPERTY**

**APPROVAL DATE:**                      **DECEMBER 16, 2013**

**PREAMBLE:**

The Municipality of Richmond County recognizes that Provincial Statutes give the County the authority to sell property, but we do not have any authority to give property away or dispose of it for inadequate consideration. The Municipality of Richmond recognizes that in most cases, municipal property should be sold in a transparent process, that offers the opportunity for all members of the public to participate, in order to obtain the highest consideration for the taxpayers of the Municipality. The Municipality also recognizes that in some instances there may be important considerations, such as community or economic development, that would provide a valid reason to sell a property to a particular person and/or company. In these instances, value would be established by an independent appraisal of the fair market value of the property, at the time of sale.

**POLICY:**

1. This policy applies to the sale of all municipal properties, other than those owned by the Municipality of Richmond in their industrial park in District #5 (adjacent to the Port Hawkesbury light industrial park) and in District #6 at Lennox Passage.

2. Municipal properties will not be sold unless they are no longer required for the use of the Municipality of the County of Richmond or for the use of the public or the inhabitants of the Municipality of the County of Richmond. Prior to the sale of property, Richmond Council will require a staff report and recommendations regarding this issue.

3. In deliberating on the sale of municipal property, Municipal Council must consider staff reports and recommendations, which are to include as a minimum:

(a) information on the location and size of the property, including a valid description.

(b) information regarding whether there is a financial need for the funds that the sale of the property will generate.

(c) information on whether there are job creation considerations (to include documentation from the developer outlining the employment and economic development benefits to be derived).

(d) for the sale of property to a non-profit organization, "that Council considers to be carrying on an activity that is beneficial to the Municipality", the staff report must provide a written description of the community activity that the organization provides.

4. Municipal Council will not sell a property unless it is determined that the property is no longer required for the use of the Municipality or the public or the inhabitants of the Municipality of the County of Richmond, and also determines that there is a need for the financial benefits to be gained, or that there are job creation/ economic development benefits to be gained. Municipal Council may only make the following exceptions to this section:

(a) the sale of an undersized lot to an adjacent property owner;

(b) the sale of a property to a non-profit organization which is carrying on an activity that is beneficial to the Municipality. In this instance, Council may decide to sell the property by appraisal at fair market value, or for less than fair market value. If the consideration is for less than fair market value, then the resolution for such a sale must be passed by a two-thirds majority vote of Council present and voting, and where the property to be sold is valued at more than \$10,000, Council will hold a duly advertised public hearing on the proposed sale, in accordance with Section 51 of the New Municipal Government Act.

5. Municipal Council will sell all of its properties by public tender, in accordance with this policy, except in the following instances:

(a) where a municipality holds land that is of insufficient size or dimensions to be capable of any reasonable use, in the opinion of the Council, all or part of the land may be

sold to the owner of any lot abutting that land and may be consolidated with such lot and, notwithstanding Section 51 of the Municipal Government Act, the sale price of the land so sold may be set by Council at a price that is less than market value at the time of the sale;

(b) where the property is sold due to an economic development or job creation benefit;

(c) where the property is sold to a non-profit organization, which meets the criteria established in Clause 4(b);

6. Richmond Council recognizes that an inadequate response to a call for tenders may result in an inadequate consideration being offered for a property. In order to assist, staff will normally provide Council with a confidential appraisal of fair market value for any property which is being tendered. The appraisal will be received by municipal staff prior to close of tenders, and is to be utilized by the Municipality to assist in determining if the public tender has resulted in fair market value.

\*\*\*\*\*



**Meeting Notes**  
**Wednesday, March 20, 2024**  
**9:00 am – 10:00 am**

**Welcome and Introductions and Regrets:**

Attendees: Amanda Mombourquette, Cheryl McDaniel, Rowan Hart, Rachael Leblanc, Pauline MacIntosh, Lesa McHugh, Blaine MacQuarrie, Troy MacCulloch, Kalen Long

Regrets: Sheri Taylor, Fred Cormier, Cecil Smith, Claire Doyle, Jason Aucoin

**March 2024 Action Items:**

- Amanda will email Dorothy at STAC to request a member representative.
- Blaine will check with Fred Cormier to see if he'd like to continue.
- Amanda will start process of recruiting private landlords.
- Amanda will check in with the Chamber to get a status update on Regional Non-Profit and to offer them a seat at the table.
- Amanda will check in with NSCC for an update and a member.
- Cher will find out who replaced Steven at Housing NS and invite to the table.
- COMPLETE: Kalen will send the service provider list to see if we can identify any corrections or gaps for the Service Based Count.
- Cher will check with the NSNPHA to see if they'll do elections advocacy in partnership.
- CANCELLED due to change over to the YMCA: Amanda will follow up with Fred Deveaux to make a request for a presentation to Councils – Amanda will suggest that we schedule this for a Joint Council meeting.
- PENDING: Amanda will suggest that the new ED of the Nova Scotia Housing Association present to Joint Council as well (Trish McCourt, trish@NSNPHA.com).
- PENDING: Amanda will share a link to the Joint Council meeting once it's scheduled.
- PARTIALLY COMPLETE: Amanda and Jason will bring the summary of the Poverty and Health event to their respective Councils.

**1) Welcome and Introductions and Regrets**

- Claire has resigned due to health reasons, so we should reach out to STAC for a member.

**2) Member Updates:**

**a) Housing Support Worker(s) Update**

- Lesa and Chloe are being transferred to the YMCA in Port Hawkesbury effective April 1st. No change in work or clients and should be a positive change.
- Signing a lease for family # 14 since January 1<sup>st</sup>! Looks promising for Port Hawkesbury, but less so in Richmond County due to a pure lack of available units (and people in Richmond tend to rent for longer, less transient than Port Hawkesbury). Homeless on their caseload right now would be 10 of their 67 clients (but no one in tents or cars). Two homeless between Christmas and New Years who they were able to house in Port Hawkesbury.
- ReNest - out of beds again. They moved a family on Monday and got beds for two, but need an additional one. Shortage of mattresses continues to be a challenge.

**b) Nova Scotia Non-Profit Housing Association (NSNPHA)**

- The NSNPHA has over 60 members and coming up on their AGM in June. They're going to put on a presentation to the Community Health Board to give an overview of the Associations. Cher met with the Strait Area Chamber of Commerce. They are thinking to put on a community information session to introduce the Association to the Strait Area. They'll plan to establish regional councils (Antigonish, Guysborough, Strait) to start building that coalition across the province (a forum to work on housing solutions - leverage lessons learned, collaboration, etc).

**c) Regional Non-Profit Housing Association**

- No representative was available to provide an update. The Strait Area Chamber is taking a lead on this.

**d) Other Member Updates**

- Guysborough County - officially forming a non profit housing association: Community First Guysborough County Housing Association. Nancy Regan is the interim chair. They worked with RJSC to make sure members could be both groups or individuals. Only individual members can hold executive seats, but the organizational members can vote. There are ex officio government members (non voting). They will work on creation of housing and keep the momentum of the network going (service providers). The organization is County-wide - all municipalities represented.
- Antigonish Housing Group - currently have 28 homes and have acquired more land from the Province (not originally part of the surplus land identified by the province). They were successful in being given that land to build 17 more units of housing - located so they can share the community room at Appleseed Court. They are currently in a strategic planning process because volunteers can't keep carrying the load (10 volunteers trying to manage all of these assets and people).

**3) Upcoming Priorities – Sustainability Pillar**

- We need to look at reaching out to additional members and start bringing in speakers and more connections to maintain the momentum of our coalition. Cher will co-chair the meetings going forward.

**4) Items Added:**

**a) Service Based Count**

They're waiting for ethics approval. Looking at May to get underway! The Coalition will support this work. It will cover all of the Eastern Zone. This time, they'll have more resources because they're not split with pandemic deployment, so in a much better position this time.

**b) Elections Advocacy**

We should consider setting up subcommittees to work on this. We could partner with the NS Association; Cher will bring it forward to them for consideration.

**c) Community group partners with CBU to pair seniors with students looking for housing | CBC News**

This is similar to the idea we had in the past with the NSCC connection, but the timing was challenging. We can consider for the future.



---

## **BRIEFING NOTE**

### **Municipality of the County of Richmond**

Richmond Arena – Refrigerant Purchase  
March 1, 2024

---

#### **Background**

The Richmond Arena experienced a failure at the beginning of the 2023/24 season which resulted in a considerable amount of R-22 refrigerant being lost. The Municipality was fortunate to have purchased approximately 600 lbs of reclaimed refrigerant from another facility the year prior and was able to replace what was lost after the repairs were completed. R-22 can no longer be imported and the present supply is limited to reclaimed product which means it is more costly and difficult to source.

#### **Present Situation**

The Municipality's inventory of R-22 is now quite low and is likely insufficient should there be another significant leak. Staff have been working to source additional R-22 to ensure that a supply is readily available to mitigate the risks.

The Municipality has become aware of an amount of reclaimed R-22 refrigerant from a Nova Scotia facility that has had recent upgrades. The refrigerant is available at an advantageous price of \$45 / lb as compared to a market price of \$100 / lb (available supply may be limited on short notice through our supplier).

#### **Financial Impact**

The facility has 780 lbs of R-22 refrigerant available at \$45 / lb for a total cost of \$35,100 excluding HST.

#### **Recommendation**

Given the age of the facility, the increased probability of failure, and the consequences / cost of a significant refrigerant leak, staff recommend purchasing the available refrigerant and budgeting the money in the 2024/25 fiscal year. In order to secure the refrigerant staff are seeking approval to proceed with the purchase on or after April 1, 2024, in advance of budget approval.

#### **Attachments:**

- Briefing Note – Richmond Arena Budget 2022/23



---

**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 resurfacers room, office, board room, lounge, canteen, washrooms and maintenance shop.

<b>Property Name</b>	Richmond Arena
<b>Street Address</b>	3122 Whiteside Road
<b>City, Province</b>	Louisdale, Nova Scotia
<b>Primary Use</b>	Arena – Single Pad
<b>Foundation</b>	Concrete
<b>Superstructure</b>	Pre-Engineered Steel
<b>Cladding</b>	Prefinished metal siding
<b>Roof Membrane</b>	Galvanized Standing Seam Metal
<b>Reported Year Built</b>	1976; addition in 1999
<b>Reported Building Area</b>	37,275 ft <sup>2</sup>

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 in-floor 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 ft<sup>2</sup>. 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.

---

To

Cc

Bcc

Subject Flag Raising

---

Hi Shelley,

I apologize that I am late at getting this request out to you and understand if it is too short notice but, wondering if Richmond Municipality is able to do a flag raising ceremony in April again this year?

Recognizing that April 1<sup>st</sup> is a holiday we would be hoping to do a ceremony on the 2<sup>nd</sup> or any day that first week of April. I do have a new flag that I can send to you (I believe last years flag was not in the greatest shape)?

Please let me know if this is possible?

Thank you!

**Natalie Stevens**

Chapter Coordinator

**Autism Nova Scotia Strait Chapter**

Cell: 902-777-1513

459 Murray Street

Mulgrave, NS B0E 2G0

[www.autismstraitarea.ca](http://www.autismstraitarea.ca)



**STRAIT AREA**





We would like to acknowledge that Autism Nova Scotia is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. We are all Treaty People.

*This email is intended only for the person(s) named in the message header. Unless otherwise indicated, it contains information that is confidential, privileged and/or exempt from disclosure under applicable law. If you have received this message in error, please notify the sender of the error and delete the message. Thank you.*

[www.autismstraitarea.ca](http://www.autismstraitarea.ca)



## ***Proclamation***

### **World Autism Acceptance Month April 2024**

**WHEREAS**, it is estimated that 1 in 66 people across the country are Autistic/have autism, and 1 in 32 people—approximately 30,000 individuals— in Nova Scotia are Autistic/have autism; and

**WHEREAS**, many dedicated Autistic individuals/people with autism, parents, teachers, researchers, and professionals, including those at Autism Nova Scotia and other community-based organizations, work tirelessly throughout our province to make the communities where we live accessible and inclusive for Autistics/individuals with autism, and their loved ones; and

**WHEREAS**, with 11 locations throughout the province and with the support of the autism community, Autism Nova Scotia builds understanding, acceptance, and inclusion for Autistics/individuals on the autism spectrum and their families through leadership, advocacy, education, training, and programming across the lifespan; and

**WHEREAS**, this month of April marks Autism Acceptance Month, and Sunday, April 2<sup>nd</sup>, marked World Autism Acceptance Day, when people across the globe came together as a community to celebrate autism and promote acceptance and inclusion.

**THEREFORE, BE IT RESOLVED THAT**, I, Warden Amanda Mombourquette, on behalf of Richmond Municipal Council do hereby proclaim April 2024 as Autism Acceptance Month throughout the County of Richmond and encourage all of our citizens to recognize the Autistic individuals/people with autism, family members, caregivers, educators, and other professionals who strive to make Nova Scotia an inclusive and accessible place for us all to call home.

Dated at Arichat, Nova Scotia  
this \_\_\_ day of \_\_\_ 2024

---

Warden Amanda Mombourquette



# ACTION LIST 2022-2024

Over 6 mos

Complete

In Progress

Pending

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

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

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

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

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

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

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

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

77	<b>Offshore Wind/ Point Tupper Energy</b> / That Council accept the recommendation of the Committee of the Whole to request to have a staff member and a councillor attend future Offshore Wind and Ongoing Point Tupper Energy Developments meetings.	26/09/2022	Municipal Clerk/Municipal Council	Immediately	Complete
78	<b>Louisdale Lions Club</b> / That Council accept the recommendation of the Committee of the Whole to have staff explore funding opportunities for the washrooms being used by patrons of the recreation facilities located at the Louisdale Lions Club AND FURTHER MOVE that staff contact the Louisdale Lions Club regarding the request put forward.	26/09/2022	Recreation Manager	Immediately	Complete
79	<b>RCMP Letter of Concern</b> / That Council accept the recommendation of the Committee of the Whole to write a letter of concern to MP Kelloway regarding retroactive pay for the RCMP.	26/09/2022	Warden	Immediately	Complete
80	<b>Proclamation FDAS Awareness</b> / That Council accept the recommendation of the Committee of the Whole to declare the month of September as Fetal Alcohol Spectrum Disorder (FDAS) Awareness Month.	26/09/2022	Warden	Immediately	Complete
81	<b>Accessibility Advisory Committee</b> / Approve Ashley Lavandier and Shelley Dorey as members of the Accessibility Advisory Committee.	26/09/2022	Recreation Manager	Immediately	Complete
82	<b>J Road Classification List 2022/2023</b> / Staff notify the Province that the Municipality does not wish to proceed with the cost-shared road upgrades for Langley Lane in Point Tupper.	26/09/2022	Director of Public Works	Immediately	Complete
83	<b>J Road Classification List 2022/2023</b> / Staff inquire with the Province about the possibility of three-way cost sharing between the Province, Municipality and a Commercial enterprise for upgrades to Lobster Plant Road and FURTHER MOVED that, in order of priority, Marchand Lane and Sampson Road be submitted to the Province for the cost-shared upgrades to J-class roads for the 2023-24 construction season and FURTHER MOVED that Lobster Plant Road be included in the application subject to approval by the Province for three-way cost sharing.	26/09/2022	Director of Public Works	Immediately	Complete
84	<b>Proclamation Right to Know Week</b> / September 26 to October 2, 2022 to be Right to Know Week in the Municipality of the County of Richmond.	26/09/2022	Warden	Immediately	Complete
85	<b>Chamber Upgrades</b> / Staff contact Backman Vidcom for another quote.	26/09/2022	Warden/CAO	Immediately	Complete
86	<b>Truth and Reconciliation Day</b> / Designate the business day prior to September 30th of each calendar year as the flag raising ceremony in honor and recognition of Truth and Reconciliation Day.	26/09/2022	Municipal Clerk/Municipal Council	Immediately	Complete
87	<b>By-Law Partnership Opportunity</b> / For CAO and Warden to explore the by-law enforcement officer partnership opportunity and report back to council at a future meeting	11/10/2022	CAO/Warden	Future Council meeting.	Complete

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

98	<b>Yarmouth Ferry Service</b> / That Council write a letter of support to Premier Tim Houston regarding the impact the Yarmouth Ferry has on our community and the Province.	24/10/2022	Warden	Immediate	<b>Complete</b>
99	<b>Isle Madame Historical Society, Type 1 Infrastructure Grant</b> / That the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500 to upgrade and improve the retaining wall and front and back decks of the Lorenzo building to improve safety and accessibility for visitors and patrons to the site be approved and allocated under the Cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	24/10/2022	CFO	Immediate	<b>Complete</b>
100	<b>Langley Lane</b> / That Staff inquire with the Province about the possibility of cost sharing between the Province and the Municipality for upgrades and maintenance for Langley Lane and report back to Council.	24/10/2022	Director of Public Works	Immediate	<b>Complete</b>
101	<b>Accessibility Committee Appointee</b> / That Council accept the following applicant to be appointed to the Accessible Advisory Committee for the Municipality of the County of Richmond, Chantal Boudreau.	11-14-2022	Recreation/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	<b>Complete</b>
102	<b>Oban Road Washouts</b> / That Council have Warden Mombourquette draft a letter of concern to the Minister of Public Works regarding the Oban road washouts and FURTHER MOVE that a request be made for a time line on the scheduled repairs.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	<b>Complete</b>
103	<b>Babins Hill Lookoff</b> / The Committee agreed to have staff explore pricing for the volume of fill and related expenses that may be required for the potential expansion of the Babins Hill Lookoff and report back to Council at a future meeting.	11-14-2022	CAO, Director of Public Works	Immediate	<b>Complete</b>
104	<b>Administration Portuaire de Petit de Grat Grant Request</b> / That Council defer the Administration Portuaire de Petit de Grat, Type 1 – Infrastructure Grant Fund request in the amount of \$10,000.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	11-14-2022	CFO	Immediate	<b>Complete</b>
105	<b>Village on the Canal Grant Request</b> / That Council approve the Village on the Canal Association, Type 4 – Regional/Health/General Grant request in the amount of \$1,000.00 and allocated as follows: \$200.00 from each District Fund.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	<b>Complete</b>
106	<b>Highland Village Grant Request</b> / That Council refer the request for financial support from Murdock MacPherson and Rodney Chaisson of Highland Village Museum to budget deliberations.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	<b>Complete</b>
107	<b>PVSC Virtual Assessment 101 Session</b> / That Council have staff contact the Property Valuation Services Corporation to inquire if the Virtual Assessment 101 Session can be made available for an evening session, as a group in the New Year, and report back to Council at a future meeting.	11-14-2022	CAO/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	<b>Complete</b>

108	<b>Destination Cape Breton Letter of Support</b> / That Council have Warden Mombourquette draft a letter to the Province in support of the following amendments to the Marketing Levy legislation proposed by Destination Cape Breton: (a) that the new legislation state that the levy will apply to all fixed-roof accommodations, as defined in the Tourism Accommodation Registration Act (which includes Airbnb and VRBO), regardless of the number of rooms, (b) That the language for usage of the funds be changed to "Funds collected will be used exclusively on activities and programs that directly support the development of the tourism industry and the marketing of destinations from which they were generated.", (c) that there is a seamless process to replace the current Cape Breton Island Marketing Levy Act with the new legislation., and FURTHER MOVE that the letter encourage all Cape Breton Municipal units to participate.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
109	<b>The Office of Healthcare Professionals Recruitment (OHPR) re: Community Fund</b> / That Council have staff reach out to the Program Director at Cape Breton South Recruiting for Health to offer support in the application process.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
110	<b>NS Early Childhood Development Intervention Services/</b> That Staff advertise/promote the NS Early Childhood Development Intervention Services on the Richmond County Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
111	<b>Littering</b> /That Staff advertise and promote litter prevention as well as the ability of the RCMP to issue a \$467.50 littering fine under Section 99 of the NS Environment Act on the Municipal Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
112	<b>Major Event Planning Proposal from Sergeant Nugent</b> / To refer Sergeant Nugent's request regarding major event planning to the By-Law/Policy Committee for investigation into the development of the Municipality's Special Events by-law.	11-28-2022	CAO	Immediate	Complete
113	<b>Recommendation from Planning Advisory/Heritage Committee</b> / That the CAO investigate if the Eastern District Planning Commission can issue summary offence tickets and/or why they don't have the authority to do so and to report back to the Committee at a future meeting.	11-28-2022	CAO	Immediate	Complete
114	<b>Travel and Expense Policy/</b> That the amended Travel and Expense Policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
115	<b>Awards of Recognition Policy</b> / That the Awards of Recognition policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
116	<b>Second Reading By-law #66</b> / That the Second Reading approval be given to adopt the amended Private Ways By-Law #66 as a By-Law of the Municipality of the County of Richmond.	11-28-2022	CAO/Municipal clerk	Immediate	Complete

117	<b>Terms of Reference - By-Law/Policy Committee</b> / That Council amend the By-Law/Policy Committee Terms of Reference to include the membership of the public who are residents of the Municipality of the County of Richmond and FURTHER MOVE that public members' terms shall be two years, and FURTHER MOVE that members may be re-appointed to the committee for a further two year term, but shall not exceed two consecutive terms.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
118	<b>Committee Terms of Reference</b> /Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress
119	<b>Atlantic Biosphere Project, Proposal to Participate in Weston Foundations Homegrown Innovation Challenge</b> / That staff reach out to the proponent of the Atlantic Biosphere Project to explore resourcing options and report back to Council at the next scheduled meeting on December 12, 2022.	11-28-2022	CAO	Immediate	Complete
120	<b>Federal Boundary Review</b> / That the Warden draft a letter of support to MP Mike Kelloway expressing concerns regarding the proposed Federal boundaries in terms of geography, service and that the proposed boundary either be reconsidered or extra funds be provided to allow for more constituency offices in order to maintain the level of service and FURTHER MOVE to request that MP Kelloway forward the letter to the appropriate body.	11-28-2022	Warden	Immediate	Complete
121	<b>Louisdale Lions Club Type 4 - Regional/Health/General Grant Request</b> / That the grant request from the Louisdale Lions Club for the Type 4-Regional/Health/General Grant fund request in the amount of \$2,500.00 be approved and be allocated as follows: \$1,000.00 from the Type 4 - Regional/Health/General Grant Fund and \$1,500.00 from District 3 Fund.	11-28-2022	CFO	Immediate	Complete
122	<b>Administration Portuaire de Petit de Grat Grant Request</b> / That the Administration Portuaire de Petit de Grat Type 1 Grant request in the amount of \$10,000.00 to purchase a commemorative monument in recognition of the expulsion of the Acadians be approved as an eligible project and allocated under the cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000.00 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	11-28-2022	CFO	Immediate	Complete
123	<b>Trail Strategy</b> / Schedule pre-budget meetings to allow time to discuss the items in the trail strategy.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete

124	<b>Irish Cove Reclaimed Limestone Quarry Walking Trails</b> /That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of support to the Department of Natural Resources for the Irish Cove Reclaimed Limestone Quarry Walking Trails project.	12/12/2022	Warden	12/12/2022	<b>Complete</b>
125	<b>Strategic Communications Plan.</b> (June 2021-Draft ) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies. ( Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	12/12/2022	CAO/Municipal Clerk	Immediate	<b>Complete</b>
126	<b>Saltwire- Chronicle Herald &amp; Cape Breton Post</b> / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of concern to Saltwire requesting the resumption of rural door to door delivery or consider semi-central drop off locations and encourage other Municipalities to do the same.	12/12/2022	Warden	Immediate	<b>Complete</b>
127	<b>February Tax Sale</b> / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property number 01415298 for a minimum acceptable bid of \$5,000 and if this property does not sell for the minimum acceptable bid, to proceed and sell the property for any bid.	12/12/2022	CFO	Immediate	<b>Complete</b>
128	<b>February Tax Sale</b> / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property numbers 02465418, 03739511, 03927415, 04537521, 05176328, 07944063 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	12/12/2022	CFO	Immediate	<b>Complete</b>
129	<b>Village of St. Peter's Guarantee</b> / That Council accept the recommendation of the Committee of the Whole that Council approve the draft loan guarantee requested by the Village of St. Peter's in the amount of \$56, 407.50 for the purposes of purchasing a new sidewalk tractor.	12/12/2022	CFO	Immediate	<b>Complete</b>

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

141	<b>Second Reading</b> / that Council give the second reading to approve entering into a Development Agreement for 4 tourist cabins/cottages on Lot 18, PID 75144063, Orion Crescent, Walkerville, Richmond County.	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	<b>Complete</b>
142	<b>Second Reading</b> / that Council give the second reading to approve the proposed Land Use By-law amendment to rezone the portions of the properties identified as PID 75086868, 75136218, 75052530, 75219568, and 75086397 from the Residential Rural (R-2) Zone to the Residential Village (R-1) Zone to allow for smaller lot subdivision	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	<b>Complete</b>
143	<b>Governance and Boundary Review/</b> that the Warden and CAO work with Stantec on a new map that includes the following changes: Move Lennox Passage to District 3 Create more equitable division on Isle Madame between Councillors Move Grande Greve to District 4 Move Thibeauville to District 4	1/23/2023	Warden/CAO	Immediate	<b>Complete</b>
144	<b>Strait Area Transit</b> / that Council invite the Board of Executives and the support staff as required from Strait Area Transit to the next meeting of Council to discuss and continue contract negotiations.	1/23/2023	CAO/ Municipal Clerk	Immediate	<b>Complete</b>
145	<b>Richmond Villa Board Request</b> / that Staff create and submit advertisements in local media inviting Richmond County residents to consider applying to become a member of the Richmond Villa Board and FURTHER MOVE that the term for this position will be until the next organizational meeting.	1-31-2023	Municipal Clerk	Immediate	<b>Complete</b>
146	<b>Governance and Boundary Review/</b> that the CAO and Warden work together on the application and supporting documents for the Nova Scotia Utility and Review Board.	1-31-2023	CAO	Immediate	<b>Complete</b>
147	<b>Heritage Plaques</b> / that Council pursue the idea of having heritage plaques made and given to heritage building upon designation.	2-27-2023	CAO & Municipal Clerk	Immediate	<b>Complete</b>
148	<b>Lighthouse Heritage Properties</b> / 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	<b>PENDING</b>
149	<b>Municipal Heritage Property Designation Scoring Criteria/</b> to adopt the Municipal Heritage Property Designation Scoring Criteria as presented and FURTHER MOVE that the Planning Commission carry out the scoring, which can then be reviewed, revised as necessary, and agreed to by the Planning Advisory / Heritage Committee.	2-27-2023	CAO & Municipal Clerk	Immediate	<b>In Progress</b>

150	<b>Public Participation Program Regarding Engagement with Abutting Municipalities/</b> to refer the public participation program regarding engagement with abutting municipalities staff report as presented by the Eastern District Planning Commission to the By-Law/Policy Committee for review.	2-27-2023	CAO & Municipal Clerk	Immediate	<b>Complete</b>
151	<b>Provincial Snow Clearing/</b> that Council accept the recommendation of the Committee of the Whole that staff request a meeting of Council and Department of Public Works in our region to discuss concerns regarding provincial snow clearing and FURTHER MOVE that the Warden draft a letter requesting a meeting with the Minister of Transportation.	2-27-2023	CAO & Municipal Clerk	Immediate	<b>Complete</b>
152	<b>Province's Introduction to Bill 225 /</b> that Council accept the recommendation of the Committee of the Whole to have the Warden draft a letter to the Minister of Municipal Affairs and Housing acknowledging that we are confident Bill 225 was passed with positive intentions to address the housing crisis, but that Council has concerns about the process and requests that the Province consider repealing the Bill which grants Ministerial authority to override lawfully established by-laws of the Halifax Regional Municipality.	2-27-2023	Warden	Immediate	<b>Complete</b>
153	<b>AccessAbility Week/</b> that the request for funds to support activities in recognition of AccessAbility Week from May 29th – June 4th, 2023 be deferred to budget deliberations.	2-27-2023	CAO/Chief Financial Officer	Immediate	<b>Complete</b>
154	<b>Administration Portuaire de Petit de Grat Grant Request/</b> that Council approve the Administration Portuaire de Petit De Grat grant request in the amount of \$15,000 to install water and sewer connections as eligible projects and allocated under the drinking water/wastewater categories respectively from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2-27-2023	Chief Financial Officer	Immediate	<b>Complete</b>
155	<b>Bonnie Brae Seniors Club Type 4 -Grant Request/</b> that Council approve the Bonnie Brae Seniors Club grant request for purchasing and installing an automated external defibrillator (AED) in the amount of \$ 1,000.00 and allocated as follows: District 1: \$150.00, District 2: \$150.00, District 4: \$ 337.78, Regional Fund: \$362.22.	2-27-2023	Chief Financial Officer	Immediate	<b>Complete</b>
156	<b>Private Ways By-Law # 66 -First Reading/</b> to amend the Private Ways By-Law #66 in order to add Section 5 Repeal and Replace, and shall read as follows: The previous version #1, dated June 28, 2021, and all other versions of the By-Law 66, Private Ways By-Law, are repealed and replaced by this by-law.	2-27-2023	Municipal Clerk	Immediate	<b>Complete</b>
157	<b>Richmond Villa Board /</b> that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	<b>Complete</b>

158	<b>Spring 2023 Heavy Collection/</b> that Council accept the recommendation from the Director of Public Works to issue a tender for collection services for the 2023 Spring Heavy Collection.	2-27-2023	Director of Public Works	Immediate	<b>Complete</b>
159	<b>Bras d'Or Lakes Collaborative Environmental Planning /</b> that the CEIP request for financial support for the Etuaptmumk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	<b>Complete</b>
160	<b>Special Event By-Law/</b> that Council move the Special Event By-Law to the adoption process as presented with amendments to section 8.5, adding item iii for school based events and to section 6.3c adding, unless exempted through section 8.1.	2-27-2023	CAO/Municipal Clerk	Immediate	<b>Complete</b>
161	<b>Public Participation Program Regarding Engagement with Abutting Municipalities /</b> that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	<b>Complete</b>
162	<b>Canada Community Building Fund Discussion (Gas Tax )/</b> It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	<b>In Progress</b>
163	<b>Canada Community Building Fund Discussion (Gas Tax )/</b> that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	<b>Complete</b>
164	<b>Comfort Center &amp; Emergency Shelter Policy/</b> The Committee unanimously agreed that have staff prepare a second draft to include a section on Municipal responsibilities to be presented at a future meeting.	2-27-2023	CAO/Steve Marcellus	Immediate	<b>Complete</b>
165	<b>Eastern District Planning Commission Appointments and Positions of the District Planning Staff /</b> Council to approve the following EDPC Commission staff appointments and the positions for 2023-2024, effective April 1, 2023 as follows: Building Inspectors: Harry Martell, André Samson and Sean Donovan -Alternates: David MacKenzie, Johnathan Martin and Luke Ross- Special Constable: Sean Donovan and Johnathan Martin - Development Officer: Andrew Jones -Alternates: John Bain; Wanda Ryan; Dawn Sutherland; Kristen Knudskov and Mikayla Tait - Fire Inspectors: Harry Martell and André Samson -Alternates: Sean Donovan, David MacKenzie, Jonathan Martin and Luke Ross - Dangerous or Unsightly Premises - Administrators: Jonathan Martin and John Bain- Alternates: Luke Ross, Harry Martell and André Samson Special Constable: Sean Donovan and Jonathan Martin	3-13-2023	Municipal Council/ Mun. Clerk	Immediate	<b>Complete</b>

166	<b>Autism Acceptance Month Flag Raising</b> /Council to have staff organize the Autism Acceptance Month flag raising and proclamation ceremony on April 3rd, 2023, and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
167	<b>Gaelic Nova Scotia Month Flag Raising</b> / Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
168	<b>Purple Day for Epilepsy Awareness</b> / that the proclamation be accepted to proclaim that March 26, 2023 be "Purple Day", in an effort to raise awareness of epilepsy in Canada.	3-13-2023	Municipal Clerk	Immediate	Complete
169	<b>Grant Request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000.</b> / that the Raising the Villages Cooperative Ltd. grant request in the amount of \$ 3,000 for the purpose of supporting the costs of communications and network development, be approved and allocated as follows: \$150 from District 1, \$350 from District 2, \$1,000 from District 5 and \$ 1,500 from the Type 4 General Fund.	3-13-2023	CFO	Immediate	Complete
170	<b>Constituent/ Question Period</b> / Develop a service standard for responding to public inquires.	3-13-2023	CAO / Municipal Clerk	Immediate	Complete
171	<b>Constituent/ Question Period</b> / To post EDPC public meetings on the Municipal schedule of meeting calendar.	3-13-2023	Municipal Clerk	Immediate	Complete
172	<b>Constituent/ Question Period</b> / Create an Appeal Process for Land Development	3-13-2023	n/a	Immediate	Complete
173	<b>Constituent/ Question Period Inquiry</b> , Re Property Tax Sale: If there is a lean on a property and the County accepts less than what is owing, is the remainder put out as a lean on the property owner?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
174	<b>Constituent/ Question Period Inquiry</b> , Re: Property Tax Sale: If the Municipality gets excess money for a property that is sold at a tax sale can the property owner ask for the difference between what is owed and what was received by the County?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
175	<b>Cape Breton Fiddlers Association, Re: Proposal for Richmond County/</b> Provide the association with the grant application forms and provide assistance as needed with the application process.	3-13-2023	CFO/ Recreation Manager	Immediate	Complete

176	<p><b>Point Tupper Industrial Zones</b> / that Council accept the recommendation of the Planning Advisory / Heritage Committee to accept the recommendation from the Eastern District Planning Commission to approve the proposed amendments to the West Richmond Plan Area Municipal Strategy and Land Use By-law to allow:</p> <p>a) The creation of a new Heavy Industrial Restricted (1-4) zone which allows a limited number of industrial uses including Green Energy Facilities subject to special provisions specifically designed to address the protection of the Landrie Lake Water Supply Area;  b) A concurrent rezoning of portion of the property identified by PID 7511767 from the Light Industrial (I-1) Zone to the new 1-4 Zone;  c) The addition of Green Energy Facilities as permitted use within the Watershed Protection Periphery (W-2) Zone subject to special provisions;  d) The addition of Green Energy Facilities as permitted use within the Heavy Industrial (1-3) Zone subject to existing zone provisions;  e) The addition of rezoning Policy for the new Heavy Industrial Restricted (1-4) Zone;  f) The addition of a definition of “ Green Energy Facility/Facilities” in the Land Use By-law and;  g) Removal of single unit dwellings as permitted use within the Heavy Industrial (1-4) Zone;</p> <p>and FURTHER MOVE that Council give first reading and set a public hearing date.</p>	3/21/2023	CAO	Immediate	Complete
177	<p><b>Land Use By-Law Summary Offence Tickets</b> / that Council accept the recommendation of the Planning Advisory/ Heritage Committee to approve the Eastern District Planning Commission appointment of staff as Special Constables for Land Use By-law enforcement for 2023-2024, effective April 1, 2023; Sean Donovan, Manager of Inspection Services and Jonathan Martin, Senior Building Official.</p>	3/21/2023	CAO/Warden	Immediate	Complete
178	<p><b>Welcoming Food Trucks/</b> to refer Food Trucks to the By-Law / Policy Committee and FURTHER MOVE that staff explore examples of how Food Trucks are welcomed in other communities.</p>	3/27/2023	CAO/Staff	Immediate	Complete
179	<p><b>Regional/Shared By-Law Enforcement Officer Update/</b> that the agenda item “Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.</p>	3/27/2023	Municipal Clerk	Immediate	Complete

180	<b>Travel for Wind Europe 2023/</b> that Council preapprove the Wardens travel to cover the costs to accompany the Nova Scotia Delegation on their mission to Copenhagen, including Wind Europe 2023, as per our current travel policy and FURTHER MOVE that Council support 25% of the costs for the Economic Development and Innovation Officer to attend subject to securing the additional funds required.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
181	<b>Lyme Disease Awareness Month /</b> that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	Complete
182	<b>No Mow May /</b> that the Municipality support the campaign launched by Plantlife called “No Mow May” by erecting signage at Municipal sites and advertising on the Municipal Website and Facebook page	3/27/2023	CAO/Staff	Immediate	Complete
183	<b>Multi-Use Facility Feasibility Study /</b> have staff explore additional sources of funding opportunities and report back at the next Committee of the Whole meeting for further discussion.	3/27/2023	Director of Public Works/ Recreation Manager	Immediate	Complete
184	<b>Marketing Levy Update /</b> that staff contact Terry Smith from Destination Cape Breton to get clarification on 5.1, 5.1 (d), 7.6 and 8.3.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
185	<b>Comfort Center &amp; Emergency Shelter Policy/</b> that Council accept the recommendation from the By-Law/Policy Committee to adopt the Comfort Center & Emergency Shelter Policy as a Policy of the Municipality of the County of Richmond.	3/27/2023	CAO/Steve Marcellus	Immediate	Complete
186	<b>Constituent/ Question Period /</b> What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	Complete
187	<b>L'Ardoise Acadian Heritage Society/</b> that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	04/11/2023	CFO	Immediate	Complete
188	<b>St. Peter's Grand River Loch Lomond Pastoral Charge /</b> that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	04/11/2023	CFO	Immediate	Complete
189	<b>Strait Area Mutual Aid Association Grant Request /</b> that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	04/11/2023	CAO/CFO	Immediate	Complete

190	<b>RCMP Retroactive Costs</b> / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	04/11/2023	Warden	Immediate	<b>PENDING</b>
191	<b>Landrie Lake Water Utility Board, Re: Letter to Minister of Public Works regarding Green Hydrogen Development Support/</b> that the Committee recommend to Council to support the letter to the Minister of Public Works requesting that the Nova Scotia Department of Public Works work with the utility to re-establish water transfer from the Little River Reservoir to Landrie Lake.	04/11/2023	CAO/Municipal Council	Immediate	<b>Complete</b>
192	<b>Meeting with Council to Discuss Shared Municipal Files</b> /that the Committee recommend to Council to have staff organize and coordinate a meeting with the Port Hawkesbury Town Council to discuss shared files.	04/11/2023	CAO	Immediate	<b>In Progress</b>
193	<b>Doug Griffiths, President &amp; CEO, 13 Ways Inc. &amp; Cape Breton Regional Enterprise Network Event/</b> that the Committee recommend to Council to have the CAO and staff pursue a community focused event with Doug Griffiths.	04/11/2023	CAO	Immediate	<b>Complete</b>
194	<b>Acting Collectively Year End Report</b> / to share the report on the Municipal website/Facebook page.	04/11/2023	Municipal Clerk	Immediate	<b>Complete</b>
195	<b>Raising the Village/</b> Request video from Jim Mustard to share with Council/staff	04/11/2023	Municipal Clerk	Immediate	<b>Complete</b>
196	<b>Fire Services/ TOR and Committee Structure</b> / inquire with Staff (EMO) regarding how to move to a more structured committee and provide assistance where needed.	04/11/2023	CAO/EMO	Immediate	<b>In Progress</b>
197	<b>CAO, Re: 2023/2024 Budget Planning Discussion/</b> to have meetings set up similar to last year and to provide Council with dates as soon as they are made available.	04/11/2023	CAO	Immediate	<b>Complete</b>
198	<b>Budget Release Policy</b> - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	04/11/2023	CAO/Municipal Clerk	Immediate	<b>Complete</b>
199	<b>Storm Reporting Form</b> - The Committee unanimously agreed that the form would be used for post storm reporting and that the data collected will need to be tracked	04/11/2023	EMO	Immediate	<b>Complete</b>
200	<b>Regional/Shared By-Law Enforcement Officer</b> - provide the other participating Municipalities our top three by-laws for the purpose of enforcement: Animal, Noise and Special Event By-Laws	04/11/2023	CAO	Immediate	<b>Complete</b>
201	<b>Fences Arbitration Committee/</b> that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	04/11/2023	CAO/Municipal Clerk	Immediate	<b>Complete</b>
202	<b>Food Truck/Vending By-Law</b> / that staff provide the first draft for a future By-Law /Policy meeting.	04/11/2023	CAO / Municipal Clerk	Immediate	<b>In Progress</b>

203	<b>Clean Up Order</b> / that Council accept the recommendation from the Eastern District Planning Commission that the 30 day Clean Up order be upheld to remove everything that renders the property dangerous or unsightly as outlined and FURTHER MOVE that the 30 day starts from April 24, 2023.	4/24/2023	CAO/Municipal Clerk	Immediate	Complete
204	<b>Flag Policy</b> / to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions.	4/24/2023	CAO / Municipal Clerk	Immediate	In Progress
205	<b>Arichat Pedestrian Side Walk</b> / that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	<b>2023/24 Cost Shared Road Upgrades J-Class Roads</b> /that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	<b>Point Michaud Beach Building</b> / that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	<b>Riverdale Senior Club</b> / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete
209	<b>Recreation Vehicles</b> / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	<b>Heritage Plaques</b> / that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	In Progress
211	<b>Budget Release Policy</b> / that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording “ cost increases” to “changes”, remove Section 5(a), remove Section 3 and renumber the document accordingly.	05/08/2023	CAO, Municipal Clerk	Immediate	Complete
212	<b>Marketing Levy</b> / The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word “Municipality” with “resides on Cape Breton Island”.	05/08/2023	CAO, Municipal Clerk	Immediate	Complete

213	<b>CCBF Policy</b> / The Committee unanimously agreed to have staff prepare a third draft to include the Committee recommendations and to provide the supporting information used to formulate the percentages for funding amounts for the next By-Law/Policy Committee.	05/08/2023	CAO, CFO	Immediate	<b>Complete</b>
214	<b>National Accessibility Awareness</b> / that the Committee recommend to Council to have staff raise the Accessibility Flag for National Accessibility Awareness week, from May 29th – June 3rd.	05/08/2023	Director of Public Works, Municipal Clerk	Immediate	<b>Complete</b>
215	<b>Tax Sale</b> / that Council accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property numbers 00366722, 10534461, and 10534471 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	05/08/2023	CFO	Immediate	<b>Complete</b>
216	<b>River Bourgeois Mariner Society</b> for the Type 4 – Regional/Health/General Grant Funds request / that the Committee recommend to Council to defer the grant request from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1500 to the June Committee of the Whole meeting.	05/08/2023	Municipal Clerk	Immediate	<b>Complete</b>
217	<b>Cape Breton Fiddlers Association</b> / to defer the grant request to the June Committee of the Whole meeting and to have staff reach out to the proponent to gather information regarding what events are taking place in Richmond County	05/08/2023	CAO, Municipal Clerk	Immediate	<b>Complete</b>
218	<b>VON Week</b> / that the Committee recommend to Council to support the request from VON to celebrate VON Week by using blue lights on the Municipal Office building, request, from VON, a Victorian Order of Nurses for Canada (VON) flag and further make every effort to recognize VON week from May 21-27, 2023 on the Municipal Website and local media.	05/08/2023	Director of Public Works/Municipal Clerk	Immediate	<b>Complete</b>
219	<b>Richmond Wildlife Association</b> / that the Committee recommend to Council to approve the grant request from the Richmond Wildlife Association for the Type 3 – C1 Physical Activity Grant Funds in the amount of \$172.50 and be allocated at follows:\$ 172.50 from the District 2 funds.	05/08/2023	CFO	Immediate	<b>Complete</b>
220	<b>Louisdale Fleur de Lis Seniors &amp; Pensioners Club</b> / that the Committee recommend to Council to approve the grant request from the Louisdale Fleur de Lis Seniors & Pensioners Club for the Type 3 – C3 Sponsorship Grant Funds in the amount of \$500.00 and be allocated at follows: \$500.00 from the Regional General funds.	05/08/2023	CFO	Immediate	<b>Complete</b>
221	<b>Sidewalk Project</b> / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	05/08/2023	CAO, CFO	Immediate	<b>Complete</b>
222	<b>Mawio'mi Friendship Gala Sponsorship Opportunities</b> / the Committee unanimously agreed to purchase the \$600.00 Friends of Mawio'mi sponsorship level.	05/08/2023	CAO, Municipal Clerk	Immediate	<b>Complete</b>

223	<b>Pondville Beach</b> / Council to draft a letter with input from the Save the Beach Provincial Park Group to the MLA and the Minister to address the infrastructure needs of the Pondville Beach Provincial Park.	05/08/2023	Warden	Immediate	Complete
224	<b>Broadband/</b> contact Bell to get some pricing on a Broadband/Cell Tower for the Loch Lomond area and report back to Council with an estimate of pricing so they could decide whether they want to add it to the 5 Year Capital Investment Plan.	05/15/2023	CAO	Immediate	Complete
225	<b>Collaborative Session/</b> that Council approve the requested amount of up to \$5,000 to provide catering for the June 23rd Richmond County Collaborative Session with Dough Griffiths.	5/23/2023	CAO/CFO	Immediate	Complete
226	<b>NSCC HEO Lease/</b> that Council approve in principle to have a 5 year lease with an appropriate out clause granted to the Nova Scotia Community College Strait Area Campus and FURTHER MOVE to refer the matter to Port Hawkesbury and the Joint Park Commission.	5/23/2023	CAO/CFO	Immediate	Complete
227	<b>Three year share agreement- Jclass road/</b> that Council defer to June 1, 2023 Special Meeting	5/23/2023	CAO	Immediate	Complete
228	<b>Hanging Flower Baskets/</b> that Council approve the request from Telile Community Television to place and care for hanging flower baskets on the lampposts that line the Arichat sidewalk conditional on staff approval.	5/23/2023	CAO/ Director of Public Works	Immediate	Complete
229	<b>Question Period Procedure /</b> that Council defer the discussion to the June COW Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
230	<b>Arichat Pedestrian Side Walk/</b> that Council defer a decision to June 1, 2023 Special Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
231	<b>NSFM Policing Survey /</b> that Council defer to staff to coordinate a response from Council and the Police Advisory Board.	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
232	<b>CCBF Policy Section 4 (a) /</b> to have staff provide the By-Law / Policy Committee with a staff report for data on 8% and 10% allocation for the next meeting.	5/23/2023	CAO/CFO	Immediate	Complete
233	<b>CCBF Policy Section 4 (f) / to reword as follows:</b> The Municipality will contribute to a maximum of 50% of the total CCBF eligible project costs net of any other external funding, from the allocated account for water and sewer projects and with no percentage limits on other projects.	5/23/2023	CAO/ Municipal Clerk	Immediate	Complete
234	<b>Marketing Levy, 3rd Draft -</b> Question for Terry Smith from Council regarding Section 7 e: Why do we need to specify the geography?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
235	<b>Question Period -</b> questions from the public regarding the proposed changes to the Isle Madame Municipal Planning Strategy and Land use By-law. (1) Whether or not the policy change for Isle Madame is in keeping with the norms in other areas of the province? (2) What substantiates a mini campground and is it based on any size of lot as the old by-law would apply to any land owner?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
236	<b>CCBF Policy</b> moved to adoption process	06/06/2023	Municipal Clerk	Immediate	Complete
237	<b>Marketing Levy</b> moved to the adoption process	06/06/2023	CAO / Municipal Clerk	Immediate	Complete

238	<b>Food Cycle Science, Municipal Food Waste Pilot Project</b> - that Council refer to staff for further investigation.	06/12/2023	CAO	Immediate	Complete
239	<b>Acting Collectively</b> - send email to Councillors with information on the Council Recruitment Campaign..	06/12/2023	Municipal Clerk	Immediate	Complete
240	<b>Waste Receptacles</b> - that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	06/12/2023	CAO / Municipal Clerk	Immediate	In Progress
241	<b>Arichat Community Development Grant Extension</b> - that the Committee recommend to Council to approve the Arichat Community Development Association grant request extension for an additional year, to March 31, 2024	06/12/2023	CFO	Immediate	Complete
242	<b>IMVFD</b> - that Council have staff draft a letter outlining the limitations on private property and to provide information on who may be contacted.	06/12/2023	CAO	Immediate	Complete
243	<b>Louisdale &amp; Area Food Bank</b> - that Council approve the grant request from the Louisdale & Area Food Bank Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
244	<b>River Bourgeois Community Services Society</b> - that Council have staff reach out to the proponent for further information on the designated funds and defer to June Council.	06/12/2023	CFO	Immediate	Complete
245	<b>Re-Nest</b> - that Council approve the grant request from the Re-Nest Furniture Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 600 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
246	<b>Re-Nest</b> - reach out to the organization how we can help promote them.	06/12/2023	Municipal Clerk	Immediate	Complete
247	<b>Little Harbour Comm. Pasture</b> - that Council approve the grant request from the Little Harbour Community Pasture for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$2000 from District 5 and \$3000 from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
248	<b>Strait Mutual Aid</b> - that Council have staff reach out to the proponent to gather more information on what other Municipalities have granted funding and FURTHER MOVE that Council have the Emergency Services Coordinator provide a staff report for the next meeting.	06/12/2023	CFO	Immediate	Complete
249	<b>River Bourgeois Mariner Society</b> - that Council approve the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1000 and be allocated as follows: \$500 from District 4 and \$500 from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
250	<b>Cape Breton Fiddlers Association</b> - that Council approve the Cape Breton Fiddlers Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 2000 and be allocated from the Regional Fund.	06/12/2023	CFO	Immediate	Complete
251	<b>Question Period</b> - that Council refer the revision of the procedures for question period to the Warden and CAO.	06/12/2023	CAO / Warden	Immediate	Complete
252	<b>World Elder Abuse Day</b> - provide information on social media.	06/12/2023	Municipal Clerk	Immediate	Complete

253	<b>CSAP &amp; Arichat Side Walk Project Update-</b> that Council have staff proceed with exploring options for the exit side paving and report back to Council.	06/12/2023	Director of Public Works	Immediate	<b>Complete</b>
254	<b>Strait Area Chamber Housing</b> - that Council support, in principle, the Strait Area Chamber of Commerce formation of a not-for-profit entity with the mandate to create and execute a housing action plan for Richmond County and the Town of Port Hawkesbury and FURTHER MOVE that staff arrange a joint council meeting in the fall.	6/26/2023	CAO	Immediate	<b>Complete</b>
255	<b>Provincial Capital Assistance Program (PCAP)</b> - that Council support an application to the Province's PCAP for the purpose of the Arichat and Evanston water towers.	6/26/2023	Director of Public Works/CAO	Immediate	<b>Complete</b>
256	<b>IMV Food Bank</b> - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	<b>Complete</b>
257	<b>Loch Lomond Volunteer Fire Department</b> - that Council approve the LLVFD Type 1 - Infrastructure Grant Request in the amount of \$5000 and be allocated as follows: \$1000 from District 5 Funds and \$4000 from the Regional Fund.	6/26/2023	CFO	Immediate	<b>Complete</b>
258	<b>River Bourgeois Community Service Society</b> - that Council approve the RBCSS Type 4 Regional/Health/General Grant Funds in the amount of \$5000 and be allocated as follows: \$1000 from District 4 Funds and \$ 4000 from the Regional Fund.	6/26/2023	CFO	Immediate	<b>Complete</b>
259	<b>Strait Area Mutual Aid Association</b> - that Council approve the SAMAA Type 1 - Infrastructure Grant Funds in the amount of \$5000 and be allocated as follows: \$5000 from the Regional Fund.	6/26/2023	CFO	Immediate	<b>Complete</b>
260	<b>Supporting Affordable Housing</b> - that Council have staff explore what other Municipal units are doing to support affordable housing and report back to Council.	6/26/2023	CAO	Immediate	<b>In Progress</b>
261	<b>Council Chamber Upgrades</b> - Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council proceed with the Mastercontrol Proposal in the amount of \$51,200.00 plus hst to upgrade the Council Chamber video/audio production system and FURTHER MOVE that the funds be allocated from the Capital Reserve. Motion carried with four in favor and one against.	8/21/2023	CAO / CFO	Immediate	<b>In Progress</b>
262	<b>Cape Breton Partnership</b> - Moved by Councillor Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the requested amount of up to \$1,500 to sponsor the Cape Breton Partnership Investor Summit. Motion carried.	8/21/2023	CAO / CFO	Immediate	<b>complete</b>
263	<b>Active Living Strategy and Recreation Plan</b> - that the Committee of the Whole recommend to Council to defer the decision to adoption the Active Living Strategy and Recreation Plan to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>

264	<b>Two Eyed Seeing Conference</b> - that the Committee of the Whole recommend to Council to defer the decision of sponsorship for the Two Eyed Seeing Conference to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
265	<b>MEMAC - Committee Appointment</b> - that the Committee of the Whole recommend to Council that Councillor Melanie Sampson and Warden Amanda Mombourquette be appointed to the Municipal Emergency Management Advisory Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	<b>Complete</b>
266	<b>MEMPC - Committee Appointment</b> - that the Committee of the Whole recommend to Council that Councillor Michael Diggdon and Councillor Shawn Samson be appointed to the Municipal Emergency Management Planning Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	<b>Complete</b>
267	<b>Fences Arbitration Committee Appointment</b> - that the Committee of the Whole recommend to Council that Deputy Warden Brent Sampson be appointed to the Fences Arbitration Committee.	09/11/2023	CAO / Municipal Clerk	After adoption of COW Report.	<b>Complete</b>
268	<b>Health Information Magnets</b> - that the Committee of the Whole recommend to Council to have staff investigate whether other Municipalities and Emergency Health Services have programs for Health Information Magnets or similar currently in place and report back to Council.	09/11/2023	EMO/Fire Services Coordinator	Future Council meeting.	<b>In Progress</b>
269	<b>Cost-Shared Road Paving J-Class</b> - The Committee of the Whole unanimously agreed to defer the discussion on selecting J-Class Roads for the application for cost-shared paving to the next Regular Council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
270	<b>Voluntary Vulnerable Person Registry</b> - that the Committee of the Whole recommend to Council to support the resolution for a Province wide Voluntary Vulnerable Person Registry and FURTHER MOVE to defer the reading of the resolution to the next Regular Council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
271	<b>Fetal Alcohol Spectrum Disorder</b> - that the Committee of the Whole recommend to Council to support the request to declare the month of September as Fetal Alcohol Spectrum Disorder (FASD) Awareness Month and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
272	<b>Right To Know Week</b> - that the Committee of the Whole recommend to Council to support the request to declare September 25 to October 1, 2023 as Right to Know Week and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	09/11/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
273	<b>Food Cycle Science, Municipal Food Waste Pilot Project</b> - The Committee of the Whole unanimously agreed to accept the Food Cycle Science - Municipal Pilot Program as information only and defer the discussion to budget time.	09/11/2023	CAO/CFO	After adoption of COW Report.	<b>Complete</b>

274	<b>Question Period - Claire Doyle - Isle Madame Garden Club/</b> Will the Municipality help the community deal with the woodland angelica invasive weed?	09/11/2023	CAO / Municipal Clerk	For next COW meeting.	Complete
275	<b>Road Name Change</b> - that the Planning Advisory/Heritage committee recommend to Council to have the EDPC provide guidance on the process of renaming the existing road names of Cannes Pt. Rd and Cannes Pt. Extension to Canns Pt Rd and Canns Pt Extension Rd. <b>Road Name Change</b> - that Council accept the recommendation from the Planning Advisory/Heritage Committee to change the road name of Cannes Point Road Extension to Canns Point Road Extension(omitting the e) and FURTHER MOVE that Council recommend to the province to change the road name of Cannes Point Road to Canns Point Road (omitting the e).	09/26/2023 - 01-31-2024	Municipal Clerk	Immediate	In Progress
276	<b>Wind Turbine Overlay Mapping</b> - that Council give second reading approval for the amendments to the Richmond County Municipal Planning Strategy and Land Use By-law addressing the Development of Wind Energy to allow the creation of the Utility Scale Wind Development (WD-2) Zone which permits Utility Scale Wind Turbines as of right subject to special requirements and the rezoning map in Schedule A. (attached)	09/26/2023	Municipal clerk	For next Reg Council meeting	Complete
277	<b>RCMP Advisory Board By-Law</b> - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	Complete
278	<b>Recreation Vehicles</b> - that Council give First Reading approval for the proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as a seasonal main dwelling or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompanying definitions and schedule a public hearing.	09/26/2023	Municipal clerk	Immediate	Complete
279	<b>DNRR / ACOA Project Proposal</b> - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the unused portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	Complete
280	<b>Application for Cost-Shared J-Class Road Paving</b> - that Council submit the following application to the Province for cost-shared paving of J-class roads in order of priority as follows: Lobster Plant Road, Sampson Road, Kings Road, and Forgeron Road.	09/26/2023	Director of Public Works	Immediate	Complete
281	<b>Active Living Strategy and Recreation Plan</b> - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	Complete
282	<b>CEPI Conference Sponsorship Opportunity</b> - that Council refer the CEPI Conference sponsorship opportunity to staff and FURTHER MOVE that staff provide a recommendation for the next Committee of the Whole meeting.	09/26/2023	CFO	Immediate	Complete

283	<b>FASD Proclamation-</b> that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	<b>complete</b>
284	<b>Right to Know Week Proclamation</b> - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
285	<b>VVPR Resolution</b> - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
286	<b>Speed Radar Unit</b> - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
287	<b>Speed Radar Unit</b> - Council unanimously agreed to recommend to staff that the speed radar unit located in West Arichat be moved to the Northside area and to place the currently unused unit along Hwy 206 in the Arichat area.	09/26/2023	Director of Public Works	Immediate	<b>Complete</b>
288	<b>Question Period / - Class Road List</b> - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
289	<b>Question Period / Financial Health Index Report</b> - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
290	<b>Question Period / Grant Disclosures for 2022-2023</b> - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
291	<b>Acting Collectively Project</b> / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	10/10/2023	Warden	Immediate	<b>PENDING</b>
292	<b>Zone 3 Curbside Collection Tender</b> /that Council accept the recommendation from the Committee of the Whole to authorize staff to EXCEED BUDGET IN ORDER TO proceed with award of the Zone 3 curbside tender to the lowest priced bidder.	10/10/2023	Director of Public Works	Immediate	<b>Complete</b>
293	<b>New Rules for Off-Highway Vehicles</b> / that Council accept the recommendation from the Committee of the Whole to have staff begin looking into the next steps for the Municipality to develop a plan of action and FURTHER MOVE that staff reach out the ATV Association of Nova Scotia, and place the New Rules for Off-Highway Vehicles on the agenda for discussion at the next Police Advisory board meeting.	10/10/2023	Recreation Department	Immediate	<b>Complete</b>
294	<b>Bell Alliant to Appear before Council</b> / that Council accept the recommendation from the Committee of the Whole to have staff invite a Bell Alliant representative to appear before Council at a future date to discuss the lack of coverage throughout many areas of the county.	10/10/2023	CAO	Immediate	<b>In Progress</b>
295	<b>NSUARB Order</b> / that Council accept the recommendation from the Committee of the Whole to have the Warden draft a press release regarding the Nova Scotia Utility Review Board Order, confirming the number of Councillors and polling districts.	10/10/2023	Warden	Immediate	<b>Complete</b>

296	<b>Wastewater Management District Funds</b> / that Council accept the recommendation from the Committee of the Whole to have staff explore the feasibility and sustainability of perusing the Wastewater Management District funding program and report back to council	10/10/2023	CAO	Immediate	In Progress
297	<b>Deer Population</b> / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	10/10/2023	CAO	Immediate	In Progress
298	<b>Municipality of the County of Richmond Organizational Chart</b> / that Council accept the recommendation from the Committee of the Whole to adjust the organizational chart as presented including the position classifications.	10/10/2023	CAO	Immediate	Complete
299	<b>Purchasing and Tendering Policy</b> - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review.	10/23/2023	Municipal Clerk	Immediate	In Progress
300	<b>Travel and Expense Policy/</b> That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete
301	<b>Grant Disclosure Policy</b> - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	Complete
302	<b>Bras d'Or Lakes CEPI grant application</b> / that Council approve the Bras d'Or Lakes CEPI grant application for the Type 4 - Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$500 District 1, \$500 District 2, \$500 District 3, \$500 District 4, \$3000 Regional Grant Funds.	10/23/2025	CFO	Immediate	Complete
303	<b>SERMGAR Legislation-Bill 340</b> / that the Warden draft a letter on behalf of Richmond Municipal Council with clear restrictions that Council supports bill 340 as a path to achieve what was consulted on with the membership; specifically, that the Roads Stream B proposal regarding transfer of ownership of roads to municipalities be moved to Schedule A for further discussion.	10/23/2026	Warden	Immediate	Complete
304	<b>Calvin Presbyterian Church Grant Request</b> / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	11/06/2023	CFO	Immediate	Complete
305	<b>Hearts Ability Society Wreaths Fundraiser/</b> The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	11/06/2023	CAO	Immediate	Complete
306	<b>Destination Cape Breton MOU</b> / that the Committee of the Whole recommend to Council to approve the MOU among the five Cape Breton Island municipalities and Destination Cape Breton.	11/06/2023	CAO	Immediate	Complete

307	<b>Municipal Housing Needs Report</b> / create an article and upload the document on Municipal website and create a fb post	11/06/2023	Municipal Clerk	Immediate	Complete
308	<b>Municipality of the County of Richmond Planning Strategy and Land Use By-Law</b> / that Council give First Reading approval for the Municipality of the County of Richmond Planning Strategy and Land Use By-Law and FURTHER MOVE to have staff schedule a public hearing.	11/20/2023	Municipal Clerk	Immediate	In Progress
309	<b>École Beau Port Sidewalk/Driveway Project and Additional Accessibility Projects at Various Municipal Owned Facilities/</b> that Council supports the submission of applications for the École Beau Port Municipal Office Sidewalk Extension Project and the Accessibility Municipal Facility Upgrades Project, prioritized in order, for funding consideration under Municipal Capital Growth Program.	11/20/2023	Director of Public Works	Immediate	Complete
310	<b>Affordable Housing Project, SRD International Limited/</b> staff to provide an update for the December 18, 2023	12/07/2023	CAO	Immediate	Complete
311	<b>Extended Producer Responsibility (EPR) for Packaging, Paper Products/</b> that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	12/07/2023	Director of Public Works	Immediate	Complete
312	<b>Grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000-\$2,000./</b> that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	12/07/2023	CFO	Immediate	Complete
313	<b>Question Period</b> - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	12/07/2023	Warden	Immediate	Complete
314	<b>Sale of Property PID 750144654 / AAN 01525956</b> - Council accept the recommendation from the Committee of the Whole to accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property number 01525956 at the February 9th, 2024 tax sale for the minimum acceptable bid(s) as discussed "In camera".	12/19/2023	CFO	Immediate	Complete
315	<b>Member at Large/ By-Law Policy Committee</b> - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	Complete
316	<b>Gilles Subdivision, St. Peter's</b> - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	Complete
317	<b>Purchase of PID 75220756</b> / that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.	01-31-2024	Director of Public Works	Immediate	In Progress

318	<b>Engage NS Quality of Live Survey</b> / It was the consensus of the Committee to defer Engage to budget discussions.	01-15-2024	CFO	Immediate	<b>In Progress</b>
319	<b>Low Income Tax Exemption</b> / that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.	01-31-2024	CAO	Immediate	<b>In Progress</b>
320	<b>Coastal Riders ATV group request for a letter of authorization</b> / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	<b>In Progress</b>
321	<b>2024 Municipal Elections Voting Method</b> / that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	<b>Complete</b>
322	<b>Appointment of Returning Officer</b> / that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C ) of the Municipal Elections Act .	01-31-2024	CAO	Immediate	<b>Complete</b>
323	<b>Advance Poll Day</b> / that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.	01-31-2024	Municipal Clerk	Immediate	<b>Complete</b>
324	<b>Enumeration or use of lists or permanent register</b> / that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and FUTHER MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.	01-31-2024	CAO	Immediate	<b>Complete</b>
325	<b>Tariff Fees and Expenses</b> /that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.	01-31-2024	CAO	Immediate	<b>Complete</b>
326	<b>Raising the Village Grant Request</b> / that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.	01-31-2024	CFO	Immediate	<b>Complete</b>
327	<b>Village of St. Peter's Guarantee</b> / that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and WWTP electrical upgrades.	01-31-2024	CFO	Immediate	<b>Complete</b>

328	<b>ECRL request for additional rent</b> / that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.	01-31-2024	Director of Community Development and Recreation	Immediate	<b>Complete</b>
329	<b>Richmond County Water Utility-Water Rate Study</b> / that the Richmond County Water Utility Water Rate Study be placed on the agenda for the next Committee of the Whole meeting for further discussion.	01-31-2024	Municipal Clerk	Immediate	<b>Complete</b>
330	<b>Request to Purchase PID 75142133</b> / Moved by Council/ that Council accept the recommendation from the Planning Advisory / Heritage Committee to proceed with the process of the sale of PID 75142133, ensuring proper procedures are followed.	01-31-2024	CFO / Revenue Manager	Immediate	<b>In Progress</b>
331	<b>Land/Legal Document from In camera session</b> / that Council accept the recommendation from the Planning Advisory / Heritage Committee that the document discussed in-camera be presented in-camera at the next Committee of the Whole meeting.	01-31-2024	Municipal Clerk	Immediate	<b>Complete</b>
332	<b>Bona Road and Bona Lane in L'Ardoise</b> / that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	EMO/Fire Services Coorindator	Immediate	<b>Complete</b>
333	<b>Contract Negotiations</b> / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	<b>In Progress</b>
334	<b>Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865</b> / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	<b>In Progress</b>
335	<b>Richmond Water Utility Water Rate Study</b> / that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	<b>In Progress</b>
336	<b>Voluntary Vulnerable Persons Registry</b> / Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	<b>In Progress</b>

337	<b>Speed Radar Request for Information</b> / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	In Progress
338	<b>Planning Advisory/Heritage Committee</b> / that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.	02-26-2024	Municipal Clerk	Immediate	Complete
339	<b>Grants Policy</b> / that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	<b>Sale of Municipal Property Policy</b> / that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	<b>Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.</b> / Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	In Progress
342	<b>Amyloidosis Awareness Month Proclamation</b> / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete
343	<b>Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan.</b> / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	In Progress
344	<b>Question Period - Regular Council, Re: Port Royal Bridge</b> / that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete