

Regular Council Meeting

Tuesday, January 27, 2026

Council Chambers

7:00 p.m.

AGENDA

1. **Call to Order**
2. **Opening Acknowledgement**
3. **O'Canada**
4. **Roll Call of Councillors**
5. **Items Added to the Agenda (Approval of Agenda)**
6. **Review of Minutes, Re:**
 - a) December 16, 2025, Public Hearing
 - b) December 16, 2025, Regular Council Meeting
7. **Question Period:**
 - Restricted to items on the Committee Reports
 - Phone: (902) 226-9885 (see question period details below)
8. **Committee Reports:**
 - a) Committee of the Whole
 - i. Net Zero Community Buildings Program
 - ii. Declining and deteriorating cell service
 - iii. By-law No. 56 – Tax Exemption By-law
 - b) Planning Advisory/Heritage Committee
 - i. Process and timelines for handling dangerous and unsightly complaints
 - ii. Coastal Protection Support Program
 - iii. Central Richmond Plan Area – RG 2 Zone
9. **New Business, Re:**
 - a) Temporary Borrowing Resolution, Re: Richmond Area – Staff Briefing Note



10. Correspondence

a) Action Required

- i. Letter from Sean Cameron, Mayor, Town of Antigonish, Re: Advocating for the construction of a new, secondary permanent road to Saint Martha's Regional Hospital
- ii. Email from Capt. Vivek Saxena, Regional Principal – Eastern Region (Pictou/Strait&WLC), Nova Scotia Community College (NSCC), Re: NSCC Municipal Leaders Partnership Table

b) For Information Purposes

- i. Letter from the Honourable Fred Tilley, Minister of Public Works, Re: MOCR letter of support regarding the Town of Mulgrave's request to include Route 344 in current provincial paving plans
- ii. Letter from John Bain, Director, Eastern District Planning Commission (EDPC), Re: EDPC Operating Estimates for the 2026-2027 fiscal year

11. Unfinished Business, Re:

a) Proposed sale of municipal property

Council to consider the proposed sale of municipal properties located at Lot 1A and Lot 1B, Basin Road Subdivision, Evanston (AAN 09633618 / PID 75190801 and AAN 09633766 / PID 75190819). The properties have an appraisal value of \$60,000 and are proposed to be sold at \$33,000 to facilitate the development of twelve (12) affordable housing units pursuant to a tender submission by Brela Construction.

12. Review of Action Items

13. Items Added to the Agenda

14. Question Period

- Restricted to the remainder of the agenda following the Committee Reports
- Phone: (902) 226-9885 (see question period details below)

15. Adjournment



Question Period Details

Phone In: (902) 226-9885

Any member of the public may ask a question on any item listed 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](#)

Public Hearing

December 16, 2025

Location: Council Chambers

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

Staff Present: Troy MacCulloch, Chief Administrative Officer (CAO), Shelley David, Municipal Clerk

Also Present: John Bain, Director, Eastern District Planning Commission (EDPC)

1. Call to Order

Warden Lois Landry called the meeting to order at 6:06 p.m.

2. Roll Call of Councillors

Troy MacCulloch, CAO, took the roll call of Councillors.

3. Public Hearings Re:

a) Proposed amendments to the Central Richmond, Isle Madame, and St. Peter's Plan Area Municipal Planning Strategies and Land Use By-Laws to update definitions related to dwelling types; to increase the number of multiple-unit dwellings permitted as-of-right, allowing the development of fourplexes and other small-scale multi-unit housing forms; and to remove, within the Central Richmond Land Use By-law, the requirement that accessory buildings be located no closer to the street than the main building.

i. Presentation from EDPC

John Bain provided an overview of the proposed amendments.

ii. Receipt of Oral or Written Submissions

There were no written or oral submissions.

4. Adjournment

There being no further business, the chair adjourned the public hearing at 6:23 p.m.

Chairperson

Municipal Clerk



Regular Council Meeting

December 16, 2025

Location: Richmond Room & Council Chambers

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

Staff: Troy MacCulloch (Virtually), Chief Administrative Officer (CAO), Shelley David, Municipal Clerk

1. Call to Order

Warden Lois Landry called the meeting to order at 5:36 p.m.

2. In Camera Session

Moved by Councillor Brent Sampson, seconded by Councillor Brian Marchand, that the meeting move to an “In Camera” session at 5:37 p.m.

Motion carried.

Councillor Shawn Samson arrived at 5:45 p.m.

a) Personnel

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the meeting revert to “Regular” session at 6:02 p.m.

Motion carried.

3. Recess for Public Hearing

4. Opening Acknowledgement

The Warden reconvened the regular session at 7:00 p.m. and made the following opening acknowledgment:

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

5. O'Canada

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

6. Roll Call of Councillors

Troy MacCulloch, CAO, took the roll call of Councillors.

7. Recommendation from In Camera Session

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council appoint Elizabeth Campbell to the IDEA Committee and as Richmond County's representative to the Eastern Counties Regional Library Board.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council direct staff to transfer funds from general admin to a new GL for Staff Recognition and Compassion, the dollar amount to include costs associated with recognition for retirement, compassion, and staff appreciation, including items outlined in the Awards of Recognition Policy; and FURTHER MOVE to refer future use of this new GL to budget deliberations so that it can be consistently separated for accountability purposes.

Motion carried.

8. Items Added to the Agenda (Approval of Agenda)

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that the agenda be approved.

Motion carried.

9. Review of Minutes, Re:

a) November 25, 2025, Regular Council Meeting

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the minutes of the November 25, 2025, Regular Council be adopted.

Motion carried.

b) June 24, 2025, Public Hearing Minutes

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that the minutes of the June 24, 2025, Public Hearing be adopted.

Motion carried.

c) April 22, 2025, Public Hearing Minutes

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that the minutes of the April 22, 2025, Public Hearing be adopted.

Motion carried.



10. Question Period:

There were no questions.

11. Committee Reports:

a) Committee of the Whole

- i. The Committee discussed establishing a minimum acceptable bid for properties scheduled for the February 6, 2026, tax sale.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and authorize staff to sell properties AAN 00176303, AAN 00367028, and AAN 01626272 at the February 6, 2026, tax sale for the minimum acceptable bid for each property, as discussed in camera.

Motion carried.

- ii. The Committee discussed the implementation of a fire protection rate on property owners in Point Tupper.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and provide formal written notice to all Point Tupper property owners advising that, effective April 1, 2026, a fire protection rate of \$0.05 per \$100 of assessment will be applied to their properties, and direct staff to complete all required notification, administrative, and communication steps to implement the fire protection rate in accordance with the Municipal Government Act.

Motion carried with four (4) in favour and one (1) opposed. (No: Deputy Warden Amanda Mombourquette)

- iii. The Committee discussed firearm training.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct staff to explore costs associated with hosting the Firearms Safety Course locally for Council's consideration during budget deliberations.

Motion carried.



- iv. The Committee discussed the Richmond Arena staff report.

Moved by Deputy Warden Amanda Mombourquette, seconded Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and proceed with all four recommendations outlined by staff in the briefing note, which include the \$15,000 in spending for updated drawings, carrying out the maintenance activities deemed appropriate to reduce the risk of failures, conducting a building condition audit, and proceeding with the floor replacement in the 2026-2027 budget.
Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that the Committee of the Whole Report for the month of December 2025, be adopted.

Motion carried.

b) Audit Committee

- i. The Committee discussed the External Auditing Services Request for Proposals.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Audit Committee and award the contract for External Auditing Services to Doane Grant Thornton, being the successful proponent under the Request for Proposals (RFP) process.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Shawn Samson, that the Audit Committee Report for the month of December 2025 be adopted.

Motion carried.

c) By-law/Policy Committee

- i. The Committee discussed the Delegations and Petitions to Municipal Council Policy.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that Council accept the recommendation of the



By-law/Policy Committee and adopt the Delegations and Petitions to Municipal Council Policy as amended.

Motion carried with four (4) in favour and one (1) opposed. (No: Councillor Brian Marchand)

ii. The Committee discussed the Hospitality Policy.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the By-law/Policy Committee and adopt the Hospitality Policy as amended.

Motion carried.

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brent Sampson, that the By-Law/Policy Committee Report for the month of December 2025 be adopted.

Motion carried.

d) Fire Protection Services Committee

i. The Committee discussed the use of a consultant to conduct an audit across all departments in Richmond County.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Fire Protection Services Committee and include in budget deliberations funding from the Operating Budget be allocated to retain the professional services of a qualified consultant; AND THAT the consultant be engaged, in consultation with Fire Services Protection Committee, to conduct a comprehensive Fire Services Equipment Audit across all departments, including:

1. An assessment of equipment, apparatus, and stations currently in use; and

2. Identification of the equipment and resources required to bring all departments to a consistent, modern, and regulation-aligned standard.

AND THAT the consultant be directed to prepare a final report and master plan summarizing findings and recommendations, to be presented at both the Fire Protection Services Committee and Council for consideration.

Motion carried.



- ii. The Committee discussed the boat launch on the ocean side of the canal in St. Peter's.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that Council accept the recommendation of the Fire Protection Services Committee and have Council draft another letter to the Minister in support of having a boat launch installed on the ocean side of the canal in St. Peter's.

Motion carried.

- iii. The Committee discussed the Fire Protection Services Committee Terms of Reference.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Fire Protection Services Committee and table the Fire Protection Services Committee Terms of Reference for new discussion when appropriate in 2026.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that the Fire Protection Services Committee Report for the month of November 2025 be adopted.

Motion carried.

e) RCMP Advisory Board

- i. The RCMP Advisory Board discussed the membership request from Virginia Brooke, President of the Nova Scotia Association of Police Governance (NSAPG).

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the RCMP Advisory Board and defer the request for an annual membership in the NSAPG to budget deliberations; and FURTHER MOVE that Councillor Brent Sampson be appointed as the Board's representative, effective upon confirmation of membership.

Motion carried.

Moved by Councillor Shawn Samson, seconded by Councillor Brent Sampson, that the RCMP Advisory Board Report for the month of December 2025 be adopted.



Motion carried.

12. Second Reading, Re:

Moved by Councillor Brian Marchand, seconded by Deputy Warden Amanda Mombourquette, that Council give second reading approval for the amendments to the Central Richmond, Isle Madame, and St. Peter's Plan Area Municipal Planning Strategies and Land Use By-laws to update definitions related to dwelling types; to increase the number of multiple-unit dwellings permitted as-of-right, allowing the development of fourplexes and other small-scale multi-unit housing forms; and to remove, within the Central Richmond Land Use By-law, the requirement that accessory buildings be located no closer to the street than the main building.

Motion carried.

13. New Business, Re:

- a) Request to refer the Sewer Service Charge By-law #52 and Solid Waste By-law #17 to the By-law/Policy Committee for review

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that Council refer the Sewer Service Charge By-Law #52 and the Solid Waste By-law #17 to the By-law/Policy Committee's working list for review and discussion.

Motion carried.

- b) Award of Basin Road Lands, Tender MOCR202514

Councillor Brent Sampson declared a conflict of interest regarding the award of Basin Road Lands and left the meeting at 7:47 p.m.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council authorize the CAO to schedule a public hearing respecting the sale of lands over \$10,000.00 but less than appraised value, for the purpose of increasing the availability of affordable housing in the municipality.

Motion carried.

Councillor Brent Sampson returned to the meeting at 7:52 p.m.

14. Correspondence

- a) Action Required:

i. n/a



b) For Information Purposes

- i. Letter from the Nova Scotia Federation of Municipalities, Re: Code of Conduct for Municipal Elected Officials

15. Review of Action Items

a) Action Items List

For information only.

16. Items Added to the Agenda

There were no items added to the agenda.

17. Holiday Message

For information purposes.

18. Question Period

Germain MacDonald approached Council.

19. Adjournment

There being no further business, the Chair adjourned the meeting at 7:59 p.m.

Chairperson

Municipal Clerk

Committee of the Whole Report
January 2026

The Committee met on January 13, 2026.

The Committee discussed the Navigate Energy Net Zero Community Buildings Project.

I move that Council accept the recommendation of the Committee of the Whole and direct staff to further explore the Net Zero Community Buildings Project, potentially issuing a call for expressions of interest to determine if any halls are interested, and other ways the Municipality can contribute.

The Committee discussed the letter from Nicholas MacInnis, Warden, Municipality of the County of Antigonish, to the Honourable Tim Houston regarding the declining cell service in Antigonish County.

I move that Council accept the recommendation of the Committee of the Whole and authorize the Warden and the CAO to reach out to neighbouring towns and municipalities to discuss the issue of declining and deteriorating cell service.

The Committee discussed By-law No. 56 – Tax Exemption By-law

I move that Council accept the recommendation of the Committee of the Whole and authorize the Warden to write a letter to the Minister of Municipal Affairs, requesting adjustments to the Municipal Government Act to enable municipalities to provide tax rebates and incentives to residential affordable housing developers, and further to request that this become an advocacy item for the Nova Scotia Federation of Municipalities and to copy our regional partners on the correspondence.

I move that Council accept the recommendation of the Committee of the Whole and direct staff to send a letter to current exempt organizations encouraging them to consider appealing their assessed values, if appropriate.

This concludes the Committee of the Whole Report for the month of January 2026, and I move its adoption.



Planning Advisory/Heritage Committee Report

January 2026

The Committee met on January 6, 2026

The committee discussed the Eastern District Planning Commission (EDPC) process and timelines for handling dangerous and unsightly complaints.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to review and update their policy on dangerous and unsightly complaint process timelines and response standards; and FURTHER MOVE that Council direct EDPC staff to report to Council twice annually, confirming whether or not any orders exist.

The Committee discussed the Coastal Protection Support Program.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and approve, in principle, joining other municipalities in applying for the Coastal Protection Support Program funding for an educational component; and FURTHER MOVE that Council direct EDPC staff to submit a standalone application on behalf of Richmond County if the other municipalities are unable to commit.

The Committee discussed the Central Richmond Plan Area – RG 2 Zone.

I move that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC to prepare a staff report reviewing lot sizes in rural areas under all of Richmond County's land use by-laws.

This concludes the monthly report of the Planning Advisory/Heritage Committee for the month of January 2026, and I move its adoption.



BRIEFING NOTE

Municipality of the County of Richmond

Temporary Borrowing Resolution – Richmond Arena

January 21, 2026

Purpose

To advise Council that staff have proceeded with preparing the temporary borrowing resolution for Council's approval, as directed by Council motion.

Background

At the Regular Council meeting held on December 16, 2025, Council passed the following motion:

Moved by Deputy Warden Amanda Mombourquette, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and proceed with all four recommendations outlined by staff in the briefing note, which include the \$15,000 in spending for updated drawings, carrying out the maintenance activities deemed appropriate to reduce the risk of failures, conducting a building condition audit, and proceeding with the floor replacement in the 2026–2027 budget.

Motion carried.

Financing Approach and Financial Considerations

As per the Municipal Government Act (MGA), once Council approves the temporary borrowing resolution, the approved motion will be forwarded to the Municipality's Municipal Advisor to obtain Ministerial approval and the Ministerial Certificate.

Upon receipt of the Ministerial Certificate, the Municipality will provide the certificate to the bank and proceed with securing short-term financing to support project cash flow during construction. This temporary financing would remain in place until the project is complete.

Only once the project has been completed will the Municipality then request long-term borrowing.

For planning purposes, and assuming a debenture structured at the current prime interest rate with a 20-year amortization, the estimated annual payment on a \$5,000,000 borrowing would be approximately \$380,000 per year. Actual borrowing costs will be subject to market conditions at the time of issuance.

Suggested Motion

THAT Council approve the Temporary Borrowing Resolution in the amount of five million dollars (\$5,000,000) to enable staff to proceed with securing the required funding to advance the Richmond Arena floor upgrades.

Prepared By: Kathleen Jeffrey, Director of Finance

Contact Person: Kathleen Jeffrey, Director of Finance

Date: January 21, 2026

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ _____

Purpose: _____

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the _____ has determined to borrow for the purposes of _____;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____ borrow a sum or sums not exceeding _____ Dollars (\$ _____) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding _____ Dollars (\$ _____) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

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 _____
held on the ____ day of _____, 2026.
GIVEN under the hands of the Clerk and under the seal of the _____
this ____ day of _____, 2026.

Clerk



BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena

November 27, 2025

Relevant Motions

Regular Council

September 23, 2025

Richmond Arena updates as presented in the Administration Operations Report

Moved by Councillor Shawn Samson, seconded by Councillor Brian Marchand, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.

Motion carried

Communication and evacuation plan for the Richmond Arena for snow loads that exceed 24 pounds per square foot

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).

Motion carried.

Funding Programs

To-date there have been no funding programs identified that would cover significant capital upgrades / repairs to recreational facilities, however staff continue to review programs as they become available.

Background

Please refer to the attached briefing notes for background information as well as the following sections.

Refrigeration System Upgrades Completed

The Municipality recently carried out upgrades to the refrigeration plant as approved in the 2025/26 capital plan which included:

- Rebuild the plate heat exchanger based on the manufacturer's maintenance recommendations and as required by the Nova Scotia Boiler and Pressure Equipment Inspector.
- Disassembly/repair of the refrigeration compressors to replace seals as part of the conversion to a new refrigerant.
- Conversion from R22 to R448A refrigerant to eliminate the risk associated with use of a refrigerant that is no longer commercially available.
- Replacement of high-pressure fittings on the compressors that had to be repaired previously due to leakage, as required by the Nova Scotia Boiler and Pressure Equipment Inspector.
- Purchase of a spare brine pump (prior year) to mitigate the risks associated with failure of the existing pump which delayed startup during a prior year.

The Municipality's service provider reported that the refrigerant plant is in very good condition and should provide reliable service in the near term.

Phase 2 Structural Review

A Phase 2 Structural Review was carried out in May of this year by Campbell Comeau Engineering Ltd. The Phase 2 Review was a follow-up to the original structural assessment completed January 10, 2018. The Review noted that "the overall condition of the structure is excellent considering the age of the building".

The review identified a number of damaged or missing items that should be repaired. The Municipality was unable to secure a contractor to complete the work prior to ice installation. Another contractor is scheduled to review the work to determine if it can be completed in the coming weeks. With the installation of live load-monitoring equipment (see below section) these items are not an immediate concern and do not prevent the Municipality from safely operating the facility.

Snow Load Monitoring Equipment

The Review included a recommendation to perform real-time monitoring of snow loads through on-site observations or via real-time monitoring equipment. The Municipality engaged a firm to install real-time load monitoring equipment on several of the rigid

frames throughout the structure. The Municipality recently received training on the new monitoring equipment and is working on a formal procedure for monitoring and addressing snow loads, as well as notifying employees and patrons of the facility of closures when required.

The monitoring system will provide early snow load warnings via email to select staff at pre-set levels. The system model also includes the projected impact of forecasted weather to estimate anticipated snow load following future events which will be factored into the warning system.

Snow removal activities will be initiated at appropriate loads to avoid situations where the snow load exceeds the noted limit of 24 psf which is the maximum recommended snow load. Should loads reach the set limit it will trigger staff to close the facility to the public until such time as snow loads are reduced. Closure notifications will be issued in the same manner as weather related closures.

Pending completion of the formal procedure, snow removal activities are expected to be initiated when loads reach 70% of the recommended maximum load. Facility closure will be initiated when the loads reach 90% of the recommended maximum load.

Floor / Refrigeration System Replacement

The most recent estimate, dated April 4, 2025, provided a class 4 estimate of \$3.785 million to carry out the previously proposed floor and refrigeration plant replacements. The estimate did not include taxes, contingency or several other noted items. The 2025/26 capital plan included a project budget of \$5 million allowing for the additional costs and contingency, however the project was not approved during budget deliberations and remains unfunded.

Recommendations / Action Required

- We recommend that Council authorize an expenditure of up to \$15,000 + HST for the purpose of updating/revising the drawings and specifications for the facility upgrades so that the total cost can be more reasonably estimated and the design/tender package ready to issue should a decision be made to do so.
- Given the limited timeframe within which to plan work for the upcoming off-season, lack of external funding options, and potential for a new facility in the coming years, we recommend that the proposed major capital work be deferred in favour of the Municipality carrying out maintenance activities deemed appropriate to reduce the risk of failures in the near-term until such time as the future of the present facility is more certain.
- If Council wishes to extend the life of the current facility, rather than pursue construction of a new facility, it remains the recommendation of staff that a

thorough review of the Building Condition Audit should be carried out to determine the scope of capital repairs or upgrades required or recommended to extend the life of the facility, including any desired accessibility improvements. The scope and timing of repairs / upgrades will vary with the desired service life extension for the facility. Once the scope of repairs / upgrades is determined, updated cost estimates should be obtained to inform budget planning and support any applicable funding applications.

- If Council wishes to move forward with the floor and refrigeration system replacement project staff require Council authorization to proceed with the estimated \$5 million expenditure with an estimated \$1.5 million to be expended in the present fiscal year for the refrigeration equipment. The source of the funds also needs to be confirmed. Based on prior discussions, our ability to move forward with the refrigeration system replacement in 2026 is questionable based on lead times for equipment, however the floor replacement could potentially proceed at an estimated cost of \$1.5 million in the 2026/27 budget if a decision to proceed is made prior to the end of the year.

Attachments:

- 2025-03-04 Briefing Note - Richmond Arena

BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena

March 4, 2025

Relevant Motions

On February 25, 2025, Council made the following motion:

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that Council accept the recommendation of the Committee of the Whole and direct staff to investigate any necessary applications for repairs to the Richmond Arena's under-ice surface refrigeration system, surface piping and cement, and refrigeration compression system and report back to Council.

Motion carried.

Background

Please refer to the attached briefing note dated March 31, 2022, for background information.

Funding

The funding referenced during the Council meeting is assumed to be the Recreation Facility Development Grant Including the Rink Revitalization Fund through the Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage. The deadline for applications for the program was February 14, 2025, and the maximum funding available through the program was \$150,000 or 2/3 of the total project cost (whichever is less).

An initial review has not identified current funding programs that would cover significant capital upgrades / repairs to recreational facilities, however such programs are announced periodically from the Federal / Provincial Governments.

Discussion

Any significant capital works proposed for the Richmond Arena will require sufficient time for planning, Engineering, tendering and procurement for the required materials

and equipment, to ensure that the work can be carried out during the off-season without undue risk to the start of the subsequent ice season.

If it is Council's wish to extend the life of the current Arena rather than pursue a new facility at this time, a thorough review of the Building Condition Audit should be carried out to determine the scope of capital repairs or upgrades required / recommended to extend the life of the facility, including any desired accessibility improvements (the scope and timing of repairs / upgrades will vary with the desired service life). Once the scope of repairs / upgrades is determined, updated cost estimates should be obtained to inform budget planning and support any applicable funding applications.

Financial Implications

The March 31, 2022, memo provides high level costs for some of the work identified in the Building Condition Audit. The estimates are dated and would need to be updated once the scope of work is identified.

Floor / Refrigeration System Replacement	\$2 million (2022 estimate)
Roof Cladding / Recommended Structural Upgrades	\$2 million

Consulting support would be required to update the cost estimates once the desired scope of work has been determined. Fees will vary with the scope of work.

Attachments:

- Meeting Minutes – Regular Council – May 25, 2020
- Briefing Note – Richmond Arena Budget 2022/23 – March 31, 2022
- Briefing Note – Multi-Use Facility Feasibility Study – March 20, 2023
- 2025-26 Grant Guidelines – Recreation Facility Development Grant Including Rink Revitalization Fund

Reference Documents:

- Draft Capital Plan / Building Condition Audit - Richmond Arena – CMEL – January 2019

<https://www.richmondcounty.ca/council/plans-reports-and-reviews/3189-2019-richmond-arena-condition-audit/file.html>

RICHMOND COUNTY MUNICIPAL COUNCIL

REGULAR MEETING

MAY 25, 2020

Location: Videoconference

Present: Councillor James Goyetche, Deputy Warden Alvin Martell
Warden Brian Marchand, Councillor Jason MacLean,
Councillor Gilbert Boucher, CAO Don Marchand

Warden Marchand called the meeting to order at 7:02 PM and asked everyone to stand for the singing of O'Canada.

Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda

Warden Marchand requested and received unanimous consent to add an item regarding compost to the agenda.

Moved by Councillor Boucher seconded by Deputy Warden Martell that the agenda be approved with the item added. Motion carried.

Review of Minutes re:

- a) April 27, 2020 Regular Meeting

Moved by Councillor Boucher, seconded by Deputy Warden Martell that the minutes of the April 27, 2020 Regular Council Meeting be approved. Motion carried.

Committee Reports:

- a) **Committee of the Whole**

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that staff proceed with the addition of the Arena ice surface floor and refrigeration system upgrades to the capital list with Gas Tax Funding being a primary source of funding; AND FURTHER MOVED that

the Engineering work proceed as soon as possible and that a report with cost estimates and funding options be provided to Council so that additional funding sources may be identified before proceeding to tender. Motion carried.



Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that five (5) tons of compost be donated to The New Agrarians with the date of donation dependant on availability.

Moved by Councillor Goyetche, seconded by Deputy Warden Martell **that the motion be amended** to read that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Boucher that Council accept the recommendation of the Committee of the Whole and that the donation amount of compost to The New Agrarians be based on information provided by the Director of Public Works with regards to compost availability amounts. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that Council accept the recommendation of the Committee of the Whole and that taxes on AAN# 01703838, located at 306 Pondville, D'Escousse, NS, be written off in the amount of \$1104.45, which represents taxes on the dwelling only from March 12, 2019 to March 31, 2020. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor Goyetche that Council accept the recommendation of the Committee of the Whole and that Staff accept an application from a senior resident in District 2 and determine if they meet the criteria for participation in the Municipality's Wastewater project; AND FURTHER MOVED if the application meets the criteria, staff proceed with the installation of a new sewer system in coordination with CBIHA and NSE. Motion carried.

Moved by Deputy Warden Martell, seconded by Councillor MacLean that the Committee of the Whole Report for the month of MAY 2020 be adopted. Motion carried.

CAO re:

a) Schedule of Tariffs & Fees – 2020 Election;

Moved by Councillor MacLean, seconded by Deputy Warden Martell that the Schedule of Tariffs & Fees for the 2020 Election be approved with the noted changes. Motion carried.

b) Mayor versus Warden (2020 Election Ballot);

It was the consensus of Council that a decision regarding Mayor versus Warden on the 2020 Election Ballot be withheld pending information from the Provincial Elections Officer.

Deputy Warden Martell declared a conflict of interest and was removed from the meeting.

c) Curbside Collection (Southern Comfort Subdivision) re: Information

It was the consensus of Council that Staff gather additional information regarding curbside pickup at the Cape George Estates subdivision and report back to the Committee of the Whole with the information.

Correspondence re:

Action Required

a) Laurier Samson re: Communities, Culture and Heritage – Letter to Minister of Communities;

Moved by Councillor Goyetche, seconded by Councillor MacLean that a letter be sent, on behalf of Council, to the Minister of Communities, Culture and Heritage regarding the hardship being experienced by Recreation Departments as a result of the pandemic. Motion carried.

Items Added to the Agenda

Moved by Councillor Boucher, seconded by Deputy Warden Martell that compost created at the Richmond County Waste Management Facility be reserved for sale to Richmond County residents only. Motion carried.

“In Camera” Session (Personnel/Legal)

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting move to an “In Camera” Session at 8:45 p.m.

Moved by Councillor Boucher, seconded by Councillor MacLean that the meeting revert back to Regular Session at 9:13 p.m.

Warden Marchand and Deputy Warden Martell declared conflicts of interest and were removed for the remainder of the In-Camera Session and Regular Session.

Moved by Councillor Boucher,

Councillor Goyetche then relinquished the Chair to Councillor Boucher.

Seconded by Councillor Goyetche that the CAO be instructed to pay the legal expenses related to the legal matter as discussed in camera. Motion carried. (Nay: Councillor MacLean)

Adjournment

Moved by Goyetche, seconded by Councillor MacLean that the meeting be adjourned.

There being no further business, the meeting was adjourned at 9:14 p.m.

CLERK:

CHAIRPERSON

DRAFT



BRIEFING NOTE
Municipality of the County of Richmond

Richmond Arena – Budget 2022/23

Relevant Motions

N/A

Background

The Richmond Arena was constructed around 1976 and measures approximately 120ft x 264 ft. The building received a major renovation in 1999 which extended the west side of the building to house a number of amenities which included a new ice resurfacer room, office, board room, lounge, canteen, washrooms and maintenance shop.

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

In 2018 the Municipality engaged Capital Management Engineering Ltd (CMEL) to complete a Building Condition Assessment of the Arena and create a draft 25-year capital plan for the property in order to inform long-term capital planning efforts by the Municipality. The final report was issued in January, 2019.

Building Condition Assessment

The Building Condition Assessment (BCA) carried out by Capital Management Engineering Ltd (CMEL) and Campbell Comeau was based on the ASTM Standard Guide for Property Condition Assessments (ASTM E 2018-15). The assessment consisted of:

- Interviews with building managers and staff;
- Review of existing documentation;
- Site visit for visual inspection;

- Identification of actions, with cost estimates, to remediate/repair building;
- Recommendations, with cost estimates, for further investigations if required; and,
- Provision of report.

No physical tests were conducted and no intrusive investigations were performed. The inspection did not include a detailed evaluation of the building's compliance with national and provincial building codes, though it did include a structural review of the roof.

The report identifies physical deficiencies that may be an existing defect or deferred maintenance item or items that have reached or are approaching their expected useful life.

While the report does provide estimates (in 2019 dollars) it does note that the opinions of cost should be used for budgetary purposes only and that actual costs can only be determined through establishment of a detailed scope of work and solicitation or tendering for the work. In addition, the replacement, repair or maintenance items noted in the report should be confirmed with a more detailed investigation and project evaluation prior to implementation.

Structural Assessment (Appendix C of the report)

As part of the Building Condition Assessment (BCA) Campbell Comeau Engineering Ltd were engaged to carry out a structural review of the roof, with particular focus on the structural capacity of the purlins that support the steel roof deck and main rigid frames.

Campbell Comeau Engineering determined the current design loading is approximately double the capacity of the existing rigid frames and 62% greater than the capacity of the purlins. A limited visual inspection of the purlins and rigid frames was carried out, only a small portion are visible from the sides of the building due to the presence of the low emissivity ceiling. The limited visual review indicated that the purlins remain in good condition as do the visible portions of the rigid frames.

CMEL notes that, while these buildings are typically grandfathered into building codes, insufficient loading capacity can pose a risk to building occupants if such loads and risks are not considered or mitigated. The BCA states that a renovation or augmentation to the structure of the building is anticipated to be required at an estimated cost of \$2 million.

Facility Condition Index (Section 5.3 of the report – page 31)

The Facility Condition Index (FCI) is a metric used for assessing the current and projected condition of a building asset. It is defined as the ratio of Accumulated Deferred Maintenance (ADM) costs to the Current Building Replacement Value (CRV). An FCI greater than 10% is considered fair to poor.

The FCI for the Arena in 2019 was approximately 65% with a total amount of accumulated deferred maintenance of approximately \$3.7 million. Without investment the FCI will reach 75% by 2026. **

** The FCI calculation includes an amount of \$2 million to bring the building into compliance with the snow loading requirements in the National Building Code of Canada (NBCC).

If the snow loading issue is excluded from the assessment the FCI would be 30% and would increase to 40% by 2026 without significant investment.

Overall Building Condition

Floor Condition

Among other items, the Building Condition Assessment noted that the slab and in-slab piping as well as much of the refrigeration system components are at end of life and recommended for replacement.

The concrete floor does have a significant amount of cracking and unevenness. The Municipality previously carried out extensive repairs on the infloor piping to replace the "u-bends" near the ends of the ice surface. While there has been leaks in the floor the Municipality has been fortunate in that there have been no major leaks during the ice season.

In 2020 The Municipality issued an RFP for design of a new floor and refrigeration plant and awarded the work to I.B. Storey. The completed design and tender documents were received in late 2020 and are ready to issue for tender should Council decide to proceed with the work.

Refrigeration Plant - R-22

The refrigeration plant is dated. While it has been maintained regularly it is also expected to require significant investment in the near-term, especially in light of the fact it still uses R-22 refrigerant that is being phased out by government due to its environmental impact. R-22 can no longer be imported and the present supply is limited to recycled product which means servicing the equipment is becoming more difficult and costly.

There are commercially available refrigerants that are "drop-in" replacements for the existing refrigeration plant (R453A); however conversion can be costly and requires some modifications to the equipment due to the different physical and performance characteristics. The compatible refrigerant is also less efficient which may be

problematic during the shoulder seasons when we require higher capacity and would increase energy usage at the facility.

The Municipality still has access to recycled R-22 refrigerant through our service provider, however if there were to be a major loss of refrigerant or if supply became an issue we would need to consider converting to R453A.

Mould Issues

A significant mould remediation was carried out in 2020 at a cost of approximately \$20,000. While mould has been an issue in the past it was observed to be more widespread at this time, presumably due to inactivity in the building during the off-season resulting in less ventilation of the space.

Staff are taking steps to reduce moisture in the building and provide ventilation during the off-season, however the design and operating conditions of the building are such that ongoing issues with mould are anticipated.

Accessibility

In 2017 Nova Scotia passed the Accessibility Act, becoming the third Canadian province to adopt accessibility legislation. The act recognizes accessibility as a human right, and outlines how we will improve accessibility by preventing and removing barriers. It sets a goal of an accessible Nova Scotia by 2030.

We are not yet aware of the scope of changes required at the Arena, the only Municipal owned recreational facility in the County. We expect significant upgrades would be required to meet the minimum requirements.

Building Envelope

There remains a small amount of sheet metal siding original to the building as well as the entire roof over the original facility. In order to address water ingress and the resulting problems, such as mould, replacement of the original cladding should take place in the near-term.

Capital Requirements

Immediate and Short-Term Capital Requirements (0-5 years)

The report identified a number of items as immediate or short-term requirements. As three years have passed since the report was issued there are now long term (6-10 years) items that would be considered short-term (1-5 years) items.

Perhaps the most notable short-term requirement, other than the floor and refrigeration plant, is the roof cladding which will reach end of useful life in 2027 (50 years of age). Roof cladding replacement was estimated at \$307,000 in 2019.

Analysis

If there is a desire to have a municipally owned arena in Richmond County for the long-term there are two options to consider.

1. Proceed with the recommended capital/repair work identified in the Building Condition Audit;
2. Replace the aging facility.

Failure to act in a timely manner will result in increased risk of failure and will also result in inflationary cost increases for either of the options noted above.

Alternatives

- Do not proceed with the recommended work and continue to operate the facility and accept the increased risk of failure and increasing maintenance costs.

Financial Implications

Floor and refrigeration system – at end of useful life
Estimated replacement cost \$2,000,000 (2022 estimate)

Original siding – at end of useful life
Estimated replacement cost \$25,000 (2022 estimate)

Original roof – end of useful life 2027 (50 years of age)
Estimated replacement cost \$307,000 (2019 estimate)

The roof structural work required to comply with present building code requirements is estimated at \$2,000,000

CMEL estimated the replacement value of the building to be \$5,591,250 in 2019 based on a replacement cost of \$150 / square foot and a building area of 37,275 ft². As this value was set in 2019 the present day replacement cost would be considerably higher.

There are limited funding opportunities for the repair work, though the work does qualify for CCBF (gas tax). There have been new facilities constructed in recent years that received provincial / federal funding; two are included in the supplementary document provided in your package.

Recommendation

In light of the impact this decision may have on taxpayers and users of the facility, staff recommend that Council form a committee and consult stakeholders regarding the future of the Richmond Arena. Staff further recommends that money be included in the operating budget to engage a consultant to work on conceptual plans for a new facility with the committee.

It is the opinion of staff that if Council wishes to continue to operate an Arena in the long-term that serious consideration be given to construction of a new multi-purpose recreational facility rather than making a multi-million dollar investment in the present facility which is approaching 50 years of age.



BRIEFING NOTE
Municipality of the County of Richmond

Multi-Use Facility Feasibility Study
March 20, 2023

PURPOSE

The purpose of this briefing note is to seek Council approval of additional funds in order to proceed with award of the tender for the Feasibility Study for a new Multi-Use Facility.

CURRENT SITUATION

The Capital Investment Plan approved with the 2022/23 Municipal budget included \$50,000 from operating to carry out conceptual planning for a new recreation facility. The scope of the study was revised/expanded to carry out a feasibility study for a multi-use facility and to provide the level of detail required to apply for Provincial / Federal funding should Council wish to pursue the project once the feasibility study has been completed.

ACTION REQUIRED

Staff are seeking Council approval to commit up to an additional \$80,000 in the 2023/24 budget in order to cover the costs of the expanded study (consulting fees, direct-mail and printing costs, venues for consultations, etc). Due to the desire to have the work commence as soon as possible we are seeking approval to proceed prior to approval of the 2023/24 budget.

Attachments:

Introduction

The Communities, Sport and Recreation division of the Department of Communities, Culture, Tourism and Heritage leads government efforts, and collaborates with communities, to improve the quality of life of Nova Scotians through sport, physical activity, and recreation. It supports the sector to develop an effective and integrated system of high-quality opportunities and supports for all Nova Scotians to live actively.

Program Description

Communities, Culture, Tourism and Heritage (CCTH) offers the **Recreation Facility Development Grant** program to help develop facilities where community members participate in quality sport, physical activity, and recreation. This program includes the **Rink Revitalization Fund (RRF)**, which helps organizations that operate rinks to invest in needed repairs and upgrades.

This program is for projects with total project value over \$30,000. An eligible organization may receive one (1) grant per year, per project. **Eligible projects may apply for up to two-thirds (2/3) of the total project cost, to a maximum request of \$150,000.** This grant is highly competitive. We encourage applicants to base their funding requests on financial need rather than the maximum amount.

Applicants are strongly encouraged to contact a Regional Manager to discuss their project before applying. See page 7 for the contact list.

EDIA Commitment Statement:

- Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia's diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.
- We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.
- Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.

Eligible Applicants

To be eligible for this grant program, **the facility must have recreation, sport, and/or physical activity as its primary function**, and must be open to all members of the public at reasonable times, at either no cost or at a reasonable rate.

Eligible applicants include:

- Registered associations, non-profit societies with active status in *Joint Stocks*.
- Mi'kmaq Band Councils, Municipalities and Villages.
- Post-secondary education institutions, and schools, whose facilities are available for community use (through their Regional Centre for Education and Conseil scolaire acadien provincial).

AND

- applicants must own the property or facility where the work will take place OR maintain a long-term lease of at least five (5) years with the owner of the property. Proof of ownership or lease is required as part of the application.

Eligible Projects

This grant is for projects with a total project value of over \$30,000. See page 6 for other grants if your project does not qualify.

- **Facility development:** recreation centres, pools, rinks, athletic fields, parks, playgrounds, and enhancements to schools for community use and other recreation facilities that promote active living.
 - The Rink Revitalization Fund (RRF) assists organizations who operate rinks or arenas to invest in the revitalization or upgrading of arena/rink infrastructure. Outdoor rinks are considered eligible if it is an investment in permanent infrastructure.
 - For large-scale projects that take several years to complete, such as major renovations or construction, applicants must submit a multi-year development plan and outline the phases of development with pertinent details. Applicants may reapply for funding each year during the length of the project. Funding in one year does not guarantee funding in subsequent years.
- **Upgrades and repairs:** Capital conservation work involving repair and/or replacement needs that form part of the recreation facility's structural or operational integrity.
- **Large equipment:** Purchase of large permanent furnishings or equipment that is essential to facility operations (for example: soccer goals, ice re-surfacer, ice plant components).

Program Criteria

Applications **will be scored** under the following categories:

- Project Need and Planning
- Community Outcomes and Benefit
- Community Engagement and Inclusion
- Project Viability & Sustainability
- Project Budget and Funding

For guidance on meeting Nova Scotia's Accessibility Legislation please see: [Access by Design 2030: Achieving an Accessible Nova Scotia - Government of Nova Scotia, Canada](#) and see the [National Standard CSA-B651](#) for guidance.

For information on Nova Scotia's Dismantling Racism and Hate Act, please see Equity and Anti-Racism Strategy: [equity-and-anti-racism-strategy.pdf \(novascotia.ca\)](#)

Ineligible Projects and Costs*

- The purchase of consumable, non-fixed furnishings and equipment. (For example: tables, chairs, picnic tables, chainsaws, moveable items, sports equipment).
- Regular or preventative maintenance costs, such as the repair of normal wear to components or equipment.
- Legal fees.
- Annual operational expenses.
- The cost of land or building purchase.
- Wages and remuneration for full- or part-time employees or project management cannot be listed as in-kind contributions unless it can be clearly shown that these expenses are project-specific and outside the scope of regular duties.
- Any expenses that may be rebated through an HST rebate are not eligible. If an applicant is eligible for HST rebates, the details of their rebate must be disclosed and clear in the project budget.
- Linear trail expansion and development projects must apply to the Recreational Trail Expansion Program. See page 6 for more details.

**Please see page 6 for other grants if you are ineligible for this grant.*

Funding Parameters

- Only eligible project expenses incurred after the application is submitted, and/or after an applicant has opened a file with their CCTH Regional Manager, are eligible for reimbursement.
 - Please note that applying or opening a file is not a guarantee of funding.
 - Funding received from other provincial government departments can affect the amount of the grant awarded.
 - If construction is undertaken between the time of opening a file and funding decisions being made, **it is done so at the applicant's own risk**, as funding is not guaranteed.
- Applicants can request no more than 2/3 of the estimated total project cost stated in application.
- The total provincial government contribution cannot be more than 75 per cent of the total project costs.
- All overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional applications for funding can be fully considered.

Application Guidelines

As you develop your application, please follow these important steps:

- Applicants are strongly encouraged to speak with the Regional Manager far in advance of the deadline and before applying. See contact list on page 7.
- Ensure your application is complete and signed upon submission. A checklist is included in Section 6 of the application to help ensure you include all required information. **Incomplete applications may be considered ineligible.**
- If this project is part of a larger/phased plan, **ONLY** include project work for this year/application period.
- Include estimated project start and end dates. Project end dates should be before March 31 of the following calendar year. For example, a project submitted for funding in February 2025, should end before March 31, 2026.

Budget Guidelines

- Have you demonstrated competitive pricing? Please include as much of the following information as you can:
 - Three (3) quotes for all external contractor/supplies (If three quotes are not possible, please provide rationale and/or details on all attempts to secure three quotes from suppliers).
 - OR fully outline, or attach, the procurement process you plan to undertake for this project.
- Have you included details and value of relevant in-kind contributions in **both the project budget AND funding source tables in Section 5?**
 - The value of donated/in-kind contributions of labour and materials should be included as part of total project costs if they are essential to the project.
 - If there is significant in-kind labour as part of your funding sources/contribution, please attach a separate breakdown of in-kind contributions.
 - Unskilled/general labour can be valued at \$20/hour.
 - Certified trade labour or machinery can be valued at market value.
- Have you factored HST and your HST rebate into the project budget and/or funding sources?
- Have you ensured that your request is *no greater than 66%* of total project cost?
- Have you disclosed if you have, or intend to secure, funding from another source?

Application Timeline and Process

- The application package will be available in early December, online and/or from the Regional Office. Please see page 7 for a contact list.
- **The deadline to submit a complete, signed application, is 11:59 p.m. February 14, 2025.**
- Applications can be emailed, mailed, faxed, or dropped off at a Regional CCTH office. If mailed, applications must be post-marked no later than February 14th, 2025.
- Applications will be reviewed by CCTH staff based on the guidelines outlined above. Final decisions will not be made until after April 5th, 2025.

Grant Guidance

For the online CCTH [grant finder tool go here](#), or to see our [grant program guide go here](#).

If your project or need doesn't fit within the RFD guidelines, please consider:

- Community Recreation Capital Grant: for small-scale indoor and outdoor capital recreation projects valued at less than \$30,000.
- Planning Assistance: for funding to support needs assessments, design or feasibility studies of recreation facilities.
- Community Facilities Improvement Program: for upgrades and improvements to community halls that provide a wide range of public programs and services
- Community Accessibility Program: for projects focused on accessibility upgrades of public spaces or facilities (i.e. accessible ramps, washrooms, exits, assistive listening devices etc.). Businesses can apply through the Business Accessibility Program.
- Trail Funding Programs: for trail expansion and development projects. Expression of Interest process opens in the fall of each year.
- Connect 2: for projects focused on Active Transportation investments.
- Legion Capital Assistance Program: for capital upgrades at Legions.
- Heritage Property Program: conservation of properties registered under the Heritage Property Act or grants offered to eligible owners of registered heritage properties
- Emergency Services Provider Fund: for equipment purchase(s) related to a fire or emergency situations.

Energy Efficiency Upgrades: If you are applying to energy efficiency upgrades, such as heat pumps, you are strongly encouraged to contact [Efficiency NS](#) to determine if you can get a rebate. This rebate should be named on your application in 'funding sources'.

REGIONAL OFFICES:

CAPE BRETON REGION – Cape Breton Island

Larry Maxwell, Regional Manager

Email: capebretonregion@novascotia.ca

Phone: 902-578-4813

Courier/Mail: 850 Grand Lake Road, Suite 15, Sydney NS B1P 5T9

CENTRAL REGION – Halifax Regional Municipality (HRM)

Andrea Redmond, Regional Manager

Email: centralregion@novascotia.ca

Phone: 902-578-4813

Courier: Homburg Building, 3rd Floor, 1741 Brunswick St., Halifax

Mail: PO Box 456, Halifax, NS B3J 2R5

FUNDY REGION – Cumberland, Colchester Counties, Municipality of East Hants

Courtney Nicholson-Patriquin, Regional Manager

Email: fundyregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 80 Walker Street, Suite 1, Truro, NS B2N 4A7

HIGHLAND REGION – Guysborough, Antigonish and Pictou Counties

Rae Gunn, Regional Manager

Email highlandregion@novascotia.ca

Phone: 902-338-0659

Courier/Mail: 149 Church Street, Suite 4, Antigonish, NS B2G 2E2

SOUTH SHORE REGION – Yarmouth, Shelburne, Queens, Lunenburg Counties

Anna Haanstra, Regional Manager

Email: southshoreregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 312 Green Street, Lunenburg, NS B0J 2C0

VALLEY REGION – Annapolis, Kings, Digby Counties, Municipalities of West Hants, Clare

Anna Sherwood, Regional Manager

Email: valleyregion@novascotia.ca

Phone: 902-698-9407

Courier/Mail: 10 Webster St., Suite 200, Kentville, NS B4N 1H7



January 14th, 2026

Warden Lois Landry
2357 Highway 206, P.O. Box 120,
Arichat, Nova Scotia B0E 1A0

via email: llandry@richmondcounty.ca

Dear Warden Lois Landry:

As we navigate the challenges of our communities, I need to draw your attention to a pressing issue that affects all our residents; access to Saint Martha's Regional Hospital. Recent road construction has exacerbated the well-known accessibility problems for this vital healthcare facility, which serves our collective populations. The current route, which is the sole access point, poses significant safety risks due to its path through a flood zone and its crossing of a railroad track. These concerns not only endanger emergency services but also affect routine medical visits for our constituents.

Given the critical services provided by Saint Martha's Regional Hospital including surgeries, emergency treatments, and medical imaging, we must take action to ensure our residents can access these essential services safely and reliably.

To address this urgent need, I have prepared a letter to our Member of Parliament and your Members of Legislative Assembly advocating for the immediate construction of a new, secondary permanent road to the hospital. I believe that your support and signatures on this letter will amplify our call to action and demonstrate a united front in advocating for the healthcare needs of our communities. I urge you to review the letter and add your name in support. Together, we can advocate for the necessary funding and resources to make this critical infrastructure project a reality and secure safe, continuous access to healthcare for all our residents.

Thank you for your commitment to your communities. I look forward to your support on this vital issue.

Sincerely

Sean Cameron
Mayor, Town of Antigonish

Fw: Connecting with Community Leaders: NSCC Regional Update

From Shelley David <Clerk@richmondcounty.ca>

Date Thu 1/22/2026 1:47 PM

To Shelley David <Clerk@richmondcounty.ca>

 1 attachment (18 KB)

Terms of Reference - NSCC and Community Leaders.docx

From: Saxena,Vivek <Vivek.Saxena@nsc.ca>

Sent: January 13, 2026 2:18 PM

Cc: MacNeil,Beth <Beth.Macneil@nsc.ca>

Subject: Connecting with Community Leaders: NSCC Regional Update

You don't often get email from vivek.saxena@nsc.ca. [Learn why this is important](#)

Good afternoon,

I wanted to connect with you regarding some recently announced structural updates at the College. As of July 1, 2025, we transitioned to a Regional Service Delivery Model, which includes a shift to a Regional Campus Model. For our area, this means we now have one principal for the new Eastern Region, encompassing Strait Area Campus, Pictou Campus, and the Wagmatcook Learning Centre. This model also introduces a regional management structure. I am honoured to have been given the opportunity to serve as Principal for this region.

This new model brings our campuses together under a more coordinated regional structure, supporting greater alignment in how we deliver programs and services. While my time will be shared across multiple locations, my commitment remains firmly focused on ensuring NSCC continues to be a vibrant, accessible, and collaborative presence within each of our communities. As part of this commitment, we intent to hold these meetings on a quarterly basis to maintain strong connections and stay informed about local needs.

I am reaching out to leaders such as yourself to share more about these changes and to begin a conversation. During our discussion, I hope to:

- Provide additional details about the regional model and its impact on our communities
- Learn about your current priorities and challenges
- Explore opportunities for NSCC to support your work through partnerships, training, workforce development, and student engagement.

I would truly value the opportunity to connect, listen, and collaborate on how we can continue to support, strengthen, and grow our region together. Terms of reference are attached for your review.

My assistant, Beth MacNeil, will be reaching out to you very soon to arrange a time for us to meet.

Thank you for all you do to support our learners, our employees, and the broader communities of Eastern Nova Scotia. I look forward to speaking with you.

Warm regards,

Vivek Saxena

Capt. Vivek Saxena, MM, MBA

Pronouns: He/Him/His

Regional Principal- Eastern Region(Pictou/Strait&WLC)

Nova Scotia Community College
226 Riverside Street
Port Hawkesbury, NS B9A 2A2
Tel : Call 802-631-6155 Fax 802-825-0183
Web nscoc.ca
nscoc

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Terms of Reference

NSCC – Municipal Leaders Partnership Table

Purpose

The purpose of this Partnership Table is to strengthen collaboration between the Nova Scotia Community College (NSCC) and local municipal leaders (Mayors and Wardens) to support community development, workforce needs, and regional opportunities. The Table provides a forum for open dialogue, shared understanding, and coordinated action that benefits the communities served by NSCC.

Objectives

The Partnership Table will:

- Develop a shared understanding of the needs, priorities, and aspirations of local communities.
- Facilitate regular information sharing between NSCC and municipal leaders.
- Identify and discuss opportunities, initiatives, and challenges that impact community and workforce development.
- Explore ways NSCC can support municipal goals through programming, training, applied research, and community engagement.
- Provide a clear and open channel for municipal leaders to bring forward opportunities, ideas, or emerging needs to NSCC at any time.

Meetings

- Meetings will be held quarterly.
- Additional meetings may be convened as needed.
- NSCC will coordinate meeting logistics and prepare agendas in consultation with municipal leaders.

Review

These Terms of Reference will be reviewed annually to ensure they remain relevant and effective.

Membership

Membership includes:

- NSCC Eastern Region Principal, Assistant to Regional Principal, and Campus Academic Chairs
- Local Mayors and Wardens or designated senior representatives.
- Pictou: Alec Dove, Nancy Dicks, Darren Stroud, Lennie White, Jim Ryan and Robert Parker
- Antigonish Town and County: Nick MacInnis, John Dunbar, Sean Cameron, Andrew Murray
- Port Hawkesbury: Brenda Chisholm-Beaton
- Inverness County: Bonny MacIsaac, Lynn Chisholm
- Richmond County: Lois Landry, Amanda Mombourquette
- Guysborough County: Paul Long, Janet Peitzsche
- Workforce Development: Beth McCormack

Subject-matter experts may be invited to contribute to specific strategic discussions.



Public Works
Office of the Minister

170 Box 186 Halifax, Nova Scotia, Canada B3J 2K5

JAN 14 2026

Lois Landry, Warden
Municipality of the County of Richmond
2357 Highway 206
Box 120
Arichat, NS B0E 1A0

Dear Warden Landry:

Thank you for your correspondence dated December 19, 2025, regarding support from the Municipality of the County of Richmond for the Town of Mulgrave request regarding a section of Route 344 that runs through the main street of the town.

The Department of Public Works (DPW) appreciates you outlining the condition of this section of roadway and the important role that the Town of Mulgrave infrastructure plays in supporting marine terminal operations and broader economic activity in the region, including the movement of oversized and heavy equipment associated with wind energy development.

As you note, this section of Route 344 is municipally owned by the Town of Mulgrave. While DPW is responsible for the provincial highway network, we recognize that municipal infrastructure can experience increased pressure where it supports activities of regional or provincial significance. The Department is currently reviewing the costs associated with repaving this section of roadway and will be engaging in further discussions with the Town of Mulgrave as part of this review. DPW continues to assess highway priorities across the province within the context of available funding, safety considerations, and asset condition. The information you have provided will be shared with departmental staff for consideration as part of ongoing planning discussions.

Thank you again for taking the time to write and for your continued advocacy on behalf of your community. Please be assured that your correspondence has been received and carefully considered. Should you have any further questions, you can reach out to Construction Manager Andrew MacPherson via telephone at 902-870-9012, or by email at Andrew.MacPherson@novascotia.ca.

Yours sincerely,

Fred Tilley
Minister of Public Works

- c: Paul Colton, District Director, Eastern
Andrew MacPherson, Construction Manager, Eastern
Brad Harrison, Area Manager, Inverness South/Richmond County
Basil Pitts, Area Manager, Antigonish/Guysborough County
Troy MacCulloch, CAD, Richmond County
Shelley David, Clerk, Richmond County
Ron Chisholm, Mayor, Richmond County



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

WARDEN

December 19, 2025

Fred Tilley, Minister
Department of Public Works
PO Box 186,
Halifax, Nova Scotia B3J 2N2

Dear Minister,

On behalf of the Council of the Municipality of the County of Richmond, I am writing to express our support for the Town of Mulgrave's request that the Province include the portion of Route 344 running through Mulgrave's main street in its current paving plans.

As you are aware, this stretch of road is municipally owned by the Town of Mulgrave and runs directly in front of the Mulgrave Marine Terminal, including the location of the recently installed provincial bridge. The road is in need of repair, and the Town does not have the financial capacity to address the level of wear it is currently experiencing.

With the growth of wind energy development in the region, Mulgrave's infrastructure is playing a critical role in enabling the Province to advance its green energy objectives. Turbine components, including oversized and heavy equipment, must be shipped through and offloaded in Mulgrave in order to reach wind farm sites in Guysborough County and ultimately supply facilities and industries in Richmond County. This activity places a disproportionate burden on Mulgrave's local road network, despite the fact that the direct economic benefits of these projects are realized elsewhere.

Given that these green energy developments are provincial in scope and benefit many Nova Scotians—including municipalities such as Richmond County and Guysborough County—we believe it is appropriate for the Province to support Mulgrave by addressing the impact on its infrastructure.

For these reasons, we respectfully ask that this request be given further consideration.

Sincerely,

Lois Landry, Warden
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond
Troy MacCulloch, CAO, Municipality of the County of Richmond
Ron Chisholm, Mayor of the Town of Mulgrave



Eastern District Planning Commission

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

John D. Bain
Director
jdbain@edpc.ca

January 15, 2026

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

Dear Mr. MacCulloch,

Attached please find our Operating Estimates for the 2026-2027 fiscal year as approved by our Board today in accordance with the requirements of the *Municipal Government Act* Section 258(1) which requires that these estimates be provided to the clerk of each participating Municipality no later than January 15. As in years past the approval relates to the specifics of the total budget with the exception of the Municipal shares which will be revised when we receive the new Uniform Assessment Sharing Base numbers for next year.

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

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

Yours truly,

John D. Bain
Director

/jb
enc. (1)

c. Leon MacLellan, Chair

**2026 – 2027 Operating Estimates
Eastern District Planning Commission**

	Budget
Staff	
Wages	\$1,132,640
EI, CPP, Group Insurance	\$138,075
Workers Compensation	\$27,068
Company RRSP	\$101,938
Staff Recognition & Appreciation	\$4,500
Membership Dues and Fees	\$8,000
	\$1,412,221
Administrative Overhead	
Advertising	\$1,000
Bank and Service Charges	\$8,000
Computers	\$11,000
Insurance	\$80,000
Office Rent	\$43,400
Office Supplies	\$8,000
Photocopying and Printing	\$4,000
Postage	\$4,500
Telephone and Fax	\$12,000
	\$171,900
Travel and Training	
Mileage Compensation	\$85,000
Conference Fees and Expenses	\$30,000
	\$115,000
Additional Expenses	
Legal	\$2,000
Auditor	\$17,100
Bookkeeping	\$20,000
Strait IT	\$20,000
Technical and Mapping	\$43,000
	\$102,100
TOTAL	\$1,801,221

2026 – 2027 Operating Estimates
continued: Page 2

	Budget
	\$1,801,221
Fees and Revenues	
Building Permits Fees	\$720,000
Subdivision Fees	\$50,000
Miscellaneous Revenues	\$6,000
E-911 Funding	\$20,000
Net Budget	\$1,005,221
Base Contribution (\$35,000):	\$210,000
Net Budget for Uniform Assessment:	\$795,221
Total Contributions	
Antigonish County	\$245,040
Inverness County	\$232,864
Richmond County	\$181,276
Victoria County	\$171,644
Antigonish Town	\$107,697
Port Hawkesbury	\$66,701
Total	\$1,005,221

Uniform Assessment Sharing Base (2025-2026)

Municipality	Assessment
Antigonish	\$1,675,918,205
Inverness	\$1,578,765,959
Richmond	\$1,167,142,434
Victoria	\$1,090,287,827
Antigonish Town	\$580,051,493
Hawkesbury	\$252,944,734
	\$6,345,110,652

January 15, 2026

BRIEFING NOTE

Municipality of the County of Richmond Award of Basin Road Lands

– Tender MOCR202514

November 18, 2025

Purpose

The purpose of this briefing note is to inform Council of the Evaluation Sub-Committee's meeting and results, and to seek a motion authorizing the CAO to :

1. Schedule a public hearing as per s.51.1-5 of the MGA, which authorizes Council to sell property at a price less than market value for any purpose that the Council considers to be beneficial to the municipality. In this case, the purpose is to award the above noted RFP that is bound by a development agreement, to create affordable housing in Whiteside.
2. Should the above-noted process be followed and the result is an affirmative 2/3 motion (s 51.2) to proceed, we are seeking council approval to award the RFP to the bidder of the Basin Rd Project.

Background

On September 17, 2025, the above-noted Public Tender was posted on the Provincial Procurement Site. The tender closed on October 23, 2025, at 1400 hrs. The Municipality received one complete submission. The Evaluation Sub-Committee met and scored the submission on Monday, November 17, 2025, at 0830.

Current Situation

The Evaluation Sub-Committee members found the submission met all criteria for the tender, except that the monetary bid was lower than the current appraisal of the lands.

Criteria

Minimum Standard	10%
Benefit to Community	25%
Inclusion	25%
Quality of Service	15%
Other Considerations	10%
Cost/Price	15%
Total	100%

Criteria Comments

- **Minimum Standard:** Has the proposal provided all requested information?
Yes
- **Benefit to Community:** How will the proposal provide a service to the MCOR citizens?
Increased Housing Inventory
- **Inclusion:** What percentage of the population of the MCOR will benefit from the proposal (i.e., Youth, seniors, special interest groups, etc.)?
Affordable housing and low-cost rentals – great for seniors and those entering the workforce.
- **Quality of Service:** Has the proponent successfully completed similar projects, or has the proponent provided similar proposed service to the community in the past?
Yes
- **Other considerations:** This will include the validity of the plan, understanding of the property in question, and other considerations.
Plan makes great use of the current infrastructure and proximity to hospital and added density to Evanston/Whiteside.
- **Cost/Price:** The amount being offered for the property, as well as the direct affect to MOCR from future potential tax revenue?
Only one bidder, so their price is the current market and will produce increased tax revenue going forward; however, the price offered is below appraised value and will require a public hearing and motion of Council to proceed as per MGA s.51.1-5.

Recommendations

It is recommended that Council authorize the CAO to schedule a public hearing respecting the sale of lands over \$10,000.00 but less than appraised value, for the purpose of increasing the availability of affordable housing in the municipality.

Other Options for Council Consideration

Council may choose not to sell.



Action List 2022-2026

Over 6 mos

Complete

In Progress

Pending

Ref. #	Action Item	Date	Responsible	Time Frame	Status	Item Type
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	By-Law/Policy
501	Lot size restrictions and technology for on-site sewage for unserved areas/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate lot size restrictions and technology for on-site sewage to allow more flexibility in the creation of lots in unserved areas for the purposes of advocacy and to spur housing development.	03-25-2025	EDPC Staff	Immediate	In Progress	PAC
511	Planning new areas to have two-lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and have staff investigate specific private road standards for the subdivision bylaw that takes into account serviced/unserved areas, number of lots, and the process for making roads public, based on best practices across the province.	03-25-2025	EDPC Staff	Immediate	In Progress	PAC
522	Receipt of donations policy development/ that Council accept the recommendation of the By-Law/Policy Committee and refer the policy for donations to staff for a report on the feasibility of moving forward with a draft policy.	4-22-2025	Director of Finance	Immediate	In Progress	By-Law/Policy
537	Pondville Beach Update/ that Council accept the recommendation of the Committee of the Whole and direct staff to explore the Municipality's options for a Letter of Authority between the Municipality and the Province for Pondville Beach and report their findings back to Council, upon completion of the work in the Pondville Beach Provincial Park Management Statement.	5-27-2025	CAO	Immediate	In Progress	Council
545	Service Connections for accessory dwellings on lots that are able to be subdivided / that Council direct staff to explore possible revisions to current utility regulations around the hookup of secondary units on the same property, including lots that can be subdivided and those that can not.	5-27-2025	CAO/Director of Public Works	Immediate	In Progress	Council
575	Tax Exemption By-law (By-law 56)/ that Council accept the recommendation of the Committee of the Whole and refer By-law 56 to staff for investigation into the current status of the organizations listed, look at best practises, and potentially some incentives to help with the appeal or review of assessments.	06-24-2025	Director of Finance	Immediate	Complete	Council
597	Acadiaville Community Centre Society – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Acadiaville Community Centre Society grant application for the Tier 2 Community Grant Fund in the amount of \$7,500, to be allocated from as follows: \$500 from the District 1 Funds, \$1,000 from the District 2 Funds, and \$6,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete	Grant
598	L'Ardoise Jolly Club – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$6,726 / that Council approve the L'Ardoise Jolly Club grant application for the Tier 2 Community Grant Fund in the amount of \$1,000, to be allocated from the District 5 Funds.	07-22-2025	Director of Finance	Immediate	Complete	Grant
599	Grand River Presbyterian Church – Re: Grant application for the Tier 2 Community Grant Funds in the amount of \$7,500 / that Council approve the Grand River Presbyterian Church grant application for the Tier 2 Community Grant Fund in the amount of \$7,000, to be allocated as follows: \$3,000 from the District 5 Funds, and \$4,000 from the Regional Fund.	07-22-2025	Director of Finance	Immediate	Complete	Grant

600	Village on the Canal Association – Re: Grant application for the Tier 3 Waterfront Development Grant Funds in the amount of \$20,000 / that Council approve the Village on the Canal Association grant application for the Tier 3 Waterfront Development Grant Fund in the amount of \$20,000, to be allocated from the Canada Community Building Fund (CCBF), subject to assessment by staff as to the project's eligibility.	07-22-2025	Director of Finance	Immediate	Complete	Grant
601	St. Peter's Pirate Association – Sponsorship Request / that Council approve the St. Peter's Pirate Association sponsorship request in the amount of \$500, to be allocated from the Sponsorship budget.	07-22-2025	Director of Finance	Immediate	Complete	Sponsorship
602	Request for a letter/affidavit from Cam Samson, Dundee Hills Vacation Village / that Council authorize the Warden to write a letter of support for Phases 1 to 3 of the Bareland Condominium as a grandfathered campground use, and further, to provide a letter of support in principle for an expansion to the condominium, Phases 4 to 7, subject to amendments to the bylaws.	07-22-2025	Warden	Immediate	Complete	Council
603	ABCC Citizen Appointments / that Council appoint Katie Cave to the Bras d'Or Lake Biosphere Regional Board and Adam Frederick Pottie to the Inclusive, Diverse, Equitable, Accessible (IDEA) Committee.	09-23-2025	Municipal Clerk	Immediate	Complete	Council
604	Taxi License / that Council accept the recommendation of the Committee of the Whole and approve the taxi license and taxi driver's license application for Willie's Taxi as discussed in camera.	09-23-2025	Municipal Clerk	Immediate	Complete	Council
605	Recreation Nova Scotia Conference Sponsorship / that Council accept the recommendation of the Committee of the Whole and accept the staff recommendation to sponsor the Recreation Nova Scotia Conference at the Silver Sponsor level of \$1,000.00, and be allocated from the Sponsorship Budget.	09-23-2025	Director of Finance	Immediate	Complete	Sponsorship
606	Admin Opps Report - Richmond Arena updates /that Council accept the recommendation of the Committee of the Whole and direct staff to investigate all possible funding opportunities for the repairs to the Richmond Arena.	09-23-2025	CAO	Immediate	Complete	Council
607	Global Media and Information Literacy Week Proclamation / that Council accept the recommendation of the Committee of the Whole and proclaim October 24-31, 2025, as Global Media and Information Literacy Week.	09-23-2025	Municipal Clerk	Immediate	Complete	Council
608	CDÉNE, regarding the Celebration Isle Madame / that Council accept the recommendation of the Committee of the Whole and authorize the Warden to provide a letter of support regarding the Celebration Isle Madame, following a conversation with CDÉNE to explore any opportunities to expand or include other Acadian communities in the broader Richmond County area.	09-23-2025	Warden	Immediate	Complete	Council
609	Hands-Free Cell Phone Policy / that Council accept the recommendation of the By-law/Policy Committee and repeal the Hands-Free Cell Phone Policy.	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
610	Dundee Hills Development Wastewater Management District By-law, By-law #64 / that Council accept the recommendation of the By-law/Policy Committee and proceed with the repeal process of the Dundee Hills Development Wastewater Management District By-law, By-law #64. First Reading Approval: 09/23/2025	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
611	Updated appendices of the Comfort Centres Policy / that Council accept the recommendation of the By-law/Policy Committee and adopt the following updated appendices to the Comfort Centre Policy: Appendix B: List of MOCR Comfort Centres and Appendix B1: Comfort Centres Map.	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
612	Low Income Exemption Program Policy / that Council accept the recommendation of the By-law/Policy Committee and adopt the amendments to the Low Income Tax Exemption Program Policy as presented, with the addition of a revision to the policy title by inserting the word "Property" before the word "Tax".	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
613	Low Income Property Tax Exemption Program / that Council accept the recommendation of the By-law/Policy Committee and set the household income threshold at \$30,000 and the property tax exemption amount at \$200 for the Low Income Property Tax Exemption	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
614	Municipal Fees Policy / that Council accept the recommendation of the By-law/Policy Committee and adopt the Municipal Fees Policy as presented.	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy

615	By-law/Policy Working List: Policy and Discussion Sections/ that Council accept the recommendation of the By-law/Policy Committee and remove Item 21 (Heritage By-law) and Item 22 (Heritage Property Designation Policy) from the Working List. - that Council accept the recommendation of the By-law/Policy Committee and remove Item 5 (Roaming Farm Animals) and Item 6 (Animal By-law) from the Working List.	09-23-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
616	PAC Review of Action Items/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to implement a standing agenda item titled "Review of Action Items"	09-23-2025	Municipal Clerk	Immediate	Complete	PAC
617	Nova Scotia Department of Agriculture's municipal survey/ that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct the Director of EDPC to participate in the Municipal Survey on Agriculture in Planning.	09-23-2025	Municipal Clerk	Immediate	Complete	PAC
618	Evacuation plan for the Richmond Arena for snow loads/ that Council accept the recommendation of the Recreation Advisory Committee and that staff be directed to prepare a communication and evacuation plan to address the potential to have to close the arena to the public if the snow load on the roof of the Richmond Arena reaches 24 pounds per square foot (psf).	09-23-2025	CAO	Immediate	Complete	REC
619	Appointment of Auditors/ that Council accept the recommendation of the Audit Committee and send out a request for proposal (RFP) for auditors. Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson, that the main motion be amended to add the words " for the term of five (5) years" after the word auditors.	09-23-2025	Director of Finance	Immediate	Complete	Audit
620	Year Ending March 31, 2025 Financial Statements/ that Council accept the recommendation of the Audit Committee and approve the draft financial statements of the Municipality for the year ended March 31, 2025, as presented, with the non-substantive changes as discussed.	09-23-2025	Director of Finance	Immediate	Complete	Audit
621	Dry Hydrant Policy and Priority List/ that Council accept the recommendation of the Fire Protection Services Committee and direct staff to investigate a Dry Hydrant installation in Cleveland (County Line Road/Riverside Road and Hwy 4 – Southeast side of bridge).	09-23-2025	CAO/Director of Public Works	Immediate	In Progress	FPSC
622	GRID funding application/ that Council support an application to the Province's GRID program for the Louisdale Water Distribution System Renewal Project at a total cost of \$500,000, with 50% proposed to be funded by the Utility Depreciation Fund and 50% through the GRID program.	09-23-2025	Director of Public Works	Immediate	Complete	Council
623	ABCC Appointments/ that Council appoint Randall Hussey and Dorothy Booher to the Source Water Protection Advisory Committee; Paula Jesty to the Audit Committee; Jason Jankuloski to the By-law/Policy Committee; Jessica MacDougall to the IDEA Committee; Doug Landry to the RCMP Advisory Board; Daphne Campbell, Natasha Mury, Julisa Stewart, Joe McNamara, Isaiah Bernard and Rodney Diggdon to the Recreation Advisory Committee; Liz Campbell, Steve MacNeil and Robert Wambolt to the Richmond Villa Board; Josie Robinson to the Eastern Counties Regional Library Board; FURHTERMOVE, appoint Councillor Brian Marchand as Councillor representative to the Source Water Protection Advisory Committee; and FURTHERMOVE, that staff re-advertise for the vacant positions on the Cape Breton Local Immigration Partnership and the IDEA Committee.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
624	Richmond Water Utility Source Water Protection Advisory Committee/ that Council approve the re-establishment of the Source Water Protection Advisory Committee, the draft terms of reference, and the advertising for two members of the public to join the committee.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
625	Committees Policy/ that Council refer the Committees Policy to the next By-law/Policy Committee meeting.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
626	Inverness Asylum Commemoration Project/ that Council accept the recommendation of the Committee of the Whole and defer the \$9,000 funding request to budget deliberations.	10-28-2025	Director of Finance	Immediate	Complete	Budget
627	National Seniors Day proclamation/ that Council approve the National Seniors Day proclamation request.	10-28-2025	Municipal Clerk	Immediate	Complete	Council

628	Inverness Asylum Commemoration Project /that Council accept the recommendation of the Committee of the Whole and authorize the signing of the joint project request for provincial support, and acknowledge the Municipality's role in the Inverness Asylum by passing a resolution, engaging the IDEA Committee in its preparation.	10-28-2025	Director of Community Development and Recreation	Immediate	Complete	IDEA
629	Rescind Motion /that Council accept the recommendation of the Committee of the Whole and rescind the motion made on June 24, 2025 (Action Item No. 590), which granted \$1,000 to the Framboise Community Centre.	10-28-2025	Director of Finance	Immediate	Complete	Council
630	Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700 / that Council accept the recommendation of the Committee of the Whole and approve the Framboise Community Centre grant request for the Tier 1 Community Grant Fund in the amount of \$700 and be allocated as follows: \$350 from the District 5 Fund and \$350 from the Regional Fund.	10-28-2025	Director of Finance	Immediate	Complete	Grant
631	Low Income Property Tax Exemption Program /that Council accept the recommendation of the Committee of the Whole and approve an extension to the application deadline for the 2025 Low Income Property Tax Exemption Program to December 31, 2025, and that qualified applicants who have paid their property taxes in full receive their exemption amount by rebate cheque.	10-28-2025	Director of Finance	Immediate	Complete	Council
632	Low Income Property Tax Exemption Program Policy /that Council accept the recommendation of the Committee of the Whole and refer the Low Income Property Tax Exemption Program to the By-law/Policy Committee to change the application deadline to December 31.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
633	MGA Amendments /that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “ Tax reductions due to natural disasters ”, to the By-law/Policy Committee for further discussion.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
634	MGA Amendments /that Council accept the recommendation of the Committee of the Whole and refer the MGA amendment, “ Allowing tax sale payments to be made electronically ”, to the By-law/Policy Committee for further discussion.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
635	Cost Shared J-Class Roads /that Council accept the recommendation of the Committee of the Whole and add Touesnard Lane to the list.	10-28-2025	Director of Public Works	Immediate	Complete	Council
636	Cost Shared Paving for 2026-27 J-Class Roads List /that Council accept the recommendation of the Committee of the Whole and submit an application to the Province for cost-shared paving of the following J-class roads in order of priority: Kings Road, Rockdale; Touesnard Lane, River Bourgeois; Forgeron Road, West Arichat; Sampson Road, L'Ardoise; and Lobster Plant Road, Cape Auget.	10-28-2025	Director of Public Works	Immediate	Complete	Budget
637	Permitting practices for standalone buildings /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report on how to provide more consistency and less ambiguity for accessory buildings across the County.	10-28-2025	EDPC Staff	Immediate	Complete	PAC
638	Report to consolidate Rich.Co. Land Use By-laws /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to prepare a report outlining the process, scope, timeline, and resources required to overhaul and consolidate Richmond County's Land Use By-laws, with the goal of improving consistency, reducing ambiguity, and removing barriers to diverse and affordable housing development.	10-28-2025	EDPC Staff	Immediate	In Progress	PAC
639	Zoning Areas /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct staff to update the zoning areas for Evanston, Isle Madame, and St. Peter's to allow a minimum of 4 units as of right.	10-28-2025	EDPC Staff	Immediate	Complete	PAC
640	Comfort centres/emergency shelter strategy /that Council accept the recommendation of the Municipal Emergency Management Advisory Committee and direct staff to investigate ways to improve and expand comfort centres and emergency shelters across the County in preparation for budget deliberations.	10-28-2025	Emergency Services Coordinator	Immediate	In Progress	MEMAC

641	Committee Matrix /that Council accept the recommendation of the By-law/Policy Committee and remove the St. Anne's Community & Nursing Care Centre and the Volunteer Fire Department from the Committee Matrix, and add the Richmond Water Utility Source Water Protection Advisory Committee.	10-28-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
642	Grant Disclosure Policy /that Council accept the recommendation of the By-law/Policy Committee and adopt the Grant Disclosure Policy	10-28-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
643	Repeal By-Law 64- Second Reading /that Council give second reading approval for By-law No.R-100: Repeal of By-law No.64 – Dundee Hills Development Wastewater Management District By-law.	10-28-2025	Municipal Clerk	Immediate	Complete	Council
644	Elected Officials Code of Conduct /that Council send a letter to Municipal Affairs Minister, John MacDonald, requesting that the Provincial Government act quickly in working with Municipalities to better define eligible and/or ineligible complaints, so that the ability of the public to submit complaints is reinstated, and to copy NSFM on that motion requesting that it become an advocacy priority for them.	10-28-2025	Warden	Immediate	Complete	Council
645	RCLN Dolly Parton Imagination Library / that Council support the Dolly Parton Imagination Library Program in the amount of \$2,000, to be allocated from the Council Strategic Initiative Funding.	10-28-2025	Director of Finance	Immediate	Complete	Council
646	Solid Waste Disposal Agreement with GFL /that Council accept the staff recommendation and authorize staff to proceed with final negotiations and execution of the Solid Waste Disposal Services Agreement with GFL Environmental Inc.	11-25-2025	Director of Public Works	Immediate	In Progress	Council
647	Fire protection rates for the St. Peter's – Samsonville and Area Water Utility / that Council accept the recommendation of the Committee of the Whole and form a sub-committee consisting of Richmond County staff and Council, and that Village staff and Commissioners be invited to participate for the purpose of reviewing the full scope of the County/Village relationship, and to provide an update to Council prior to budget deliberations.	11-25-2025	Warden/CAO	Immediate	In Progress	Council
648	Grant request from the Friends of St. John's Arichat for the Tier 1 Community Grant Fund in the amount of \$800 / that Council accept the recommendation of the Committee of the Whole and approve the Friends of St. John's Arichat grant request for the Tier 1 Community Grant Funds in the amount of \$800.00 and be allocated as follows:\$400.00 from the District 1 Fund and \$400.00 from the District 2 Fund.	11-25-2025	Director of Finance	Immediate	Complete	Grant
649	Allocation of surplus funds and transfers from the Municipality's Operating Reserve /that Council accept the recommendation of the Committee of the Whole and approve the transfer of \$909,500 from the Operating Reserve as follows: •\$500,000 for landfill closure •\$200,000 for strategic priorities of Council •\$189,500 for the solar PV system, and •\$20,000 for the ECRL Hub Projec	11-25-2025	Director of Finance	Immediate	Complete	Council
650	Write off of inactive accounts /that Council accept the recommendation of the Committee of the Whole and approve the Finance Department's request to write off the principal and interest associated with the attached inactive accounts in the total amount of \$33,137.34.	11-25-2025	Director of Finance	Immediate	Complete	Council
651	Exploring opportunities and costs associated with Volunteer Appreciation/Recognition /direct staff, with advice from the Recreation Advisory Committee and checking in with volunteer organizations, to explore the opportunities and costs associated with volunteer appreciation/recognition, to be considered at budget deliberations.	11-25-2025	Director of Community Development and Recreation	Immediate	In Progress	Budget
652	Raising the Village request for support for conferences /that Council accept the recommendation of the Committee of the Whole and support the March 26 Wagmatcook Regional Well-Being Conference at \$500.00 and the Richmond County Intergenerational Health Fair to be held in Richmond County in early 2026 at \$1,000.00 to be allocated from the Sponsorship Budget, contingent on both events taking place.	11-25-2025	Director of Finance	Immediate	Complete	Sponsorship

653	Property Valuation Services Corporation to present at a future meeting/hat Council accept the recommendation of the Committee of the Whole and direct staff to contact PVSC to invite them to do a presentation.	11-25-2025	Municipal Clerk	Immediate	Complete	Council
654	Accessory Buildings in Front /that Council accept the recommendation of the Planning Advisory/Heritage Committee and direct EDPC staff to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Plan Richmond, Plan Isle Madame, Plan St. Peter's, and Plan West Richmond.	11-25-2025	EDPC Staff	Immediate	In Progress	PAC
655	Statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard / direct EDPC staff to prepare amending pages to remove section 6.3(3)(c) from the Central Richmond Land Use By-law, and subsequently that staff report back on statements to remove anything that doesn't permit an accessory or any structure to be built in the front yard, maintaining the current setback, in the Central Richmond Plan.	11-25-2025	EDPC Staff	Immediate	Complete	PAC
656	Low Income Property Tax Exemption Program Policy /adopt the Low Income Property Tax Exemption Program Policy as presented, with the following changes: <ul style="list-style-type: none"> •Remove "(b)" in section 3.2 •Remove "(b)" and replace the words " in a timely manner " with "within 2 to 3 weeks" in Section 3.3 •Remove "(See section 6)" in Section 4.2 •Add ", up to the limit approved annually by Council" after the word "property" in Section 5.5 •Replace "August 15th" with "December 31st" in Section 5.6 •Replace " balance" with "from previous years" in Section 6.1(d) •Remove section 8.4 and renumber 	11-25-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
657	Funding request for power and base lighting at the River Bourgeois Lighthouse /that Council accept the recommendation of the By-law/Policy Committee and defer the discussion to budget deliberations to consider a \$400 annual contribution.	11-25-2025	Director of Finance	Immediate	Complete	Budget
658	First Reading Approval/roposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas /that Council give first reading approval for the proposed amendments to the Municipal Planning Strategy and the Land Use By-law for the Central Richmond, Isle Madame, and St. Peter's Plan Areas and schedule a public hearing.	11-25-2025	Municipal Clerk	Immediate	Complete	Council
659	Emergency Services Provider Fund /that Council approve the Emergency Services Provider Fund application and FURTHER MOVE that the municipal contribution for this application be funded through the Fire Services and Emergency Measures Budget.	11-25-2025	Emergency Services Coordinator	Immediate	Complete	Council
660	IDEA/ECRL Citizen Appointment /that Council appoint Elizabeth Campbell to the IDEA Committee and as Richmond County's representative to the Eastern Counties Regional Library Board.	12-16-2025	Municipal Clerk	Immediate	Complete	Council
661	New GL for Staff Recognition/Compassion/Appreciation- that Council direct staff to transfer funds from general admin to a new GL for Staff Recognition and Compassion, the dollar amount to include costs associated with recognition for retirement, compassion, and staff appreciation, including items outlined in the Awards of Recognition Policy. And FURTHER move to refer future use of this new GL to budget deliberations so that it can be consistently separated for accountability purposes.	12-16-2025	Director of Finance	Immediate	Complete	Budget
662	Acceptable bid for properties scheduled for the February 6, 2026, tax sale/ that Council accept the recommendation of the Committee of the Whole and authorize staff to sell properties AAN 00176303, AAN 00367028, and AAN 01626272 at the February 6, 2026, tax sale for the minimum acceptable bid for each property, as discussed in camera.	12-16-2025	Director of Finance	Immediate	Complete	Council

663	Fire protection rate on property owners in Point Tupper /that Council accept the recommendation of the Committee of the Whole and provide formal written notice to all Point Tupper property owners advising that, effective April 1, 2026, a fire protection rate of \$0.05 per \$100 of assessment will be applied to their properties, and direct staff to complete all required notification, administrative, and communication steps to implement the fire protection rate in accordance with the Municipal Government Act.	12-16-2025	Director of Finance	Immediate	Complete	Council
664	Firearm training / that Council accept the recommendation of the Committee of the Whole and direct staff to explore costs associated with hosting the Firearms Safety Course locally for Council's consideration during budget deliberations.	12-16-2025	Director of Finance	Immediate	Complete	Budget
665	Richmond Arena / that Council accept the recommendation of the Committee of the Whole and proceed with all four recommendations outlined by staff in the briefing note, which include the \$15,000 in spending for updated drawings, carrying out the maintenance activities deemed appropriate to reduce the risk of failures, conducting a building condition audit, and proceeding with the floor replacement in the 2026-2027 budget.	12-16-2025	Director of Public Works	Immediate	In Progress	Budget
666	External Auditing Services Request for Proposals /that Council accept the recommendation of the Audit Committee and award the contract for External Auditing Services to Doane Grant Thornton, being the successful proponent under the Request for Proposals (RFP) process.	12-16-2025	Director of Finance	Immediate	Complete	Council
667	Delegations and Petitions to Municipal Council Policy / that Council accept the recommendation of the By-law/Policy Committee and adopt the Delegations and Petitions to Municipal Council Policy as amended.	12-16-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
668	Hospitality Policy / that Council accept the recommendation of the By-law/Policy Committee and adopt the Hospitality Policy as amended.	12-16-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
669	Consultant to conduct an audit across all VF departments in Richmond County /that Council accept the recommendation of the Fire Protection Services Committee and include in budget deliberations funding from the Operating Budget be allocated to retain the professional services of a qualified consultant; AND THAT the consultant be engaged, in consultation with Fire Services Protection Committee, to conduct a comprehensive Fire Services Equipment Audit across all departments, including: 1. An assessment of equipment, apparatus, and stations currently in use; and 2. Identification of the equipment and resources required to bring all departments to a consistent, modern, and regulation-aligned standard. AND THAT the consultant be directed to prepare a final report and master plan summarizing findings and recommendations, to be presented at both the Fire Protection Services Committee and Council for consideration.	12-16-2025	CAO/Director of Finance/ESC/Warden	Immediate	In Progress	FPSC
670	Boat launch on the ocean side of the canal in St. Peter's /that Council accept the recommendation of the Fire Protection Services Committee and have Council draft another letter to the Minister in support of having a boat launch installed on the ocean side of the canal in St. Peter's.	12-16-2025	Warden	Immediate	Complete	FPSC
671	Fire Protection Services Committee Terms of Reference /that Council accept the recommendation of the Fire Protection Services Committee and table the Fire Protection Services Committee Terms of Reference for new discussion when appropriate in 2026.	12-16-2025	Municipal Clerk	Immediate	Complete	FPSC
672	NSAPG Membership /that Council accept the recommendation of the RCMP Advisory Board and defer the request for an annual membership in the NSAPG to budget deliberations and FURTHER MOVE that Councillor Brent Sampson be appointed as the Board's representative, effective upon confirmation of membership.	12-16-2025	Director of Finance	Immediate	Complete	Budget

673	Second Reading approval/ that Council give second reading approval for the amendments to the Central Richmond, Isle Madame, and St. Peters Plan Area Municipal Planning Strategies and Land Use By-Laws to update definitions related to dwelling types; to increase the number of multiple-unit dwellings permitted as-of-right, allowing the development of fourplexes and other small-scale multi-unit housing forms; and to remove, within the Central Richmond Land Use By-law, the requirement that accessory buildings be located no closer to the street than the main building.	12-16-2025	Municipal Clerk	Immediate	Complete	Council
674	Sewer Service Charge By-law #52 and Solid Waste By-law #17/ that Council refer the Sewer Service Charge By-Law #52 and the Solid Waste By-law #17 to the By-law/Policy Committee's working list for review and discussion.	12-16-2025	Municipal Clerk	Immediate	Complete	By-Law/Policy
675	Award of Basin Road Lands, Tender MOCR202514 / that Council authorize the CAO to schedule a public hearing respecting the sale of lands over \$10,000.00 but less than appraised value, for the purpose of increasing the availability of affordable housing in the municipality.	12-16-2025	CAO	Immediate	Complete	Council