



Regular Council Meeting

Monday, December 16, 2024

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

7:00 p.m. Item 3 to 16, Council Chambers

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Legal
 - b) Personnel
3. **Opening Acknowledgement**
4. **O'Canada**
5. **Roll Call of Councillors**
6. **Items Added to the Agenda (Approval of Agenda)**
7. **Presentation of Local Food Bank Cheques**
8. **Review of Minutes, Re:**
 - a) Public Hearing, November 25, 2024
 - b) Regular Council, November 25, 2024
9. **Question Period:**
 - Restricted to items on the committee reports
 - Phone in: (902) 226-9885 (see question period details below)
10. **Committee Reports:**
 - **Committee of the Whole**
 - Recommendations from in camera, Re: Agencies, Boards, Commissions, and Committees citizen appointments
 - Appointment of Destination Cape Breton Association to administer the Cape Breton Island Marketing Levy
 - Request for Destination Cape Breton Association financial statements
 - Deer population
 - Approved fire equipment reallocation – 2024/25 Budget
 - Property AAN 04127455 damaged by fire
 - Invitation to join the Rural Region 1 Solid Waste Committee



- **By-Law/Policy**
 - Municipal Management Emergency Planning Committee (MEMPC) terms of reference
- **Fire Protection Services Committee**
 - Advertising for the recruitment of volunteer firefighters

11. Members of Council Items:

- a) **Councillor Amanda Mombourquette**
 - i. Electric vehicles in tendering requirements (verbal)
 - ii. Exploration of a Joint Management and Planning Committee for the Point Tupper Heavy Industrial Park (verbal)

12. Correspondence

- a) **Action Required:**
 - i. Kathleen Jeffrey, Interim Director of Finance, Re: Request for Municipal Guarantee for the Village of St. Peter's Community Hub Renovation Project.
 - ii. Shealene Barrett, Alzheimer Society of Nova Scotia, Regional Coordinator Education & Outreach Cape Breton, Re: Alzheimer Awareness Month proclamation request
- b) **For Information Purposes**
 - i. Cape Breton South Recruiting for Health annual newsletter

13. Review of Action Items

- a) Action Items List

14. Items Added to the Agenda

15. Question Period

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

16. Adjournment



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

Any member of the public may ask a question on any item listed in 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 Municipality of the County of Richmond YouTube Channel.

The link for the meetings can be found at [Municipality of the County of Richmond - YouTube](#)



Richmond County Municipal Council

Public Hearing

November 25, 2024, 6:00 p.m.

- Location:** Council Chambers
- Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson
- Staff Present:** Shelley David, Municipal Clerk
- Also Present:** Kristen Scanlan, Eastern District Planning Commission (EDPC) Senior Planner/Development Officer
- Regrets:** Troy MacCulloch, Chief Administrative Officer (CAO)

Call to Order:

Warden Lois Landry called the meeting to order at 6:00 p.m.

Roll Call of Councillors

The Municipal Clerk took roll call of Councillors.

Public Hearing re:

- a) Amendments to the *Richmond Subdivision By-law* by clarifying right-of-way easements need be “assignable and perpetual and clearly granted by deed” as opposed to “clearly surveyed” which was the original wording. The purpose of this amendment is to bring the wording of the by-law into conformity with the Provincial Subdivision Regulations.
 - i. Verbal Presentation from Staff

Kristen Scanlan, EDPC Senior Planner/Development Officer, spoke to the proposed amendments to the Richmond Subdivision By-law.



ii. Receipt of Oral or Written Submissions

There were no oral submissions.

Written submissions were received from Delores Callahan and Buddy & Germain MacDonald. (attached)

- b) Amendments to the land Use By-laws for *West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County* by increasing the period for appealing a variance in the requirements of the corresponding land use by-law from Fourteen (14) to twenty-one (21) days. These amendments apply to all areas of Richmond County and the purpose of the amendments is to allow for more time for the Municipality to receive an appeal.

i. Verbal Presentation from Staff

Kristen Scanlan, EDPC Senior Planner/Development Officer, spoke to the proposed amendments to the land Use By-laws for West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County.

ii. Receipt of Oral or Written Submissions

Germain MacDonald approached Council.

Written submissions were received from Delores Callahan and Buddy & Germain MacDonald. (attached)

Adjournment

There being no further business the chair adjourned the public hearing at 6:30 p.m.

Municipal Clerk

Chairperson

Shelley David

From: Delores Callahan [REDACTED]
Sent: November 22, 2024 8:35 AM
To: Shelley David
Subject: November 25th By-law Amendment Public Hearing

You don't often get email from delicalla60@gmail.com. [Learn why this is important](#)

Ms. David,
Good morning!

I am unfortunately unable to attend the Public Hearing scheduled for Monday, November 25th, 2024, regarding the amendments to the Richmond Subdivision By-Law and amendments to the West Richmond, Central Richmond, Isle Madame, St. Peters, and Richmond County Land Use Bylaws.

I respectfully request and ask that this email be accepted and read at the public meeting of November 25/2024.

1. RICHMOND SUBDIVISION BY-LAW

I OPPOSE the re-wording of the by-law to "assignable and perpetual and clearly granted by deed" from "clearly surveyed".

Removing the word "clearly" would be acceptable since it has no real purpose, however, the removal of the word "survey" can severely affect the process as it relates to subdividing off of a right of way or easement.

If Richmond County's only reason for this change is to conform with the Provincial Subdivision Regulations, and the plan is to keep doing so with Land Use By-Laws, why do we need an external Planning Commission?

2. WEST RICHMOND, CENTRAL RICHMOND, ISLE MADAME, ST. PETERS, AND RICHMOND COUNTY LAND USE BY-LAWS

Appealing a variance :

Increasing the timeline for appealing a variance in the requirements of the corresponding land use by-law from Fourteen (14) to Twenty-One (21) days, is an improvement, but it means nothing if the notice is received after the fact or, worse case scenario, not received at all. I would venture a guess that regular mail would likely not be received out-of-country within the proposed Fourteen (14) day timeline.

At a minimum, notices to affected landowners should be sent by either Registered mail OR Courier. This would demonstrate a clear attempt on the part of the Municipality, to communicate effectively and efficiently with all affected parties. Currently, there is no proof that a letter was sent if it is sent by regular mail.

Thank you for this opportunity to voice my opinions.

Sincerely,
Delores Callahan
Port Royal / Halifax

Sent from my iPhone

██████████
St. Peter's, NS B0E 3B0
November 22, 2024

Municipal Clerk
Municipality of the County of Richmond
P.O. Box 120, 2357 Hwy 206, Arichat, NS, B0E 1A0

RE: Amendments to the Richmond County Subdivision By-Law & West Richmond, Central Richmond, Isle Madame, St. Peters and Richmond County Land Use By-Laws

Dear Ms David:

Please accept this letter as notification of our opposition to the current proposals for amendments to the above noted by-laws. This letter will affirm our concerns of which we have informed our Council previously by emails, meetings with councillors, and question periods at past Planning Advisory Committee meetings. Our concerns are as follows:

Richmond County Subdivision By-Law

1. Council changing our more stringent by-law in order to conform to a 1998 Provincial Legislation appears to be a backward approach for our county. In 1999 when Richmond County council adopted and put into force the Richmond County Subdivision By-Laws, they adopted a more “stringent” approach which gave added protection to the landowners. Someone, twenty five years ago thought it best to add that extra protection and they did. Also, the Provincial Legislation states that when applying the rules, if there is a difference in the legislation and a municipal by-law it would be the most stringent of the two that would apply. Given our municipality has this leeway, we are baffled by the suggestion that our council “has to” or “should” conform to the legislation. After all, the Provincial Legislation is meant to be a guideline for Municipalities.
2. Council removing the word “survey” from the definition of an easement or right-of-way in the current subdivision by-laws, takes what little protection owners of easements or right-of-ways have.
3. Because most older deeds may not specifically describe the size or location of a right-of-way or easement, it leaves the interpretation of such deeds open to “subjective” interpretation.
4. An example of a deed with an ambiguous description of a right-of-way would be one that states: “Also a right-of-way as existing on lands of”. When there are no intentions, measurements or locations mentioned in the deed nor on a survey plan, it is impossible to know the location or the intent of a right-of-way.
5. Currently our Planning Commission does not have to advise multiple owners of a right-of-way or easement when one owner applies to create a subdivision off it. Due to this fact, those other owners may find the historical use of their right-of-way or easement changed drastically should the applicant receive approval to subdivide. If a neighbour does not willingly provide information about their application, no one other than the

applicant gets to provide pertinent information about the intent of that right-of-way or easement in the absence of a survey.

6. This amendment appears to lean heavily towards positive outcomes for developers vs the average landowners.
7. If Council insists on removing “clearly surveyed” from the by-laws but have an interest in providing protection to all their taxpayers, they should add to the amendments that multiple owners of a right-of-way or easement will be notified when one owner is applying to subdivide their lot from said right-of-way or easement. This notification would make up for the lack of requirement of a surveyed right-of-way or easement and add a layer of protection for the other owners.

West Richmond, Central Richmond, Isle Madame, St. Peters and Richmond County Land Use By-Laws

1. Extending the deadline from 14 days to 21 days for an appellant to appeal a variance, is a positive change, however, it still does not ensure that landowners will receive the appeal notification letter.
2. Council and our Planning Commission was made aware of one case whereby an appellant lost their right to appeal due to not receiving two appeal notification letters at all. Those letters were supposedly mailed out over 700 days ago and still haven't been received. Those letters were sent by regular mail from Port Hawkesbury to St. Peter's to an address that has not changed in the last 20 years. The 7 day extension provided with the current amendment proposal would not have changed the result for this appellant.
3. The fact that the Planning Commission/Municipality does not have to show proof that a letter was sent when a proposed appellant loses their right to appeal should be a concern for our Municipality, especially if they have a sincere want to protect their taxpayers.
4. A person who does not receive an intended appeal notification letter wouldn't know they were supposed to receive a letter. Unfortunately, not everyone speaks to their neighbours. Also, the Planning Commission would not know if there may have been other intended recipients that did not receive their letters over the years because if an appellant is not aware they should have received the letter they would not be contacting the Planning Commission.
5. Richmond County has non-resident taxpayers who live out-of-country. Non-residents who live in the UK normally receive regular mail from Richmond County within 30 to 45 days from the day mailed. The proposed amendment would not ensure these non-residents received an appeal notification letter in time to appeal.
6. Registered mail, which is not being considered in this amendment, is the only method of mailing, in this circumstance, that provides proof that a notification letter was sent and increases the chances that an intended recipient of the notification letter would receive it within the required timeline for appeal. If a recipient chooses not to accept a Registered Letter, for any reason, that is their choice, however, that would not be the fault of the Planning Commission. Also, a registered letter is less likely to go missing.

The Municipality would be considered to have done their due diligence if an intended recipient hasn't provided a valid mailing address, choose not to pick up their mail for extended periods of time or refuse to sign for a registered letter.

Thank you for the opportunity to voice our concerns and have our concerns on record.

Sincerely,

Buddy & Germaine MacDonald



Regular Council Meeting

Monday, November 25, 2024
7:00 p.m.

- Location:** Richmond Room/Council Chambers
- Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson
- Staff:** Shelley David, Municipal Clerk
- Regrets:** Troy MacCulloch, Chief Administrative Officer (CAO)

Call to Order

Warden Lois Landry called the meeting to order at 7:00 p.m.

Opening Acknowledgement

The Warden started the meeting with the following acknowledgment:

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

O'Canada

The Warden asked everyone to stand, if able, for the singing of O'Canada.

Roll Call of Councillors

The Municipal Clerk took roll call of Councillors.

Items Added to the Agenda (Approval of Agenda)

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand that the agenda be approved.

Motion carried.



Review of Minutes, Re:

- a) Regular Council Meeting Minutes, September 23, 2024
Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson that the minutes of the September 23, 2024, Regular Council meeting be approved.
Motion carried.
- b) Special Meeting Minutes, October 15, 2024
Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson that the minutes of the October 15, 2024, Special meeting be approved.
Motion carried.
- c) Organizational Meeting of Council, October 30th, 2024
Moved by Councillor Shawn Samson seconded by Councillor Brian Marchand that the minutes of October 30th, 2024, Organizational Meeting of Council be approved.
Motion carried.

Question Period:

There were no questions.

Committee Reports

Committee of the Whole

The Committee discussed communications related to the municipal election.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the Committee of the Whole recommend to Council to refer the Strategic Communications Plan to the By-law/Policy Committee for the purpose of incorporating communications related to the municipal election.
Motion carried.



The Committee discussed the Good Neighbour Project proposal.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the Committee of the Whole recommend to Council to refer the Good Neighbour Project proposal to staff for further investigation.

Motion carried.

The Committee discussed the members of Council ABCC appointments.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the Committee of the Whole recommend to Council to approve the Committee Matrix with the changes as discussed. (Committee Matrix Attached)

Motion carried.

The Committee discussed the Low Income Tax Exemption Program Policy.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to extend the deadline for applications to the Low Income Tax Exemption Program Policy to February 28, 2025, for this year only.

Motion carried.

The Committee discussed the Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the Committee of the Whole recommend to Council to approve the grant request from the Royal Canadian Legion Br. 150 for the Type 1 Infrastructure Grant Funds in the amount of \$5,000, pending the submission of their balance sheet; and FURTHER MOVE that the funds be allocated as follows: \$1,000 from District 1 Funds, \$1,000 from District 2 Funds, and \$3,000 from the Regional Funds.

Motion carried.



The Committee discussed the Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to approve the grant request from the Acadiaville Community Centre Society for the Type 2 Start-up Activity Grant Funds in the amount of \$500 and be allocated from the District 2 Funds.

Motion carried.

The Committee discussed the Isle Royale ATV Club's request for a letter of support.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to have the Warden prepare a non-monetary letter of support for the Isle Royale ATV Club regarding the Capelin Cove Wilderness Area as outlined in the request.

Motion carried.

The Committee discussed the Dr. Kingston Memorial Community Health Centre's request for letters of support.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to have the Warden prepare letters of support for the Dr. Kingston Memorial Community Health Centre for their application to the Community Foundation of Nova Scotia Visions Fund Grant and the Age-Friendly Communities Grant Program as outlined in the request.

The Committee discussed contact information.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole recommend to Council to have staff investigate the use of generic email addresses and landline phone numbers for members of Council.

Motion carried.



Moved by Deputy Warden Brent Sampson, seconded by Councillor Brian Marchand, that the Committee of the Whole report for the month of November be adopted.

Motion carried.

– **By-Law/Policy Committee Report**

The Committee discussed the new Code of Conduct as prescribed by the Province.

Moved by Deputy Warden Brent Sampson, seconded Councillor Amanda Mombourquette, that the By-Law/Policy Committee recommend to Council to adopt the new Code of Conduct for Elected Officials as mandated by the Province by the following resolution:

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23 A of the Municipal Government Act;

Therefore be it resolved that the Council of the Municipality of the County of Richmond hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Municipality of the County of Richmond.

Motion carried.

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

Motion carried.



Second Reading Approval

- a) Amendment to the Richmond Subdivision By-Law

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the amendments to the Richmond Subdivision By-Law as presented.

Motion defeated with two (2) in favour and three (3) opposed.

- b) Amendment to the West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County Land Use By-Laws

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the West Richmond Land Use By-Law as presented.

Motion carried with three (3) in favour and two (2) opposed.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the Central Richmond Land Use By-Law as presented.

Motion carried with three (3) in favour and two (2) opposed.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the Isle Madame Land Use By-Law as presented.

Motion carried with three (3) in favour and two (2) opposed.

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the St. Peter's Land Use By-Law as presented.

Motion carried with three (3) in favour and two (2) opposed.



Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council give second reading approval for the Richmond County Land Use By-Law as presented.

Motion carried with three (3) in favour and two (2) opposed.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council refer the matter of registered mail to the Planning Advisory/Heritage Committee.

Motion carried.

New Business

a) International Day of Persons with Disabilities Proclamation

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council approve the proclamation to proclaim December 3rd as International Day of Persons with Disabilities in the Municipality of the County of Richmond.

Motion carried.

Proclamation

WHEREAS, December 3 is recognized globally by the United Nations as International Day for Persons with Disabilities; and

WHEREAS, Canada is a signatory of the United Nations Convention on the Rights of People with Disability, and two out of five Nova Scotians live with a disability; and

WHEREAS, Nova Scotia has proclaimed the *Accessibility Act* that recognizes accessibility is a human right and set a goal of an accessible province by 2030; and

WHEREAS, International Day of Persons with Disabilities promotes an understanding of disability issues and the importance of equal access for Nova Scotians with disabilities in all aspects of society; and

WHEREAS, through public awareness, community partnerships, and municipal accessibility initiatives this day aims to foster an environment of equal participation of individuals with disabilities within the Municipality of the County of Richmond.



THEREFORE, be it resolved that I, Warden Lois Landry on behalf of Richmond County Municipal Council, do hereby proclaim December 3, 2024, as “International Day for Persons with Disabilities” in the Municipality of the County of Richmond.

Warden, Re:

- a) Appointment of an Investigator for the complaint and investigation process under the new Code of Conduct for Elected Officials, as prescribed by the Province

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council appoint Noal Landry of EMM Law as the investigator for the complaint and investigation process under the Code of Conduct for Elected Officials of the Municipality of the County of Richmond.

Moved by Council Amanda Mombourquette, seconded by Councillor Brian Marchand to amend the main motion by adding the word “interim” before investigator.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council appoint Noal Landry of EMM Law as the interim investigator for the complaint and investigation process under the Code of Conduct for Elected Officials of the Municipality of the County of Richmond.

Motion carried.

Correspondence

- b) **Action Required**

i. n/a

- c) **For Information Purposes**

- i. MOCR Letter of Support, Re: Isle Royale ATV Club -
- ii. Capelin Cove Wilderness Area
- iii. MOCR Letter of Support, Re: Dr. Kingston Memorial Health Centre – Age Friendly Grant



- iv. MOCR Letter of Support, Re: Dr. Kingston Memorial Health Centre - Community Foundation of Nova Scotia VISIONS Fund
- v. Innovation, Science and Economic Development Canada, Re: Prime Minister's Award for Teaching Excellence
- vi. Eastern Counties Regional Library, Re: Annual Report 2023-2024

Review of Action Items

- a) Action Items List
For information only.

Items Added to the Agenda

n/a

Question Period

There were no questions.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:06 pm.

Municipal Clerk

Chairperson

MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs

Agencies, Boards, Commissions, Committees ABCCs		Approximate Meeting Frequency	Committee Type	Creation	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External
1	Audit Committee	3-4/year	Standing / Statutory	Municipal Government Act	5	All Members of Council			1	1					1	
2	By-Law/Policy Committee	2-3/month	Standing	Council	5	All Members of Council			1	1	1	1	1		2 - Max.	
3	Cape Breton Regional Enterprise Network (CBREN) Liaison Oversight Committee	4/year	Inter-Municipal	Agreement		Warden Lois Landry	1		1							14
4	Committee of the Whole	1/month	Standing	Council	5	All Members of Council			1	1	1	1	1			
5	Eastern District Planning Commission (EDPC)	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Councillor Shawn Samson ALT - Councillor Amanda Mombourquette		1	1							10
6	Eastern Counties Regional Library Board	4/year	Inter-Municipal	Library Act/ Agreement											1	7
7	Fences Arbitration Committee	As Needed	Standing / Statutory	Fences and Detention of Stray Livestock Act	1	Deputy Warden Brent Sampson										1
8	Fire Protection Services Committee	4/year	Standing	Council	1	Councillor Brian Marchand								1		14
9	Inclusive, Diverse, Equitable, and Accessible (IDEA) Committee	1/month	Advisory / Statutory	Accessibility Act	1	Councillor Amanda Mombourquette						1		1	4	3
10	Landrie Lake Water Utility Board	4/year	Inter-Municipal	Agreement	2	Councillor Brian Marchand Councillor Shawn Samson ALT - Deputy Warden Brent Sampson		1	1							3
11	Landrie Lake Watershed Advisory Committee	4/year	Inter-Municipal	Agreement	1	Councillor Brian Marchand ALT - Councillor Shawn Samson		1			1				1	8
12	Municipal Emergency Management Advisory Committee (MEMAC)	2/year (min)	Advisory / Statutory	Emerg.Mgmt Act	3	Warden Lois Landry Deputy Warden Brent Sampson Councillor Amanda Mombourquette			1				1	1		
13	Municipal Emergency Management Planning Committee (MEMPC)	4/year	Advisory/ Standing	By-Law #50	2	Warden Lois Landry Councillor Amanda Mombourquette			1	1	1	1	1	1		7
14	Planning Advisory/Heritage Committee	1/month	Standing	Council	5	All Members of Council									2	
15	RCMP Advisory Board	4/year	Advisory / Statutory	Police Act	2	Deputy Warden Brent Sampson Councillor Shawn Samson									2	1
16	Recreation Advisory Committee	4/year	Advisory / Standing	By Policy	1	Warden Lois Landry						1		2	8	
17	Richmond Villa Board	6/year	Standing / Statutory	Municipal Housing Corp Act	3	Councillor Brian Marchand Councillor Amanda Mombourquette		1							3	
18	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Deputy Warden Brent Sampson Councillor Amanda Mombourquette	1		1							4

EXTERNAL COMMUNITY ABCCs - Members of Council / Staff Appointees

ABCCs		Approximate Meeting Frequency	Committee Type	Appointment Created	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External
20	Allan J. MacEachern Regional Airport Mgmt Committee	min 4/year	External Community	By Policy	2	Councillor Amanda Mombourquette Councillor Shawn Samson ALT - Deputy Warden Brent Sampson		1	1							6
21	Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) Senior Council	4/year	External Community	By Policy / Charter	1	Warden Lois Landry	1									~20
22	Bras d'Or Lakes CEPI Steering Committee	1/quarter	External Community	By Policy					1							
23	Cape Breton South Recruiting for Health	1/month	External Community	By Policy	1	Councillor Brian Marchand ALT - All members of Council		4								~20
24	Fire Services Association of Nova Scotia (FSANS)	6/year	External Community	By Policy										1	1 as Alternate	
25	Pitu'paq	1/month	External Community	By Policy	1	Councillor Amanda Mombourquette										
26	Strait Area Transit (SAT)	6/year	External Community	By Policy	2	Councilor Amanda Mombourquette Councillor Shawn Samson										10
27	Strait of Canso Offshore Wind Task Force	1/month	External Community	By Policy	1	Warden Lois Landry Councillor Brian Marchand	1		1							
28	Strait Richmond Housing Matters Coalition	1/month	External Community	By Policy	1	Councillor Amanda Mombourquette			1							~16

EXTERNAL COMMUNITY ABCCs - Citizen Appointees

ABCCs		Approximate Meeting Frequency	Committee Type	Appointment Created	Citizen Appt.'s										Other External
29	Strait of Canso Superport Corporation - Strait Superport Board	6/year	External Community	By Policy	1										
30	St. Peter's, Sampsonville and Area Water Utility Board	1/month	External Community	By Policy	4										
31	Destination Cape Breton Association (DCBA)	6/year	External Community	By Policy	1										
32	Bras d'Or Lakes Biosphere Association	6/year	External Community	By Policy	1 To be Determined										
33	Cape Breton Local Immigration Partnership	4/year	External Community	By Policy	1 To be Determined										
EXTERNAL COMMUNITY ABCCs - Municipal Liaison Appointees															
ABCCs		Approximate Meeting Frequency	Committee Type	Liaison Created	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Other External
34	Doctor Kingston Memorial Community Health Centre	10/year	External Community	By Policy		To be Determined									
35	Raising the Villages	6/year	External Community	By Policy		To be Determined									
36	Richmond County Literacy Network (RCLN)	10/year	External Community	By Policy		To be Determined									
37	Volunteer Fire Departments	varies	External Community	By Policy		To be Determined									
38	Seniors Take Action Coalition (STAC)	Commttee 1/month Board 6/year	External Community	By Policy		To be Determined									
39	St. Anne's Community & Nursing Care Centre	11/year	External Community	By Policy		To be Determined									

MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs - CITIZEN APPOINTMENTS

ABCC's CITIZEN APPOINTEES LIST	Expiry	Current Member	Other
Audit Committee	2025	Paula Jesty	
By-Law/Policy Committee	2025	Stacey Morrison	
Eastern Counties Regional Library (Inverness, Guysborough, St. Mary's, Mulgrave, Port Hawkesbury)	2025	Clair Rankin	Councillor Claude P. Poirier, Deputy Warden Janet Peitzsche, Councillor Courtney Mailman Councillor Debbie King, Councillor Blaine MacQuarrie + 2 Provincial Appointees
Fences Arbitration Committee	When a vacancy arises.	Sarah Nettleton	
Inclusive, Diverse, Equitable, and Accessible (IDEA) Committee	2025	Ashley Lavandier	Meghan Hayter, Clerk, Village of St. Peter's
	2025	Shelley Dorey	Allison Martell, Admin., Village of St. Peter's
	2025	Chantal Boudreau	Esther MacDonnell, Commissionaire, Village of St. Peter's
	2029	(vacancy)	
	2029	(vacancy)	
Landrie Lake Watershed Advisory Committee (up to 4 b/t 3 muns)	To be determined	To be determined	
Planning Advisory Committee/Heritage	2029	(vacancy)	
	2029	(vacancy)	
RCMP Advisory Board	2025	Doug Landry	James Wilson - Provincial Appointee (exp 2027)
	2029	(vacancy)	
Recreation Advisory Committee	2025	Joe McNamara	
	2025	Isaiah Bernard	
	2025	Rodney Diggdon	
	2025	Daphne Campbell	
	2025	Natasha Mury	
	2025	Julissa Stewart	
	2029	(vacancy)	
2029	(vacancy)		
The Municipality of the County of Richmond - Committees Policy - Appendix A, Committee Matrix	2025	Liz Campbell	

Richmond Villa Board	2025	Robert Wambolt	
	2025	Steve MacNeil	
EXTERNAL COMMUNITY - Citizen Appointees List			
ABCC's CITIZEN APPOINTEES LIST	Expiry	Current Member	Other External
Strait of Canso Superport Corporation	May 1, 2025	Richard Cotton (2nd term)	12
St. Peter's, Sampsonville and Area Water Utility Board	When a vacancy arises.	Billy Digout, Douglas Landry, John Campbell, Lester Fougere	5
Destination Cape Breton Association	2027	(vacancy)	12
Bras d'Or Lakes Biosphere Association		To be determined	
Fire Services Association of Nova Scotia	January 1, 2026	Dave Mayich - Alternate	
Cape Breton Local Immigration Partnership	To be determined	To be determined	



Committee of the Whole Report December 2024

The Committee met on December 2, 2024.

The Committee discussed the recommendation from the in camera session.

I move that the Committee of the Whole recommend to Council to appoint Dorothy Booher to the IDEA Committee for a 5-year term, Robbin Cotton and Robert Wambolt to the Planning Advisory/Heritage Committee, both for 5-year terms, Stacey Morrison to the RCMP Advisory Board for a 5-year term, Cindy Walker to the Destination Cape Breton Association Board for a 3-year term; and FURTHER MOVE that Council direct staff to advertise any remaining vacancies to ABCCs.

The Committee discussed the designation of Destination Cape Breton Association to administer the Cape Breton Island Marketing Levy.

I move that the Committee of the Whole recommend to Council to designate Destination Cape Breton Association as the administrator of the Marketing Levy for Richmond County.

The Committee discussed the request for the Destination Cape Breton Association financial statements.

I move that the Committee of the Whole recommend to Council that the CAO be directed to request the financial statements for the past three to four years from the Destination Cape Breton Association.

The Committee discussed the deer population briefing note update.

I move that the Committee of the Whole recommend to Council that staff be directed to select quotes for the above-noted work. (Deer population briefing note attached.)



The Committee discussed the approved fire equipment reallocation.

I move that the Committee of the Whole recommend to Council to accept the Volunteer Fire Department Equipment Funding Memo from the Emergency Services Coordinator.

The Committee discussed property AAN 04127455 which was damaged by fire.

I move that the Committee of the Whole recommend to Council to write off the taxes for property AAN 04127455 owned by Rodney Samson, which was completely destroyed by fire, in the amount of \$400.69, which represents taxes on the dwelling only from August 7, 2024, to March 31, 2025.

The Committee discussed the invitation to join the Rural Region 1 Solid Waste Committee.

I move that the Committee of the Whole recommend to Council to have the Director of Public Works and one member of Council, pending selection, attend the Rural Region 1 Solid Waste Committee meetings.

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



BRIEFING NOTE
Municipality of the County of Richmond
Deer Population
January 18, 2024

Purpose

The purpose of this briefing note is to update Council on our meeting with Elizabeth Walsh and Jason Power from the Department of Natural Resources & Renewables (DNRR) and the Hon. Trevor Boudreau, Minister of Community Services on January 12, 2024 regarding the Deer Population in Richmond County and to obtain support for staff to proceed with exploring the cost for an initial survey for budget discussions.

Background

On October 24, 2023, Council made a motion 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.

Current Situation

Nova Scotia is divided into 12 deer management zones. Richmond County is included in zone 111. (Map attached) DNRR periodically updates data for each zone and manages the broader areas. There are several factors that contribute to a rise in deer population as well as human and deer contact i.e.: number of residents hunting, vegetation growth along roadways and the weather. DNRR provides guidance to Municipalities in creating a Deer Management Plan. In order to develop a plan an initial survey is required to garner feedback, gain community support, and create objectives.

Financial Resources

There will be financial implications that need to be explored and brought to budget discussions.

Other Resources

Nova Scotia Community College has a Natural Resources Environmental Technology program that the Municipality may be able to hire a summer student, or as in the past, certain community based projects have been incorporated into the program course work plan.

Recommendations

It is recommended that Council have staff explore the costs of conducting an initial survey and add it to the list of topics for discussion at budget deliberations and further, to contact the NSCC Strait Area Campus instructor of the Natural Resources Environmental Technology program to enquire how the program helps with community projects and also if they have any technicians going through the program at this time that could be considered for our survey work.

Action Required

We are seeking a resolution of Council authorizing staff to explore the costs of conducting a survey and contact NSCC to enquire how the Natural Resources Environmental Technology Program may assist the County in this work. – **After many attempts this route did not proceed.**

Update - Nov. 2024

Staff contacted an environmental consultant on Oct. 02, 2024 to discuss the process and next steps to being to address the deer issue in Richmond County. It was learned that the first step is determining the number of transects, or routes in the area of study and then doing the field work in April.

An estimated value for this work is between \$12 – 15,000.00 for the transect determination and field work. Additional days in the field due to weather conditions is \$1000.00/ day plus mileage. Staff are there recommending a safe budget of \$20,000.00 to have this first stage of the work completed.

Due to the value and policy, staff would be seeking a motion of council to do a request for quotes for the above noted work to see if there are other consultants available to conduct the study in our area. It should be noted that if this work begins this fiscal, it is an unbudgeted item, as the original work was being sought as an opportunity for students to conduct the study/work.



**By-Law/Policy Committee Report
December 2024**

The Committee met on December 2, 2024

The Committee discussed the Municipal Emergency Management Planning Committee (MEMPC) terms of reference.

I move that the By-Law/Policy Committee recommend to Council to adopt the MEMPC terms of reference with the changes as discussed.

This concludes the By-Law/Policy Committee Report for December 2024, and I move its adoption.



1. Purpose

- 1.1** The Municipal Emergency Management Planning Committee (MEMPC) will provide an opportunity for all stakeholders in the Municipality of the County of Richmond to collaboratively share information, identify common concerns and assist in discovering solutions that support the Municipal Emergency Management Plan (MEMP).

2. Mandate

- 2.1** The mandate of the MEMPC is to:
- a) Develop the MEMP.
 - b) Provide recommendations to Council for approval that will be included in the MEMP.
 - c) Ensure all emergency planning responsibilities are adequately met as set out in the Emergency Management Act, Nova Scotia, and the Municipality of the County of Richmond (MOCR) Municipal Emergency Management By-Law 50.
 - d) Establish communication links between the MOCR and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness.
 - e) Provide recommendations to Council for approval that will be included in the MEMP.

3. Roles and Responsibilities

- 3.1** Annually, the Committee shall prepare and present to the Council for review and approval:
- a) A list of hazards to which the MOCR is subject to, including relative frequency and impacts.

- b) Plans respecting the preparation for, response to and recovery from emergencies and disasters, including but not limited to:
 - i. Review and updating of plans and procedures.
 - ii. A program of emergency response exercises.
 - iii. A training program.
 - iv. Procedures by which physical and financial emergency resources or assistance may be obtained.
 - v. Procedures by which emergency plans shall be implemented.
 - vi. Procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster.
 - vii. Procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the Municipality.
 - viii. Procedures to establish the priorities to restore essential services provided by the Municipality or to recommend to other service providers, those which are interrupted during an emergency or disaster.

3.2 Other duties the Committee may assist in:

- a) Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all municipal departments to an emergency and/or disaster.
- b) Improving the Municipality's ability to provide continuity of business and government during an emergency and/or disaster.
- c) Developing a standard for training members involved in the emergency model.
- d) Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
- e) Coordinating with public/private/non-government/volunteer organizations when they form part of the Municipality MEMP.
- f) Present the needs and responses of everyone's division, group, or organization in the emergency planning process.
- g) Informing and educating members of their responsibilities during an emergency or disaster.

- 3.3** The Committee will use the Emergency Management Act Nova Scotia, the Municipal Emergency Management Bylaw 51, and the Emergency Management Planning Guide developed by Public Safety Canada as their guide.

4. Composition and Terms of Appointment

- 4.1** Membership shall include, **but not limited to:**

- a) Two (2) members of Council
- b) Chief Administrative Officer (CAO)
- c) ~~ESC~~ **Emergency Services Coordinator**
- d) Municipal Clerk
- e) Department Directors or their designate
- f) Two (2) Fire Chiefs, or designates (selected at the Fire Protection Services Committee meetings)
- g) Emergency Health Services representative
- h) RCMP representative
- i) Nova Scotia Health Authority representative
- j) Emergency Social Services Director
- k) Representatives **s** from School Districts **s**

- 4.2** Invited, ex officio members or guests may include, but not be limited to:

- a) Representative from the community
- b) Representative from the Chamber of Commerce
- c) Representative of Industry
- d) Industrial/Commercial Stakeholders, i.e., fishing or manufacturing

- 4.3** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.

- 4.4** The Committee Chairperson will be the Emergency Services Coordinator.

5. Meetings

- 5.1 The committee shall meet as needed to fulfill its duties.
- 5.2 Meeting procedures shall follow the Council Procedural Policy.
- 5.3 The Chairperson in consultation with the CAO may change meeting times when appropriate or may convene additional meetings as deemed necessary.

6. Authority and Accountability

- 6.1 The MEMPC is a committee formally approved by Council and is provided with the authority to make recommendations to Council through the Municipal Emergency Management Advisory Committee. Final decisions related to the work of the Committee rests with Municipal council.
- 6.2 At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Code of Conduct for Elected Officials of MOCR](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		2024

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

Shelley David
Municipal Clerk



Fire Protection Services Committee Report

November 2024

The Committee last met on November 27th, 2024.

The Committee discussed the recruitment of volunteer firefighters in Richmond County.

I move that the Fire Protection Services committee recommend to Council to have municipal staff meet with the Volunteer Fire Departments to discuss advertising in the Richmond Reflections for the recruitment of volunteer firefighters in Richmond County.

This concludes the report for the Fire Protection Services Committee for November 2024, and I move its adoption.



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

Interim Director of Finance

MEMO TO:

TROY MACCULLOCH, CAO

MEMO FROM:

KATHLEEN JEFFREY, INTERIM DIRECTOR OF FINANCE

DATE: December 12, 2024

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

Dear CAO,

Please allow this to serve as a request from the Village of St. Peter's for Council to approve a loan guarantee in the amount of \$206,000 for the purpose of the Village of St. Peter's Community Hub Renovation Project.

I have attached a copy of the guarantee resolution which needs to be signed by the Clerk once approved by Council and sent to the Minister of Municipal Affairs for signature prior to the Village proceeding with the loan and the project. I have also included some information provided by the Village.

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

Best Regards,

KJ.

Kathleen Jeffrey
Interim Director of Finance

MUNICIPAL COUNCIL OF THE

VILLAGE GUARANTEE RESOLUTION

Amount: \$ _____

Village of: _____

Project: _____

WHEREAS the Village of _____ is a village situated within the Municipality of the _____;

WHEREAS the Village of _____ has, with the approval of the electors of the Village, determined to borrow the aggregate principal amount of _____ Dollars (\$ _____) for the purposes of _____;

WHEREAS the Village of _____ has requested that the Municipality guarantee said borrowing;

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

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

BE IT THEREFORE RESOLVED

THAT the Municipality of the _____ does hereby approve the borrowing by the Village of _____ the aggregate principal amount of _____ Dollars (\$ _____) for the purposes set out above;

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

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Municipality of _____ held on the _____ day of _____, 2024.

GIVEN under the hands of the Clerk and under the seal of the Municipality this _____ day of _____, 2025.

Clerk



Village of St. Peter's

A Member of the Association of Nova Scotia Villages

60 Denys Street, PO Box 452

St. Peter's, NS B0E 3B0

Phone: 902-535-2155 Fax: 902-535-2330

Email: clerk@villageofstpeters.ca

December 4, 2024

Troy MacCulloch, CAO
Municipality of the County of Richmond
2357 Hwy 206
Arichat, NS B0E 1A0

Via email: CAO@richmondcounty.ca

Dear Troy,

Re: Municipal Guarantee for Community Hub Renovation Project

The Village of St. Peter's is requesting that the Municipality of the County of Richmond add a Municipal Guarantee for Village of St. Peter's Community Hub Renovation Project to the December agenda.

The total cost of the project is projected to be \$706,000. The Village has received a \$300,000 donation towards the project, as well as \$200,000 from ACOA. Therefore, we are looking for a Municipal Guarantee in the amount of \$206,000 to allow us to borrow to cover the remaining cost of the project.

Please let me know if you have any questions.

Regards,

Meghan Hayter
Clerk

VILLAGE OF ST. PETER'S
REGULAR MONTHLY MEETING
NOVEMBER 6, 2024 7:15 PM
ST. PETER'S VILLAGE OFFICE – CONFERENCE ROOM

PRESENT: Esther McDonnell, Robert Wambolt, Barry Culligan, Pam Martell, Donnie Mariner

REGRETS: NONE

STAFF: Meghan Hayter

ELECTORS: 1 – Raymond Ferguson

GUESTS: Sgt Brad Kelly (RCMP)

TERRITORIAL ACKNOWLEDGEMENT

Esther McDonnell acknowledged the accessibility survey that was sent out between the Municipality of the County of Richmond and the Village of St. Peter's, in that survey we omitted Indigenous as a self identifier. We would like to apologize for this omission as we are in Mi'kma'ki, and we would like to thank the Mi'kma'ki people for allowing us to share their land.

CALL TO ORDER

-Meeting was called to order by Chair, Esther McDonnell at 7:17 pm.

ADDITIONS TO AGENDA

-None

APPROVAL OF AGENDA

-**MOVED** by Robert Wambolt, **SECONDED** by Donnie Mariner to approve the agenda, as circulated.
M.C. (Unanimously.)

APPROVAL OF MINUTES

-**MOVED** by Barry Culligan, **SECONDED** by Pam Martell to approve the Minutes from September 4, 2024. **M.C.** (Unanimously.)

BUSINESS ARISING FROM MINUTES

No business arising from the minutes.

RCMP REPORT

Sgt Brad Kelly in attendance.

-Staff wise, they currently have one member who is off on sick leave. Corporal Lance Wood is no longer with the St. Peter's detachment, Corporal Stacey MacRae is being transferred very soon. They are looking for a backfill for her, before they can let her leave. There is an officer in the Northwest Territories that may be able to relocate, but she may not be ready to leave her current posting. Corporal MacRae is currently working with MADD to put a wrecked vehicle on the side of the highway.

Discussion on where the vehicle could go. There seems to be several incidents of impaired driving, averaging about 1 incident a week.

For the month of September, there was 46 tickets written, and 67 warnings issued. Calls are about 50 to 60 percent.

Crimes against persons – In 2024 so far, there has already been 40 reports of assaults.

Theft of Motor vehicles – 7 so far in this fiscal year.

Sgt Kelly didn't have time to tabulate October 2024, but it was also a very busy month.

Discussion on traffic in East End of the Village, vehicles speeding etc. Sgt Kelly will be contact for Stuff the Cruiser in December.

ROYAL BANK STATEMENT (September and October 2024)

-Robert Wambolt asked why the lift station power bill for Strachan Cove is higher than the other lift stations. The Villa runs into that lift station, so it runs more.

-Esther noted that there were some Kubota expenses listed on the bank statements, she asked if the tractor was ready for the winter months. Meghan responded that the tractor is ready for the winter months.

-Barry questioned the petty cash noted on the financial statement, Meghan explained that we usually have \$200 in the petty cash, this time it was showing \$400.00, this was due to the fact that a local business owner had sent us a bill, instead of receiving payment for the bill, the business owner asked if the Village could put the money on their sewer bill.

- Pam asked if there was a total cost anywhere that showed what the Village spent while hosting the 2024 Association of Nova Scotia Villages AGM in September 2024. Meghan confirmed that she has that information in a spreadsheet, at the AGM, there was a motion made to give the Village of St. Peter's \$2500.00, the ANSV gave two cheques one for the \$2500, and a second which covered the remaining costs, so the entire weekend expenses were covered with those cheques.

-Robert had a question regarding the lamps on Pepperell Street and Grenville Street, if it was a flat rate or a metered rate. Meghan confirmed that it is a flat rate charged by NSP. Robert asked if this was regardless if the lamps were working or not, Meghan confirmed that is right. It was noted that other communities have lamps as well, the question was raised as to who pays for the lamps in those communities.

-**MOVED** by Barry Culligan, **SECONDED** by Donnie Mariner to approve the Royal Bank statements for September 2024, as presented. **M.C.** (Unanimously.)

-**MOVED** by Barry Culligan, **SECONDED** by Donnie Mariner to approve the Royal Bank statements for October 2024, as presented. **M.C.** (Unanimously.)

CAPE BRETON SOUTH RECRUITING FOR HEALTH

-There has not been a meeting since August 2024. The next one scheduled is for the end of November 2024.

ACCESSIBILITY UPDATE (Meghan Hayter)

-At the October meeting the Accessibility Advisory Committee was changed to the IDEA Committee, which stands for Inclusive, Diverse, Equitable Accessible Committee. This will reflect the Anti Hate and Racism legislation put in place by the province. The Village of St. Peter's and the Municipality of the County of Richmond will have a combined plan and committee to cover both. Meghan confirmed that there could be two separate plans, one for accessibility, and one for Diversity, Equity & Inclusion. Due to the size of our municipality, it was determined that a combined plan focusing on both elements was the solution for both the Village and the Municipality.

- The committee reviewed and finalized the report card and noted that the surveys had been sent out to the public.
- It was discussed that with the Municipal election approaching there could be changes to the Committee, as committee assignments will take place after the swearing in of the Councillors. This means that the Committee is unable to meet in November as the Committee assignments have not taken place yet.
- The working group continues to meet and is making progress with the update of the plans.

COMMUNITY HUB UPDATE (Meghan Hayter)

-The Village has received word from the province that if we are approved for the funding, they can backdate the contribution agreement to accommodate our start date, therefore, the work will begin as scheduled on December 9, 2024. Discussion on various funding streams, the Village has been approved for federal funding through ACOA, documents have been signed for the ACOA funding. The Village is still awaiting to hear about the provincial funding. Pam questioned what would happen if the Village did not receive the provincial funding, if that occurred then we would have to apply for a debenture. The contract has been signed with the contractor, and they are ready to start work on December 9, 2024. Projected time for completion is March 31, which is about 16 weeks. Strait Engineering will be overseeing the project.

COMMUNITY GREENSPACE UPDATE (Meghan Hayter)

- Irving has given the Village permission to turn the back section of the lot which is currently being used as a lawn for the Pepperell Place Inn, into parking. We are looking for funding for Phase 2, which will include the parking at the back of the lot, power to the lot, lighting and signage. Esther asked if Irving would be charging more to use more of the lot, they will not be charging any additional money than our current monthly agreement. We continue to explore more funding opportunities.
- The Greenspace has been busy, people seem to be using it regularly for parking, as well it was used by the Royal Canadian Legion Branch 47 for their Drive Thru Poppy Blitz, Doctor Scott MacNeil for a flu/Covid 19 vaccination site, and the Village gave out treats to people on Halloween.
- Pam asked what is going to be done to the back part of the lot, Meghan explained that since that grass and flowers have been growing there, that the soil is not contaminated, so we will be allowed to scrape that section down, make it level and put gravel there.
- Esther asked if the planters would be moved back after the Christmas Tree Lighting, they will be moved back after the tree lighting.

WASTEWATER PROJECT (Amanda Martell)

Meghan has reached out to Lynk, one of the deficiencies that they are working on is “as built” drawings, should have them later that week. Lynk also has to reach out to subcontractors regarding fuses, as we are supposed to have spare fuses for the panels.

STAFF REPORT (written by Amanda Martell)

Village

- All flowers have been taken down.
- Remembrance Day banners are going up this week.
- Job posting is out for the part time position, interviews being held on November 7, 2024.
- Pirate Days went well in the Village.

Wastewater

-Operating well, as mentioned previously Meghan is following up on the deficiencies to finalize the project.

-Lift Station cleaning scheduled for later on in the week. That is regular maintenance. Robert asked if a truck is brought into to clean out storm drains, the Village does not do that.

General discussion on crosswalks in other areas. Discussion on ownership of crosswalk on Grenville Street, it was asked if Department of Public Works owns it, it is believed to be owned by DOPW, but we need to get confirmation from them. The Village is fully responsible for the current crosswalk lights, as they were installed by the Village. DOPW charges the Village a yearly fee for painting the crosswalk lines. It was suggested that staff contact the MLA again regarding the crosswalk.

QUESTIONS FROM THE FLOOR

-Barry asked if the snow plow tenders had been put out yet. They haven't been put out yet, as there were a few things that needed to be changed before they could be put out.

-Raymond Ferguson asked if the dates were correct on the minutes handed out, the date was correct as there was no meeting in October due to the AGM being held in October.

-Raymond Ferguson mentioned that Mutual Aid will be doing a food bank drive in conjunction with the RCMP, Potlotek and L'Ardoise.

-Tree Lighting in the Village, Friday December 6, 2024

ADJOURN

-Meeting was adjourned at 8:03 pm

-Minutes by Allison Martell, Administrative Assistant for the Village of St. Peter's.
Please advise the writer of any errors or omissions.

VILLAGE OF ST. PETER'S
SPECIAL MEETING – COMMUNITY HUB TENDER BIDS
WEDNESDAY AUGUST 21, 2024 6:30 PM
ST. PETER'S VILLAGE OFFICE – CONFERENCE ROOM

PRESENT: Donnie Mariner, Esther McDonnell, Pam Martell

REGRETS: Robert Wambolt, Barry Culligan

STAFF: Meghan Hayter, Clerk

ELECTORS: 4 (Raymond Ferguson, Pierre LaRochelle, Clair Rankin, Kacey Costello)

NON-ELECTORS: 6 (Katie Leblanc, Shanna Burke, Jill Kirby, Tara Paon, Cindy Walker, Steve Walker)

TERRITORIAL ACKNOWLEDGEMENT

The Village of St. Peter's would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded lands of the Mi'kmaq people. To do so recognizes Indigenous Peoples long-standing presence in this territory. Further, this recognition and respect for Indigenous Peoples and their lands is a key towards reconciliation.

CALL TO ORDER

-Meeting was called to order by Chair, Esther McDonnell at 6:30pm.

The sole purpose of this meeting is to announce and award the tenders for the construction on the Community Hub building. The Village Commission had a serious discussion on the tenders and consulted with the engineers, legal counsel and Village accountants regarding the tenders. Lindsay Construction and Brilun Construction were the two companies that bid on the tender. Lindsay Construction's total bid was \$891,140.40 and Brilun Construction's total bid was \$770,169.95. After consultation the Village came to the decision to go with the lower bid from Brilun Construction for \$770,169.95.

ACCEPTANCE OF TENDER BID

-**MOVED** by Donnie Mariner, **SECONDED** by Pam Martell to accept Brilun Construction bid of \$770,169.95 to do the work at the St. Peter's Community Hub. **M,C.** - (Unanimously.)

-It was asked if there was a start date associated with the project. Esther McDonnell confirmed that we cannot start the project until we have funding in place. If construction is started before

funding is in place, we will lose the funding, any work that would take place before the funding is in place would be ineligible for the funding.

-Clair Rankin asked if there was a time limit on Brilun's bid. Meghan confirmed that the bid has to be accepted within 30 days. Now that the bid has been accepted, the Village has time to discuss the project timeline.

-Pierre LaRochelle asked if there was some money in the bank, could the project start, and it was confirmed that any work prior to the receipt of funding is ineligible to be claimed on the funding. Pierre also asked what the window for looking for funding is? Meghan confirmed that the funding being looked at should be available by December.

-Jill Kirby questioned where the difference in the bids came from i.e. more manpower. Esther confirmed that the Village had consulted Strait Engineering, and they recommended Brilun for the job.

-It was questioned that once the funding is in place in December, is there a concrete timeline as to how long the project would take. Meghan answered that we have not had those conversations as of yet with Brilun.

-It was asked that once the schedule is confirmed, will that information be shared with the public. It was confirmed by the Village Commission that information would be shared. Both companies did state in their tender documents that they would be able to start right away.

-Cindy Walker asked if the funding would cover the balance of the contract. Meghan confirmed that the ACOA funding would not cover the balance of the contract. Cindy asked where the additional funding would come from. Meghan answer that the remaining would come from a debenture from the Village.

-Clair Rankin asked how long it would take to get a debenture. Meghan confirmed that the debenture does not happen until the end of the project. But the work is able to start as soon as the funding is received. Meghan went onto explain that the Village would have to get a bank loan until the work is completed, then it would be switched over to a debenture. Clair asked if there was any chance that ACOA could speed up their funding process. Meghan stated that she doesn't think there is a way to speed up the funding process timeline.

-Some discussion on Brilun working on water project, and it was stated that Brilun has worked locally quite a bit on various building construction projects.

-It was asked if the roof was included in the current scope of work, it is not included in the current scope of work.

Clair Rankin questioned if the funding doesn't come until December, and the contractor changed their prices, how would the shortfall be covered. Meghan will find out that information.

-Clair Rankin stated that the gym is starting to pay \$2400.00 a month in storage fees for the gym equipment so it would be nice if things could move along quicker. Shanna Burke asked if the Village had heard anything from the bus garage about storing the equipment there. The school board is ok with the equipment being stored there, but their insurance will not cover it. Meghan has a call with the Village insurance provider to see if the Village insurance would cover it., with the gym paying whatever the insurance cost is to the Village. Esther reminded everyone that

there is no heat in the bus garage, so only certain pallets could be stored there. Shanna said that they are looking into another option for the pallets that require heat.

-Discussion on if there are penalties if the project is delayed. Meghan confirmed that the contract is a standard contract that the engineers wrote up, and she will ask for that information.

-Eshter reiterated that it is not just the gym going into the community hub building.

It was asked if the tender costs if that was just the gym or the entire building. It was confirmed that is the entire building.

ADJOURN

Motion to Adjourn at 6:55 pm.

MOTIONED by Donnie Mariner.

-Minutes by Allison Martell, Administrative Assistant for the Village of St. Peter's.

Please advise the writer of any errors or omissions.

Shelley David

Subject: FW: Proclamation Request

From: Shealene Barrett <Shealene.Barrett@asns.ca>

Sent: December 12, 2024 9:41 AM

To: Shelley David <Clerk@richmondcounty.ca>

Subject: Proclamation Request

You don't often get email from shealene.barrett@asns.ca. [Learn why this is important](#)

Good Morning,

My name is Shealene Barrett, Regional Coordinator of Education and Outreach Cape Breton for the Alzheimer's Society of N.S. I'm wondering if the following proclamation or something similar could be considered by Council?

Proclamation

Alzheimer Awareness Month

January 2025

WHEREAS: There are an estimated 16,000 people living with dementia in Nova Scotia; and

WHEREAS: It is projected that the number of people living with dementia in Nova Scotia will increase by 87% with nearly 30,000 people likely to be living with dementia by 2050; and

WHEREAS: The Alzheimer Society of NS is committed to alleviating the personal and social consequences of Alzheimer's disease and other dementias and to promoting the search for the causes and cures.

THEREFORE, BE IT RESOLVED that I, [**Mayor, Councillor**] and [**Name of Council**] do hereby declare January as Alzheimer Awareness Month in the [**name of the municipality**].

Many thanks!



Shealene Barrett (she/her)
Regional Coordinator Education & Outreach Cape Breton

Phone 902-422-7961 | 1-800-611-6345
Cell 902-842-1314
Email Shealene.Barrett@asns.ca
Website www.alzheimer.ca/ns

112-2719 Gladstone Street Halifax, NS, B3K 4W6



Questions about dementia?

We are here to help.

Dementia Helpline 1-800-611-6345

Société Alzheimer Society
NOVA SCOTIA



ASNS acknowledges that we are on unceded traditional Mi'kmaw territory. We are grateful for the Peace and Friendship treaties. We are all Treaty people.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify Shealene.Barrett@asns.ca and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



Proclamation
ALZHEIMER AWARENESS MONTH
January 2025

WHEREAS: There are an estimated 16,000 people living with dementia in Nova Scotia;
and

WHEREAS: It is projected that the number of people living with dementia in Nova
Scotia will increase by 87% with nearly 30,000 people likely to be living with dementia
by 2050; and

WHEREAS: The Alzheimer Society of Nova Scotia is committed to alleviating the
personal and social consequences of Alzheimer's disease and other dementias and to
promoting the search for the causes and cures.

THEREFORE, BE IT RESOLVED that I, Warden Lois Landry, on behalf of Richmond
County Municipal Council, do hereby declare January as Alzheimer Awareness Month
in the Municipality of the County of Richmond.

Signed at Arichat, Nova Scotia
this December 16, 2024.

Warden Lois Landry

CAPE BRETON SOUTH RECRUITING FOR HEALTH ANNUAL NEWSLETTER

reimagine
your healthcare career

We're picking up steam!

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

Cape
Breton
South

RECRUITING FOR HEALTH

IN THIS ISSUE

ANOTHER SUCCESSFUL
AWARDS GALA IN 2024

PROMOTIONAL VIDEOS
SHOWCASE CAPE BRETON
SOUTH

CELEBRATING DAYS OF
PROFESSIONAL RECOGNITION

3rd ANNUAL BUSINESS OF
MEDICINE RETREAT
WELCOMES RESIDENTS

PUTTING CBSRH ON THE
HEALTHCARE RECRUITMENT
MAP

and more....

Another Successful Awards Gala in 2024

The community celebrated another year of dedication and excellence in all fields of healthcare, at our 3rd annual Community of Care Awards Gala. The ceremony was well attended by healthcare workers and their families, leadership, and members of the community, to recognize the important contributions made in our local facilities and organizations, by the hard-working professionals in our area. The CBSRH Selection Committee chose eleven outstanding healthcare workers as this year's honorees, from over 50 nominations made by Cape Breton South residents. The sophisticated gala was once again hosted at the Port Hawkesbury Civic Centre, where the award recipients delivered moving acceptance speeches to an appreciative crowd.



Nominations for the 2025 awards will open in the coming months, and in April we will honour another group of outstanding healthcare professionals.

2024 Awards recipients

Healthy Communities Leader – Dr. Steven DeRoche, Rae-Ann Haley

Mentor Champion – Phoebe Boudreau

Life-Long Learner – Krystal Burns

Dedicated Mental Health/Long-Term/Continuing Care Professional – Kerry MacKenzie

Healthcare Hero Award (3 awarded) – Amanda Landry, Lynn Delorey, Dr. Adeolu Akinboro

Making a Daily Difference Award (volunteer) – Stephen Anthony

Making Health your Business Award – Oceanview Wellness Centre

Dedicated Radiology/Pharmacy/Allied Health Professional - Gabrielle Richard



Putting CBSRH on the Healthcare Recruitment Map

In an ever-evolving healthcare environment, Cape Breton South Recruiting for Health recognizes the importance of ensuring our organization and our region are well represented at industry events.

Program Director Gina MacDonald has kept the CBSRH brand at the forefront of the recruitment and retention community in 2024, attending several conferences, liaising with hundreds of medical residents, medical students, and a host of other healthcare professionals from various fields. Attendance at these events showcases Cape Breton South as a preferred practice location and increases CBSRH's brand recognition in a competitive, nation-wide field.

In addition to the important work undertaken at the annual provincial navigators meeting and the Office of Healthcare Professionals Recruitment conference, Gina was able to attend the Canadian Society of Physician Recruitment conference in St. John's, Newfoundland, an opportunity to learn from other recruitment organizations Canada-wide.



The Society of Rural Physicians of Canada's Rural & Remote Conference provided a rare invitation to address the large contingent of physicians interested in rural practice. Representing CBSRH and the navigator network, Gina was one of two speakers presenting on the role of navigators and communities in the recruitment process. The Charlottetown, PEI event, held in November, included a Cape Breton South exhibit, a chance to show off our impressive promotional displays and engage the many visiting medical professionals in meaningful conversation about practice in our region.

Along with the Dalhousie Family Medicine Residents Retreat, one of our most important events of the year, these assemblies are openings to highlight all that living and working in Cape Breton South has to offer, and we are committed to continuing the work of making our mark in the healthcare recruitment world.

Promotional Videos Showcase Cape Breton South



2024 saw the completion of a much anticipated project - the production of a professionally-shot promotional video for working in healthcare in the Cape Breton South region.

Flow Video, a Halifax company with experience in healthcare film work, was contracted to record footage of various locations and facilities in the area, speaking to staff, area residents, and visiting several communities, in an effort to capture an impactful representation of life and work in Richmond County and Port Hawkesbury. The result is two full-length videos, as well as a suite of short clips for use in social media, featuring the smiling faces we're lucky to see in our facilities every day.

In addition to use at CBSRH exhibits, these resources have been furnished to Nova Scotia Health for use in their national and international recruitment events. They have been tremendously well received by the public, and are intended to be used as a marketing tool for many years to come.

Celebrating Days of Professional Recognition



CBSRH has built a reputation for showing consistent appreciation for our local healthcare workers in all fields, especially on their days of professional recognition.

From delivering flowers on Administrative Professionals Day, to stocking nurse's lounges with treats during Nurse's Week, to providing keepsake staff photos on Doctor's Day, we do our best to show the healthcare professionals in our area how much their work is appreciated.

With funding awarded to CBSRH from the Office of Healthcare Professionals Recruitment, we are able to organize events and provide workers in our area with well-deserved shows of support and gratitude for the work they do for the Cape Breton South region year-round.



3rd Annual Business of Medicine Retreat Welcomes Residents

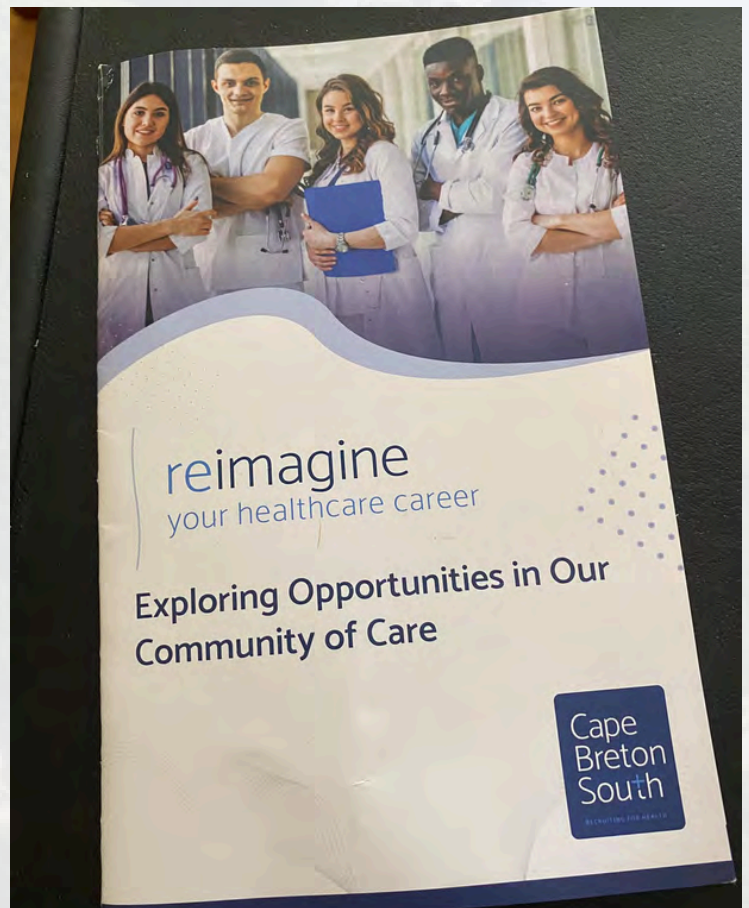
Another successful retreat is in the books for Cape Breton South! Our 3rd annual Business of Medicine retreat took place in August, welcoming five Dalhousie family medicine residents and their spouses and families to the Bras d'Or Lakes Inn in St. Peter's for a weekend of facility tours, food, and fabulous Cape Breton hospitality. Highlights included a hike on the beautiful Port Hawkesbury trail system, as well as a kitchen party on Saturday night. The retreat was capped off by a morning sail on the Bras d'Or Lakes, which was a hit for all the attendees. With generous sponsorship from Doctors Nova Scotia, who presented an afternoon course on how to open a medical practice, we hosted a private Physicians' Welcome Reception on Friday night, with local doctors and community and provincial leaders, to demonstrate the commitment of our existing healthcare community to welcoming new doctors and their families to practice in the Cape Breton South region. These events are crucial to our recruitment efforts, as they allow medical residents the opportunity to visit our area in person and experience the region for themselves.



Growing Our Own Community of Care: Educating Students on Career Opportunities in Healthcare

Research has shown that people originally from rural areas are the most likely to stay in healthcare careers in those areas. It was with consideration of this theory that CBSRH has designed a resource to guide and encourage students and other job seekers to pursue careers in healthcare.

Exploring Opportunities in Our Community of Care is a 25-page catalog featuring various occupations with positions in the Cape Breton South region. Each featured job includes a description of the day-to-day job duties, high school prerequisite courses needed, location and details of post-secondary education required, as well as a salary range for that field. This document is first in a two-part project funded by the Strait Richmond Community Health Board, providing resources to the community that address the social determinants of health by improving access to health services. In addition to in-person presentations at local schools to discuss healthcare careers, catalogs have been made available for reference.





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	Complete
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 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 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 Etuaptmunk (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	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
161	Public Participation Program Regarding Engagement with Abutting Municipalities / that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
162	Canada Community Building Fund Discussion (Gas Tax) /It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	In Progress
163	Canada Community Building Fund Discussion (Gas Tax) / that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	Complete

164	Comfort Center & Emergency Shelter Policy/ The Committee unanimously agreed that have staff prepare a second draft to include a section on Municipal responsibilities to be presented at a future meeting.	2-27-2023	CAO/Steve Marcellus	Immediate	Complete
165	Eastern District Planning Commission Appointments and Positions of the District Planning Staff / Council to approve the following EDPC Commission staff appointments and the positions for 2023-2024, effective April 1, 2023 as follows: Building Inspectors: Harry Martell, André Samson and Sean Donovan -Alternates: David MacKenzie, Johnathan Martin and Luke Ross- Special Constable: Sean Donovan and Johnathan Martin - Development Officer: Andrew Jones -Alternates: John Bain; Wanda Ryan; Dawn Sutherland; Kristen Knudskov and Mikayla Tait - Fire Inspectors: Harry Martell and André Samson -Alternates: Sean Donovan, David MacKenzie, Jonathan Martin and Luke Ross - Dangerous or Unsightly Premises - Administrators: Jonathan Martin and John Bain- Alternates: Luke Ross, Harry Martell and André Samson Special Constable: Sean Donovan and Jonathan Martin	3-13-2023	Municipal Council/ Mun. Clerk	Immediate	Complete
166	Autism Acceptance Month Flag Raising / Council to have staff organize the Autism Acceptance Month flag raising and proclamation ceremony on April 3rd, 2023, and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
167	Gaelic Nova Scotia Month Flag Raising / Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to residents in local media.	3-13-2023	Director Public Works/Municipal Clerk	Immediate	Complete
168	Purple Day for Epilepsy Awareness / that the proclamation be accepted to proclaim that March 26, 2023 be “Purple Day”, in an effort to raise awareness of epilepsy in Canada.	3-13-2023	Municipal Clerk	Immediate	Complete
169	Grant Request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000./ that the Raising the Villages Cooperative Ltd. grant request in the amount of \$ 3,000 for the purpose of supporting the costs of communications and network development, be approved and allocated as follows: \$150 from District 1, \$350 from District 2, \$1,000 from District 5 and \$ 1,500 from the Type 4 General Fund.	3-13-2023	CFO	Immediate	Complete
170	Constituent/ Question Period / Develop a service standard for responding to public inquires.	3-13-2023	CAO / Municipal Clerk	Immediate	Complete
171	Constituent/ Question Period / To post EDPC public meetings on the Municipal schedule of meeting calendar.	3-13-2023	Municipal Clerk	Immediate	Complete

172	Constituent/ Question Period / Create an Appeal Process for Land Development	3-13-2023	n/a	Immediate	Complete
173	Constituent/ Question Period Inquiry, Re Property Tax Sale: If there is a lean on a property and the County accepts less than what is owing, is the remainder put out as a lean on the property owner?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
174	Constituent/ Question Period Inquiry, Re: Property Tax Sale: If the Municipality gets excess money for a property that is sold at a tax sale can the property owner ask for the difference between what is owed and what was received by the County?	3-13-2023	CFO, Revenue Manager	Immediate	Complete
175	Cape Breton Fiddlers Association, Re: Proposal for Richmond County/ Provide the association with the grant application forms and provide assistance as needed with the application process.	3-13-2023	CFO/ Recreation Manager	Immediate	Complete
176	Point Tupper Industrial Zones / that Council accept the recommendation of the Planning Advisory / Heritage Committee to accept the recommendation from the Eastern District Planning Commission to approve the proposed amendments to the West Richmond Plan Area Municipal Strategy and Land Use By-law to allow: a) The creation of a new Heavy Industrial Restricted (1-4) zone which allows a limited number of industrial uses including Green Energy Facilities subject to special provisions specifically designed to address the protection of the Landrie Lake Water Supply Area; b) A concurrent rezoning of portion of the property identified by PID 7511767 from the Light Industrial (I-1) Zone to the new 1-4 Zone; c) The addition of Green Energy Facilities as permitted use within the Watershed Protection Periphery (W-2) Zone subject to special provisions; d) The addition of Green Energy Facilities as permitted use within the Heavy Industrial (1-3) Zone subject to existing zone provisions; e) The addition of rezoning Policy for the new Heavy Industrial Restricted (1-4) Zone; f) The addition of a definition of “ Green Energy Facility/Facilities” in the Land Use By-law and; g) Removal of single unit dwellings as permitted use within the Heavy Industrial (1-4) Zone; and FURTHER MOVE that Council give first reading and set a public hearing date.	3/21/2023	CAO	Immediate	Complete
177	Land Use By-Law Summary Offence Tickets / that Council accept the recommendation of the Planning Advisory/ Heritage Committee to approve the Eastern District Planning Commission appointment of staff as Special Constables for Land Use By-law enforcement for 2023-2024, effective April 1, 2023; Sean Donovan, Manager of Inspection Services and Jonathan Martin, Senior Building Official.	3/21/2023	CAO/Warden	Immediate	Complete
178	Welcoming Food Trucks/ to refer Food Trucks to the By-Law / Policy Committee and FURTHER MOVE that staff explore examples of how Food Trucks are welcomed in other communities.	3/27/2023	CAO/Staff	Immediate	Complete

179	Regional/Shared By-Law Enforcement Officer Update/ that the agenda item “Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.	3/27/2023	Municipal Clerk	Immediate	Complete
180	Travel for Wind Europe 2023/ that Council preapprove the Wardens travel to cover the costs to accompany the Nova Scotia Delegation on their mission to Copenhagen, including Wind Europe 2023, as per our current travel policy and FURTHER MOVE that Council support 25% of the costs for the Economic Development and Innovation Officer to attend subject to securing the additional funds required.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
181	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	Complete
182	No Mow May / that the Municipality support the campaign launched by Plantlife called “No Mow May” by erecting signage at Municipal sites and advertising on the Municipal Website and Facebook page	3/27/2023	CAO/Staff	Immediate	Complete
183	Multi-Use Facility Feasibility Study / have staff explore additional sources of funding opportunities and report back at the next Committee of the Whole meeting for further discussion.	3/27/2023	Director of Public Works/ Recreation Manager	Immediate	Complete
184	Marketing Levy Update / that staff contact Terry Smith from Destination Cape Breton to get clarification on 5.1, 5.1 (d), 7.6 and 8.3.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
185	Comfort Center & Emergency Shelter Policy/ that Council accept the recommendation from the By-Law/Policy Committee to adopt the Comfort Center & Emergency Shelter Policy as a Policy of the Municipality of the County of Richmond.	3/27/2023	CAO/Steve Marcellus	Immediate	Complete
186	Constituent/ Question Period / What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	Complete
187	L'Ardoise Acadian Heritage Society/ that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	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	Complete
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. May 27, 2024 Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council have staff proceed to schedule a meeting for a date in June, if possible, for a joint meeting with the Town of Port Hawkesbury.	2023-11-04	CAO	Immediate	Complete
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. June 24, 2024: that Council adopt the Flag Policy as amended	4/24/2023	CAO / Municipal Clerk	Immediate	Complete
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	CBBF 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	Complete
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	Complete
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	Emergency 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 un-used 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. June 24, 2024: that Council adopt the Purchasing and Tendering Policy as amended.	10/23/2023	Municipal Clerk	Immediate	Complete
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	Complete
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	Complete
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	Complete
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	Complete
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 FUTURE 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	Emergency Services Coordinator	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	Complete

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	Complete
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: Requestfor 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	Complete
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	Complete
358	Municipal Growth Framework / that Council support the Municipal Growth Framework resolution.	04-22-2024	Municipal Clerk	Immediate	Complete
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 Gurantee / 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	Complete
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	River Bourgeois Community Services for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500 / 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. June 24, 2024: that Council approve the grant request from the River Bourgeois Community Services for the Type 03 - Recreation Sponsorship Grant funding in the amount of \$500 and be allocated from the District 4 funds.	04-22-2024	Director of Finance	Immediate	Complete
364	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	Complete

365	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
366	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
367	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
368	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, Warden, DW	Immediate	Complete
369	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	Complete
370	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	Complete
371	Building 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	Complete
372	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	Emergency Services Coordinator	Immediate	Complete
373	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	04-22-2024	Emergency Services Coordinator	Immediate	Complete
374	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	04-22-2024	Municipal Clerk	Immediate	Complete
375	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.	05-09-2024	CAO	Immediate	Complete
376	No Mow May - that Council observe 'No Mow May' as a standing practice, however, staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion	05-27-2024	Director of Public Works	Immediate	Complete
377	Roaming Farm Animals - that Council refer the discussion to the Bylaw / Policy Committee.	05-27-2024	Municipal Clerk	Immediate	In Progress
378	Street Light Policy - that Council refer the Street Light Policy to the By-Law/Policy Committee for Review	05-27-2024	Municipal clerk	Immediate	Complete
379	VON Week / 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.	05-27-2024	Municipal clerk	Immediate	Complete

380	Richmond River Root Richmond River Roots Market Green Society that the grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,200 / that Council accept the recommendation from the Committee of the Whole to defer to the next Council meeting following Grants and Contributions budget discussions. June 24, 2024: that Council approve the grant request from the Richmond River Roots Market Green Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$6,650 and be allocated as follows: General Funds: \$4400, District 1:\$ 500, District 2:\$ 500, District 3:\$ 500, District 4:\$ 500, District 5:\$ 250	05-27-2024	Director of Finance	Immediate	Complete
381	SPVFD Dry Fire Hydrant -that Council accept the recommendation from the Committee of the Whole to approve the funding of five thousand dollars for the installation of the dry fire hydrant.	05-27-2024	Director of Finance	Immediate	Complete
382	Dry Fire Hydrant - that Council accept the recommendation from the Committee of the Whole to refer the Dry Fire Hydrant Policy to the Fire Service Protection Committee and the By-Law/Policy Committee for review.	05-27-2024	Emergency Services Coordinator	Immediate	In Progress
383	Grant request from the Administration Portuaire de Petit-de-Grat for Infrastructure Grant Funds in the amount of \$20,000 / that Council approve the grant request from the Administration de Petit-de-Grat for the Type 1- Infrastructure Grant Funds in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds.	05-27-2024	Director of Finance	Immediate	Complete
384	Lennox Place Limited support letter / that Council have the Warden provide a letter of support, in principle, for their application for 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.	05-27-2024	Warden	Immediate	Complete
385	Lennox Place Limited permitting fees / that Council refer the discussion on covering the Lennox Place Limited associated permitting fees to the next meeting of Council following budget discussions and FURTHER MOVE that Staff contact the other proponents to identify their current interest in Municipal support and hold a Special meeting as soon as possible, following the budget discussions, to discuss covering permitting fees.June 24, 2024: that Council approve the request from Lennox Place Limited for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	05-27-2024	CAO	Immediate	Complete
386	5 year captial investment Plan / that Council approve the 5 year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2025.	06-13-2024	Municipal Council	Immediate	Complete
387	Area Rates / that Council accept the recommendation of the Director of Finance and that the following area rates be approved:	06-13-2024	Municipal Council	Immediate	Complete
388	Final Budget for year ending March 31, 2025 / that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2025 in the amount of \$17,459,364; AND FURTHER MOVED THAT WHEREAS pursuant to the Municipal Government Act, the Municipal Council of the Municipality of Richmond estimates that sums amounting to \$10,714,430 are required	06-13-2024	Municipal Council	Immediate	Complete

389	Canada Day Funding / that Council approve the following Canada Day Funding Applications as follows: a) Ardoise Mens Club \$ 1,577.00 b) Loch Lomond Heritage Association\$ 500.00 c)St. Louis Parish\$ 2,500.00 d)St. Peter's Lions Club\$5,800.00 e)Bras d'Or Lakes Seniors Association\$ 300.00	06-13-2024	Director of Finance	Immediate	Complete
390	Sale of property PID 75079954 and PID 75026898 for the upcoming tax sale on August 23, 2024 / that Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID 75079954 and PID 75026898 at the tax sale on August 23, 2024, as discussed in closed session.	06-24-2024	Director of Finance / Revenue Manager	Immediate	Complete
391	Cape Breton Partnership - Forward Together Plan / that Council accept the recommendation from the Committee of the Whole to endorse the Liaison Oversight Committee's (LOC) acceptance of the Forward Together plan as the Economic Development Strategy of the Cape Breton Regional Enterprise Network (CB REN), and FURTHER MOVE, commit to aligning Richmond County's economic development efforts with Forward.Together.	06-24-2024	CAO		In Progress
392	Share the Road Project / that Council accept the recommendation from the Committee of the Whole to refer the discussion to the By-Law and Policy Committee for the development of a by-law that would permit MOCR to designate a municipal roadway or part of a roadway as a road trail.	06-24-2024	Municipal Clerk	Immediate	In Progress
393	River Bourgeois Mariner Society for the Type 4 – Regional /Health/General grant funds in the amount of \$1,500 / June 10, 2024: that Council accept the recommendation from the Committee of the Whole to defer the request from the River Bourgeois Mariner Society for the Type 4 – Regional /Health/General Grant Funds in the amount of \$1,500 to the next meeting following budget discussions. June 24, 2024 : that Council approve the grant request from River Bourgeois Mariner Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$1,500 and be allocated as follows: \$1000 from District 4 Fund and \$500 from the Reginal Fund.	06-24-2024	Director of Finance	Immediate	Complete
394	Brela Homes, Jeremy Carroll request for financial support for building permitting fees / June 10, 2024: that Council accept the recommendation from the Committee of the Whole to defer the request from Jeremy Carroll, Brela Homes, for financial support for building permitting fees to the next meeting following budget discussions. June 24, 2024: that Council approve the request from Jeremy Carroll, Brela Homes, for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	06-24-2024	CAO	Immediate	Complete
395	Request from Anne Leavitt, board chair of the Isle Madame Historical Society, to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week / that Council accept the recommendation from the Committee of the Whole to approve the request from Anne Leavitt, board chair of the Isle Madame Historical Society to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week.	06-24-2024	Municipal Clerk	Immediate	Complete

396	Canada Post rural mail service interruptions / that Council accept the recommendation from the Committee of the Whole to have staff invite a representative from Canada Post to a future meeting of Council for discussion on the rural mail service interruptions.	06-24-2024	CAO/Municipal Clerk	Immediate	In Progress
397	Committees Policy / that Council adopt the Committees Policy as a policy for the Municipality of the County of Richmond.	06-24-2024	Municipal Clerk	Immediate	Complete
398	Low Income Tax Exemption Program Policy / that Council adopt the Low Income Tax Exemption Program Policy as a policy for the Municipality of the County of Richmond.	06-24-2024	Municipal Clerk	Immediate	Complete
399	Richmond Housing Corporation By-Laws / that Council approve the amendments to the Richmond Housing Corporation by-laws.	06-24-2024	Municipal Clerk	Immediate	Complete
400	Climate Emergency Planning / that Council refer to staff to commence a review and further update our climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a Provincial Funding Navigator to investigate any funding opportunities that could be applied for such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).	06-24-2024	CAO	Immediate	In Progress
401	Louisdale Lions Club grant request for the Type 04 – General/Waterfront Development Funding for \$20,000 / that Council approve the grant request from the Louisdale Lions Club for the Type 04 – General/Waterfront Development Funding for \$20,000, and be allocated from the CCBF Waterfront Development Fund, subject to assessment by staff as to the project's eligibility.	06-24-2024	Director of Finance	Immediate	Complete
402	Requests for the Type 03 – Canada Day Grant Funds for the Johnstown's Harbour Wharf for \$ 500 and the South Mountain Arm of Gold Community Association for \$400 / that Council approve the grant requests for the Type 03 – Canada Day Grant Funding for the Johnstown's Harbour Wharf of \$ 500 and the South Mountain Arm of Gold Community Association of \$500 and be allocated from the Canada Day Grant Fund.	06-24-2024	Director of Finance	Immediate	Complete
403	Colin MacDougall, One of a Kind Design, Re: Pole Banner Kits / that Council refer the request from Colin MacDougall regarding pole banner kits to staff.	06-24-2024	Director of Public Works	Immediate	Complete
404	Terry Doyle, CAO, Town of Port Hawkesbury, Re: Joint Industrial Park – Use of 38 Unity Drive for the Strait Truck and Tracker Pull event / that Council approve the use of Unity Drive property for the Strait Truck and Tracker Pull event.	06-24-2024	CAO	Immediate	Complete
405	Multi-Party First Nations and Municipal Agreement / Council unanimously agreed to defer the Multi-Party First Nations and Municipal Agreement to a future meeting and to invite Tyler Matheis, CEO of Cape Breton Partnership, to engage in further discussion.	06-24-2024	CAO	Immediate	In Progress
406	NSFM Council Invitation / that Council refer to staff to coordinate the arrangements.	06-24-2024	Municipal Clerk	Immediate	Complete

407	Landfill Closure /that Council approve the change to the budget for the West Arichat disposal site closure by an additional \$665,000 of the Capital Fund Budget, preferably under Canada Community Building Fund (CCBF).	08-07-2024	Director of Public Works	Immediate	Complete
408	Capital Improvement and Development Policy / that Council adopt the Capital Improvement and Development Policy as a policy of the Municipality of the County of Richmond	08-07-2024	CAO	Immediate	Complete
409	Dog By-Law / that Council refer the Dog By-Law to the By-Law/Policy Committee for review.	08-07-2024	Municipal Clerk	Immediate	In Progress
410	Seniors Take Action Coalition, Re: Request for the Type 4 -Regional/Heath/General Grant Funds in the amount of \$9,400.00 / that Council defer the request for the Type 4 -Regional/Heath/General Grant Funds in the amount of \$9,400.00 to the next Committee of the Whole.	08-07-2024	Director of Finance	Immediate	Complete
411	Festival Acadien de Petit-de-Grat, Re: Request for the Type 3 - Sponsorship Funds in the amount of \$500.00 / that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 - Sponsorship Funds in the amount of \$500.00 and be allocated from the District 1 Funds.	08-07-2024	Director of Finance	Immediate	Complete
412	Festival Acadien de Petit-de-Grat, Re: Grant request for the Type 3 C1 -Physical Activity Grant Funds in the amount of \$1,000.00 / that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 C1 -Physical Activity Funds in the amount of \$1000.00 and be allocated as follows: Regional Funds: \$500, District 1 Funds: \$250, and District 2 Funds: \$250.	08-07-2024	Director of Finance	Immediate	Complete
413	D'Escousse Civic Improvement Society, Re: Grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00 /that Council approve the D'Escousse Civic Improvement Society grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds.	08-07-2024	Director of Finance	Immediate	Complete
414	Grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50 / that Council accept the recommendation from the Committee of the Whole to approve the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50, to be allocated from the Regional Fund.	09-23-2024	Director of Finance	Immediate	Complete
415	Office of the Information and Privacy Commissioner for Nova Scotia to proclaim September 23-29th as Right to Know Week in the County of Richmond / that Council accept the recommendation from the Committee of the Whole to proclaim September 23-29th 2024 as Right to Know Week in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete
416	October 1, 2024, as Seniors for Climate Day in the County of Richmond / that Council accept the recommendation from the Committee of the Whole to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete

417	Request from Amy Wagg for English-Gaelic Boundary Signage in the County of Richmond/ that Council accept the recommendation from the Committee of the Whole to have staff collaborate with the Minister of Gaelic Affairs and the Minister of Public Works to install the new signs as requested when the Provincial budget permits.	09-23-2024	CAO	Immediate	Complete
418	Request to write off taxes for property AAN 02913135, owned by Donald Frost, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 02913135 owned by Donald Frost, which was completely destroyed by fire, in the amount of \$205.87, which represents taxes on the dwelling only from December 16, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
419	Request to write off taxes for property AAN 04126068, owned by James White, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 04126068 owned by James White, which was completely destroyed by fire, in the amount of \$61.85, which represents taxes on the dwelling only from December 24, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
420	Request to write off taxes for property AAN 06373917, owned by Colton Gillis & Keisha Morrison, which was destroyed by fire/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 06373917 owned by Colton Gillis & Keisha Morrison, which was completely destroyed by fire, in the amount of \$463.04, which represents taxes on the dwelling only from October 31, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	Complete
421	Grant request from the Seniors Take Action Coalition for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,400 / that Council accept the recommendation from the Committee of the Whole to approve the Seniors Take Action Coalition grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 6,400.00, to be allocated as follows: \$480.00 from each District Fund and \$4000.00 from the Regional Funds, and FURTHERMOVE that staff explore options for in-kind contributions, such as photocopying and others as deemed appropriate and within MOCR policy.	09-23-2024	Director of Finance	Immediate	Complete
422	Mapping for ESC and VFD's/ that the FPSC recommend to Council to support the investigation of the procurement of mapping using a 3rd party aside from EDPC to produce current mapping for Emergency Management and the VFD's.	09-23-2024	CAO/ESC	Immediate	In Progress
423	Provincial road re-opening/maintenance/ that the FPSC recommend to Council to draft a letter to the province to have old provincial roads re-opened and maintained as a secondary means of travel for emergencies/evacuations and with the increase in MVC's and rerouting of traffic.	09-23-2024	Warden	Immediate	Pending
424	Sub-division planning with EDPC/ that the FPSC recommend to Council to have staff investigate the planning of new areas have two lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning.	09-23-2024	CAO/ EDPC	Immediate	In Progress
425	Previous decisions to remove West Bay Road VFD from meetings/ that the FPSC recommend to council to reverse the decision to remove West Bay Road VFD from the Committee as they cover a portion of the County.	09-23-2024	ESC	Immediate	Complete
426	Strait Area Transit, Articles of Incorporation and By-Laws/ that Council approve the amendments to the Strait Area Transit Articles of Incorporation and By-Laws as presented.	09-23-2024	Municipal Council	Immediate	Complete
427	Receipt of Donations Policy/ that Council refer the Receipt of Donations Policy to the By-Law/Policy Committee for further investigation and discussion.	09-23-2024	Municipal Clerk	Immediate	In Progress

428	Taxi Liscence/ that Council approve the request for Willy's Taxi to operate a taxi in the Municipality of the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	Complete
429	Taxis By-law/ that Council refer the Taxis By-Law to the By-Law/Policy Committee for review.	09-23-2024	Municipal Clerk	Immediate	In Progress
430	Communications related to the municipal election / that the Committee of the Whole recommend to Council to refer the Strategic Communications Plan to the By-law/Policy Committee for the purpose of incorporating communications related to the municipal election	11-25-2024	Municipal Clerk	Immediate	In Progress
431	Good Neighbour Project proposal/ that the Committee of the Whole recommend to Council to refer the Good Neighbour Project proposal to staff for further investigation	11-25-2024	CAO	Immediate	In Progress
432	Members of Council ABCC appointments/ that the Committee of the Whole recommend to Council to approve the Committee Matrix with the changes as discussed.	11-25-2024	Municipal Clerk	Immediate	Complete
433	Low Income Tax Exemption Program Policy/ that the Committee of the Whole recommend to Council to extend the deadline for applications to the Low Income Tax Exemption Program Policy to February 28, 2025, for this year only.	11-25-2024	Municipal Clerk	Immediate	Complete
434	Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000./ that the Committee of the Whole recommend to Council to approve the grant request from the Royal Canadian Legion Br. 150 for the Type 1 Infrastructure Grant Funds in the amount of \$5,000, pending the submission of their balance sheet; and FURTHER MOVE that the funds be allocated as follows: \$1,000 from District 1 Funds, \$1,000 from District 2 Funds, and \$3.000 from the Regional Funds.	11-25-2024	Department of Finance	Immediate	In Progress
435	Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500./ that the Committee of the Whole recommend to Council to approve the grant request from the Acadiaville Community Centre Society for the Type 2 Start-up Activity Grant Funds in the amount of \$500 and be allocated from the District 2 Funds.	11-25-2024	Department of Finance	Immediate	In Progress
436	Isle Royale ATV Club's request for a letter of support/ that the Committee of the Whole recommend to Council to have the Warden prepare a non-monetary letter of support for the Isle Royale ATV Club regarding the Capelin Cove Wilderness Area as outlined in the request.	11-25-2024	Warden	Immediate	Complete
437	Dr. Kingston Memorial Community Health Centre's request for letters of support/ that the Committee of the Whole recommend to Council to have the Warden prepare letters of support for the Dr. Kingston Memorial Community Health Centre for their application to the Community Foundation of Nova Scotia Visions Fund Grant and the Age-Friendly Communities Grant Program as outlined in the request.	11-25-2024	Warden	Immediate	Complete
438	Contact information/ that the Committee of the Whole recommend to Council to have staff investigate the use of generic email addresses and landline phone numbers for members of Council.	11-25-2024	Technology Specialist	Immediate	Complete
439	New Code of Conduct/ that the By-Law/Policy Committee recommend to Council to adopt the new Code of Conduct for Elected Officials as mandated by the Province by the following resolution (see Nov 25/2024 Regular Council minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
440	Second Reading Approval/ that council give second reading approval to the amendment to the West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County Land Use ByLaws (5 motions, see Nov 25, 2024 Regular Council Minutes)	11-25-2024	Municipal Clerk	Immediate	Complete
441	Registered Mail/ that Council refer the matter of registered mail to Planning Advisory/Heritage Committee	11-25-2024	Municipal Clerk	Immediate	In Progress

442	International Day of Persons with Disabilities Proclamation/ that Council approve the proclamation to proclaim December 3 as International Day of Persons with Disabilities in the Municipality of the County of Richmond.	11-25-2024	Municipal Clerk	Immediate	Complete
443	Appointment of Investigator for the new Code of Conduct/ that Council appoint Noal Landry of EMM Law as the interim investigator for the complaint and investigation process under the Code of Conduct for Elected Officials of the Municipality of the County of Richmond.	11-25-2024	CAO	Immediate	Complete