



Regular Council Meeting

Monday, May 27th, 2024

7:00 p.m. Regular Council, Council Chambers

AGENDA

1. **Call to Order**
2. **O'Canada**
3. **Roll Call of Councillors**
4. **Items Added to the Agenda** (Approval of Agenda) **Added:** [Joint Meeting Status & Lennox Place Limited](#)
5. **Review of Minutes, Re:**
 - a) [Regular Council Meeting Minutes, April 22nd, 2024](#)
 - b) [Special Meeting Minutes, May 9th, 2024](#)
 - c) [Budget Planning Meeting Minutes, May 13th, 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](#)
 - No Mow May
 - Roaming Farm Animals
 - Street Light Policy
 - VON Week
 - Richmond River Roots Market Green Society Grant Request
 - St. Peter's Volunteer Fire Department Dry Hydrant Installation
 - Dry Fire Hydrant Policy
8. **Correspondence**
 - a) **Action Required**
 - i. [Jim Davis, Interim CFO, Re: Grant request from the Administration de Petit-de-Grat for Infrastructure Grant Funds in the amount of \\$20,000](#)
 - ii. [Shannon Mury, Director of Community Development and Recreation, Re: Additional Public Engagement Expenditures for the Multi-Use Facility Feasibility Study](#)
 - b) **For Information Purposes**
 - i. [Municipality of the County of Richmond, Re: NSCC Sustainable Jobs Transition Fund Proposal Support Letter](#)



9. Review of Action Items

a) [Action Items List](#)

10. Items Added to the Agenda

11. Question Period

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

12. 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](#)**



Regular Council Meeting

Monday, April 22nd, 2024
6:30 p.m. – In Camera Session
7:00 p.m. – Regular Session

- Location:** Council Chambers
- Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Michael Diggdon, Councillor Melanie Sampson
- Staff:** Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk
- Regrets:** Councillor Brent Sampson

Call to Order

Warden Amanda Mombourquette called the meeting order at 6:32 p.m. and asked for a motion to move to an in-camera session.

Moved by Michael Diggdon, seconded by Councillor Melanie Sampson that the meeting move to an “In-Camera” session at 6:32 pm.

Motion carried.

In Camera Session

a) Personnel

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the meeting revert to “Regular” session at 7:00 p.m.

Motion carried.

O’Canada

Warden Amanda Mombourquette reconvened regular session at 7:02 pm 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)

Councillor Michael Diggdon requested and received unanimous consent to add Street Lights to the agenda.



Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the agenda be approved with the added item.

Motion carried.

Review of Minutes, Re:

a) Public Hearing Meeting Minutes, March 25th, 2024

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the minutes of March 25th, 2024, Public Hearing be approved.

Motion carried.

b) Regular Council Meeting Minutes, March 25th, 2024

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the minutes of March 25th, 2024, Regular Council meeting be approved.

Motion carried.

Presentation:

John MacNeil presented the financial statement for the year ended March 31, 2023.

Question Period:

There were no questions.

Committee Reports

Committee of the Whole

The Committee discussed the open tender competition for PID #75142133.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID# 75142133 to the highest bidder as a result of the open tender competition.

Motion carried.

The Committee discussed the additional professional financial services.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to empower the CAO to engage additional professional financial services and to include such costs in the 2024/25 budget.

Motion carried.



The Committee discussed the Municipal Growth Framework Resolution.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to support the Municipal Growth Framework resolution.

Motion carried.

The Committee discussed the 2024 Heavy Collection.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to proceed with the 2024 Heavy Collection at an estimated cost of \$160,000 with the funds to be allocated in the 2024/25 budget.

Motion carried.

The Committee discussed the Village of St. Peter's Guarantee request.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to provide a guarantee for the Village of St. Peter's for the purpose of borrowing to convert their balloon payment into a new 5-year debenture in the amount of \$497,300.00.

Motion carried.

The Committee discussed the grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to approve the grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds, subject to assessment by staff as to the project's eligibility.

Motion carried.

The Committee discussed the Richmond County Literacy Network Type 4-Regional/Health/General Grant request.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to amend the previously adopted motion made on March 11th, 2024 for the Richmond County Literacy Network Type 4- Regional/Health/General Grant request from the original ask to \$2600 and FURTHER MOVE that the funds be allocated from the 2023/2024 budget



as follows: District 1 Funds: \$500.00, District 3 Funds: \$600.00, District 4 Funds: \$1000.00, and District 5 Funds: \$500.00.

Motion carried.

The Committee discussed the request from Kieran Walker to have a Gaelic Nova Scotia month flag raising and proclamation ceremony.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole 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 members of the public in local media.

Motion carried.

The Committee discussed the Richmond Education Center/Academy request for monetary contributions to the graduation bursary/scholarship fund.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to defer the request to contribute to the Richmond Education Center/Academy Bursary/Scholarship fund to budget deliberations.

Motion carried.

The Committee discussed the request from Cindy Walker to participate in the Tourism Nova Scotia Emerging Destinations Program

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to have staff connect with Cindy Walker to explore the program to see if there are opportunities to participate.

Motion carried.

The Committee discussed the Grant request from the River Bourgeois Community Services for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to table the River Bourgeois Community Services grant request for the Type 3-Recreation Sponsorship Grant Fund in the amount of \$500 to the next Council meeting following Grants and Contributions budget discussions.

Motion carried.



Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that the Committee of the Whole report for the month of April 2024 be adopted.

Motion Carried.

Accessibility Advisory Committee

The committee discussed the Flag-Raising and Proclamation event for Access Awareness Week.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Accessibility Advisory Committee that the Municipality of the County of Richmond host a flag raising and proclamation event on May 27th, 2024 for Access Awareness Week.

Motion carried.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that the Accessibility Advisory Committee report for the month of April 2024 be adopted.

Motion Carried.

Audit Committee

The Committee discussed the appointment of auditors.

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council accept the recommendation from the Audit Committee to appoint Grant Thornton as the auditors for the March 31st, 2024, fiscal year end.

Motion carried.

The Committee discussed the presentation of financial statements.

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Audit Committee to accept the financial statements of the Municipality for the year ended March 31, 2023 with the non-substantive amendments as discussed.

Motion carried.

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the Audit Committee report for the month of April 2024 be adopted.

Motion Carried.



Planning Advisory / Heritage Committee

The Committee discussed the Variance Notification Procedures

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Planning Advisory/Heritage Committee to have staff review the Land Use By-Laws to determine if an extension on the time frame for appeals can be extended from 14 to 21 days and FURTHER MOVE to prepare amending pages.

Motion carried.

The Committee discussed the Richmond County Subdivision By-Law

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council accept the recommendation from the Planning Advisory/Heritage Committee to have staff prepare amending pages to the Richmond County Subdivision By-Law for the purpose of removing the term “clearly survey” and further clarify that the use of an easement (new or existing) will require a survey.

Motion carried with three (3) in favor and one (1) opposed.

The Committee discussed the Building Permits and Fees

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council accept the recommendation from the Planning Advisory/Heritage Committee to have staff amend By-Law 61- Building Permits and Fees for the purpose of updating the fee structure as presented by the Eastern District Planning Commission.

Motion carried.

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the Planning Advisory/Heritage Committee report for the month of April 2024 be adopted.

Motion Carried.

Fire Protection Services Committee

The Committee discussed dry hydrant installation.

Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Fire Protection Services Committee to review the St. Peter's Volunteer Fire Department for the approval of \$5000 for the installation of their dry hydrant at the next Committee of the Whole with the Emergency Service Coordinator.

Motion carried.



The Committee discussed the Fire Service Review document.

Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Fire Protection Services Committee to review the 2019 Fire Service Review and recommendations submitted by Goudreault Associates at the next Committee of the Whole with the Emergency Service Coordinator.

Motion carried.

Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that the Fire Services Protection Committee report for the month of April 2024 be adopted.

Motion Carried.

Correspondence

a) Action Required

Donna Lugar, Nova Scotia Lyme Advocacy Group, Re: Lyme Disease Awareness Month

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that Council proclaim the month of May as Lyme Disease Awareness month.

Motion carried.

Lyme Disease Awareness Month Proclamation

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Warden Amanda Mombourquette, on behalf of the Municipality of the County of Richmond do hereby proclaim May 2024 as "Lyme Disease Awareness Month".

b) For Information Purposes

Honourable Kim D. Masland, Minister of Public Works, Re: Cost Shared Program for Paving Subdivision (J Class) Streets for fiscal year 2024-25.



Review of Action Items

- a) Action Items List
For information only.

Items Added to the Agenda

- a) Streetlights
For information only.

Question Period

Mr. Cotton approached Council.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:00 pm.

Municipal Clerk

Chairperson



Special Meeting

May 9th, 2024

- Location:** Council Chambers & Virtual
- Present:** Warden Amanda Mombourquette (Virtual), Deputy Warden Shawn Samson, Councillor Michael Diggdon, Councillor Melanie Sampson (Virtual), Councillor Brent Sampson (Virtual)
- Staff:** Troy MacCulloch, Chief Administrative Officer, John Bain, Director of Planning, EDPC, Shelley David, Municipal Clerk

Call to Order

Warden Amanda Mombourquette called the meeting to order at 5:32 p.m.

Roll Call of Councillors

The CAO took roll call of Councillors.

Approval of Agenda

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

Motion carried.

In Camera Session

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that the Committee move to an "In Camera" session at 5:33 pm.

Motion carried.

a) Contract Negotiations

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the meeting revert to "Regular Session" at 6:40 pm.

Motion carried.



Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that Council authorize the CAO to award the MOCR 2024036 – Former West Richmond Education Centre/Walter Fougere School Tender to the proponent as discussed in camera.

Motion carried.

Adjournment

There being no further business, the meeting was adjourned at 6:41 p.m.

Municipal Clerk

Chairperson



Budget Planning Meeting

May 13th, 2024

Location: Council Chambers

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

Staff: Jim Davis, Interim CFO, Kathlene Jeffery, Manager of Accounting and Finance, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Troy MacCulloch, CAO, Shelley David, Municipal Clerk

Call to Order

Warden Mombourquette called the meeting to order at 4:00 p.m.

Approval of the Agenda

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

Motion carried.

Five Year Capital Investment Plan and Contributions to Groups/Grants

Chris Boudreau, Director of Public Works provided an overview of the Five-Year Capital Investment Plan. Jim Davis, Interim CFO and Kathlene Jeffery, Manager of Accounting & Finance provided an overview of the Contributions to Groups/Grants.

Council unanimously agreed to have staff make changes to the Five-Year Capital Investment Plan and the Contributions to Groups/Grants as discussed for the next budget planning meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:02 p.m.

Municipal Clerk

Chairperson



Committee of the Whole Report May 2024

The Committee met on May 13th, 2024.

The Committee discussed No Mow May.

I move that the Council accept the recommendation from the Committee of the Whole to observe 'No Mow May' as a standing practice, and FURTHER MOVE that staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion.

The Committee discussed roaming farm animals.

I move that Council accept the recommendation from the Committee of the Whole to refer the discussion of roaming farm animals to the By-Law / Policy Committee.

The Committee discussed the Street Light policy.

I move that Council accept the recommendation from the Committee of the Whole to refer the Street Light Policy to the By-Law / Policy Committee for review.

The Committee discussed the request from Glenda Kipp, Manager of Home and Community Care, to participate in VON Week.

I move that Council accept the recommendation from the Committee of the Whole to approve the VON Proclamation, the raising of the VON Flag for a date in May, and FURTHER MOVE that staff make the arrangements to light up the Municipal Building in Blue and make every effort to recognize VON week on social media.

The Committee discussed the Richmond River Roots Market Green Society grant request for the Type 4-Regional/Health/General Grant funds in the amount of \$9,200.

I move that Council accept the recommendation from the Committee of the Whole to defer the Richmond River Roots Market Green Society grant request for the Type 4-Regional/Health/General Grant funds in the amount of \$9,200 to the next Council meeting following Grants and Contributions budget discussions.



The Committee discussed the funding request for \$5,000 from the St. Peter's Volunteer Fire Department for the Dry Fire Hydrant Installation in River Bourgeois.

I move that Council accept the recommendation from the Committee of the Whole to approve the funding request from the St. Peter's Volunteer Fire Department in the amount of \$5,000 for the dry hydrant installation in River Bourgeois.

I move that Council accept the recommendation from the Committee of the Whole to refer the Dry Fire Hydrant Policy to the Fire Protection Services Committee and the By-Law / Policy Committee for review.

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

DRAFT



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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, Interim CFO

DATE: May 16, 2024

RE: Type 01 – Infrastructure Grant Request

Dear CAO,

Attached is a grant application from the Administration De Petit De Grat for Infrastructure Grant Funds in the amount of \$ 20,000.00. The application appears complete and is ready to be addressed by Council. The request is to gain access to the \$50,000 of funds earmarked on our five-year capital plan under “waterfront developments.” These funds were earmarked to be spent out of the CCBF fund providing the specific projects meet the criteria.

Upon checking with the CCBF administrator for the program, this project would seem to fit under the Recreational Infrastructure category. Staff would need a formal resolution of Council which would be submitted to the Province once adopted. The resolution of Council shall identify the eligible project, the non-municipal entity, and the amount of funds they are to receive for that eligible project. We can tag these funds under the “Waterfront Developments” funding as approved on our five-year Capital Investment Plan.

Please keep in mind that of the \$50,000 earmarked on the five-year Capital Investment Plan, \$10,000 has already been committed, leaving a balance of \$40,000.

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

Best Regards

JD

Jim Davis, Interim CFO

This project aligns with the following County initiatives or plans:

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



Grant/Funding Application

Organization Legal Name Administration Portuaire De Petit De Grat	Contact Person Norman Fougere
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Position in Organization Harbour Manager	Email portpdg@gmail.com	Telephone 902-631-1909
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Mailing Address
PO Box 310, Petit De Grat, Nova Scotia B0E 2L0

Signature <i>Norman Fougere</i>	Date February 14th 2024
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Are you registered through the Registry of Joint Stocks? Yes No

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

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

Grant Type
1



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

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

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year
- ^{2.04} Quotes for proposed project with an explanation of award

Overview of Project

Please describe the project in as much detail as possible.

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

Please accept this application for funding through the Federal Gas Tax Fund approved by council for Richmond County Harbour Authorities. I am applying for \$20,000.00 of funding under section 14 Recreational Infrastructure. The funds will be used to build a new Recreational Floating dock at the Petit De Grat Harbour Authority. Small Craft Harbour will not fund any portion of our dock system that is not used for commercial purposes. Our recreational facility and dock system has sustained damage from several storms and is beyond repairs. A new wharf is required in order to offer a safe and secure berthage area for our recreational members as well as transient vessels visiting our port.

Norman Fougere
Harbour Manager

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

Project budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization's costs	
Land	_____	Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="radio"/> No
Materials	_____	Loan/Debt	_____
Labour Costs	_____	Funding Agency	_____
Other Capital Costs	\$ 3,000.00	Provincial	_____
Specify: GST-HST		Federal	_____
Other Capital Costs	\$ 20,000.00	Other (Specify): HST	\$ 3,000.00
Specify: Material and labour Included		Amount requested from Municipality	\$ 20,000.00
		If approved, funds must be spent by March 31.	
TOTAL	\$ 23,000.00	TOTAL	\$ 23,000.00



Form 4022
Annual Return
Canada Not-for-profit Corporations Act
(NFP Act)

Formulaire 4022
Rapport annuel
Loi canadienne sur les organisations à
but non lucratif (Loi BNL)

Received Date (YYYY-MM-DD): 2023-12-19
Date de réception (AAAA-MM-JJ):

- 1 Corporate name
Dénomination de l'organisation
ADMINISTRATION PORTUAIRE DE PETIT DE GRAT
- 2 Corporation number
Numéro de l'organisation
388202-1
- 3 Year of filing
Année de dépôt
2023
- 4 Date of last annual meeting of members (YYYY-MM-DD)
Date de la dernière assemblée annuelle des membres (AAAA-MM-JJ)
2023-02-24
- 5 Is the corporation a soliciting corporation?
Est-ce qu'il s'agit d'une organisation ayant recours à la sollicitation ?
No
Non

- 6 Declaration: I certify that I have relevant knowledge of the corporation and that I am authorized to sign this form.
Déclaration : J'atteste que je possède une connaissance suffisante de l'organisation et que je suis autorisé(e) à signer le présent formulaire.

Original signed by / Original signé par

NORMAN JOSEPH FOUGERE
NORMAN JOSEPH FOUGERE
9026311909

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the Privacy Act allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la Loi sur les renseignements personnels permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.



Form 4006
Changes Regarding Directors
Canada Not-for-profit Corporations Act
(NFP Act)

Formulaire 4006
Changements concernant les administrateurs
Loi canadienne sur les organisations à but non lucratif (Loi BNL)

Received Date (YYYY-MM-DD): 2023-03-30
Date de réception (AAAA-MM-JJ):

1 Corporate name
Dénomination de l'organisation
ADMINISTRATION PORTUAIRE DE PETIT DE GRAT

2 Corporation number
Numéro d'organisation
388202-1

3 Board of Directors (new directors in bold)
Conseil d'administration (les nouveaux administrateurs sont indiqués en caractère gras)
See attached schedule / Voir l'annexe ci-jointe

4 The following individuals are no longer directors:
Les individus suivants ne sont plus administrateurs :
Name End Date YYYY-MM-DD
Nom Date de fin de mandat AAAA-MM-DD

5 Declaration: I certify that I have relevant knowledge of the corporation and that I am authorized to sign this form.
Déclaration: J'atteste que je possède une connaissance suffisante de l'organisation et que je suis autorisé à signer ce formulaire.

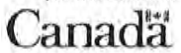
Original signed by / Original signé par
Norman J Fougere
Norman J Fougere
9026311909

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La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

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IC 3103 (2008/04)

Schedule

Board of Directors (new directors in bold)

Name	Start Date YYYY-MM-DD	Address
Vernon Martell	2020-01-13	
Shawn Boudreau	2020-01-13	
Gordon Mackay	2019-03-30	
Nathan Martell	2019-03-30	
YVON SAMSON	2013-12-17	
BERTRAM BERNARD	2013-12-17	
Cory David	2020-01-13	
Norman J Fougere	2020-01-13	

Administration Portuaire De Petit De Grat
 Balance Sheet
 March 31, 2023
 (Unaudited)

	March 31, 2023	March 31, 2022
ASSETS		
Current		21,632
Cash	43,409	
HST Receivable	233	-
	<u>43,642</u>	<u>21,632</u>
Capital Assets		4,023
Fisher Shed/Tools	10,723	7,933
Security System	7,933	11,956
	<u>18,656</u>	<u>11,956</u>
TOTAL ASSETS	<u>62,297</u>	<u>33,588</u>
LIABILITIES		
Current		-
Accounts Payable	10,000	2,120
HST Payable	-	2,120
	<u>10,000</u>	<u>2,120</u>
EQUITY		
Retained Earnings	31,467	22,883
Profit (loss) for year	20,830	8,584
	<u>52,297</u>	<u>31,467</u>
TOTAL LIABILITIES AND EQUITY	<u>62,297</u>	<u>33,588</u>
	0.01	0.00

Administration Portuaire De Petit De Grat
 Balance Sheet
 March 31, 2023
 (Unaudited)

	March 31, 2023	March 31, 2022
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Revenue

Sales	77,041	59,061
Expenses		
Accounting & Legal	-	1,000
Wharf Expense	1,102	220
Office and Postage	685	394
Insurance	500	475
Internet	963	876
Wharf Maintenance	16,487	1,381
Waste Removal	-	1,592
Security System Repairs	-	800
Utilities	13,919	14,116
Communications	1,265	823
Bank Charges	503	241
Salaries and benefits	19,506	16,094
Property Taxes	1,281	12,465
Total Expenses	<u>56,211</u>	<u>50,477</u>
NET EARNINGS	<u>20,830</u>	<u>8,584</u>

20,829.77

ADMINISTRATION PORTUAIRE DE PETIT DE GRAT

INCOME REPORTS FROM DEPOSITS

April 1 - March 31

	BERTHAGE		POWER	LICENSES	WINTER STORAGE	MISC.	SMALL CRAFT NON-TAX	TOTAL	NOTES for MISC.
	Commercial/Residential								
APRIL	\$322.00	\$0.00	\$0.00	\$0.00	\$1,265.00	\$0.00	\$0.00	\$1,587.00	
MAY	\$3,450.00	\$0.00	\$0.00	\$0.00	\$230.00	\$232.55	\$24,441.62	\$28,354.17	
JUNE	\$10,591.50	\$345.00	\$0.00	\$690.00	\$115.00	\$0.00	\$1,500.00	\$13,241.50	
JULY	\$2,070.00	\$3,262.50	\$4,460.74	\$0.00	\$0.00	\$4,600.00	\$3,475.00	\$17,868.24	
AUG	\$1,357.00	\$690.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,701.90	\$20,748.90	
SEPT	\$747.50	\$40.00	\$213.90	\$230.00	\$0.00	\$758.00	\$0.00	\$1,989.40	
OCT	\$0.00	\$0.00	\$1,372.61	\$0.00	\$0.00	\$589.25	\$0.00	\$1,961.86	
NOV	\$1,414.50	\$0.00	\$0.00	\$0.00	\$0.00	\$14,951.76	\$0.00	\$16,366.26	
DEC	\$0.00	\$0.00	\$2,743.31	\$0.00	\$0.00	\$1,858.67	\$0.00	\$4,601.98	
JAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,217.27	\$6,217.27	
FEB	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00	\$0.00	\$0.00	\$345.00	
MAR	\$690.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.93	\$3,843.40	\$4,704.33	
	\$20,642.50	\$4,337.50	\$8,790.56	\$920.00	\$1,955.00	\$23,161.16	\$58,179.19	\$117,985.91	

ADMINISTRATION PORTUAIRE DE PETIT DE GRAT EXPENSE SUMMARY

	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	TOTALS
POWER	\$ 788.97	\$ 2,154.21	\$ 1,874.65	\$ 959.87	\$ 711.63	\$ 885.70	\$ 854.78	\$ 1,223.52	\$ 1,833.04	\$ 887.05	\$ 1,342.16	\$ 1,460.00	\$ 14,975.58
INTERNET	\$ 80.99	\$ 80.32	\$ 94.93	\$ 69.69	\$ 69.70	\$ 69.35	\$ 69.35	\$ 69.70	\$ 69.70	\$ 69.00	\$ 69.35	\$ 69.00	\$ 881.08
PHONE	\$ 94.93	\$ 94.93	\$ 69.50	\$ 94.93	\$ 94.93	\$ 97.51	\$ 94.93	\$ 94.93	\$ 94.93	\$ 94.93	\$ 94.93	\$ 69.30	\$ 1,090.68
SUPPLIES	\$ 230.99	-	\$ 154.71	\$ 272.26	\$ 299.46	\$ 83.01	-	\$ 3.22	-	-	-	-	\$ 1,043.65
SALARIES/ WAGES	\$ 3,040.20	\$ 2,432.16	\$ 2,432.16	\$ 5,536.35	\$ 1,657.44	-	-	-	-	-	-	-	\$ 16,298.37
INT. BANK	\$ 20.00	\$ 20.00	\$ 20.00	\$ 27.40	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 247.40
REPAIRS/ MAINT.	\$ 6.85	\$ 2,201.91	\$ 7,302.50	\$ 83.26	\$ 5,838.84	\$ 808.99	\$ 18,025.00	\$ 9.75	-	\$ 3,910.00	-	\$ 525.00	\$ 38,712.10
OFFICE	\$ 65.68	-	-	-	\$ 213.03	\$ 24.14	-	\$ 211.98	-	\$ 159.51	-	\$ 259.61	\$ 933.95
Misc.	\$ 9,644.87	-	-	\$ 4,270.00	-	\$ 15,185.68	-	\$ 500.00	\$ 12.00	\$ 100.00	-	\$ 885.00	\$ 30,597.55
CRA REMITTANCES	\$ 2,490.20	\$ 1,881.12	\$ 2,385.39	\$ 3,596.75	\$ 3,109.71	\$ 65.91	-	-	-	\$ 97.25	-	-	\$ 13,626.33
TOTALS	\$ 16,463.68	\$ 8,864.65	\$ 14,333.84	\$ 14,910.51	\$ 12,014.74	\$ 17,240.29	\$ 19,064.06	\$ 2,133.10	\$ 2,029.67	\$ 5,337.74	\$ 1,526.44	\$ 4,487.97	\$ 118,406.69

ADMINISTRATION PORTUAIRE DE PETIT DE GRAT
INCOME & EXPENSE REPORT

	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR	TOTAL
INCOME	\$1,587.00	\$32,752.97	\$13,241.50	\$17,868.24	\$20,748.90	\$1,989.40	\$1,961.86	\$16,366.26	\$4,601.98	\$6,217.27	\$345.00	\$4,704.33	\$122,384.71
EXPENSES	\$16,463.68	\$8,864.65	\$14,333.84	\$14,910.51	\$12,014.74	\$17,240.29	\$19,064.06	\$2,133.10	\$2,029.67	\$5,337.74	\$1,526.44	\$4,487.97	\$118,406.69
PROFIT (LOSS)	-\$14,876.68	\$23,888.32	-\$1,092.34	\$2,957.73	\$8,734.16	-\$15,250.89	-\$17,102.20	\$14,233.16	\$2,572.31	\$879.53	-\$1,181.44	\$216.36	\$3,978.02

Sharing Montgomery Budget Worksheet

Organization Name:

Administration Portuaire De Petit De Grat

Fiscal Year Period:

March 31st 2025

	Current Org. Budget	Current YTD Actuals	Previous FY Budget	Previous FY Actuals
REVENUE				
Government grants & contracts	160,571	140,571		
Foundations				
Corporations				
vendor Licenses	645	415		
Winter Storage	2,000			
Commercial / Recreational Fees	22,980			
Other: Power Invoices	12,500	3,755		
Total cash revenue	\$ 198,696	\$ 144,741		
Total in-kind revenue				
TOTAL REVENUE	\$ 198,696	\$ 144,741		
EXPENSES				
Personnel				
Salaries	15,000	8,000		
Contractors/ Maintenance	160,571	140,571		
Personnel totals	175,571	148,571		
Benefits				
Workers Compensation				
Insurance				
Benefits totals				
Travel				
Travel total				
Office Supplies				
General office supplies	\$ 400			
Equipment				
Laptop Computer				
Van Maintenance				
Other				

Sharing Montgomery Budget Worksheet

Power
Meeting Space
Internet and phone service

15,000			
2,000	225		

BRIEFING NOTE

Municipality of the County of Richmond

Multi Use Facility Feasibility Study

May 24, 2024

PURPOSE

The purpose of this briefing note is to inform Council of additional expenses that will be incurred by the Municipality as a result of additional public engagement for the Multi Use Facility Feasibility Study.

SUMMARY

A49 and WSP were awarded the tender to carry out the Multi Use Facility Feasibility Study in the Spring of 2023. The engagement portion of the project was completed in the Fall of 2023. Council requested to have further engagement with targeted groups. Details were provided on the targeted groups in April 2024. Staff worked with the Consultants to provide a quote for the requested additional engagement.

The associated costs to conduct 2 virtual engagement sessions and 1 in person session will be \$9825.00 plus HST. Please note this will be allocated to the Community Development and Recreation 2024-2025 budget.

It is the recommendation of the consultants to have the additional engagement carried out prior to the summer months, in order to maximize the participation of the targeted groups.

ACTION REQUIRED

Seeking Council support to allocate funds to support additional engagement for the Multi Use Facility Feasibility Study, in the amount of \$9825.00 plus HST, and further requesting that this expenditure be approved to allow the work to be initiated prior to the approval of the 2024-2025 fiscal budget.

FINANCIAL IMPLICATIONS

\$9,825 plus HST.

PREPARED BY: Shannon Mury
CONTACT PERSON: Shannon Mury
DATE: May 24, 2024

WARDEN

To: Andrew Lafford

Dean, School of Technology and Environment
Nova Scotia Community College
5685 Leeds St
Halifax, NS B3K 4M2

May 13, 2024

Re: NSCC Sustainable Jobs Transition Fund Proposal Support Letter

Dear Mr. Lafford,

On behalf of the Municipality of the County of Richmond, it is my pleasure to write a letter of support for the “Building a Workforce for Atlantic Canada's Clean Energy Transition” project led by the Nova Scotia Community College (NSCC) on behalf of colleges across Atlantic Canada. Richmond County is confident that this project will develop the qualified talent that will be needed to support low carbon energy developments including wind, hydrogen and solar initiatives.

Point Tupper in Richmond County is home to two major green hydrogen developers: EverWind Fuels and Bear Head Energy. The opportunity for Atlantic Canadian provinces to build domestic demand and to export green electrons and molecules will be transformational. As we transition away from energy security based on fossil fuels, preparing a workforce to seize opportunities for a cleaner sustainable economy is necessary to ensure our future prosperity, particularly in rural areas of Nova Scotia and Atlantic Canada. By working collaboratively, as this project proposes, Atlantic Canada can be a leader in building a greener, more energy secure Canada, and we can be a significant contributor to both the global climate change and ethical energy imperatives.

As applied learning institutions, the colleges involved in this project have the capacity, industry partnerships, and expertise to deliver on the project outcomes. Throughout the proposal, they have integrated diversity and equity for Indigenous, women, and equity-deserving groups, including support for newcomers and early engagement of youth. This thoughtful approach will be needed to ensure that the energy transition in Atlantic Canada is an inclusive one that enables all communities to participate fully.

I appreciate the opportunity to support NSCC and its partner colleges in this exciting workforce development initiative that will support our transition to clean energy. With the NSCC Strait Area Campus just minutes away from our County, we look forward to being active partners in the project. If you require further information, please feel free to contact me at your convenience.

Sincerely,



Warden Amanda Mombourquette
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond



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.	2021-09-27	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.	2022-01-24	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.	2022-02-08	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.	2022-02-28	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	2022-02-28	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.	2022-02-28	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.	2022-02-28	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.	2022-03-21	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.	2022-03-21	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.	2022-04-25	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	2022-04-25	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.	2022-04-25	Chief Financial Officer	Immediately	Complete
14	Esther MacDonnell be appointed to the Accessibility Advisory Committee.	2022-04-25	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.	2022-04-25	Warden	Immediately	Complete
17	Post the Non-Union Salary Administration Policy adopted as a policy of the Municipality of the County of Richmond.	2022-04-25	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"	2022-04-25	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.	2022-04-25	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	2022-04-25	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.	2022-04-25	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.	2022-04-25	Municipal Clerk/Municipal Council/Director of Public Works	Immediately	Complete
23	The following proclamation be adopted: "Year of the Garden 2022"	2022-04-25	Warden	Immediately	Complete
24	The following proclamation be adopted: May 2022 as "Lyme Disease Awareness Month".	2022-04-25	Warden	Immediately	Complete
25	Update on Code of Conduct Complaint will be provided at a future meeting once the investigation has been Completed.	2022-04-25	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."	2022-04-25	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	2022-05-24	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.	2022-05-24	Warden Mombourquette	Immediately	Complete

29	A letter be written by Warden Mombourquette to the Honourable Tim Houston, with a copy to the Minister of Finance, Allan MacMaster, Minister of Municipal Affairs & Housing, John Lohr, MLA, Trevor Boudreau and the President of the NSFM, Amanda McDougall regarding the proposed non-resident Provincial property tax and the proposed non-residential deed transfer tax announced as part of the Province's 22/23 budget indicating that Municipal Council is thankful for the removal of the proposed non-resident Provincial property tax and their willingness to listen to the feedback received on the issue.	2022-05-24	Warden Mombourquette	Immediately	Complete
30	Send to CFO that the grant request from the River Bourgeois Community Services Society be approved in the amount of \$9,000 with the following allocation:: Regional /Health/General \$5,000, District #4 \$2,500, District #1, 2 and 3(each) \$ 500	2022-05-24	Municipal Clerk/CFO	Immediately	Complete
31	Send to CFO that the grant request from the St. Peter's RCL Branch 47 be approved in the amount of \$3,924.44 and be allocated as follows: Regional /Health/General \$ 3,000.00, District # 3 and 4 \$ 462.22 each.	2022-05-24	Municipal Clerk/CFO	Immediately	Complete
32	Send to CFO that The grant request from the South Mountain Arm of Gold Community Association in the amount of \$5,000 be approved from the Regional /Health/General Fund contingent on securing other sources of funding.	2022-05-24	Municipal Clerk/CFO	Immediately	Complete
33	The following proclamation be approved: May 29th – June 4th, 2022 is recognized as Access Awareness Week.	2022-05-24	Warden / Municipal Clerk	Immediately	Complete
34	Notify the Board that Mr. Richie Cotton was re-nominated by the Municipality of Richmond County to serve his second term on the Strait of Canso Superport Corporation Board of Directors.	2022-05-24	Municipal Clerk	Immediately	Complete
35	Notify Applicant that an exemption to the Richmond County Noise By-Law #65 be granted to Epic Trip Productions and the Inspiration Point Lodge for June 18th and 19th, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 3 AM to allow the event to engage in any activity until 3 AM which tends to disturb the peace and tranquility of a neighborhood to which the By-Law applies.	2022-05-24	Municipal Clerk	Immediately	Complete
36	A letter be written to the Minister of the Department of Municipal Affairs and Housing encouraging the department to take an active role on making a determination on reported breaches and whatever new standards are developed and to develop training material related to it.	24/05/2022	Warden	Immediately	Complete
37	The 30 day Clean-up Order issued by the Eastern District Planning Commission regarding PID (75105304) and AAN (10494923) be amended from a 30 day to a 90 day Clean-up Order and that day one of the Order begin on the day the Order is posted.	2022-06-27	Municipal Clerk/EDPC	Immediately	Complete

38	The NSFM Service Exchange Renegotiation and MGA Review Committee survey be Completed by Warden Mombourquette and Deputy Warden Melanie Sampson in collaboration with the remaining Councillors and Municipal Staff.	2022-06-27	Warden/Deputy Warden	Immediately	Complete
39	Staff reach out to other municipal units regarding a Special Events By-Law and Complete an analysis/comparison of data to be provided to Committee Members at a future By-Law/Policy Committee meeting.	2022-06-27	Municipal Clerk	Immediately	Complete
40	Staff be requested to do an assessment/investigation regarding the potential of expanding the Babin's Hill Look-off.	2022-06-27	CAO/Director of Public Works	Immediately	Complete
41	The building permit fees be amended as recommended by the Director of the Eastern District Planning Commission and that the amended fee structure be effective July 1, 2022.	2022-06-27	Municipal Clerk/EDPC	Immediately	Complete
42	PID (75034520), 1/3 owned by the Municipality of the County of Richmond, consisting of the 100 acre municipal property on Plumb Island and 2/3 owned by Barbara Malcolm, be declared surplus to municipal requirements, and the Municipality's interest sold for fair market value.	2022-06-27	Revenue Manager	Immediately	Complete
43	The request from Marg Herdman for funding for four lighthouses and one governance panel at a cost of approximately \$3,000 each be investigated by Staff in collaboration with MLA Trevor Boudreau regarding funding opportunities which could potentially be available to aid with the project.	2022-06-27	CAO	Immediately	Complete
44	Staff investigate the request from Potlotek First Nation to access Richmond County's garbage and recycling services.	2022-06-27	CAO/Director of Public Works	Immediately	Complete
45	Taxes be written off in the amount of \$356.94 on property AAN 01720872, located at 47 South Side, Petit de Grat, NS, owned by Lillian Gionet, which represents taxes on the dwelling only from May 6, 2022 to March 31, 2023.	2022-06-27	Revenue Manager	Immediately	Complete
46	The fuel price adjustments based on the Truckers Association of Nova Scotia's monthly diesel fuel price be retroactive to April 1, 2022.	2022-06-27	Director of Public Works/Chief Financial Officer	Immediately	Complete
47	The request from the Isle Madame New Horizons Seniors Club, Type 1-Infrastructure Grant fund in the amount of \$5,000 be approved and allocated as follows: Regional/Health/General Grant Funds \$3,500, District #1 \$ 750, District #2 \$ 750	2022-06-27	Chief Financial Officer	Immediately	Complete

48	The request from St. Joseph Parish for the Type 4 – Regional/Health/General Grant Fund in the amount of \$10,000 be allocated and approved from District #1- \$1,500 and District #2 - \$1,500 for a total of \$3,000.	2022-06-27	Chief Financial Officer	Immediately	Complete
49	The grant request from Pitu'paq Partnership Society in the amount of \$2,000 for the Type 4 – Regional/Health/General Grant fund be approved.	2022-06-27	Chief Financial Officer	Immediately	Complete
50	The request from Development Isle Madame Association for the Type 1 – Infrastructure Grant Funds in the amount of \$3,500 be approved for a total of \$1,500 and allocated as follows: District #1 \$750 and District #2 \$750	2022-06-27	Chief Financial Officer	Immediately	Complete
51	The Canada Day 2022 Funding request received from Johnston's Harbour Wharf Association in the amount of \$450 be approved.	2022-06-27	Chief Financial Officer	Immediately	Complete
52	First Reading to amend the Private Ways By-Law #66 in order to add to section 3.2 the wording "Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days" AND to include an additional section stating: "Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors)".	2022-06-27	Municipal Clerk/Municipal Council	September 26, 2022 Regular Council Meeting	Complete
53	An exemption to the Richmond County Noise By-Law #65 be granted to Development Isle Madame Association for the Codstock 2022 event beginning on July 2nd, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 1:30 AM July 3, 2022	2022-06-27	Municipal Clerk	Immediately	Complete
54	The Town of Port Hawkesbury staff, CAO Terry Doyle and CFO Erin MacEachern be extended an invitation to review/present the Airport Terms of Reference at a Fall Committee of the Whole meeting.	2022-06-27	Municipal Clerk	Immediately	Complete
55	The CAO follow-up with Justin Forbes of Stantec regarding a potential start-up meeting date regarding the Governance and Boundary Review.	2022-06-27	Municipal Clerk	Immediately	Complete
56	That an Electric Vehicle Charger for the Richmond Arena location be forwarded to budget deliberations for review.	2022-06-27	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.	2022-06-27	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.	2022-06-27	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.	2022-06-27	Warden	Immediately	Complete
60	The possibility of hiring summer students for summer 2023 to deal with the littering issues be forwarded to budget deliberations.	2022-06-27	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.	2022-06-27	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.	2022-06-27	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.	2022-06-27	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.	2022-06-27	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.	2022-06-27	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	2022-06-27	CAO/Chief Financial Officer	Immediately	Complete
67	Second Reading By-law #66 / To Amend the Private Ways By-Law #66 to add the following clauses: In s.3.2 - Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days AND include an additional section stating: Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors).	2022-09-26	Municipal Clerk/Municipal Council	November 28 th Regular Council Meeting	Complete

68	Holy Guardian Angels / That Council accept the recommendation of the Committee of the Whole to provide funding to the Holy Guardian Angels Parish in amount of \$3,750.00, with the allocation of funds as follows, \$2,000.00 from the District 5 Activity Fund and \$1,750.00 from the Regional Fund.	2022-09-26	Chief Financial Officer	Immediately	Complete
69	Rural Communities Foundation / That the Council accept the recommendation of the Committee of the Whole to provide funding from the Regional Fund to the Rural Communities Foundation in the amount of \$500.00.	2022-09-26	Chief Financial Officer	Immediately	Complete
70	ACTing Collectively / That Council accept the recommendation of the Committee of the Whole to provide financial support, in the amount of \$669.00, to fund a mail out to seniors.	2022-09-26	CAO/Chief Financial Officer	Immediately	Complete
71	Awards of Recognition Policy / That Council accept the recommendation of the Committee of the Whole to refer the Awards of Recognition policy to the Bylaw and Policy Committee for review.	2022-09-26	Municipal Clerk	Immediately	Complete
72	Strategic Plan Refresh / That Council accept the recommendation of the Committee of the Whole to approve the Strategic Plan Refresh as presented by Preferred Choice.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
73	Heritage Submissions / That Council accept the recommendation of the Committee of the Whole to refer the Heritage submissions to the Heritage Advisory Committee for review.	2022-09-26	Municipal Clerk	Immediately	Complete
74	NSCC Lease / That Council accept the recommendation of the Committee of the Whole to offer Nova Scotia Community College a 15 month lease for their Heavy Equipment Operator course starting on October 1st, 2022.	2022-09-26	Warden/CAO	Immediately	Complete
75	Letter of Support / Broadband / That Council accept the recommendation of the Committee of the Whole to write a letter of support to the advancement of Broadband agenda to MP Kelloway AND FUTHER MOVE that staff continue to explore funding opportunities.	2022-09-26	Warden	Immediately	Complete
76	Hydrant/Langley Lane / That Council accept the recommendation of the Committee of the Whole to have staff explore the feasibility of installing a hydrant on Langley Lane.	2022-09-26	Director of Public Works	Immediately	Complete
77	Offshore Wind/ Point Tupper Energy / That Council accept the recommendation of the Committee of the Whole to request to have a staff member and a councillor attend future Offshore Wind and Ongoing Point Tupper Energy Developments meetings.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
78	Louisdale Lions Club / That Council accept the recommendation of the Committee of the Whole to have staff explore funding opportunities for the washrooms being used by patrons of the recreation facilities located at the Louisdale Lions Club AND FURTHER MOVE that staff contact the Louisdale Lions Club regarding the request put forward.	2022-09-26	Recreation Manager	Immediately	Complete

79	RCMP Letter of Concern / That Council accept the recommendation of the Committee of the Whole to write a letter of concern to MP Kelloway regarding retroactive pay for the RCMP.	2022-09-26	Warden	Immediately	Complete
80	Proclamation FDAS Awareness / That Council accept the recommendation of the Committee of the Whole to declare the month of September as Fetal Alcohol Spectrum Disorder (FDAS) Awareness Month.	2022-09-26	Warden	Immediately	Complete
81	Accessibility Advisory Committee / Approve Ashley Lavandier and Shelley Dorey as members of the Accessibility Advisory Committee.	2022-09-26	Recreation Manager	Immediately	Complete
82	J Road Classification List 2022/2023 / Staff notify the Province that the Municipality does not wish to proceed with the cost-shared road upgrades for Langley Lane in Point Tupper.	2022-09-26	Director of Public Works	Immediately	Complete
83	J Road Classification List 2022/2023 / Staff inquire with the Province about the possibility of three-way cost sharing between the Province, Municipality and a Commercial enterprise for upgrades to Lobster Plant Road and FURTHER MOVED that, in order of priority, Marchand Lane and Sampson Road be submitted to the Province for the cost-shared upgrades to J-class roads for the 2023-24 construction season and FURTHER MOVED that Lobster Plant Road be included in the application subject to approval by the Province for three-way cost sharing.	2022-09-26	Director of Public Works	Immediately	Complete
84	Proclamation Right to Know Week / September 26 to October 2, 2022 to be Right to Know Week in the Municipality of the County of Richmond.	2022-09-26	Warden	Immediately	Complete
85	Chamber Upgrades / Staff contact Backman Vidcom for another quote.	2022-09-26	Warden/CAO	Immediately	Complete
86	Truth and Reconciliation Day / Designate the business day prior to September 30th of each calendar year as the flag raising ceremony in honor and recognition of Truth and Reconciliation Day.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
87	By-Law Partnership Opportunity / For CAO and Warden to explore the by-law enforcement officer partnership opportunity and report back to council at a future meeting	2022-10-11	CAO/Warden	Future Council meeting.	Complete
88	Destination Cape Breton re: Provincial Amendments to Marketing Levies, Request of Support / To defer the decision of Council support to the next Regular Council meeting in order to acquire additional information. **(Contact other Municipalities regarding the levies.) 24/10/2022	2022-10-11	Municipal Councillors/ Warden	Immediate	Complete
89	Accessibility Advisory Committee / That Staff create and submit an advertisement in the local paper, inviting community members with lived experience to consider applying to become a member of the Accessibility Advisory Committee.	2022-10-24	Recreation Manager	Immediate	Complete

90	Tax Reduction due to Fire / That taxes in the amount of \$153.15 be written off, which represents taxes on the dwelling only from August 17, 2022 to March 31, 2023, for property AAN 03000672, owned by Sheila Latimer, which was Completely destroyed by fire.	2022-10-24	Chief Financial Officer	Immediate	Complete
91	Cellular Advocacy Letter / That Council support the Cellular Advocacy Letter as drafted by Glenn Home, Chief Administrative Officer for the Municipality of the County of Antigonish.	2022-10-24	Warden	Immediate	Complete
92	Isle Madame Historical Society, Type 1 Infrastructure Grant / To defer the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	2022-10-11	Chief Financial Officer	Moved to October 24, 2022 Regular Council Unfinished Business	Complete
93	Heritage By-Law #49 / That Council refer Heritage Property By-Law #49 to the By-Law/Policy Committee.	2022-10-24	CAO / Municipal Clerk	Immediate	In Progress
94	Strait Area Transit / That staff investigate options for improving transit service in Richmond County.	2022-10-24	CAO	Immediate	Complete
95	Water Utility – Water Line Relocation / That Council have staff explore the Canada Community Building Fund for funding opportunities related to the expenditures from the water main relocation on Whiteside Road and FURTHER MOVE that staff proceed with payment of this non-budgeted expenditure through the Richmond Water Utility if there are no funding opportunities with the CCBF.	2022-10-24	Director Public Works/CFO	Immediate	Complete
96	Non Budgeted Expenditures / That staff contact the department of Municipal Affairs and Housing to discuss non-budgeted expenditures led by the Province and report back to Council.	2022-10-24	CAO	Immediate	Complete
97	Municipality of the County of Guysborough re: Premier Houston’s correspondence to Minster Champagne / That Council write a letter of support to Premier Tim Houston regarding the recent correspondence to Hon. Francois-Philippe Champagne for the lack of support and participation from telecommunications companies before, during and after Hurricane Fiona.	2022-10-24	Warden	Immediate	Complete
98	Yarmouth Ferry Service / That Council write a letter of support to Premier Tim Houston regarding the impact the Yarmouth Ferry has on our community and the Province.	2022-10-24	Warden	Immediate	Complete

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

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

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

125	Strategic Communications Plan. (June 2021-Draft) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies. (Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	2022-12-12	CAO/Municipal Clerk	Immediate	Complete
126	Saltwire- Chronicle Herald & Cape Breton Post / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of concern to Saltwire requesting the resumption of rural door to door delivery or consider semi-central drop off locations and encourage other Municipalities to do the same.	2022-12-12	Warden	Immediate	Complete
127	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property number 01415298 for a minimum acceptable bid of \$5,000 and if this property does not sell for the minimum acceptable bid, to proceed and sell the property for any bid.	2022-12-12	CFO	Immediate	Complete
128	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property numbers 02465418, 03739511, 03927415, 04537521, 05176328, 07944063 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2022-12-12	CFO	Immediate	Complete
129	Village of St. Peter's Guarantee / That Council accept the recommendation of the Committee of the Whole that Council approve the draft loan guarantee requested by the Village of St. Peter's in the amount of \$56, 407.50 for the purposes of purchasing a new sidewalk tractor.	2022-12-12	CFO	Immediate	Complete
130	PVSC Inactive Accounts / That the recommendation of the Committee of the Whole that Council authorize the Manager of Accounting & Finance and CFO to proceed and write off the principal and interest associated with the inactive accounts in the total amount of \$28,209.44.	2022-12-12	CFO	Immediate	Complete
131	Richmond River Roots / That Council accept the recommendation of the Committee of the Whole that Warden Mombourquette draft a letter of support for the Richmond River Roots Market Garden Society for their Sustainable Communities Challenge Fund proposal to obtain a second climate battery greenhouse.	2022-12-12	Warden	Immediate	Complete

132	NSCC Report to the Community / Staff to share information on the Municipal Website and Facebook page.	12-19-2022	Municipal Clerk	Immediate	Complete
133	St. Peter's Community Hub Project / That Council provide support of principle only for the St. Peter's Community Hub Project.	12-19-2022	Municipal Council	Immediate	Complete
134	EverWind Fuels, re: Public Comments Period - Due Date Jan. 18 / post on Municipal FB and Website	2023-09-01	Municipal Clerk	Immediate	Complete
135	Babins Hill Lookoff / that Council accept the recommendation of the Committee of the Whole that Council defer the estimated costs to carry out the work to expand the Babins Hill Lookoff by 40 meters west along Highway 206 to the 2023/24 budget deliberations.	2023-09-01	CFO	Immediate	Complete
136	Fleet Vehicle / that Council accept the recommendation of the Committee of the Whole that Council approve the purchase of a new fleet vehicle at the tendered cost of \$72, 369 plus HST with the costs being incurred in the 2023/24 fiscal year and FURTHER MOVE that the CAO be authorized to negotiate any increase in price resulting from supply of a 2024 model vehicle if no 2023 model vehicles are available at the time of order/delivery.	2023-09-01	CFO/CAO	Immediate	Complete
137	Marketing Levy Update / that Council refer the Municipality of the County of Richmond Marketing Levy By-Law #60 to the By-Law/Policy Committee for review and recommendation.	2023-09-01	Municipal Clerk	Immediate	Complete
138	CAO Employee Success Plan / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	2023-09-01	CAO / Municipal Clerk	Immediate	Complete
139	By-Law / Policy Committee / that Council approve Lois Landry as a member of the By-Law and Policy Committee.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
140	Storm Policy / that the Storm Policy be adopted as a policy of The Municipality of the County of Richmond.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
141	Second Reading / that Council give the second reading to approve entering into a Development Agreement for 4 tourist cabins/cottages on Lot 18, PID 75144063, Orion Crescent, Walkerville, Richmond County.	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
142	Second Reading / that Council give the second reading to approve the proposed Land Use By-law amendment to rezone the portions of the properties identified as PID 75086868, 75136218, 75052530, 75219568, and 75086397 from the Residential Rural (R-2) Zone to the Residential Village (R-1) Zone to allow for smaller lot subdivision	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete

143	Governance and Boundary Review/ that the Warden and CAO work with Stantec on a new map that includes the following changes: Move Lennox Passage to District 3 Create more equitable division on Isle Madame between Councillors Move Grande Greve to District 4 Move Thibeauville to District 4	1/23/2023	Warden/CAO	Immediate	Complete
144	Strait Area Transit / that Council invite the Board of Executives and the support staff as required from Strait Area Transit to the next meeting of Council to discuss and continue contract negotiations.	1/23/2023	CAO/ Municipal Clerk	Immediate	Complete
145	Richmond Villa Board Request / that Staff create and submit advertisements in local media inviting Richmond County residents to consider applying to become a member of the Richmond Villa Board and FURTHER MOVE that the term for this position will be until the next organizational meeting.	1-31-2023	Municipal Clerk	Immediate	Complete
146	Governance and Boundary Review/ that the CAO and Warden work together on the application and supporting documents for the Nova Scotia Utility and Review Board.	1-31-2023	CAO	Immediate	Complete
147	Heritage Plaques / that Council pursue the idea of having heritage plaques made and given to heritage building upon designation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
148	Lighthouse Heritage Properties / that staff explore funding options for the support of interpretive panels for lighthouse heritage properties on Isle Madame and FURTHER MOVE that staff contact the proponent to inquire on the progress of the project.	2-27-2023	CAO & Cllr M. Diggdon	Immediate	PENDING
149	Municipal Heritage Property Designation Scoring Criteria/ to adopt the Municipal Heritage Property Designation Scoring Criteria as presented and FURTHER MOVE that the Planning Commission carry out the scoring, which can then be reviewed, revised as necessary, and agreed to by the Planning Advisory / Heritage Committee.	2-27-2023	CAO & Municipal Clerk	Immediate	In Progress
150	Public Participation Program Regarding Engagement with Abutting Municipalities/ to refer the public participation program regarding engagement with abutting municipalities staff report as presented by the Eastern District Planning Commission to the By-Law/Policy Committee for review.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
151	Provincial Snow Clearing/ that Council accept the recommendation of the Committee of the Whole that staff request a meeting of Council and Department of Public Works in our region to discuss concerns regarding provincial snow clearing and FURTHER MOVE that the Warden draft a letter requesting a meeting with the Minister of Transportation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete

152	Province's Introduction to Bill 225 / that Council accept the recommendation of the Committee of the Whole to have the Warden draft a letter to the Minister of Municipal Affairs and Housing acknowledging that we are confident Bill 225 was passed with positive intentions to address the housing crisis, but that Council has concerns about the process and requests that the Province consider repealing the Bill which grants Ministerial authority to override lawfully established by-laws of the Halifax Regional Municipality.	2-27-2023	Warden	Immediate	Complete
153	AccessAbility Week/ that the request for funds to support activities in recognition of AccessAbility Week from May 29th – June 4th, 2023 be deferred to budget deliberations.	2-27-2023	CAO/Chief Financial Officer	Immediate	Complete
154	Administration Portuaire de Petit de Grat Grant Request/ that Council approve the Administration Portuaire de Petit De Grat grant request in the amount of \$15,000 to install water and sewer connections as eligible projects and allocated under the drinking water/wastewater categories respectively from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2-27-2023	Chief Financial Officer	Immediate	Complete
155	Bonnie Brae Seniors Club Type 4 -Grant Request/ that Council approve the Bonnie Brae Seniors Club grant request for purchasing and installing an automated external defibrillator (AED) in the amount of \$ 1,000.00 and allocated as follows: District 1: \$150.00, District 2: \$150.00, District 4: \$ 337.78, Regional Fund: \$362.22.	2-27-2023	Chief Financial Officer	Immediate	Complete
156	Private Ways By-Law # 66 -First Reading/ to amend the Private Ways By-Law #66 in order to add Section 5 Repeal and Replace, and shall read as follows: The previous version #1, dated June 28, 2021, and all other versions of the By-Law 66, Private Ways By-Law, are repealed and replaced by this by-law.	2-27-2023	Municipal Clerk	Immediate	Complete
157	Richmond Villa Board / that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	Complete
158	Spring 2023 Heavy Collection/ that Council accept the recommendation from the Director of Public Works to issue a tender for collection services for the 2023 Spring Heavy Collection.	2-27-2023	Director of Public Works	Immediate	Complete
159	Bras d'Or Lakes Collaborative Environmental Planning / that the CEIP request for financial support for the Etuaptmumk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	Complete
160	Special Event By-Law/ that Council move the Special Event By-Law to the adoption process as presented with amendments to section 8.5, adding item iii for school based events and to section 6.3c adding, unless exempted through section 8.1.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete

161	Public Participation Program Regarding Engagement with Abutting Municipalities / that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
162	Canada Community Building Fund Discussion (Gas Tax)/ It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	In Progress
163	Canada Community Building Fund Discussion (Gas Tax)/ that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	Complete
164	Comfort Center & Emergency Shelter Policy/ The Committee unanimously agreed that have staff prepare a second draft to include a section on Municipal responsibilities to be presented at a future meeting.	2-27-2023	CAO/Steve Marcellus	Immediate	Complete
165	Eastern District Planning Commission Appointments and Positions of the District Planning Staff / Council to approve the following EDPCC Commission staff appointments and the positions for 2023-2024, effective April 1, 2023 as follows: Building Inspectors: Harry Martell, André Samson and Sean Donovan -Alternates: David MacKenzie, Johnathan Martin and Luke Ross- Special Constable: Sean Donovan and Johnathan Martin - Development Officer: Andrew Jones -Alternates: John Bain; Wanda Ryan; Dawn Sutherland; Kristen Knudskov and Mikayla Tait - Fire Inspectors: Harry Martell and André Samson -Alternates: Sean Donovan, David MacKenzie, Jonathan Martin and Luke Ross - Dangerous or Unsightly Premises - Administrators: Jonathan Martin and John Bain- Alternates: Luke Ross, Harry Martell and André Samson Special Constable: Sean Donovan and Jonathan Martin	3-13-2023	Municipal Council/ Mun. Clerk	Immediate	Complete
166	Autism Acceptance Month Flag Raising / Council to have staff organize the Autism Acceptance Month flag raising and proclamation ceremony on April 3rd, 2023, and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
167	Gaelic Nova Scotia Month Flag Raising / Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
168	Purple Day for Epilepsy Awareness / that the proclamation be accepted to proclaim that March 26, 2023 be "Purple Day", in an effort to raise awareness of epilepsy in Canada.	3-13-2023	Municipal Clerk	Immediate	Complete

169	Grant Request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000./ that the Raising the Villages Cooperative Ltd. grant request in the amount of \$ 3,000 for the purpose of supporting the costs of communications and network development, be approved and allocated as follows: \$150 from District 1, \$350 from District 2, \$1,000 from District 5 and \$ 1,500 from the Type 4 General Fund.	3-13-2023	CFO	Immediate	Complete
170	Constituent/ Question Period / Develop a service standard for responding to public inquires.	3-13-2023	CAO / Municipal Clerk	Immediate	Complete
171	Constituent/ Question Period / To post EDPC public meetings on the Municipal schedule of meeting calendar.	3-13-2023	Municipal Clerk	Immediate	Complete
172	Constituent/ Question Period / Create an Appeal Process for Land Development	3-13-2023	n/a	Immediate	Complete
173	Constituent/ Question Period Inquiry, Re Property Tax Sale: If there is a lean on a property and the County accepts less than what is owing, is the remainder put out as a lean on the property owner?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
174	Constituent/ Question Period Inquiry, Re: Property Tax Sale: If the Municipality gets excess money for a property that is sold at a tax sale can the property owner ask for the difference between what is owed and what was received by the County?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
175	Cape Breton Fiddlers Association, Re: Proposal for Richmond County/ Provide the association with the grant application forms and provide assistance as needed with the application process.	3-13-2023	CFO/ Recreation Manager	Immediate	Complete

176	<p>Point Tupper Industrial Zones / that Council accept the recommendation of the Planning Advisory / Heritage Committee to accept the recommendation from the Eastern District Planning Commission to approve the proposed amendments to the West Richmond Plan Area Municipal Strategy and Land Use By-law to allow:</p> <p>a) The creation of a new Heavy Industrial Restricted (1-4) zone which allows a limited number of industrial uses including Green Energy Facilities subject to special provisions specifically designed to address the protection of the Landrie Lake Water Supply Area;</p> <p>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;</p> <p>c) The addition of Green Energy Facilities as permitted use within the Watershed Protection Periphery (W-2) Zone subject to special provisions;</p> <p>d) The addition of Green Energy Facilities as permitted use within the Heavy Industrial (1-3) Zone subject to existing zone provisions;</p> <p>e) The addition of rezoning Policy for the new Heavy Industrial Restricted (1-4) Zone;</p> <p>f) The addition of a definition of “ Green Energy Facility/Facilities” in the Land Use By-law and;</p> <p>g) Removal of single unit dwellings as permitted use within the Heavy Industrial (1-4) Zone;</p> <p>and FURTHER MOVE that Council give first reading and set a public hearing date.</p>	3/21/2023	CAO	Immediate	Complete
177	<p>Land Use By-Law Summary Offence Tickets / that Council accept the recommendation of the Planning Advisory/ Heritage Committee to approve the Eastern District Planning Commission appointment of staff as Special Constables for Land Use By-law enforcement for 2023-2024, effective April 1, 2023; Sean Donovan, Manager of Inspection Services and Jonathan Martin, Senior Building Official.</p>	3/21/2023	CAO/Warden	Immediate	Complete
178	<p>Welcoming Food Trucks/ to refer Food Trucks to the By-Law / Policy Committee and FURTHER MOVE that staff explore examples of how Food Trucks are welcomed in other communities.</p>	3/27/2023	CAO/Staff	Immediate	Complete
179	<p>Regional/Shared By-Law Enforcement Officer Update/ that the agenda item “Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.</p>	3/27/2023	Municipal Clerk	Immediate	Complete
180	<p>Travel for Wind Europe 2023/ that Council preapprove the Wardens travel to cover the costs to accompany the Nova Scotia Delegation on their mission to Copenhagen, including Wind Europe 2023, as per our current travel policy and FURTHER MOVE that Council support 25% of the costs for the Economic Development and Innovation Officer to attend subject to securing the additional funds required.</p>	3/27/2023	CAO/Municipal Clerk	Immediate	Complete

181	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	Complete
182	No Mow May / that the Municipality support the campaign launched by Plantlife called "No Mow May" by erecting signage at Municipal sites and advertising on the Municipal Website and Facebook page	3/27/2023	CAO/Staff	Immediate	Complete
183	Multi-Use Facility Feasibility Study / have staff explore additional sources of funding opportunities and report back at the next Committee of the Whole meeting for further discussion.	3/27/2023	Director of Public Works/ Recreation Manager	Immediate	Complete
184	Marketing Levy Update /that staff contact Terry Smith from Destination Cape Breton to get clarification on 5.1, 5.1 (d), 7.6 and 8.3.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
185	Comfort Center & Emergency Shelter Policy/ that Council accept the recommendation from the By-Law/Policy Committee to adopt the Comfort Center & Emergency Shelter Policy as a Policy of the Municipality of the County of Richmond.	3/27/2023	CAO/Steve Marcellus	Immediate	Complete
186	Constituent/ Question Period / What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	Complete
187	L'Ardoise Acadian Heritage Society/ that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	2023-11-04	CFO	Immediate	Complete
188	St. Peter's Grand River Loch Lomond Pastoral Charge / that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	2023-11-04	CFO	Immediate	Complete
189	Strait Area Mutual Aid Association Grant Request / that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	2023-11-04	CAO/CFO	Immediate	Complete
190	RCMP Retroactive Costs / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	2023-11-04	Warden	Immediate	PENDING

191	Landrie Lake Water Utility Board, Re: Letter to Minister of Public Works regarding Green Hydrogen Development Support/ that the Committee recommend to Council to support the letter to the Minister of Public Works requesting that the Nova Scotia Department of Public Works work with the utility to re-establish water transfer from the Little River Reservoir to Landrie Lake.	2023-11-04	CAO/Municipal Council	Immediate	Complete
192	Meeting with Council to Discuss Shared Municipal Files / that the Committee recommend to Council to have staff organize and coordinate a meeting with the Port Hawkesbury Town Council to discuss shared files.	2023-11-04	CAO	Immediate	In Progress
193	Doug Griffiths, President & CEO, 13 Ways Inc. & Cape Breton Regional Enterprise Network Event/ that the Committee recommend to Council to have the CAO and staff pursue a community focused event with Doug Griffiths.	2023-11-04	CAO	Immediate	Complete
194	Acting Collectively Year End Report / to share the report on the Municipal website/Facebook page.	2023-11-04	Municipal Clerk	Immediate	Complete
195	Raising the Village/ Request video from Jim Mustard to share with Council/staff	2023-11-04	Municipal Clerk	Immediate	Complete
196	Fire Services/ TOR and Committee Structure / inquire with Staff (EMO) regarding how to move to a more structured committee and provide assistance where needed.	2023-11-04	CAO/EMO	Immediate	In Progress
197	CAO, Re: 2023/2024 Budget Planning Discussion/ to have meetings set up similar to last year and to provide Council with dates as soon as they are made available.	2023-11-04	CAO	Immediate	Complete
198	Budget Release Policy - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	2023-11-04	CAO/Municipal Clerk	Immediate	Complete
199	Storm Reporting Form - The Committee unanimously agreed that the form would be used for post storm reporting and that the data collected will need to be tracked	2023-11-04	EMO	Immediate	Complete
200	Regional/Shared By-Law Enforcement Officer - provide the other participating Municipalities our top three by-laws for the purpose of enforcement: Animal, Noise and Special Event By-Laws	2023-11-04	CAO	Immediate	Complete
201	Fences Arbitration Committee/ that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	2023-11-04	CAO/Municipal Clerk	Immediate	Complete
202	Food Truck/Vending By-Law / that staff provide the first draft for a future By-Law /Policy meeting.	2023-11-04	CAO / Municipal Clerk	Immediate	In Progress
203	Clean Up Order / that Council accept the recommendation from the Eastern District Planning Commission that the 30 day Clean Up order be upheld to remove everything that renders the property dangerous or unsightly as outlined and FURTHER MOVE that the 30 day starts from April 24, 2023.	4/24/2023	CAO/Municipal Clerk	Immediate	Complete
204	Flag Policy / to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions.	4/24/2023	CAO / Municipal Clerk	Immediate	In Progress

205	Arichat Pedestrian Side Walk/ that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	2023/24 Cost Shared Road Upgrades J-Class Roads/ that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	Point Michaud Beach Building/ that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	Riverdale Senior Club / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete
209	Recreation Vehicles / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	Heritage Plaques/ that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
211	Budget Release Policy / that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording “ cost increases” to “changes”, remove Section 5(a), remove Section 3 and renumber the document accordingly.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
212	Marketing Levy / The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word “Municipality” with “resides on Cape Breton Island”.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
213	CCBF Policy / The Committee unanimously agreed to have staff prepare a third draft to include the Committee recommendations and to provide the supporting information used to formulate the percentages for funding amounts for the next By-Law/Policy Committee.	2023-08-05	CAO, CFO	Immediate	Complete
214	National Accessibility Awareness / that the Committee recommend to Council to have staff raise the Accessibility Flag for National Accessibility Awareness week, from May 29th – June 3rd.	2023-08-05	Director of Public Works, Municipal Clerk	Immediate	Complete

215	Tax Sale / that Council accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property numbers 00366722, 10534461, and 10534471 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2023-08-05	CFO	Immediate	Complete
216	River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds request / that the Committee recommend to Council to defer the grant request from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1500 to the June Committee of the Whole meeting.	2023-08-05	Municipal Clerk	Immediate	Complete
217	Cape Breton Fiddlers Association / to defer the grant request to the June Committee of the Whole meeting and to have staff reach out to the proponent to gather information regarding what events are taking place in Richmond County	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
218	VON Week / that the Committee recommend to Council to support the request from VON to celebrate VON Week by using blue lights on the Municipal Office building, request, from VON, a Victorian Order of Nurses for Canada (VON) flag and further make every effort to recognize VON week from May 21-27, 2023 on the Municipal Website and local media.	2023-08-05	Director of Public Works/Municipal Clerk	Immediate	Complete
219	Richmond Wildlife Association / that the Committee recommend to Council to approve the grant request from the Richmond Wildlife Association for the Type 3 – C1 Physical Activity Grant Funds in the amount of \$172.50 and be allocated at follows:\$ 172.50 from the District 2 funds.	2023-08-05	CFO	Immediate	Complete
220	Louisdale Fleur de Lis Seniors & Pensioners Club / that the Committee recommend to Council to approve the grant request from the Louisdale Fleur de Lis Seniors & Pensioners Club for the Type 3 – C3 Sponsorship Grant Funds in the amount of \$500.00 and be allocated at follows: \$500.00 from the Regional General funds.	2023-08-05	CFO	Immediate	Complete
221	Sidewalk Project / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	2023-08-05	CAO, CFO	Immediate	Complete
222	Mawio'mi Friendship Gala Sponsorship Opportunities / the Committee unanimously agreed to purchase the \$600.00 Friends of Mawio'mi sponsorship level.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
223	Pondville Beach / Council to draft a letter with input from the Save the Beach Provincial Park Group to the MLA and the Minister to address the infrastructure needs of the Pondville Beach Provincial Park.	2023-08-05	Warden	Immediate	Complete
224	Broadband/ contact Bell to get some pricing on a Broadband/Cell Tower for the Loch Lomond area and report back to Council with an estimate of pricing so they could decide whether they want to add it to the 5 Year Capital Investment Plan.	05/15/2023	CAO	Immediate	Complete
225	Collaborative Session/ that Council approve the requested amount of up to \$5,000 to provide catering for the June 23rd Richmond County Collaborative Session with Dough Griffiths.	5/23/2023	CAO/CFO	Immediate	Complete

226	NSCC HEO Lease/ that Council approve in principle to have a 5 year lease with an appropriate out clause granted to the Nova Scotia Community College Strait Area Campus and FURTHER MOVE to refer the matter to Port Hawkesbury and the Joint Park Commission.	5/23/2023	CAO/CFO	Immediate	Complete
227	Three year share agreement- Jclass road/ that Council defer to June 1, 2023 Special Meeting	5/23/2023	CAO	Immediate	Complete
228	Hanging Flower Baskets/ that Council approve the request from Telile Community Television to place and care for hanging flower baskets on the lampposts that line the Arichat sidewalk conditional on staff approval.	5/23/2023	CAO/ Director of Public Works	Immediate	Complete
229	Question Period Procedure / that Council defer the discussion to the June COW Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
230	Arichat Pedestrian Side Walk/ that Council defer a decision to June 1, 2023 Special Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
231	NSFM Policing Survey / that Council defer to staff to coordinate a response from Council and the Police Advisory Board.	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
232	CCBF Policy Section 4 (a) / to have staff provide the By-Law / Policy Committee with a staff report for data on 8% and 10% allocation for the next meeting.	5/23/2023	CAO/CFO	Immediate	Complete
233	CCBF Policy Section 4 (f) / to reword as follows: The Municipality will contribute to a maximum of 50% of the total CCBF eligible project costs net of any other external funding , from the allocated account for water and sewer projects and with no percentage limits on other projects.	5/23/2023	CAO/ Municipal Clerk	Immediate	Complete
234	Marketing Levy, 3rd Draft - Question for Terry Smith from Council regarding Section 7 e: Why do we need to specify the geography?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
235	Question Period - questions from the public regarding the proposed changes to the Isle Madame Municipal Planning Strategy and Land use By-law. (1) Whether or not the policy change for Isle Madame is in keeping with the norms in other areas of the province? (2) What substantiates a mini campground and is it based on any size of lot as the old by-law would apply to any land owner?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
236	CCBF Policy moved to adoption process	2023-06-06	Municipal Clerk	Immediate	Complete
237	Marketing Levy moved to the adoption process	2023-06-06	CAO / Municipal Clerk	Immediate	Complete
238	Food Cycle Science, Municipal Food Waste Pilot Project - that Council refer to staff for further investigation.	2023-12-06	CAO	Immediate	Complete
239	Acting Collectively - send email to Councillors with information on the Council Recruitment Campaign..	2023-12-06	Municipal Clerk	Immediate	Complete
240	Waste Receptacles- that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	2023-12-06	CAO / Municipal Clerk	Immediate	In Progress
241	Arichat Community Development Grant Extension - that the Committee recommend to Council to approve the Arichat Community Development Association grant request extension for an additional year, to March 31, 2024	2023-12-06	CFO	Immediate	Complete

242	IMVFD - that Council have staff draft a letter outlining the limitations on private property and to provide information on who may be contacted.	2023-12-06	CAO	Immediate	Complete
243	Louisdale & Area Food Bank - that Council approve the grant request from the Louisdale & Area Food Bank Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
244	River Bourgeois Community Services Society - that Council have staff reach out to the proponent for further information on the designated funds and defer to June Council.	2023-12-06	CFO	Immediate	Complete
245	Re-Nest - that Council approve the grant request from the Re-Nest Furniture Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 600 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
246	Re-Nest - reach out to the organization how we can help promote them.	2023-12-06	Municipal Clerk	Immediate	Complete
247	Little Harbour Comm. Pasture - that Council approve the grant request from the Little Harbour Community Pasture for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$2000 from District 5 and \$3000 from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
248	Strait Mutual Aid - that Council have staff reach out to the proponent to gather more information on what other Municipalities have granted funding and FURTHER MOVE that Council have the Emergency Services Coordinator provide a staff report for the next meeting.	2023-12-06	CFO	Immediate	Complete
249	River Bourgeois Mariner Society - that Council approve the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1000 and be allocated as follows: \$500 from District 4 and \$500 from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
250	Cape Breton Fiddlers Association - that Council approve the Cape Breton Fiddlers Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 2000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
251	Question Period - that Council refer the revision of the procedures for question period to the Warden and CAO.	2023-12-06	CAO / Warden	Immediate	Complete
252	World Elder Abuse Day - provide information on social media.	2023-12-06	Municipal Clerk	Immediate	Complete
253	CSAP & Arichat Side Walk Project Update - that Council have staff proceed with exploring options for the exit side paving and report back to Council.	2023-12-06	Director of Public Works	Immediate	Complete
254	Strait Area Chamber Housing - that Council support, in principle, the Strait Area Chamber of Commerce formation of a not-for-profit entity with the mandate to create and execute a housing action plan for Richmond County and the Town of Port Hawkesbury and FURTHER MOVE that staff arrange a joint council meeting in the fall.	6/26/2023	CAO	Immediate	Complete
255	Provincial Capital Assistance Program (PCAP) - that Council support an application to the Province's PCAP for the purpose of the Arichat and Evanston water towers.	6/26/2023	Director of Public Works/CAO	Immediate	Complete
256	IMV Food Bank - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	Complete

257	Loch Lomond Volunteer Fire Department - that Council approve the LLVFD Type 1 - Infrastructure Grant Request in the amount of \$5000 and be allocated as follows: \$1000 from District 5 Funds and \$4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
258	River Bourgeois Community Service Society - that Council approve the RBCSS Type 4 Regional/Health/General Grant Funds in the amount of \$5000 and be allocated as follows: \$1000 from District 4 Funds and \$ 4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
259	Strait Area Mutual Aid Association - that Council approve the SAMAA Type 1 - Infrastructure Grant Funds in the amount of \$5000 and be allocated as follows: \$5000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
260	Supporting Affordable Housing - that Council have staff explore what other Municipal units are doing to support affordable housing and report back to Council.	6/26/2023	CAO	Immediate	In Progress
261	Council Chamber Upgrades - Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council proceed with the Mastercontrol Proposal in the amount of \$51,200.00 plus hst to upgrade the Council Chamber video/audio production system and FURTHER MOVE that the funds be allocated from the Capital Reserve. Motion carried with four in favor and one against.	8/21/2023	CAO / CFO	Immediate	In Progress
262	Cape Breton Partnership - Moved by Councillor Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the requested amount of up to \$1,500 to sponsor the Cape Breton Partnership Investor Summit. Motion carried.	8/21/2023	CAO / CFO	Immediate	complete
263	Active Living Strategy and Recreation Plan - that the Committee of the Whole recommend to Council to defer the decision to adoption the Active Living Strategy and Recreation Plan to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
264	Two Eyed Seeing Conference - that the Committee of the Whole recommend to Council to defer the decision of sponsorship for the Two Eyed Seeing Conference to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
265	MEMAC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Melanie Sampson and Warden Amanda Mombourquette be appointed to the Municipal Emergency Management Advisory Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
266	MEMPC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Michael Diggdon and Councillor Shawn Samson be appointed to the Municipal Emergency Management Planning Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
267	Fences Arbitration Committee Appointment - that the Committee of the Whole recommend to Council that Deputy Warden Brent Sampson be appointed to the Fences Arbitration Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete

268	Health Information Magnets - that the Committee of the Whole recommend to Council to have staff investigate whether other Municipalities and Emergency Health Services have programs for Health Information Magnets or similar currently in place and report back to Council.	2023-11-09	EMO/Fire Services Coordinator	Future Council meeting.	Complete
269	Cost-Shared Road Paving J-Class - The Committee of the Whole unanimously agreed to defer the discussion on selecting J-Class Roads for the application for cost-shared paving to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
270	Voluntary Vulnerable Person Registry - that the Committee of the Whole recommend to Council to support the resolution for a Province wide Voluntary Vulnerable Person Registry and FURTHER MOVE to defer the reading of the resolution to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
271	Fetal Alcohol Spectrum Disorder - that the Committee of the Whole recommend to Council to support the request to declare the month of September as Fetal Alcohol Spectrum Disorder (FASD) Awareness Month and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
272	Right To Know Week - that the Committee of the Whole recommend to Council to support the request to declare September 25 to October 1, 2023 as Right to Know Week and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
273	Food Cycle Science, Municipal Food Waste Pilot Project - The Committee of the Whole unanimously agreed to accept the Food Cycle Science - Municipal Pilot Program as information only and defer the discussion to budget time.	2023-11-09	CAO/CFO	After adoption of COW Report.	Complete
274	Question Period - Claire Doyle - Isle Madame Garden Club/ Will the Municipality help the community deal with the woodland angelica invasive weed?	2023-11-09	CAO / Municipal Clerk	For next COW meeting.	Complete
275	Road Name Change - that the Planning Advisory/Heritage committee recommend to Council to have the EDPC provide guidance on the process of renaming the existing road names of Cannes Pt. Rd and Cannes Pt. Extension to Canns Pt Rd and Canns Pt Extension Rd. Road Name Change - that Council accept the recommendation from the Planning Advisory/Heritage Committee to change the road name of Cannes Point Road Extension to Canns Point Road Extension(omitting the e) and FURTHER MOVE that Council recommend to the province to change the road name of Cannes Point Road to Canns Point Road (omitting the e).	09/26/2023 - 01-31-2024	Municipal Clerk	Immediate	In Progress

276	Wind Turbine Overlay Mapping - that Council give second reading approval for the amendments to the Richmond County Municipal Planning Strategy and Land Use By-law addressing the Development of Wind Energy to allow the creation of the Utility Scale Wind Development (WD-2) Zone which permits Utility Scale Wind Turbines as of right subject to special requirements and the rezoning map in Schedule A. (attached)	09/26/2023	Municipal clerk	For next Reg Council meeting	Complete
277	RCMP Advisory Board By-Law - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	Complete
278	Recreation Vehicles - that Council give First Reading approval for the proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as a seasonal main dwelling or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompanying definitions and schedule a public hearing.	09/26/2023	Municipal clerk	Immediate	Complete
279	DNRR / ACOA Project Proposal - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the unused portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	Complete
280	Application for Cost-Shared J-Class Road Paving - that Council submit the following application to the Province for cost-shared paving of J-class roads in order of priority as follows: Lobster Plant Road, Sampson Road, Kings Road, and Forgeron Road.	09/26/2023	Director of Public Works	Immediate	Complete
281	Active Living Strategy and Recreation Plan - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	Complete
282	CEPI Conference Sponsorship Opportunity - that Council refer the CEPI Conference sponsorship opportunity to staff and FURTHER MOVE that staff provide a recommendation for the next Committee of the Whole meeting.	09/26/2023	CFO	Immediate	Complete
283	FASD Proclamation - that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	complete
284	Right to Know Week Proclamation - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	Complete
285	VVPR Resolution - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	Complete
286	Speed Radar Unit - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	Complete
287	Speed Radar Unit - Council unanimously agreed to recommend to staff that the speed radar unit located in West Arichat be moved to the Northside area and to place the currently unused unit along Hwy 206 in the Arichat area.	09/26/2023	Director of Public Works	Immediate	Complete
288	Question Period / - Class Road List - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	Complete

289	Question Period / Financial Health Index Report - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	Complete
290	Question Period / Grant Disclosures for 2022-2023 - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	Complete
291	Acting Collectively Project / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	2023-10-10	Warden	Immediate	Complete
292	Zone 3 Curbside Collection Tender /that Council accept the recommendation from the Committee of the Whole to authorize staff to EXCEED BUDGET IN ORDER TO proceed with award of the Zone 3 curbside tender to the lowest priced bidder.	2023-10-10	Director of Public Works	Immediate	Complete
293	New Rules for Off-Highway Vehicles / that Council accept the recommendation from the Committee of the Whole to have staff begin looking into the next steps for the Municipality to develop a plan of action and FURTHER MOVE that staff reach out the ATV Association of Nova Scotia, and place the New Rules for Off-Highway Vehicles on the agenda for discussion at the next Police Advisory board meeting.	2023-10-10	Recreation Department	Immediate	Complete
294	Bell Alliant to Appear before Council / that Council accept the recommendation from the Committee of the Whole to have staff invite a Bell Alliant representative to appear before Council at a future date to discuss the lack of coverage throughout many areas of the county.	2023-10-10	CAO	Immediate	In Progress
295	NSUARB Order / that Council accept the recommendation from the Committee of the Whole to have the Warden draft a press release regarding the Nova Scotia Utility Review Board Order, confirming the number of Councillors and polling districts.	2023-10-10	Warden	Immediate	Complete
296	Wastewater Management District Funds / that Council accept the recommendation from the Committee of the Whole to have staff explore the feasibility and sustainability of perusing the Wastewater Management District funding program and report back to council	2023-10-10	CAO	Immediate	Complete
297	Deer Population / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	2023-10-10	CAO	Immediate	In Progress
298	Municipality of the County of Richmond Organizational Chart / that Council accept the recommendation from the Committee of the Whole to adjust the organizational chart as presented including the position classifications.	2023-10-10	CAO	Immediate	Complete
299	Purchasing and Tendering Policy - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review.	10/23/2023	Municipal Clerk	Immediate	In Progress

300	Travel and Expense Policy/ That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete
301	Grant Disclosure Policy - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	Complete
302	Bras d'Or Lakes CEPI grant application / that Council approve the Bras d'Or Lakes CEPI grant application for the Type 4 - Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$500 District 1, \$500 District 2, \$500 District 3, \$500 District 4, \$3000 Regional Grant Funds.	10/23/2025	CFO	Immediate	Complete
303	SERMGAR Legislation-Bill 340 / that the Warden draft a letter on behalf of Richmond Municipal Council with clear restrictions that Council supports bill 340 as a path to achieve what was consulted on with the membership; specifically, that the Roads Stream B proposal regarding transfer of ownership of roads to municipalities be moved to Schedule A for further discussion.	10/23/2026	Warden	Immediate	Complete
304	Calvin Presbyterian Church Grant Request / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	2023-06-11	CFO	Immediate	Complete
305	Hearts Ability Society Wreaths Fundraiser/ The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	2023-06-11	CAO	Immediate	Complete
306	Destination Cape Breton MOU / that the Committee of the Whole recommend to Council to approve the MOU among the five Cape Breton Island municipalities and Destination Cape Breton.	2023-06-11	CAO	Immediate	Complete
307	Municipal Housing Needs Report / create an article and upload the document on Municipal website and create a fb post	2023-06-11	Municipal Clerk	Immediate	Complete
308	Municipality of the County of Richmond Planning Strategy and Land Use By-Law / that Council give First Reading approval for the Municipality of the County of Richmond Planning Strategy and Land Use By-Law and FURTHER MOVE to have staff schedule a public hearing.	11/20/2023	Municipal Clerk	Immediate	In Progress
309	École Beau Port Sidewalk/Driveway Project and Additional Accessibility Projects at Various Municipal Owned Facilities/ that Council supports the submission of applications for the École Beau Port Municipal Office Sidewalk Extension Project and the Accessibility Municipal Facility Upgrades Project, prioritized in order, for funding consideration under Municipal Capital Growth Program.	11/20/2023	Director of Public Works	Immediate	Complete
310	Affordable Housing Project, SRD International Limited/ staff to provide an update for the December 18, 2023	2023-07-12	CAO	Immediate	Complete
311	Extended Producer Responsibility (EPR) for Packaging, Paper Products/ that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	2023-07-12	Director of Public Works	Immediate	Complete

312	Grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000-\$2,000./ that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	2023-07-12	CFO	Immediate	Complete
313	Question Period - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	2023-07-12	Warden	Immediate	Complete
314	Sale of Property PID 750144654 / AAN 01525956 - Council accept the recommendation from the Committee of the Whole to accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property number 01525956 at the February 9th, 2024 tax sale for the minimum acceptable bid(s) as discussed "In camera".	12/19/2023	CFO	Immediate	Complete
315	Member at Large/ By-Law Policy Committee - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	Complete
316	Gilles Subdivision, St. Peter's - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	Complete
317	Purchase of PID 75220756 / that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.	01-31-2024	Director of Public Works	Immediate	In Progress
318	Engage NS Quality of Live Survey / It was the consensus of the Committee to defer Engage to budget discussions.	01-15-2024	CFO	Immediate	In Progress
319	Low Income Tax Exemption / that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.	01-31-2024	CAO	Immediate	In Progress
320	Coastal Riders ATV group request for a letter of authorization / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	Complete
321	2024 Municipal Elections Voting Method/ that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	Complete
322	Appointment of Returning Officer / that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C) of the Municipal Elections Act .	01-31-2024	CAO	Immediate	Complete

323	Advance Poll Day / that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.	01-31-2024	Municipal Clerk	Immediate	Complete
324	Enumeration or use of lists or permanent register / that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and FUTHER MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.	01-31-2024	CAO	Immediate	Complete
325	Tariff Fees and Expenses /that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.	01-31-2024	CAO	Immediate	Complete
326	Raising the Village Grant Request / that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.	01-31-2024	CFO	Immediate	Complete
327	Village of St. Peter's Guarantee / that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and WWTP electrical upgrades.	01-31-2024	CFO	Immediate	Complete
328	ECRL request for additional rent / that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.	01-31-2024	Director of Community Development and Recreation	Immediate	Complete
329	Richmond County Water Utility-Water Rate Study / that the Richmond County Water Utility Water Rate Study be placed on the agenda for the next Committee of the Whole meeting for further discussion.	01-31-2024	Municipal Clerk	Immediate	Complete
330	Request to Purchase PID 75142133/ Moved by Council/ that Council accept the recommendation from the Planning Advisory / Heritage Committee to proceed with the process of the sale of PID 75142133, ensuring proper procedures are followed.	01-31-2024	CFO / Revenue Manager	Immediate	In Progress
331	Land/Legal Document from In camera session / that Council accept the recommendation from the Planning Advisory / Heritage Committee that the document discussed in-camera be presented in-camera at the next Committee of the Whole meeting.	01-31-2024	Municipal Clerk	Immediate	Complete
332	Bona Road and Bona Lane in L'Ardoise / that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	EMO/Fire Services Coorindator	Immediate	Complete

333	Contract Negotiations / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	In Progress
334	Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865 / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	Complete
335	Richmond Water Utility Water Rate Study/ that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	In Progress
336	Voluntary Vulnerable Persons Registry/ Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	In Progress
337	Speed Radar Request for Information / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	Complete
338	Planning Advisory/Heritage Committee / that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.	02-26-2024	Municipal Clerk	Immediate	Complete
339	Grants Policy / that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	Sale of Municipal Property Policy / that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units. / Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	Complete
342	Amyloidosis Awareness Month Proclamation / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete

343	Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan. / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	In Progress
344	Question Period - Regular Council, Re: Port Royal Bridge/ that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete
345	RCLN Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00. April 8 2024-that the Committee of the Whole recommend to Council to amend the previously adopted motion made on March 11th, 2024 for the Richmond County Literacy Network Type 4-Regional/Health/General Grant request and adjusted to the amount to the original ask to \$2600 and FURTHER MOVE that the funds be allocated from the 2023/2024 budget as follows: District 1 Funds: \$500.00, District 3 Funds: \$600.00, District 4 Funds: \$1000.00, and District 5 Funds: \$500.00.	03-25-2024	CFO	Immediate	Complete
346	Isle Madame Garden Club Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.	03-25-2024	CFO	Immediate	Complete
347	New Horizons Seniors Club Funding Request/ to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500, and FURTHER MOVE, that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.	03-25-2024	CFO	Immediate	Complete
348	Request for Tax Reduction due to Fire-Micheline Landry/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.	03-25-2024	CFO, Revenue Manager	Immediate	Complete
349	EDPC Revised Appointments effective April 1 2024/ that Council accept the recommendation from the Committee of the Whole to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024	03-25-2024	CAO	Immediate	Complete

350	Purple Day Proclamation Request/ that Council accept the recommendation from the Committee of the Whole to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.	03-25-2024	Municipal Clerk	Immediate	Complete
351	Operation Veterans Build / that Council accept the recommendation from the Committee of the Whole to refer the Operation Veterans Build to staff to explore the opportunity to support the program.	03-25-2024	Director of Community Development and Recreation	Immediate	Complete
352	Central Richmond Secondary Plan and LUBL / that Council give second reading approval to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.	03-25-2024	Municipal Clerk	Immediate	Complete
353	Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144 / that Council declare property PID #75122144 as surplus and FURTHER MOVE that staff proceed with the sale of the undersized lot to the adjacent property owner, R & L Rentals, at the appraised fair market value plus HST and migration costs	03-25-2024	CFO, Revenue Manager	Immediate	In Progress
354	Richmond Arena Refrigerant Purchase / that Council support the staff recommendation to purchase the available refrigerant and FURTHER MOVE to proceed with the purchase on or after April 1, 2024, in advance of budget approval.	03-25-2024	Director of Public Works	Immediate	Complete
355	Autism Acceptance Month Flag Raising Request/ that Council have staff organize the Autism Acceptance Month flag raising and proclamation ceremony for a date in April, and FURTHER MOVE that staff advertise an invitation to residents in local media.	03-25-2024	Municipal Clerk	Immediate	Complete
356	Land-Legal / Open Tender Competition PID # 75142133/ that Council to accept the recommendation from staff to sell property PID# 142133 to the highest bidder as a result of the open tender competition.	04-22-2024	CFO, Revenue Manager	Immediate	Complete
357	Personnel / Additional Professional Finance Services / that Council to empower the CAO to engage additional professional financial services and to include such costs in the 2024/25 budget.	04-22-2024	CAO	Immediate	In Progress
358	Municipal Growth Framework / that Council support the Municipal Growth Framework resolution.	04-22-2024	Municipal Clerk	Immediate	In Progress
359	2024 Heavy Collection / that Council proceed with the 2024 Heavy Collection at an estimated cost of \$160,000 with the funds to be allocated in the 2024/25 budget.	04-22-2024	Director of Public Works	Immediate	Complete
360	Village of St. Peter's Guarantee / that Council provide a guarantee for the Village of St. Peter's for the purpose of borrowing to convert their balloon payment into a new 5-year debenture in the amount of \$497,300.00.	04-22-2024	CFO	Immediate	Complete
361	RB Mariners Society / that the Committee of the Whole recommend to Council to approve the grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds, subject to assessment by staff as to the project's eligibility.	04-22-2024	CFO	Immediate	In Progress

362	Gaelic Awareness Month / that the Committee of the Whole recommend to 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 members of the public in local media.	04-22-2024	Municipal Clerk	Immediate	Complete
363	Richmond Education Center/Academy / to Council to defer the request to contribute to the Richmond Education Center/Academy Bursary/Scholarship fund to budget discussions.	04-22-2024	CFO	Immediate	In Progress
364	Tourism Nova Scotia Emerging Destinations Program / that Council have staff connect with Cindy Walker to explore the program to see if there are opportunities to participate.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
365	Access Awareness Week / that MOCR host a flag raising and proclamation event on May 27.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
366	Appointment of Auditors / that Council appoint Grant Thornton as auditors for the March 31, 2024 fiscal year end.	04-22-2024	CAO, CFO	Immediate	Complete
367	Financial Statements Year Ended March 31, 2023 / that Council accept the financial statements with the non-substantive amendments as presented.	04-22-2024	CAO, CFO, Warde, DW	Immediate	Complete
368	Variance Notification Procedures / that Council have staff review the Land Use By-Laws to determine if an extension on the time frame for appeals can be extended from 14 to 21 days and FURTHER MOVE to prepare amending pages.	04-22-2024	Municipal Clerk	Immediate	In Progress
369	Richmond County Subdivision By-Law / tha Council have staff prepare amending pages to the Richmond County Subdivision By-Law for the purpose of removing the term "clearly survey" and further clarify that the use of an easement (new or existing) will require a survey.	04-22-2024	Municipal Clerk	Immediate	In Progress
370	Buidling Permits and Fees / that Council have staff amend By-Law 61- Building Permits and Fees for the purpose of updating the fee structure as presented by the Eastern District Planning Commission.	04-22-2024	Municipal Clerk	Immediate	In Progress
371	Dry Hydrant Installation / that Council review the submission from the St. Peter's Volunteer Fire Department for the approval of \$5000 for the installation of their dry hydrant at the next Committee of the Whole with our Emergency Service Coordinator.	04-22-2024	EMO/Fire Services Coorindator	Immediate	Complete
372	Fire Service Review Document / that Council review the 2019 Fire Service Review and recommendations submitted by Goudreault Associates at the next Committee of the Whole with our Emergency Service Coordinator.	04-22-2024	EMO/Fire Services Coorindator	Immediate	Complete
373	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	04-22-2024	Municipal Clerk	Immediate	Complete
374	MOCR 2024036 Tender - that Council authorize the CAO to award the MOCR 2024036 Former West Richmond Education Centre/Walter Fougere School Tender to the proponent as discussed in camera.	2024-09-05	CAO	Immediate	Complete

ITEM ADDED TO AGENDA

FOR MEETING OF MAY 27, 2024

SUBMITTED ON MAY 24, 2024 BY AMANDA MOMBOURQUETTE

1. **ITEM:** Joint Meeting – Richmond County/Port Hawkesbury

2. **BACKGROUND:**
 - (a) **Define/explain issue:** Follow up to a request made by the Town of Port Hawkesbury to hold a joint meeting.

 - (b) **Outcome Requested:** Decide if we can go ahead, and if so on logistics. Email from Mayor Chisholm-Beaton and agreed upon agenda on next page.

3. **STAFF COMMENTS:**

From: Brenda Chisholm-Beaton <Brenda.Chisholm-Beaton@TownOfPortHawkesbury.ca>
Sent: Thursday, May 23, 2024 1:00 PM
To: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>; Mark MacIver <Mark.MacIver@TownOfPortHawkesbury.ca>
Cc: Terry Doyle <Terry.Doyle@TownOfPortHawkesbury.ca>; Troy MacCulloch <CAO@richmondcounty.ca>
Subject: Re: EXTERNAL: Joint Meeting Status

Hi Amanda

Spoke with Mark Tuesday and we are good with our first joint meeting tacking the items we think we can do in the first meeting according to the priorities listed (in the order they appear on the agenda). We can host but if you'd prefer hosting that's completely okay too (we can host the next or vice versa). Mark can add anything if he likes but the gist of the conversation at our COW was that it's a great and very thorough agenda but obviously a challenge to get through first kick at the can. So it's best to start with first 4-5 items - have some great discussions on them so we aren't rushing - and meet as many times as needed to get through.

If you want to flip us a few dates for availability I can check in with our council to see which works and we can lock it in our calendars.

Sorry for the delay - May thus far has been an insane whirlwind of busy days!! I'm sure it is the same on your end of the island.

Cheers

And looking forward to getting together soon!
Brenda.

Brenda Chisholm Beaton
Mayor, Town of Port Hawkesbury

AGENDA

Regional Priorities / Shared Services:

- Housing:
 - Presentation from the Nova Scotia Non-Profit Housing Association (NSNPHA)
 - Presentation from Strait Area Chamber of Commerce on Regional Non Profit Housing Association
 - Strait Richmond Housing Matters Coalition Update
- Cape Breton South Recruiting for Health
- Allan J. MacEachen Regional Airport
- Strait Area Transit
- Point Tupper Energy Sector Development Projects
 - Water Resources Development (LLWU) study, engineering, and asset transfer
 - Preparing Energy Sector Development
- Cape Breton Regional Enterprise Network
- Municipality of the County of Richmond and the Town of Port Hawkesbury Joint Development Commission
- Eastern District Planning Commission
- Eastern Counties Regional Library
- Landrie Lake Water Utility
- Point Tupper Fire Services Agreement
- Strait Area Pool

Future Initiatives:

- Recreation
- Trail Development
- Public Works Shared Services

ITEM ADDED TO AGENDA

FOR MEETING OF MAY 27, 2024

SUBMITTED ON MAY 27, 2024, BY AMANDA MOMBOURQUETTE

1. **ITEM:** Correspondence Action Required: Lennox Place Limited

2. **BACKGROUND:**
 - (a) **Define/explain issue:** Letter from Rachelle Samson, Lennox Place Limited, regarding support for their proposal agreement with the Nova Scotia Affordable Housing Development Program to fund the conversion of a building into a 7-unit apartment building located at 818 Veterans Memorial Drive, Arichat. See message below.

 - (b) **Outcome Requested:** To have Council provide a letter of support in principal for the application, and further, to cover associated permitting fees up to \$10,000. We have mechanisms in place now with EDPC to support having the County cover such fees.

3. **STAFF COMMENTS:**

From: Rachelle Samson <rachellesamson@hotmail.com>
Sent: Monday, May 27, 2024 10:54 AM
To: Shawn Samson <Shawn.Samson@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>; Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>
Cc: Denise Samson <denise@numeeroinc.com>; Herman Samson <hsamson@samsonboats.com>
Subject: 818 Veterans Memorial Dr Arichat - Affordable Housing

Some people who received this message don't often get email from rachellesamson@hotmail.com. [Learn why this is important](#)

Hi Shawn, Amanda and Troy,

Hope you all enjoyed the beautiful weather we had this weekend!

I am emailing with regards to our affordable housing project located at 818 Veterans Memorial Dr. Arichat.

Lennox Place Limited (In partnership with SRD International Limited) is finalizing their proposal agreement with the Nova Scotia Affordable Housing Development Program to fund the conversion of the building into a 7-unit apartment building.

Lennox Place will also be applying to CMHC through their Affordable Housing Fund to finance the project.

Both programs are asking if the Municipality is in support of this project and if they will be contributing in any way, such as waiving or reimbursing any development permits.

Is the Municipality able to:

- 1) Provide Lennox Place Limited with a letter of support for the project
- 2) Waive or reimburse Lennox Place Limited for any upcoming permit fees.

We look forward to hearing from you.

Warm regards,
Rachelle Samson
(902) 631-3762