



Regular Council Meeting

Monday, June 24th, 2024, 7:00 p.m.

Council Chambers

AGENDA

1. **Call to Order**
2. **O'Canada**
3. **Roll Call of Councillors**
4. **Items Added to the Agenda** (Approval of Agenda)
5. **Review of Minutes, Re:**
 - a) [Regular Council Meeting Minutes, May 27th, 2024](#)
 - b) [Budget Planning Meeting Minutes, June 7th, 2024](#)
 - c) [Special Meeting Minutes, June 13th, 2024](#)
6. **Question Period:**
 - Restricted to items on the Committee Reports
 - Phone in: (902) 226-9885 (see Question Period Details Below)
7. **Committee Reports:**
 - [Committee of the Whole](#)
 - Sale of property PID 75079954 and PID 75026898 for the August 23rd Tax Sale
 - Cape Breton Partnership, Forward Together Plan
 - Share the Road Project
 - River Bourgeois Mariner Society grant request for the Type 4 – Regional/Health/General Grand Funds in the amount of \$1,500
 - Jeremy Caroll, Brela Homes, Request for financial support for permitting fees
 - Anne Leavitt, Isle Madame Historical Society, request to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week
 - Canada Post rural mail service interruptions
 - [By-Law / Policy Committee](#)
 - Polices ready for the adoption process
8. **Motion to Adopt**
 - a) [Committees Policy](#)
 - b) [Low Income Tax Exemption Program Policy](#)
 - c) [Purchasing and Tendering Policy](#)
 - d) [Flag Policy](#)



9. New Business

- a) [Richmond Housing Corporation By-Laws Amendments](#)

10. Warden, Re:

- a) Climate Emergency Planning

11. Correspondence

a) **Action Required**

- i. [Kathleen Jeffrey, Director of Finance, Re: Louisdale Lions Club grant request for the Type 04 – General/Waterfront Development Funding for \\$20,000](#)
- ii. [Kathleen Jeffrey, Director of Finance, Re: Requests for the Type 03 – Canada Day Grant Funds for the Johnstown’s Harbour Wharf for \\$ 500 and the South Mountain Arm of Gold Community Association for \\$400](#)
- iii. [Colin MacDougall, One of a Kind Design, Re: Pole Banner Kits](#)
- iv. [Terry Doyle, CAO, Town of Port Hawkesbury, Re: Joint Industrial Park – Use of 38 Unity Drive for the Strait Area Tracker Pull event](#)

b) **For Information Purposes**

- i. [Warden Penny Smith, Municipality of Shelburne, Re: Letter to the Honourable Sean Fraser, Housing, Infrastructure and Communities](#)
- ii. [Honourable John A. Lohr, Minister of Municipal Affairs and Housing, Re: Nova Scotia Federation of Municipalities \(NSFM\) 12-months’ notice](#)

12. Unfinished Business

- a) [River Bourgeois Community Services grant request for the Type 3 - Recreation Sponsorship Grant Funds in the amount of \\$500](#)
- b) [Richmond River Roots Market Green Society grant request for the Type 4- Regional/Health/General Grant Funds in the amount of \\$9,200](#)
- c) [Lennox Place Limited, Re: Request for financial support for permitting fees](#)
- d) [River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the amount of \\$1,500](#)
- e) [Jeremy Carroll, Brela Homes, Re: Request for financial support for permitting fees](#)
- f) [Multi-Party First Nations and Municipal Agreement](#)

13. Review of Action Items

- a) [Action Items List](#)

14. Items Added to the Agenda

15. Question Period

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

16. Adjournment



Question Period Details

PHONE IN: (902) 226-9885

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

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

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

Livestreaming

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



Regular Council Meeting

Monday, May 27th, 2024
7:00 p.m. – Regular Session

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

Call to Order

Warden Amanda Mombourquette called the meeting order at 7:03 p.m. and asked everyone to stand, if able, for the singing of O'Canada.

Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda (Approval of Agenda)

Warden Amanda Mombourquette requested and received unanimous consent to add the following to the agenda:

- Joint Meeting Status, Item #10 (a)
- Lennox Place Limited, Item # 10 (b)

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the agenda be approved with the additional items.
Motion carried.

Review of Minutes, Re:

- a) Regular Council Meeting Minutes, April 22nd, 2024

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that the minutes of April 22nd, 2024, Regular Council be approved.

Motion carried.



b) Special Meeting Minutes, May 9th, 2024

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the minutes of the May 9th, 2024, Special meeting be approved.

Motion carried.

c) Budget Planning Meeting Minutes, May 13th, 2024

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the minutes of the May 13th, 2024, Budget Planning meeting be approved.

Motion carried.

Question Period:

There were no questions.

Committee Reports

Committee of the Whole

The Committee discussed No Mow May.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to observe 'No Mow May' as a standing practice, and FURTHER MOVE that staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion.

Motion carried.

The Committee discussed roaming farm animals.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to refer the discussion of roaming farm animals to the By-Law / Policy Committee.

Motion carried.

The Committee discussed the Street Light policy.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to refer the Street Light Policy to the By-Law / Policy Committee for review.

Motion carried.



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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to approve the VON Proclamation, the raising of the VON Flag for a date in May, and FURTHER MOVE that staff make the arrangements to light up the Municipal Building in Blue and make every effort to recognize VON week on social media.

Motion carried.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to defer the Richmond River Roots Market Green Society grant request for the Type 4-Regional/Health/General Grant funds in the amount of \$9,200 to the next Council meeting following Grants and Contributions budget discussions.

Motion carried.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to approve the funding request from the St. Peter's Volunteer Fire Department in the amount of \$5,000 for the dry hydrant installation in River Bourgeois.

Motion carried with four (4) in favor and one (1) opposed.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to refer the Dry Fire Hydrant Policy to the Fire Protection Services Committee and the By-Law / Policy Committee for review.

Motion carried.



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

Motion Carried.

Correspondence

a) Action Required

- i. Jim Davis, Interim CFO, Re: Grant request from the Administration Portuaire de Petit-de-Grat for Infrastructure Grant Funds in the amount of \$20,000

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council approve the grant request from the Administration Portuaire de Petit-de-Grat for the Type 1- Infrastructure Grant Funds in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds.

Motion carried with four (4) in favor and one (1) opposed.

- ii. Shannon Mury, Director of Community Development and Recreation, Re: Additional Public Engagement Expenditures for the Multi-Use Facility Feasibility Study

Council unanimously agreed to ask staff to explore ways to proceed in a different manner.

b) For Information Purposes

- i. Municipality of the County of Richmond, Re: NSCC Sustainable Jobs Transition Fund Proposal Support Letter

Review of Action Items

a) Action Items List

For information only.

Items Added to the Agenda

a) Joint Meeting Status

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council have staff proceed to schedule a meeting for a date in June, if possible, for a joint meeting with the Town of Port Hawkesbury.

Motion carried with four (4) in favor and one (1) opposed.



b) Lennox Place Limited

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council have the Warden provide a letter of support, in principle, for their application for the Nova Scotia Affordable Housing Development Program to fund the conversion of a building into a 7-unit apartment building located at 818 Veterans Memorial Drive, Arichat.

Motion carried.

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council refer the discussion on covering the Lennox Place Limited associated permitting fees to the next meeting of Council following budget discussions and FURTHER MOVE that Staff contact the other proponents to identify their current interest in Municipal support and hold a Special meeting as soon as possible, following the budget discussions, to discuss covering permitting fees.

Motion carried.

Question Period

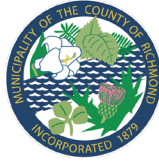
There were no questions.

Adjournment

There being no further business, the Chair adjourned the meeting at 7:52 pm.

Municipal Clerk

Chairperson



Budget Planning Meeting

June 07th, 2024

Location: Council Chambers

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

Staff: Jim Davis, Interim CFO, Kathlene Jeffery, Director of Finance, Troy MacCulloch, CAO, Chris Boudreau, Director of Public Works, Shannon Mury, Director of Community Development and Recreation, Danielle Martell, Community Development & Special Projects Officer

Call to Order

Warden Mombourquette called the meeting to order at 9:06 a.m.

Approval of the Agenda

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

Motion carried.

Review of 2024-2025 Budget

- a) Operating Budget
- b) Additional Funding Request
- c) Contributions to Grants and Groups
- d) Capital Budget

Adjournment

There being no further business, the meeting was adjourned at 2:35 p.m.

Recorder

Chairperson



Special Meeting

June 13th, 2024

Location: Council Chambers

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

Staff: Troy MacCulloch, Chief Administrative Officer, Chris Boudreau, Director of Public Works, Kathleen Jeffrey, Director of Finance, Shannon Mury, Director of Community Relations and Recreation, Danielle Martell, Community Relations and Special Project Officer

Call to Order

Warden Amanda Mombourquette called the meeting to order at 7:30 p.m.

Roll Call of Councillors

The CAO took roll call of Councillors.

CAO, Re: Memos from the Director of Finance

a) 5 Year Capital Investment Plan

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson, that Council approve the 5 year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2025.

Motion carried

b) Area Rates

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that Council accept the recommendation of the Director of Finance and that the following area rates be approved:

- St. Peter's Fire Department 0.11
- West Bay Road Fire Dept. 0.15
- L'Ardoise Fire Dept. 0.16
- Grand River Fire Dept. 0.15



- Loch Lomond Fire Dept. 0.15
- Louisdale Fire Dept. 0.10
- Framboise-Fourchu Fire Dept. 0.15
- Isle Madame Fire Dept. 0.11
- District Ten Fire Dept. 0.13
- Former District #2 Community Rate 0.04
- Former District #4 Community Rate 0.01
- St. Peter's Village Commission – collect whatever rate they establish, conditional on them providing their rate to the Municipality by July 31, 2024.

Motion carried with four (4) in favor and one (1) opposed

c) Final Budget for year ending March 31, 2025

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon, that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2025 in the amount of \$17,459,364;

AND FURTHER MOVED THAT WHEREAS pursuant to the Municipal Government Act, the Municipal Council of the Municipality of Richmond estimates that sums amounting to \$10,714,430 are required for the lawful purpose of the said Municipality for the year ending March 31, 2025, after crediting the probable revenue from all sources other than rates for the said year and making due allowance for the abatement and losses which may occur in the collection of the taxes and for taxes for the said year which may not be collectible or collected;

BE IT THEREFORE RESOLVED that Richmond Council hereby authorizes the levying and collection of a residential rate of 0.85¢ on each \$100 of the assessed value of residential property assessed on the assessment roll and a commercial rate of \$2.15; which rates said Council deems sufficient to raise the sums required to defray the expenditures of the said Municipality for this year, and any deficit from the preceding years;

AND BE IT FURTHER RESOLVED that Richmond Council hereby imposes an additional percentage charge of 18 percent per annum on all rates and taxes remaining unpaid;

AND BE IT FURTHER RESOLVED that Richmond Council hereby fixes the 30th day of September 2024 as the day on which the Tax Collector or Treasurer may proceed to issue warrants for the collection of all rates and taxes then unpaid.

Motion carried.



Canada Day Funding

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson, that Council approve the following Canada Day Funding Applications as follows:

- a) L'Ardoise Mens Club \$ 1,577.00
- b) Loch Lomond Heritage Association \$ 500.00
- c) St. Louis Parish \$ 2,500.00
- d) St. Peter's Lions Club \$ 5,800.00
- e) Bras d'Or Lakes Seniors Association \$ 300.00

Motion carried.

Adjournment

There being no further business, the meeting was adjourned at 7:44 p.m.

Recorder

Chairperson



Committee of the Whole Report June 2024

The Committee met on June 10th, 2024.

The Committee discussed the sale of property PID 75079954 and PID 75026898 for the upcoming tax sale on August 23, 2024.

I move that the Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID 75079954 and PID 75026898 at the tax sale on August 23, 2024, as discussed in closed session.

The Committee discussed the Forward. Together. plan presented by Tyler Mathesis, CEO of Cape Breton Partnership.

I move that Council accept the recommendation from the Committee of the Whole to endorse the Liaison Oversight Committee's (LOC) acceptance of the Forward Together plan as the Economic Development Strategy of the Cape Breton Regional Enterprise Network (CB REN), and FURTHER MOVE, commit to aligning Richmond County's economic development efforts with Forward.Together.

The Committee discussed the Share the Road Project.

I move that Council accept the recommendation from the Committee of the Whole to refer the discussion to the By-Law and Policy Committee for the development of a by-law that would permit MOCR to designate a municipal roadway or part of a roadway as a road trail.

The Committee discussed the River Bourgeois Mariner Society for the Type 4 – Regional /Health/General grant funds in the amount of \$1,500

I move that Council accept the recommendation from the Committee of the Whole to defer the request from the River Bourgeois Mariner Society for the Type 4 – Regional /Health/General Grant Funds in the amount of \$1,500 to the next meeting following budget discussions.

The Committee discussed the request for financial support for building permitting fees from Jeremy Carroll, Brela Homes.

I move that Council accept the recommendation from the Committee of the Whole to defer the request from Jeremy Carroll, Brela Homes, for financial support for building permitting fees to the next meeting following budget discussions.



The Committee discussed the request from Anne Leavitt, board chair of the Isle Madame Historical Society, to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week.

I move that Council accept the recommendation from the Committee of the Whole to approve the request from Anne Leavitt, board chair of the Isle Madame Historical Society to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week.

The Committee discussed the Canada Post rural mail service interruptions.

I move that Council accept the recommendation from the Committee of the Whole to have staff invite a representative from Canada Post to a future meeting of Council for discussion on the rural mail service interruptions.

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

DRAFT



By-Law/Policy Committee Report

June 2024

The Committee met on June 10th

The Committee discussed the Committees Policy

I move that Council accept the By-Law/Policy Committee's recommendation to proceed with the adoption process for the Committees Policy.

The Committee met on June 18th

The Committee discussed the following policies:

- Low Income Tax Exemption Program Policy
- Purchasing and Tendering Policy
- Flag Policy

I move that Council accept the By-Law/Policy Committee's recommendation to proceed with the adoption process for the Low Income Tax Exemption Program Policy, Purchasing and Tendering Policy as amended, and the Flag Policy as amended.

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



Title: Committees Policy

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:
I certify this to be a true copy of the Committees Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.	
_____ Shelley David Municipal Clerk	

1. Purpose

The purpose of this policy is to identify a process for establishing Committees of Council, define requirements for maintaining and supporting their work, coordinate the appointments, and outline the process for requests for appointments to external bodies and local boards not established by Council.

2. Scope

This policy applies to Council and municipal staff who are involved in the review, creation, amendment, and dissolving process of all committees of the council and any board, committee, commission, or corporation of the municipality, including appointments to external bodies and local boards not established by Council. It excludes internal working groups of an administrative nature.

3. Definitions

In this Policy:

- a) **“ABCCs”** means Agencies, Boards, Commissions and Committees. This acronym may also be used throughout this document to interchangeably mean boards of municipally owned corporations, ABCCs established by bylaw,



advisory committees, task forces, working groups, and other bodies. At times, a distinction is made to note Council-established ABCCs, i.e. those created by Council, to differentiate them from those to which are not under the Municipality's control.

- b) **“CAO”** means the Chief Administrative Officer for the Municipality.
- c) **“Clerk”** means the Municipal Clerk for the Municipality.
- d) **“MGA”** means the Municipal Government Act (Nova Scotia).
- e) **“MOCR”** means the Municipality of the County of Richmond.
- f) **“Municipality”** means Municipality of the County of Richmond.
- g) **“Terms of Reference (TOR)”** means a document that provides guidelines and clear direction to appointed members to help manage expectations and to provide accountability for the activities of an ABCC.

4. Roles and Responsibilities

- 4.1. Municipal Council will be responsible to:
 - a) review, amend and adopt the Committees policy;
 - b) review all internal and external ABCCs at the beginning of a new term of Council and when necessary, throughout the term of Council.
- 4.2. The CAO will be responsible to:
 - a) implement the Committees policy, and
 - b) work with Municipal Council to review all ABCCs.
- 4.3. Municipal staff will be responsible to:
 - a) follow the policy statements within this document.

5. Policy Statement

This policy is made pursuant to section 24 of the Municipal Government Act (MGA), which empowers Council to establish committees, and Section 23(1)(c) of the MGA, which empowers Council to make policies providing for committees and conferring powers and duties upon them.



6. Agencies, Boards, Commissions, Committees

6.1. Agencies, Boards, Commissions, Committees (ABCCs):

- a) **Standing**, a committee of indefinite duration established by Council which may include council members and citizens appointed by Council.
- b) **Statutory**, a board, commission, or committee established by Council pursuant to a specific enabling statute or agreement and may be of indefinite duration may include council members and citizens appointed by Council.
- c) **Advisory**, a committee with citizens and member of council appointees. These committees offer recommendations and insights to Council, helping shape policies, projects, and decisions that impact the Municipality.
- d) **Ad-hoc / Special Project**, a short-term committee established by Council to inquire into or deal with a specific issue which may include council members and citizens appointed by Council.
- e) **Inter-Agency**, an external committee comprised of representatives appointed by multiple agencies which may include multiple municipalities (and other departments/agencies) and have Terms of Reference agreed upon by all parties, including an endorsement by the Municipality(ies).
- f) **Inter-Municipal**, an external committee with other municipal partners via request or through Intermunicipal Service Agreements which would include members of Council appointed by their respective municipalities.
- g) **External Community**, an external organization, or group that was created and is managed by an entity that is not the Municipality. Requests for Council appointments are reviewed and considered, see procedure, section 9.
- h) **Citizen Advisory and Community Committees**, as per Sections 26 and 27 of the MGA, Council may establish, by policy, citizen advisory and community committees which shall advise Council, as directed by Council.



7. Review

- 7.1.** At the beginning of a new term of Council, Council shall review all ABCCs (Appendix A) and, by resolution, approve the list of ABCCs and available appointments of members of Council, staff, and citizens. The CAO and Clerk will assist Council by providing any information available such as current membership and, through Terms of Reference (template in Appendix B), mandates, goals, and objectives of each ABCC, and may recommend future priorities and direction in keeping with any policies of the municipality. At the end of the first half of a term of Council, committee membership will be reviewed and new Council member appointments may be made.
- 7.2.** For ABCCs under Council direction, Council may create, amend an existing or dissolve ABCCs by resolution at the time of review or as necessary throughout the term of office where permitted by legislation.
- 7.3.** All approved ABCCs will be listed in the MOCR Committee Matrix, Appendix A.
- 7.4.** Council may appoint persons who are not members of Council to ABCCs.
- 7.5.** Except for ABCCs established by policy [Section (6)(h)], all ABCC appointments shall be made by Council resolution, membership shall be in accordance with terms of reference, by-laws, statutes, or other written agreement.

8. Creation, Amendment or Dissolve

8.1. Creation

The creation of a new ABCC requires the approval of the Council and may be initiated by several factors. These factors include the Municipality strategic plan, significant public issues or trends where public input is deemed desirable, legislated requirements (Federal/Provincial/Municipal By-Law), and staff requests. The following shall guide in the process:

- a) On Council's direction, the appropriate department shall prepare a staff report which shall include the following:



- i. Public and financial considerations;
 - ii. Impact on other departments and users;
 - iii. Consideration of the Municipality Strategic Plan and departmental goals and objectives;
 - iv. Proposed Terms of Reference using the Council approved template (Appendix B)
 - v. Recommended appointment of appropriate Council and staff resources taking into consideration human resource constraints.
- b) After approval, the Clerk on behalf of Council will facilitate the appointment process, in accordance with this policy, based on the Terms of Reference and place the ABCC on the Committee Matrix list, Appendix A.
- c) The establishment of a corporate board for an entity wholly owned by the municipality requires an instrument of incorporation and the creation of by-laws. Both the instrument of incorporation and the by-laws require a council resolution, review by the solicitor, and submission to Nova Scotia Municipal Affairs for ministerial approval.

8.2. Amendment

- a) Changes to Terms of Reference that amend an ABCCs function, member structure, or mandate require council approval and may be initiated by several factors:
- i. Council's review of all ABCCs.
 - ii. A recommendation and report by the ABCC.
 - iii. A recommendation and report by Staff.
 - iv. Changes to legislation
- b) A staff report addressing the proposed changes will be prepared by the relevant department and presented to Council. The report will be analytical in nature and include such items as, but not limited to:
- i. Indication of which factor led to the proposed amendment.
 - ii. Supporting information, including cause/effect analysis, cost analysis, and required resources.
 - iii. Impact on Terms of Reference



- c) For municipal corporations, a list of amendments to by-laws. These will require approval of the corporation board and council by resolution; the amendments are to be filed with the Province.

8.3. Dissolve

- a) All ABCCs created by Council will formally be dissolved by Council resolution. The reasoning may be initiated by one of the following:
 - i. Completion of task or mandate
 - ii. Resolution of issues
 - iii. Legislative requirement no longer exists
 - iv. Merger with another committee
 - v. Recommendation of a Council review process
 - vi. Recommendation by Committee by resolution
 - vii. Recommendation by Staff in Staff Report
- b) A report prepared by support staff, addressing the request to dissolve an ABCC, will be presented to Council. The report will include a summary of the reasons supported by background information.
- c) After a committee is dissolved, the office of the CAO will:
 - i. inform staff members;
 - ii. Remove the ABCC from the Committee Matrix list; and
 - iii. Send thank-you letters, on behalf of Council, to committee members.
- d) Dissolving a board of a Municipally owned corporation requires guidance from the Municipal solicitor.

9. Request for Council Appointment from External Community Board or Committee

- 9.1. Council supports the efforts of community-based organizations within the Municipality and acknowledges the exemplary service they provide to the community.
 - a) Requests for council appointed members should be made in writing, addressed to the Warden and Council and include the terms of reference and or by-laws.



- b) Council may approve appointments to serve on external community boards and committees only where all of the following criteria are met:
- i. The board or committee has a particular goal or objective that aligns with the Municipality's role in the community (Strategic Plan & Council priorities);
 - ii. are community wide in scope;
 - iii. affect or may affect a municipal interest;
 - iv. are community organizations with a mandate to provide an alternative service delivery in respect of municipal property on behalf of the Municipality, and to which the Municipality is the primary funder;
 - v. Meets on a regular basis;
 - vi. Has an approved terms of reference or similar governing documents; and
 - vii. Provides proof of insurance to the satisfaction of the Municipality.
- c) In considering a request, Council shall consider the commitment in terms of time and duties, and whether the member of Council or staff member can reasonably take that time and perform those duties in conjunction with their regular municipal duties, and if a citizen appointment would be best suited [see Section 10 (2)].
- d) Where all of the criteria listed in Section 9.1 (b) are not met, or human resource considerations outlined in Section 9.1 (c) are constrained, the Municipality shall not appoint a member of Council, staff or a citizen appointment to the community ABCC.
- e) Approved community ABCC will be listed on the Committee Matrix followed by the appointment process.



10. Appointments

Appointments to ABCCs are as follows.

10.1. Members of Council Appointments

- a) Members of Council are not entitled to additional remuneration by the Municipality for serving on ABCCs established by Council, however, they may be reimbursed for expenses incurred as committee members. Procedure and claim forms can be found in the MOCR Travel and Expense Policy.
- b) Any member of Council not appointed to a committee may attend committee meetings as an observer, and at the discretion of the chair may participate in the discussion, but is not entitled to vote.
- c) The Warden is an ex-officio member of all ABCCs, as per MOCR Council Procedural Policy.

10.2. Citizen Appointments

- a) A person must meet all the following requirements to be eligible to apply for an appointment by Council to ABCCs:
 - i. Have the best interests of the ABCC and the municipality at heart and be prepared to actively contribute to the ABCC's goals,
 - ii. Be at least 18 years of age (exceptions may be made by Council for committees specifically related to youth or requiring a youth member);
 - iii. Be a resident of the Municipality for at least the last six (6) months before making an application and must continue to be a resident of the Municipality throughout the term of the appointment;
 - iv. If/where required by law for a specific appointment, the resident must also be a Canadian citizen; and
 - v. Each ABCC may require additional qualifications for an appointment.
- b) Citizen appointments are entitled to an honorarium, as per Section 24 (6) (a) of the MGA, the amount determined by Council is \$75 per meeting, paid quarterly based on attendance.



- c) Expenses incurred as committee members may be reimbursed. The procedure and claim forms can be found in the MOCR Travel and Expense Policy.

10.3. Staff Member Appointment

- a) Municipal staff person(s) holding the position(s) specified in the Terms of Reference on a permanent or acting basis will be considered members of the ABCC; if the specified staff person is unavailable to attend a meeting the CAO may send a designate.
- b) Municipal Staff are always non-voting members and they do not count towards quorum.
- c) Pursuant to section 31 (2) (a) of the MGA, the CAO is a non-voting member of all meetings of the council and any board, committee, commission, or corporation of the municipality. The CAO is empowered to make observations and suggestions on any subject under discussion but is not obligated to attend meetings and is not counted in determining if a quorum is present.

10.4. Municipal Liaison

- a) Members of Council or Municipal Staff may be designated as a liaison for independent external community groups which are deemed to be of strategic importance to the business of Council for the purposes of maintaining consistent connection/communication.

10.5. Provincial Appointments

- a) Provincial appointments are conducted through an application process facilitated by the province. Specific deadlines for applications are announced in the spring and fall of each year. Applicants can apply directly on the province's website at https://novascotia.ca/exec_council/abc/.

11. Terms of Appointment

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



- 11.2. Citizen appointments to committees shall be for four years with the first year beginning one year after the municipal election cycle to ensure continuity for the ABCCs.
- a) Unless the ABCC policies/bylaws state otherwise, such members may serve no more than eight consecutive years (two terms) but are eligible for reappointment after an absence of at least one year.
 - b) If Council determines a member of a committee has expertise relating to the work of the committee for which the Municipality would otherwise be required to pay, there may be no set limit to the number of consecutive terms that person may be appointed to the committee.
 - c) Council reserves the right to reappoint a citizen appointee who has completed their second term of office in the event the Municipality has not received any suitable applications for the vacancy.
- 11.3. Statutory ABCC appointments shall be as provided in the applicable enabling statute, agreement or bylaws. Where the enabling statute, agreement or bylaws do not provide for the term of appointment, the provisions of this Policy will apply.
- 11.4. Ad Hoc / Special ABCCs appointments are concurrent with the time frame provided to complete its work, after which the members' terms expire unless extended by Council resolution.
- 11.5. Inter-Agency and Inter-Municipal appointment(s) shall be subject to this policy unless determined within their own policy/bylaw guidelines.
- 11.6. Approved External Community ABCCs appointments shall be subject to this policy unless determined within their own policy/bylaw guidelines.
- 11.7. Citizen Advisory and Community Committees appointments shall be subject to this policy or determined within their own policy guidelines, as per section 26 and 27 of the MGA.

12. Appointment Process and Advertising

- 12.1. After Council review of ABCCs, or upon early vacancy of an appointment by a citizen, Council shall identify:



- a) Citizen vacancies (current and upcoming);
- b) Any skills, assets and/or qualifications for the particular appointment; and
- c) The deadline to submit applications for the appointment.

12.2. The appointment shall be advertised as per the Strategic Communications Plan. The advertisement must contain the following information:

- a) mandate/role and responsibilities of the ABCC;
- b) the skills, assets and/or qualifications for the appointment as set out in the resolution of Council pursuant to Section 11.
- c) the deadline for submitting applications; and
- d) how to submit the application.

12.3. Once the applications have been received by staff, the applications will be presented to Council. Council will meet in camera (personnel), to review and consider applicant(s) for ABCC membership. In considering citizen appointments, Council will take into account a variety of factors including:

- a) Lived and professional experience and background of the applicants in a field related to the work of the committee;
- a) Applicants' education in a field related to the work of the committee;
- a) Experience of the applicants in serving on committees and boards;
- a) Ensuring that committee membership is inclusive and diverse and representative of the community;
- a) Recommendations made by the applicable committee, if applicable.

12.4. Following a resolution of Council confirming the appointment, the Office of the Chief Administrative Officer will:

- a) Provide the Appointee with a letter that includes:
 - i. a copy of the resolution of Council appointing the Appointee;
 - ii. the date of the appointment;
 - iii. related documents;
 - iv. a date for an orientation session;
 - v. confirmation that the Appointee shall hold the appointment at the pleasure of Council; and
 - vi. a request that the Appointee confirm acceptance of the appointment.



- a) Upon confirmation of acceptance of the appointment by the Appointee, the Office of the Chief Administrative Officer must:
 - i. make a record of the appointment, including the resolution of Council where the appointment was made;
 - ii. update the website as per the Strategic Communications Plan, and
 - iii. notify the Chairperson of the ABCC of the appointment and provide the Appointee's contact information.

12.5. Provincial appointments are conducted through an application process facilitated by the province. The office of the CAO will share the advertisement to promote the opportunity to encourage applicants as needed. Once the appointment is confirmed, the office of the CAO will provide Council with an update.

13. Vacancy/Resignation/Dismissal

13.1. Members wishing to resign their appointment shall submit a letter of resignation to be forwarded as soon as possible to the ABCC Chair.

13.2. The Chair will inform the ABCC of any vacancies due to resignation, severe illness or death.

13.3. A motion from the ABCC is required to recommend to Council to initiate the appointment process to fill the vacancy.

13.4. The office of the CAO will initiate the appointment process to fill the vacancy as per Section 12. Appointments will only be made for the remainder of the term.

13.5. Any member who is absent from three consecutive committee meetings without leave of absence by resolution from the ABCC will cease to be a member of the ABCC, and the CAO shall advise Council of the vacancy.

13.6. At the request of the ABCC or on its own initiative, Council may remove or request the resignation of any of its member appointees, whether a citizen member or Council member, for malfeasance or any other good and sufficient cause.



14. Municipal Staff Support

14.1. Municipal staff will coordinate and or conduct orientation sessions for ABCC appointees including returning appointees at the beginning of each Council term.

- a) Further sessions may be conducted for appointees during the Council term, as required. Orientation packages will be distributed to all members for reference purposes.
- b) Each package will include, but not be limited to, the following information:
 - i. Establishing Statute/Policy/By-Law/Terms of Reference
 - ii. MOCR Committees Policy
 - iii. MOCR Council Procedural Policy
 - iv. Any related approved plans/studies
 - v. Member and Council Contact Information

14.2. Departments may provide research support and professional advice to ABCCs as directed by the CAO. As necessary, the Office of the CAO will communicate and engage with other levels of government to ensure legislative compliance.

14.3. The Municipal Clerk or designate will be present to take minutes at all ABCCs. The Municipal Clerk or designate is not a member of the ABCC and therefore is not entitled to vote. The responsibilities of the Municipal Clerk or designate will include, but not be limited to, the following:

- a) Supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning,
- b) Ensuring the preparation of draft minutes,
- c) Preparing presentations for the committee that may also be shared with the general public,
- d) Providing an orientation to the work of the committee when required,
- e) Any other projects or tasks approved by the CAO.



14.4. The Municipality will maintain all official records pertaining to Council-established ABCCs in accordance with the MOCR Records Management Policy.

15. Terms of Reference

15.1. Council-established ABCCs shall have a Terms of Reference (TOR), approved by Council and be in the same format as the MOCR TOR Template, Appendix B.

15.2. ABCCs not established by Council will provide a copy of their TOR or other establishing documents to the Office of the CAO.

16. Meeting Procedure, Agenda and Minute Formats

Meeting procedure, agenda, and minute formats for Council-established ABCCs shall adhere to the same guidelines outlined in the MOCR Council Procedural Policy. In cases where TOR/policies/by-laws, including the corporate by-laws of an ABCC, do not specify, this policy and the MOCR Council Procedural Policy shall apply.

17. Authority

17.1. ABCCs do not have the authority to communicate with other levels of government on behalf of MOCR. ABCCs not established by Council may do so on behalf of their respective organization.

17.2. ABCCs do not have the authority to pledge the credit of the Municipality or authorize expenditures to be charged against the Municipality unless approved by Council by resolution.

17.3. ABCCs shall not utilize external services or otherwise commit the MOCR to money expenditures except by requesting funds from Council.



18. Reporting and Communicating

- 18.1.** At least quarterly, ABCC progress reports shall be presented to Council at Committee of the Whole meetings by a designated ABCC member (member of Council, staff, and/or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.
- 18.2.** Actions recommended by ABCCs requiring Council approval shall be communicated to Council by a designated ABCC member (member of Council, staff and/or citizen appointee) at the Regular Council (or Special) meeting immediately following the ABCC meeting where the recommendations were made.
- 18.3.** In the event an ABCC fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the ABCC's mandate, without awaiting the ABCC report or recommendation.
- 18.4.** Approved Council-established ABCC meeting agendas, minutes and other relevant documentation will be collected/disseminated according to the Strategic Communications Plan Policy.

Related Documents

[Municipal Government Act](#)

[Municipal Housing Corporation Act](#)

[Municipal Conflict of Interest Act](#)

MOCR Council Procedural Policy (Draft in progress)

[Code of Conduct for Elected Municipal Officials](#)

[Policy on Confidentiality and Non-Disclosure](#)

[MOCR Strategic Plan](#)

[Strategic Communications Plan](#)



Appendix

- Appendix A – MOCR Committee Matrix
- Appendix B – MOCR Terms of Reference Template

Policy Review/Amendment Schedule

Date of Review	Formally advertised and amended by Council
March 11, 2024, April 8, 2024, May 27, 2024, June 10, 2024.	

DRAFT

MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX														MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX				
COUNCIL ESTABLISHED ABCCs														COUNCIL ESTABLISHED ABCCs - CITIZEN APPOINTMENTS				
Agencies, Boards, Commission, Committees ABCCs	Approximate Meeting Frequency	Committee Type	Creation	Members of Council	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External	ABCC's CITIZEN APPOINTEES LIST	Expiry	Current Member	Other
1	Access bility Advisory Committee	1/month	Advisory / Statutory	Accessibility Act	2							2	4	3	Accessibility Advisory Committee	Exp 2024	Ashley Lavandier	St. Peter's Village/ Meghan Hayter
2	Allan J. MacEachern Regional Airport Mgmt Committee	min 4/year	External Community	By Policy	2	1	1							6		Exp 2024	Shelley Dorey	Allison Martell
3	Audit Committee	3-4/year	Standing / Statutory	Municipal Government Act	5		1	1					1			Exp 2024	Chantal Boudreau	Esther MacDonnell
4	By-Law/Policy Committee	2-3/month	Standing	Council	5		1	1	1	1	1		1			Exp 2024	Jessica MacDougall	
5	CB REN Liaison Oversight Committee	4/year	Inter-Municipal	Agreement		1		1						14	Audit Committee	Exp 2024	Paula Jesty	
6	Committee of the Whole	1/month	Standing	Council	5		1	1	1	1	1				By-Law/Policy Committee	Exp 2024	Stacey Morrison	
7	Eastern District Planning Commission	1/month	Inter-Municipal	Agreement	2		1	1						10	Eastern Counties Regional Library (Inverness, Guysborough, St. Mary's, Mulgrave, PH)	Exp 2024	Clair Rankin	Councillor Claude P. Poirier, Deputy Warden Janet Peitzsche Councillor Courtney Mailman Councillor Debbie King Councillor Blaine MacQuarrie
8	Eastern Counties Regional L brary Board	4/year	Inter-Municipal	Library Act/ Agreement									1	7	Fences Arbitration Committee			Sarah Nettleton
9	Fences Arbitration Committee	As Needed	Standing / Statutory	Fences and Detention of Stray Livestock Act	1										Exp 2024	Doug Begg		
10	Fire Protection Services Committee	4/year	Standing	Council	2							1		14	Planning Advisory Committee/Heritage	Exp 2024	Carolyn Clackdoyle	
11	Landrie Lake Water Utility Board	4/year	Inter-Municipal	Agreement	2	1	1								Landrie Lake Watershed Advisory Committee (up to 4 bit 3 muns)	Exp 2024		
12	Landrie Lake Watershed Advisory Committee	4/year	Inter-Municipal	Agreement	1				1				1	8		Exp 2024	Liz Campbell	
13	Municipal Emergency Management Advisory Committee	2/year (min)	Advisory / Statutory	Emerg Mgmt Act	5		1				1	1			Richmond Villa Board	Exp 2024	Robert Wambolt	
14	Municipal Emergency Management Planning Committee	4/year	Advisory/ Standing	By-Law #50											Exp 2024	Steve MacNeil		
15	Planning Advisory/Heritage Committee	1/month	Standing	Council	5								2		Exp 2024	Doug Landry	Provincial Appointee Not filled	
16	Police Advisory Board	4/year	Advisory / Statutory	Police Act	2								2	1	Police Advisory Board	Exp 2024	Robert Phillips	
18	Recreation Advisory Committee	6/year	Advisory / Standing	By Policy	1							3	10		Exp 2024	Joe McNamara	Isaiah Bernard	
17	Richmond Villa Board	6/year	Standing / Statutory	Municipal Housing Corp	3								3		Recreation Advisory Committee	Exp 2024	Tammy Richard-Malay	Daphne Campbell
19	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	1		1						4	Exp 2024	Rodney Diggdon	Rhonda Covin	
19	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	1		1						4	Exp 2024	Natasha Mury	Julissa Stewart	
EXTERNAL COMMUNITY - Members of Council / Staff Appointees																		
ABCCs	Approximate Meeting Frequency		Appointment Created	Members of Council	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External	EXTERNAL COMMUNITY - Citizen Appointees List	Expiry	Current Appointee(s)	Other External
20	Bras d'Or Lakes CEPI Senior Council	4/year	By Policy / Charter	1	1									-20	Strait of Canso Superport Corporation	Exp 2022	Richard Cotton	12
21	Bras d'Or Lakes CEPI Steering Committee	1/quarter	By Policy	0								1			St. Peter's, Sampsonville and Area Water Utility Board		Billy Digout, Douglas Landry, John Campbell, Lester Fougere	5
22	Cape Breton South Recruiting for Health	1/month	By Policy	1		4								-20	Destination Cape Breton Association	Exp 2021	Cindy Walker	12
23	Fire Services Association of Nova Scotia	6/year	By Policy									1	1 as Alternate		Bras d'Or Lakes Biosphere Association			
24	Pitu'paq	1/month	By Policy	1											Fire Services Association of Nova Scotia	Exp. January 1, 2026	Dave Mayvich - Alternate	
25	Strait Area Transit	1/month	By Policy	2										10	Cape Breton Local Immigration Partnership			
26	Strait of Canso Offshore Wind Task Force	1/month	By Policy	1											EXTERNAL COMMUNITY - Member of Council/Staff Appointees List	Expiry	Current Appointee(s)	Other External
27	Strait Richmond Housing Matters Coalition	1/month	By Policy	1					1					-16	Bras d'Or Lakes CEPI Senior Council			
27	Strait Richmond Housing Matters Coalition	1/month	By Policy	1										-16	Bras d'Or Lakes CEPI Steering Committee			
27	Strait Richmond Housing Matters Coalition	1/month	By Policy	1										-16	Cape Breton South Recruiting for Health			
EXTERNAL COMMUNITY - CITIZEN APPOINTEES																		
ABCCs	Approximate Meeting Frequency		Appointment Created	Members of Council	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External		Expiry	Current Appointee(s)	Other External
28	Strait of Canso Superport Corporation - Strait Superport	6/year	By Policy										1		Fire Services Association of Nova Scotia	n/a	EMO	
29	St. Peter's, Sampsonville and Area Water Utility Board	1/month	By Policy										4		Pitu'paq			
30	Destination Cape Breton Association	6/year	By Policy										1		Strait Area Transit			
31	Bras d'Or Lakes Biosphere Association	6/year	By Policy										1		Strait of Canso Offshore Wind Task Force			
32	Cape Breton Local Immigration Partnership	4/year	By Policy										1		Strait Richmond Housing Matters Coalition			
EXTERNAL COMMUNITY - MUNICIPAL LIAISON APPOINTEES																		
ABCCs	Approximate Meeting Frequency		Liaison Created	Members of Council	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External	EXTERNAL COMMUNITY - Municipal Liaison List	Expiry	Current Appointee(s)	Other External
33	Doctor Kingston Memorial Community Health Centre	10/year	By Policy												Doctor Kingston Memorial Community Health Centre			
34	Raising the Villages	6/year	By Policy												Raising the Villages			
35	Richmond County Literacy Network	10/year	By Policy												Richmond County Literacy Network			
36	Volunteer Fire Departments	varies	By Policy												Volunteer Fire Departments			
37	Seniors Take Action Coalition	Committee 1/month Board 6/year	By Policy												Seniors Take Action Coalition			
38	St. Anne's Community & Nursing Care Centre	11/year	By Policy												St. Anne's Community & Nursing Care Centre			



1. **Purpose**
2. **Mandate**
3. **Role and Responsibilities**
4. **Composition and Terms of Appointment**
5. **Meetings**
6. **Authority and Accountability**

6.1 The (**Insert Committee Name**) Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.

6.2 At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

8. Version Log

Version Number	Amendment Description	Council Approval	Date

9. Certification

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

 Shelley David
 Municipal Clerk



Title **Low Income Tax Exemption Program Policy**

Approved by Council	Date:
Policy Review Notification	Date:
Policy Review	Date:
I certify this to be a true copy of the Low Income Tax Exemption Program Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held	
<hr/>	
Shelley David Municipal Clerk	

1. Purpose

The purpose of the policy is to provide Council, municipal staff, and the public with a framework by which low-income household exemptions will be applied for, reviewed, and awarded.

2. Scope

This policy shall apply to all Municipal Staff involved in the processing of applications for the Low Income Tax Exemption Program. The exemption applies to residential property taxes only and does not include any other rates or charges.

3. Roles & Responsibilities

3.1 Municipal Council will be responsible to:

- a) review, amend, and adopt the Low Income Tax Exemption Program policy;
- b) review the income threshold and maximum exemption amount contained in this policy, on an annual basis;
- c) maintain the allocation of funds for the Low Income Tax Exemption Program through annual contributions in amounts to be determined by Council; and
- d) support the Chief Administrative Officer (CAO) and staff in policy implementation.

- 3.2 The CAO will be responsible to:
- a) implement the Low Income Tax Exemption Program policy; and
 - b) provide oversight to ensure policy.
- 3.3 The Department of Finance will be responsible to:
- a) provide the CAO and Council with program updates as necessary; and
 - b) process applications in a timely manner.

Policy

4. Policy Statement

- 4.1 Council will provide a general tax exemption amount in accordance with section 69 of the Municipal Government Act (MGA).
- 4.2 This exemption applies to taxpayers in the Municipality whose household taxable income does not exceed the limits set by Council (See Table A, Appendix B). Household taxable income is defined as the total taxable income of all individuals living in the home who are 18 years or older, excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or a pension paid pursuant to the Pension Act (Canada) as per section 69 (1) of the MGA.
- 4.3 Taxable income is reported on Line 26000 of the Canada Revenue Agency (CRA) Notice of Assessment (received after annual income taxes have been filed).

5. Guidelines

- 5.1 Eligible low-income property owners can apply for a low-income tax exemption by completing the Low Income Tax Exemption Application form, Appendix A. Along with this form, applicants must submit proof of household taxable income. This proof can be provided in the form of either the CRA Notice of Assessment or the CRA Proof of Income Statement. It's important to note that the names of CRA forms may change periodically. Additionally, proof of income must be provided for all individuals aged 18 or older residing in the home.



- 5.2 Information collected is utilized for the intended purpose and is safeguarded in accordance with the Freedom of Information and Protection of Privacy Act and the MGA.
- 5.3 Qualified applicants will receive a credit applied directly to their tax account of up to \$150.00 annually.
- 5.4 Notwithstanding any other provision of this policy, no exemption shall exceed 50% of the taxes payable on any property.
- 5.5 The deadline for submissions is August 15th of the fiscal year for which the exemption is sought.
- 5.6 An application form must be completed and processed for each year and applications will not be applied retroactively for prior years.

6. Eligibility Criteria

- 6.1 To be eligible, applicants must meet the following criteria:
 - a) Be a permanent resident of the Municipality of the County of Richmond and hold legal title to the property.
 - b) The property must serve as their primary residence.
 - c) The property must be assessed in the applicant's name.
 - d) The applicant's tax account should have no arrears balance.
 - e) The household taxable income must not exceed the total household limit of \$25,000.

7. Program Conditions

- 7.1 Properties indebted to the Municipality for outstanding liens as a result of a tax sale, proceedings, or remedies for dangerous and unsightly premises on the property are not eligible.
- 7.2 Properties that are a seasonal residence, vacation property, or income property are not eligible.
- 7.3 Residents who are eligible to receive a property tax rebate from other governing bodies will not be eligible for this exemption.



8. Application Process

- 8.1 Applicants will use the Low Income Tax Exemption Application form, Appendix A.
- 8.2 Completed applications along with proof of household income can be sent by mail, email, fax, or submitted in person at the Municipal Administration Building.
- 8.3 All applications received by the deadline will be reviewed, approved if conditions are met, and applied as tax credits to the applicable property tax account.
- 8.4 Applications will be approved prior to the issuance of the final tax bill.
- 8.5 Applications will be processed within 2-3 weeks.

Appendix

Appendix A – Low Income Tax Exemption Application Form

This policy will be reviewed annually.

Date of review	Approved/Amended by Council
June 10, 2024, June 18, 2024	



Applicant Information (please print)

Deadline to Submit: August 15th of the fiscal year for which the exemption is sought.

Full Name: _____
 Address: _____
 Community: _____ Postal Code: _____
 Phone: _____ Email: _____
 Municipal Account Number: _____
 (as it appears on your tax bill)

Eligibility Criteria (must select all)

- I am a permanent resident of the Municipality of the County of Richmond;
- I have legal title to the above property;
- The above property is my primary residence and is assessed in my name;
- My municipal tax account does not have an arrears balance; and
- My household taxable income does not exceed the income level limit of \$25,000.

Household Members' Information

Full Name	Taxable Income Per Notice of Assessment (line 26000)

Program Conditions

- Properties that are a seasonal residence, vacation property, or income property are not eligible.
- Properties indebted to the Municipality for outstanding liens as a result of tax sale, proceedings, or remedies for dangerous and unsightly premises on the property are not eligible.
- An application form must be completed and processed for each year and applications will not be applied retroactively for prior years.
- Documentation for proof of income is required for all persons living in the household. A copy of the yyyy Notice of Assessment from the Canada Revenue Agency for each household member must be attached to this application. Income tax returns and/or T4 slips will not be accepted.
- Qualified applicants will receive a credit applied directly to their tax account of up to \$ 150.00.

Signature

I hereby apply to the Municipality of the County of Richmond for the municipal tax exemption of up to \$150.00 for the fiscal year yyyy under the terms and conditions as indicated above. I confirm that the information given above is true to the best of my knowledge.

Signature of account holder: _____ **Date:** _____

Email: taxoffice@richmondcounty.ca **Fax:** 902-226-0295
Mail or In Person: 2357, Hwy 206, P.O. Box 120, Arichat, NS B0E 1A0



Title **Purchasing And Tendering Policy**

Approved by Council
Policy Review Notification
Policy Review

Date:
Date:
Date:

I certify this to be a true copy of the **Purchasing and Tendering Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held _____.

Shelley David
Municipal Clerk

1. **Policy Statement**

1.1 The Municipality of the County of Richmond is committed to acquiring goods and services on a competitive basis to ensure that the best value is received and that procurement is done in a transparent, accessible, and equitable manner.

2. **Short Title**

2.1 This Policy is entitled " Purchasing and Tendering Policy".

3. **Definitions**

3.1 In this policy:

- a) **“alternative procurement practice”** means the purchase of goods, services and construction without a public tender or other competitive process, in the circumstances described at section [13] of this Policy;
- b) **“Atlantic Standard Terms and Conditions”** means standard instructions that support public tenders issued by the four Atlantic Provinces for goods and services. Supplements may be added if and when required.
- c) **“best value”** means evaluating bids not only on purchase price and life cycle cost considerations, but also taking into account items such as environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in tender documents;



- d) **“bid” means** a supplier response to a public tender notice to provide goods, services, construction or facilities;
- e) **“construction”** means the construction, reconstruction, demolition, repair, or renovation of a building, structure, road or other engineering or architectural work, excluding the professional consulting services related to the construction contract unless they are included in the procurement;
- f) **“Construction Contract Guidelines”** means standard instructions developed in consultation with the Construction Association of Nova Scotia that support construction tenders;
- g) **“environmental considerations”** means factors associated with the purchase, manufacture, operation or disposal of a product or asset that affect the environment, such as the degree to which the product or asset uses recycled materials, is energy efficient, or produces or reduces greenhouse gas emissions;
- h) **“goods”** means materials, furniture, merchandise, equipment, stationery, and other supplies required by the Municipality of the County of Richmond for the transaction of its business and affairs and includes services that are incidental to the provision of such supplies;
- i) **“facilities”** means all building lease requirements covering the conveyance of the right to use tangible building property for a specified period of time in return for rent;
- j) **“life cycle cost”** means the total costs associated with a product or asset over its life span, including the cost of maintenance, repair, operation and disposal;
- k) **“local business”** means businesses whose main office or operations are physically located within the boundaries of the Municipality of the County of Richmond and includes the Town of Port Hawkesbury;
- l) **“public tender”** means publicly advertising the Municipality of the County of Richmond’s intended procurement of certain goods, services and construction and inviting responses from interested suppliers. Public
- m)



- tenders include traditional tenders, requests for proposals, and two phase bids, and are described at section [9] of this Policy;
- n) **“Public Procurement Act (PPA)”** means an act outlining the rules related to the procurement activity of all public sector entities in the Province of Nova Scotia;
 - o) **“request for proposals”** means a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Municipality of the County of Richmond. Requests for proposals are described at section [11] of this Policy;
 - p) **“request for quotations”** means informally obtaining price quotations from a number of different suppliers. Requests for quotations are described at section [8] of this Policy;
 - q) **“services”** means services required by the Municipality of the County of Richmond for the transaction of its business and affairs, excluding services provided by an employee through a personal services contract;
 - r) **“social considerations”** means factors associated with the purchase or manufacture of a product or asset that relate to the rights or interests of the workers involved, such as working conditions, fair wages, and compliance with human rights legislation and conventions;
 - s) **“standing offer”** means a source of supply available to the Municipality of the County of Richmond either through a standing price agreement with a supplier or as a member of a larger group of purchasers. Standing offers are described at section [7] of this Policy;
 - t) **“traditional tender”** means a formal invitation to suppliers to submit a bid to supply specified goods, services and construction. Traditional tenders are described at section [10] of this Policy;
 - u) **“two phase bid”** means a two stage process in which suppliers submit proposals for evaluation, and separately submit prices. Two phase bids are described at section [12] of this Policy.



4. Application of this Policy

4.1 This Policy applies to the procurement by the Municipality of the County of Richmond of all goods and services, including construction and facilities, by purchase or lease, but does not apply to procurements:

- a) by the Municipality of the County of Richmond from organizations owned or controlled by the Municipality of the County of Richmond;
- b) where a construction project is managed by a third party on behalf of the Municipality of the County of Richmond, in which case the procurement for the project must be in accordance with the contract between the Municipality of the County of Richmond and the third party, and in accordance with generally accepted procurement practices.

5. Procurement Policy Principles

5.1 All procurement carried out by the Municipality of the County of Richmond must be carried out with a view to:

- a) ensuring an equitable, open and transparent process for the acquisition of goods and services by the Municipality of the County of Richmond;
- b) avoiding dishonesty, corruption or favouritism in the procurement of goods and services;
- c) encouraging competitive bidding wherever possible and, in any event, minimizing the Municipality of the County of Richmond's cost of acquiring goods and services while obtaining best value;
- d) utilizing suppliers who can be expected to provide satisfactory performance;
- e) taking into account environmental considerations in all procurement decisions and selecting environmentally beneficial goods and services where practical;
- f) complying with applicable regional, national, and international trade agreements, including the Agreement on Internal Trade and the Atlantic Procurement Agreement;
- g) complying with the *Public Procurement Act*, S.N.S. 2011, c. 12 and Regulations made pursuant to the *Public Procurement Act*.



- 5.2 Pursuant to s. 15(1) of the Public Procurement Act, all employees involved in procurement on behalf of the Municipality of the County of Richmond must:
- a) ensure their procurement activities are conducted according to this Policy, provincial and federal legislation, trade agreements and ethical business practices;
 - b) encourage and support collaborative procurement amongst other municipalities and public sector entities such as hospitals and school boards;
 - c) follow leading procurement practices;
 - d) in good faith, conduct business with current and prospective suppliers and be fair in all business dealings;
 - e) strive to obtain the best value for each expenditure;
 - f) require suppliers provide accurate representations of goods, services and construction;
 - g) encourage suppliers to consider integrating environmental, economic and social considerations in their product or service offerings;
 - h) encourage the negotiation of an equitable and mutually acceptable settlement when a dispute arises;
 - i) request removal from a procurement process when a personal conflict of interest is perceived.

Part 1 – Normal Procurement Practices

6. Normal Procurement Practices

- 6.1 In addition to adhering to the principles in sections [4] and [5], normal purchasing practices must be as described below in subsections [6.2] to [6.5].
- 6.2 For goods, services and construction having a value of less than \$1,500 excluding taxes:
- a) The procurement decision must be made by the applicable Director or by an employee designated by the Director or CAO; no purchase order shall be required.



- b) Goods, services and construction must be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.
 - c) If the goods, services or construction cannot be procured under subsection 6.2 (b), they may be purchased from any supplier, unless municipal staff have reason to believe that:
 - i. purchasing the goods, services or construction from that supplier would not provide best value; or
 - acquiring the goods, services or construction from that supplier would otherwise not conform with the procurement principles in section [5], including the requirement for competitive bidding;
- 6.3 For goods, services and construction having a value between \$1,500 and \$15,000 excluding taxes:
- a) The procurement decision must be made by CAO or by an employee designated by the CAO.
 - b) Goods, services and construction must be procured under a standing offer if one exists for the goods services or construction required, and if doing so will provide best value.
 - c) If the goods, services or construction cannot be procured under subsection 6.3 (b), the goods, services and construction must be procured by a request for quotations and all quotations must be obtained in writing. A corresponding purchase order must be approved by the applicable Director and CAO or their designates.
- 6.4 For goods having a between \$15,000 and \$25,000, services having a value between \$ 15,000 and \$50,000 and construction having a value between \$15,000 and \$100,000 excluding taxes:
- a) The procurement decision must be made by the CAO or other position designated by the CAO.
 - b) Goods, services and construction must be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.



- c) If the goods, services or construction cannot be procured under subsection 6.4 (b), the CAO or other position designated by the CAO must decide whether the goods, services or construction must be procured by a request for quotations or by public tender.
 - d) If the goods, services or construction are procured by a request for quotations, in addition to any other requirements for the request for quotations process, the following requirements must be met:
 - i. all quotations must be obtained in writing;
 - ii. A corresponding purchase order must be approved by the applicable Director and CAO or their designates.
- 6.5 For goods having a value of more than \$25,000, services having a value of more than \$50,000, and construction have a value of more than \$100,000 excluding taxes:
- a) The procurement decision must be made by the CAO;
 - b) Goods, services and construction may be procured under a standing offer if one exists for the goods, services or construction required, and if doing so will provide best value.
 - c) Goods, services and construction must be procured by public tender, which may be preceded by a request for qualifications or request for expressions of interest.
 - d) A corresponding purchase order must be approved by the applicable Director and CAO or their designates.
- 6.6 Municipal staff may approve exceptions to the normal purchasing practices outlined in subsections [6.1] to [6.5] of this Policy:
- a) when a more competitive process normally used for goods, services, and construction of higher value, is used;
- OR
- b) when, in accordance with the criteria described in the “alternative procurement practices” provisions at section **[13]** of this Policy, it is
 - c)



necessary or appropriate that the goods, services and construction be purchased in accordance with that section.

Part II Guidelines For Procurement Procedures

7. Standing offers:

- 7.1 A standing offer is a source of supply available to the Municipality of the County of Richmond either through a standing price agreement with a supplier or as a member of a larger group of purchasers, and includes:
- a) a standing agreement between the Municipality of the County of Richmond and a supplier in which the supplier commits to providing specified goods, services or construction at a specific price for a specific period of time. Such standing agreements should themselves be the subject of a competitive tender process;
 - b) equipment leasing programs through the Government of Nova Scotia;
 - c) Nova Scotia Provincial "standing offers" administered by the Nova Scotia Government;
 - d) supplies and services available from the Nova Scotia Government;
 - e) a procurement program administered by the Union of Nova Scotia Municipalities or the Association of Municipal Administrators;
 - f) any other program available to several municipal units and other public sector entities such as hospitals and school boards, provided that municipal staff is satisfied that such program has been developed and conforms with the principles set out in section [5].

8. Request for quotations:

- 8.1 A request for quotations process involves informally obtaining price quotations from a number of different suppliers.
- 8.2 Requests for quotations are generally used when the cost of the goods, services or construction does not warrant the time, effort and expense required for a formal public tender process.



- 8.3 Quotations must normally be sought from at least three suppliers but fewer suppliers may be used when three suppliers are not available within a reasonable distance, having regard to the value of the goods, services and construction, the shipping or travel cost and the amount of time available before the goods, services and construction are required to be available. If it is decided to obtain fewer than three quotations, the person responsible for that decision must document their reasons for doing so.
- 8.4 Quotations must normally be obtained in writing, but when time does not permit the obtaining of written quotations, the quotations may be obtained verbally, except when this Policy stipulates otherwise. If a quotation is obtained verbally, the person obtaining it must document the quotation, including the time, date, supplier, price and description of the goods, services and construction, the person from whom the quotation was obtained and the name of the municipal staff obtaining the quotation.
- 9. Public tender:**
- 9.1 Public tender means publicly advertising the Municipality of the County of Richmond's intended procurement of certain goods, services or construction and inviting responses from interested suppliers.
- 9.2 Public tenders are used for higher value procurements, when the cost of the goods, services or construction warrants the time, effort and expense required for a public tender process.
- 9.3 Public tenders can be in the form of traditional tenders (see section **[10]**), requests for proposals (see subsection **[11]**), or two phase bids (see section **[12]**).
- 10. Traditional tender:**
- 10.1 A traditional tender is a formal invitation to suppliers to submit a bid to supply specified goods, services or construction.
- 10.2 A traditional tender should be used when the procurement requirements of the Municipality of the County of Richmond can be clearly and completely specified.



- 10.3 Traditional tenders do not have to be opened in public, but if they are not, the name of each bidder and the amount of their bid must be made available to each bidder after the tenders are opened.
- 10.4 The Municipality of the County of Richmond must not negotiate with any bidders, but must award the procurement contract to the bidder that meets the tender requirements and provides best value.

11. Request for proposals:

- 11.1 A request for proposals is a formal invitation to suppliers to describe how their services, methods, equipment or products can address and/or meet the needs of the Municipality of the County of Richmond.
- 11.2 A request for proposals may be used when the Municipality of the County of Richmond is unable to clearly or completely specify the goods, services or construction required, and suppliers are therefore asked to provide a solution to the problem, requirement or objective. Requests for proposals may also be used for professional and consulting services.
- 11.3 In order to preserve confidentiality of sensitive commercial information contained in a proposal, proposals submitted in response to a request for a proposal need not be opened in public, but must be opened in the presence of at least two representatives of the Municipality of the County of Richmond, and after the proposals are opened a list of the proponents must be available to the public and the proponents upon request.
- 11.4 Negotiations may be conducted with a proponent after proposals have been opened, subject to complying with the terms of the request for proposals which must be drafted to avoid unfair "bid-shopping" by the Municipality of the County of Richmond (that is, to avoid using the bids submitted as a negotiating tool to obtain a better price or other benefit).
- 11.5 The Municipality of the County of Richmond must award the procurement contract to the supplier whose proposal is determined to provide best value to the Municipality of the County of Richmond based upon the evaluation criteria set out in the request for proposals and equitably applied to all proposals.



12. Two phase bids:

12.1 A two phase bid process invites suppliers to submit bids as follows:

- a) Phase One: one or more steps in which bidders submit proposals for evaluation, either with or without prices in a separate submission;
- b) Phase Two: Only those bidders whose bids were determined to be acceptable will be entitled to submit priced bids for consideration or, where prices are submitted separately in Phase One, the prices are opened.

12.2 A two phase bid process may be used when detailed specifications are not available or it is impractical to prepare a specification based on price. This type of procurement has the advantages of a request for proposals in Phase One and a traditional tender in Phase Two.

12.3 The Phase One submissions need not be opened in public, but must be opened in the presence of at least two representatives of the Municipality of the County of Richmond and a list of the proponents will be available to the public and the proponents upon request. Phase Two bids must be opened in public.

12.4 The Municipality of the County of Richmond must not negotiate with any bidders, and must award the procurement contract to the supplier whose proposal is determined to provide best value to the Municipality of the County of Richmond based upon the evaluation criteria set out in the Phase One request for submissions equitably applied to all proposals, and the prices in Phase Two.

13. Alternative procurement practices:

13.1 In certain circumstances, described in this section, the Municipality of the County of Richmond may purchase goods, services or construction without using one of the options set out above. An alternative procurement purchase may occur only:

- a) Where an unforeseeable situation of urgency exists and the goods, services or construction cannot be obtained in time by means of open procurement procedures;



- b) Where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise government confidentiality, cause economic disruption or otherwise be contrary to the public interest;
- c) Where compliance with the open tendering provisions set out in this Policy would interfere with the Municipality of the County of Richmond's ability to maintain security or order or to protect human, animal or plant life or health;
- d) In the absence of tenders in response to an open or selective tender, or when the tenders submitted have been collusive, or not in conformity with the essential requirements in the tender;
- e) To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- f) Where there is an absence of competition for technical reasons and the goods, services and construction can be supplied only by a particular supplier and no alternative or substitute exists;
- g) For the procurement of goods, services and construction the supply of which is controlled by a supplier that is a statutory monopoly;
- h) For the purchase of goods on a commodity market;
- i) For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- j) For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- k) For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases;



- l) For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
 - m) For the procurement of original works of art;
 - n) For the procurement of subscriptions to newspapers, magazines or other periodicals;
 - o) For the procurement of real property;
 - p) For the procurement of goods intended for resale to the public;
 - q) For procurement from philanthropic institutions, prison labour, persons with disabilities, sheltered workshop programs or through employment equity programs;
 - r) For procurement from a public body or a non-profit organization; or
 - s) For the procurement of services of expert witnesses, specifically in anticipation of litigation or for the purpose of conducting litigation.
- 13.2 When an alternative procurement purchase occurs, the reason for doing so must be documented.

Part III - Requirements For All Public Tenders

14. Requirements For All Public Tenders

14.1 The following requirements apply to all public tenders, whether traditional tenders, requests for proposals, or two phase bids:

- a) The Municipality of the County of Richmond must provide reasonable notice and opportunity to respond to public tenders, and must post or place notices of public tenders as follows:
 - i. on the public website maintained and operated by the government of Nova Scotia for procurements exceeding the limits in subsection [6.5]
 - ii. on the Municipality of the County of Richmond's website;
 - iii. in The Reporter;



- iv. in the Halifax Chronicle-Herald, upon the direction of the CAO, when the CAO determines that the cost and nature of the procurement warrants the expense of doing so;
 - v. in other media, as directed by the CAO, when the CAO determines that the cost and nature of the procurement warrants the expense of doing so.
- 14.2 Every public tender must include or have attached the terms and conditions that govern the tender.
- 14.3 The terms and conditions of every notice of public tender must be consistent with:
- a) the standard instructions that support public tenders issued by the four Atlantic provinces for goods, services and construction, known as the Atlantic Standard Terms and Conditions (a copy of which is attached as Schedule "A" to this Policy), for the procurement of goods, services and construction;
 - b) the standard instructions that support construction tenders issued by the government of Nova Scotia, known as the Construction Contract Guidelines (a copy of which is attached as Schedule "B" to this Policy), for the procurement of construction.
- 14.4 Public tenders should normally include specifications or terms as follows:
- a) expressly or by implication outlining the issues or criteria that will be used for selection of a successful bidder or proponent;
 - b) a privilege clause stating that the lowest or any bid or proposal will not necessarily be accepted;
 - c) the location for delivery of bids or proposals;
 - d) the means of delivery of bids or proposals, e.g., whether faxes or e-mails are acceptable in addition to "hard copy" submissions;
 - e) the time and date of closing;



- f) a warning that tender documents and bids will be open to the public, except to the extent otherwise stated in a call for tenders or a request for proposals, in which event there must be included a warning that proposals or bids are subject to the Freedom of Information and Protection of Privacy provisions of the Municipal Government Act;
- g) for design or architectural services, a statement that the Municipality of the County of Richmond will own the copyright in the design, plans and other intellectual property produced for the Municipality of the County of Richmond.

14.5 Public tenders should also include a form of contract that the successful bidder will be required to enter into with the Municipality of the County of Richmond, or should direct that bidders or proponents must provide the form of contract with their bid or proposal.

14.6 For each public tender that is awarded, the Municipality of the County of Richmond must post the name of the successful supplier and the contract amount on the public website maintained and operated by the government of Nova Scotia, [and on the Municipality of the County of Richmond's website].

14.7 The terms and conditions of every public tender must state the criteria that the Municipality of the County of Richmond will use in evaluating responses. Those criteria are not limited to purchase price and life cycle cost considerations, but may also include items such as environmental and social considerations, delivery, servicing and the capacity of the supplier.

15. Upon the request of a supplier who is an unsuccessful bidder in a public tender, the Municipality of the County of Richmond must conduct a debriefing with that supplier to provide feedback on the evaluation of the public tender. The debriefing must be conducted as follows:

- a) the Purchasing Officer or the individuals who evaluated the public tender must conduct the debriefing;



- b) the debriefing must provide reasons for the disqualification of the supplier, or in the case where evaluation scoring was used, provide an overview of the supplier's score in each category and reasons for that score;
- c) the debriefing must also provide information to the supplier on how to improve future submissions;
- d) the debriefing must not disclose any information regarding other bidders or their submissions.

Part IV – Local Preference And Sustainability Considerations

16. Local Preference

16.1 Municipal staff must give preference to purchasing goods, services and construction from local businesses in accordance with the following:

- a) If the goods, services or construction available from a local business are equal in providing best value to those available from a non-local business, the goods, services or construction from the local business must be purchased.

OR

- b) In evaluating which goods, services or construction offer best value to the Municipality of the County of Richmond, the Municipality of the County of Richmond must apply a preference of 10% to the price offered by a local business as compared with non-local businesses, such that the price offered by the local business is adjusted lower by 10% for the purposes of evaluating which goods, services or construction offer best value.

16.2 All requests for quotations and notices of public tender must state that local preference applies to the procurement.

16.3 The local preference described above does not apply to procurements having a value of \$10,000 or greater.



17. Sustainability Considerations

- 17.1 Pursuant to the *Public Procurement Act*, in evaluating which goods, services or construction offer best value to the Municipality of the County of Richmond, the Municipality of the County of Richmond may consider sustainability criteria, meaning environmental considerations, social considerations and economic considerations.
- 17.2 All requests for quotations and notices of public tender must list the sustainability criteria that apply to the procurement.

PART V – GENERAL

18. Unsatisfactory Suppliers

- 18.1 The Municipality of the County of Richmond may refuse to purchase goods, services and construction from a supplier, if, in the opinion of Council, the supplier has not provided satisfactory performance, satisfactory quality goods or has otherwise not provided best value to the Municipality of the County of Richmond in dealings within the preceding three years.

19. Conflicts of Interest

- 19.1 If a staff member otherwise authorized to award a contract has a conflict of interest (that is, he or she stands to gain or lose financially from a contract award), the award must be made by the person to whom the conflicted staff member normally reports and the conflicted staff member must not participate in the procurement process related to the contract in any manner (Where Council is awarding a contract, the *Municipal Conflict of Interest Act* applies, so any Councillor who has a conflict of interest as defined in the *Act* must act accordingly.).

20. Duration of Contracts

- 20.1 Contracts for goods, services and construction that are required to be procured by public tender under this Policy, including price agreements, must be re-tendered at least once every **[five]** years but may be re-tendered more frequently at the direction of Council.



21. Lease Arrangements

21.1 Lease arrangements are subject to the provisions of this Policy, save and except that Council's authority must be obtained for any leases required by the *Municipal Government Act* to be authorized by Council.

22. Approval of Form of Tender

22.1 Public tendering documents are to be reviewed by the CAO or his or her designate prior to issuance to ensure consistency of tendering documents and practices.

23. Expenditures

23.1 Expenditures for goods, services and construction made pursuant to this Policy must be made in compliance with the Municipality of the County of Richmond's Policies.

24. Estimating the Value of Goods and Services

24.1 In determining the cost of the goods, services or construction for the purpose of deciding which of subsections 6.2, 6.3, 6.4 or 6.5 apply to a purchase, staff must reasonably estimate the cost of the goods, services and construction.

25. Posting on the Municipality's Website

25.1 A copy of this Policy must be posted on the Municipality of the County of Richmond's website.

26. Compliance with Policy

26.1 All staff and Councillors must act in good faith to comply with this Policy, but failure to comply with this Policy does not invalidate any procurement decision or act of the Municipality of the County of Richmond, nor is the Municipality of the County of Richmond liable to any supplier or prospective supplier for failing to comply with this Policy.



Policy Review/Amendment Schedule

Date of Review	Formally advertised and amended by Council
Adopted	June 20, 2019
Amended, remove supplier registry throughout the document and, add 6.5 (b).	

DRAFT



Title: Flag Policy

Approved by Council

Date:

Policy Review Notification

Date:

Policy Review

Date:

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

Shelley David
Municipal Clerk

1. Purpose

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

2. Scope

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

3. Roles & Responsibilities

3.1. Municipal Council will be responsible to:

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

3.2. The CAO will be responsible to:

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

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

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



4. Definitions

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

Policy

5. Policy Statement

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

6. Permanent Flags

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



7. Community Flags

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



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

8. Flag Etiquette

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

9. Flags at Half-Staff

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



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

10. Community Requests for Half-Staffing

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

11. Review

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

Policy Review/Amendment

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



BRIEFING NOTE

Municipality of the County of Richmond

Richmond Housing Corporation By-Laws

June 20, 2024

Purpose

The purpose of this briefing note is to provide Council with background information on the amendments to the Richmond Housing Corporation By-Laws.

Background

The Richmond Villa Board has drafted amendments to the corporation by-laws for the purpose of board continuity and to reflect the practices currently being used. As the Richmond Housing Corporation is an entity of MOCR, approval of the amendments is required from both the Richmond Villa Board and MOCR. Upon approval, the amended by-laws are to be submitted to the department of Municipal Affairs and Housing for Ministerial approval.

On June 18th, 2024, the Richmond Villa Board passed the following motion:

- Moved by Warden Amanda Mombourquette, seconded by Vice Chair Liz Campbell that the Richmond Villa Board approve the amendments to the Richmond Housing Corporation by-laws with the corrections as discussed. Motion carried.

Action Required

For Council to consider approval and for staff to submit the amended by-laws to the department of Municipal Affairs and Housing for approval.

Attachment

Richmond Housing Corporation Amended By-Laws

Richmond Housing Corporation

By-Laws

1. Interpretation

In these By-Laws, unless the context otherwise requires:

- 1.1. “**Board**” means the Board of the Corporation
- 1.2. “**By-Laws**” means by-laws of the Corporation.
- 1.3. “**Corporation**” means the Richmond Housing Corporation, located at 9361 Pepperell St., St. Peter’s NS, B0E 3B0.
- 1.4. “**Council**” means the Council of the Municipality of the County of Richmond
- 1.5. “**Member**” means a member of the Corporation.
- 1.6. “**Municipality**” means the Municipality of the County of Richmond.
- 1.7. “**Officers**” means the elected Chairperson, Vice Chairperson, and Secretary of the Members that govern the Corporation.

2. Members

- 2.1. The Board has six members unless otherwise determined by a resolution of Council.
- 2.2. Each member of the Board shall be appointed for a term of four (4) years as follows:
 - i. Elected council members of the Board shall be appointed at the first regular Council meeting immediately following municipal elections for their 4-year term which expires the day before the next election.
 - ii. Members at large shall be appointed by Council one-year following municipal elections for a four-year term which will extend for one year past the election date to ensure Board continuity.
- 2.3. The Members will be appointed by Council and the number of Members will be determined by a resolution of Council.
- 2.4. Every Member is eligible for appointment or re-appointment.

- 2.5. When a Member of the Board dies, resigns, or becomes disqualified the Municipality may call for that purpose an expression of interest from the community.
- 2.6. At no such time will staff of the Corporation, whether current or past, be eligible to serve as a member of the Board.

3. Officers

- 3.1. The Officers of the Board shall consist of the Chairperson, the Vice Chairperson, and Secretary.
- 3.2. Each Officer shall be appointed by the Members, to serve for a term as outlined in section 2.2 or until their successor is appointed.

4. Board Meetings

- 4.1. The Board may convene for various purposes, including but not limited to, the search for a Chief Executive Officer (CEO) in case of a vacancy, the transaction of Corporation business, and the adjournment of such business.
- 4.2. The Board shall hold a minimum of four regular quarterly meetings each year.
- 4.3. Special meetings may be called at any time by the Chairperson or by two thirds of the Members.
- 4.4. Notice of regular or special meetings shall state the time and place of such meeting.
- 4.5. Meetings may be held at any place, within the Municipality.
- 4.6. The Chairperson shall be entitled to preside at all meetings and in the event of their absence, inability, or refusal to act, the Vice Chairperson may preside.
- 4.7. A majority of current Members shall constitute a quorum.
- 4.8. Where a quorum is not present within 15 minutes of the time for which a meeting has been called, the meeting may be dissolved.
- 4.9. At any meeting, every Member present and entitled to vote shall have one vote, and in the case of a tie the motion shall be declared lost.
- 4.10. The procedure to be followed at all Meetings of the Board, unless otherwise specified in these By-Laws, shall be that prescribed for meetings of Council.

5. Reimbursement

5.1. Each Member shall be reimbursed by the Board for their reasonable expenses incurred in performing their functions as such Member.

6. Accounts

6.1. On a monthly basis, the CEO shall supply all Members of the Board, the CEO Report, Internal Financial Statements, and confirmations of the Canada Revenue Agency and Workers Compensation Benefit remittances.

6.2. A Financial statement of affairs of the Corporation, with a report of the activities of the Corporation, each covering the preceding year, shall be prepared, and made available to all Members and Council annually.

7. Auditors

7.1. An auditor or auditors will be appointed and shall be subject to a Request for Proposal/Expression of Interest process for Audit services, drafted by the CEO and presented to the Members of the Board for their approval of the recommendation when such an expression of interest is deemed necessary by the CEO and the management team.

8. Minutes

8.1. The Board will appoint a Secretary, who shall record and maintain minutes of all meetings.

8.2. The minutes shall show the names of all Members present at a meeting, all Resolutions passed, and all proceedings of the meeting, including the appointment of Officers.

8.3. The minutes of any meeting(s) of the Board are to be signed by the Chair, the CEO, and the Secretary at the subsequent meeting.

9. Repeal and Replace

All former by-laws of the Richmond Housing Corporation are hereby repealed and replaced with these by-laws.



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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Kathleen Jeffrey, Director of Finance

DATE: June 06, 2024

RE: Type 04 – Waterfront Development Funding- Louisdale Lions Club

Dear CAO,

Attached is a grant application from The Louisdale Lions Club for the Type 04 – General / Waterfront Development Funding for \$20,000. The application appears complete and is ready to be addressed by Council.

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

Best Regards

Kathleen Jeffrey, Director of Finance

This project aligns with the following County initiatives or plans:

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



Grant/Funding Application

Organization Legal Name Louisdale Lions Club	Contact Person Tommy Samson
Position in Organization President 2021-2025	Email [Redacted]
Mailing Address 3128 Whiteside Road, Louisdale Nova Scotia B0E 1V0	Telephone [Redacted]
Signature <i>Tommy Samson</i>	Date June 11, 2024

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

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

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

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

What you need to know before applying for funding

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

Please forward applications to:
Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-3982 Fax: 902-226-0295

Grant Type

1



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

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

Application checklist:

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

Overview of Project

Please describe the project in as much detail as possible.

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

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

Project budget

Cost of the project

Capital Costs

Land

Materials

Labour Costs

Other Capital Costs

Specify:

Other Capital Costs

Specify:

TOTAL

\$ 0.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project? Yes No

Loan/Debt

Funding Agency

Provincial

Federal

Other (Specify):

Amount requested from Municipality
If approved, funds must be spent by March 31.

TOTAL

\$ 0.00

Grant Type
2



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

Section B - Start-Up Activity - 50% of costs, Maximum of \$500 per application
Maximum of two applications per year, per organization (must be for two different events)

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

* Organizations cannot apply for funding for the same event/activity in subsequent years.

Official Name of Event/Activity

Overview of Event/Activity

Please describe the event/activity in as much detail as possible.

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

Event/Activity budget

Cost of the project

Costs

Labour _____

Materials _____

Other Costs _____

Specify:

TOTAL \$ 0.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project? Yes No

Loan/Debt _____

Other Funding (Specify): _____

Funding requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL \$ 0.00

Grant Type
3



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

Section C1 - PHYSICAL ACTIVITY - 50% of costs, Maximum of \$1,000 per application

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Project/Activity

Please describe the project/activity in as much detail as possible.

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

(Empty space for project description)

Impact/Reach of Project/Activity

Who will be benefit from this project or activity?

(Empty space for impact/reach description)

Event/Activity budget

Cost of the project

Capital Costs _____
 Labour _____
 Materials _____
 Other Costs _____
 Specify: _____

TOTAL \$ 0.00

Financing the project/Other revenue

Organization's costs _____
 Have you had to borrow for this project? Yes No
 Loan/Debt _____
 Other Funding (Specify): _____
 Funding requested from Municipality _____
 If approved, funds must be spent by March 31.

TOTAL \$ 0.00

Grant Type

3



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

Section C2 - INSTRUCTOR/FACILITATOR DEVELOPMENT - 50% of costs, Maximum of \$500 per application

Maximum of \$500 per individual, per year

Application checklist:

- Attach a copy of the Certificate/Course syllabus/description
Attach schedule of events for Certificate/Course

Name of Certificate/Course

Location of Certificate/Course

Overview

Why are you interested in this certificate/course?

Benefit

Who will this certificate/course benefit?

Budget/Cost

Indicate the costs associated with this certificate/course

- Registration
Travel/Fuel
Accommodations
Meals
Other (Specify)

TOTAL \$ 0.00

PLEASE NOTE

If the Municipality funds your request, you will be required to offer a minimum of 50 hours of instruction for municipal recreation programming within 2 years of the date of completion of this certificate/course. By checking the box below, you are agreeing to these terms.

I agree

Grant Type

3



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

Section C4 - CANADA DAY - Maximum of \$3,000 per district

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
Names and addresses of your organization's directors
Most recent Annual Financial statements (Balance Sheet and Income Statement)
Budget for current fiscal year

Overview of Canada Day events

Please describe the event/activity in as much detail as possible.

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

Reach of Canada Day events

Who will benefit from these Canada Day events?

Event/Activity budget

Cost of the events

Costs
Labour
Materials
Other Costs
Specify:

TOTAL \$ 0.00

Financing the project/Other revenue

Organization's costs
Have you had to borrow for this project?
Loan/Debt
Other Funding (Specify):
Funding requested from Municipality
If approved, funds must be spent by March 31.

TOTAL \$ 0.00

Grant Type
3



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

Section C3 - SPONSORSHIPS - Maximum of \$500

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of proposed sponsored event/activity

Please describe the proposed sponsored event/activity in as much detail as possible.

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

Event/Sponsorship budget

Cost of the event		Financing the project/Other revenue	
Materials/Equipment	_____	Organization/Individual costs	_____
Registration	_____	Other Sponsorships:	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	\$ 0.00	TOTAL	\$ 0.00

Grant Type
4



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

Section D - Regional/Health/General - Maximum of \$10,000
Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Request:

Please describe the request in as much detail as possible.

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

The Louisdale Lions Club has plans to develop its WATERFRONT PROPERTY. Total project costs is \$1,400,000. We are ASKING FOR \$20,000 in municipal support. As part of this, we have already invested \$48,000 in shoreline protection with armor stone and will be donating our current facility (Value of \$25,000) to the local ATV Riders Club (The Barachois Trail Association) for storage of trail development equipment and future development. We are building an OUTDOOR AMPHITHEATRE with 5 rows of seating, STAGE/PERFORMANCE AREA and BARRIER FREE ACCESS to all levels. This green space overlooking Seal Cove, will have sidewalks all around the property and across the middle. The upper portion will be designed with a level playing surface for OUTDOOR GAMES such as washer toss and ladder ball. There will be three VENDOR BOOTHS for local artisans within Richmond County to display their products during events held on the property. In addition to this, there will be HISTORICAL PLACARDS throughout the property telling of the ACADIAN HISTORY & CULTURE of the community and honoring a long-time community member (Mr. Alfred Samson) who was significant in shaping the culture of our community with community homes. We will also be constructing a NEW FACILITY (30ft X 30FT with 2 levels) to provide: STUDENT SUMMER EMPLOYMENT, ADDITIONAL COMMUNITY SERVICES (ice cream vending space), FULL KITCHEN (community BBQ's, anniversaries, weddings, concerts, etc.), INDOOR & OUTDOOR BARRIER FREE WASHROOMS, 2nd floor MULTIPURPOSE ROOM (yoga classes, art displays, CD Releases parties, song circles, etc.), 2nd floor deck (overlooking seal cove), ELEVATOR SERVICES for COMPLETE BARRIER FREE ACCESS, and fully paved parking lot equipped with lighting all round the perimeter and the park sidewalks.

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

These funds will support one or more of the following developments: outdoor amphitheater; stage area; green space, sidewalks, games area, vendor booths, historical placards, new facility, paved parking lot, etc. The municipal level of funding will help us to leverage funding supporting form the provincial and federal government.

Other Financial Assistance

Have you applied for other financial assistance? Yes No

If yes, please list all other funding sources, including amounts received.

Funding Source 1:	Provincial Government	\$	_____
Funding Source 2:	Federal Government	\$	_____
Funding Source 3:	Ongoing discussions with ACOA	\$	_____



Additional Information Sheet

We have had discussions with all levels of Government and are beginning discussions with ACOA to seek other partnerships as well. Both the federal and provincial reps (MP Kelloway and MLA Trevor Boudreau) are very supportive of this venture. This project has been in the planning phase for over two years and we are seeking support from all levels of Government. We understand that municipal support in the amount of \$20,000 would be contingent upon us securing funding for \$1,400,000 at the provincial and/or federal levels.

Our vision for this property is an outdoor community gathering space in the heart of the village that will celebrate the past, present & future of our community. This property will pay tribute to the history of Louisdale (through historical placards) as well as provide a space for families and community (from all over Richmond County) to gather and celebrate present and future events (family days, reunions, weddings, anniversaries, milestones, Christmas, concerts and performances, success stories, physical and mental wellness sessions/classes, and the list goes on). In addition, this space will honor Mr. Alfred Samson (a former resident of Louisdale who spent his life giving back to the community). The Louisdale Lions club wants this property to showcase Seal Cove Harbour, local artists, artisans, musicians, culture, community, etc... and to share it with our visitors. We hop this will create the first step in the potential economic development for water activitiles (wharf development, floating dock development, boating, kayaking, canoeing, tours of seal cove and lennox passage, tourism experiences on the island just outside of seal cove (where the camp cabin is located).

We have verbal commitments from federal and provincial levels of government but no specific amounts yet. We have submitted a funding request at the provincial level and are planning to do so at the federal level as well.

Renewal Notice
Societies Act

Registry ID: 1278622

TOMMY SAMSON
THE LOUISDALE LIONS CLUB
67 HARBOURVIEW CRESCENT
LOUISDALE NOVA SCOTIA B0E 1V0

- Annual Filing Requirements
- Annual Statement
 - Annual Registration Fee
 - Financial Statements

The Annual Statement and Annual Registration Fee must be filed together. Financial Statements must be filed 14 days after the Society's Annual General Meeting. Financial Statements must be signed by the society's auditor, or if there is no auditor, by two directors. If all annual filings are not received by your due date your registration will be revoked.

Amount due:
\$31.15

Due date:
31 October 2023

You can complete your renewal online at:

rjsc.novascotia.ca

Create a free account to quickly update your business information and renew your registration. Get started at rjsc.novascotia.ca

Step 1: Sign in or create an account

Step 2: Search for your Society by name or RJSC number under "Renew or update my business or non-profit"

Step 3: Click "Renew Registration"



pd. Oct 5 2023

Chq # 1310 \$31.15

Email Address: _____

[will not be viewable by the public]

Please check to receive future Renewal Notices and related communication by email.

Other options to renew:

Complete the Annual Statement form and mail to Registry of Joint Stock Companies, PO Box 1529, Halifax, NS B3J 2Y4 or deliver in person to any Access Nova Scotia location.

Payments made by cheque must be in Canadian funds, payable to: Registry of Joint Stock Companies. Cheques cannot be post-dated. The information included in this page will not be made available to the public.

Cheque Money order Visa MasterCard American Express Discover Card

Credit card account number

Phone

Card holder's name (PLEASE PRINT)

Expiry month

Expiry year

Signature _____

LOUISDALE LIONS CLUB
PO BOX 688
LOUISDALE NS B0E 1Y0

001310

DATE 2023-10-05
Y Y Y Y M M D D

\$ 31.15

15 DOLLARS



EAST COAST CREDIT UNION LTD.
LOUISDALE BRANCH
240 HWY 120, PO BOX 629
LOUISDALE NS B0E 1Y0

PAY TO THE ORDER OF Registry of Joint Stocks
Shirley Anne

RE Annual Renewal
1278622

LOUISDALE LIONS CLUB
PO BOX 688
LOUISDALE NS B0E 1Y0
Paul Spychalski
BY Guy Johnson



Registry of Joint Stocks 2024-2025

Louisdale Lions Club

Registry #: 1278622

Tommy Samson – President & Director



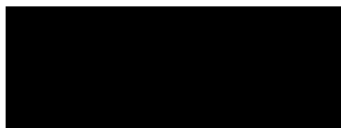
Gary Samson – 1st Vice & Past President



Robert Goyetche – Treasurer



Donna Samson – Director



Sylvia Boudreau – 2nd Vice



Louisdale Lions Club 2024
Income Statement 2023-07-01 to 2024-03-28

REVENUE

Sales Revenue

Den Rental	3,900.00
BBQ's and Other Events	2,325.20
ACOA Grant	0.00
Student Grant	4,319.00
Vibe Marketing Waterfront Project	0.00
Fund Raising	0.00
Father's Day Event	0.00
Heat Pump Project	0.00
1049 Draw Ticket Sales	16,642.00
Song Circle Revenue	0.00
Celtic Colors	0.00
IWK Pig Roast	0.00
Monthly Brunch	18,130.00
New Years Ball	0.00
Christmas Trees	0.00
Grants	2,000.00
Meals on Wheels	0.00
Turkey Dinner Take Out Ticket S...	0.00
Turkey Dinner Take Out Tips	0.00
Darts Revenue	975.00
Chase the Ace	0.00
Dues Collected	0.00
Lions Memorabilia Sales	0.00
Charter Night	0.00
1/2 & 1/2 Ticket Sales	0.00
Bar Tips	173.35
Bar Revenue	3,265.00
Flower Basket Sales	105.00
Donations	9,467.54
Bingos	0.00
Softball BBQ	0.00
Bench Ticket Sales	0.00
Donations Alfred	0.00
Fall Cabinet	0.00
Concerts Revenue	0.00
Tree Lighting	0.00
Lift Chair Project	1,765.65
Total Club Revenue	63,067.74

Other Revenue

Freight Revenue	0.00
Revenue Suspense	0.00
Miscellaneous Revenue	17,314.87
Dues & Conventions Reserve	0.00
Total Other Revenue	17,314.87

TOTAL REVENUE 80,382.61

EXPENSE

Cost of Goods Sold

Item Assembly Costs	0.00
Adjustment Write-off	0.00
Subcontracts	0.00
Early Payment Purchase Discou...	0.00
Freight Expense	0.00
Total Cost of Goods Sold	0.00

Payroll Expenses

Wages & Salaries	4,080.00
Vacation Pay	162.40

Louisdale Lions Club 2024
Income Statement 2023-07-01 to 2024-03-28

EI Expense	96.32
CPP Expense	219.20
Vacation Pay Expense	0.00
WCB Expense	0.00
User-Defined Expense 1 Expense	0.00
User-Defined Expense 2 Expense	0.00
User-Defined Expense 3 Expense	0.00
User-Defined Expense 4 Expense	0.00
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Total Payroll Expense	4,537.92
General & Administrative Expe...	
Main Street Property Grant	0.00
ACOA Grant Lions Portion	0.00
Vibe Marketing Waterfront Project	1,334.00
Advertising & Promotions	0.00
1049 Draw Expenses & Winners	8,940.37
Bookkeeping Services	0.00
Heat Pump Project	0.00
Fund Raising Expenses	0.00
Fathers Day Event	0.00
Flower Baskets	307.13
Bingos	0.00
New Years Ball	0.00
Christmas Trees & Wreaths	52.99
Meals on Wheels	0.00
1/2 & 1/2 Winners & Submissions	0.00
Ticket Draw	0.00
IWK Pig Roast	0.00
Monthly Brunch	8,862.47
Chase the Ace	0.00
IWK Donation	0.00
BBQ's and Events	509.73
Celtic Colors	0.00
Business Fees & Licenses	166.13
Tree Lighting	828.30
Darts Expenses	881.73
Song Circle Expenses	0.00
Turkey Dinner Take Out Expenses	0.00
Bar Expenses	2,183.11
Future Events Supplies Purchased	0.00
12 Days of Christmas	0.00
Concerts by The Sea	0.00
Community Assistance W/Medic...	1,157.00
Lift Chair Project	0.00
Courier & Postage	92.00
Donations	6,444.73
Donations Alfred	0.00
Bursaries	0.00
Charter Night	0.00
Security	0.00
Chalice Canada Sponsored Child	504.00
Income Taxes	0.00
Renovations Expenses	0.00
Insurance	31.00
Summer Student Costs	0.00
Mortgage Interest	3,040.07
Interest & Bank Charges	10.00
Legal Fees	0.00
Office Supplies	316.60
Property Taxes	0.00
International Lions Dues	1,342.19
Lions Memorabilia	488.90
Expense Suspense	23.98

Louisdale Lions Club 2024
Income Statement 2023-07-01 to 2024-03-28

Miscellaneous Expenses	0.00
Realized Exchange Gain/Loss	0.00
Fall Cabinet	0.00
Winter Cabinet	0.00
Rent	0.00
Lions Conventions	75.00
Den Supplies	2,421.48
Repair & Maintenance	6,084.77
Furnace Oil	276.01
Telephone	1,192.52
Meals & Entertainment	642.20
Utilities	3,857.90
Online Payment Fees	0.00
Total General & Admin. Expen...	<u>51,976.31</u>
TOTAL EXPENSE	<u>56,514.23</u>
NET INCOME	<u><u>23,868.38</u></u>

Louisdale Lions Club 2024
Balance Sheet As at 2024-03-28

ASSET

Current Assets		
Cash to be deposited	0.00	
Cash Draws	0.00	
Petty Cash	0.00	
Savings Bank Account	0.00	
Chequing Bank Account	24,592.72	
Father's Day Float	0.00	
Event Floats	1,800.00	
Bar Float	300.00	
Foreign Currency Bank	0.00	
Total Cash		26,692.72
Visa Receivable	0.00	
MasterCard Receivable	0.00	
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Online Payment Receivable	0.00	
Total Payment Receivables		0.00
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Advances & Loans	0.00	
Total Receivable		0.00
Purchase Prepayments		0.00
Prepaid Expenses		0.00
Total Current Assets		26,692.72
Inventory Assets		
Inventory Bar		1,000.00
Inventory Kitchen		1,000.00
Total Inventory Assets		2,000.00
Capital Assets		
Utility Trailer		1,900.00
Laptop & Printer		900.00
Software		916.88
Kitchen Stove		1,856.76
BBQ's		575.00
Generator		8,500.00
Total Capital Assets		14,648.64
Leasehold Improvements		
Contents of Dan	69,856.01	
Sign	0.00	
Equipment	7,650.00	
Total Contents of Den & Equipm...		77,506.01
Auxiliary Building		15,000.00
Den & Facilities		356,000.00
Building		0.00
Land for Den		35,000.00
Land on Main Street		73,000.00
Building on Main Street		0.00
Total Capital Assets		556,506.01
Other Non-Current Assets		
Computer Software		0.00
Laptop & Printer		0.00
Total Other Non-Current Assets		0.00
TOTAL ASSET		599,847.37

LIABILITY

Printed On: 2024-05-02

Louisdale Lions Club 2024

Balance Sheet As at 2024-03-28

Current Liabilities	
Accounts Payable	0.00
Main Street Property Grant Adva...	0.00
Tree Lighting NSTU	0.00
Bursary Donation	2,500.00
Bank Loan - Current Portion	6.39
Total Current Liabilities	<u>2,506.39</u>

Visa Cards Payable	
Visa Payable Gary # 4330	6,629.22
Visa Payable Robert # 4314	3,160.34
Visa Payable Tommy # 7929	4,082.54
Visa Payable David # 4322	0.00
Visa Payments	<u>-11,866.70</u>
Visa Subgroup Total	2,005.40
Total Credit Card Payables	<u>2,005.40</u>

Corporate Taxes	
Corporate Taxes payable	0.00
Vacation payable	0.00
EI Payable	0.00
CPP Payable	0.00
Federal Income Tax Payable	<u>0.00</u>
Total Receiver General	0.00
WCB Payable	0.00
User-Defined Expense 1 Payable	0.00
User-Defined Expense 2 Payable	0.00
User-Defined Expense 3 Payable	0.00
User-Defined Expense 4 Payable	0.00
User-Defined Expense 5 Payable	0.00
Deduction 1 Payable	0.00
Deduction 2 Payable	0.00
Deduction 3 Payable	0.00
Deduction 4 Payable	0.00
Deduction 5 Payable	0.00
GST/HST Charged on Sales	0.00
GST/HST Charged on Sales - R...	0.00
GST/HST Paid on Purchases	-22,633.89
HST Paid on Member Purchases	-509.48
GST/HST Payroll Deductions	0.00
GST/HST Adjustments	0.00
ITC Adjustments	<u>0.00</u>
GST/HST Owing (Refund)	-23,143.37
Prepaid Sales/Deposits	0.00
Total Current Liabilities	<u>-23,143.37</u>

Long Term Liabilities	
Bank Loans	0.00
Mortgage Payable	38,779.59
Loans from Owners	0.00
Total Long Term Liabilities	<u>38,779.59</u>

TOTAL LIABILITY 20,148.01

EQUITY

Owners Equity	
Owners Contribution	614,889.76
Owners Withdrawals	0.00
Retained Earnings - Previous Year	40,961.22
Current Earnings	<u>23,868.38</u>
Total Owners Equity	<u>579,699.36</u>

Printed On: 2024-05-02

**Louisdale Lions Club 2024
Balance Sheet As at 2024-03-28**

TOTAL EQUITY	<u>579,699.36</u>
LIABILITIES AND EQUITY	<u><u>599,847.37</u></u>

**Louisdale Lions Club
Budget by Project June 2023 to July 2024**

REVENUE

	Revenue	Expenses	Profit/Loss
Sales Revenue			
Den Rental	5,480.00	0.00	5,480.00
BBQ's and Other Events	2,440.00	5,457.22	-3,017.22
ACOA Grant	7,142.50	0.00	7,142.50
Student Grant	3,973.00	4,014.88	-41.88
Fund Raising	0.00	0.00	0.00
Father's Day Event	21,166.00	6,680.34	14,585.66
Heat Pump Project	0.00	0.00	0.00
1049 Draw Ticket Sales	0.00	0.00	0.00
Song Circle Revenue	0.00	0.00	0.00
Celtic Colors	0.00	0.00	0.00
IWK Pig Roast	0.00	0.00	0.00
Monthly Brunch	23,854.50	9,272.62	14,581.88
New Years Ball	6,158.00	2,139.45	4,018.55
Christmas Trees	0.00	1,143.92	-1,143.92
Grants	14,308.00	0.00	14,308.00
Meals on Wheels	0.00	0.00	0.00
Turkey Dinner Take Out Ticket Sales	0.00	0.00	0.00
Turkey Dinner Take Out Tips	0.00	0.00	0.00
Darts Revenue	1,350.00	0.00	1,350.00
Chase The Ace	0.00	0.00	0.00
Dues Collected	760.00	1,533.59	-773.59
Lions Memorabilia Sales	0.00	0.00	0.00
Charter Night	0.00	0.00	0.00
1/2 & 1/2 Ticket Sales	0.00	0.00	0.00
Bar Revenue	8,452.50	2,698.58	5,753.92
Flower Basket Sales	5,390.00	2,210.30	3,179.70
Donations	14,361.10	11,778.40	2,582.70
Bingos	0.00	0.00	0.00
Softball BBQ	0.00	0.00	0.00
Bench Ticket Sales	0.00	0.00	0.00
Donations Alfred	0.00	0.00	0.00
Fall Cabinet	0.00	0.00	0.00
Concerts Revenue	5,573.31	0.00	5,573.31
Tree Lighting	119.00	1,015.33	-896.33
Total Club Revenue	120,527.91	47,844.63	72,683.28

Other Revenue

Freight Revenue	0.00		
Revenue Suspense	0.00		

Miscellaneous Revenue
 Dues & Conventions Reserve
 Total Other Revenue

276.30		
0.00		
276.30		
TOTAL REVENUE	276.30	0.00
		72,959.58

EXPENSE

Payroll Expenses

Wages & Salaries
 EI Expense
 CPP Expense
 Vacation Pay Expense
 WCB Expense
 User-Defined Expense 1 Expense
 User-Defined Expense 2 Expense
 User-Defined Expense 3 Expense
 User-Defined Expense 4 Expense
 User-Defined Expense 5 Expense
 Employee Benefits
 Total Payroll Expense

0.00		
0.00		
0.00		
149.52		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
149.52	0.00	149.52

General & Administrative Expenses

Main Street Property Grant
 Acoa Grant Expenses
 ACOA Grant Lions Portion
 Advertising & Promotions
 Bookkeeping Services
 Ticket Draw
 IWK Donation
 Business Fees & Licenses
 Future Events Supplies Purchased
 12 Days of Christmas
 Community Assistance W/Medical Exp
 Courier & Postage
 Bursaries
 Security
 Challice Canada ASponsored Child
 Income Taxes
 Renovation Expenses
 Insurance
 Mortgage Interest
 Interest & Bank Charges
 Legal Fees
 Office Supplies
 Property Taxes

0.00		
0.00		
0.00		
45.00		
0.00		
0.00		
0.00		
844.89		
116.57		
0.00		
0.00		
233.55		
4,400.00		
0.00		
504.00		
0.00		
0.00		
4,435.00		
3,750.51		
41.00		
0.00		
464.84		
0.00		

Expense Suspense	0.00		
Miscellaneous Expenses	0.00		
Realized Exchange Gain/Loss	0.00		
Winter Cabinet	0.00		
Rent	0.00		
Lions Conventions	689.49		
Den Supplies	2,524.80		
Repair & Maintenance	6,225.51		
Furnace Oil	1,170.73		
Telephone	1,550.37		
Meals & Entertainment	412.49		
Utilities	4,439.36		
Online Payment Fees	0.00		
Total General & Admin. Expenses	31,848.11		
TOTAL EXPENSE	31,997.63		

NET INCOME 40,961.95

Generated On: 2023-09-12

Louisdale Lions Waterfront Project Quotes (to date)

Estimated cost of project: \$1,400,000

Cost Estimates:

Note: We are awaiting updated facility drawings to include an elevator so that we will be 100% barrier free on both floors.

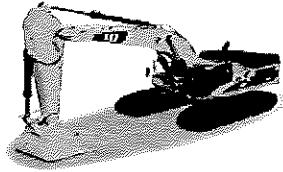
Job	Company	Cost Estimate	
Excavation 1		\$114,839.00	
Excavation 2		\$113,786.75	
Excavation 3		\$112,866.75	
Concrete		\$46,916.82	
Pavement		\$146,400.00	
Solar Panel System		\$28,566.00	
New Facility (30ftx30ft X 2 floors) With elevator access		Approx. \$663,600.00 (\$350 per square ft) Total of 1896 sq ft.	
Elevator purchase and install – Family First Medical It is a cable ballast drawn system, fully electric. Manufactured by RAM elevators and lift out of Edmonton alberta -Starting weight is 800 lbs, but can be increased to whatever you would like -on the high end, approx. cost would be \$125,000 - you will receive your first year maintenance contract included with the install, after that it would be \$1300.00 a year for your maintenance contract, that will give		Initial cost – Approx. \$125,000 Annual recurring fees – Approx. \$1700/year	

<p>you your inspections, and compliance reports required by the province of nova scotia, this will happen over two inspection, where we will do a detailed inspection at each visit, with the 2 visits, every 6 months, it is a proactive approach, this gives us an opportunity to catch anything that may need to be adjusted, or changed.</p> <p>- on top of all that you will be responsible to keep your license current and up to date. I believe it is around the \$200.00 mark</p>			
<p>Concrete Form work (including REBAR)</p> <p>A.L.C. Rebar Placers Ltd.</p>	<p>Sidewalks= 514ftX6ft=3084 140ftX10ft=1400</p> <p>Stage= 36ftX20ft=720ft</p> <p>Building= 30ftX30ft+Elevator 1100</p>	<p>Sidewalks = \$86,680 plus tax</p> <p>Building = \$26,000 plus tax</p> <p>Elevator Space = \$4000 plus tax</p> <p>Stage = \$14,400 plus tax</p> <p>Total= \$134,080 plus tax = \$154,192.00</p>	
<p>Light Posts- Qty 25</p>		<p>\$12,000</p>	
<p>Electrical underground &</p>		<p>\$10,000</p>	

Engineered drawings for slab			
Appliances (including deep freezers, soft ice cream machines for ice cream vending)		\$40,000	
Historical Placards & dedications		\$10,000 - \$15,000	
Vendor Booths (materials & Construction) Note: Concrete Floors 8ft X 12ft. with 6 " wall		\$7,500	
Fencing & Water rail (along shoreline)		\$50,000	
Total Estimate:		\$1,401,475.32	

Some prices are estimates based on discussions with contractors. We are awaiting written quotes to support these estimates. We are asking the Richmond Council for \$20,000 as a show of municipal support for this project and will also be benefitting from in-kind services and labor. This will truly be a local project whereby we will endeavor to spend all funds locally within the community of Louisdale, the county of Richmond and/or the Strait Area (unless we are unable to find the services or materials within these areas).

See below for supporting quotes:



RICHMOND SAND AND GRAVEL

830 Highway 320, Louisdale, Nova Scotia B0E 1V0
902-345-2078

Email: gpolegato_trucking@hotmail.com

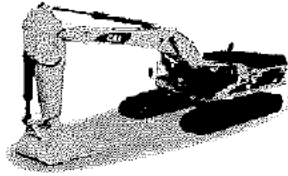
Q U O T E

Date: April 4th 2024
 Client: Louisdale Lions Club
 Project site: 347 Highway 320, Louisdale, Richmond Co, NS PID 75011403
 VIA email: Tommy.Samson@srce.ca

JOB DESCRIPTION	AMOUNT
<p><i>Phase 1 of Site Development, Scope of Work to be completed:</i></p> <p>Excavation of performance stage area (as specified by client), Supply and place 2" gravel over same area, followed by heavy compaction, Supply and place Class A 3/4" gravel over same area, followed by heavy compaction, all in readiness for clients forming and pouring of concrete.</p> <p>Excavation of concave step-up public seating area (as specified by client), Supply and place 2" gravel & Class A gravel over same area, Supply and place all concrete base blocks over same area, Supply and place 1" clear stone behind blocks with drainage pipe to both sides of property - east/west (pipes covered over with geotextile prior to clear stone).</p> <p>Includes all heavy equipment, trucking, specified aggregates, materials and labor.</p>	
Subtotal	\$99,860.00
HST # 83276 3999 RT0001	15%
Total	\$114,839.00

Terms:
 Due within 21 days of invoice receipt.
 Late payment charges of 2% (24% per annum) will be charged on all past due amounts.

Approved By: _____ Date: _____



RICHMOND SAND AND GRAVEL

830 Highway 320, Louisdale, Nova Scotia B0E 1V0
902-345-2078

Email: gpolegato_trucking@hotmail.com

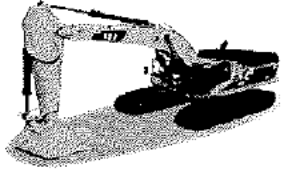
QUOTE

Date: April 4th 2024
Client: Louisdale Lions Club
Project site: 347 Highway 320, Louisdale, Richmond Co, NS PID 75011403
VIA email: [REDACTED]

JOB DESCRIPTION	AMOUNT
<i>Phase 2 of Site Development, Scope of Work to be completed:</i>	
Excavation to level grade the property from East to West, there is currently a 4.5 ft overall grade difference from East to West.	
Excavation of new ditch on West side of property, then rip rap it with rock to mitigate erosion,	
Supply and place gravel for walk ways on the West and South sides of property,	
Rock rip rap of the ditch on East side,	
Construction of 12 ft driveway along East side; supply and place 2" and Class A 3/4" gravel over driveway, followed by heavy compaction.	
Supply and excavation for placement of sono tube concrete forms in readiness for night lights install, 5 on East Side, 5 on South Side and 5 on West Side.	
Excavation of childrens play area, with 3 gently sloped sides for walking and mowing over.	
Includes all heavy equipment, trucking, specified aggregates, materials and labor.	
Subtotal	\$98,945.00
HST # 83276 3999 RT0001 15%	\$14,841.75
Total	\$113,786.75

Terms:
Due On Receipt.
Late payment charges of 2% (24% per annum) will be charged on all past due amounts.

Approved By: _____ Date: _____



RICHMOND SAND AND GRAVEL

830 Highway 320, Louisdale, Nova Scotia B0E 1V0

902-345-2078

Email: gpolegato_trucking@hotmail.com

QUOTE

Date: April 4th 2024
Client: Louisdale Lions Club
Project site: 347 Highway 320, Louisdale, Richmond Co, NS PID 75011403
VIA email: [REDACTED]

JOB DESCRIPTION	AMOUNT
<i>Phase 3 of Site Development, Scope of Work to be completed:</i>	
Construction of pad for 30' x 30' building along with install of 20 sono tube concrete forms.	
Supply and install new water & sewer pipes to building.	
Install underground power line from new building to performance stage, protected through 2" pvc pipe covered in sand.	
Excavation for client planned 80 ft wall to create border between driveway and grass area, this will include 2 rows of blocks approx 3 ft out of ground, supply and place 3" of topsoil over area and cover with nursery sods.	
Supply, place and compact gravel on parking lot in preparation of paving by clients paving contractor.	
Includes all heavy equipment, trucking, specified aggregates, materials and labor.	
Subtotal	\$98,145.00
HST # 83276 3999 RT0001 15%	\$14,721.75
Total	\$112,866.75

Terms:
Due On Receipt.
Late payment charges of 2% (24% per annum) will be charged on all past due amounts.

Approved By: _____ Date: _____

A. L. S. Robert Moore, Inc.

1. Foundation - 1.5' x 1.5' x 1.5' concrete stage
Amount for foundation form work

Qty: 1000 sq. ft.
#20 6" x 12"

2) Substrate - 4484 sq. ft. square
To supply material, labor to form
and finish concrete substrate to site.
Concrete and all materials and
labor included. (Does not include groundwork)

Total @ 29,000.00 plus taxes

3) Building - 30' x 30' unenclosed slab 4500 sq. ft.
To supply labor, materials, concrete,
and form work. No form work
(No ground work included)

Total @ 36,000.00 plus taxes

4) elevator space - ~~200~~ 200 square ft.
To supply labor, materials, concrete and form work
(No ground work)

Total @ 4,000.00 plus taxes

Stage - 36' x 30' = 720 feet square
To supply labor, materials, concrete and form work.
(No ground work)

Total @ 14,400.00 plus taxes.

June 6, 2007
Robert Moore, Inc.

Phone: 902-345-2538 • Fax: 902-345-8580

"30 Years Experience"

4/3/24, 11:07 AM

Re: Quote request for Louisdale lions - TS Samson - Outlook

Re: Quote request for Louisdale lions

Wendell Ellis <wellis@acl.ca>

Wed 2024-03-27 1:02 PM

To: TS Samson [REDACTED]

I can give you a budget quote to fine grade, supply and spreader place 4" in one lift of asphalt for 19520sq.ft

The price would be around 7.50/sq.ft
19520 x 7.50 = 146k

I will have my new prices for aggregate and binder later in April. If our supply pricing is down to start the season, this number would be less. It should give you a ball park to work with.
If you have any questions please give a call.

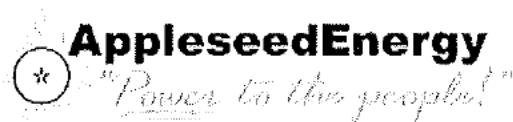
Regards,



Wendell Ellis
General Manager

T: 902.625.3430 | M: 902.227.7220
E: wellis@acl.ca

The company accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



QUOTE

1796 Janvrin Harbour Road
 RR#1 West Archat, NS, B0E 3J0
 T 902.227-8220 T 902.227-8737
www.appleseedenergy.com

DATE: March 29, 2024
 Quote # Q2546

Completed for:
 Louisdale Lion's Club
 347 HWY 320 (across from Coop)
 Louisdale, NS B0E 1V0
 (NEW CONSTRUCTION)

Installation Address:
 347 HWY 320 (across from
 Coop)
 Need to confirm
 * copy of NSP bill
 * confirm electrical panel
 * confirm slope and azimuth
 Array is 22 ft high x 35 ft wide

c/o Tommy

Project Title: Solar PV Grid Tied

Terms: 60% to do net metering and order materials, balance when commissioned

QUANTITY	UNIT PRICE	AMOUNT
27	920.00	24,840.00
Grid Tied Solar PV System		
THORNOVA TS-BB66 500W solar panels with racking		
Enphase Micro Inverters IQ7A-72-2-US, Enphase IQ Envoy		
Enphase Q Cables, Branch Terminators, Combiner		
NSPI Net Metering Agreement, paperwork and application		
All materials and balance of system components		
Complete installation including labour, travel and shipping		
Solar Production Report on page 2		
Panels and Inverters have 25-yr warranty		
(Rebate must be pre-approved)		
* cost of new NSP bi-directional meter will be charged to your first power bill		

SUBTOTAL \$ 24,840.00

HST \$ 3,726.00

TOTAL \$ 28,566.00

QUOTE IS GOOD FOR 30-DAYS

Appleseed Energy Inc.

1796 Janvrin Harbour Road, RR#1

West Archat, NS

B0E 3J0

contact: Brian Rose 227-8220 or brian@appleseedenergy.com

Business Number 86950 8492 RT0001

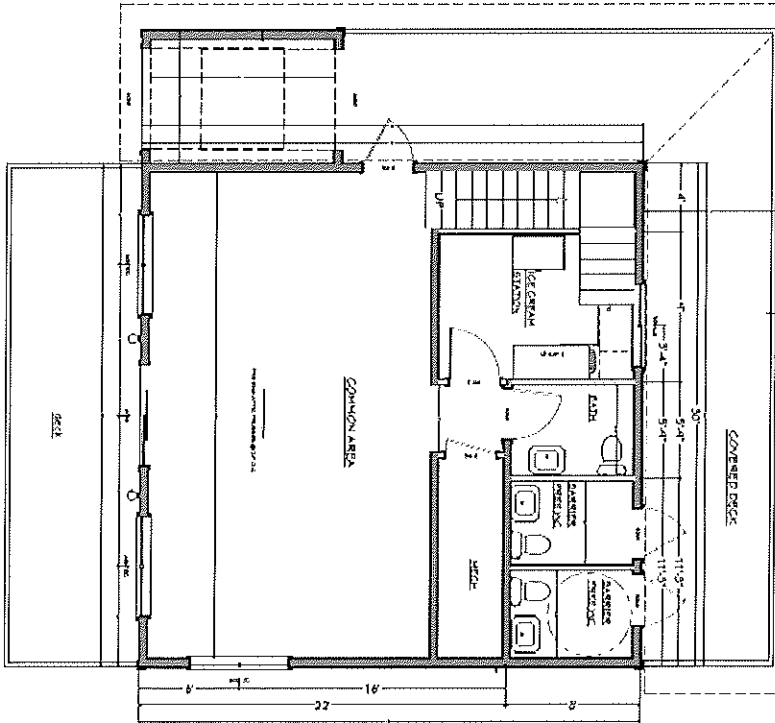
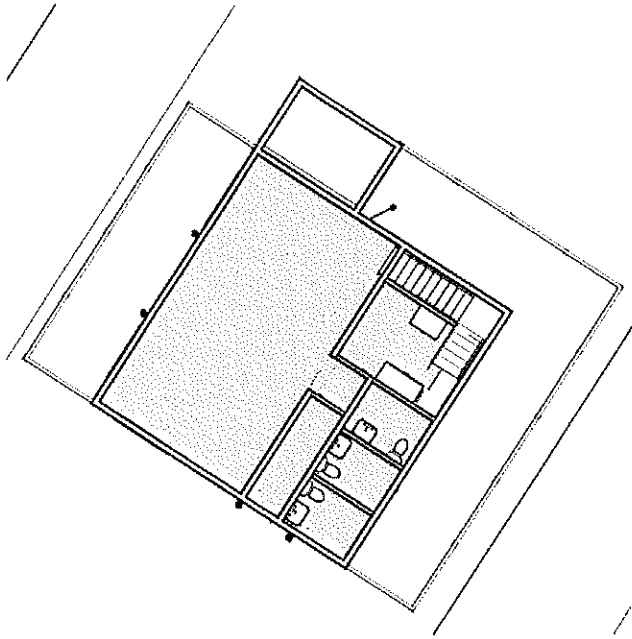
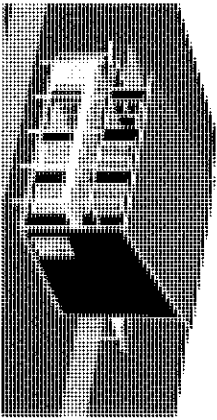
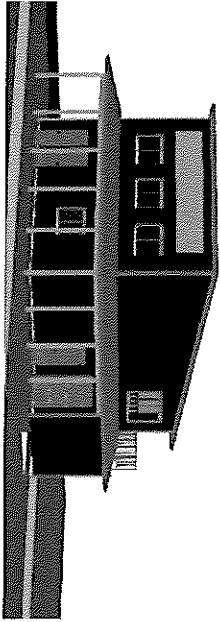
Efficiency NS Provincial Non Profit REBATE

SYSTEM COST \$ 22,356.00

Financing information on page 2



THANK YOU FOR YOUR BUSINESS!



DRAWING PROVIDED BY: 	PROJECT DESCRIPTION Luna Community Center	SHEET TITLE SHEET TITLE	NO.		DESCRIPTION	BY	DATE
DATE							
ATTENTION							
SCALE							
SHEET	A-1						

Family First Medical Quote:

Name: Louisdale Lions Club	Date: June 11, 2024
Style of Unit: Commercial	Phone: [REDACTED]
Email: rijashto@hotmail.ca	Project Name: New construction

Product Specifications

Type: RAM Commercial Traction	Code: 8355-19
Load Capacity (lbs): 800	Travel Distance (in): 132
Shaft Inside Width (in): 64	Shaft Inside Length (in): 64
# of Landings: 2	

Base Product Description

- Drive System: <u>RAM counter balance traction drive</u>	Travel Speed: <u>37 fpm</u>	
- Power Required: <u>240V/20 ah 3 wire</u>	Secondary Power: <u>120v 15 ah 12 v DC</u>	
- Shaft Size: <u>64 x 64</u>	Inside Car Size: <u>45 x 60</u>	(to be confirmed as part of final shaft measurements)
- Side Access: Single Side <input checked="" type="checkbox"/> Thru Access <input type="checkbox"/> Adjacent Access <input type="checkbox"/>		
- Carriage Doors:		
Light Curtain: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gate: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	# <u> </u>
- Niagara Belco Doors: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	# of doors: <u> 3 </u>	
- Doors supplied by customer: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
- Interlocks: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	# <u> 2 </u>	
- Call Buttons: Keyed: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	# of call buttons: <u> 2 </u>	
- Ceiling Lights: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
- Emergency Alarm: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Light: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
- Phone & SS Cabinet Ready: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
- Keyed Lockout in Carriage: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

- Trim Finish: as per customer
- Inside Carriage Finish: as per customer
- Exterior manual raising & lowering device: yes
- Shaft construction to RAM Manufacturing Ltd.
- Provincial Installation Permits Included: Yes No
- Installation by Family 1st Medical licenced Mechanics
- 1yr Maintenance contract with 2 inspections
- Pricing subjected to change pending onsite inspection.

Base Price: \$ 122,830.00 **Taxes:** \$ 0.00 (If Applicable) **Final Price:** \$ 122,830.00

a) **Quote**

- i. Is valid for 30 days.
- ii. Price does not include taxes. Residential Elevator that are fully automatic are subject to Federal/Provincial taxes which are **not** included in the quote.
- iii. Unless otherwise agreed, all quotes are solely and exclusively subject to Family 1st Medical General Terms & Conditions of Sale.
- iv. Please be advised that the final quote may be negatively affected by an increase from the elevator manufacture due to increases in the supply chain which may include but is not limited to; world-wide steel prices and electronic parts.
If your project is not underway or may suffer delays which will postpone ordering and the building of the elevator – it is recommended that the lift be ordered, built and delivered to a storage location which you provide. Prices DO NOT become final with the elevator manufacture until Family 1st Medical places the order to have the lift built. Therefore, there is always a risk that there could be a price increase from the manufacturer.

b) **Delivery**

- i. Family 1st Medical will try to deliver your product as accurately as possible; we do not have control of courier or deliver services and therefore cannot guarantee them. You cannot cancel the order or claim damages if we cannot deliver on the arranged date.

c) **Construction**

- i. Family 1st Medical will provide drawings and specifications on your lift. However, we are not responsible for any construction, modification or electrical work that needs to be completed. Any changes that need to be performed because drawings are not followed will result in a time delay and any additional cost must be taken up with the General Contractor. *Client must ensure a suitable power source is available prior to installation of a stairlift.

d) **Code Compliance**

- i. Family 1st Medical declares that the lift you have purchased meets all minimum requirements for Code B355 and CSA Standards. Any changes that may be requested to be performed by the Province during inspection may simply be an interpretation of the code. Family 1st Medical is not responsible for any additional cost that may occur as a direct result of a Provincial inspector's individual interpretation of the codes or regulations. Any additional work required from Provincial Inspector's individual interpretation of the codes or regulations will be quoted prior to being performed.

e) **Service**

- i. This contract will include inspection every 6 months for the first year.
 - ii. If commercial, a maintenance contract is required by the Province of Nova Scotia. If residential, a service contract is strongly recommended for inspection and servicing of the lift as part of preventative maintenance.
- f) Warranty
- i. All warranty is dictated by the Manufacturer and will be signed and sent to the Manufacturer on the last day of installation.
 - ii. The warranty does not cover any problems that occurred as a result of incorrect use or modification.
- g) Deposit/Payment Terms
- i. One third (1/3) upon signing this contract. 1/3 upon delivery of lift to job site. Final 1/3 upon completion of installation.
 - ii. If the final payment is not received within 90 days of install, the lift may become non-operational and will not be reactivated until final payment is received. Services fees will be applied.

Please note:

Estimated delivery times may vary, the proposed date of delivery is just a time frame. A more definite date will be provided upon payment and ordering the lift.

Signature

Required: _____



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMTÉ DE

RICHMOND

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Kathleen Jeffrey, Director of Finance

DATE: June 20, 2024

RE: Canada Day Funding 2024

Dear CAO,

Please see attached Canada Day 2024 funding applications. Please see below the applicant names and amounts requested by each organization:

Johnston's Harbour Wharf Association	\$500 (District 5)
South Mountain Arm of Gold Community Association	\$400 (District 3)

Best Regards

A handwritten signature in blue ink that reads 'Kathleen Jeffrey'.

Kathleen Jeffrey, Director of Finance

This project aligns with the following County initiatives or plans:

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

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

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



Grant/Funding Application

Organization Legal Name

SOUTH MOUNTAIN ARM OF GOLD COMMUNITY ASSN

Contact Person

DORIS MATTHEWS

Position in Organization

PRESIDENT

Email

Telephone

Mailing Address

Signature

Doris Matthews

Date

08/05/2024

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

Grant type
3



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

Resubmit

South Mountain Arm of Gold St. George's Channel

Section 4 - CANADA DAY - MEMORIAL OF \$3,000 PER DISTRICT

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Canada Day events

Please describe the event/activity in as much detail as possible.

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

(Empty space for event description)

Reach of Canada Day events

Who will benefit from these Canada Day events?

N.B. Our treasurer is doing up a budget. We do not operate on a budget but are aware of all our expenditures & incomes and act accordingly.

Event/Activity budget

Cost of the events

Costs

Labour _____

Materials \$ 400.00

Other Costs _____

Specify: _____

TOTAL \$ 400.00

Financing the project/Other revenue

Organization's costs \$ 400.00

Have you had to borrow for this project? Yes No

Loan/Debt _____

Other Funding (Specify): _____

Funding requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL \$ 400.00

Grant Type
3



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

Section C4 - CANADA DAY - Maximum of \$3,000 per district
Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Canada Day events

Please describe the event/activity in as much detail as possible.

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

Hot dogs, pop, water, slab cake, ice cream will be given for free. At 12:00 noon, we will sing 'O Canada'. The opportunity for everyone to socialize, reacquaint with each other and catch up with our lives after a long winter. A wonderful way to start the summer

Reach of Canada Day events

Who will benefit from these Canada Day events?

All our residents, young and old, in the surrounding areas are invited to attend.

Event/Activity budget

Cost of the events

Costs

Labour _____
Materials \$ 400.00
Other Costs _____
Specify: _____

TOTAL \$ 400.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project? Yes No

Loan/Debt _____

Other Funding (Specify): _____

Funding requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL \$ 0.00

SOUTH MOUNTAIN ARM OF GOLD COMMUNITY ASSN.

Profile Relationships Events (31)

Documents (56) Reports (4)

Name	Relationship	Effective From
COLLEEN MACRAE	Director	29-Apr-2019
MIKE MACDONALD	Director	08-Feb-2023
JEREMY CARROLL	Director	29-Feb-2024
GWEN GORDON	Director	29-Feb-2024
JEFFREY HALOUN-TOWNSEND	Director	29-Feb-2024

Society Annual Renewal Statement (SR528532)
Registered on: 29-Feb-2024, Effective from: 29-Feb-2024

Financial Statement - Society (SR335715)
Registered on: 24-Mar-2023, Effective from: 21-Mar-2023

Society Annual Renewal Statement (SR335715)
Registered on: 10-Feb-2023, Effective from: 08-Feb-2023

Society Annual Renewal Statement (SR180761)
Registered on: 17-Mar-2022, Effective from: 02-Mar-2022

Items per page 5 1 - 5 of 11 < >

Society Annual Statement - Filed (SR49711)
Registered on: 27-May-2021, Effective from: 30-Apr-2021

DORIS MATTHEWS
SOUTH MOUNTAIN ARM OF GOLD COMMUNI
RR#1 LOUISDALE
RICHMOND COUNTY , NS B0E 1V0

This is your bill for the annual fee under the
Societies Act

Amount Due: \$25.00

Due and payable by: 28-FEB-2003

Important:

- Please return this bill with method of payment checked.
- All payments must be in CANADIAN funds and made payable to: **The Registry of Joint Stock Companies**
- Post dated cheques will not be accepted
- If not paid by due date, your certificate will be revoked or defaulted.
- A penalty of double the annual fee will be applied to revoked business corporations

Payment Type: Cheque Money Order Visa MasterCard

(credit card account number)

(card holders name)

(expiry date)

(signature)

Return to:
Registry of Joint Stock Companies
PO Box 1529
Halifax, NS B3J 2Y4

Renewal PIN: **11115 57872 83296 26155 62756**
Registry of Joint Stock Companies number: **1557872**

You can now renew your registration and pay your annual fee using the internet. If there are **no changes** or if changes will be submitted at a later date:

1. Go to the Nova Scotia Business Registry at www.nsbr.ca/renew
2. Click on the Renew button
3. Complete the online renewal form and submit payment. Note that MasterCard and Visa credit cards are the only payment types currently accepted online.
4. If changes will be submitted at a later date, please use the attached forms and mail or deliver them to the Access NS Centre nearest you, or to the address above.

South Mountain Arm of Gold Community Association

Financial Statement and Balance Sheet

Financial Statement – April 1, 2023 to March 31, 2024

Opening Balance April 1, 2023		\$70,997.33
Income	\$62,873.23	
Expenditures	\$89,817.75	
Net Gain (Loss)	(\$26,944.52)	(\$26,944.52)
Closing Balance March 31, 2024		\$44,052.81

Balance Sheet – March 31, 2024

Assets

Bank Account	\$44,052.81
GIC	\$43,254.33
Land and Buildings	\$242,500.00

Total Assets **\$329,807.14**

Liabilities

Deck	\$30,000.00
------	-------------

Total Liabilities **\$30,000.00**

Net Assets **\$299,807.14**

Owner's Equity

Retained Earnings **\$299,807.14**

Respectfully submitted,



Scott Smith
Treasurer

Denis Matthews Pres.
Jack McQueen VP.

South Mountain Arm of Gold Community Association

Expense Statement April 1, 2023 – March 31, 2024

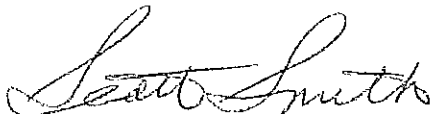
Expenses

Tuesday 45s – Prizes	\$4,729.08
Telephone	393.53
Power	3,121.66
Breakfast Supplies	5,263.80
Other Event Supplies (Seniors, Bonfires)	835.06
Men of the Deeps	4,369.99
Donations	
Memorials	150.00
Baskets	353.94
Student Bursary	1,000.00
Scotia Bank Service Charge	190.91
Office Supplies	1,161.86
Snow Removal	2,242.00
Security – Vic Aucoin	276.00
Cleaning	1,900.00
New Roof	32,599.98
New Generator	23,000.27
Hall Supplies – Tissues, Towels, Tables, etc.	2,358.34
Miscellaneous – Sign, Door Repairs, etc.	1,830.35
Insurance	4,041.00

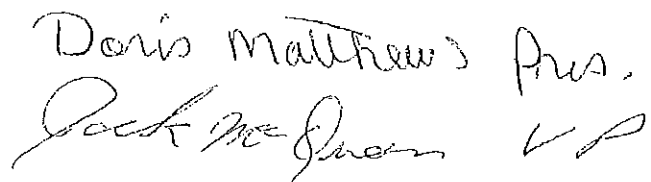
Total Expenses

\$89,817.75

Respectfully Submitted,



Scott Smith
Treasurer



Doris Matthews Pres.
Jack McQueen VP

Organization Name: *South Mountain Arm of Gold Comm. Assn.*

Fiscal Year Period: *April 1, 2023 - March 31, 2024*

**Grants still pending*

	Current Org. Budget	Current YTD Actuals	Previous FY Budget	Previous FY Actuals
REVENUE	29,000.00		45,000.00*	18,500.00
Government grants & contracts →				
Foundations				
Corporations <i>GST Rebate</i>	4,000		4,000	4,250.
Religious institutions				
United Way, combined federal & other federated campaigns				
Individual contributions				
Fundraising events & products	33,000.00		33,000.00	32,696.00
Membership and program income	700.00		700.00	700.00
Other	6,722.90		6,700.00	6,722.00
Total cash revenue				
Total in-kind revenue				
TOTAL REVENUE	73,422			62,868
EXPENSES				
Personnel	<i>N/A</i>			
Salaries				
Director				
Victim Advocate				
Clerical Support				
Personnel totals				
Benefits	<i>N/A</i>			
FICA				
Workers Compensation				
Insurance				
Benefits totals	<i>N/A</i>			

Office Supplies				
General office supplies	1,000.00	42	1,000	116)
Equipment				
Laptop Computer				
Van Maintenance				
Other				
Rent- Lease				
Meeting Space				
Internet and phone service				
Website Hosting				
Other Total	88,000		88,000	
TOTAL EXPENSES	89,800			88,817.75



Grant/Funding Application

Organization Legal Name Johnston's Harbour Wharf Association	Contact Person Maureen Smith
Position in Organization Director/Secretary/Treasurer	Email [REDACTED]
	Telephone [REDACTED]
Mailing Address [REDACTED]	
Signature [REDACTED]	Date May 31, 2024

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

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

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

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

What you need to know before applying for funding

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

Please forward applications to:
Danielle Martell, Community Development & Special Projects Officer
 2357 Hwy 206, P.O. Box 120
 Arichat, NS B0E 1A0
 cdsppofficer@richmondcounty.ca
 Telephone: 902-226-3982 Fax: 902-226-0295

Grant Type
3



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

Section CI - PHYSICAL ACTIVITY - 50% of costs, Maximum of \$1,000 per application

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number *22*
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Project/Activity

Please describe the project/activity in as much detail as possible.

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

Our community will gather to celebrate Canada Day in order to mark the occasion with family and friends. There will be games for the kids and food for all. We plan on having a bouncy tent for the younger kids and additional games for all to play. Last year was our largest gathering to date and we hope to make this year's event an even bigger and better event with family and friends travelling to join with the community to celebrate Canada Day.

Canada Day celebration is planned for Sunday, June 30 from 11:00 - 3:00 at 20 Harbourside Drive, Hay Cove.

Impact/Reach of Project/Activity

Who will be benefit from this project or activity?

Our local community in general will benefit from this event as it provides an opportunity for everyone to gather in one place to spend quality time with one another. After there being several years of not being able to gather as a community, it is especially important to take the opportunity to come together to celebrate Canada Day. Our community and families are growing and it is wonderful to see all the different generations coming together to share stories and celebrate our good fortune to live where we do.

Event/Activity budget

Cost of the project

Capital Costs

Labour

Materials

Other Costs

Specify:

\$ 500.00

TOTAL

\$ 500.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project?

Loan/Debt

Other Funding (Specify):

Funding requested from Municipality
If approved, funds must be spent by March 31.

Yes No

\$ 500.00

TOTAL

\$ 500.00



Additional Information Sheet

Budget 2024

Income

Membership Dues - \$150.00
Horseshoe Tourney \$200.00
Yard Sale \$100.00

Total \$450.00

Expenses

Registry Joint Stock Fee - \$ 31.15
Wharf Maintenance - \$150.00

\$181.15

JOHNSTON'S HARBOUR WHARF ASSOCIATION

[Profile](#) [Relationships](#) [Events \(17\)](#)

Reg. Number
2138094

Reg. Name
JOHNSTON'S HARBOUR WHARF ASSOCIATION

Type

Society

Status

Active

Effective Date

01-Jun-2024

Registered on

02-Dec-1991

Next Annual Return

31-Dec-2024

Addresses

Reg. Address

22 HARBOURSIDE DRIVE, HAY COVE, NOVA SCOTIA, B0E 3B0, CANADA

Mailing Address

22 HARBOURSIDE DRIVE, HAY COVE, NOVA SCOTIA, B0E 3B0, CANADA

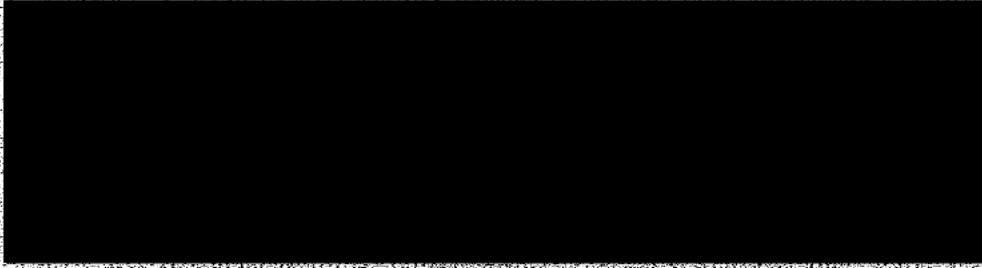
JOHNSTON'S HARBOUR WHARF ASSOCIATION

Profile Relationships Events (17)

Name GEORGE JOHNSON	Relationship Director	Effective From 08-Oct-2015
Name ANTHONY J. ORYCHOCK	Relationship Director	Effective From 05-Dec-2017
Name DEBBIE R. JOHNSTON	Relationship Director	Effective From 22-Jan-2021
Name MURRAY DINGWALL	Relationship Director	Effective From 08-Oct-2015
Name DALE M. ORYCHOCK	Relationship Director	Effective From 05-Dec-2017

Directors

Maureen Smith



Betty Anne Mac Phee



JOHNSTON'S HARBOUR WHARF ASSOCIATION

Financial Statement - Jan. 1, 2023 - Dec. 31, 2023

OPENING BALANCE		\$1,186.71	
<u>REVENUE</u>		\$200.00	
Membership Fees	\$50.00		
Homestead Tournament	\$150.00 (includes over and under funds)		
<u>EXPENSES</u>		\$694.38	SERVICE NOVA SCOTIA NS 1010
Costs for Canada Day	\$694.38		
<u>DONATION</u>		\$31.15	SYDNEY
Maureen Smith (paid to John Rogers of Bank of Montreal)	\$31.15		
Closing Balance		\$1,055.23	

Director Betty Ann MacPhee
Signature

Director Maureen Smith
Signature

Betty Ann MacPhee
Name

Maureen Smith
Name

JOHNSTON'S HARBOUR WHARF ASSOCIATION

BALANCE SHEET - Dec. 31, 2023

CURRENT ASSETS

Cash..... \$1,056.83

TOTAL CURRENT ASSETS..... \$1,056.83

FIXED ASSETS:

Swimming wharf..... \$10,000.00

Equipment..... \$200.00

Rake, ladder, broom, dip net

TOTAL FIXED ASSETS..... \$10,200.00

TOTAL ASSETS..... \$11,256.83

LIABILITIES & EQUITY..... \$0

SERVICE
NOVA SCOTIA

HRP 14 JAN

SYDNEY

Betty Ann MacPhee
signature

Director

M. Lambert
signature

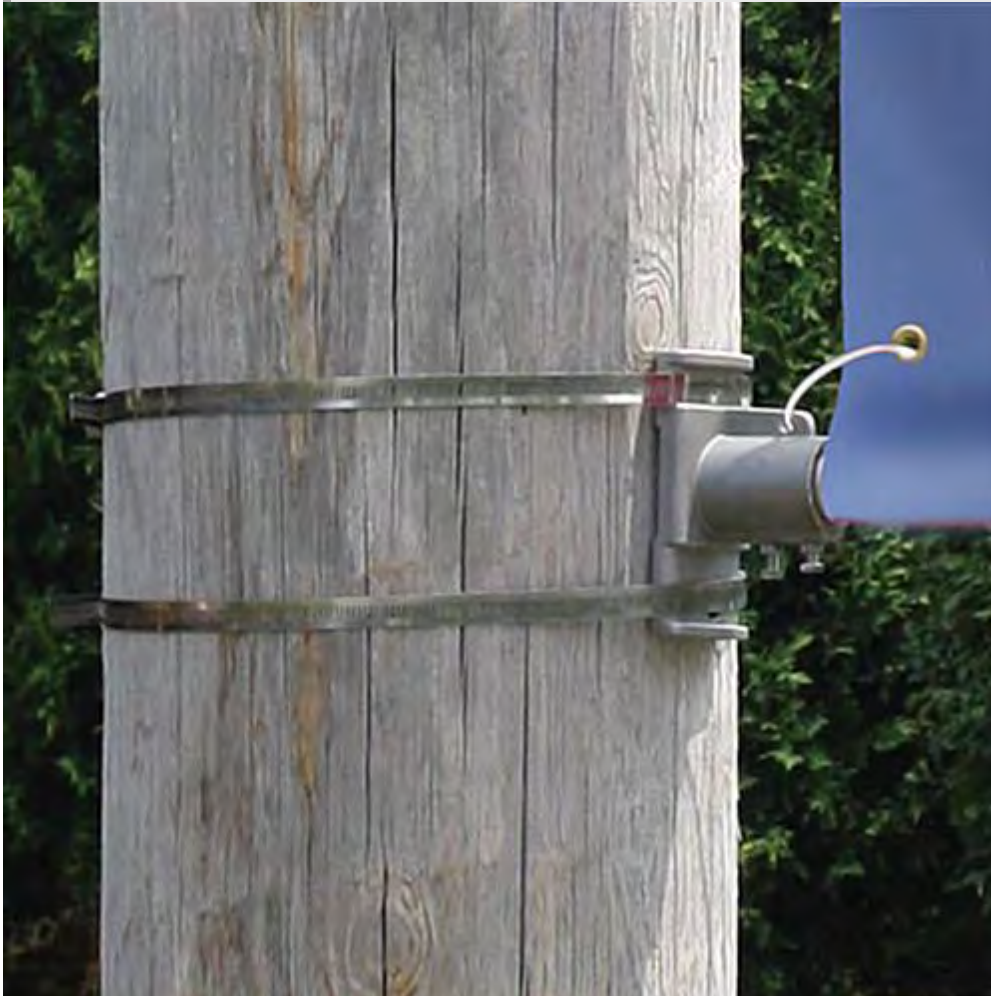
Betty Ann MacPhee
name

Margaret Smith
name

From: [Amanda Mombourquette](#)
To: [Troy MacCulloch](#); [Shelley David](#)
Subject: FW: Pole Banner Kits
Date: June 11, 2024 11:38:36 PM
Attachments: [County Proposal Pole Kits.png](#)

From: Colin MacDougall <onekinddesign1609@gmail.com>
Sent: Monday, June 3, 2024 1:17 PM
To: Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>
Subject: Pole Banner Kits

You don't often get email from onekinddesign1609@gmail.com. [Learn why this is important](#)







902-631-3566

onekinddesign1609@gmail.com

May 30, 2024

Amanda Mombourquette - Warden
Richmond County Council
Arichat, NS

Dear Amanda & Council,

As you may know I have been creating street banners for the graduating class of our local high schools and Veteran's Memorial banners for the last ten years. They are a wonderful way to recognize and honour these individuals throughout the villages of our county all the while giving a sense of warmth and beauty to the streets combined with the flowers and lamp post. Since the first time we did this project and the exciting positive response from people all over the province, other communities use our service and ideas for their own communities.

One problem that keeps recurring each year that I struggle with in St.Peter's, Potlotek and Arichat is that the lamp posts have only one cross bar to hang the banners from, when each banner requires two. Each year I manage to mac-iver the poles to hold the banners in place using copper tubing, expensive and as of late go missing and are not quite what is needed.

What is needed is a bottom bar to keep these banners in place and these come in the form of a kit which houses 2 bars and clamps. These kits sell for \$139 retail and I can secure them at a wholesale price of \$56.67 plus shipping and taxes. Each of the communities mention are in need of 12 kits each. Would the council consider the purchase of these banner pole kits and they will remain the property of the county.

I believe these kits will releave unnecessary custom rigging and the look will appeal to the view as a professional finish to the banner display. We will need to order x36 kits @ \$56.67 plus shipping and tax asap for installation of the banners starting June 21.

Costs $36 \times \$56.67 = \2040.12 + Shipping $\$315.11 = \2355.23 + Tax $\$353.29 = \2708.52

Thank You for consideration to this proposal and I look forward to favouable reponse to help with the banner project.

Best regards,

Colin MacDougall

9832 Grenville Street St.Peter's, NS B0E3B0



BRIEFING NOTE

Municipality of the County of Richmond

Request to Use 38 Unity Drive, Joint Industrial Park

June 20, 2024

Purpose

The purpose of this briefing note is to provide Council with background information on the request to use 38 Unity Drive located in the Joint Industrial Park, Port Hawkesbury, for the Strait Truck and Tractor Pull event scheduled for September 21, 2024.

Background

Louise MacInnis of the Truck Pull Committee has submitted a request to the Town of Port Hawkesbury for the use of 38 Unity Drive in the Joint Industrial Park for the Strait Truck and Tractor Pull event scheduled for September 21, 2024. At a recent meeting, the Mayor and Councillors of the Town of Port Hawkesbury passed the following motion:

- MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approve the use of Unity Drive Property for the Strait Truck and Tractor Pull scheduled for September 21, 2024, subject to meeting health, safety, security and liability conditions and the approval of the co-owners of the property the Municipality of the County of Richmond. “
- AMENDMENT
MOVED M. MacIver and SECONDED by Councillor J. Aucoin “To include NSCC to the Motion” MOTION CARRIED.
THE MOTION WAS APPROVED AS AMENDED.

Action Required

For Council to consider approval and for staff to provide Council’s decision to Terry Doyle, CAO of the Town of Port Hawkesbury.

Attachment

Email from Terry Doyle, CAO, Town of Port Hawkesbury

From: [Troy MacCulloch](#)
To: [Shelley David](#)
Subject: FW: EXTERNAL: Strait Truck & Tractor Pull
Date: June 18, 2024 8:33:56 AM

-----Original Message-----

From: Terry Doyle <tdoyle@townofph.ca>
Sent: Monday, June 17, 2024 3:52 PM
To: Melissa Warner <Melissa.Warner@TownOfPortHawkesbury.ca>; Troy MacCulloch <CAO@richmondcounty.ca>
Subject: FW: EXTERNAL: Strait Truck & Tractor Pull

Hi Troy,

The following Motion will be considered by Town Council tomorrow evening:

That the Town of Port Hawkesbury approve the use of Unity Drive Property for the Strait Truck and Tractor Pull scheduled for September 21,2024, subject to meeting health ,safety, security and liability conditions and the approval of the co-owners of the property the Municipality of the County of Richmond.

Let me know or Louise below what you will need for your Council to consider.

Thanks,

Terry

-----Original Message-----

From: Louise Macinnis
Sent: Saturday, June 1, 2024 1:10 PM
To: Terry Doyle <tdoyle@townofph.ca>
Cc: emaceachern@townofph.ca
Subject: EXTERNAL: Strait Truck & Tractor Pull

[You don't often get email from lou.hockeymom@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

In follow up to my telephone conversation with Terry regarding the above and getting the "OK" to proceed with the groundwork at 38 Unity Drive in Port Hawkesbury Industrial Park where event will take place on September 21,2024.

Anticipated number attending around 1500 (first time hosting this event).

Confirmation has been received from the Port Hastings Fire Dept as well as the West Bay Road Dept confirming they are on board to help with parking, canteen,BBQ and beer gardens.

There will be Admission Booths set up with ample number of workers. We will have signage on the grounds designating areas of significance. As well, there will be garbage cans set up thru out the grounds. A DJ will be on site with sound equipment.

ScotVac are providing washroom facilities.

RCMP will also be notified and asked to show some presence thruout the event.

A more detailing package will be forwarded along with confirmation from different groups committed to the event as well as photos of the site once groundwork is started.

Trusting will will suffice for now to get the approval to go forward.

Louise MacInnis
Truck Pull Committee



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

May 23, 2024

Department of Housing, Infrastructure and Communities
Ottawa, Ontario
Canada
K1A 0A6

Attention: Honourable Sean Fraser, Housing, Infrastructure and Communities

Email: sean.fraser@parl.gc.ca

Re: Expanding Qualifying Expenditures for the Canada Community-Building Fund (CCBF)

Dear Minister Fraser,

I am writing to you as Warden of the Municipality of the District of Shelburne, located in Southwest Nova Scotia. Like many others nationwide, our community has significantly benefited from the Canada Community-Building Fund (CCBF). This support has been instrumental in developing crucial infrastructure across various sectors.

Recognizing the CCBF's profound impact, we propose an expansion of the fund's qualifying expenditures to better address specific, pressing needs in our community: housing, municipal building improvements and the enhancement of port, wharf and waterfront facilities. These areas are crucial for the continued welfare and economic stability of our community.

Housing: Our region faces a critical housing shortage that threatens the stability and welfare of our residents. Funding housing projects through the CCBF would provide essential relief by increasing the availability of safe and affordable housing.

Municipal Buildings: Our municipal facilities, including administrative offices and public works buildings, require modernization to keep pace with our community's growth. CCBF support for these projects would greatly improve our service delivery and operational efficiency.

Port, Wharf and Waterfront Facilities: Developing our maritime and waterfront infrastructure would not only propel local economic growth but also expand recreation and tourism, sustaining our community's long-term prosperity.

In addition to these specific areas, we propose providing Municipal Councils the authority to determine their infrastructure priorities and allocate CCBF funds as they see fit. This flexibility would empower local governments to address the most immediate and critical needs of their communities, ensuring that the funds are used in ways that provide the greatest benefit.

We respectfully request that you consider both the proposed expansions of qualifying expenditures and the empowerment of Municipal Councils to direct these funds. These changes would enable a more dynamic, responsive approach to local infrastructure development, reflecting both immediate needs and strategic, long-term planning.

Thank you for considering this multifaceted proposal. We are keen to discuss these suggestions further and explore how they can be implemented to benefit communities across the nation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Penny Smith". The signature is fluid and cursive, with a large initial "P" and "S".

Warden Penny Smith

c: Rick Perkins, MP – South Shore-St. Margarets



**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

April 22, 2024

Your Worship Carolyn Bolivar-Getson
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS B3J 2K8
Via email: president@nsfm.ca

Dear President Bolivar-Getson:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2025-2026 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Communities, Culture, Tourism and Heritage*

Review of the *Libraries Act Funding Regulations*

Public regional libraries receive annual operating funding from the Province, municipalities, and their regional library boards. The *Libraries Act Funding Regulations* stipulate a sharing ratio that requires a contribution from municipalities. Currently, for libraries outside Halifax Regional Municipality (HRM), the Province contributes 71%, municipalities contribute 26%, and library and boards contribute 3%, while within HRM, the Province contributes 26%, the municipality contributes 71%, and the board contributes 3%.

The department is currently conducting a funding review that may have an impact on the municipalities on April 1, 2025. However, at this time, the impact on the municipalities is not known, as this work is underway and will require Executive Council approval.

We will provide further updates on any potential impacts as we get closer to a decision on this initiative.

Department of Intergovernmental Affairs

Procurement Thresholds and Free Trade Agreements

Intergovernmental Affairs would like to advise that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	Province		
	\$33,400	\$133,800	\$133,800
	Municipalities and MASH		
	\$133,800	\$133,800	\$334,400
	Crowns, Utilities, etc.		
	\$353,300	\$668,800	\$6,685,000
CETA/TCA	Province, Municipalities and MASH		
	\$353,300	\$353,300	\$8,800,000
	Crowns		
	\$627,200	\$627,200	\$8,800,000
	Utilities, etc.		
	\$706,700	\$706,700	\$8,800,000

Department of Justice

The Department of Justice are aware of the following changes:

1. The current RCMP labour contract for regular members and reservists below the rank of inspector expires on March 31, 2023, and new labour negotiations began on April 1, 2023. The negotiations remain ongoing and are moving to mediation as of January 2024. The cost implications cannot be determined at this time.
2. RCMP Multi-Year Financial Plan (MYFP) of Nova Scotia's RCMP "H" Division includes RCMP salary increases, fleet requirements, accommodation, and business cases in 2023-24. The total financial impact for the new Provincial Police Service Agreement to Municipalities is \$6.231 million.

3. Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
4. Work is underway for the development of the accessibility standards and compliance of the Act. The cost implications cannot be determined at this time. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the *Accessibility Act* and standards that impact revenue or expenditures.
5. The *Dismantling Racism and Hate Act* enables the Minister to require prescribed public sector bodies, including municipalities and villages to develop equity and anti-racism plans to address systematic hate, inequity, and racism. The provincial government is providing municipalities and villages with \$1.185 million to support this work. It is anticipated that plans will be required by April 1, 2025.
6. The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to amend the *Freedom of Information and Protection of Privacy Act* to give order-making ability to the Privacy Commissioner. The Department of Justice is undertaking a comprehensive review of access and privacy legislation with the goal of modernization. To ensure consistency in access and privacy legislation, Part XX of the *Municipal Government Act* is included in this review and will be updated at the same time. The Department of Justice is undertaking engagement with municipalities and villages as part of the review.

Department of Labour, Skills and Immigration

Firefighters' Compensation Regulations

This item is regarding the Firefighters' Compensation Regulations under the *Workers' Compensation Act*, and the expanded cancers included in the presumption in Nova Scotia. The estimated financial cost of this amendment was determined via an actuarial assessment. The Workers' Compensation Board of Nova Scotia (WCB) will need to determine if the impact of cancer claims on the liability requires a rate increase for municipalities, as they are considered employers for volunteer firefighters in the *Workers' Compensation Act*. The WCB will communicate the 2025 rates to employers by September 2024.

Department of Municipal Affairs and Housing

Statement of Provincial Interest

The Department of Municipal Affairs and Housing (DMAH) has initiated a review of the Statement of Provincial Interest (SPI) Regarding Housing and the Statement of Provincial Interest (SPI) Regarding Infrastructure. The current SPIs have not been amended since their inception in 1999. Municipalities are required to have a comprehensive land use plan for the entire extent of their municipality and new municipal planning documents, as well as

amendments made after these statements come into effect, must be reasonably consistent with them. Municipalities are also required to review their planning documents every 10 years, at a minimum. It is difficult at this time to determine if there will be a potential financial impact on municipalities, in the form of additional studies to support their planning work, as this will be dependent on the results of the review.

Department of Emergency Management

Regulations to support the new Act to Establish a Department of Emergency Management and Authorize the Establishment of a Nova Scotia Guard will be developed in the coming year which may have a financial impact on municipalities. This includes regulations respecting regional emergency management offices; the relationship between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; vulnerable persons registries and their implementation; and a regional emergency alert system and the participation of municipalities in the system.

Department of Economic Development

The Department of Economic Development has two initiatives underway that could potentially have financial impacts on municipalities:

Review of the *Peggy's Cove Commission Act*

This review is seeking to modernize the role and administration of the Peggy's Cove Commission. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example shifting responsibility for planning approvals.

Regional Enterprise Networks (RENs)

In 2023 the department engaged in a series of interviews, interactive sessions, and discussions around our vision for economic growth, the existing tools and partnerships that support this shared work, and opportunities to support continued economic growth in Nova Scotia. This, in part, involved municipalities and the Regional Enterprise Networks (RENs). There were common themes that emerged from the sessions, most notably the need for consistent service delivery across the province, complete geographical coverage, and improved navigation of existing programs and services for businesses. The outcome of addressing these challenges has the potential to impact the existing REN model, and therefore our municipal partners.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, Interim CFO

DATE: April 4th 2024

RE: Type 3 – Recreation Sponsorship Grant

Dear CAO,

Attached is a grant application from the River Bourgeois Community Services Type 3 – Recreation Sponsorship Grant Funds in the amount of \$500. The application has not included a budget ,other financials are included and the application is otherwise complete and is ready to be addressed by Council.

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

Best Regards

JB


Jim Davis
Interim CFO



Grant/Funding Application

Organization Legal Name	Contact Person
River Bourgeois Community Services	Rose Merrick
Position in Organization	Email
Chair Person	[Redacted]
	Telephone
	[Redacted]
Mailing Address	
[Redacted]	
Signature	Date
Rose Merrick	March 12/24

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

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

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

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

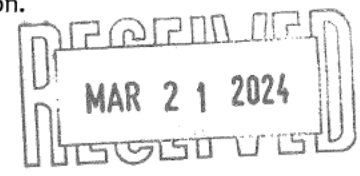
What you need to know before applying for funding

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

Please forward your applications to:

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

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





Section C3 - SPONSORSHIPS - Maximum of \$500

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year *we do not have a budget*

Overview of proposed sponsored event/activity

Please describe the proposed sponsored event/activity in as much detail as possible.

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

River Bourgeois Community Services is applying for a Type 3 Recreation Sponsorship Grant for our August 31, 2024, Community Festival Dance, featuring the local band, Beech Hill. Your support will nurture our local music scene. The dance is expected to draw crowds, strengthening our community and economy. The grant's funds will be directed towards band expenses. Volunteer dedication, local business backing, and Richmond Municipality support are crucial. Partnering with us demonstrates a commitment to local talent and community engagement. Join us in ensuring this year's event is unforgettable.

Event/Sponsorship budget

Cost of the event

Materials/Equipment	\$ 2,000.00
Registration	\$ 1,700.00
Other Costs	\$ 400.00
Specify: band/marketing/security	

TOTAL **\$ 4,100.00**

Financing the project/Other revenue

Organization/Individual costs	\$ 2,000.00
Other Sponsorships:	\$ 500.00
Other Funding (Specify):	
Funding requested from Municipality <small>If approved, funds must be spent by March 31.</small>	\$ 500.00

TOTAL **\$ 3,000.00**

Reg. Number

1283800

Reg. Name

RIVER BOURGEOIS COMMUNITY SERVICES SOCIETY

Type

Society

Status

Active

Effective Date

10-May-1985

Registered on

31-Oct-1978

Next Annual Return

31-Oct-2024

Addresses

Reg. Address

21 RECREATION RD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA

River Bourgeois Community Services Society
Balance Sheet As at 31/12/2023

ASSET

CURRENT ASSET

Cash on Hand		634.00
CU Preferred Shares 65220-07-8		10.00
CU Surplus Equity Shares 65220-08-8		18.71
CU Hall Savings 65220-01-8		30,410.63
CU Main Chequing 65220-10-8		12,310.13
CU Chase the Ace Savings 65220-22-8		22.31
CU Cenotaph Esavings 65220-28-8		2,510.08
CU Tara Lynne Sur.Eq.Sh 66177-08-9		0.09
CU Youth Comm. Cheq. 66177-10-9		49,920.84
HST Receivable		9,532.99
TOTAL CURRENT ASSETS		<u>105,369.78</u>

FIXED ASSETS

Tara Lynne Community Centre	305,168.03	
Renovations 1998	98,838.10	
	<u> </u>	
Tara Lynne Community Center - Net		404,006.13
Furniture & Fixtures		55,913.20
Funeral Home & Lot		90,900.00
Land		5,500.00
Lighthouse 2003		17,174.39
Cenotaph 2008	16,647.31	
Cenotaph 2009	4,856.41	
	<u> </u>	
Cenotaph - Net		21,503.72
Senior's 50+ Club Building		112,800.00
TOTAL FIXED ASSETS		<u>707,797.44</u>

TOTAL ASSET 813,167.22

LIABILITY

CURRENT LIABILITIES

Accounts Payable	573.39
TOTAL CURRENT LIABILITIES	<u>573.39</u>

TOTAL LIABILITY 573.39

EQUITY

EQUITY

Investment in Capital Assets	664,570.60
Retained Earnings	262,351.62
Current Earnings	-114,328.39
TOTAL EQUITY	<u>812,593.83</u>

TOTAL EQUITY 812,593.83

LIABILITIES AND EQUITY 813,167.22

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

REVENUE

OTHER REVENUE

Festival Donations		2,400.00
Festival Revenue		12,368.80
Cafe Revenue-Chase the Ace		13,624.15
Chase the Ace		29,635.00
Refunds/Rebates		100.07
Funeral Home Donations	2,105.00	
Funeral Home Rentals	2,400.00	
Funeral Home Revenue		4,505.00
Interest/Dividend Revenue		284.51
Hall Donations Revenue	2,868.61	
Hall Rental Revenue	2,173.00	
Bar Revenue	3,083.55	
Hall Revenue		8,125.16
Senior's 50+ Club - Lease & Insur.		1,256.00
Mun. County Of Richmond Grants		5,000.00
Provincial Grants		29,000.00
Summer Workers Grants		4,319.00
Other/Special Function Revenue		221.52
TOTAL OTHER REVENUE		<u>110,839.21</u>

TOTAL REVENUE

110,839.21

EXPENSE

BINGO EXPENSES

Alcohol & Gaming		257.58
TOTAL BINGO EXPENSE		<u>257.58</u>

FUNERAL HOME EXPENSE

FH Power Expense		1,354.01
FH Insurance Expense		1,003.00
FH Supplies Expense		53.79
FH Furniture & Equipment		300.99
FH Repairs & Maintenance		889.47
TOTAL FUNERAL HOME EXPENSE		<u>3,601.26</u>

Printed On: 08/03/2024

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

HALL EXPENSE

Janitor Expense	3,430.45
Phone Expense	347.88
Furnace/WaterHeater Oil	340.82
Power Expense	7,035.59
Plowing & Sanding Expense	728.75
Alarm System Expense	232.20
Repairs & Maintenance	61,502.04
Hall Supplies Expense	1,972.87
Mowing Expenses	568.60
Bar Expenses	2,498.67
Internet Expenses	191.27
Hall Supplies-Kitchen	944.05
TOTAL HALL EXPENSE	<u>79,793.19</u>

OTHER EXPENSE

Chase the Ace Expense	17,538.58
Office Expense & Bank Charges	1,002.33
Accounting and Legal	550.00
Ballfield/Canteen Building Expense	93,793.05
Staff Expenses	4,575.92
Insurance Expense	10,417.37
Seniors Building Insurance Expense	1,255.00
Cenotaph Site Imp. Expenses	89.73
Cenotaph Expenses	<u>89.73</u>
Festival Expense	2,925.14
Canteen Expense	33.69
Canteen Expenses	<u>33.69</u>
Cafe Expense-Chase the Ace	4,403.47
Donations Expense	648.00
Fundraising Expense	389.15
Lighthouse Insurance Expense	317.00
Dues Fees & License	339.29
Other/Special Function Expense	2,933.99
Honorariums, Gifts, etc.	303.86
TOTAL OTHER EXPENSE	<u>141,515.57</u>

Printed On: 08/03/2024

River Bourgeois Community Services Society
Income Statement 01/01/2023 to 31/12/2023

TOTAL EXPENSE

225,167.60

NET INCOME

-114,328.39

Printed On: 08/03/2024



River Bourgeois Community Services Society

21 Recreation Rd. PO Box 56

River Bourgeois, NS B0E 2X0

Phone: 535-3085

River Bourgeois Community Service Society Board of Directors elected on March 16th, 2023 at the Annual Meeting

President Rose Merrick [REDACTED]

Secretary Donna Babin & [REDACTED]

Treasurer Kathryn Groves [REDACTED]

Past President Sharon Chilvers [REDACTED]

Members at large:

Marc Touesnard [REDACTED]

Paul Martell 33 R [REDACTED]

Carolyn Fougere [REDACTED]

Connie Stewart 4 [REDACTED]

Tracy Samson Smith [REDACTED]

Doreen Boudreau [REDACTED]

Wayne Bona [REDACTED]

Heidi LeRoux [REDACTED]



River Bourgeois Community Services Society

21 Recreation Rd. PO Box 56

River Bourgeois, NS B0E 2X0

Phone: 535-3085

March 10th, 2024

**TO: Jason Martell
Chief Financial Officer**

River Bourgeois Community Service Society Financial Report Information:

The \$49, 920.84 funds belong to the Youth Committee and are designated for the children's playground expansion which will be completed this spring.

The \$30,410.63 funds, \$10,000 is designated towards the balance (along with a grant of \$25,000 yet to be received) to complete the cost of installing Solar Panels on the Tara Lynne Centre Building.

Thanks

A handwritten signature in cursive script that reads "Rose Merrick".

Rose Merrick

President





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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, Interim CFO

DATE: May 06, 2024

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

Dear CAO,

Attached is a grant application from Richmond River Roots Market Garden Society for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 9,200.00. The application appears complete and is ready to be addressed by Council.

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

Best Regards

JD

Jim Davis, Interim CFO


Section D - Regional/Health/General - Maximum of \$10,000

Maximum of one application per year, per organization

Application checklist:

- Attach a photocopy of current Registry of Joint Stocks renewal and file number
- Names and addresses of your organization's directors
- Most recent Annual Financial statements (Balance Sheet and Income Statement)
- Budget for current fiscal year

Overview of Request:

Please describe the request in as much detail as possible.

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

Richmond River Roots Market Garden Society's Mission is to contribute to increasing food security, food sustainability and food sovereignty in Richmond County and surrounding areas. Recognizing the extent of food insecurity in the area, in 2019, the Dr. Kingston Centre Memorial Community Health Centre developed a social enterprise to address food security based on a two-acre market garden. Located in River Bourgeois, next to the St. John the Baptist Catholic Church, the renovated Glebe House offers space for our commercial kitchen, café and classes. Our social enterprise centres around increasing food security in Richmond County through a multi-faceted approach. River Roots objectives are to (1) increase access to fresh, affordable produce; (2) increase knowledge and implementation of 'backyard gardening' by County residents; (3) educate one to two apprentices/year in eco-agricultural/heritage approaches to market gardening; (4) utilize our community kitchen to teach and produce meals for vulnerable community members and (5) provide a safe, welcoming space for socialization. Workshops are one way we can increase understanding of the challenges we face as Richmond County community members related to food security, sustainability and sovereignty. These challenges impact us all - some more than others. With funds from the Municipality, we can provide workshops at no cost to participants, extending our reach to many who struggle financially. Workshops not only provide information, they provide opportunities to engage with others. Secondly, our present staff do not have the time to coordinate volunteers and we have plenty of volunteer opportunities in the Glebe House and in the garden! Both of these endeavours support health through social inclusion.

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

We would provide 12 workshops on topics from planting seeds to cooking low cost nutritious meals. Staff time - 6 hrs/workshop - \$25/hr x 12 + MERC = \$1,800 (recruit workshop leaders, participants, etc.)
 Workshop leaders - \$250/workshop x 12 = \$3,000
 Miscellaneous (posters, etc.) - \$200. Grant admin - \$750. Total \$5750.00. Please see additional page.

Other Financial Assistance

 Have you applied for other financial assistance? Yes No

If yes, please list all other funding sources, including amounts received.

Funding Source 1:	_____	\$	_____
Funding Source 2:	_____	\$	_____
Funding Source 3:	_____	\$	_____



Grant/Funding Application

Organization Legal Name Richmond River Roots Market Garden Society	Contact Person Dorothy R Barnard
--	--

Position in Organization Board Chair	Email barndr@gmail.com	Telephone 902-535-3447
--	----------------------------------	----------------------------------

Mailing Address
PO Box 42, River Bourgeois, B0E 2X0

Signature <i>Dorothy R Barnard</i>	Date April 2, 2024
--	------------------------------

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

Jason Martell, Chief Financial Officer
P.O. Box 120, 2357 Highway 206,
Arichat, NS B0E 1A0
jmartell@richmondcounty.ca
Telephone: 902-226-3973 Fax: 902-226-0295



Additional Information Sheet

Volunteer coordinator - contract \$3,000 for 12 months. (@3hrs/wk x 42 wks)

Responsibilities:

- update volunteer manual and forms
- recruitment and retention of volunteers
- develop roster of volunteers and their interests
- booking of volunteers

Grant admin - \$450

Total: \$3,450

Total ask from the Municipality \$9,200.00

River Roots Budget 2024-2025

Expenses:

Staff:

Project coordinator -	\$25/hr x 20 hr/wk x 52 wks + MERC	\$ 29,900.00
Gardener #1-	\$20/hr x 37.5 hr/wk x 52 wks + MERC	\$ 44,850.00
Gardener #2-	\$20/hr x 37.5 hr/wk x 52 wks + MERC	\$ 44,850.00
Cleaner-	\$20/hr x 4 hr/wk x 52 wk + MERC	\$ 4,800.00

Total: \$124,400.00

Staff wages covered by grants \$ 19,685.00

RRR total: \$104,715.00

Garden expenses (not covered by grants):

Compost		\$ 2,000.00
Compost delivery		\$ 1,200.00
Topsoil		\$ 2,500.00
Topsoil delivery		\$ 1,300.00
Other equipment		\$ 8,000.00

Total: \$ 15,000.00

Programming expenses (not covered by grants)

Meal ingredients supplementing our produce		\$ 5,300.00
Advertising		\$ 1,200.00
Materials		\$ 2,500.00
Printing		\$ 2,500.00

Total: \$ 11,500.00

Miscellaneous:

Insurance		\$ 1,050.00
Utilities		\$ 3,400.00
Business expenses (e.g., food establishment renewal)		\$ 750.00
Other (travel, promoting, etc.)		\$ 1,200.00

Total: \$ 6,600.00

Total expenses: \$137,815.00

Income:

Meals with friends (42/yr)	\$ 3,000.00
Meals with Ben x 6	\$ 1,200.00

Honey (after beekeeper expenses)	\$ 300.00
Value added products	\$ 500.00
Garden produce	\$30,000.00
Promised donations -	\$36,000.00
Total:	\$71,000.00
Deficit:	\$66,815.00

Learning year for our two gardeners who are experienced gardeners but not familiar with our soil and weather. The two greenhouses are now fully functional and should provide some crops over the winter. The potential of produce sales from our infrastructure is stated to be \$120,000 by our market garden consultant...achievable within the next two years. Our social programming will always require supplemental funding.

We have potential for additional donation funds and started the year with a positive balance.

Richmond River Roots Market Garden Society Board of Directors

Dorothy R Barnard, Chair, 11 Wharf Road, River Bourgeois, B0E 2X0

Clair Rankin, 9735 Grenville St, St. Peter's, B0E 3B0

Nicki MacKenzie, PO Box 571 , Louisdale, B0E 1V0

Sherry Sampson, 3863 Point Michaud Rd, Lower L'Ardoise, B0E 1W0

Katie LeBlanc, 8710 Highway 4 River Bourgeois B0E2X0

Julia Burke, 402 Southside River Bourgeois Rd. River Bourgeois, B0E 2X0

Dorothy R Barnard

RIVER ROOTS MARKET GARDEN SOCIETY

Profile Relationships Events (6)

Documents (13) Reports (4)

Name	Relationship	Effective From	Document Title	Registered on	Effective from
DOROTHY R BARNARD	Director	01-May-2020	Society Annual Renewal Statement (SR516572)	Registered on: 15-Feb-2024	Effective from: 15-Feb-2024
DOMINIQUE J MACKENZIE	Relationship Director	Effective From 01-May-2020	Society Change of Directors and Officers (SR368798)	Registered on: 24-Apr-2023	Effective from: 24-Apr-2023
CLAIR RANKIN	Relationship Director	Effective From 24-Feb-2021	Society Annual Renewal Statement (SR365311)	Registered on: 17-Apr-2023	Effective from: 17-Apr-2023
SHERRY SAMPSON	Relationship Director	Effective From 17-Apr-2023	Society Annual Renewal Statement (SR178447)	Registered on: 10-Feb-2022	Effective from: 10-Feb-2022
JULIA BURKE	Relationship Director	Effective From 17-Apr-2023	Society Annual Renewal Statement (SR19698)	Registered on: 22-Mar-2021	Effective from: 25-Feb-2021

Items per page 5

1 - 5 of 11





Service Nova Scotia

Registry of Joint Stock Companies

STATEMENT OF INCOME AND EXPENDITURES FOR
Richmond River Roots Market Garden Society

(society name)

for the fiscal period ending

2024-03-31

(yyyy/mm/dd)

Table with 2 columns: Description and Amount. Rows include Income (Membership fees, Fund raising, Other revenue), Expenditures (Administration, Education and training, Insurance, Professional fees, Salaries, Other expenditures), and Summary rows (Total Income, Total Expenditures, Net Surplus, Surplus beginning of year, Surplus end of year).

Auditor or Director: Sherry Sampson (signature)

Director: Dorothy Bernard (signature)

Sherry Sampson (name)

Dorothy Bernard (name)



Service Nova Scotia

Registry of Joint Stock Companies

Financial Reports
Societies Act
Page 2 of 2

BALANCE SHEET FOR
Richmond River Roots Market Garden Society
(society name)

for the fiscal period ending 2024-03-31
(yyyy/mm/dd)

Assets	20 24
Current Assets	
Cash and deposits	42,823
Accounts receivable	_____
Prepaid expenses	_____
Capital/Fixed Assets	
Equipment	_____
Land and buildings	_____
Other capital/fixed Assets	_____
A. Total Assets	<u>42,823</u>
Liabilities	
Current liabilities	
Amounts payable	_____
Taxes payable	_____
Long Term Debt	
Mortgage	_____
Other	_____
B. Total Liabilities	<u>0</u>
Equity	
Retained earnings/deficit	3,672
General reserve	_____
C. Total Equity	<u>39,150</u>
	<u>42,823</u>
Total Liabilities and Equity (A must equal B + C)	42,823 <u>42,823</u>

Auditor or
Director: Sherry Sampson
(signature)
Sherry Sampson
(name)

Director: Dorothy Bernard
(signature)
Dorothy Bernard
(name)

**STATEMENT OF INCOME AND EXPENDITURES FOR
Richmond River Roots Market Garden Society**

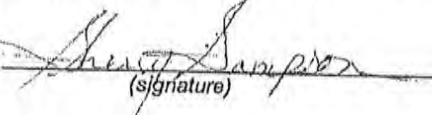
(society name)

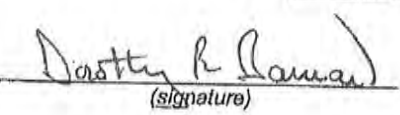
for the fiscal period ending

2023-03-31

(yyyy/mm/dd)

Income	20 23
Membership fees	
Fund raising	75
Other revenue	7,111
Other revenue	8,476
A. Total Income	<u>15,662</u>
Expenditures	
Administration	
Education and training	
Insurance	
Professional fees	
Salaries	14,076
Other expenditures	12
Other expenditures	
B. Total Expenditures	<u>14,088</u>
C. Net Surplus or (Deficit) (A - B = C)	<u>1,574</u>
D. Surplus or (Deficit), beginning of year	<u>2,098</u>
E. Surplus or (Deficit), end of year (C + D = E)	<u>3,672</u>

Auditor or Director: 
(signature)

Director: 
(signature)

Sherry Sampson
(name)

Dorothy Barnard
(name)



Service Nova Scotia

Registry of Joint Stock Companies

BALANCE SHEET FOR

Richmond River Roots Market Garden Society

(society name)

for the fiscal period ending 2023-03-31
(yyyy/mm/dd)

Table with columns for Assets, Liabilities, Equity, and Total Liabilities and Equity. Values include 2023, 3,672, 0, and 3,672.

Auditor or Director: Sherry Sampson (signature)

Sherry Sampson (name)

Director: Dorothy B. Barnard (signature)

Dorothy Barnard (name)



Registry of Joint Stock Companies

Sherry Sampson

Date 15 February 2024

Receipt Num TR1118964

Customer Ref. CT5926

H.S.T. # R125030429

Receipt

Sub Num	Name	Transaction Type	Registry ID	Total Cost CA\$
SR516572	RIVER ROOTS MARKET GARDEN SOCIETY	Annual registration of a society	3335349	\$31.15
Total				\$31.15

The payment was made against the account: AC1154

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

ITEM ADDED TO AGENDA

FOR MEETING OF MAY 27, 2024

SUBMITTED ON MAY 27, 2024, BY AMANDA MOMBOURQUETTE

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

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

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

3. **STAFF COMMENTS:**

From: Rachelle Samson [REDACTED]
Sent: Monday, May 27, 2024 10:54 AM
To: Shawn Samson <Shawn.Samson@richmondcounty.ca>; Troy MacCulloch <CAO@richmondcounty.ca>; Amanda Mombourquette <Amanda.Mombourquette@richmondcounty.ca>
Cc: Denise Samson [REDACTED] Herman Samson [REDACTED]
Subject: 818 Veterans Memorial Dr Arichat - Affordable Housing

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

Hi Shawn, Amanda and Troy,

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

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

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

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

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

Is the Municipality able to:

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

We look forward to hearing from you.

—
Warm regards,
Rachelle Samson

[REDACTED]



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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: Jim Davis, Interim CFO

DATE: May 17, 2024

RE: Type 04 – Regional / Health / General

Dear CAO,

Attached is a grant application from the River Bourgeois Mariner Society for the Type 04 – Regional / Health / General in the amount of \$ 1,500. The application appears complete and is ready to be addressed by Council.

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

Best Regards

JD

Jim Davis, Interim CFO

This project aligns with the following County initiatives or plans:

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

Other: _____



River Bourgeois Mariner Society
166 Northside Road
River Bourgeois, NS
B0E 2X0
Phone: 902-535-3182 or 902-535-2035

May 15, 2024

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

Attention: Jason Martell
Director of Finance, Chief Financial Officer

Dear Mr. Martell:

Enclosed you will find our application for \$1500 in assistance with our 15th annual boat "luck of the draw" run to be held Saturday, August 31 at the River Bourgeois Mariner Society docks.

Should you have any questions or concerns with the application or any attachments, please contact me by phone at (902) 535-3182 or by Email at psbaccardax@gmail.com

Kindest regards,

Sherry Baccardax
Secretary/Treasurer

C: Troy MacCulloch, CAO
Amanda Buckley-Mombourquette, Councillor



Grant/Funding Application

Organization Legal Name River Bourgeois Mariner Society		Contact Person Sherry Baccardax	
Position in Organization Secretary/Treasurer	Email [Redacted]	Telephone 902-535-3182	
Mailing Address 166 Northside Road, River Bourgeois, NS B0E 2X0			
Signature Sherry Baccardax		Date May 15, 2024	

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

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

Grant Type
4



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

Section D - Regional/Health/General - Maximum of \$10,000

Maximum of one application per year, per organization

- Application checklist:**
- Attach a photocopy of current Registry of Joint Stocks renewal and file number
 - Names and addresses of your organization's directors
 - Most recent Annual Financial statements (Balance Sheet and Income Statement)
 - Budget for current fiscal year

Overview of Request:

Please describe the request in as much detail as possible.

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

The River Bourgeois Mariner Society is applying for \$1,500 to assist with the 15th Annual Boat Poker Run to be held Saturday, August 31, 2024. This is our main fundraiser of the year. During this event poker hands are sold to boaters and those people off the street who wish to support our community docks. The community looks forward to seeing all the boats come into River Bourgeois each year and are great supporters of our docks and our fund raising efforts. We will be selling 50/50 tickets and along with tickets on another item. We also have a barbeque/canteen on site run by members/volunteers.

It should be noted that we are not considered a marina as there can only be so many marinas in a certain geographical radius and as such we do not qualify for provincial or federal funding.

Please see the note on the additional information sheet.

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

Funds will be used towards event advertising, supplies, portable toilet (rented for the season) and dock installation/removal.

Other Financial Assistance

Have you applied for other financial assistance? Yes No

If yes, please list all other funding sources, including amounts received.

Funding Source 1: _____ \$ _____
Funding Source 2: _____ \$ _____
Funding Source 3: _____ \$ _____



THE MUNICIPALITY
OF THE COUNTY OF

LA MUNICIPALITÉ
DU COMITÉ DE

RICHMOND

Additional Information Sheet

In reference to the River Bourgeois Mariner Society balance sheet, it is noted that the Mariners have a high interest account with a balance of \$21,049.99 at fiscal year end. In an effort to never need to borrow, these funds have been raised over a number of years to facilitate large projects. As you are all aware River Bourgeois Mariner Society is committed to a large project this year which will see us spend approximately 50% of this high interest account balance, possibly more should there be unforeseen expenses.

Culturally our docks have become a vital pillar of the community available to all in a community defined and surrounded by water. River Bourgeois is a tourist location sought by many with its French heritage, beautiful scenery, boating and working lighthouse. Within the inlet of River Bourgeois and with its protection from the ocean winds, our docks are used by many for sports such as pleasure boating, canoeing, kayaking, swimming, fishing, paddle boarding. Our docks provide a scenic calm spot to sit at the picnic tables on the shore or the benches on dock itself. Enjoy the gentle breeze, sunshine/sunset, and view over coffee/lunch while the water nurtures your mind and your soul. There are many species of wildlife that are seen, by tourists and residents alike, along the shores and in the water such as deer, birds, eagles, otters, fish, etc. Every Labour Day weekend we host this annual recreational boating event, the "luck of the draw" run which includes a barbeque from the shore. This is our annual fundraiser for the group which is attended by boats from the surrounding communities and some from afar. This fundraiser is supported by as many non-boaters as boaters.

This "luck of the draw" event along with the large re-design project are huge commitments for our volunteers. These volunteers are committed to the organization and its projects as they feel strongly about the sport, recreational, tourism and cultural value these docks provide to our coastal community.

River Bourgeois Mariner Society are working to ensure we have sustainable operations to continue to serve our community in such a way that docking is affordable to all, while at the same time striving to mitigate continuing future storm damage and protect from coastal erosion due to climate change.

Approved Submission SR557133: RIVER BOURGEOIS MARINER SOCIETY - Society Annual Renewal Statement

Reference

CR3566878



Registry of Joint Stock
Companies
PO Box 1529
Halifax, NS, B3J 2Y4

902 424-7770
1-800-225-8227
rjsc@novascotia.ca

Sherry Baccardax

Dear Sherry Baccardax,

The following submission has been approved.

Entity Name:	RIVER BOURGEOIS MARINER SOCIETY
Submission Reference No:	SR557133
Submission Type:	Society Annual Renewal Statement
Received Date:	01-May-2024
Status:	Approved
Status Date:	01-May-2024

The next renewal date for the above noted entity is 31-May-2025 .

If you have any questions, please contact the Registry.

Sincerely,

Registry of Joint Stock Companies

- Invoice-TR1246511

Annual Statement

Entity Details

Registry ID	3228955
Name	RIVER BOURGEOIS MARINER SOCIETY
Type	Society
Home Jurisdiction	Nova Scotia
Registered Date	20 May 2008

Registered Office

Civic Address	166 NORTHSIDE RIVER BOURGEOIS ROAD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA
Mailing Address	166 NORTHSIDE RIVER BOURGEOIS ROAD, RIVER BOURGEOIS, NOVA SCOTIA, B0E 2X0, CANADA

Directors and Officers Detail Updates

Name	MELVIN A. TOUESNARD
Role	Director

Civic Address

Name	HAROLD P. LANDRY
Role	Director

Civic Address

Name	CARL P GRIMES
Role	Officer-CHAIRPERSON

Civic Address

Name	PETER K. BACCARDAX
Role	Director

Civic Address

Name PETER K. BACCARDAX
Role Officer-Vice-president

Civic Address [REDACTED]

Name DENISE M TOUESNARD
Role Director

Civic Address [REDACTED]

Name BRIAN AITKEN
Role Director

Civic Address [REDACTED]

Name George J Landry
Role Director

Civic Address [REDACTED]

Name Paul Martell
Role Director

Civic Address [REDACTED]

Name Georgie Landry
Role Director

Civic Address [REDACTED]

Name CARL P GRIMES
Role Director

Civic Address [REDACTED]

Name PETER K. BACCARDAX
Role Officer-VICE CHAIRPERSON

Civic Address [REDACTED]

Name CLIFFORD D LANDRY
Role Director

Civic Address [REDACTED]
Name SHERRY J. BACCARDAX
Role Director
Civic Address [REDACTED]
Name SHERRY J. BACCARDAX
Role Officer-Secretary, Treasurer
Civic Address [REDACTED]
Name DAVID SAMPSON
Role Director
Civic Address [REDACTED]

Directors and Officers (following changes)

Name MELVIN A. TOUESNARD
Role Director
Civic Address [REDACTED]
Name HAROLD P. LANDRY
Role Director
Civic Address [REDACTED]
Name CARL P GRIMES
Role Officer-CHAIRPERSON
Civic Address [REDACTED]
Name PETER K. BACCARDAX
Role Director
Civic Address [REDACTED]

Name PETER K. BACCARDAX
Role Officer-Vice-president

Civic Address [REDACTED]

Name DENISE M TOUESNARD
Role Director

Civic Address [REDACTED]

Name BRIAN AITKEN
Role Director

Civic Address [REDACTED]

Name George J Landry
Role Director

Civic Address [REDACTED]

Name Paul Martell
Role Director

Civic Address [REDACTED]

Name Georgie Landry
Role Director

Civic Address [REDACTED]

Name CARL P GRIMES
Role Director

Civic Address [REDACTED]

Name PETER K. BACCARDAX
Role Officer-VICE CHAIRPERSON

Civic Address [REDACTED]

Name CLIFFORD D LANDRY

Role Director

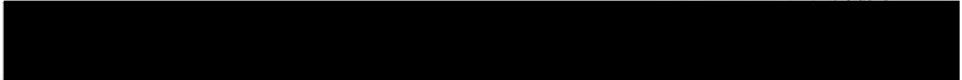
Civic Address



Name SHERRY J. BACCARDAX

Role Director

Civic Address



Name SHERRY J. BACCARDAX

Role Officer-Secretary, Treasurer

Civic Address



Name DAVID SAMPSON

Role Director

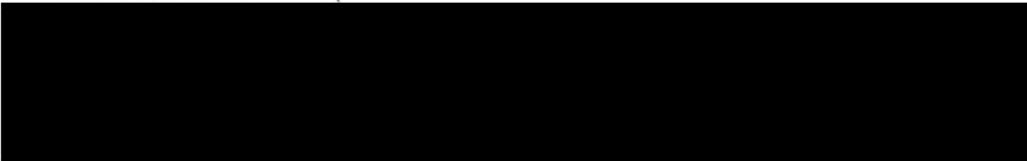
Civic Address



Recognized Agent

Name CARL GRIMES

Civic Address



Mailing Address

Confirmation

I hereby confirm that I am authorized to submit this filing and that the information is true to the best of my knowledge. I understand that it is an offence to knowingly provide false or incorrect information.

Submitter Sherry Baccardax

River Bourgeois Mariner Society Balance Sheet As at 31/12/2023

ASSET

Current Assets

ECCU Equity Shares 00007	5.00	
ECCU Surplus Equity Share 00...	0.20	
ECCU Chequing Account 6517...	7,168.01	
ECCU High Interest Saving Acc...	21,049.99	
Total Cash		28,223.20
Accounts Receivable	144.47	
Total Receivable		144.47
Prepaid Expenses		727.00
Total Current Assets		29,094.67

Capital Assets

Wharf & Docks	44,772.00	
Accum. Amort. -Wharf & Docks	-38,762.80	
Net - Wharf & Docks		6,009.20
Ramp & Parking Lot	10,510.00	
Accum. Amort. -Ramp & Parking	-9,099.37	
Net -Ramp & Parking		1,410.63
Building	9,242.70	
Accum. Amort. -Building	-2,841.81	
Net - Building		6,400.89
Land		4,500.00
Total Capital Assets		18,320.72

TOTAL ASSET 47,415.39

LIABILITY

TOTAL LIABILITY 0.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	44,815.88	
Current Earnings	2,599.51	
Total Owners Equity		47,415.39

TOTAL EQUITY 47,415.39

LIABILITIES AND EQUITY 47,415.39

River Bourgeois Mariner Society

Income Statement 01/01/2023 to 31/12/2023

REVENUE

Sales Revenue		
50/50 Ticket Sales		417.50
Other Tickets Sales		467.00
Poker Run/Luck of Draw Canteen		449.14
Poker Run Hand/Luck of Draw S...		3,420.00
Seasonal Docking Revenue	3,075.00	
Ramp Revenue	30.00	
Weekly & Overnight Revenue	100.00	
Total Docking Revenue		3,205.00
Lighthouse Sales		75.00
Net Sales		<u>8,033.64</u>
Other Revenue		
Interest/Divident Revenue		373.97
Membership Revenue		240.00
Gift Card Donations	205.00	
Poker Run/Luck of Draw Donati...	2,255.00	
General Donations	10.00	
Memorial Donations	25.00	
Total Donations		2,495.00
Total Other Revenue		<u>3,108.97</u>
TOTAL REVENUE		<u>11,142.61</u>

EXPENSE

General & Administrative Expe...		
Business Fees & Licenses		31.15
Amortization Expense		2,121.66
Insurance		1,967.00
Interest, Dividends & Bank Char...		6.00
Office Supplies		387.83
Donation Expense to Other Chari...		50.00
Internet		485.83
Poker Run/Luck of Draw Expenses		105.95
PokerRun/Luck Draw Canteen E...		39.26
Rent		250.00
Repair & Maintenance		820.59
Wharf & Dock Improvements		191.78
Wharf & Docks Installation/Remo...		1,115.86
Septic Services		430.00
Utilities (Power, etc)		367.46
Gifts, Appreciation Dinner, Etc.		172.73
Total General & Admin. Expen...		<u>8,543.10</u>
TOTAL EXPENSE		<u>8,543.10</u>
NET INCOME		<u>2,599.51</u>

RIVER BOURGEOIS MARINER SOCIETY**2024 Operating Budget**

	Revenue	Expenses	Total
Operating Revenue from Fund Raising	\$ 4,000.00		
Docking Revenue	\$ 2,500.00		
Membership Revenue	\$ 200.00		
Donations	\$ 1,500.00		
Government Grants	\$ 10,000.00		
Interest	\$ 150.00		
HST Rebates	\$ 100.00		
Accounting & Legal Fees		\$ 50.00	
Business Fees & licenses		\$ 50.00	
Insurance		\$ 2,200.00	
Bank Charges		\$ 25.00	
Office Supplies		\$ 600.00	
Wharf & Dock Tools		\$ 600.00	
Donations to Other Charities		\$ 50.00	
Fund Raising Expenses		\$ 1,000.00	
Internet		\$ 500.00	
Rent		\$ 250.00	
Repairs & Maintenance		\$ 10,175.00	
Wharf & Dock Installation-Removal		\$ 1,350.00	
Septic Services		\$ 650.00	
Power		\$ 450.00	
Gifts, Appreciation Dinner, etc.		\$ 500.00	
	\$ 18,450.00	\$ 18,450.00	\$ -



5005 NS-320, PO BOX 4000
Arichat, Nova Scotia B0E 1A0
info@brelahomes.ca
1 (902) 334-3037

Date: June 2, 2024

Attn: Troy MacCulloch – Chief Administrative Officer

Re: Permitting Fees for Walter Fougere Project

Dear Mr. Troy MacCulloch,

We are inquiring about financial support from the Municipality of the County of Richmond for building permitting fees associated with the construction of the Walter Fougere School project to add affordable senior housing for our county and surrounding communities.

We anticipate that the permitting will cost roughly \$7,210.50 (\$6,270.00 plus tax) for the renovations and alterations to the building to construct these units.

Please let us know if you have any questions or require further information. We have also attached the floor plan for the units for your review.

A handwritten signature in blue ink, appearing to read "JC".

Thank you,



Jeremey Carroll
Owner
(780) 722-1490 | info@brelahomes.ca
www.brelahomes.ca



Multi-Party First Nations and Municipal Agreement

Cape Breton Regional Enterprise Network

April 2024

TABLE OF CONTENTS

- 1. MULTI-PARTY FIRST NATIONS AND MUNICIPAL AGREEMENT
- CAPE BRETON REGIONAL ENTERPRISE NETWORK 3
- 2. DEFINITIONS 4
- 3. ENGAGING THE CAPE BRETON PARTNERSHIP 5
- 4. CORE ACTIVITIES..... 6
- 5. POWERS 6
- 6. CONTRIBUTION AND PAYMENT 7
- 7. BUDGET AND REVENUE 8
- 8. CB REN LIAISON AND OVERSIGHT COMMITTEE (CB REN LOC) 8
- 9. CB REN AUDIT COMMITTEE 10
- 10. CB REN BOARD OF DIRECTORS 10
- 11. CHIEF EXECUTIVE OFFICER (CEO) 12
- 12. NEW MUNICIPALITIES AND BANDS JOINING THIS AGREEMENT 12
- 13. WITHDRAWAL AND TERMINATION 12
- 14. DISPUTE RESOLUTION 13
- 15. CONFLICT OF INTEREST 14
- 16. GOVERNING LAW 15
- 17. WAIVER OF AGREEMENT 15
- 18. AMENDMENT OR MODIFICATION 15
- 19. SIGNATURES 16
- SCHEDULE “A” - REGIONAL ECONOMIC DEVELOPMENT STRATEGY 20
- SCHEDULE “B” - CB REN LOC CO-CHAIR POSITION DESCRIPTION 21

1. MULTI-PARTY FIRST NATIONS AND MUNICIPAL AGREEMENT - CAPE BRETON REGIONAL ENTERPRISE NETWORK

This Multi-Party First Nations and Municipal Agreement sets forth a framework of a Regional Enterprise Network between:

The **Membertou First Nation**, a band council under the *Indian Act* (Canada);

AND

The **We'koqma'q First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Eskasoni First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Wagmatcook First Nation**, a band council under the *Indian Act* (Canada);

AND

The **Potlotek First Nation**, a band council under the *Indian Act* (Canada);

(Collectively, the "Bands")

AND

The **Municipality of the County of Victoria**, a municipal body corporate pursuant to Section 7 of the *Municipal Government Act (MGA)*;

AND

The **Municipality of the County of Inverness**, a municipal body corporate pursuant to Section 7 of the *MGA*;

AND

The **Municipality of the County of Richmond**, a municipal body corporate pursuant to Section 7 of the *MGA*;

AND

The **Town of Port Hawkesbury**, a municipal body corporate pursuant to Section 7 of the *MGA*;

(Collectively, the "Municipalities")

AND

The **Cape Breton Business Partnership Incorporated**

(hereinafter referred to as the "Cape Breton Partnership")

WHEREAS the Municipalities and Bands are, together with various agencies and departments of the Provincial and Federal Governments, partners in regional economic development;

AND WHEREAS the Municipalities and Bands wish to partner to ensure regional economic development strategies that considers assets, business community, sector strengths, regional opportunities and challenges, and takes into account provincial and regional priorities;

AND WHEREAS Section 60 of the *MGA* provides authority for Municipalities to enter into agreements with other Municipalities, villages, service commissions, the Government of the Province of Nova Scotia or of Canada or a department or agency of either of them, or a Band Council pursuant to the *Indian Act* (Canada) to provide or administer municipal services on such terms and conditions as the municipality may agree and for the Municipalities to delegate responsibly for the provision of such services to a body corporate;

AND WHEREAS economic development is a service which Municipalities in Nova Scotia are empowered to provide under the *MGA*;

AND WHEREAS the Municipalities and Bands have agreed to utilize The Cape Breton Business Partnership Incorporated, ("The Cape Breton Partnership"), a body corporate, and delegate responsibly for guiding economic development in their region to it;

AND WHEREAS the Municipalities and Bands wish to set out the terms and conditions for their relationship with "The Cape Breton Partnership" and for certain matters related thereto;

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged the Municipalities and Bands agree as follows:

2. DEFINITIONS

In this Agreement:

- 2.1. "Audit Committee" means that Audit Committee for the Cape Breton Partnership, as appointed by the Board of Directors of the Cape Breton Partnership;
- 2.2. "Auditor" means a registered municipal auditor as this term is used in Section 457 of the *MGA* who is appointed by the Audit Committee to audit the financial affairs of the Cape Breton Partnership and the CB REN;
- 2.3. "Board of Directors" means the board of directors of the Cape Breton Partnership;
- 2.4. "Cape Breton Regional Enterprise Network" (hereinafter referred to as the CB REN) means the entity registered in the Nova Scotia Registry of Joint Stocks (Registration #3294502), governed by this Agreement and administered by the Cape Breton Partnership.
- 2.5. "CB REN Board of Directors" means the board of the directors of the CB REN as drawn from and appointed by the Board of Directors of the Cape Breton Partnership, and approved by the Liaison

and oversight Committee hereunder

- 2.6. "Capital Costs" means the amount expended by the CB REN for the acquisition of lands, construction of buildings and structures upon lands, and equipping and fixturing of lands, buildings and structures, including those amounts which by general practice would typically form part of an entity's capital costs as designated by those practicing accounting in Canada under GAAP;
- 2.7. "Contribution Agreement" means an agreement between the Province and the CB REN administered by the Cape Breton Partnership which outlines a multiyear funding agreement;
- 2.8. "Federal Government" means His Majesty the King in right of Canada, as represented by various federal ministries and governmental agencies;
- 2.9. "Fiscal Year" means the CB REN's fiscal year, which shall be a twelve (12) month period commencing on April 1 of every year and ending on March 31 of every subsequent year;
- 2.10. "FRAM" means the Financial Reporting and Accounting Manual prescribed from time to time under the MGA;
- 2.11. "GAAP" means Canadian generally accepted accounting principles as established from time to time by the Canadian Institute of Chartered Accountants or the Public Sector Accounting Board, or any successor institutes, applicable as at the relevant date, and applied on a consistent basis;
- 2.12. "Liaison and Oversight Committee" means the Liaison and Oversight Committee of CB REN, as established hereunder;
- 2.13. "Operating Costs" means the costs associated with operating and administering The Partnership
- 2.14. "Province" means His Majesty the King in right of the Province of Nova Scotia, as represented by various provincial ministries and governmental agencies, including the Ministry of Service Nova Scotia and Municipal Relations;
- 2.15. "Governance Committee" means the Governance Committee of the Cape Breton Partnership;
- 2.16. "Region" means the geographic region of Nova Scotia that is made up of the Municipalities and Bands respective territorial jurisdictions; and
- 2.17. "Uniform assessment" has the same meaning as in the Municipal Grants Act R.S.N.S. 1989, c. 302 as amended from time to time.

3. ENGAGING THE CAPE BRETON PARTNERSHIP

- 3.1. The Municipalities and Bands hereby agree to engage the Cape Breton Partnership, upon the terms and conditions set out in this Agreement.
- 3.2. This Agreement may be filed with the Registry of Joint Stock Companies, pursuant Section 60 of the MGA.

4. CORE ACTIVITIES

The core activities the Municipalities and Bands wish the CB REN as administered by the Cape Breton Partnership to undertake include:

4.1. Plan & Align

Develop, implement, and monitor a regional economic development strategy (Schedule “A”) that is reflective of provincial and regional (participating Municipal and First Nation band councils) economic development priorities. The strategy should consider assets, business community, sector strengths, and regional challenges and opportunities. The strategy should also align with provincial priorities in order to maximize the CB REN’s leverage of programs, policies, and services in conjunction with the wider programs, policies and services of the Cape Breton Partnership.

4.2. Navigate

Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. The CB REN administered by the Cape Breton Partnership will support local businesses by navigating and making referrals to programs and services.

4.3. Inform

Inform partners about local business-climate conditions as well as regional challenges and opportunities. The CB REN administered by the Cape Breton Partnership will work with partners to provide investment readiness and labour market information.

5. POWERS

In addition to any other powers explicitly set out in this Agreement or which a body corporate may have under the laws of Nova Scotia, the Cape Breton Partnership shall have all powers necessary to deliver the services described herein and to perform any and all things necessary for the achievement of the CB REN’s objectives, including, without limiting the generality of the foregoing, the following:

- 5.1. the full and delegated authority of the Municipalities and Bands to contract with any party hereto or any third party for the provision of any service or facility necessary or advisable to carry out the objects of this Agreement, including but not limited to, contracts of employment with the CEO and any other persons employed by the Cape Breton Partnership; and the power to accept gifts, assignments, devises and bequests of real and personal property, as well as the power to apply them to the fulfillment of the objects of CB REN.
- 5.2. The Cape Breton Partnership shall not be authorized to initiate or authorize any purchase of capital assets to be owned by the CB REN.

6. CONTRIBUTION AND PAYMENT

- 6.1. The Municipalities and Bands each agree to provide to the CB REN support in the form of a contribution in the following amounts in Year 1 of this agreement;
- | | |
|---|-----------|
| i. Municipality of the County of Inverness | \$105,000 |
| ii. Municipality of the County of Victoria | \$105,000 |
| iii. Municipality of the County of Richmond | \$75,000 |
| iv. Town of Port Hawkesbury | \$35,000 |
| v. Membertou Band Council | \$30,000 |
| vi. Eskasoni First Nation | \$30,000 |
| vii. Wagmatcook First Nation | \$30,000 |
| viii. Waycobah First Nation | \$30,000 |
| ix. Potlotek First Nation | \$30,000 |
- 6.2. These amounts (the “Contributions”) are for the first year of this Agreement. This amount will be adjusted each year, on a cumulative basis, based on the Canadian Consumer Price Index for the year prior.
- 6.3. The Contributions will be applied to operating and overhead costs associated with implementing the CB REN’s Business Plan and will be applied to its Core Activities.
- 6.4. Each contribution will be paid in one (1) installment at the establishment of the within Agreement, and each April 1 thereafter, unless otherwise agreed by the contributing Municipality or Band and the Partnership.
- 6.5. Any Municipality or Band may provide additional Core, special project, or other additional funding to the CB REN, under such terms as may be agreed upon by that Municipality or Band and the Partnership, without requiring the consent of the other Parties.
- 6.6. The Municipalities and Bands agree to commit to five-year terms of funding the CB REN administered by the Cape Breton Partnership. Subject only to the withdrawal and termination provisions of this Agreement, or unless otherwise agreed upon by the parties, this Agreement will renew for one further term of five (5) years. (the “Term”).

7. BUDGET AND REVENUE

- 7.1. On or before May 31st of every year, the CB REN Board of Directors, as appointed by the Cape Breton Partnership Board of Directors shall approve a budget and business plan for the activities of CB REN in furtherance of this Agreement for the fiscal year that started on April 1st.
 - i. The budget and business plan approved by the CB REN Board of Directors will then be submitted to the Liaison and Oversight Committee for information and confirmation.
- 7.2. The CB REN budget shall include the anticipated Operating Costs, Capital Costs, revenues, funding contributions from each of the Municipalities and Bands and the Province deficit or surplus from the preceding fiscal year, and such other information as may be required from time to time.
- 7.3. The CB REN budget shall be prepared in accordance with GAAP and FRAM funding contracts and the Partnership's own financial policies.

8. CB REN LIAISON AND OVERSIGHT COMMITTEE (CB REN LOC)

- 8.1. The main functions of the CB REN Liaison and Oversight committee shall be:
 - i. Strategic Input to CB REN Board of Directors - Providing advice and input to the CB REN Board of Directors to develop a Regional Economic Development Strategy;
 - ii. Approval of the Regional Economic Development Strategy;
 - iii. Accountability for outcomes - Ensuring that the CB REN Board of Directors achieves the goals it establishes in the Regional Strategy;
 - iv. Financial Accountability - Ensuring that the CB REN has excellent financial management;
 - v. Self-Governance - Ensuring that the CB REN follows and publishes its own rules of governance; and
 - vi. Communication - Ensuring excellent communication feedback and strong linkages with the CB REN Board of Directors.
- 8.2. The CB REN Liaison and Oversight Committee shall consist of:
 - i. one elected official and their respective CAO, CEO and/or Band or Municipal Manager from each of the Municipalities and Bands or their designate; and
 - ii. two (2) members appointed by the Province pursuant to a Contribution Agreement between the Province and the CB REN administered by the Cape Breton Partnership.
- 8.3. The CB REN Liaison and Oversight Committee shall be established and will be responsible for:
 - i. approving the regional economic development strategy for the work to be conducted by the

CB REN administered by the Cape Breton Partnership in furtherance of this Agreement;

- ii. monitoring and evaluating the implementation of the regional economic development strategy; and
 - iii. reporting and communicating with the Municipalities and Bands and the Province.
- 8.4. Those members of the CB REN Liaison and Oversight Committee who are elected council officials, or their designates are responsible for:
- i. reporting on the CB REN's progress to their respective Councils;
 - ii. communicating their respective Councils thoughts on CB REN's progress to the other members of the CB REN Liaison and Oversight Committee; and
 - iii. soliciting the approval of their respective Councils for contributing of funding to the CB REN administered by the Cape Breton Partnership.
- 8.5. Members of the CB REN Liaison and Oversight Committee are those members of council, or their designates who shall serve on the committee at the pleasure of their respective councils.
- 8.6. The CB REN Liaison and Oversight Committee shall meet at least twice a year and no more than 4 times per year.
- 8.7. The CB REN Liaison and Oversight Committee shall, on an annual basis, appoint three Co-chairs — one representing a First Nations Band, one representing the Municipal partners, and one representing the Province
- 8.8. The CB REN Liaison and Oversight Committee Co-chairs shall have a written position description (see Schedule "B").
- 8.9. Decisions of the CB REN Liaison and Oversight Committee shall be made by majority vote when each member having one vote, including the Co-chairs (notwithstanding section 8.11.i below)
- 8.10. All meetings of the CB REN Liaison and Oversight Committee require a quorum consisting of:
- i. at least one Co-Chair; AND
 - ii. at least one half (55%) of its total membership; AND
 - iii. at least 1/3 (33%) of the member Bands of the CB REN; AND
 - iv. at least 1/3 (33%) of the member Municipalities of the CB REN; AND
 - v. at least one Provincial representative.

If a quorum that satisfies all aspects of this clause is not present, no business may be transacted at a meeting of the CB REN Liaison and Oversight Committee.

- 8.11. All member organizations present at a meeting of the CB REN Liaison and Oversight Committee, including the organization represented by the person presiding, shall vote on a question.
 - i. If more than one person representing a member organization is present at a meeting of the CB REN Liaison and Oversight Committee, only the vote of the senior representative present will be recognized.
- 8.12. An organizational member present at a meeting of the CB REN Liaison and Oversight Committee that fails or refuses to vote on a question is deemed to have voted in the negative.
- 8.13. In the event of a tie in a vote on a question, the tied vote results in the motion failing,
- 8.14. Expenses of the CB REN Liaison and Oversight Committee shall be provided by the Partnership as approved within the CB REN budget.

9. CB REN AUDIT COMMITTEE

- 9.1. An Audit Committee shall be appointed annually by the Cape Breton Partnership Board of Directors
- 9.2. For the purposes of the CB REN, the Audit Committee shall be responsible for:
 - i. Reviewing and approving the Audited Financial Schedule of the CB REN; and
 - ii. Making recommendations to the CB REN Board of Directors.

10. CB REN BOARD OF DIRECTORS

- 10.1. Relation of the CB REN Board of Directors to the Cape Breton Partnership Board of Directors
 - i. The CB REN Board of Directors are exclusively drawn from the Cape Breton Partnership Board of Directors; and
 - ii. The CB REN Board of Directors shall perform their duties both when convening in its own capacity, and when meeting as part of the larger Cape Breton Partnership board of directors.
- 10.2. The main functions of the CB REN Board of Directors in relation to activities conducted in furtherance of this Agreement shall be:
 - i. Regional Economic Development Strategy - Overseeing the development and implementation of the regional economic development strategy through the approval of annual business plans that reflect the goals and intent of the economic development strategy;
 - ii. Building Relationships - Ensuring excellent communication and sound working relationships with the Liaison and Oversight Committee, and other partners and Rights Holders;

- iii. Performance Management - Understanding how activities and services align with the mandate and objectives of the regional economic development strategy, and ensuring that there are procedures in place to monitor, measure, review, and improve performance outcomes;
- iv. Strong Financial Stewardship - Stewarding the financial health of the organization by ensuring that strong financial management skills and appropriate accountability measures are in place;
- v. Governance and Policy Development - Ensuring the existence of a sound governance framework, including all the policies, practices, and procedures that define the decision-making process and delineate the roles and responsibilities of the Board and the CEO, in accordance with the governance and policies of the Cape Breton Partnership;
- vi. Managing the CEO (refer to section 11 below); and
- vii. Executive Limitations - The CB REN Board prescribes the boundaries of prudence and ethics within which the CEO makes decisions about the means by which to achieve the objectives, in concert with the Board of the Cape Breton Partnership.

10.3. The CB REN Board of Directors shall be responsible for;

- i. Meeting with the Liaison and Oversight Committee at least once annually to report on all activities of the CB REN - including, but without limiting the generality of the foregoing, progress relative to the mandate, strategies, and objectives outlined in the regional economic development strategy and any agreement entered into between the CB REN, the Municipalities and Bands and the Province;
- ii. Delivering an annual report and audited financial statements to the Liaison and Oversight Committee by December 15th of the following fiscal year;
- iii. Coordinating and holding an annual general meeting open to all the Municipalities and Bands to report on activities of the CB REN administered by the Cape Breton Partnership;
- iv. Reviewing and approving Contribution Agreements, and directing the CEO to execute same on behalf of the CB REN and/or the Cape Breton Partnership;
- v. reviewing and approving any agreements in furtherance of this Agreement between CB REN and any other entity which would require the CB REN to expend a sum or sums of money in excess of \$100,000, and directing the CEO to execute same on behalf of the CB REN;
- vi. Subject to the oversight of the CB REN Liaison and Oversight Committee as set out in this Agreement, reviewing and approving agreements between the CB REN, the Cape Breton Partnership and other entities that are consistent with the approved regional economic development strategy and that support the work of the Department of Economic Development and related ministries and agencies of the Province of Nova Scotia, and other economic development agencies of the Municipalities and Bands, the Province or the Federal

Government, and directing the CEO to execute the same on behalf of the CB REN and/or the Cape Breton Partnership;

- vii. Considering recommendations from the Audit Committee, implementing those it decides are reasonable to adopt; and
- viii. Subject to the other provisions of this Agreement, such other matters determined by the Board of Directors and/or the Liaison and Oversight Committee that are consistent with the regional economic development strategy.

11. CHIEF EXECUTIVE OFFICER (CEO)

- 11.1. The CEO is the head of the administrative branch of the Cape Breton Partnership and the CB REN, and is responsible to the Cape Breton Partnership Board of Directors and the CB REN Board of Directors for the proper administration of the affairs of the CB REN in accordance with the policies and procedures of the Cape Breton Partnership.
 - i. The members of the CB REN Liaison and Oversight Committee and the CB REN Board of Directors shall communicate with the employees of the Partnership solely through the CEO, except that the CB REN Liaison and Oversight Committee and the CB REN Board of Directors may communicate directly with employees of the CB REN to obtain or provide information.
 - ii. The CB REN Board of Directors shall provide direction on the objectives, policies and programs of the CB REN to the CEO.
 - iii. The Cape Breton Partnership Board of Directors, which includes the CB REN Board of Directors, creates and publishes the CEO's position and job description.
 - iv. The Executive Committee of the Board of Directors of the Cape Breton Partnership describes in writing the annual assessment process for the CEO.

12. NEW MUNICIPALITIES AND BANDS JOINING THIS AGREEMENT

- 12.1. A Municipality, Village, or Band Council pursuant to the Indian Act (Canada) that is not a party to this agreement may, with the unanimous consent of the Municipalities and Bands that are then parties to this Agreement, become a party this Agreement, effective the first day of the following fiscal year, as of which, date the joining municipality, village, or band council shall be subject to all the terms and conditions of this Agreement, including the funding requirements set out in Article 5,

13. WITHDRAWAL AND TERMINATION

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

- 13.2. The Municipalities and Bands may unanimously agree to terminate this Agreement at any time, provided that any such agreement be in writing and signed by the duly authorized representative(s) of each Municipality or Band.
- 13.3. Upon notification of withdrawal of a Municipality or Band, or the execution of a unanimous agreement to terminate this agreement, the Board of Directors shall determine each Municipality or Band's share of the assets and liabilities of the CB REN under this Agreement, up to and including the withdrawal date or date of dissolution, in accordance with the following principles:
- i. Each Municipality or Band's share of the assets of the CB REN shall be based upon the total amount of funding they have provided under this Agreement up to the date of withdrawal, as compared to the total amount of funding provided by all the Municipalities and Bands up to the date of withdrawal;

and

 - ii. Each Municipality or Band's proportionate responsibility for the liabilities of the CB REN shall be based upon the total amount of funding they have provided under this Agreement up to the date of withdrawal, as compared to the total amount of funding provided by the Municipalities and Bands up to the date of withdrawal.
- 13.4. The CB REN Board of Directors shall then provide written notification to all the Municipalities and Bands as to how it proposes that the assets and liabilities be distributed in accordance with the principles in clause (c).
- 13.5. After receiving the notification referred to in clause (d), any Municipality or Band shall have sixty (60) days to challenge the proposed settlement by referring the matter to the dispute resolution process set out herein. If no dispute is brought forward by the expiration of this period, the decision of the CB REN Board of Directors will be deemed to be accepted, and shall be final and binding upon all the Municipalities and Bands.

14. DISPUTE RESOLUTION

- 14.1. If a dispute arises during the term of this Agreement, and if the dispute cannot be settled through negotiation, the parties agree to try in good faith to settle the dispute by mediation.
- i. Fifty percent (50%) of costs of mediation will be borne by the party raising the dispute.
 - ii. A mediator shall have all the powers conferred by, and mediation will take place in accordance with, the provisions of the Commercial Mediation Act S.N.S. 2005, c. 36, except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.
 - iii. If the dispute is not resolved by mediation within 90 days of the initiation of that procedure, the dispute may be referred to arbitration by any party thereto. The arbitration decision is final, and is binding upon all the parties to the dispute.

- iv. An arbitrator or arbitral panel shall have all the powers conferred by, and an arbitration will take place in accordance with, the provisions of the Commercial Arbitration Act except where its provisions are inconsistent with the provisions of this Agreement, in which case the provisions of this Agreement will prevail.
- v. Allocation of the costs of arbitration will be determined by the arbitrator or the arbitral panel.

15. CONFLICT OF INTEREST

15.1. Where a member of the Liaison and Oversight Committee, the Recruitment and Nominating Committee, or the Audit Committee, either on the member's own behalf or while acting for, by, with or through another, has any direct or indirect financial interest in any matter and is present at a meeting of the Committee or Board at which the matter is the subject of consideration, the member shall:

- i. as soon as practicable after the commencement of the meeting disclose the interest and the general nature thereof;
 - a) withdraw from his place as member and leave the room in which the meeting is held for the duration of the consideration of the matter;
 - b) refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and
 - c) refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of the Committee or Board with respect to the matter.
- ii. Where the member was not present at a meeting at which a matter in which the member, either on the member's own behalf or while acting for, by, with or through another, has any direct or indirect financial interest was the subject of consideration, the member shall disclose the interest at the next meeting the member attends, and the provisions of subsection (a) shall apply to the member in respect of the matter.
- iii. A member shall comply with this Section in respect of any matter in which the member intends to obtain a financial interest, either on the member's own behalf or while acting for, by, with or through another.
- iv. A member has an Indirect financial interest in any matter if the member or the member's nominee:
 - a) Is a shareholder in, or director or senior officer of, a corporation that does not offer its shares to the public;
 - b) Has a substantial interest in, or is a director or senior officer of, a corporation that offers its shares to the public; or

- c) Is a member of a body, whether Incorporated or not, which has any indirect financial interest in any matter which is the subject of consideration.

16. GOVERNING LAW

This Agreement shall, in all respects, be governed by, and construed and enforced in accordance with, the laws of the Province of Nova Scotia.

17. WAIVER OF AGREEMENT

Failure by any party to insist upon the strict performance of any of the covenants, terms, provisions, or conditions in this Agreement shall not be construed as a waiver or relinquishment of such covenant, term, provision, or condition, but the same shall continue and remain in full force. No waiver shall be deemed to have been made unless expressed in writing.

18. AMENDMENT OR MODIFICATION

This Agreement may not be amended except by written instrument signed by all the Municipalities and Bands who, as of the date of the amendment, have not withdrawn from the Partnership.

19. SIGNATURES

THIS AGREEMENT shall ensure to the benefit of and be binding upon the Municipalities and Bands and their respective successors and assigns.

SIGNED, SEALED AND DELIVERED in the presence of

)	Eskasoni First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date_____)	Date_____
)	
<hr/>		
)	Municipality of the County of Inverness
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date_____)	Date_____
)	

)	Membertou First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Town of Port Hawkesbury
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Potlotek First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	



)	Municipality of the County of Richmond
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Municipality of the County of Victoria
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
)	Wagmatcook First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	



)	We'koqma'q First Nation
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	
<hr/>		
)	Cape Breton Business Partnership Inc.
)	
_____)	_____
Witness Signature)	Signature
)	
_____)	_____
Witness Printed Name and Title)	Printed Name and Title
)	
Date _____)	Date _____
)	



SCHEDULE “B” - CB REN LOC CO-CHAIR(S) POSITION DESCRIPTION

As per clause 8.7 of the Contribution Agreement, the CB REN Liaison and Oversight Committee Co-Chairs shall have a written position description. That description is as follows:

The principal role of the Liaison and Oversight Committee (LOC) Co-Chairs are to provide leadership to the LOC and liaison with the CB REN Board of Directors. The Co-Chairs are responsible for effectively managing the affairs of the LOC in accordance with the Multi-Party First Nations and Municipal Agreement (MPFNMA) and ensuring that it functions efficiently. The Co-Chairs may sit ex officio on the CB REN Board of Directors and may advise the Board Chair and Board in all matters concerning the interests of the CB REN and the relationships between the LOC and the Board.

More specifically, the Co-Chairs shall be responsible for:

1. **Strategy**

- a. Provide leadership to enable the LOC to act effectively in carrying out its duties and responsibilities as described in the MPFNMA and as otherwise may be appropriate;
- b. Work with the Board and Chief Executive Officer to monitor progress on the CB REN’s business plans, annual budgets, policy implementation and succession planning; and
- c. Assist the Board Chair(s) and Chief Executive Officer in presenting the vision and strategies to the partners and the community.

2. **LOC Structure and Management**

- a. The Co-Chairs shall be appointed annually by members of the LOC and in accordance with section 8.7 of the MPFNMA;
- b. The Co-Chairs are responsible to ensure that at least one Chair is available to preside over the LOC meetings;
- c. The Co-Chairs shall call LOC meetings to order in accordance with section 8.6 of the MPFNMA;
- d. The Co-Chairs shall Provide advice, counsel and mentorship to fellow members of the LOC;
- e. The Co-Chairs shall ensure the Co-Chair position description is updated for LOC review as required;
- f. The Co-Chairs shall ensure that the LOC reviews its roles and responsibilities as per this agreement annually; and
- g. The Co-Chairs shall ensure the LOC executes its responsibilities in an ethical manner and in accordance with the MPFNMA.

3. **Support to CB REN Board of Directors**

- a. Attend and act in an ex officio manner at CB REN Board Meetings and annual and special meetings as needed and/or upon request; and
- b. In consultation with the Board Chair and Chief Executive Officer, ensure that there is an effective relationship between the LOC, CB REN Staff and the members of the Board.



ACTION LIST 2022-2024

Over 6 mos

Complete

In Progress

Pending

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

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

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

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

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

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

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

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

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

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

97	Municipality of the County of Guysborough re: Premier Houston's correspondence to Minster Champagne / That Council write a letter of support to Premier Tim Houston regarding the recent correspondence to Hon. Francois-Philippe Champagne for the lack of support and participation from telecommunications companies before, during and after Hurricane Fiona.	2022-10-24	Warden	Immediate	Complete
98	Yarmouth Ferry Service / That Council write a letter of support to Premier Tim Houston regarding the impact the Yarmouth Ferry has on our community and the Province.	2022-10-24	Warden	Immediate	Complete
99	Isle Madame Historical Society, Type 1 Infrastructure Grant / That the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500 to upgrade and improve the retaining wall and front and back decks of the Lorenzo building to improve safety and accessibility for visitors and patrons to the site be approved and allocated under the Cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2022-10-24	CFO	Immediate	Complete
100	Langley Lane / That Staff inquire with the Province about the possibility of cost sharing between the Province and the Municipality for upgrades and maintenance for Langley Lane and report back to Council.	2022-10-24	Director of Public Works	Immediate	Complete
101	Accessibility Committee Appointee / That Council accept the following applicant to be appointed to the Accessible Advisory Committee for the Municipality of the County of Richmond, Chantal Boudreau.	11-14-2022	Recreation/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
102	Oban Road Washouts / That Council have Warden Mombourquette draft a letter of concern to the Minister of Public Works regarding the Oban road washouts and FURTHER MOVE that a request be made for a time line on the scheduled repairs.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
103	Babins Hill Lookoff / The Committee agreed to have staff explore pricing for the volume of fill and related expenses that may be required for the potential expansion of the Babins Hill Lookoff and report back to Council at a future meeting.	11-14-2022	CAO, Director of Public Works	Immediate	Complete
104	Administration Portuaire de Petit de Grat Grant Request / That Council defer the Administration Portuaire de Petit de Grat, Type 1 – Infrastructure Grant Fund request in the amount of \$10,000.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	11-14-2022	CFO	Immediate	Complete
105	Village on the Canal Grant Request / That Council approve the Village on the Canal Association, Type 4 – Regional/Health/General Grant request in the amount of \$1,000.00 and allocated as follows: \$200.00 from each District Fund.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete

106	Highland Village Grant Request / That Council refer the request for financial support from Murdock MacPherson and Rodney Chaisson of Highland Village Museum to budget deliberations.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
107	PVSC Virtual Assessment 101 Session / That Council have staff contact the Property Valuation Services Corporation to inquire if the Virtual Assessment 101 Session can be made available for an evening session, as a group in the New Year, and report back to Council at a future meeting.	11-14-2022	CAO/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
108	Destination Cape Breton Letter of Support / That Council have Warden Mombourquette draft a letter to the Province in support of the following amendments to the Marketing Levy legislation proposed by Destination Cape Breton: (a) that the new legislation state that the levy will apply to all fixed-roof accommodations, as defined in the Tourism Accommodation Registration Act (which includes Airbnb and VRBO), regardless of the number of rooms, (b) That the language for usage of the funds be changed to "Funds collected will be used exclusively on activities and programs that directly support the development of the tourism industry and the marketing of destinations from which they were generated.", (c) that there is a seamless process to replace the current Cape Breton Island Marketing Levy Act with the new legislation., and FURTHER MOVE that the letter encourage all Cape Breton Municipal units to participate.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
109	The Office of Healthcare Professionals Recruitment (OHPR) re: Community Fund / That Council have staff reach out to the Program Director at Cape Breton South Recruiting for Health to offer support in the application process.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
110	NS Early Childhood Development Intervention Services/ That Staff advertise/promote the NS Early Childhood Development Intervention Services on the Richmond County Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
111	Littering /That Staff advertise and promote litter prevention as well as the ability of the RCMP to issue a \$467.50 littering fine under Section 99 of the NS Environment Act on the Municipal Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
112	Major Event Planning Proposal from Sergeant Nugent / To refer Sergeant Nugent's request regarding major event planning to the By-Law/Policy Committee for investigation into the development of the Municipality's Special Events by-law.	11-28-2022	CAO	Immediate	Complete
113	Recommendation from Planning Advisory/Heritage Committee / That the CAO investigate if the Eastern District Planning Commission can issue summary offence tickets and/or why they don't have the authority to do so and to report back to the Committee at a future meeting.	11-28-2022	CAO	Immediate	Complete

114	Travel and Expense Policy/ That the amended Travel and Expense Policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
115	Awards of Recognition Policy / That the Awards of Recognition policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
116	Second Reading By-law #66 / That the Second Reading approval be given to adopt the amended Private Ways By-Law #66 as a By-Law of the Municipality of the County of Richmond.	11-28-2022	CAO/Municipal clerk	Immediate	Complete
117	Terms of Reference - By-Law/Policy Committee / That Council amend the By-Law/Policy Committee Terms of Reference to include the membership of the public who are residents of the Municipality of the County of Richmond and FURTHER MOVE that public members' terms shall be two years, and FURTHER MOVE that members may be re-appointed to the committee for a further two year term, but shall not exceed two consecutive terms.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
118	Committee Terms of Reference / Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress
119	Atlantic Biosphere Project, Proposal to Participate in Weston Foundations Homegrown Innovation Challenge / That staff reach out to the proponent of the Atlantic Biosphere Project to explore resourcing options and report back to Council at the next scheduled meeting on December 12, 2022.	11-28-2022	CAO	Immediate	Complete
120	Federal Boundary Review/ That the Warden draft a letter of support to MP Mike Kelloway expressing concerns regarding the proposed Federal boundaries in terms of geography, service and that the proposed boundary either be reconsidered or extra funds be provided to allow for more constituency offices in order to maintain the level of service and FURTHER MOVE to request that MP Kelloway forward the letter to the appropriate body.	11-28-2022	Warden	Immediate	Complete
121	Louisdale Lions Club Type 4 - Regional/Health/General Grant Request/ That the grant request from the Louisdale Lions Club for the Type 4-Regional/Health/General Grant fund request in the amount of \$2,500.00 be approved and be allocated as follows: \$1,000.00 from the Type 4 - Regional/Health/General Grant Fund and \$1,500.00 from District 3 Fund.	11-28-2022	CFO	Immediate	Complete

122	Administration Portuaire de Petit de Grat Grant Request / That the Administration Portuaire de Petit de Grat Type 1 Grant request in the amount of \$10,000.00 to purchase a commemorative monument in recognition of the expulsion of the Acadians be approved as an eligible project and allocated under the cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000.00 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	11-28-2022	CFO	Immediate	Complete
123	Trail Strategy / Schedule pre-budget meetings to allow time to discuss the items in the trail strategy.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
124	Irish Cove Reclaimed Limestone Quarry Walking Trails /That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of support to the Department of Natural Resources for the Irish Cove Reclaimed Limestone Quarry Walking Trails project.	2022-12-12	Warden	2022-12-12	Complete
125	Strategic Communications Plan. (June 2021-Draft) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies. (Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	2022-12-12	CAO/Municipal Clerk	Immediate	Complete
126	Saltwire- Chronicle Herald & Cape Breton Post / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of concern to Saltwire requesting the resumption of rural door to door delivery or consider semi-central drop off locations and encourage other Municipalities to do the same.	2022-12-12	Warden	Immediate	Complete
127	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property number 01415298 for a minimum acceptable bid of \$5,000 and if this property does not sell for the minimum acceptable bid, to proceed and sell the property for any bid.	2022-12-12	CFO	Immediate	Complete

128	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property numbers 02465418, 03739511, 03927415, 04537521, 05176328, 07944063 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2022-12-12	CFO	Immediate	Complete
129	Village of St. Peter's Guarantee / That Council accept the recommendation of the Committee of the Whole that Council approve the draft loan guarantee requested by the Village of St. Peter's in the amount of \$56, 407.50 for the purposes of purchasing a new sidewalk tractor.	2022-12-12	CFO	Immediate	Complete
130	PVSC Inactive Accounts / That the recommendation of the Committee of the Whole that Council authorize the Manager of Accounting & Finance and CFO to proceed and write off the principal and interest associated with the inactive accounts in the total amount of \$28,209.44.	2022-12-12	CFO	Immediate	Complete
131	Richmond River Roots / That Council accept the recommendation of the Committee of the Whole that Warden Mombourquette draft a letter of support for the Richmond River Roots Market Garden Society for their Sustainable Communities Challenge Fund proposal to obtain a second climate battery greenhouse.	2022-12-12	Warden	Immediate	Complete
132	NSCC Report to the Community / Staff to share information on the Municipal Website and Facebook page.	12-19-2022	Municipal Clerk	Immediate	Complete
133	St. Peter's Community Hub Project / That Council provide support of principle only for the St. Peter's Community Hub Project.	12-19-2022	Municipal Council	Immediate	Complete
134	EverWind Fuels, re: Public Comments Period - Due Date Jan. 18 / post on Municipal FB and Website	2023-09-01	Municipal Clerk	Immediate	Complete
135	Babins Hill Lookoff / that Council accept the recommendation of the Committee of the Whole that Council defer the estimated costs to carry out the work to expand the Babins Hill Lookoff by 40 meters west along Highway 206 to the 2023/24 budget deliberations.	2023-09-01	CFO	Immediate	Complete
136	Fleet Vehicle / that Council accept the recommendation of the Committee of the Whole that Council approve the purchase of a new fleet vehicle at the tendered cost of \$72, 369 plus HST with the costs being incurred in the 2023/24 fiscal year and FURTHER MOVE that the CAO be authorized to negotiate any increase in price resulting from supply of a 2024 model vehicle if no 2023 model vehicles are available at the time of order/delivery.	2023-09-01	CFO/CAO	Immediate	Complete

137	Marketing Levy Update / that Council refer the Municipality of the County of Richmond Marketing Levy By-Law #60 to the By-Law/Policy Committee for review and recommendation.	2023-09-01	Municipal Clerk	Immediate	Complete
138	CAO Employee Success Plan / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	2023-09-01	CAO / Municipal Clerk	Immediate	Complete
139	By-Law / Policy Committee / that Council approve Lois Landry as a member of the By-Law and Policy Committee.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
140	Storm Policy / that the Storm Policy be adopted as a policy of The Municipality of the County of Richmond.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
141	Second Reading / that Council give the second reading to approve entering into a Development Agreement for 4 tourist cabins/cottages on Lot 18, PID 75144063, Orion Crescent, Walkerville, Richmond County.	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
142	Second Reading / that Council give the second reading to approve the proposed Land Use By-law amendment to rezone the portions of the properties identified as PID 75086868, 75136218, 75052530, 75219568, and 75086397 from the Residential Rural (R-2) Zone to the Residential Village (R-1) Zone to allow for smaller lot subdivision	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
143	Governance and Boundary Review/ that the Warden and CAO work with Stantec on a new map that includes the following changes: Move Lennox Passage to District 3 Create more equitable division on Isle Madame between Councillors Move Grande Greve to District 4 Move Thibeauville to District 4	1/23/2023	Warden/CAO	Immediate	Complete
144	Strait Area Transit / that Council invite the Board of Executives and the support staff as required from Strait Area Transit to the next meeting of Council to discuss and continue contract negotiations.	1/23/2023	CAO/ Municipal Clerk	Immediate	Complete
145	Richmond Villa Board Request / that Staff create and submit advertisements in local media inviting Richmond County residents to consider applying to become a member of the Richmond Villa Board and FURTHER MOVE that the term for this position will be until the next organizational meeting.	1-31-2023	Municipal Clerk	Immediate	Complete
146	Governance and Boundary Review/ that the CAO and Warden work together on the application and supporting documents for the Nova Scotia Utility and Review Board.	1-31-2023	CAO	Immediate	Complete
147	Heritage Plaques / that Council pursue the idea of having heritage plaques made and given to heritage building upon designation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete

148	Lighthouse Heritage Properties / that staff explore funding options for the support of interpretive panels for lighthouse heritage properties on Isle Madame and FURTHER MOVE that staff contact the proponent to inquire on the progress of the project.	2-27-2023	CAO & Cllr M. Diggdon	Immediate	PENDING
149	Municipal Heritage Property Designation Scoring Criteria / to adopt the Municipal Heritage Property Designation Scoring Criteria as presented and FURTHER MOVE that the Planning Commission carry out the scoring, which can then be reviewed, revised as necessary, and agreed to by the Planning Advisory / Heritage Committee.	2-27-2023	CAO & Municipal Clerk	Immediate	In Progress
150	Public Participation Program Regarding Engagement with Abutting Municipalities / to refer the public participation program regarding engagement with abutting municipalities staff report as presented by the Eastern District Planning Commission to the By-Law/Policy Committee for review.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
151	Provincial Snow Clearing / that Council accept the recommendation of the Committee of the Whole that staff request a meeting of Council and Department of Public Works in our region to discuss concerns regarding provincial snow clearing and FURTHER MOVE that the Warden draft a letter requesting a meeting with the Minister of Transportation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
152	Province's Introduction to Bill 225 / that Council accept the recommendation of the Committee of the Whole to have the Warden draft a letter to the Minister of Municipal Affairs and Housing acknowledging that we are confident Bill 225 was passed with positive intentions to address the housing crisis, but that Council has concerns about the process and requests that the Province consider repealing the Bill which grants Ministerial authority to override lawfully established by-laws of the Halifax Regional Municipality.	2-27-2023	Warden	Immediate	Complete
153	AccessAbility Week / that the request for funds to support activities in recognition of AccessAbility Week from May 29th – June 4th, 2023 be deferred to budget deliberations.	2-27-2023	CAO/Chief Financial Officer	Immediate	Complete
154	Administration Portuaire de Petit de Grat Grant Request /that Council approve the Administration Portuaire de Petit De Grat grant request in the amount of \$15,000 to install water and sewer connections as eligible projects and allocated under the drinking water/wastewater categories respectively from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2-27-2023	Chief Financial Officer	Immediate	Complete

155	Bonnie Brae Seniors Club Type 4 -Grant Request/ that Council approve the Bonnie Brae Seniors Club grant request for purchasing and installing an automated external defibrillator (AED) in the amount of \$ 1,000.00 and allocated as follows: District 1: \$150.00, District 2: \$150.00, District 4: \$ 337.78, Regional Fund: \$362.22.	2-27-2023	Chief Financial Officer	Immediate	Complete
156	Private Ways By-Law # 66 -First Reading/ to amend the Private Ways By-Law #66 in order to add Section 5 Repeal and Replace, and shall read as follows: The previous version #1, dated June 28, 2021, and all other versions of the By-Law 66, Private Ways By-Law, are repealed and replaced by this by-law.	2-27-2023	Municipal Clerk	Immediate	Complete
157	Richmond Villa Board / that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	Complete
158	Spring 2023 Heavy Collection/ that Council accept the recommendation from the Director of Public Works to issue a tender for collection services for the 2023 Spring Heavy Collection.	2-27-2023	Director of Public Works	Immediate	Complete
159	Bras d'Or Lakes Collaborative Environmental Planning / that the CEIP request for financial support for the Etuaptmumk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	Complete
160	Special Event By-Law/ that Council move the Special Event By-Law to the adoption	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
161	Public Participation Program Regarding Engagement with Abutting Municipalities / that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
162	Canada Community Building Fund Discussion (Gas Tax)/ It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	In Progress
163	Canada Community Building Fund Discussion (Gas Tax)/ that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	Complete
164	Comfort Center & Emergency Shelter Policy/ The Committee unanimously agreed that have staff prepare a second draft to include a section on Municipal responsibilities to be presented at a future meeting.	2-27-2023	CAO/Steve Marcellus	Immediate	Complete

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

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

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

188	St. Peter's Grand River Loch Lomond Pastoral Charge / that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	2023-11-04	CFO	Immediate	Complete
189	Strait Area Mutual Aid Association Grant Request / that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	2023-11-04	CAO/CFO	Immediate	Complete
190	RCMP Retroactive Costs / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	2023-11-04	Warden	Immediate	PENDING
191	Landrie Lake Water Utility Board, Re: Letter to Minister of Public Works regarding Green Hydrogen Development Support/ that the Committee recommend to Council to support the letter to the Minister of Public Works requesting that the Nova Scotia Department of Public Works work with the utility to re-establish water transfer from the Little River Reservoir to Landrie Lake.	2023-11-04	CAO/Municipal Council	Immediate	Complete
192	Meeting with Council to Discuss Shared Municipal Files /that the Committee recommend to Council to have staff organize and coordinate a meeting with the Port Hawkesbury Town Council to discuss shared files. May 27, 2024 Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council have staff proceed to schedule a meeting for a date in June, if possible, for a joint meeting with the	2023-11-04	CAO	Immediate	In Progress
193	Doug Griffiths, President & CEO, 13 Ways Inc. & Cape Breton Regional Enterprise Network Event/ that the Committee recommend to Council to have the CAO and staff pursue a community focused event with Doug Griffiths.	2023-11-04	CAO	Immediate	Complete
194	Acting Collectively Year End Report / to share the report on the Municipal website/Facebook page.	2023-11-04	Municipal Clerk	Immediate	Complete
195	Raising the Village/ Request video from Jim Mustard to share with Council/staff	2023-11-04	Municipal Clerk	Immediate	Complete
196	Fire Services/ TOR and Committee Structure / inquire with Staff (EMO) regarding how to move to a more structured committee and provide assistance where needed.	2023-11-04	CAO/EMO	Immediate	In Progress
197	CAO, Re: 2023/2024 Budget Planning Discussion/ to have meetings set up similar to last year and to provide Council with dates as soon as they are made available.	2023-11-04	CAO	Immediate	Complete

198	Budget Release Policy - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	2023-11-04	CAO/Municipal Clerk	Immediate	Complete
199	Storm Reporting Form - The Committee unanimously agreed that the form would be used for post storm reporting and that the data collected will need to be tracked	2023-11-04	EMO	Immediate	Complete
200	Regional/Shared By-Law Enforcement Officer - provide the other participating Municipalities our top three by-laws for the purpose of enforcement: Animal, Noise and Special Event By-Laws	2023-11-04	CAO	Immediate	Complete
201	Fences Arbitration Committee/ that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	2023-11-04	CAO/Municipal Clerk	Immediate	Complete
202	Food Truck/Vending By-Law / that staff provide the first draft for a future By-Law /Policy meeting.	2023-11-04	CAO / Municipal Clerk	Immediate	In Progress
203	Clean Up Order / that Council accept the recommendation from the Eastern District Planning Commission that the 30 day Clean Up order be upheld to remove everything that renders the property dangerous or unsightly as outlined and FURTHER MOVE that the 30 day starts from April 24, 2023.	4/24/2023	CAO/Municipal Clerk	Immediate	Complete
204	Flag Policy / to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions.	4/24/2023	CAO / Municipal Clerk	Immediate	In Progress
205	Arichat Pedestrian Side Walk/ that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	2023/24 Cost Shared Road Upgrades J-Class Roads/ that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	Point Michaud Beach Building/ that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	Riverdale Senior Club / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete

209	Recreation Vehicles / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	Heritage Plaques / that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
211	Budget Release Policy / that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording “ cost increases” to “changes”, remove Section 5(a), remove Section 3 and renumber the document accordingly.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
212	Marketing Levy / The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word “Municipality” with “resides on Cape Breton Island”.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
213	CCBF Policy / The Committee unanimously agreed to have staff prepare a third draft to include the Committee recommendations and to provide the supporting information used to formulate the percentages for funding amounts for the next By-Law/Policy Committee.	2023-08-05	CAO, CFO	Immediate	Complete
214	National Accessibility Awareness / that the Committee recommend to Council to have staff raise the Accessibility Flag for National Accessibility Awareness week, from May 29th – June 3rd.	2023-08-05	Director of Public Works, Municipal Clerk	Immediate	Complete
215	Tax Sale / that Council accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property numbers 00366722, 10534461, and 10534471 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2023-08-05	CFO	Immediate	Complete
216	River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds request / that the Committee recommend to Council to defer the grant request from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1500 to the June Committee of the Whole meeting.	2023-08-05	Municipal Clerk	Immediate	Complete
217	Cape Breton Fiddlers Association / to defer the grant request to the June Committee of the Whole meeting and to have staff reach out to the proponent to gather information regarding what events are taking place in Richmond County	2023-08-05	CAO, Municipal Clerk	Immediate	Complete

218	VON Week / that the Committee recommend to Council to support the request from VON to celebrate VON Week by using blue lights on the Municipal Office building, request, from VON, a Victorian Order of Nurses for Canada (VON) flag and further make every effort to recognize VON week from May 21-27, 2023 on the Municipal Website and local media.	2023-08-05	Director of Public Works/Municipal Clerk	Immediate	Complete
219	Richmond Wildlife Association / that the Committee recommend to Council to approve the grant request from the Richmond Wildlife Association for the Type 3 – C1 Physical Activity Grant Funds in the amount of \$172.50 and be allocated at follows:\$ 172.50 from the District 2 funds.	2023-08-05	CFO	Immediate	Complete
220	Louisdale Fleur de Lis Seniors & Pensioners Club / that the Committee recommend to Council to approve the grant request from the Louisdale Fleur de Lis Seniors & Pensioners Club for the Type 3 – C3 Sponsorship Grant Funds in the amount of \$500.00 and be allocated at follows: \$500.00 from the Regional General funds.	2023-08-05	CFO	Immediate	Complete
221	Sidewalk Project / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	2023-08-05	CAO, CFO	Immediate	Complete
222	Mawio'mi Friendship Gala Sponsorship Opportunities / the Committee unanimously agreed to purchase the \$600.00 Friends of Mawio'mi sponsorship level.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
223	Pondville Beach / Council to draft a letter with input from the Save the Beach Provincial Park Group to the MLA and the Minister to address the infrastructure needs of the Pondville Beach Provincial Park.	2023-08-05	Warden	Immediate	Complete
224	Broadband/ contact Bell to get some pricing on a Broadband/Cell Tower for the Loch Lomond area and report back to Council with an estimate of pricing so they could decide whether they want to add it to the 5 Year Capital Investment Plan.	05/15/2023	CAO	Immediate	Complete
225	Collaborative Session/ that Council approve the requested amount of up to \$5,000 to provide catering for the June 23rd Richmond County Collaborative Session with Dough Griffiths.	5/23/2023	CAO/CFO	Immediate	Complete
226	NSCC HEO Lease/ that Council approve in principle to have a 5 year lease with an appropriate out clause granted to the Nova Scotia Community College Strait Area Campus and FURTHER MOVE to refer the matter to Port Hawkesbury and the Joint Park Commission.	5/23/2023	CAO/CFO	Immediate	Complete
227	Three year share agreement- Jclass road/ that Council defer to June 1, 2023 Special Meeting	5/23/2023	CAO	Immediate	Complete
228	Hanging Flower Baskets/ that Council approve the request from Telile Community Television to place and care for hanging flower baskets on the lampposts that line the Arichat sidewalk conditional on staff approval.	5/23/2023	CAO/ Director of Public Works	Immediate	Complete
229	Question Period Procedure / that Council defer the discussion to the June COW Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
230	Arichat Pedestrian Side Walk/ that Council defer a decision to June 1, 2023 Special Meeting	5/23/2023	Municipal Clerk	Immediate	Complete

231	NSFM Policing Survey / that Council defer to staff to coordinate a response from Council and the Police Advisory Board.	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
232	CCBF Policy Section 4 (a) / to have staff provide the By-Law / Policy Committee with a staff report for data on 8% and 10% allocation for the next meeting.	5/23/2023	CAO/CFO	Immediate	Complete
233	CCBF Policy Section 4 (f) / to reword as follows: The Municipality will contribute to a maximum of 50% of the total CCBF eligible project costs net of any other external funding , from the allocated account for water and sewer projects and with no percentage limits on other projects.	5/23/2023	CAO/ Municipal Clerk	Immediate	Complete
234	Marketing Levy, 3rd Draft - Question for Terry Smith from Council regarding Section 7 e: Why do we need to specify the geography?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
235	Question Period - questions from the public regarding the proposed changes to the Isle Madame Municipal Planning Strategy and Land use By-law. (1) Whether or not the policy change for Isle Madame is in keeping with the norms in other areas of the province? (2) What substantiates a mini campground and is it based on any size of lot as the old by-law would apply to any land owner?	5/23/2023	CAO/Municipal Clerk	Immediate	Complete
236	CCBF Policy moved to adoption process	2023-06-06	Municipal Clerk	Immediate	Complete
237	Marketing Levy moved to the adoption process	2023-06-06	CAO / Municipal Clerk	Immediate	Complete
238	Food Cycle Science, Municipal Food Waste Pilot Project - that Council refer to staff for further investigation.	2023-12-06	CAO	Immediate	Complete
239	Acting Collectively - send email to Councillors with information on the Council Recruitment Campaign..	2023-12-06	Municipal Clerk	Immediate	Complete
240	Waste Receptacles- that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	2023-12-06	CAO / Municipal Clerk	Immediate	Complete
241	Arichat Community Development Grant Extension - that the Committee recommend to Council to approve the Arichat Community Development Association grant request extension for an additional year, to March 31, 2024	2023-12-06	CFO	Immediate	Complete
242	IMVFD - that Council have staff draft a letter outlining the limitations on private property and to provide information on who may be contacted.	2023-12-06	CAO	Immediate	Complete
243	Louisdale & Area Food Bank - that Council approve the grant request from the Louisdale & Area Food Bank Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
244	River Bourgeois Community Services Society - that Council have staff reach out to the proponent for further information on the designated funds and defer to June Council.	2023-12-06	CFO	Immediate	Complete
245	Re-Nest - that Council approve the grant request from the Re-Nest Furniture Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 600 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete

246	Re-Nest - reach out to the organization how we can help promote them.	2023-12-06	Municipal Clerk	Immediate	Complete
247	Little Harbour Comm. Pasture - that Council approve the grant request from the Little Harbour Community Pasture for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$2000 from District 5 and \$3000 from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
248	Strait Mutual Aid - that Council have staff reach out to the proponent to gather more information on what other Municipalities have granted funding and FURTHER MOVE that Council have the Emergency Services Coordinator provide a staff report for the next meeting.	2023-12-06	CFO	Immediate	Complete
249	River Bourgeois Mariner Society - that Council approve the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1000 and be allocated as follows: \$500 from District 4 and \$500 from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
250	Cape Breton Fiddlers Association - that Council approve the Cape Breton Fiddlers Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 2000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	Complete
251	Question Period - that Council refer the revision of the procedures for question period to the Warden and CAO.	2023-12-06	CAO / Warden	Immediate	Complete
252	World Elder Abuse Day - provide information on social media.	2023-12-06	Municipal Clerk	Immediate	Complete
253	CSAP & Arichat Side Walk Project Update- that Council have staff proceed with exploring options for the exit side paving and report back to Council.	2023-12-06	Director of Public Works	Immediate	Complete
254	Strait Area Chamber Housing - that Council support, in principle, the Strait Area Chamber of Commerce formation of a not-for-profit entity with the mandate to create and execute a housing action plan for Richmond County and the Town of Port Hawkesbury and FURTHER MOVE that staff arrange a joint council meeting in the fall.	6/26/2023	CAO	Immediate	Complete
255	Provincial Capital Assistance Program (PCAP) - that Council support an application to the Province's PCAP for the purpose of the Arichat nd Evanston water towers.	6/26/2023	Director of Public Works/CAO	Immediate	Complete
256	IMV Food Bank - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	Complete
257	Loch Lomond Volunteer Fire Department - that Council approve the LLVFD Type 1 - Infrastructure Grant Request in the amount of \$5000 and be allocated as follows: \$1000 from District 5 Funds and \$4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
258	River Bourgeois Community Service Society - that Council approve the RBCSS Type 4 Regional/Health/General Grant Funds in the amount of \$5000 and be allocated as follows: \$1000 from District 4 Funds and \$ 4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
259	Strait Area Mutual Aid Association - that Council approve the SAMAA Type 1 - Infrastructure Grant Funds in the amount of \$5000 and be allocated as follows: \$5000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete

260	Supporting Affordable Housing - that Council have staff explore what other Municipal units are doing to support affordable housing and report back to Council.	6/26/2023	CAO	Immediate	In Progress
261	Council Chamber Upgrades - Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council proceed with the Mastercontrol Proposal in the amount of \$51,200.00 plus hst to upgrade the Council Chamber video/audio production system and FURTHER MOVE that the funds be allocated from the Capital Reserve. Motion carried with four in favor and one against.	8/21/2023	CAO / CFO	Immediate	Complete
262	Cape Breton Partnership - Moved by Councillor Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the requested amount of up to \$1,500 to sponsor the Cape Breton Partnership Investor Summit. Motion carried.	8/21/2023	CAO / CFO	Immediate	complete
263	Active Living Strategy and Recreation Plan - that the Committee of the Whole recommend to Council to defer the decision to adoption the Active Living Strategy and Recreation Plan to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
264	Two Eyed Seeing Conference - that the Committee of the Whole recommend to Council to defer the decision of sponsorship for the Two Eyed Seeing Conference to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
265	MEMAC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Melanie Sampson and Warden Amanda Mombourquette be appointed to the Municipal Emergency Management Advisory Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
266	MEMPC - Committee Appointment - that the Committee of the Whole recommend to Council that Councillor Michael Diggdon and Councillor Shawn Samson be appointed to the Municipal Emergency Management Planning Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
267	Fences Arbitration Committee Appointment - that the Committee of the Whole recommend to Council that Deputy Warden Brent Sampson be appointed to the Fences Arbitration Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete

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

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

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

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

310	Affordable Housing Project, SRD International Limited/ staff to provide an update for the December 18, 2023	2023-07-12	CAO	Immediate	Complete
311	Extended Producer Responsibility (EPR) for Packaging, Paper Products/ that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	2023-07-12	Director of Public Works	Immediate	Complete
312	Grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000-\$2,000./ that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	2023-07-12	CFO	Immediate	Complete
313	Question Period - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	2023-07-12	Warden	Immediate	Complete
314	Sale of Property PID 750144654 / AAN 01525956 - Council accept the recommendation from the Committee of the Whole to accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property number 01525956 at the February 9th, 2024 tax sale for the minimum acceptable bid(s) as discussed "In camera".	12/19/2023	CFO	Immediate	Complete
315	Member at Large/ By-Law Policy Committee - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	Complete
316	Gilles Subdivision, St. Peter's - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	Complete
317	Purchase of PID 75220756 / that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.	01-31-2024	Director of Public Works	Immediate	In Progress
318	Engage NS Quality of Live Survey / It was the consensus of the Committee to defer Engage to budget discussions.	01-15-2024	CFO	Immediate	Complete
319	Low Income Tax Exemption / that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.	01-31-2024	CAO	Immediate	In Progress
320	Coastal Riders ATV group request for a letter of authorization / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	Complete

321	2024 Municipal Elections Voting Method/ that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	Complete
322	Appointment of Returning Officer / that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C) of the Municipal Elections Act .	01-31-2024	CAO	Immediate	Complete
323	Advance Poll Day / that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.	01-31-2024	Municipal Clerk	Immediate	Complete
324	Enumeration or use of lists or permanent register / that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and FUTHER MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.	01-31-2024	CAO	Immediate	Complete
325	Tariff Fees and Expenses/ that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.	01-31-2024	CAO	Immediate	Complete
326	Raising the Village Grant Request / that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.	01-31-2024	CFO	Immediate	Complete
327	Village of St. Peter's Guarantee/ that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and WWTP electrical upgrades.	01-31-2024	CFO	Immediate	Complete
328	ECRL request for additional rent / that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.	01-31-2024	Director of Community Development and Recreation	Immediate	Complete
329	Richmond County Water Utility-Water Rate Study / that the Richmond County Water Utility Water Rate Study be placed on the agenda for the next Committee of the Whole meeting for further discussion.	01-31-2024	Municipal Clerk	Immediate	Complete

330	Request to Purchase PID 75142133/ Moved by Council/ that Council accept the recommendation from the Planning Advisory / Heritage Committee to proceed with the process of the sale of PID 75142133, ensuring proper procedures are followed.	01-31-2024	CFO / Revenue Manager	Immediate	In Progress
331	Land/Legal Document from In camera session/ that Council accept the recommendation from the Planning Advisory / Heritage Committee that the document discussed in-camera be presented in-camera at the next Committee of the Whole meeting.	01-31-2024	Municipal Clerk	Immediate	Complete
332	Bona Road and Bona Lane in L'Ardoise/ that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	EMO/Fire Services Coordinator	Immediate	Complete
333	Contract Negotiations / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	Complete
334	Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865 / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	Complete
335	Richmond Water Utility Water Rate Study/ that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	In Progress
336	Voluntary Vulnerable Persons Registry/ Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	In Progress
337	Speed Radar Request for Information / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	Complete

338	Planning Advisory/Heritage Committee / that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.	02-26-2024	Municipal Clerk	Immediate	Complete
339	Grants Policy / that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	Sale of Municipal Property Policy / that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units. / Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	Complete
342	Amyloidosis Awareness Month Proclamation / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete
343	Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan. / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	In Progress
344	Question Period - Regular Council, Re: Port Royal Bridge/ that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete
345	RCLN Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00. April 8 2024-that the Committee of the Whole recommend to Council to amend the previously adopted motion made on March 11th, 2024 for the Richmond County Literacy Network Type 4-Regional/Health/General Grant request and adjusted to the amount to the original ask to \$2600 and FURTHER MOVE that the funds be allocated from the 2023/2024 budget as follows: District 1 Funds: \$500.00, District 3 Funds: \$600.00, District 4 Funds: \$1000.00, and District 5 Funds: \$500.00.	03-25-2024	CFO	Immediate	Complete

346	Isle Madame Garden Club Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.	03-25-2024	CFO	Immediate	Complete
347	New Horizons Seniors Club Funding Request/ to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500, and FURTHER MOVE, that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.	03-25-2024	CFO	Immediate	Complete
348	Request for Tax Reduction due to Fire-Micheline Landry/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.	03-25-2024	CFO, Revenue Manager	Immediate	Complete
349	EDPC Revised Appointments effective April 1 2024/ that Council accept the recommendation from the Committee of the Whole to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024	03-25-2024	CAO	Immediate	Complete
350	Purple Day Proclamation Request/ that Council accept the recommendation from the Committee of the Whole to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.	03-25-2024	Municipal Clerk	Immediate	Complete
351	Operation Veterans Build / that Council accept the recommendation from the Committee of the Whole to refer the Operation Veterans Build to staff to explore the opportunity to support the program.	03-25-2024	Director of Community Development and Recreation	Immediate	Complete
352	Central Richmond Secondary Plan and LUBL / that Council give second reading approval to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.	03-25-2024	Municipal Clerk	Immediate	Complete
353	Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144 / that Council declare property PID #75122144 as surplus and FURTHER MOVE that staff proceed with the sale of the undersized lot to the adjacent property owner, R & L Rentals, at the appraised fair market value plus HST and migration costs	03-25-2024	CFO, Revenue Manager	Immediate	In Progress
354	Richmond Arena Refrigerant Purchase / that Council support the staff recommendation to purchase the available refrigerant and FURTHER MOVE to proceed with the purchase on or after April 1, 2024, in advance of budget approval.	03-25-2024	Director of Public Works	Immediate	Complete

355	Autism Acceptance Month Flag Raising Request/ that Council have staff organize the Autism Acceptance Month flag raising and proclamation ceremony for a date in April, and FURTHER MOVE that staff advertise an invitation to residents in local media.	03-25-2024	Municipal Clerk	Immediate	Complete
356	Land-Legal / Open Tender Competition PID # 75142133/ that Council to accept the recommendation from staff to sell property PID# 142133 to the highest bidder as a result of the open tender competition.	04-22-2024	CFO, Revenue Manager	Immediate	Complete
357	Personnel / Additional Professional Finance Services / that Council to empower the CAO to engage additional professional financial services and to include such costs in the 2024/25 budget.	04-22-2024	CAO	Immediate	Complete
358	Municipal Growth Framework / that Council support the Municipal Growth Framework resolution.	04-22-2024	Municipal Clerk	Immediate	Complete
359	2024 Heavy Collection / that Council proceed with the 2024 Heavy Collection at an estimated cost of \$160,000 with the funds to be allocated in the 2024/25 budget.	04-22-2024	Director of Public Works	Immediate	Complete
360	Village of St. Peter's Gurantee / that Council provide a guarantee for the Village of St. Peter's for the purpose of borrowing to convert their balloon payment into a new 5-year debenture in the amount of \$497,300.00.	04-22-2024	CFO	Immediate	Complete
361	RB Mariners Society / that the Committee of the Whole recommend to Council to approve the grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds, subject to assessment by staff as to the project's eligibility.	04-22-2024	CFO	Immediate	In Progress
362	Gaelic Awareness Month / that the Committee of the Whole recommend to Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to members of the public in local media.	04-22-2024	Municipal Clerk	Immediate	Complete
363	River Bourgeois Community Services for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500 / to table the River Bourgeois Community Services grant request for the Type 3-Recreation Sponsorship Grant Fund in the amount of \$500 to the next Council meeting following Grants and Contributions budget discussions.	04-22-2024	Municipal Clerk	Immediate	In Progress
364	Richmond Education Center/Academy / to Council to defer the request to contribute to the Richmond Education Center/Academy Bursary/Scholarship fund to budget discussions.	04-22-2024	CFO	Immediate	In Progress
365	Tourism Nova Scotia Emerging Destinations Program / that Council have staff connect with Cindy Walker to explore the program to see if there are opportunities to participate.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
366	Access Awareness Week / that MOCR host a flag raising and proclamation event on May 27.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete

367	Appointment of Auditors / that Council appoint Grant Thornton as auditors for the March 31, 2024 fiscal year end.	04-22-2024	CAO, CFO	Immediate	Complete
368	Financial Statements Year Ended March 31, 2023 / that Council accept the financial statements with the non-substantive amendments as presented.	04-22-2024	CAO, CFO, Warden, DW	Immediate	Complete
369	Variance Notification Procedures / that Council have staff review the Land Use By-Laws to determine if an extension on the time frame for appeals can be extended from 14 to 21 days and FURTHER MOVE to prepare amending pages.	04-22-2024	Municipal Clerk	Immediate	In Progress
370	Richmond County Subdivision By-Law / tha Council have staff prepare amending pages to the Richmond County Subdivision By-Law for the purpose of removing the term "clearly survey" and further clarify that the use of an easement (new or existing) will require a survey.	04-22-2024	Municipal Clerk	Immediate	In Progress
371	Buidling Permits and Fees / that Council have staff amend By-Law 61- Building Permits and Fees for the purpose of updating the fee structure as presented by the Eastern District Planning Commission.	04-22-2024	Municipal Clerk	Immediate	Complete
372	Dry Hydrant Installation / that Council review the submission from the St. Peter's Volunteer Fire Department for the approval of \$5000 for the installation of their dry hydrant at the next Committee of the Whole with our Emergency Service Coordinator.	04-22-2024	EMO/Fire Services Coorindator	Immediate	Complete
373	Fire Service Review Document / that Council review the 2019 Fire Service Review and recommendations submitted by Goudreault Associates at the next Committee of the	04-22-2024	EMO/Fire Services Coorindator	Immediate	Complete
374	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	04-22-2024	Municipal Clerk	Immediate	Complete
375	MOCR 2024036 Tender - that Council authorize the CAO to award the MOCR 2024036 Former West Richmond Education Centre/Walter Fougere School Tender to the proponent as discussed in camera.	05-09-2024	CAO	Immediate	Complete
376	No Mow May - that Council observe 'No Mow May' as a standing practice, however, staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion	05-27-2024	Director of Public Works	Immediate	Complete
377	Roaming Farm Animals - that Council refer the discussion to the Bylaw / Policy Committee.	05-27-2024	Municipal Clerk	Immediate	In Progress
378	Street Light Policy - that Council refer the Street Light Policy to the By-Law/Policy Committee for Review	05-27-2024	Municipal clerk	Immediate	In Progress
379	VON Week / that Council accept the recommendation from the Committee of the Whole to approve the VON Proclamation, the raising of the VON Flag for a date in May, and FURTHER MOVE that staff make the arrangements to light up the Municipal Building in Blue and make every effort to recognize VON week on social media.	05-27-2024	Municipal clerk	Immediate	Complete

380	Richmond River Root Richmond River Roots Market Green Society that the grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,200 / that Council accept the recommendation from the Committee of the Whole to defer to the next Council meeting following Grants and Contributions budget discussions.	05-27-2024	Municipal clerk	Immediate	In Progress
381	SPVFD Dry Fire Hydrant -that Council accept the recommendation from the Committee of the Whole to approve the funding of five thousand dollars for the installation of the dry fire hydrant.	05-27-2024	Director of Finance	Immediate	In Progress
382	Dry Fire Hydrant - that Council accept the recommendation from the Committee of the Whole to refer the Dry Fire Hydrant Policy to the Fire Service Protection Committee and the By-Law/Policy Committee for review.	05-27-2031	EMO/Fire Services Coordinator	Immediate	In Progress
383	Grant request from the Administration Portuaire de Petit-de-Grat for Infrastructure Grant Funds in the amount of \$20,000 / that Council approve the grant request from the Administration de Petit-de-Grat for the Type 1- Infrastructure Grant Funds in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds.	05-27-2024	Director of Finance	Immediate	In Progress
384	Lennox Place Limited support letter / that Council have the Warden provide a letter of support, in principle, for their application for the Nova Scotia Affordable Housing Development Program to fund the conversion of a building into a 7-unit apartment building located at 818 Veterans Memorial Drive, Arichat.	05-27-2024	Warden	Immediate	In Progress
385	Lennox Place Limited permitting fees / that Council refer the discussion on covering the Lennox Place Limited associated permitting fees to the next meeting of Council following budget discussions and FURTHER MOVE that Staff contact the other proponents to identify their current interest in Municipal support and hold a Special meeting as soon as possible, following the budget discussions, to discuss covering permitting fees.	05-27-2024	CAO	Immediate	In Progress
386	5 year capital investment Plan / that Council approve the 5 year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2025.	06-13-2024	Municipal Council	Immediate	Complete
387	Area Rates / that Council accept the recommendation of the Director of Finance and that the following area rates be approved:	06-13-2024	Municipal Council	Immediate	Complete
388	Final Budget for year ending March 31, 2025 / that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2025 in the amount of \$17,459,364; AND FURTHER MOVE THAT WHEREAS	06-13-2024	Municipal Council	Immediate	Complete

389	Canada Day Funding / that Council approve the following Canada Day Funding Applications as follows: a) Ardoise Mens Club \$ 1,577.00 b) Loch Lomond Heritage Association\$ 500.00 c) St. Louis Parish\$ 2,500.00 d) St. Peter's Lions Club\$ 5,800.00 e) Bras d'Or Lakes Seniors Association\$ 300.00	06-13-2024	Director of Finance	Immediate	In Progress
-----	---	------------	---------------------	-----------	--------------------