



Regular Council Meeting

Monday, September 23rd, 2024

5:30 - 6:00 p.m. Items 1 & 2, Richmond Room

6:00 - 7:00 p.m. Item 3, Recess for By-Law/Policy, Council Chambers

7:00 p.m. - Reconvene from recess, Items 4-19, Council Chambers

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Contract Negotiations
3. **Recess**
4. **O'Canada**
5. **Roll Call of Councillors**
6. **Items Added to the Agenda** (Approval of Agenda)
7. **Review of Minutes, Re:**
 - a) Regular Council Meeting Minutes, June 24th, 2024
 - b) Special Meeting Minutes, August 7th, 2024
8. **Question Period:**
 - Restricted to Items on the Committee Reports
 - PHONE IN: (902) 226-9885 (see Question Period Details Below)
9. **Committee Reports:**
 - **Committee of the Whole**
 - Lisa DeWolf grant request for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50
 - Right to Know Week Proclamation Request
 - Seniors for Climate Day Proclamation Request
 - English – Gaelic Boundary Signage Request
 - Request to write off taxes for property AAN 02913135 owned by Donald Frost
 - Request to write off taxes for property AAN 04126068 owned by James White
 - Request to write off taxes for property AAN 06373917 owned by Colton Gillis & Keisha Morrison
 - Seniors Take Action Coalition grant request for the Type 4- Regional/Health/General Grant Funds in the amount of \$9400



- **Planning Advisory/ Heritage**
 - Amendments to the West Richmond, Central Richmond, St. Peter's, Isle Madame, and the Municipality of the County of Richmond Land Use By-Law
 - Amendments to the Richmond County Subdivision By-Law
 - **By-Law/Policy**
 - Terms of Reference for the Fences Arbitration, Municipal Emergency Management Advisory, Audit, Planning Advisory/Heritage, and the By-Law/Policy committees.
 - Terms of Reference for the RCMP Advisory Board
 - Committee Matrix, Appendix A of the Committee Policy
 - **Accessibility Advisory Committee**
 - Committee name change to align with the Provincial mandate to include diversity, equity, and inclusion.
 - **Fire Protection Services Committee**
 - Mapping for Emergency Services Coordinator and VFD's
 - Old Provincial roads for emergencies/evacuations
 - Sub-division planning with Eastern District Planning Commission
 - Reconsider West Bay Road VFD as a member of the Fire Protection Services Committee
- 10. Warden, Re:**
- a) Strait Area Transit, Articles of Incorporation and Bylaws
 - b) Receipt of Donations Policy
- 11. Councillor Brent Sampson, Re:**
- a) NS Chiefs of Police Association & NS Association of Police Governance Conference
- 12. Motion to Rescind**
- a) Joint Council Meeting, Action Item 192
- 13. First Reading, Re:**
- a) Amendments to the West Richmond, Central Richmond, St. Peter's, Isle Madame, and the Municipality of the County of Richmond Land Use By-Law
 - b) Amendments to the Richmond County Subdivision By-Law
- 14. Correspondence**
- a) **Action Required:**
 - i. n/a
 - b) **For Information Purposes**
 - i. MOCR Community Development & Recreation, Re: Richmond Reflections Fall 2024 Issue

- ii. Seniors Take Action Coalition Annual Report 2023-2024
- iii. MOCR Community Development & Recreation, Re: Survey Notice to Residents, Inclusive, Diverse, Equitable Accessible Strategy

15. Unfinished Business

- a) Paroisse Saint Joesph grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$10,000

16. Review of Action Items

- a) Action Items List

17. Items Added to the Agenda

18. Question Period

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

19. Adjournment

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

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

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

No person speaking during Question Period shall:

- Speak disrespectfully
- Use offensive words
- Disobey the rules of order or a decision of the Chair

Livestreaming

All Committee of the Whole and Regular Council Meetings will be live streamed on the Municipality of the County of Richmond YouTube Channel.

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



Regular Council Meeting

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

Location: Council Chambers

Present: Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Michael Digdon, 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 7:00 p.m. and asked everyone to stand, if able, for the singing of O'Canada.

Roll Call of Councillors

The CAO took roll call of Councillors.

Items Added to the Agenda (Approval of Agenda)

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

- NSFM Council Invitation, Item #14 (a)

Deputy Warden Shawn Samson requested and received unanimous consent to add the following to the agenda:

- Grant Funding, Re: Administration Portuaire de Petit-de-Grat, Item # 14 (b)

Moved by Councillor Michael Digdon, seconded by Deputy Warden Shawn Samson that the agenda be approved with the additional items.
Motion carried.

Review of Minutes, Re:

a) Regular Council Meeting Minutes, May 27th, 2024

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the minutes of the May 27th, 2024, Regular Council meeting be approved.
Motion carried.



b) Budget Planning Meeting Minutes, June 7th, 2024

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the minutes of the June 7th, 2024, Budget Planning meeting be approved.

Motion carried.

c) Special Meeting Minutes, June 13th, 2024

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the minutes of the June 13th, 2024, Special meeting be approved.

Motion carried.

Question Period:

There were no questions.

Committee Reports

– **Committee of the Whole**

Councillor Brent Sampson removed himself from the meeting at 7:07 pm as he did not attend the closed session where the sale of property for the tax sale was first discussed.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID 75079954 and PID 75026898 at the tax sale on August 23, 2024, as discussed in closed session.

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

Councillor Brent Sampson returned to the meeting at 7:09 pm.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson 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 the Forward Together plan.

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



The Committee discussed the Share the Road Project.

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 discussion to the By-Law and Policy Committee for the development of a by-law that would permit the Municipality of the County of Richmond to designate a municipal roadway or part of a roadway as a road trail.

Motion carried.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to defer the request 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.

Motion carried.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson 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.

Motion carried.

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.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to approve the request 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.

Motion carried.



The Committee discussed the Canada Post rural mail service interruptions.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to have staff invite a representative from Canada Post to a future meeting of Council for discussion on the rural mail service interruptions.

Motion carried.

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

Motion Carried.

– **By-Law/Policy Committee Report**

The Committee discussed the Committees Policy

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the By-Law/Policy Committee's recommendation to proceed with the adoption process for the Committees Policy.

Motion carried.

The Committee discussed the following policies:

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon 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.

Motion carried.

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

Motion carried.



Motion to Adopt

a) Committees Policy

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council adopt the Committees Policy as a policy for the Municipality of the County of Richmond.

Motion carried.

b) Low Income Tax Exemption Program Policy

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council adopt the Low Income Tax Exemption Program Policy as a policy for the Municipality of the County of Richmond.

Motion carried.

c) Purchasing and Tendering Policy

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council adopt the Purchasing and Tendering Policy as amended.

Motion carried.

d) Flag Policy

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council adopt the Flag Policy as amended.

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

New Business

a) Richmond Housing Corporation By-Laws Amendments

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council approve the amendments to the Richmond Housing Corporation by-laws.

Motion carried.



Warden, Re:

a) Climate Emergency Planning

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council refer to staff to commence a review and further update the Municipality of the County of Richmond climate action plan with the assistance of EDPC staff, through the lens of coastal protection and emergency management planning and FURTHER MOVE to have staff work with a provincial funding navigator to investigate any funding opportunities, such as the Green Municipal Fund (FCM) and the Community Capacity Grant (Province).

Motion carried.

Correspondence

a) Action Required

- i. Kathleen Jeffrey, Interim Director of Finance, Re: Louisdale Lions Club grant request for the Type 04 – General/Waterfront Development Funding for \$20,000

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that Council approve the grant request from the Louisdale Lions Club for the Type 04 – General/Waterfront Development Funding for \$20,000, and be allocated from the CCBF Waterfront Development Funds, subject to assessment by staff as to the project's eligibility.

Motion carried.

- ii. Kathleen Jeffrey, Interim 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

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council approve the grant requests for the Type 03 – Canada Day Grant Funding for the Johnstown's Harbour Wharf of \$ 500 and the South Mountain Arm of Gold Community Association of \$400 and be allocated from the Canada Day Grant Funds.

Motion carried.



- iii. Colin MacDougall, One of a Kind Design, Re: Pole Banner Kits

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council refer the request from Colin MacDougall regarding pole banner kits to staff.

Motion carried.

- iv. Terry Doyle, CAO, Town of Port Hawkesbury, Re: Joint Industrial Park – Use of 38 Unity Drive for the Strait Truck and Tracker Pull event

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council approve the use of the Unity Drive property for the Strait Truck and Tracker Pull event.

Motion carried.

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

Unfinished Business

- a) River Bourgeois Community Services grant request for the Type 3 - Recreation Sponsorship Grant Funds in the amount of \$500

Moved by Councillor Melanie Sampson, seconded by Brent Sampson that Council approve the grant request from the River Bourgeois Community Services for the Type 03 - Recreation Sponsorship Grant funding in the amount of \$500 and be allocated from the District 4 Fund.

Motion carried.

- b) Richmond River Roots Market Green Society grant request for the Type 04-Regional/Health/General Grant Funds in the amount of \$9,200

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that Council approve the grant request from the Richmond River Roots Market Green Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$6,650 and be allocated as follows:



General Fund: \$4400
District 1 Fund: \$ 500
District 2 Fund: \$ 500
District 3 Fund: \$ 500
District 4 Fund: \$ 500
District 5 Fund: \$ 250

Motion carried.

- c) Lennox Place Limited, Re: Request for financial support for permitting fees

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the request from Lennox Place Limited for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.

Motion carried.

- d) River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council approve the grant request from River Bourgeois Mariner Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$1,500 and be allocated as follows: \$1000 from District 4 Fund and \$500 from the Regional Fund.

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

- e) Jeremy Carroll, Brela Homes, Re: Request for financial support for permitting fees

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council approve the request from Jeremy Carroll, Brela Homes, for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.

Motion carried.

- f) Multi-Party First Nations and Municipal Agreement

Council unanimously agreed to defer the Multi-Party First Nations and Municipal Agreement to a future meeting and to invite Tyler Matheis, CEO of Cape Breton Partnership, to engage in further discussion.



Review of Action Items

- a) Action Items List

For information only.

Items Added to the Agenda

- a) NSFM Council Invitation

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson, that Council refer to staff to coordinate the arrangements.

Motion carried.

- b) Grant Funding, Re: Administration Portuaire de Petit-de-Grat

The request for a motion to adjust the previously approved grant for the Administration Portuaire de Petit-de-Grat from \$10,000 to \$15,000 was procedurally out of order; as such, no action was taken.

Question Period

Robert Cotton approached Council.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:24 pm.

Municipal Clerk

Chairperson



Special Meeting

August 7th, 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, Shelley David, Municipal Clerk

Call to Order

Warden Amanda Mombourquette called the meeting to order at 7:02 p.m.

Roll Call of Councillors

The CAO took roll call of Councillors.

In Camera Session

a) Contract Negotiations

Council unanimously agreed to add an in camera session.

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council move to an in camera session at 7:04 pm.

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that Council revert to regular session at 7:49 pm.

Private Ways

For information only.

Landfill Closure

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council approve the change to the budget for the West Arichat disposal site closure by an additional \$665,000 of the Capital Fund Budget, preferably under the Canada Community Building Fund (CCBF).

Motion carried.



Motion to Adopt

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council adopt the Capital Improvement and Development Policy as a policy of the Municipality of the County of Richmond.

Motion carried.

Dog By-Law

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council refer the Dog By-Law to the By-Law/Policy Committee for review.

Motion carried.

Grants

- a) Seniors Take Action Coalition, Re: Request for the Type 4 - Regional/Heath/General Grant Funds in the amount of \$9,400.00
Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council defer the request for the Type 4 -Regional/Heath/General Grant Funds in the amount of \$9,400.00 to the next Committee of the Whole.
Motion carried.
- b) Festival Acadien de Petit-de-Grat, Re: Request for the Type 3 - Sponsorship Funds in the amount of \$500.00
Moved by Councillor Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 - Sponsorship Funds in the amount of \$500.00 and be allocated from the District 1 Funds.
Motion carried.
- c) Festival Acadien de Petit-de-Grat, Re: Grant request for the Type 3 C1 -Physical Activity Grant Funds in the amount of \$1,000.00
Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 C1 - Physical Activity Funds in the amount of \$1000.00 and be allocated as follows: Regional Funds: \$500, District 1 Funds: \$250, and District 2 Funds: \$250.
Motion carried.



- d) D'Escousse Civic Improvement Society, Re: Grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00

Moved by Councillor Michael Diggon, seconded by Councillor Melanie Sampson that Council approve the D'Escousse Civic Improvement Society grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds.

Motion carried.

Adjournment

There being no further business, the meeting was adjourned at 8:10 p.m.

Municipal Clerk

Chairperson

Committee of the Whole Report September 2024

The Committee met on September 9th, 2024.

The Committee discussed the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50

I move that Council accept the recommendation from the Committee of the Whole to approve the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50, to be allocated from the Regional Fund.

The Committee discussed the request from the Office of the Information and Privacy Commissioner for Nova Scotia to proclaim September 23-29th as Right to Know Week in the County of Richmond.

I move that Council accept the recommendation from the Committee of the Whole to proclaim September 23-29th 2024 as Right to Know Week in the County of Richmond.

The Committee discussed the request from the Senior Take Action Coalition to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.

I move that Council accept the recommendation from the Committee of the Whole to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.

The Committee discussed the request from Amy Wagg for English-Gaelic Boundary Signage in the County of Richmond.

I move that Council accept the recommendation from the Committee of the Whole to have staff collaborate with the Minister of Gaelic Affairs and the Minister of Public Works to install the new signs as requested when the budget permits.

The Committee discussed the request to write off taxes for property AAN 02913135, owned by Donald Frost, which was destroyed by fire.

I move that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 02913135 owned by Donald Frost, which was completely destroyed by fire, in the amount of \$205.87, which represents taxes on the dwelling only from December 16, 2023, to March 31, 2024.



The Committee discussed the request to write off taxes for property AAN 04126068, owned by James White, which was destroyed by fire.

I move that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 04126068 owned by James White, which was completely destroyed by fire, in the amount of \$61.85, which represents taxes on the dwelling only from December 24, 2023, to March 31, 2024.

The Committee discussed the request to write off taxes for property AAN 06373917, owned by Colton Gillis & Keisha Morrison, which was destroyed by fire.

I move that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 06373917 owned by Colton Gillis & Keisha Morrison, which was completely destroyed by fire, in the amount of \$463.04, which represents taxes on the dwelling only from October 31, 2023, to March 31, 2024.

The Committee discussed the grant request from the Seniors Take Action Coalition for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,400

I move that Council accept the recommendation from the Committee of the Whole to approve the Seniors Take Action Coalition grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 6,400.00, to be allocated as follows: \$480.00 from each District Fund and \$4000.00 from the Regional Funds, and FURTHERMOVE that staff explore options for in-kind contributions, such as photocopying and others as deemed appropriate and within MOCR policy.

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



Planning Advisory / Heritage Committee Report

July 2024

The Committee met on July 16, 2024.

The Committee discussed the amendments to the West Richmond Land Use By-Law

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendment of the West Richmond Land Use By-Law in Part 2 “Administration” as presented with the noted change to item 15 (d), adding receiving notice of refusal by email when possible.

The Committee discussed the amendments to the Central Richmond Land Use By-Law

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendment of the Central Richmond Land Use By-Law in Part 4 “Interpretation” as presented with the exception of change to item 3 (d) to include receiving notice of refusal by email when possible.

The Committee discussed the amendments to the St. Peter’s Land Use By-Law

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendment of the St. Peter’s Land Use By-Law in Part 2 “Administration” as presented with the exception of item 13 (d), adding receiving notice of refusal by email when possible.

The Committee discussed the amendments to the Isle Madame Land Use By-Law

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendment of the Isle Madame Land Use By-Law in Part 2 “Administration” as presented with the noted change to item 13 (d), adding receiving notice of refusal by email when possible.



The Committee discussed the amendments to the Municipality of the County of Richmond Land Use By-Law

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendment of the Municipality of the County of Richmond Land Use By-Law in section 4.9 “Variances” as presented with the exception of 4.9.3 (d) adding in receiving notice of refusal by email when possible.

The Committee discussed a By-Law to Amend The Richmond County Subdivision By-Law for the Municipality of the County of Richmond

I move that the Planning Advisory/Heritage Committee recommend to Council to accept the amendments to the Richmond County Subdivision By-Law for the Municipality of Richmond County as presented.

This concludes the Planning Advisory/Heritage Committee report for the month of July 2024, and I move its adoption.



By-Law/Policy Committee Report September 9th, 2024

The Committee met on September 9th, 2024

The Committee discussed the Fences Arbitration Committee Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the Fences Arbitration Committee Terms of Reference as presented.

The Committee discussed the Municipal Emergency Management Advisory Committee (MEMAC) Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the MEMAC Terms of Reference as presented.

The Committee discussed the Audit Committee Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the Audit Committee Terms of Reference as presented.

The Committee discussed the Planning Advisory/Heritage Committee Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the Planning Advisory/Heritage Committee Terms of Reference as presented.

The Committee discussed the By-Law/Policy Committee Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the By-Law/Policy Committee Terms of Reference as presented.

The Committee discussed the RCMP Advisory Board Committee Terms of Reference

I move that the Committee of the Whole recommend to Council to approve the RCMP Advisory Board Terms of Reference as presented.



The Committee discussed the Committee Matrix, Appendix A of the Committee Policy

I move that the Committee of the Whole recommend to Council to approve the Committee Matrix, Appendix A of the Committee Policy as presented.

This concludes the By-Law/Policy Committee Report for September 9, 2024, and I move its adoption.

DRAFT



1. Purpose

- 1.1** The purpose of the Fences Arbitration Committee is to hear complaints on agriculture fencing matters and assist in the effort to foster early engagement to reduce conflict, increase cooperative opportunities, and provide an opportunity for all parties to make representation to the committee.

2. Mandate

- 2.1** The mandate of the Fence Arbitration Committee is to assist the Municipality in the arbitration process for disputes of fencing practices and stray livestock pursuant to the Fences and Detention of Stray Livestock Act.

The Committee shall:

- a) Meet within seven (7) days of receiving written notification from the Municipal clerk of a dispute.
- b) Provide an opportunity for any of the parties to make representations to the committee unless, before the expiry of seven (7) days, the chair is satisfied that in respect of the matter referred to the committee the Act has been or is being complied with or an agreement has been reached between the parties.
- c) With respect to a matter referred to a committee, the committee may, by written order cause construction and maintenance of fencing or take any immediate action necessary including, but not limited to, the removal and boarding of livestock if it is determined there is a risk to the public, the livestock or property as outlined in the Fences and Detention of Stray Livestock Act.
- d) Use the Nova Scotia Federation of Agriculture Livestock Fencing Guidelines as a reference document to determine proper fencing needs in livestock and protection.

3. Roles and Responsibilities

- 3.1** In fulfilling the duties under the Committee's mandate, each member shall provide leadership in the arbitration of disputes in the best interests of public and livestock safety, welfare, and accepted farm practices.
- 3.2** To carry out all other responsibilities of a Fences Arbitration Committee contained in the Fences and Detention of Stray Livestock Act.

4. Composition and Terms of Appointment

- 4.1** The composition and terms of appointment are according to the Fences and Detention of Stray Livestock Act. Membership shall include one appointed member of Council, and one member appointed by the Nova Scotia Federation of Agriculture.
- 4.2** The appointed member of Council shall be the Chair of the Committee.
- 4.3** Alternate members of the Committee may be appointed at the request of the Committee Chair or the Nova Scotia Federation of Agriculture appointed member.
- 4.4** The members of a committee hold office for a term of not more than four years. If there is a vacancy during the four year term, another member may be appointed to fill the vacancy for the remainder of the term.
- 4.5** All members or alternates shall be residents of the Municipality.

5. Meetings

- 5.1** The committee shall meet as needed to fulfill its duties.
- 5.2** Two members of the committee constitute a quorum.
- 5.3** Meeting procedures shall follow the Council Procedural Policy.

6. Authority and Accountability

- 6.1** The Fences Arbitration 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

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipal Government Act](#)
- [Fences and Detention of Stray Livestock Act](#)
- [Nova Scotia Federation of Agriculture Livestock Fencing Guidelines](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		

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



1. Purpose

- 1.1 Richmond County is increasingly experiencing special weather events so a comprehensive and structured approach to municipal emergency planning is necessary. The purpose of the Municipal Emergency Management Advisory Committee (MEMAC) is to provide advice on matters pertaining to emergency planning, direction/analysis of emergency services, and make recommendations for Council to approve directives (i.e. Municipal Emergency Management Plan - MEMP).

2. Mandate

- 2.1 The mandate of the MEMAC is to provide direction and oversight to the Municipal Emergency Management Planning Committee (MEMPC) and the Emergency Services Coordinator (ESC) to develop the MEMP. The MEMAC will provide specific recommendations for Council's approval, which will be incorporated into the MEMP.

3. Roles and Responsibilities

- 3.1 Provide oversight of the MEMPC.
- 3.2 Receive information from the Municipal Emergency Management Planning Committee (MEMPC), Council, and other stakeholders to incorporate into solutions that will improve the safety of Richmond County residents.
- 3.3 Present and make recommendations to Council on the development of the MEMP.
- 3.4 Provide a report to Council following the MEMAC's emergency debriefing (see section 5)
- 3.5 If required, MEMAC can make a recommendation to Council to declare or renew a SOLE following the directives of the Emergency Management Act.

- 3.6** Exercise all powers necessary as granted by the Provincial Emergency Management Act once a SOLE has been made.
- 3.7** Make a recommendation to Council to authorize the expenditure of municipal funds for the purposes of emergency management.
- 3.8** Receive updates from the Emergency Services Coordinator (ESC) during an emergency situation.
- 3.9** When safe and appropriate, visit the emergency site(s).
- 3.10** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated Public Information Officer (PIO), ensure that the media is briefed.
- 3.11** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated PIO, inform the public of significant developments occurring.
- 3.12** If required, be available to support the ESC when information needs to be shared with provincial authorities.
- 3.13** Perform such other duties as required by Council.

4. Composition and Terms of Appointment

- 4.1** Membership shall include the majority of Council members, the Chief Administrative Officer (CAO), and ESC.
- 4.2** The Chair of the Richmond County MEMAC shall be determined by the Committee at the first meeting following the beginning of the term (following each municipal election).
- 4.3** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.4** The Municipal Clerk will be a resource for the Committee.

5. Meetings

- 5.1** The MEMAC shall meet no less than 2 times per year (biannually, typically in May and October).

- 5.2** The Chairperson, in consultation with the CAO, may change meeting times or convene additional meetings as deemed necessary.
- 5.3** The MEMAC shall convene after any event where the ECC is activated within the county. The agenda will include, but is not limited to, the following:
- a) a review of all After Action Reports
 - b) lessons learned
 - c) analysis made through the ESC or any external agencies
 - d) assess the performance of the MEMP and discuss improvements.
- 5.4** Meeting procedures shall follow the Council Procedural Policy.

6. Authority and Accountability

- 6.1** The MEMAC is a committee formally approved by Council and has 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, and/or staff). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)
- [SOLE Documentation / Forms](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
1			

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



1. Purpose

- 1.1** The purpose of the Audit Committee is to act as an advisory board carrying out critical review functions on behalf of Council.

2. Mandate

- 2.1** The mandate of the audit committee is to assist Council in fulfilling oversight responsibilities related to the quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transactions and protection of assets are in place.

3. Roles and Responsibilities

The roles and responsibilities are based on the Financial Reporting and Accounting Manual (FRAM) which is the regulation pursuant to the MGA Sections 451-520, produced by the Department of Municipal Affairs.

- 3.1** The audit committee will have unrestricted and complete authority to delve into any affair of the municipality with full access to the management and auditor to help Council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible.

3.2 Financial Reporting Function

The Committee shall:

- a) review the audited annual financial statements in depth with management and the external auditor; if satisfied the committee will present fairly the financial position and results of operations, and recommend acceptance to Council;
- b) review with management any changes in accounting principles and practices followed by municipalities;
- c) review any significant variance in comparison to prior year and/or budget; and

- d) review and discuss the financial condition indicators.

3.3 External Audit Function

The Committee shall:

- a) discuss the extent, timing, and completion of the audit including the level of materiality to be used;
- b) review estimated and final audit fee;
- c) discuss whether the terms of the letter of engagement were met;
- d) recommend to Council the change of the municipal auditor if management questions the competence of the incumbent auditor and the committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
- e) review the problems and restrictions encountered by the auditor and the degree of cooperation received; and
- f) promote cooperation between the management and the auditor.

3.4 Accounting System and Internal Controls Function

The Committee shall:

- a) obtain and review the management and internal control letter addressed to Council;
- b) discuss with the auditor the annual evaluation of the internal control systems related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
- c) discuss management's response to the recommendations and adequacy of management's action plan;
- d) Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls:
 - i. Over the financial reporting and that these systems are operating effectively;
 - ii. Obtain assurance the municipality is in compliance with its policies and procedures and that these systems are operating effectively;and

- iii. Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and
- e) receive and review any internal reports relating to accounting procedures and internal controls.

3.5 Risk Management Function

(These functions could be prepared by another committee; however, the audit committee should be aware and understand the risks to the municipality.)

The Committee shall:

- a) understand the risks of the municipality;
- b) review the municipality risk management controls and policies;
- c) obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
- d) receive reports on the management of financial risks.

4. Composition and Terms of Appointment

- 4.1** The membership shall include all members of Council, Chief Administrative Officer, Director of Finance, and one (1) member at large.
- 4.2** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.3** Member at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.4** As per section 44 of the MGA, where an audit committee does not include one member at large,
 - a) The audit committee shall continue to meet and perform its duties and may exercise its powers, and
 - b) the municipality shall advertise to recruit a member at large at least once every six months until the requirement is met.
- 4.5** The Committee Chairperson will be the Warden, or their designate, of Richmond County Council.

5. Meetings

- 5.1** An audit committee should convene whenever circumstances demand such a meeting; however, the committee must meet at least twice in each fiscal year.
- 5.2** It is recommended the audit committee meet at least four times, and the meeting should coincide with the stages of the audit. The following topics are recommended to be included on the audit committee's agendas at various stages:
- a) role and responsibilities of the auditor;
 - b) review of the roles and responsibilities of the audit committee;
 - c) recommended appointment of a municipal auditor;
 - d) audited Financial Statements and auditor's work;
 - e) management or Internal Control letter and management's response;
 - f) adequacy and effectiveness of internal controls;
 - g) financial condition indicators;
 - h) financial risk management
- 5.3** There is a requirement that audit committee meeting dates be specifically established and agendas developed to address its terms of reference and responsibilities.
- 5.4** Meeting procedures shall follow the Council Procedural Policy.

6. Authority and Accountability

- 6.1** The Audit 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

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipal Government Act](#)
- [Financial Reporting and Accounting Manual \(FRAM\)](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Formatting, and removal of items that are included in the Committees Policy and Council Procedural Policy.		
1	New	Yes	2018

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



1. Purpose

1.1 The purpose of the Planning Advisory / Heritage Committee is to assist the Municipality in an effort to develop community-based municipal planning; and foster vibrant and healthy communities while balancing economic development and sustainability.

2. Mandate

2.1 The mandate of the Planning Advisory Committee is to:

- a) Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, Heritage Bylaw, as well as general land use planning matters.
- b) Receive and consider recommendations from Municipal staff, interested groups, and/or organizations
- c) Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw
- d) Gather information on matters affecting planning and development;
- e) Provide a forum to hear and consider representation from any individual, organization, or delegation with respect to planning;
- f) Take other steps consistent with this document and reasonably deems necessary to carry out its mandate; and,
- g) Take action on such matters as are lawfully delegated to it by statute or by Council.

2.2 The duties assigned to the Committee shall only be carried out by the Committee.

3. Roles and Responsibilities

3.1 To advise and guide Richmond Council regarding community development planning as it relates to permitting, land use and land use planning.

- 3.2** To process, investigate, offer direction, and recommend to Richmond County Council actions and approvals of matters relating to heritage properties and structures.
- 3.3** To provide advice to Richmond Council on applications to approve and/or amend the Municipal Development Plan, the Zoning By-law, or Land use By-Law.
- 3.4** To provide advice to Richmond Council with respect to subdivision proposals where new infrastructure (e.g. roads), public right-of-ways, easements or dedications for Land for Public Purposes are involved.
- 3.5** To offer recommendations to Richmond Council with respect to proposals for conditional uses, establishment of similar, compatible and temporary uses.

4. Composition and Terms of Appointment

- 4.1** Membership shall include all members of Council and two members-at-large.
- 4.2** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.3** Member at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.4** It is the intention to have members with a varied background; however, members with a planning, architecture, engineering, real estate or other similar background will have preference.
- 4.5** The Chairperson will be selected by Municipal Council from among the members of Council.

5. Meetings

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

6. Authority and Accountability

- 6.1** The Planning Advisory/Heritage 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

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipal Government Act](#)
- [Heritage By-Law, By-Law 49](#)
- [Criteria for Heritage Property](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Formatting, and removal of items that are included in the Committees Policy and Council Procedural Policy.		
1	New	Yes	2018

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



1. Purpose

1.1 The purpose of the By-Law/Policy Committee is to act as a key governance committee designed to address, improve, and develop defined direction(s) complete with municipal limitations and restrictions as situations and circumstances warrant. When a need is identified by either a member of the public, municipal administration or Council, a new or revised by-law will be researched and developed.

2. Mandate

- 2.1** The mandate of the By-Law Committee is to:
- a) Receive and consider recommendations for new or revised by-laws from Municipal staff (which may include input from interested individuals, groups and/or organizations);
 - b) Provide a forum (when necessary) to receive, to hear or consider representation from any individual, organization or delegation with respect to a specific by-law;
 - c) Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
 - d) Take action on such matters as are lawfully delegated to it by Council.
- 2.2** The duties assigned to the Committee shall only be carried out by the Committee.

3. Roles and Responsibilities

3.1. The Committee, on an “as required” basis, will assess, evaluate, and revise any/all municipal by-laws and policies in the context of the regulatory, social, community, and municipal environment. Governance mechanisms include reviewing and monitoring the actions, practices, accountability and decisions of Council and affected stakeholders/ratepayers.

- 3.2.** As required, the Committee will deal with the issues of the day with a view towards solutions and/or development of new and/or revised by-laws and policies which can be multi-faceted and multilayered often involving more than one municipal department, level of government or nongovernmental agency.
- 3.3.** When necessary, the Committee, with advice from internal and external administrators, will factor Federal, Provincial and Municipal government ideology and principles into the By-Law and Policy development exercise. This includes Ministerial direction and preferences that relate to the particular policy initiative, policy exercise, underlying assumptions and requirements with respect to consultations.
- 3.4.** The Committee must ensure that By-Law and Policy development is implemented within the framework of existing legislation. By-Laws and Policies which require renegotiations or amendments to an existing tri-level agreement must be thoroughly researched and analyzed.
- 3.5.** All By-Law and Policy development must contribute to the municipal government's priorities or directives.
- 3.6.** The Committee shall adhere to the following guidelines, at a minimum, for by-law and policy development:
 - a) Municipal by-laws cannot interfere with legislation or regulations mandated by provincial or federal governments; however, they can be developed to complement or supersede provincial legislation.
 - b) By-laws follow a specific political process for their development. They must go through an approval process and must be signed both by the Warden and the Municipal Clerk under the seal of the municipal corporation.
 - c) It is essential that municipal by-laws and policies align with each other. Consistent overall governance and management of the municipality is assured when both by-laws and policies are clearly linked to a municipal strategic direction.

4. Composition and Terms of Appointment

- 4.1** Membership shall include all members of Council, and up to two member-at-large.
- 4.2** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.3** Member at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.4** The Committee Chairperson will be the Warden, or their designate, of Richmond County Council.
- 4.5** The Chief Administrative Officer, Director of Finance, Director of Public Works, Director of Community Relations and Recreation, and the Municipal Clerk will serve as resources for the committee.

5. Meetings

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

6. Authority and Accountability

- 6.1** The By-Law/Policy 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

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipal Government Act](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
3 (Final)	4.1 Membership shall include all members of Council, and up to two members-at-large. 4.5 The Chief Administrative Officer, Director of Finance, Director of Public Works, Director of Community Relations and Recreation, and the Municipal Clerk will serve as resources for the committee.		
2	Formatting, and removal of items that are included in the Committees Policy and Council Procedural Policy.		
1	New	Yes	2018

4 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



1. Purpose

- 1.1** The purpose of the RCMP Advisory Board is to assist the Municipality in an effort to ensure the delivery of police services meets the needs of the Municipality and to assure Municipal Council the police services are administered in a safe, cost effective manner and provide advice to Council in relation to the effective delivery of police protection, emergency readiness, and overall crime prevention methodology.

2. Mandate

- 2.1** The mandate of the RCMP – Advisory Board is to:
- a) Advise Municipal Council respecting the “state and readiness of police services” in Richmond County;
 - b) Take other steps consistent with these terms that the committee reasonably deems necessary to carry out its mandate.
- 2.2** The duties assigned to the committee shall only be carried out by the committee.

3. Roles and Responsibilities

- 3.1** The function of the RCMP - Advisory Board is to provide advice to Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality, but the advisory board shall not exercise any jurisdiction relating to complaints, discipline, personnel conduct or the internal management of the Royal Canadian Mounted Police. Sec. 68(1).
- 3.2** The committee will meet and discuss current issues, trends and policing matters that have an impact on all communities within the Municipality of Richmond County.

- 3.3** Current issues and concerns will be discussed with a view towards remedial action as it pertains to community harmony, quality of life and police presence in communities.

4. Composition and Terms of Appointment

- 4.1** The composition and terms of appointment are based on the MOCR RCMP Advisory Board By-Law, By-Law #69.
- 4.2** The board shall consist of five (5) voting members.
- 4.3** The voting members are appointed as follows:
- a) Two (2) members of council appointed by resolution of the council;
 - b) Two (2) members appointed by resolution of the council, who are neither members of council nor employees of the municipality; and
 - c) One (1) member appointed by the Minister of Justice.
- 4.4** Members of Council appointments are made for a two-year period.
- 4.5** The RCMP Detachment CO will be an ex-officio member.
- 4.6** Members-at-Large are appointed on a two year term. Such members may serve no more than six consecutive years, but are eligible for reappointment after an absence of at least one year.
- 4.7** The Chair and Vice Chair will be appointed by the members of the committee at the first meeting in each year.
- 4.8** To be a candidate for appointment as an Advisory Board Member, a person must be a resident of Richmond County and consent to criminal and background checks.

5. Committee Meetings

- 5.1** The Committee shall hold a meeting at least once every three months.
- 5.2** Meeting procedures shall follow the Council Procedural Policy.
- 5.3** The Chairperson, when deemed necessary, may change meeting times and may convene additional meetings as deemed necessary.
- 5.4** A meeting cannot be held without representation from the Chief Officer or his or her designate.

6. Authority and Accountability

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

7. Related Documentation

- [Committees Policy](#)
- Council Procedural Policy (currently in draft)
- [Municipality of the County of Richmond \(MOCR\) By-Law 69, RCMP Advisory Board](#)
- [Municipal Government Act](#)
- [Nova Scotia Police Act](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Formatting, and removal of items that are included in the RCMP Advisory Board By-Law and Council Procedural Policy.		
1	New	Approved	2018

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

MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX

COUNCIL ESTABLISHED ABCCs

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
1 IDEAS Committee	1/month	Advisory / Statutory	Accessibility Act	1						1		1	4	3
2 Allan J. MacEachern Regional Airport Mgmt Committee	min 4/year	External Community	By Policy	2		1	1							6
3 Audit Committee	3-4/year	Standing / Statutory	Municipal Government Act	5			1	1					1	
4 By-Law/Policy Committee	2-3/month	Standing	Council	5			1	1	1	1	1		2	
5 Cape Breton Regional Enterprise Network (CBREN) Liaison Oversight Committee	4/year	Inter-Municipal	Agreement		1		1							14
6 Committee of the Whole	1/month	Standing	Council	5			1	1	1	1	1			
7 Eastern District Planning Commission	1/month	Inter-Municipal	Agreement	2		1	1							10
8 Eastern Counties Regional Library Board	4/year	Inter-Municipal	Library Act/ Agreement										1	7
9 Fences Arbitration Committee	As Needed	Standing / Statutory	Fences and Detention of Stray Livestock Act	1										1
10 Fire Protection Services Committee	4/year	Standing	Council	1								1		14
11 Landrie Lake Water Utility Board	4/year	Inter-Municipal	Agreement	2		1	1							3
12 Landrie Lake Watershed Advisory Committee	4/year	Inter-Municipal	Agreement	1					1				1	8
13 Municipal Emergency Management Advisory Committee (MEMAC)	2/year (min)	Advisory / Statutory	Emerg.Mgmt Act	3			1				1	1		
14 Municipal Emergency Management Planning Committee (MEMPC)	4/year	Advisory/ Standing	By-Law #50	2			1	1	1	1		1		7

15	Planning Advisory/Heritage Committee	1/month	Standing	Council	5									2	
16	RCMP Advisory Board	4/year	Advisory / Statutory	Police Act	2									2	1
18	Recreation Advisory Committee	6/year	Advisory / Standing	By Policy	1					1		2		8	
17	Richmond Villa Board	6/year	Standing / Statutory	Municipal Housing Corp Act	3									3	
19	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	1		1							4

EXTERNAL COMMUNITY - Members of Council / Staff Appointees

ABCCs	Approximate Meeting Frequency		Appointment Created	Members of Council	Warden Required	Alt Councilor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External
20	Bras d'Or Lakes Collaborative Environmental Planning Initiative (CEPI) Senior Council	4/year	By Policy / Charter	1	1									~20
21	Bras d'Or Lakes CEPI Steering Committee	1/quarter	By Policy	0								1		
22	Cape Breton South Recruiting for Health	1/month	By Policy	1		4								~20
23	Fire Services Association of Nova Scotia (FSANS)	6/year	By Policy									1	1 as Alternate	
24	Pitu'paq	1/month	By Policy	1										
25	Strait Area Transit (SAT)	6/year	By Policy	2										10
26	Strait of Canso Offshore Wind Task Force	1/month	By Policy	1										
27	Strait Richmond Housing Matters Coalition	1/month	By Policy	1					1					~16

EXTERNAL COMMUNITY - CITIZEN APPOINTEES

ABCCs	Approximate Meeting Frequency		Appointment Created										Citizen Appt.'s	Other External
28	Strait of Canso Superport Corporation - Strait Superport	6/year	By Policy										1	
29	St. Peter's, Sampsonville and Area Water Utility Board	1/month	By Policy										4	
30	Destination Cape Breton Association (DCBA)	6/year	By Policy										1	
31	Bras d'Or Lakes Biosphere Association	6/year	By Policy										1	
32	Cape Breton Local Immigration Partnership	4/year	By Policy										1	

EXTERNAL COMMUNITY - MUNICIPAL LIAISON APPOINTEES

ABCCs	Approximate Meeting Frequency		Liaison Created	Members of Council								Other Staff		Other External
33	Doctor Kingston Memorial Community Health Centre	10/year	By Policy											
34	Raising the Villages	6/year	By Policy											
35	Richmond County Literacy Network (RCLN)	10/year	By Policy											
36	Volunteer Fire Departments	varies	By Policy											

37	Seniors Take Action Coalition (STAC)	Commtee 1/month Board 6/year		By Policy												
38	St. Anne's Community & Nursing Care Centre	11/year		By Policy												

Accessibility Advisory Committee Report For the Month of April 2024

The Committee met on September 5th, 2024.

The Committee discussed changing the name of the Accessibility committee to align with the Provincial mandate to include Diversity, Equity and Inclusion.

I move that the Council accept the recommendation of the Accessibility Advisory Committee and change the name of the Accessibility Advisory Committee to the IDEA (Inclusive, Diverse, Equitable, Accessible) Committee to align with the Provincial mandate to include diversity, equity and inclusion.

This concludes the Accessibility Advisory Committee report for the month of September 2024, and I move its adoption.



Fire Protection Services Committee Report

August 6th, 2024

The Committee last met on June 26th, 2024.

The Committee follow up on the mapping for ESC and VFD's.

I move that the FPSC recommend to Council to support the investigation and procurement of mapping using a 3rd party aside from EDPC to produce current mapping for Emergency Management and the VFD's.

The Committee follow up on provincial road re-opening/maintenance.

I move that the FPSC recommend to Council to draft a letter to the province to have old provincial roads re-opened and maintained as a secondary means of travel for emergencies/evacuations and with the increase in MVC's and rerouting of traffic.

The Committee follow up on Sub-division planning with EDPC.

I move that the FPSC recommend to Council to have the planning of new areas have two lane roadways with turning areas suitable for fire apparatus, and provisions for water supply planning.

The Committee follow up on previous decisions to remove West Bay Road VFD from meetings.

I move that the FPSC recommend to council to reverse the decision to remove West Bay Road VFD from the Committee as they cover a portion of the County.

This concludes the report for the Fire Protection Services Committee August 6th, 2024, and I move its adoption.

ARTICLES OF INCORPORATION AND BYLAWS

FOR A NON-PROFIT CO-OPERATIVE

LIMITED BY SHARES

OR

LIMITED BY MEMBERSHIP FEE

1. NAME: The name of the association is the STRAIT AREA TRANSIT CO-OPERATIVE LTD.

2. OBJECTIVES: The objectives for which the co-operative is established are to carry on on a co-operative basis:

To provide an inclusive, reliable, and safe community transit service to the residents of the Strait Area.

including the acts and things set forth under Section 16 of the Co-operative Associations Act.

PROVIDED THAT, if for any reason, the operations of the Co-operative are terminated or wound up or are dissolved and there remains at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given and paid to some other nonprofit organization in Canada having objects similar to those of the Co-operative.

PROVIDED THAT, the Co-operative shall be carried on without purpose of gain to the members, and that any surplus, or any accretions of the Co-operative shall be used solely for the purpose of the Co-operative, and the promotion of its objects.

PROVIDED THAT, no part of the income of the Co-operative shall be payable to or otherwise available for the personal benefit of any member thereof.

PROVIDED THAT, the Directors and Officers who are Directors shall serve as such without remuneration and shall not receive directly or indirectly any profit from their positions as such:

PROVIDED THAT, a Director or Officer who is a Director may be paid reasonable expenses incurred by him/her in the performance of his/her duties.

3. LIABILITY: The liability of the members is limited.
4. REGISTERED OFFICE:
(a) The registered Office of the Co-operative shall be
47 Paint Street, Unit 24, Port Hawkesbury, NS B9A 3J9
(street/911 address and postal code)

The mailing address if different shall be
(same as above)
(PO Box or other mailing address and postal code)

(b) The board may from time to time determine the place or places at which the business of the co-operative shall be carried on.
5. THE SEAL: The seal of the Co-operative shall be such as to make a circular impression having two circles between which are the words:

“ STRAIT AREA TRANSIT CO-OPERATIVE LTD ”
and inside the inner circle the words, "Incorporated 2007"
6. FINANCIAL YEAR: the financial year of the co-operative shall be the first day of
April to the last day of March.
(month) (month)
7. WITHDRAWALS: Members' applications to withdraw their membership and shares shall be made in writing to the board and shall be subject to a policy of the board of directors.
8. MEMBERSHIP: The Board shall determine the conditions of membership including the requirements to pay equity in the form of fees or shares. Members shall withdraw or be excluded from membership according to Section 29 and Regulations 4 and 6 of the Co-operative Associations Act, and also if a member acts contrary to the best interests of the Co-operative. All current elected officials from the Municipality of the County of Richmond, the Municipality of the County of Inverness, and the Town of Port Hawkesbury shall be members during the time that they are in office. Representatives from organizations whose clients benefit from the transit service may apply to be members. Community members at large who have a strong interest and/or relevant expertise may also apply to be members. Formerly elected municipal officials may apply to be members as organization representatives or community members at large. Applications for membership shall be presented to the Board and approved by resolution.

9. MEETINGS:

- (a) The annual meeting of the members shall be held within four months of the year-end. Special meetings shall be held when called by the secretary as directed by the directors, or by a written request of the members as per Section 5(2) or Regulation 17 of the Co-operative Associations Act. All meetings shall be at such place as the directors or the Inspector may from time to time determine.
- (b) At all meetings of the members 50% + 1 shall constitute a quorum.
- (c) Notice of annual or special meetings shall be posted prominently in the place of business of the co-operative and shall also be sent by mail, email, or delivered to the registered address of the member at least ten days prior to the meeting.

10. BOARD OF DIRECTORS:

- (a) The board of directors shall consist of 7-9 directors who shall be elected for a term of 2-4 years arranged so that 2 director(s) are elected every 2 years. The maximum number of consecutive terms a director may serve is 4.
- (b) The directors shall meet as often as the business of the Co-operative may require but not less than 6 times per year.
A quorum shall consist of 50% + 1 directors.
- (c) If a vacancy occurs in the board of directors, the directors may appoint a member to fill that vacancy until the next annual meeting when the members shall hold an election to complete the term of vacancy. Two directors shall be appointed from each of the three municipal funders and their term will be equal to their term on council. The President is to be picked from one of the six municipal directors every two years.
- (d) Eligibility for election to the board of directors:
 - 1. agrees with objectives of the cooperative;
 - 2. accepts leadership position when requested;
 - 3. supports the Co-operative wherever possible.

11. DUTIES OF OFFICERS: The board may appoint a president, secretary and other officers who are responsible to the board. Their duties shall be specified by the board.

12. SHARES AND MEMBER LOANS:

- (a) The Board shall determine the conditions of membership including the requirements to pay equity in the form of fees or shares.

For co-operatives limited by shares:

The par value of shares is ____ dollars (\$____) each. There shall be no dividends paid on shares. A minimum number of shares to be held by each member is ____.

OR

For co-operatives limited by membership fee:

The membership fee is one dollar (\$ 1). The membership fee is not repayable.

- (b) Member loans may be issued. Interest rates shall be determined by the board of directors, but shall not exceed 8 % per annum.
13. GENERAL RESERVE: A general reserve shall be created by allocating from retained earnings each year 100% of the surplus.
14. BORROWING POWERS:
- (a) The Co-operative is hereby authorized to borrow money from its members for specific periods of time at specific rates of interest.
- (b) The Co-operative is authorized to exercise all and every power to borrow money and to secure payment thereof which is conferred upon it by the Nova Scotia Co-operative Association Act, Chapter 98, Acts of 1989.
- (c) The directors of the Co-operative may exercise all such powers and to all such acts and things as may be exercised or done by the co-operative in respect of the borrowing of money, and the provision of security for such borrowing, as has been delegated to the directors by the co-operative.
- (d) The directors of the Co-operative shall not, on behalf of the co-operative, authorize or approve capital borrowings or the guarantee of capital borrowings in excess of a total of one hundred thousand dollars (\$100,000) in a single fiscal year without having first obtained formal approval from a meeting of the members of the Co-operative by way of a special resolution.
15. DISSOLUTION: If for any reason the affairs of the Co-operative are dissolved or wound up and there remains after satisfaction of all liabilities, including shares and/or member loans, any property whatsoever, it shall be paid to a nonprofit organization whose objectives are similar to those of the Co-operative.
16. CORPORATE INDEMNIFICATION: subject to the provisions of the (N.S.) Co-operative Associations Act, every director and senior officer or his/her heirs, executors and administrators, and estate and effects, respectively, shall at all times be indemnified and saved harmless out of the funds of the Co-operative, from and against:

- (a) all costs, charges and expenses whatever that such director or officer sustains or incurs in or out of any action, suit or proceeding that is brought, commenced or prosecuted against the director or officer, for or in respect of any act, deed, matter or thing whatever, made, done or permitted by the director or officer in or about the execution of the duties of his/her office, and
- (b) all other costs, charges and expenses that the director or officer sustains or incurs in or about or in relation to the affairs thereof.



Special Resolution Bylaw Change Details

MOTION: To amend the Articles of Incorporation and Bylaws of Strait Area Transit Co-operative Ltd as follows:

Article 2 Objectives:

Change FROM: "To provide **an all inclusive**, reliable, and safe community transit service to the residents of the Strait Area, including regular scheduled route service."

TO:

To provide **an inclusive**, reliable, and safe community transit service to the residents of the Strait Area.

Article 4 Registered Office:

Change FROM: 606 Reeves Street, Port Hawkesbury, NS B9A 2R7

TO:

47 Paint Street, Unit 24, Port Hawkesbury, NS B9A 3J9

Article 8 Membership:

Change FROM: The Board shall determine the conditions of membership including the requirements to pay equity in the form of fees or shares. Members shall withdraw or be excluded from membership according to Section 29 and Regulations 4 and 6 of the Co-operative Associations Act, and also if a member acts contrary to the best interests of the Co-operative. Membership is board members only

TO:

The Board shall determine the conditions of membership including the requirements to pay equity in the form of fees or shares. Members shall withdraw or be excluded from membership according to Section 29 and Regulations 4 and 6 of the Co-operative Associations Act, and also if a member acts contrary to the best interests of the Co-operative. **All current elected officials from the Municipality of the County of Richmond, the Municipality of the County of Inverness, and the Town of Port Hawkesbury shall be members during the time that they are in office. Representatives from organizations whose clients benefit from the transit service may apply to be members. Community members at large who have a strong interest and/or relevant expertise may also apply to be members. Formerly elected municipal officials may apply to be members as organization representatives or community members at large. Applications for membership shall be presented to the Board and approved by resolution.**



Article 10 Board of Directors:

Change item (a) FROM: The board of directors shall consist of 9-11 directors who shall be elected for a term of 2-4 years arranged so that 2 director(s) are elected each year. The maximum number of consecutive terms a director may serve is 4.

TO:

The board of directors shall consist of **7-9** directors who shall be elected for a term of 2-4 years arranged so that 2 director(s) are elected every 2 years. The maximum number of consecutive terms a director may serve is 4.

Change item (b) FROM: The directors shall meet as often as the business of the Co-operative may require but not less than once per month. A quorum shall consist of 50% + 1 directors.

TO:

The directors shall meet as often as the business of the Co-operative may require but not less than **6 times per year**. A quorum shall consist of 50% + 1 directors.

PURPOSE

The Acceptance of Donations Policy (the ‘Policy’) will:

1. Define the framework for the acceptance of donations to the Municipality of East Hants (the ‘Municipality’);
2. Manage the administration of donations;
3. Manage the issuance of tax receipts; and
4. Outline the appropriate use of donated funds.

SCOPE

This Policy applies to all donations received by the Municipality of East Hants.

DEFINITIONS

Term	Definition
Cash	Any common currency, cheque, or money order, made payable to the Municipality
Credit Card	Credit cards normally accepted by the Municipality within acceptable thresholds
Donation	A gift by a donor at arm’s length of the Municipality. No advantage can accrue to a donor or to any person not dealing at arm’s length to the donor as a result of a donation. A donation may be in the form of cash or in kind, meaning a security, a tangible capital asset, a cultural asset, or real property. Donated services are not eligible for consideration under the Income Tax Act.
Donated Fund	A pool of donated assets established for a specified purpose by Council
Gift	A contribution of cash or property to the Municipality, for which the donor receives no legal consideration in return

POLICY

POLICY STATEMENT

It is the policy of the Municipality of East Hants to accept, account for, and provide appropriate recognition for any donations received by the Municipality.

1.0 Acceptance and Use of Donations

- 1.1 Donations must be for purposes consistent with the Municipality's mandate, programs, services and activities and must be deemed to be in the public interest of the Municipality.
- 1.2 The Municipality may elect to accept or decline any donation. If the gift is not accepted, the donor shall be advised of the reason.
- 1.3 The Municipality may decline donations from any donor who in the opinion of the Council, represents a reputational risk to the Municipality through involvement in activities that are contrary to the values of the Municipality.
- 1.4 The Municipality cannot accept donations from individuals or organizations currently in litigation against the Municipality.
- 1.5 Donations greater than \$500 must be reviewed by the Director of Finance before being accepted by the Municipality.
- 1.6 In-kind donations and donations for which a Donation Fund has not been established by Council can only be accepted if the Municipality has the capability to meet the initial and ongoing costs associated with the gift. This will be decided on a case-by-case basis by Council.
- 1.7 Council may retain an in-kind donation or, with the donor's consent, sell the asset and apply the proceeds as necessary.

2.0 Valuation of In-Kind Donations

- 2.1 Should Council choose to accept and retain an in-kind donation; the donation will be assessed at its fair market value.
- 2.2 A donation of inventory by a business is valued at its normal retail price.
- 2.3 Where a public market does not exist to establish a fair market value of an in-kind donation (e.g. TSE, NYSE, etc.); an independent appraisal will be required.
- 2.4 A donor may be asked by Council to make a cash donation to cover the costs of an appraisal.

3.0 Donation Funds

- 3.1 Council may establish Donation Funds for the collection and use of donations.
- 3.2 All cash donations without a specific purpose will be deposited in the General Donations Reserve Fund.

3.3 Donations of cash designated for specific purposes will only be accepted by the Municipality where Council has authorized the specific purpose or a fundraising campaign and where the necessary Donation Fund has been established.

3.4 Contributions from a donation fund to an organization or individual is considered a grant and will be reported as such.

4.0 Use of Donated Fund

4.1 The Municipality cannot facilitate a “conduit” relationship between donors and an organization which is independent of the Municipality. This means that the Municipality’s authority to issue tax receipts cannot be used to provide an unrelated organization with the ability to provide contributors with a tax benefit.

4.2 The Municipality must retain active control over the use of donated funds, i.e. it must actively oversee the use of donated funds. Guidelines are provided in Section 3.3 of the Policy, “Acceptance of Donations.”

4.3 Council may authorize the grant of a tangible capital asset or of real property financed with donations to an unrelated organization.

4.4 The Municipality may grant funds to organizations over which it exerts significant influence or which are considered municipal service organizations. Examples of such organizations include, but are not limited to the following:

4.4.1 Libraries; and

4.4.2 Fire Departments.

5.0 Independence from Undue Influence

5.1 To ensure that the Municipality retains an arm’s length relation with a donor and as such, is not subject to undue influence; donations cannot be solicited or accepted from the following:

5.1.1 A party subject to an application for an approval, license, or permit, or

5.1.2 A bidder, proponent, or applicant, or any party not acting at arm’s length from a bidder, proponent, or applicant to an open procurement.

5.2 The Municipality shall not accept donations that are conditional upon the endorsement of any product, service or supplier.

5.3 Prior to accepting a gift with a value greater than \$500; the donor is required to make a written declaration that the donation to the Municipality is not concurrent with an approval or procurement

process in which they, or their organization or company if applicable, are involved. This is accomplished by use of the Donor Declaration Form.

6.0 Issuing tax receipts

6.1 Tax receipts will only be issued for donations of \$20 or more.

6.2 Tax receipts will be issued no later than January 31st of the following year.

6.3 Tax receipts must include the information prescribed by the Income Tax Act, as follows:

6.3.1. A statement that it is an “official receipt for income tax purposes”;

6.3.2. The name and address of the Municipality;

6.3.3. The serial number of the receipt;

6.3.4. The place or locality where the receipt was issued;

6.3.5. If the donation is in the form of cash (which includes cheques) either the exact date or the year the Municipality received the donation;

6.3.6. The date on which the receipt was issued if this is different from the date the donation was received;

6.3.7. The name and address of the donor including, in the case of an individual, the first name and initial;

6.3.8. In the case of a cash donation, the amount of the donation, and

6.3.9. The signature of the person authorized by the Municipality to acknowledge donations.

6.4 Tax receipts must be approved and signed by the Director of Finance.

7.0 Donor Recognition

7.1 Donors can only receive nominal recognition from the Municipality. Per the Canada Revenue Agency, this is defined as having a fair market value equal to the lesser of:

7.1.1 \$50.00, or

7.1.2 10% of the amount of the gift.

7.2 Recognition does not include advertising. Advertising disqualifies a gift as a donation. For instance, the Municipality can recognize a corporate donor by naming a room of a building after the company. However, the company logo should not be included in a publication or on a door plaque, as it may be considered advertising.

7.3 Names of donors will not be published without their permission.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none"> • Acknowledge and abide by the contents of this Policy.



RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Canada Revenue Agency Donation		Legislation
Special Reserves Policy		Policy
Financial Reporting & Accounting Manual		Legislation
Municipal Government Act		Legislation
Donor Declaration Form		Form

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Policy Review, Update of template and housekeeping edits	Manager of Finance	Director of Finance	Council	March 29, 2023

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

Kim Ramsay
Municipal Clerk



Municipality of the County of Kings

Receipt of Donations Policy

Policy Category	Finance & IT	Most Recent Amendment	May 4, 2021
First Council Approval	February 2, 2016	Future Amendment Date	March 2025

1. Purpose

- 1.1 This Policy formalizes the Donations receipt process within the Municipality to ensure that Official Donation Receipts are issued in an appropriate and consistent standard across the organization and in accordance with Canada Revenue Agency (CRA) guidelines.
- 1.2 This Policy will:
 - 1.2.1 Formalize the Donations receipt process, including accounting for Donations of cash or Donations In-Kind provided to the Municipality;
 - 1.2.2 Outline the standard for evaluating Donations in accordance with CRA guidelines; and
 - 1.2.3 Standardize operating procedures for the issuance of Official Donation Receipts to donors for income tax purposes.
- 1.3 This Policy is subject to the *Income Tax Act* of Canada and related Regulations. In the event of a conflict between this Policy and the Act, the Act shall prevail.

2. Scope

This Policy applies to all Municipal departments and to all agreements with organizations and individuals that contribute either financially or In-Kind to the Municipality’s operations, programs, services or facilities.

3. Definitions

- 3.1 Appraisal: means a formal determination of Fair Market Value of property performed by a qualified third party.
- 3.2 CRA: means the Canada Revenue Agency.
- 3.3 Donations: means voluntary transfers of tangible property or cash.
- 3.4 Donations In-Kind: means tangible property, other than cash, that are Eligible Donations. Donations In-Kind must be assessed at Fair Market Value.
- 3.5 Eligible Amount of the Donation: means the net Fair Market Value of the Donation.
- 3.6 Eligible Donations: means Donations that can be acknowledged with Official Donation Receipts for income tax purposes in accordance with CRA guidelines.
- 3.7 Fair Market Value: is normally the highest price, expressed in dollars that property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.
- 3.8 Non-Qualifying Donations: means Donations that cannot be acknowledged with Official Donation Receipts for income tax purposes, in accordance with CRA guidelines.
- 3.9 Official Donation Receipt: means a receipt for a Donation which complies with CRA guidelines so that the donor may use it for income tax purposes.
- 3.10 Property Assessment Notice: means the annual notice issued by Property Valuation Services Corporation to each property owner in Nova Scotia indicating the assessed value of any property they own.
- 3.11 Qualified Donee: means an organization that can issue Official Donation Receipts.
- 3.12 Valuation: means an informal determination of Fair Market Value estimated by staff.

4. Policy Statements

- 4.1 The Municipality need not accept a Donation. However:
 - 4.1.1 Once donated, the Municipality is to have direction and control of the Donation by being able to make decisions and set parameters on significant issues related to the donated asset on an ongoing basis, or agree to the terms of a Donation, including:
 - 4.1.1.1 What goods and/or services the Donation will fund;
 - 4.1.1.2 How the Donation will be utilized;
 - 4.1.1.3 The overall goals of utilizing the Donation;
 - 4.1.1.4 The area or region where the Donation will be utilized;
 - 4.1.1.5 Who benefits from the Donation; and
 - 4.1.1.6 When the use of the Donation will begin and end.When a Donation is received with external restrictions that limit the direction and control of the Municipality in any of the areas set out in sections 4.1.1.1 to 4.1.1.6, the Donation may be accepted at the discretion of the authority established in section 4.1.4.
 - 4.1.2 The Municipality will only issue Official Donation Receipts for Eligible Donations of \$100 or more.
 - 4.1.3 Donations and Donations In-Kind may be accepted only after the following has been assessed:
 - 4.1.3.1 Compliance with Municipal by-laws and/or policies;
 - 4.1.3.2 Compliance with the laws, conventions and treaties of the other levels of government;
 - 4.1.3.3 Consistency with the Municipality's priorities, mandates, strategic and business plans;
 - 4.1.3.4 Associated risks. e.g. financial risk; political risk; health and safety issues;
 - 4.1.3.5 Physical condition of the Donation;
 - 4.1.3.6 Value of the Donation;
 - 4.1.3.7 Staff time required for direction and control of the Donation;
 - 4.1.3.8 Usefulness of the Donation to the Municipality; and
 - 4.1.3.9 Cost/benefit analysis including consideration of installation, storage, maintenance, renewal, decommissioning, replacement and related costs.
 - 4.1.4 Authority for acceptance or denial of Donations and Donations In-Kind with a value or appraised value of:
 - 4.1.4.1 \$100 to \$25,000 - Director of Finance and IT Services in consultation with the affected Service Area Manager;
 - 4.1.4.2 \$25,001 to \$150,000 - Chief Administrative Officer with advice from the Director of Finance and IT Services, and the affected Service Area Manager;
 - 4.1.4.3 \$150,001 and over - Council, with advice from the Chief Administrative Officer.
- 4.2 Official Donation Receipts for Tax Purposes:
 - 4.2.1 Official Donation Receipts will specify the Eligible Amount of the Donation. To be eligible for an Official Donation Receipt, the Donation must be:
 - 4.2.1.1 Made payable to the Municipality;
 - 4.2.1.2 Made in cash or In-Kind;
 - 4.2.1.3 Voluntary;
 - 4.2.1.4 Without expectation of return;
 - 4.2.1.5 Accompanied by a deed or bill of sale, as the situation dictates, in the Donation of a tangible capital asset; and
 - 4.2.1.6 Supportive of the Municipality's mandate.
 - 4.2.2 Donations In-Kind must be appraised before an Official Donation Receipt can be issued. A written Valuation shall be undertaken prior to the release of an Official Donation Receipt. Appraisals must meet the following requirements:

- 4.2.2.1 \$100 to \$10,000:
 - 4.2.2.1.1 Valuation by knowledgeable internal staff; and
 - 4.2.2.1.2 Value supported by online auction, a shopping website, or other authoritative source, such as the Property Assessment Notice in the case of real property.
- 4.2.2.2 Over \$10,000:
 - 4.2.2.2.1 Appraisal of the asset by an independent and arm's length qualified third party is required; and
 - 4.2.2.2.2 Subject to provision 5.2.2, the cost associated with obtaining a qualified Appraisal shall be the responsibility of the donor.
- 4.2.3 Non-Qualifying Donations that the Municipality will not acknowledge with an Official Donation Receipt for income tax purposes include the following:
 - 4.2.3.1 Intangibles such as services, time, skills, and effort;
 - 4.2.3.2 Donations that are given to the Municipality intended as a flow through to a specified recipient who does not have charitable organization status and is therefore not a Qualified Donee;
 - 4.2.3.3 Donations of business marketing products such as supplies and merchandise;
 - 4.2.3.4 Donations that are given where, as determined at the sole discretion of the Municipality, the donor receives a disproportionate direct benefit as a result of the Donation; and
 - 4.2.3.5 Sponsorship in the form of cash, goods or services toward an event, project, program or corporate asset, in return for commercial benefit, e.g., logo placement or presenting sponsorship.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 Ensure the Municipality has in place a policy for the acceptance of Donations;
 - 5.1.2 Review, amend, and adopt changes to this Policy as required; and
 - 5.1.3 On the advice of the CAO, authorize the Mayor to sign Official Donation Receipts over \$150,000 on behalf of the Municipality.
- 5.2 The Chief Administrative Officer or designate will:
 - 5.2.1 Implement and administer this Policy;
 - 5.2.2 Subject to the Municipality's Procurement Policy FIN-05-006, determine if the Municipality funds the cost of an appraisal or cost of conveyance of any physical asset under consideration;
 - 5.2.3 Identify necessary revisions to this Policy; and
 - 5.2.4 Sign Official Donation Receipts for Donations between \$25,001 and \$150,000 on behalf of the Municipality.
- 5.3 The Director of Finance and IT Services will:
 - 5.3.1 Be familiar with, and act in accordance with this Policy;
 - 5.3.2 Maintain this Policy and related standard operating procedures;
 - 5.3.3 Communicate this Policy and procedures to staff;
 - 5.3.4 Advise staff on eligibility of Donations;
 - 5.3.5 Review Donation account analysis prepared by staff; and
 - 5.3.6 Sign Official Donation Receipts for amounts up to \$25,000 on behalf of the Municipality.
- 5.4 The Accounting Analyst will:
 - 5.4.1 Prepare Official Donation Receipts in compliance with the CRA guidelines; and
 - 5.4.2 Maintain records according to CRA requirements such as ensuring Donations In-Kind are properly assessed, Donation accounts are reconciled, etc.

- 5.5 Departmental Staff will:
 - 5.5.1 Obtain pre-approval from the Director of Finance and IT Services before commencing the Donation acceptance process outlined in this Policy;
 - 5.5.2 Ensure compliance with this Policy and any related standard operating procedures; and
 - 5.5.3 Ensure the Official Donation Receipt Request Form is completed and submitted to the Director of Finance and IT Services with the donated item and any supporting documentation.

6. Amendments

Date	Amendments
May 4, 2021	New template, definitions, title change, reduced minimum for issuing Official Donation Receipt, and reviewed for CRA compliance.



11. Councillor Brent Sampson, Re:

- a) NS Chiefs of Police Association & NS Association of Police Governance Conference

Verbal

12. Motion to Rescind

- b) Joint Council Meeting, Action Item 192

Verbal

**A BYLAW TO AMEND THE WEST RICHMOND LAND USE BY-LAW
FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND**

The West Richmond Land Use By-law is hereby amended by:

in Part 2: “Administration” of the Land Use By-law adding to the following subsection immediately after Subsection 2.12 the subsequent and renumbering the part accordingly:

Variances

13. Notwithstanding anything in this By-law, the Development Officer may vary:
 - a) the percentage of land that may be built upon;
 - b) the size or other requirements relating to setbacks;
 - c) lot frontage;
 - d) lot area;
 - e) the location and number of parking spaces and loading spaces required;
 - f) the ground area of a structure;
 - g) the height of a structure;
 - h) the floor area occupied by a home-based business; and/or
 - i) the height and area of a sign.

14. In accordance with the Municipal.Government.Act, a variance shall not be granted if:
 - a) the variance violates the intent of the Land Use By-law;
 - b) the difficulty experienced is general to properties in the area; or
 - c) the difficulty experienced results from an intentional disregard for the requirements of this Land Use By-law.

15. Where the Development Officer has granted or refused a variance in the requirements of this Bylaw, notification of the variance shall be served upon all assessed property owners as follows:
 - a) entitled in the manner prescribed by the Variance Sections of the Municipal.Government.Act;
 - b) such notice shall be served ordinary mail;
 - c) where a variance is granted, a property owner served a notice may appeal the decision to the Council within twenty-one days after receiving the notice; and
 - d) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal (by email where available), by giving written notice to the clerk who shall notify the development officer.

This is to certify that the resolution of which this is a true copy, was duly passed at a duly called meeting of the Council for the Municipality of the County of Richmond held on the ____ day of _____ 2024

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2024

Troy MacCulloch, CAO

**A BYLAW TO AMEND THE CENTRAL RICHMOND LAND USE BY-LAW
FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND**

The Central Richmond Land Use By-law is hereby amended by adding to the following Part immediately after Part 4 “Interpretation” and renumbering the part accordingly:

PART. 1- .VARIANCES

1. Notwithstanding anything in this By-law, the Development Officer may vary:
 - a) the percentage of land that may be built upon;
 - b) the size or other requirements relating to setbacks;
 - c) lot frontage;
 - d) lot area;
 - e) the location and number of parking spaces and loading spaces required;
 - f) the ground area of a structure;
 - g) the height of a structure;
 - h) the floor area occupied by a home-based business; and/or
 - i) the height and area of a sign.
2. In accordance with the Municipal.Government.Act, a variance shall not be granted if:
 - a) the variance violates the intent of the Land Use By-law;
 - b) the difficulty experienced is general to properties in the area; or
 - c) the difficulty experienced results from an intentional disregard for the requirements of this Land Use By-law.
3. Where the Development Officer has granted or refused a variance in the requirements of this Bylaw, notification of the variance shall be served upon all assessed property owners as follows:
 - a) entitled in the manner prescribed by the Variance Sections of the Municipal.Government Act;
 - b) such notice shall be served ordinary mail;
 - c) where a variance is granted, a property owner served a notice may appeal the decision to the Council within twenty-one days after receiving the notice; and
 - d) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal (by email where available), by giving written notice to the clerk who shall notify the development officer.

This is to certify that the resolution of which this is a true copy, was duly passed at a duly called meeting of the Council for the Municipality of the County of Richmond held on the ____ day of _____ 2024

Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2024

Troy MacCulloch, CAO

**A BYLAW TO AMEND THE ST. PETER'S LAND USE BY-LAW
FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND**

The St.Peter's Land Use By-law is hereby amended by:

In Part 2: "Administration" of the Land Use By-law is hereby amended by adding to the following section immediately after Subsection 2.10 and renumbering the part accordingly:

VariANCES

11. Notwithstanding anything in this By-law, the Development Officer may vary:
 - a) the percentage of land that may be built upon;
 - b) the size or other requirements relating to setbacks;
 - c) lot frontage;
 - d) lot area;
 - e) the location and number of parking spaces and loading spaces required;
 - f) the ground area of a structure;
 - g) the height of a structure;
 - h) the floor area occupied by a home-based business; and/or
 - ri the height and area of a sign.

12. In accordance with the Municipal.Government.Act, a variance shall not be granted if:
 - a) the variance violates the intent of the Land Use By-law;
 - b) the difficulty experienced is general to properties in the area; or
 - c) the difficulty experienced results from an intentional disregard for the requirements of this Land Use By-law.

13. Where the Development Officer has granted or refused a variance in the requirements of this Bylaw, notification of the variance shall be served upon all assessed property owners as follows:
 - a) entitled in the manner prescribed by the Variance Sections of the Municipal.Government.Act;
 - b) such notice shall be served ordinary mail;
 - c) where a variance is granted, a property owner served a notice may appeal the decision to the Council within twenty-one days after receiving the notice; and
 - d) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal (by email where available), by giving written notice to the clerk who shall notify the development officer.

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Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2024

Troy MacCulloch, CAO

**A BYLAW TO AMEND THE ISLE MADAME LAND USE BY-LAW
FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND**

The Isle Madame Land Use By-law is hereby amended by:

In Part 2: “Administration” of the Land Use By-law is hereby amended by adding to the following section immediately after Subsection 2.10 and renumbering the part accordingly:

VariANCES

11. Notwithstanding anything in this By-law, the Development Officer may vary:
 - a) the percentage of land that may be built upon;
 - b) the size or other requirements relating to setbacks;
 - c) lot frontage;
 - d) lot area;
 - e) the location and number of parking spaces and loading spaces required;
 - f) the ground area of a structure;
 - g) the height of a structure;
 - h) the floor area occupied by a home-based business; and/or
 - i) the height and area of a sign.

12. In accordance with the Municipal Government Act, a variance shall not be granted if:
 - a) the variance violates the intent of the Land Use By-law;
 - b) the difficulty experienced is general to properties in the area; or
 - c) the difficulty experienced results from an intentional disregard for the requirements of this Land Use By-law.

13. Where the Development Officer has granted or refused a variance in the requirements of this Bylaw, notification of the variance shall be served upon all assessed property owners as follows:
 - a) entitled in the manner prescribed by the Variance Sections of the Municipal Government Act;
 - b) such notice shall be served ordinary mail;
 - c) where a variance is granted, a property owner served a notice may appeal the decision to the Council within twenty-one days after receiving the notice; and
 - d) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal (by email where available), by giving written notice to the clerk who shall notify the development officer.

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Given under the hand of the Chief Administrative Officer and under the corporate seal of the said Municipality this ____ day of _____ 2024

Troy MacCulloch, CAO

**A BYLAW TO AMEND THE MUNICIPALITY OF THE COUNTY OF RICHMOND LAND USE BY-LAW
FOR THE MUNICIPALITY OF THE COUNTY OF RICHMOND**

The Municipality of the County of Richmond Land Use By-law for the Municipality of the County of Richmond is hereby amended by:

In Section 4.9: "Variances" of the Land Use By-law, adding to the following Subsection immediately after Subsection 4.9.2:

4.9.3 Where the Development Officer has granted or refused a variance in the requirements of this Bylaw, notification of the variance shall be served upon all assessed property owners as follows:

- a) entitled in the manner prescribed by the Variance Sections of the Municipal Government Act;
- b) such notice shall be served ordinary mail;
- c) where a variance is granted, a property owner served a notice may appeal the decision to the Council within twenty-one days after receiving the notice; and
- d) where a variance is refused, the applicant may appeal the refusal to council within seven days after receiving notice of the refusal (by email where available), by giving written notice to the clerk who shall notify the development officer.

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Troy MacCulloch, CAO

Richmond Reflections Fall 2024 Issue

The online Fall Edition of the Reflections of Richmond Newsletter is now available and can be viewed at

[https://www.richmondcounty.ca/recreation/
richmond-reflections-newsletter
/3013-reflections-of-richmond-fall-
2024/file.html](https://www.richmondcounty.ca/recreation/richmond-reflections-newsletter/3013-reflections-of-richmond-fall-2024/file.html)

Hard copies will be distributed to the households by the end of September 2024.



2023-2024 Annual Report



Prepared by
Celeste Gotell



Seniors Take Action Coalition
... promoting age friendly communities

VISION

Healthy communities supporting seniors' well-being by promoting age-friendly communities.

MISSION

The Coalition assists, supports and advocates to facilitate addressing the issues and concerns of seniors.

As a not-for-profit organization, the Mandate of the Seniors Take Action Coalition, within Richmond County, is to:

Take a leadership role in promoting and creating age-friendly communities

Advocate for issues impacting older adults

Strengthen collaborative partnerships with seniors' clubs and other community organizations serving older adults

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ACKNOWLEDGEMENTS AND THANKS

MILESTONES OF OUR HISTORY

● 2015

Seniors conference was organized in Fall 2015 with support of Celeste Gotell while working for Public Health, NS Health

● 2016

Worked in partnership with Community Links to form a Coalition

Launched STAC Facebook page

Hosted Municipal Candidate forum in partnership with Celeste Gotell in her role at Public Health

● 2017

Carried out Seniors Housing Survey
Presented to Council on Findings

● 2018

Partnered with The Mind, Body and Spirit Project for Richmond County

● 2019

Partnered with The Mind, Body and Spirit Project for Richmond County

● 2020

Participated in Richmond County Age-Friendly Community Planning

Social media campaign about seniors issues prior to Municipal Election

● 2021

Received CHB Wellness Funding to carry out Community Connections Project

Launched Better with Age newsletter

● 2022

Completed Community Connections Project

Provided input to the municipality of Richmond County's strategic planning refresh process

Gathered 1,200 petition signatures on the 2022 proposed NS Power increase for our MLA to table in the Legislature

● 2023

Registered with the NS Registry of Joint Stocks to become a non-profit.

Merged with Richmond County Seniors Council to strengthen support to seniors

Partnered on the Acting Collectively Project

Co-hosted Imagine the Possibilities - Chapter One



Seniors Take Action Coalition
... promoting age friendly communities

2023-2024 YEAR AT A GLANCE

BECAME A REGISTERED NOT-FOR -PROFIT SOCIETY

Seniors Take Action Coalition became registered as a non-profit society in Nova Scotia and joined with the former Richmond County Seniors Council to become one organization. This strengthened our ability to support older adults in the community.



AGE-FRIENDLY GRANT FROM THE PROVINCE OF NOVA SCOTIA- WORKING TOGETHER

The Working Together project provided us the opportunity to continue with our popular newsletter, grow our presence on FaceBook, (we now have 750 members,) create a new calendar, connect more with clubs in the area and support their activities, host meetings in different communities in partnership with clubs and organize two Imagine the Possibilities events.



LAUNCHED A MONTHLY CALENDAR

Produced 12 monthly calendars highlighting Club activities and other areas of interest for older adults to participate in Richmond County and made these available via social media and in locations throughout Richmond County.



HOSTED IMAGINE THE POSSIBILITIES - CHAPTER ONE

In June 2023, hosted Imagine and Possibilities - Chapter One and planned Chapter Two held in May 2024.



BETTER WITH AGE NEWSLETTER

Produced four quarterly newsletters to promote an age-friendly community, share information and celebrate older adults in Richmond County. Recruited several new regular contributors.



A MESSAGE FROM THE BOARD CHAIR

The past year has been one of change, of growth, of challenges and many accomplishments. The Seniors Take Action Coalition of Richmond County is now Nova Scotia Joint Stocks registered as a not-for-profit organization. This enables us to apply for federal, provincial and municipal grants. We united with the Richmond County Council of Seniors to strengthen our voice and impact working together.

Seniors' lives have changed since COVID. Along with many others, we learned the adverse impact of social isolation. Yet many find it difficult to re-engage with their community. STAC continues to collaborate with seniors' clubs and groups to provide opportunities to learn, socialize and share a meal. Over this past year we rotated our meetings and co-hosted with seniors' clubs and arranged for guest presenters.

As an organization, we continue to advocate for resources, services and programs that benefit older adults. Our advocacy has included sending letters to both levels of Government expressing our concerns about equitable access to both the Shingles and RSV vaccine and the barriers in cost for some seniors. We also shared concerns about Emergency Closures in the area. We attended the Municipal Council meeting in December to bring forward our support for a Voluntary Vulnerable Sector Registry and followed up with a letter. We also reached out to our MLA to ask for his support for core funding for the organization.



The image shows a 'Certificate of Incorporation' document from the Registrar of Joint Stock Companies in Nova Scotia. It includes the provincial coat of arms, a digital signature box, and the following details:

Registry ID	Name of Society
4527803	SENIORS TAKE ACTION COALITION OF RICHMOND COUNTY

The document certifies that the SENIORS TAKE ACTION COALITION OF RICHMOND COUNTY was incorporated under the Societies Act and that the liability of the members is limited. It is signed by Joseph Foster, Registrar of Joint Stock Companies, on July 16, 2023. The Nova Scotia logo is visible at the bottom right of the certificate.

Seniors Take Action Coalition of Richmond County becomes a registered non-profit organization in July 2023.

A MESSAGE FROM THE BOARD CHAIR ... CONTINUED

In June 2023, we hosted Imagine the Possibilities - Chapter One and met with representatives from most senior clubs to continue discussions about how we could connect with and support older adults in our communities.

We actively supported and participated in the Acting Collectively project (hosted by researchers at Dalhousie University and carried out in Cape Breton Regional Municipality, Victoria County and Richmond County).



This partnership resulted in Richmond County successfully recruiting 101 participants for this project. The total number of participants for all three counties was 220.

We look forward to the year ahead. I would like to extend my thanks to Robert, my co-chair, and the other members of the Board of Directors for their continued support and participation. I would also like to thank Celeste Gotell, our Community Outreach Coordinator, for her continued enthusiasm and commitment to older adults and promoting an age-friendly community.

Dorothy Barnard

BOARD OF DIRECTORS



- Dorothy Barnard
- Robert Goyetche
- Claire Doyle
- Debbie Samson
- Rene Samson
- Howard MacIntyre
- Marlene Leblanc
- Janine Lacroix

A MESSAGE FROM THE COMMUNITY OUTREACH COORDINATOR

When I moved back to the area in 2015 and began work with Nova Scotia Health in Port Hawkesbury, one of the first projects I was involved in was to organize a conference for seniors in the Fall of 2015. With a team of older adults, who volunteered to join me on a committee, we planned a day that brought together over 150 seniors. One of the actions that came out of this day was the formation of Seniors Take Action Coalition in January of 2016. Here we are eight years later still active in Richmond County promoting an age-friendly community.



This past year has been an exciting time for the Coalition. Lots of growth and new beginnings.

We have also been able to start to meet again in person and held several meetings in communities all over the County in partnership with seniors' clubs.

We launched our new calendar in April 2023, which is now a very popular resource to learn about what is happening. We were able to continue to publish Better with Age, our quarterly newsletter and our reach has grown to over 1000 views each issue.

Close to 50% of Richmond County's population is 55 years and older, with over 30%, 65 years old. It is important that we continue to focus on programs and services that are needed by older adults so they can "age well in place". It is important that we bring forward issues of concern and interest to our elected government officials, and celebrate the contributions and achievements of all the older adults in Richmond County.

Knowing about what is happening and services available in a key part of an age-friendly community, we are proud to be taking a lead role in ensuring older adults are well informed about what is happening in Richmond County and what services are available to them.

A MESSAGE FROM THE COMMUNITY OUTREACH COORDINATOR ... CONTINUED

I was honoured to have been invited to present the work of STAC at the annual meeting for the NS Federation of Seniors in May of 2023 in Truro and showcase our work. I am very proud that the efforts of STAC in Richmond County have been cited as an example of great work happening to support older adults in Nova Scotia.



A Picture is Worth a Thousand Words
Nova Scotia Federation of Seniors AGM
May 31, 2023

Our presentation at the Nova Scotia Federation of Seniors Annual Meeting.

Recipe to Success- Key Ingredients

- Dedicated group of core volunteers
- Strong partnerships with the Municipality and other organizations like the Dr Kingston Memorial Community Health Centre
- Municipality now has a section on their website for seniors
- Dedicated staff support provided by staff in NS Health in her role as a health promoter –to work on the newsletter, STAC Face Book page, support to apply for grants
- Accessed several grants to support our work over the years, plan conferences and the project last year



I have since retired from NS Health and am pleased to be supporting the work of STAC through small grants available to them in a part-time capacity. While I make every effort to connect with seniors' clubs and organizations and grow our presence on social media to promote items of interest, I need your help. It takes the effort of everyone to share information, spread the word about our work, our FB page, our calendar, and our newsletter. Please encourage your friends and neighbors to check us out, bring things to our attention that you feel we need to look into and if not already involved in your community to improve the lives of our seniors, get involved, volunteer some time.

“ Many hands make light work!”

Celeste Gotell



SENIORS TAKE ACTION COALITION OF RICHMOND COUNTY AND RICHMOND COUNTY SENIORS COUNCIL BECOME ONE

Members of the Richmond County Seniors Council, representing all the seniors' clubs in Richmond County and Seniors Take Action Coalition met in early Fall in 2023 and decided to become one organization and work together on behalf of older adults in Richmond County.

As part of their commitment to preserve some of the former traditions of the Council, meetings for STAC are now being held in different communities and hosted by a local seniors' club. Here are some highlights from the past year.

Seniors Take Action Coalition
... promoting age friendly communities

PLEASE JOIN US

FOR OUR MONTHLY SENIORS TAKE ACTION COALITION MEETING

Monday March 4th 10am to 1pm

AT 10AM Join us to hear from
Gina MacDonald from Cape Breton South
Recruiting for Health for an update on their work in
the area

FOLLOWED BY OUR MONTHLY MEETING AND A LIGHT LUNCH

FLEUR-DE-LIS SENIORS CLUB
156 GRANDIQUE FERRY ROAD, LOUISDALE

For More Information contact Celeste at 902-471-0317 or
seniorstakeaction.info@gmail.com

Celeste Gotell
Admin · January 11 · 🌐

Thanks to Jenny Comeau, Trevor Boudreau's Constituency Assistant for joining us at our Seniors Take Action Coalition board meeting on Jan 8th at the Jolly Club in L'Ardoise and sharing information on grants available to seniors.

[View insights](#) 196 post reach >

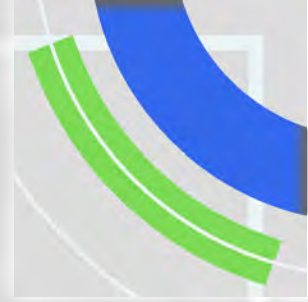
👍 Sonia Morris and 3 others

Celeste Gotell
Admin · February 15 · 🌐

At our Seniors Take Action Coalition meeting on Feb 12th at the Bonnie Brae Seniors Club in St. Peter's, members heard from Cecil Smith from the Cape Breton office of the Department of Municipal Affairs, Housing Services Division about housing programs available.

[View insights](#) 224 post reach >

👍 Tara-Lea OcelotCalli and 5 others



WORKING TOGETHER, ENGAGEMENT AND CONNECTIONS FOR OLDER ADULTS IN RICHMOND COUNTY

The Seniors Take Action Coalition (STAC) project called **Working Together, Engagement and Connections for Older Adults in Richmond County** provided us the opportunity to work on a number of initiatives to both build stronger connections with seniors' groups in the area, increase communication, seek funding opportunities to offer programs and create new partnerships.

Our long - standing partnership we have had with the Dr. Kingston Memorial Community Health Centre, (DKMCHC) allowed us to access this grant by acting as the financial sponsor. Now that STAC is registered as a not-for-profit, we can apply for our own funding, but we will never forget the generous spirit over the years with our friends at the DKMCHC who acted as the financial host for many projects with us.

This project provided us the opportunity to:

- Produce a monthly calendar promoting activities of interest to older adults.
- Produce our quarterly newsletter *Better with Age* and expand our distribution.
- Increase our Facebook group membership and presence.
- Support the blending together of STAC and the Richmond County Seniors Council.
- Support and actively promote the ACTing Collectively Research Project.
- Strengthen relationship with several clubs and plan information sessions for monthly meetings to share information with clubs.
- Work in partnership with the local Acting Collectively team to support this research project.
- Promote various funding opportunities available to seniors' organizations and support the development of several successful applications including Community Links, Community Health Board, Age-Friendly Communities, New Horizons Seniors Funding and the Mental Health Foundation of Nova Scotia.
- Support the development of STAC becoming a not-for-profit organization.
- Present at the annual conference for the Nova Scotia Federation of NS Seniors in May 2023.
- Present to the Richmond County Council Committee of the Whole on the importance of Age- Friendly Communities.
- Promote the traits of an age-friendly community on our Facebook Page.
- Organize *Imagine the Possibilities-Chapter One* to meet with seniors' clubs and discuss program needs.
- Plan *Imagine the Possibilities-Chapter Two* fall conference, which we postponed until May 2024.
- Produce a *Year at a Glance* Summary of our activities.
- Collaborated with *Telile Community Television* to offer programming ideas and appear on several *Telilie* interviews to promote activities and initiatives for seniors in Richmond County.

IMAGINE THE POSSIBILITIES - CHAPTER ONE

STRONGER TOGETHER

Guess what happens when you gather over 40 people representing seniors' clubs and organizations in a room to explore possibilities to improve the lives of older adults in Richmond County? You witness "Magic" at work.

Imagine the Possibilities - Chapter One was held on June 7, 2023, and was a partnership between Seniors Take Action Coalition and the Louisdale Fleur-de-Lis Seniors Club to bring together older adults representing all our seniors' clubs and seniors' organizations to begin the process of working together more collaboratively.

This was an outcome of the Working Together project hosted by STAC, funded by an Age-Friendly Communities Grant to do more outreach in the community and create opportunities to work more collaboratively in the future.

Participants rolled up their sleeves and began work on discussing possible actions to help address the eight areas highlighted below. The mood in room remained lively all day with many rich conversations, deep discussions and great ideas about the issues impacting seniors and how we can work together to create change.

- Community supports and health services
- Technology and communication
- Social safety and inclusion
- Emergency measures
- Accessibility/disability
- Housing
- Transportation
- Income and social status
- Increase access to information and knowledge of community services

The day wrapped up with a presentation from Dr. Grace Warner, one of the researchers from the Dalhousie University team working on the Acting Collectively Project.



You are Invited

Imagine the Possibilities

Gather members from seniors' clubs throughout Richmond County, members of the Seniors Take Action Coalition and others who work closely with seniors to share ideas and stories about what is happening in your clubs and the challenges you are facing.

Explore ways to re-vitalize and support seniors' clubs post COVID-19 and learn more about opportunities that are available to support your activities, including funding.

Hear more about the Acting Collectively Project and how becoming involved can help identify needed services.

Wednesday, June 7th, 2023 - 10am to 2pm
Louisdale Parish Hall, 156 Grandique Ferry Road
Coffee and Tea on Arrival at 930am
Lunch will be provided

RSVP or Questions?
Celeste at c.gotell@hotmail.com or 902-471-0317 or
Debbie at debbiesamson52@gmail.com or 902-345-2998



BETTER WITH AGE NEWSLETTER

Four quarterly issues were produced and reached over 1000 older adults throughout Richmond County. We have over 200 regular subscribers, each issue is posted on multiple FB pages, printed copies are available and each issue can be accessed on the Richmond County website.

Articles are featured regularly on STAC Facebook after each issue is published.

To subscribe to our newsletter, click here: <https://www.richmondcounty.ca/seniors-resources-and-support.html#betterwithage> and



Better with Age Mieux avec l'âge

Spring 2023 - Volume 9

A Message from the Seniors Take Action Coalition

Spring is here, the days are longer, the sun is warm and the breezes are light... time to get out and about. Time to rekindle old friendships and develop new ones.



Volunteering is an amazing way to connect with others, use your talents, develop new ones, and share the enjoyment of working together.

We all have skills we can contribute and we all have things where we need support.

We were fortunate to receive an Age Friendly Communities provincial grant "Working Together - Engagement and Connections for Older Adults in Richmond County: community outreach project to increase awareness".

This grant will enable us to strengthen connections with seniors' clubs, share information and engage with seniors through our membership Facebook and Better with Age quarterly newsletter.

It is time to join together, appreciate the riches we have and together fill the gaps as we can.

Le printemps est là, les jours sont plus longs, le soleil est chaud et les brises sont légères... c'est le moment de sortir. C'est le moment de raviver de vieilles amitiés et d'en nouer de nouvelles.

Le bénévolat est un moyen extraordinaire de nouer des liens avec d'autres personnes, d'utiliser ses talents, d'en développer de nouveaux et de partager le plaisir de travailler ensemble. Nous avons tous des compétences que nous pouvons mettre à profit et nous avons tous besoin d'aide dans certains domaines.

Nous avons eu la chance de recevoir une subvention provinciale de Age Friendly Communities "Working Together - Engagement and Connections for Older Adults in Richmond County: community outreach project to increase awareness" (Travailler ensemble - Engagement et connexions pour les personnes âgées dans le comté de Richmond: projet de sensibilisation de la communauté pour augmenter la prise de conscience).

Cette subvention nous permettra de renforcer les liens avec les clubs d'aînés, de partager des informations et de nous engager auprès des aînés par le biais de notre Facebook pour le bulletin trimestriel Better with Age.

It is time to s'unit, d'apprécier les richesses dont nous disposons et de combler ensemble les lacunes.

Take care and enjoy the season!
Dorothy Barnard, Coalition Chair



Seniors Take Action Coalition
... promoting age friendly communities

Welcome to our ninth issue of *Better with Age*. This newsletter was developed by the Seniors Take Action Coalition to learn more about seniors and their concerns by providing information and opportunities for seniors to contribute to this newsletter. We hope to demonstrate and celebrate the lives and contributions of older adults in Richmond County. As strong advocates for age-friendly communities, we will increase the awareness about, and emphasize the importance of, age-friendly communities for people of all ages who live in Richmond County.

Nous sommes fiers de vous présenter notre neuvième édition de *Mieux avec l'âge*. Ce bulletin a été développé par Seniors Take Action Coalition pour en savoir plus sur les aînés et leurs préoccupations en fournissant diverses informations propices. Nous voulons également offrir des occasions aux aînés pour contribuer à ce bulletin. Nous espérons démontrer et célébrer les contributions des personnes âgées dans le comté de Richmond. En tant que fervents défenseurs des communautés Amies des Aînés, nous augmenterons la sensibilisation et nous soulignerons l'importance de cette collectivité pour les personnes de tous âges qui vivent dans cette région.



Better with Age Mieux avec l'âge

Summer 2023 - Volume 10

A Message from the Seniors Take Action Coalition

Summer in Cape Breton is full of flowers, sunshine, rain, wind and calm...perfect to enjoy the outdoors! Meet with new and old friends! Reflect on old joys, sorrows, challenges and successes! And plan for new adventures and conquests in this beautiful area where we live.

What's in This Issue:

- Page 1: Update from the Seniors Take Action Coalition
- Page 2: Age-Friendly Communities
- Page 3: Spotlight on: Strait Area Transit
- Page 4/5/6: Who are the people in your Neighbourhood? Meet Martha Nettleton
- Page 6: Spotlight on: Harbour Wars
- Page 7: Spotlight on: In Our Day
- Page 8: Spotlight on: Honour our Loved Ones
- Page 9/10: Spotlight on: We Care Days
- Page 11: Community Links
- Page 12: Community Corner: Services and Programs in your Community
- Page 13: Upcoming Events, Courses, and Other Useful Links and Grants Available
- Page 14: Seniors' Clubs in your Community

The Seniors Take Action Coalition of Richmond County (our new official name) is going through the process of becoming a Joint Stocks of Nova Scotia recognized Society. This will enable us to apply for grant funding to build on our previous community-based projects and undertake new ones.

Enjoy the many activities planned in our communities and care for yourself and for others.



L'été au Cap-Breton est plein de fleurs, de soleil, de pluie, de vent et de calme... parfait pour profiter du plein air ! Rencontrer de nouveaux et d'anciens amis ! Réfléchir aux joies, aux peines, aux défis et aux réussites du passé ! Et planifier de nouvelles aventures et conquêtes dans cette belle région où nous vivons.

The Seniors Take Action Coalition of Richmond County (notre nouveau nom officiel) est en train de devenir une société reconnue par la Joint Stocks of Nova Scotia. Cela nous permettra de demander des subventions afin de poursuivre nos projets communautaires antérieurs et d'en entreprendre de nouveaux.

Profitez des nombreuses activités prévues dans nos communautés et prenez soin de vous et des autres.

Take care and enjoy the season!
Dorothy Barnard, Coalition Chair



Seniors Take Action Coalition
... promoting age friendly communities

Welcome to our tenth issue of *Better with Age*. This newsletter was developed by the Seniors Take Action Coalition to learn more about seniors and their concerns by providing information and opportunities for seniors to contribute to this newsletter. We hope to demonstrate and celebrate the lives and contributions of older adults in Richmond County. As strong advocates for age-friendly communities, we will increase the awareness about, and emphasize the importance of, age-friendly communities for people of all ages who live in Richmond County.

Nous sommes fiers de vous présenter notre dixième édition de *Mieux avec l'âge*. Ce bulletin a été développé par Seniors Take Action Coalition pour en savoir plus sur les aînés et leurs préoccupations en fournissant diverses informations propices. Nous voulons également offrir des occasions aux aînés pour contribuer à ce bulletin. Nous espérons démontrer et célébrer les contributions des personnes âgées dans le comté de Richmond. En tant que fervents défenseurs des communautés Amies des Aînés, nous augmenterons la sensibilisation et nous soulignerons l'importance de cette collectivité pour les personnes de tous âges qui vivent dans cette région.



Thanks to Community Links Micro-Grant and Dept. of Seniors and Long-Term Care, Age-Friendly Communities Grant for the funding to produce our newsletter.

Our Spring 2024 issue included a fresh redesign!



A Message from the Seniors Take Action Coalition

May you Find Peace

We seem to be more accepting of our 'new normal'... starting to understand that we live in uncertain times and more than ever, we need each other. The holiday season is traditionally a time of sharing and celebration, of memories and regrets, of caring and understanding of the challenges faced by many living in our area. Yet, no matter our circumstances, how dire things may seem, we all have something of value to share... and this is definitely the season to share! We are surrounded by an abundance of older adults throughout Richmond County who generously give the gift of their time, knowledge and skills by volunteering to make our communities a better place!

May you find peace in this hectic of seasons!
Take care, Dorothy R Barnard, Coalition Chair

Nous semblons mieux accepter notre 'nouvelle normalité'... nous commençons à comprendre que nous vivons des temps incertains et que, plus que jamais, nous avons besoin les uns des autres. Les fêtes de fin d'année sont traditionnellement un moment de partage et de célébration, de souvenirs et de regrets, d'attention et de compréhension des défis auxquels sont confrontés de nombreux habitants de notre région. Pourtant, quelles que soient nos circonstances et la gravité de la situation, nous avons tous quelque chose de précieux à partager... et c'est vraiment la saison pour le faire! Nous sommes entourés d'une abondance de personnes âgées dans tout le comté de Richmond qui donnent généreusement de leur temps, de leurs connaissances et de leurs compétences en faisant du bénévolat pour faire de nos communautés un meilleur endroit!

Puissiez-vous trouver la paix en cette saison mouvementée!
Dorothy R Barnard, Coalition Chair

Welcome to our 12th issue of **Better with Age**. This newsletter was developed by the Seniors Take Action Coalition to learn more about seniors and their concerns by providing information and opportunities for seniors to contribute to this newsletter. We hope to demonstrate and celebrate the lives and contributions of older adults in Richmond County. As strong advocates, age-friendly communities, we will increase the awareness about, and emphasize the importance of, age-friendly community for people of all ages who live in Richmond County.

Nous sommes fiers de vous présenter notre 12th édition de Mieux avec l'âge. Ce bulletin a été développé par Seniors Take Action Coalition pour en savoir plus sur les aînés et leurs préoccupations en fournissant diverses informations pratiques. Nous voulons également offrir des occasions aux aînés pour contribuer à ce bulletin. Nous espérons démontrer et célébrer les contributions des personnes âgées dans le comté de Richmond. En tant que fervents défenseurs des communautés Amies des Aînés, nous augmenterons la sensibilisation et nous soulignerons l'importance de cette collectivité pour les personnes âgées.

What's in This Issue:

- Page 1:** Update from the Seniors Take Action Coalition
- Page 2:** Managing Stress During the Holiday Season Important Phone Numbers and Websites
- Page 3:** Greetings from MLA Trevor Boudreau
- Page 4:** Holiday Greetings from Richmond County
- Page 5/6:** Who are the people in your Neighbourhood? Kitchen King - Louise Boudreau
- Page 7:** Eva's Festival of Trees
- Page 8:** It's that Time a Year Again
- Page 9:** Grandma, Tell me about your Christmases
- Page 10:** ACTing Collectively Update
- Page 11:** It's the Most Wonderful Time of the Year
- Page 12:** Featured Holiday Traditions & Recipes
- Page 13:** Grants available
- Page 14:** Last Words - Celebrating and thanking the many local businesses and organizations in our communities.



A Message from the Seniors Take Action Coalition

Spring is here! We have had an early Equinox and Easter, as well as an Eclipse! Just waiting for the weather to catch up...

And seniors' clubs are actively planning and implementing their programming to provide many opportunities to get out and enjoy what Richmond County has to offer. With their increasing interactions with the Seniors Take Action Coalition, there is even more we can accomplish together.

Spring is generally a time of optimism and looking forward... a time of renewed energy. Let us take that energy and rekindle friendships and work together to make Richmond County a place where all are included and are free to be as well as they can be!

Dorothy Barnard, Coalition Chair



Le printemps est là! Nous avons eu un Équinoxe et une Pâques précoces, ainsi qu'une éclipse! Il ne reste plus qu'à attendre que le temps se mette au diapason.

Les clubs de seniors planifient et mettent en œuvre activement leurs programmes afin d'offrir de nombreuses possibilités de sortir et de profiter de ce que le comté de Richmond a à offrir. Grâce à leurs interactions croissantes avec la Seniors Take Action Coalition, nous pouvons accomplir encore plus de choses ensemble.

Le printemps est généralement une période d'optimisme et d'anticipation... une période d'énergie renouvelée. Prenons cette énergie, renouons des amitiés et travaillons ensemble pour faire du comté de Richmond un endroit où tous sont inclus et libres d'être aussi bien qu'ils peuvent l'être!

Dorothy Barnard, Coalition Chair



What's in this issue:

- Page 1: Update Seniors Take Action Coalition
- Page 2/3: Age-Friendly Communities Voluntary Vulnerable Sector Check
- Page 4/5/6: Who are the people in your Neighbourhood? Blair Gotell - A Man of Many Talents
- Page 7: Spotlight on Taking care of our Physical and Mental Health
- Page 8: Community Corner Update from Rachael LeBlanc
- Page 9/10: Spotlight on Teille Community Television and Reaching All Canadians
- Page 11: Useful Links and Grants Available
- Page 12: Last words - Meet Ian McKinnon
- Page 13: Imagine the Possibilities - Chapter Two and Seniors' Clubs in your Community

Welcome to Better with Age. This newsletter is provided by the Seniors Take Action Coalition to learn more about seniors and their concerns by providing information and opportunities for seniors to contribute to this newsletter. We hope to demonstrate and celebrate the lives and contributions of older adults in Richmond County. As strong advocates for age-friendly communities, we will increase the awareness about, and emphasize the importance of, age-friendly communities for people of all ages who live in Richmond County.

Bienvenue à Better with Age. Ce bulletin d'information est fourni par la Seniors Take Action Coalition afin d'en savoir plus sur les personnes âgées et leurs préoccupations, en fournissant des informations et en offrant aux personnes âgées la possibilité de contribuer à ce bulletin d'information. Nous espérons démontrer et célébrer les contributions des personnes âgées dans le comté de Richmond. En tant que fervents défenseurs des communautés Amies des Aînés, nous augmenterons la sensibilisation et nous soulignerons l'importance de cette collectivité pour les personnes de tous âges qui vivent dans cette région.

We provide content regularly for the Richmond County Seniors Resource section.



<https://www.richmondcounty.ca/seniors-resources-and-support.html>

SOCIAL MEDIA PRESENCE



Highlights include:

- 750 Members - 246 are from Louisdale
- Over 40% are 65 years and older
- 85% are women
- Several posts were shared up to 20 times
- 1000 posts over the past year
- Over 40,000 views



Our Monthly Calendar is shared widely via social media and sent via emails to all seniors clubs and several community organization. Printed copies are also available in the community.

Seniors Take Action Coalition ... promoting age friendly communities						
April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Want to stay informed? Join our Facebook Group and sign up to receive our newsletter. Recruitment underway for adults 65 years and older for the Acting Collectivity Project. Cold Plate Drive. Tickets on sale 1 - 3:00 pm at the New Horizons Club, weeks of April 22-26 and April 29-31.						
April is Cancer Awareness Month						
2 New Horizons Club Anichat Monthly Meeting 1:30			5 New Horizons Club Anichat 45 card play 2 pm	6 New Horizons Club Anichat Bingo 2 pm	7 Good Friday	8 New Horizons Club Anichat Crib at 7 pm
9 Easter Sunday			12 New Horizons Club Anichat 45 card play 2 pm	13 New Horizons Club Anichat Bingo 2 pm	14	15 New Horizons Club Anichat Crib at 7 pm
16 National Volunteer Week April 16 to 22nd Volunteers Strengthen the Fabric of Communities	17 Spring issue of newsletter Blotter with Age released	18 Seniors Take Action Coalition Lions Hall in Louisdale Monthly Meeting 10:30am	19 New Horizons Club Anichat 45 card play 2 pm	20 New Horizons Club Anichat Bingo 2 pm Jolly Club, L'Anchose Monthly meeting at 1:00 pm, followed by potluck supper. New members welcome.	21 New Horizons Club, Anichat Jazz Session 7pm to 10 pm - light lunch will be offered	22 New Horizons Club Anichat Crib at 7 pm

Seniors Take Action Coalition ... promoting age friendly communities						
MARCH 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Want to stay informed? Join our Facebook Group and sign up to receive our newsletter. Recruitment to the 2nd phase of the weather in questionnaire.						
						1 Informal Knitting/Crocheting group in the POG Library at 2pm. Come when you can! Kind of group.
3 Ladies Branch 150. Anichat - 8 to 11am Community Breakfast. New Horizons Seniors Club Monthly Meeting at 1:30PM at Club in Anichat New Horizons Club Cribbage 2pm Anichat	4 D'Essoix Hall Mass at 9:30am Seniors Take Action Coalition Meeting - 10am Rue-de-La-Club Louisdale	5 New Roots Cafe 10-12 noon New Bourgeois New Roots Patio with Friends 11:30 to 1:30 New Bourgeois L'Anchose Mens Club Free Lunch 11am to 1pm Soup and Sandwich 45's card game St. George's Charcoal Hall 7:30pm	6 Jolly Club Sewing Group 8am in L'Anchose Seniors Club Coffee Break Room 9-11:30 Bird Island Fire Hall New Roots Patio with Friends 11:30 to 1:30 New Bourgeois L'Anchose Mens Club Free Lunch 11am to 1pm Soup and Sandwich 45's card game St. George's Charcoal Hall 7:30pm	7 Coffee and Conversation 10am to Noon West Bay Community Centre 45's Card Play 7:30 pm D'Essoix Civic Improvement Hall		8 Informal Knitting/Crocheting group in the POG Library at 2pm. Come when you can! Kind of group.
						9 New Horizons Club 45 Cards 2pm Anichat

FINANCIAL STATEMENTS

Seniors Take Action Coalition

Cumulative Income Statement
For Period Ending March 31, 2024

	Consolidated	STAC	Imagine ...	Community Links
Revenue				
Grants	\$2 500,00	\$0,00	\$500,00	\$2 000,00
Membership Fees	\$0,00	\$0,00	\$0,00	\$0,00
Contributions & Sponsorship	\$5 886,41	\$1 636,41	\$4 250,00	\$0,00
Fundraising	\$177,00	\$177,00	\$0,00	\$0,00
Interest	\$0,00	\$0,00	\$0,00	\$0,00
Total Revenue	\$8 563,41	\$1 813,41	\$4 750,00	\$2 000,00
Expenses				
Salaries and Benefits	\$0,00	\$0,00	\$0,00	\$0,00
Professional Fees	\$0,00	\$0,00	\$0,00	\$0,00
Traveling Expenses	\$0,00	\$0,00	\$0,00	\$0,00
Advertizing & Promotion	\$0,00	\$0,00	\$0,00	\$0,00
Office Rental	\$0,00	\$0,00	\$0,00	\$0,00
Insurance	\$0,00	\$0,00	\$0,00	\$0,00
Activities	\$0,00	\$0,00	\$0,00	\$0,00
Banking Fees	\$0,00	\$0,00	\$0,00	\$0,00
Office Supplies	\$5,00	\$5,00	\$0,00	\$0,00
Membership Dues	\$25,00	\$25,00	\$0,00	\$0,00
Donations	\$0,00	\$0,00	\$0,00	\$0,00
Legal Fees (R.J.S.)	\$0,00	\$0,00	\$0,00	\$0,00
Miscellaneous	\$0,00	\$0,00	\$0,00	\$0,00
Total Expenses	\$30,00	\$30,00	\$0,00	\$0,00
Net Income (Loss) (A - B = C)	\$8 533,41	\$1 783,41	\$4 750,00	\$2 000,00
Income or loss, preceding year	\$0,00			
Income or loss, year end (C + D = E)	\$8 533,41			

FINANCIAL STATEMENTS

Seniors Take Action Coalition

Balance Sheet

For Period Ending March 31, 2024

ASSETS	2023-24
<u>Short Term Assets</u>	
Bank	8 533,41
Petty Cash	0,00
Accounts Receivable	0,00
Prepaid Expenses	0,00
<u>Long Term Assets</u>	
Equipements	0,00
Lands & Buildings	0,00
Other Financial Assets	0,00
A. Total Assets	8 533,41
LIABILITIES	
<u>Short Term Liabilities</u>	
Accounts Payable	0,00
Taxes (dues)	0,00
<u>Long Term Liabilities</u>	
Mortgage	0,00
Others	0,00
B. Total Liabilities	0,00
Equity	
Retained Earnings / Deficit	8 533,41
General Reserve	0,00
C. Total Equity	8 533,41

ACKNOWLEDGEMENTS AND THANKS



For their Partnership with us to host the Department of Seniors and Long-Term Care Age-Friendly Communities Grant for the working Together Project.



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

For their financial support in sponsoring the June 2023 Imagine the Possibilities - Chapter One co-hosted with the Fleur-de-Lis Seniors Club in Louisdale.



Department of Seniors and Long-Term Care Age-Friendly Communities Grant for the Working Together Project.



Community Links for the MicroGrant for our newsletter.



Share your ideas

for improving our **IDEAS - Inclusive, Diverse, Equitable,
Accessible Strategy**

*Surveys will be sent to all
Richmond County residents.*

*Your feedback will play a
crucial role in guiding our
committee's efforts.*

For more information call :

(902)226-3982

Or

(902) 535-2155



THE MUNICIPALITY
OF THE COUNTY OF

RICHMOND

LA MUNICIPALITÉ
DU COMITÉ DE





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

Department of Finance

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: KATHLEEN JEFFREY

DATE: September 5, 2024

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

Dear CAO,

Attached is a grant application from the Paroisse Saint Joseph Parish for the Type 4 – Regional/Health/General Grant Funds in the amount of \$10,000. The application appears complete and is ready to be addressed by Council.

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

Best Regards

KJ.

Kathleen Jeffrey
Interim 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 |
| <input type="checkbox"/> Other: <u>Canada Day Funding</u> | |



Grant/Funding Application

Organization Legal Name	Paroisse Saint-Joseph Parish		Contact Person	Rodney Thibeau
Position in Organization	President/CHAIR	Email	[Redacted]	
Telephone	[Redacted]			
Mailing Address	Saint Joseph's Parish P.O. Box 60 Arichat N.S. B0E 1A0			
Signature	[Handwritten Signature]		Date	August 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

* We are a registered charitable organization: #106880:07RR0060
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 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 checked="" 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
cdspofficer@richmondcounty.ca
Telephone: 902-226-3982 Fax: 902-226-0295



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. *Charitable organization - see cover page*
- Names and addresses of your organization's directors *enclosed*
- Most recent Annual Financial statements (Balance Sheet and Income Statement) *enclosed*
- 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.

We are requesting \$10,000 for help with a project that will see the installation of seven (7) heat pumps, meant to reduce our overall heating expenses; installing five (5) doors, again to reduce our heating costs; replacing an aging and defective sound system; insulating the attic part of the church, again to save on heat and to reduce overall heating + operating costs.

It is to be noted that our church now serves more than people from the immediate parish. Given 2 churches were closed on Old Manasse, Saint Joseph's now serves people from all areas of Old Manasse. See over →

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

The funds will be used to help with the above noted improvements to our church.

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: Saint Joseph Credit Union \$ 5000. (received)
- Funding Source 2: County of Richmond \$ 10000. (anticipated)
- Funding Source 3: Saint Joseph's Parish \$ 7698. (confirmed)
- " " 4: Provincial program \$ 63651. (anticipated)



Additional Information Sheet

(continued from previous page) project information...

Our church has been well maintained over the years and it is our hope to continue to do what needs to be done to keep the doors open, to serve our Isle Madame community.

Examples of upgrades are:

- i) removing the leaking steeple so as to eliminate a long term problem. (2017)
- ii) carpeting the total main floor of the church to provide a more comfortable experience for church goers. (2017-18)
- iii) a metal roof was installed to replace the existing damaged roofing materials. (2023)
- iv) replacing steps to the back part of the church.

This latest project (heat pumps, insulation, doors) is meant to reduce overall operating costs and to reduce our dependence on heating oil. It is with this in mind, that we invite you to assist us in our efforts.

Thank you!

St Josephs Parish

Balance Sheet As at Dec 31, 2023

SET

Current Assets

Chequing	37,087.59	
Cemetery account	33,137.45	
Religious Education account	5,116.65	
Renovation account	43,535.52	
Total Cash		119,150.21
Account Receivable		2,801.33
OLA (Advance on Shared Expe...		2,500.00
Prepaid Expenses		6,562.38
Total Current Assets		<u>131,013.92</u>

?

TOTAL ASSET 131,013.92

LIABILITY

Current Liabilities

Accounts Payable	12,925.86	
Total Payables		12,925.86
HST Paid on Purchases	-1,600.39	
HST Owing (Refund)		-1,600.39
Due to cemetery account HST ...		61.47
Due to renovation account on fil...		164.25
Due to religious education on H...		64.71
Total Current Liabilities		<u>11,615.90</u>

TOTAL LIABILITY 11,615.90

EQUITY

Equity

Cemetery fund		33,137.45
Renovation fund		43,535.52
Religious Education fund		5,116.54
Change for Change		3.25
Retained Earnings - Previous Y...		40,663.93
Current Earnings		-3,058.67
Total Equity		<u>119,398.02</u>

TOTAL EQUITY 119,398.02

LIABILITIES AND EQUITY 131,013.92

St Josephs Parish Comparative Income Statement

	Actual Jan 01, 2022 to Dec 31, 2022	Actual Jan 01, 2023 to Dec 31, 2023
REVENUE		
Revenue		
Sunday Envelopes	52,732.00	53,714.00
Loose Offering	1,661.10	4,139.20
Total Regular Collections	54,393.10	57,853.20
Initial Offering	390.00	487.00
New Year's Day	519.00	710.00
Heating	5,434.00	8,320.45
Lent	1,355.00	938.00
Parish Dues	1,530.00	1,380.00
Advent	1,060.00	790.00
Christmas	1,720.00	1,895.00
Religious Education	10.00	0.00
Other	1,491.62	2,706.05
Total Other Collections	13,509.62	17,226.50
Candle Sales	10,793.30	14,128.25
Donations	1,364.00	906.50
Interest Income	17.73	19.14
Other Income	23,098.80	210.00
Total Other Income	23,116.53	229.14
Total Revenue	103,176.55	90,343.59
TOTAL REVENUE	103,176.55	90,343.59
EXPENSE		
Church Expenses		
Heat	7,712.98	7,548.77
Lights	1,596.38	1,640.71
Insurance	5,881.66	7,053.26
Water & Sewer	791.33	823.23
Snow Removal & Sanding	711.18	1,124.89
Equipment	0.00	313.87
Repairs and Maintenance	2,283.78	68.82
Total Building Operating	18,977.31	18,573.55
Levy	9,392.88	9,124.72
Altar Bread & Wine	360.22	478.09
Candles	12,982.03	6,811.93
Palms & Flowers	556.49	172.42
Sunday Missals & Misselettes	461.66	355.69
Church Envelopes	655.76	654.62
Music Liturgy	15.00	25.00
Total Church Supplies	24,424.04	17,622.47
Awards & Bursaries	0.00	200.00
Gifts	0.00	400.00
Misc (cheques, plaques & engr...	178.70	335.08
Total Other Items	178.70	935.08
Total Church Expenses	43,580.05	37,131.10

St Josephs Parish

Comparative Income Statement

	Actual Jan 01, 2022 to Dec 31, 2022	Actual Jan 01, 2023 to Dec 31, 2023
Employment Expenses		
Pastor's Salary	17,018.07	17,259.96
Salaries (Regular Staff)	19,588.18	22,884.84
Pastor Car Allowance	3,571.94	3,012.17
Total Employee Benefits	40,178.19	43,156.97
Guest Speakers and Services	75.00	0.00
Services of Other Pastors	0.00	100.00
Total Services	75.00	100.00
Total Employment Expenses	40,253.19	43,256.97
Office and Food Bank Operati...		
Heat (Food Bank)	523.73	0.00
Lights (Food Bank)	122.78	0.00
Equipment & Furnishings	0.00	158.55
Total Food Bank Operating Exp...	646.51	158.55
Interest & Bank Charges	93.39	38.59
Office Supplies, Paper	652.56	411.49
Telephone (incl. Internet)	1,041.22	1,075.04
Postage	247.25	197.80
Repairs & Maintenance	70.03	21.76
Total Office Operating Expenses	2,104.45	1,744.68
Total Office and Food Bank O...	2,750.96	1,903.23
Household Expenses		
Rental	5,427.00	5,065.00
Heat	538.80	1,163.35
Lights	468.58	417.65
Telephone (incl. Internet & Ca...	1,078.41	1,011.63
Water & Sewer	206.80	289.80
Snow Removal & Sanding	150.00	175.00
Repairs & Maintenance	415.32	450.00
Total Building Operating Expen...	8,284.91	8,572.43
Groceries & Household Supplies	1,797.66	1,720.44
Cleaning, Housekeeping & Co...	745.00	675.00
Total Household Expenses	2,542.66	2,395.44
Total Household Expenses	10,827.57	10,967.87
Ministries		
Liturgy Resources	75.14	46.18
Books & Literature	182.30	62.28
Total Liturgy	257.44	108.46
Finance	0.00	34.63
Total Ministries	257.44	143.09
TOTAL EXPENSE	97,669.21	93,402.26
NET INCOME	5,507.34	-3,058.67

→ ?

Ⓞ

Parish Comparative Income Statement (F2024 Summary)

	ACTUALS												PLAN based on 2023 Actuals		
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total YTD		
Revenue	5,265	2,984	5,302	6,373	4,713	3,900	3,570	6,162	4,298	5,962	4,718	5,320	58,608		
Expenses	4,144	1,138	1,472	1,200	301	1,120	648	414	188	2,854	2,854	4,448	18,823		
Income	1,257	1,125	1,210	1,391	1,215	1,794	857	1,007	1,042	1,312	1,402	1,159	14,462		
Expenses	19	345	345	55	5	0	0	0	0	110	220	312	1,095		
Revenue	10,703	5,258	8,370	8,089	8,234	5,883	5,084	8,273	5,518	8,318	8,285	11,278	83,875		

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Total YTD	Average / month	EXPENSE
Expenses	3,482	2,381	1,682	2,131	2,640	1,152	783	824	574	1,044	1,358	1,644	18,856	1,788.93	Total Building Operating Expenses
Expenses	4,265	780	1,544	782	872	783	738	1,020	4,124	1,066	4,124	620	21,877	1,818.13	Total Church Supplies (includes Levy)
Expenses	7,747	3,122	3,208	2,913	3,812	1,824	1,821	1,823	5,018	2,110	5,483	2,880	535	48.84	Total Other Items
Expenses	3,488	3,510	3,370	5,474	3,370	3,894	3,402	3,839	3,585	3,437	3,581	3,791	44,880	4,081.77	Total Employment Expenses
Expenses	3,488	3,730	3,370	5,474	3,370	3,894	3,402	3,299	3,585	3,437	3,581	3,891	45,000	4,090.87	Total Employment Benefits
Expenses	101	295	88	227	111	0	0	0	0	0	0	0	832	69.33	Total Office and Food Bank Operating Expenses
Expenses	101	295	88	227	111	0	0	0	0	0	0	0	832	69.33	Total Food Bank Operating Expenses
Expenses	1,231	688	685	498	630	720	750	717	879	872	354	783	8,646	788.03	Total Household Operating Expenses
Expenses	288	127	284	142	173	280	320	172	330	234	153	100	2,341	212.80	Total Building Expenses
Expenses	1,498	789	849	580	803	900	870	888	1,107	1,278	480	872	10,387	898.63	Total Household Expenses
Expenses	0	137	0	0	28	0	0	0	0	0	0	0	185	15.02	Total Ministries
Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	-	Total Special Collections
Expenses	12,833	8,888	7,823	9,183	7,988	8,748	5,883	8,888	8,888	8,823	9,533	7,542	88,283	8,828.08	TOTAL EXPENSE
Income	-2,128	-2,816	788	-174	-1,082	-485	-778	1,822	-4,171	1,888	-278	3,885	-5,178		

2023 YTD Total	Average / month	EXPENSE
18,856	1,788.93	Church Expenses
21,877	1,818.13	Total Building Operating Expenses
535	48.84	Total Church Supplies (includes Levy)
41,289	3,751.71	Total Other Items
-	-	Total Church Expenses
44,880	4,081.77	Employment Expenses
320	40.00	Total Employment Benefits
45,000	4,090.87	Total Employment Expenses
832	69.33	Office and Food Bank Operating Expenses
-	-	Total Food Bank Operating Expenses
8,646	788.03	Total Household Operating Expenses
2,341	212.80	Total Building Expenses
10,387	898.63	Total Household Expenses
185	15.02	Total Ministries
0	-	Total Special Collections
88,283	8,828.08	TOTAL EXPENSE



Unité Pastorale STELLA MARIS Pastoral Unit

Our Lady of Assumption Church ~ Arichat ~ Église Notre-Dame-de-l'Assomption
Église Saint-Joseph ~ Petit de Grat ~ St. Joseph Church
2374 Hwy 206, P.O. Box 60, Arichat, NS, B0E 1A0, Tel. 902 594-2525, E-mail: smpuoffice@eastlink.ca

August 26th, 2024

Municipality of the County of Richmond
2357 Highway 206,
P.O. Box 120,
Arichat, Nova Scotia B0E 1A0

RE: Charitable Tax Number

To whom it may concern,

St. Joseph Parish, Petit de Grat, is a subsidiary of the Catholic Episcopal Corporation of Antigonish.

The Charity Tax Number for St. Joseph Parish is: 10688 0107 RR0060.

Please let us know if you require any further information.

Regards,

Rev. Duaine Devereaux - Pastor
Stella Maris Pastoral Unit

lab

MEMBRES DU CONSEIL PASTORAL SAINT-JOSEPH : 2024

NOM	PRÉNOM	ADRESSE CIVIQUE	C. P.	VILLAGE	CODE POSTAL	TÉLÉPHONE	POSTE
GÈRE	Robert						Président-sortant
FEAU	Rodney						Président
SON	Ben						Secrétaire
OSTE	Pr. Jean-Baptiste						Curé
DREAU	Edith						Liturgie
DREAU	Eleanor						Membre
ID	Cetus						Membre
CHAND	Dominic						Membre
RTELL	Darren						Membre
SON	Magdalen						Éducation religieuse
SON	Rose						Salle paroissiale

MEMBRES DU COMITÉ DE FINANCES DU CONSEIL PASTORAL SAINT-JOSEPH : 2024

NOM	PRÉNOM	ADRESSE CIVIQUE	C. P.	VILLAGE	CODE POSTAL	TÉLÉPHONE	POSTE
GÈRE	Robert						Président-sortant
FEAU	Rodney						Président
CHAND	Dominic						Membre
RTELL	Darren						Membre



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/Langlely Lane / That Council accept the recommendation of the Committee of the Whole to have staff explore the feasibility of installing a hydrant on Langlely Lane.	2022-09-26	Director of Public Works	Immediately	Complete
77	Offshore Wind/ Point Tupper Energy / That Council accept the recommendation of the Committee of the Whole to request to have a staff member and a councillor attend future Offshore Wind and Ongoing Point Tupper Energy Developments meetings.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
78	Louisdale Lions Club / That Council accept the recommendation of the Committee of the Whole to have staff explore funding opportunities for the washrooms being used by patrons of the recreation facilities located at the Louisdale Lions Club AND FURTHER MOVE that staff contact the Louisdale Lions Club regarding the request put forward.	2022-09-26	Recreation Manager	Immediately	Complete

79	RCMP Letter of Concern / That Council accept the recommendation of the Committee of the Whole to write a letter of concern to MP Kelloway regarding retroactive pay for the RCMP.	2022-09-26	Warden	Immediately	Complete
80	Proclamation FDAS Awareness / That Council accept the recommendation of the Committee of the Whole to declare the month of September as Fetal Alcohol Spectrum Disorder (FDAS) Awareness Month.	2022-09-26	Warden	Immediately	Complete
81	Accessibility Advisory Committee / Approve Ashley Lavandier and Shelley Dorey as members of the Accessibility Advisory Committee.	2022-09-26	Recreation Manager	Immediately	Complete
82	J Road Classification List 2022/2023/ Staff notify the Province that the Municipality does not wish to proceed with the cost-shared road upgrades for Langley Lane in Point Tupper.	2022-09-26	Director of Public Works	Immediately	Complete
83	J Road Classification List 2022/2023/ Staff inquire with the Province about the possibility of three-way cost sharing between the Province, Municipality and a Commercial enterprise for upgrades to Lobster Plant Road and FURTHER MOVED that, in order of priority, Marchand Lane and Sampson Road be submitted to the Province for the cost-shared upgrades to J-class roads for the 2023-24 construction season and FURTHER MOVED that Lobster Plant Road be included in the application subject to approval by the Province for three-way cost sharing.	2022-09-26	Director of Public Works	Immediately	Complete
84	Proclamation Right to Know Week / September 26 to October 2, 2022 to be Right to Know Week in the Municipality of the County of Richmond.	2022-09-26	Warden	Immediately	Complete
85	Chamber Upgrades / Staff contact Backman Vidcom for another quote.	2022-09-26	Warden/CAO	Immediately	Complete
86	Truth and Reconciliation Day / Designate the business day prior to September 30th of each calendar year as the flag raising ceremony in honor and recognition of Truth and Reconciliation Day.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
87	By-Law Partnership Opportunity / For CAO and Warden to explore the by-law enforcement officer partnership opportunity and report back to council at a future meeting	2022-10-11	CAO/Warden	Future Council meeting.	Complete
88	Destination Cape Breton re: Provincial Amendments to Marketing Levies, Request of Support / To defer the decision of Council support to the next Regular Council meeting in order to acquire additional information. **(Contact other Municipalities regarding the levies.) 24/10/2022	2022-10-11	Municipal Councillors/ Warden	Immediate	Complete
89	Accessibility Advisory Committee / That Staff create and submit an advertisement in the local paper, inviting community members with lived experience to consider applying to become a member of the Accessibility Advisory Committee.	2022-10-24	Recreation Manager	Immediate	Complete
90	Tax Reduction due to Fire / That taxes in the amount of \$153.15 be written off, which represents taxes on the dwelling only from August 17, 2022 to March 31, 2023, for property AAN 03000672, owned by Sheila Latimer, which was Completely destroyed by fire.	2022-10-24	Chief Financial Officer	Immediate	Complete

91	Cellular Advocacy Letter / That Council support the Cellular Advocacy Letter as drafted by Glenn Home, Chief Administrative Officer for the Municipality of the County of Antigonish.	2022-10-24	Warden	Immediate	Complete
92	Isle Madame Historical Society, Type 1 Infrastructure Grant / To defer the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	2022-10-11	Chief Financial Officer	Moved to October 24, 2022 Regular Council Unfinished Business	Complete
93	Heritage By-Law #49 / That Council refer Heritage Property By-Law #49 to the By-Law/Policy Committee.	2022-10-24	CAO / Municipal Clerk	Immediate	In Progress
94	Strait Area Transit / That staff investigate options for improving transit service in Richmond County.	2022-10-24	CAO	Immediate	Complete
95	Water Utility – Water Line Relocation / That Council have staff explore the Canada Community Building Fund for funding opportunities related to the expenditures from the water main relocation on Whiteside Road and FURTHER MOVE that staff proceed with payment of this non-budgeted expenditure through the Richmond Water Utility if there are no funding opportunities with the CCBF.	2022-10-24	Director Public Works/CFO	Immediate	Complete
96	Non Budgeted Expenditures / That staff contact the department of Municipal Affairs and Housing to discuss non-budgeted expenditures led by the Province and report back to Council.	2022-10-24	CAO	Immediate	Complete
97	Municipality of the County of Guysborough re: Premier Houston's correspondence to Minster Champagne / That Council write a letter of support to Premier Tim Houston regarding the recent correspondence to Hon. Francois-Philippe Champagne for the lack of support and participation from telecommunications companies before, during and after Hurricane Fiona.	2022-10-24	Warden	Immediate	Complete
98	Yarmouth Ferry Service / That Council write a letter of support to Premier Tim Houston regarding the impact the Yarmouth Ferry has on our community and the Province.	2022-10-24	Warden	Immediate	Complete
99	Isle Madame Historical Society, Type 1 Infrastructure Grant / That the Isle Madame Historical Society, Type 1 Infrastructure Grant Fund request in the amount of \$4,500 to upgrade and improve the retaining wall and front and back decks of the Lorenzo building to improve safety and accessibility for visitors and patrons to the site be approved and allocated under the Cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2022-10-24	CFO	Immediate	Complete

100	Langley Lane / That Staff inquire with the Province about the possibility of cost sharing between the Province and the Municipality for upgrades and maintenance for Langley Lane and report back to Council.	2022-10-24	Director of Public Works	Immediate	Complete
101	Accessibility Committee Appointee / That Council accept the following applicant to be appointed to the Accessible Advisory Committee for the Municipality of the County of Richmond, Chantal Boudreau.	11-14-2022	Recreation/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
102	Oban Road Washouts / That Council have Warden Mombourquette draft a letter of concern to the Minister of Public Works regarding the Oban road washouts and FURTHER MOVE that a request be made for a time line on the scheduled repairs.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete
103	Babins Hill Lookoff / The Committee agreed to have staff explore pricing for the volume of fill and related expenses that may be required for the potential expansion of the Babins Hill Lookoff and report back to Council at a future meeting.	11-14-2022	CAO, Director of Public Works	Immediate	Complete
104	Administration Portuaire de Petit de Grat Grant Request / That Council defer the Administration Portuaire de Petit de Grat, Type 1 – Infrastructure Grant Fund request in the amount of \$10,000.00 to the next Regular Council meeting and FURTHER MOVE that Staff explore funding opportunities related to the project with the Canada Community Building Fund and report back to Council.	11-14-2022	CFO	Immediate	Complete
105	Village on the Canal Grant Request / That Council approve the Village on the Canal Association, Type 4 – Regional/Health/General Grant request in the amount of \$1,000.00 and allocated as follows: \$200.00 from each District Fund.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
106	Highland Village Grant Request / That Council refer the request for financial support from Murdock MacPherson and Rodney Chaisson of Highland Village Museum to budget deliberations.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
107	PVSC Virtual Assessment 101 Session / That Council have staff contact the Property Valuation Services Corporation to inquire if the Virtual Assessment 101 Session can be made available for an evening session, as a group in the New Year, and report back to Council at a future meeting.	11-14-2022	CAO/Municipal Clerk	Immediate / After adoption of COW Report. 11-28-2022	Complete
108	Destination Cape Breton Letter of Support / That Council have Warden Mombourquette draft a letter to the Province in support of the following amendments to the Marketing Levy legislation proposed by Destination Cape Breton: (a) that the new legislation state that the levy will apply to all fixed-roof accommodations, as defined in the Tourism Accommodation Registration Act (which includes Airbnb and VRBO), regardless of the number of rooms, (b) That the language for usage of the funds be changed to "Funds collected will be used exclusively on activities and programs that directly support the development of the tourism industry and the marketing of destinations from which they were generated.", (c) that there is a seamless process to replace the current Cape Breton Island Marketing Levy Act with the new legislation., and FURTHER MOVE that the letter encourage all Cape Breton Municipal units to participate.	11-14-2022	Warden	Immediate / After adoption of COW Report. 11-28-2022	Complete

109	The Office of Healthcare Professionals Recruitment (OHPR) re: Community Fund / That Council have staff reach out to the Program Director at Cape Breton South Recruiting for Health to offer support in the application process.	11-14-2022	CFO	Immediate / After adoption of COW Report. 11-28-2022	Complete
110	NS Early Childhood Development Intervention Services / That Staff advertise/promote the NS Early Childhood Development Intervention Services on the Richmond County Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
111	Littering /That Staff advertise and promote litter prevention as well as the ability of the RCMP to issue a \$467.50 littering fine under Section 99 of the NS Environment Act on the Municipal Website and Richmond County Facebook page.	11-28-2022	Municipal Clerk	Immediate	Complete
112	Major Event Planning Proposal from Sergeant Nugent / To refer Sergeant Nugent's request regarding major event planning to the By-Law/Policy Committee for investigation into the development of the Municipality's Special Events by-law.	11-28-2022	CAO	Immediate	Complete
113	Recommendation from Planning Advisory/Heritage Committee / That the CAO investigate if the Eastern District Planning Commission can issue summary offence tickets and/or why they don't have the authority to do so and to report back to the Committee at a future meeting.	11-28-2022	CAO	Immediate	Complete
114	Travel and Expense Policy / That the amended Travel and Expense Policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
115	Awards of Recognition Policy / That the Awards of Recognition policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
116	Second Reading By-law #66 / That the Second Reading approval be given to adopt the amended Private Ways By-Law #66 as a By-Law of the Municipality of the County of Richmond.	11-28-2022	CAO/Municipal clerk	Immediate	Complete
117	Terms of Reference - By-Law/Policy Committee / That Council amend the By-Law/Policy Committee Terms of Reference to include the membership of the public who are residents of the Municipality of the County of Richmond and FURTHER MOVE that public members' terms shall be two years, and FURTHER MOVE that members may be re-appointed to the committee for a further two year term, but shall not exceed two consecutive terms.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
118	Committee Terms of Reference /Refer the Terms of Reference for council committees that have members of the public to the By-Law/Policy Committee for review. With a focus on member terms, code of conduct, and the onboarding of new members.	11-28-2022	CAO / Municipal Clerk	Immediate	In Progress

119	Atlantic Biosphere Project, Proposal to Participate in Weston Foundations Homegrown Innovation Challenge / That staff reach out to the proponent of the Atlantic Biosphere Project to explore resourcing options and report back to Council at the next scheduled meeting on December 12, 2022.	11-28-2022	CAO	Immediate	Complete
120	Federal Boundary Review/ That the Warden draft a letter of support to MP Mike Kelloway expressing concerns regarding the proposed Federal boundaries in terms of geography, service and that the proposed boundary either be reconsidered or extra funds be provided to allow for more constituency offices in order to maintain the level of service and FURTHER MOVE to request that MP Kelloway forward the letter to the appropriate body.	11-28-2022	Warden	Immediate	Complete
121	Louisdale Lions Club Type 4 - Regional/Health/General Grant Request/ That the grant request from the Louisdale Lions Club for the Type 4-Regional/Health/General Grant fund request in the amount of \$2,500.00 be approved and be allocated as follows: \$1,000.00 from the Type 4 - Regional/Health/General Grant Fund and \$1,500.00 from District 3 Fund.	11-28-2022	CFO	Immediate	Complete
122	Administration Portuaire de Petit de Grat Grant Request / That the Administration Portuaire de Petit de Grat Type 1 Grant request in the amount of \$10,000.00 to purchase a commemorative monument in recognition of the expulsion of the Acadians be approved as an eligible project and allocated under the cultural category from the Canada Community Building Fund (CCBF), and taken from the \$50,000.00 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	11-28-2022	CFO	Immediate	Complete
123	Trail Strategy / Schedule pre-budget meetings to allow time to discuss the items in the trail strategy.	11-28-2022	CAO/Municipal Clerk	Immediate	Complete
124	Irish Cove Reclaimed Limestone Quarry Walking Trails / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of support to the Department of Natural Resources for the Irish Cove Reclaimed Limestone Quarry Walking Trails project.	2022-12-12	Warden	2022-12-12	Complete
125	Strategic Communications Plan. (June 2021-Draft) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies. (Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	2022-12-12	CAO/Municipal Clerk	Immediate	Complete

126	Saltwire- Chronicle Herald & Cape Breton Post / That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of concern to Saltwire requesting the resumption of rural door to door delivery or consider semi-central drop off locations and encourage other Municipalities to do the same.	2022-12-12	Warden	Immediate	Complete
127	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property number 01415298 for a minimum acceptable bid of \$5,000 and if this property does not sell for the minimum acceptable bid, to proceed and sell the property for any bid.	2022-12-12	CFO	Immediate	Complete
128	February Tax Sale / that Council accept the recommendation of the Committee of the Whole that Council authorize the Revenue Manager and CFO to sell property numbers 02465418, 03739511, 03927415, 04537521, 05176328, 07944063 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2022-12-12	CFO	Immediate	Complete
129	Village of St. Peter's Guarantee / That Council accept the recommendation of the Committee of the Whole that Council approve the draft loan guarantee requested by the Village of St. Peter's in the amount of \$56, 407.50 for the purposes of purchasing a new sidewalk tractor.	2022-12-12	CFO	Immediate	Complete
130	PVSC Inactive Accounts / That the recommendation of the Committee of the Whole that Council authorize the Manager of Accounting & Finance and CFO to proceed and write off the principal and interest associated with the inactive accounts in the total amount of \$28,209.44.	2022-12-12	CFO	Immediate	Complete
131	Richmond River Roots / That Council accept the recommendation of the Committee of the Whole that Warden Mombourquette draft a letter of support for the Richmond River Roots Market Garden Society for their Sustainable Communities Challenge Fund proposal to obtain a second climate battery greenhouse.	2022-12-12	Warden	Immediate	Complete
132	NSCC Report to the Community / Staff to share information on the Municipal Website and Facebook page.	12-19-2022	Municipal Clerk	Immediate	Complete
133	St. Peter's Community Hub Project / That Council provide support of principle only for the St. Peter's Community Hub Project.	12-19-2022	Municipal Council	Immediate	Complete
134	EverWind Fuels, re: Public Comments Period - Due Date Jan. 18 / post on Municipal FB and Website	2023-09-01	Municipal Clerk	Immediate	Complete

135	Babins Hill Lookoff / that Council accept the recommendation of the Committee of the Whole that Council defer the estimated costs to carry out the work to expand the Babins Hill Lookoff by 40 meters west along Highway 206 to the 2023/24 budget deliberations.	2023-09-01	CFO	Immediate	Complete
136	Fleet Vehicle / that Council accept the recommendation of the Committee of the Whole that Council approve the purchase of a new fleet vehicle at the tendered cost of \$72, 369 plus HST with the costs being incurred in the 2023/24 fiscal year and FURTHER MOVE that the CAO be authorized to negotiate any increase in price resulting from supply of a 2024 model vehicle if no 2023 model vehicles are available at the time of order/delivery.	2023-09-01	CFO/CAO	Immediate	Complete
137	Marketing Levy Update / that Council refer the Municipality of the County of Richmond Marketing Levy By-Law #60 to the By-Law/Policy Committee for review and recommendation.	2023-09-01	Municipal Clerk	Immediate	Complete
138	CAO Employee Success Plan / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	2023-09-01	CAO / Municipal Clerk	Immediate	Complete
139	By-Law / Policy Committee / that Council approve Lois Landry as a member of the By-Law and Policy Committee.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
140	Storm Policy / that the Storm Policy be adopted as a policy of The Municipality of the County of Richmond.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
141	Second Reading / that Council give the second reading to approve entering into a Development Agreement for 4 tourist cabins/cottages on Lot 18, PID 75144063, Orion Crescent, Walkerville, Richmond County.	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
142	Second Reading / that Council give the second reading to approve the proposed Land Use By-law amendment to rezone the portions of the properties identified as PID 75086868, 75136218, 75052530, 75219568, and 75086397 from the Residential Rural (R-2) Zone to the Residential Village (R-1) Zone to allow for smaller lot subdivision	1/23/2023	Warden/CAO/Municipal Clerk	Immediate	Complete
143	Governance and Boundary Review / that the Warden and CAO work with Stantec on a new map that includes the following changes: Move Lennox Passage to District 3 Create more equitable division on Isle Madame between Councillors Move Grande Greve to District 4 Move Thibeauville to District 4	1/23/2023	Warden/CAO	Immediate	Complete
144	Strait Area Transit / that Council invite the Board of Executives and the support staff as required from Strait Area Transit to the next meeting of Council to discuss and continue contract negotiations.	1/23/2023	CAO/ Municipal Clerk	Immediate	Complete

145	Richmond Villa Board Request / that Staff create and submit advertisements in local media inviting Richmond County residents to consider applying to become a member of the Richmond Villa Board and FURTHER MOVE that the term for this position will be until the next organizational meeting.	1-31-2023	Municipal Clerk	Immediate	Complete
146	Governance and Boundary Review /that the CAO and Warden work together on the application and supporting documents for the Nova Scotia Utility and Review Board.	1-31-2023	CAO	Immediate	Complete
147	Heritage Plaques / that Council pursue the idea of having heritage plaques made and given to heritage building upon designation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
148	Lighthouse Heritage Properties / that staff explore funding options for the support of interpretive panels for lighthouse heritage properties on Isle Madame and FURTHER MOVE that staff contact the proponent to inquire on the progress of the project.	2-27-2023	CAO & Cllr M. Diggdon	Immediate	PENDING
149	Municipal Heritage Property Designation Scoring Criteria / to adopt the Municipal Heritage Property Designation Scoring Criteria as presented and FURTHER MOVE that the Planning Commission carry out the scoring, which can then be reviewed, revised as necessary, and agreed to by the Planning Advisory / Heritage Committee.	2-27-2023	CAO & Municipal Clerk	Immediate	In Progress
150	Public Participation Program Regarding Engagement with Abutting Municipalities / to refer the public participation program regarding engagement with abutting municipalities staff report as presented by the Eastern District Planning Commission to the By-Law/Policy Committee for review.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
151	Provincial Snow Clearing / that Council accept the recommendation of the Committee of the Whole that staff request a meeting of Council and Department of Public Works in our region to discuss concerns regarding provincial snow clearing and FURTHER MOVE that the Warden draft a letter requesting a meeting with the Minister of Transportation.	2-27-2023	CAO & Municipal Clerk	Immediate	Complete
152	Province's Introduction to Bill 225 / that Council accept the recommendation of the Committee of the Whole to have the Warden draft a letter to the Minister of Municipal Affairs and Housing acknowledging that we are confident Bill 225 was passed with positive intentions to address the housing crisis, but that Council has concerns about the process and requests that the Province consider repealing the Bill which grants Ministerial authority to override lawfully established by-laws of the Halifax Regional Municipality.	2-27-2023	Warden	Immediate	Complete
153	AccessAbility Week / that the request for funds to support activities in recognition of AccessAbility Week from May 29th – June 4th, 2023 be deferred to budget deliberations.	2-27-2023	CAO/Chief Financial Officer	Immediate	Complete

154	Administration Portuaire de Petit de Grat Grant Request /that Council approve the Administration Portuaire de Petit De Grat grant request in the amount of \$15,000 to install water and sewer connections as eligible projects and allocated under the drinking water/wastewater categories respectively from the Canada Community Building Fund (CCBF), and taken from the \$50,000 tagged under waterfront developments as approved on our 5 year capital investment plan for the 2022/2023 fiscal year.	2-27-2023	Chief Financial Officer	Immediate	Complete
155	Bonnie Brae Seniors Club Type 4 -Grant Request /that Council approve the Bonnie Brae Seniors Club grant request for purchasing and installing an automated external defibrillator (AED) in the amount of \$ 1,000.00 and allocated as follows: District 1: \$150.00, District 2: \$150.00, District 4: \$ 337.78, Regional Fund: \$362.22.	2-27-2023	Chief Financial Officer	Immediate	Complete
156	Private Ways By-Law # 66 -First Reading/ to amend the Private Ways By-Law #66 in order to add Section 5 Repeal and Replace, and shall read as follows: The previous version #1, dated June 28, 2021, and all other versions of the By-Law 66, Private Ways By-Law, are repealed and replaced by this by-law.	2-27-2023	Municipal Clerk	Immediate	Complete
157	Richmond Villa Board / that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	Complete
158	Spring 2023 Heavy Collection/ that Council accept the recommendation from the Director of Public Works to issue a tender for collection services for the 2023 Spring Heavy Collection.	2-27-2023	Director of Public Works	Immediate	Complete
159	Bras d'Or Lakes Collaborative Environmental Planning / that the CEIP request for financial support for the Etuaptmunk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	Complete
160	Special Event By-Law /that Council move the Special Event By-Law to the adoption process as	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
161	Public Participation Program Regarding Engagement with Abutting Municipalities / that Council adopt, by policy, the Municipality of the County of Richmond public participation program regarding engagement with abutting municipalities, as set out in Appendix A of the Eastern District Planning Commission report dated February 14, 2023.	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
162	Canada Community Building Fund Discussion (Gas Tax) /It was the consensus of the Committee to defer non-profit organizations discussion to a future meeting.	2-27-2023	CAO / CFO	Immediate	In Progress
163	Canada Community Building Fund Discussion (Gas Tax) / that staff produce a draft policy for the use of the Canada Community-Building Fund by the Village Commission.	2-27-2023/ 03/27/2023	CAO/Staff	Immediate	Complete

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

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

179	Regional/Shared By-Law Enforcement Officer Update/ that the agenda item “Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.	3/27/2023	Municipal Clerk	Immediate	Complete
180	Travel for Wind Europe 2023/ that Council preapprove the Wardens travel to cover the costs to accompany the Nova Scotia Delegation on their mission to Copenhagen, including Wind Europe 2023, as per our current travel policy and FURTHER MOVE that Council support 25% of the costs for the Economic Development and Innovation Officer to attend subject to securing the additional funds required.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
181	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	Complete
182	No Mow May / that the Municipality support the campaign launched by Plantlife called “No Mow May” by erecting signage at Municipal sites and advertising on the Municipal Website and Facebook page	3/27/2023	CAO/Staff	Immediate	Complete
183	Multi-Use Facility Feasibility Study / have staff explore additional sources of funding opportunities and report back at the next Committee of the Whole meeting for further discussion.	3/27/2023	Director of Public Works/ Recreation Manager	Immediate	Complete
184	Marketing Levy Update / that staff contact Terry Smith from Destination Cape Breton to get clarification on 5.1, 5.1 (d), 7.6 and 8.3.	3/27/2023	CAO/Municipal Clerk	Immediate	Complete
185	Comfort Center & Emergency Shelter Policy/ that Council accept the recommendation from the By-Law/Policy Committee to adopt the Comfort Center & Emergency Shelter Policy as a Policy of the Municipality of the County of Richmond.	3/27/2023	CAO/Steve Marcellus	Immediate	Complete
186	Constituent/ Question Period / What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	Complete
187	L'Ardoise Acadian Heritage Society/ that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	2023-11-04	CFO	Immediate	Complete
188	St. Peter's Grand River Loch Lomond Pastoral Charge / that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	2023-11-04	CFO	Immediate	Complete

189	Strait Area Mutual Aid Association Grant Request / that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	2023-11-04	CAO/CFO	Immediate	Complete
190	RCMP Retroactive Costs / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	2023-11-04	Warden	Immediate	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 Diggon that Council have staff proceed to schedule a meeting for a date in June, if possible, for a joint meeting with the Town of Port Hawkesbury.	2023-11-04	CAO	Immediate	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. June 24, 2024: that Council adopt the Flag Policy as amended	4/24/2023	CAO / Municipal Clerk	Immediate	Complete
205	Arichat Pedestrian Side Walk/ that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	2023/24 Cost Shared Road Upgrades J-Class Roads/ that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	Point Michaud Beach Building/ that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	Riverdale Senior Club / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete
209	Recreation Vehicles / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	Heritage Plaques/ that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
211	Budget Release Policy / that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording “ cost increases” to “changes”, remove Section 5(a), remove Section 3 and renumber the document accordingly.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete
212	Marketing Levy / The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word “Municipality” with “resides on Cape Breton Island”.	2023-08-05	CAO, Municipal Clerk	Immediate	Complete

213	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 and Evanston water towers.	6/26/2023	Director of Public Works/CAO	Immediate	Complete
256	IMV Food Bank - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	Complete
257	Loch Lomond Volunteer Fire Department - that Council approve the LLVFD Type 1 - Infrastructure Grant Request in the amount of \$5000 and be allocated as follows: \$1000 from District 5 Funds and \$4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete
258	River Bourgeois Community Service Society - that Council approve the RBCSS Type 4 Regional/Health/General Grant Funds in the amount of \$5000 and be allocated as follows: \$1000 from District 4 Funds and \$ 4000 from the Regional Fund.	6/26/2023	CFO	Immediate	Complete

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

269	Cost-Shared Road Paving J-Class - The Committee of the Whole unanimously agreed to defer the discussion on selecting J-Class Roads for the application for cost-shared paving to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
270	Voluntary Vulnerable Person Registry - that the Committee of the Whole recommend to Council to support the resolution for a Province wide Voluntary Vulnerable Person Registry and FURTHER MOVE to defer the reading of the resolution to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
271	Fetal Alcohol Spectrum Disorder - that the Committee of the Whole recommend to Council to support the request to declare the month of September as Fetal Alcohol Spectrum Disorder (FASD) Awareness Month and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
272	Right To Know Week - that the Committee of the Whole recommend to Council to support the request to declare September 25 to October 1, 2023 as Right to Know Week and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
273	Food Cycle Science, Municipal Food Waste Pilot Project - The Committee of the Whole unanimously agreed to accept the Food Cycle Science - Municipal Pilot Program as information only and defer the discussion to budget time.	2023-11-09	CAO/CFO	After adoption of COW Report.	Complete
274	Question Period - Claire Doyle - Isle Madame Garden Club/ Will the Municipality help the community deal with the woodland angelica invasive weed?	2023-11-09	CAO / Municipal Clerk	For next COW meeting.	Complete
275	Road Name Change - that the Planning Advisory/Heritage committee recommend to Council to have the EDPC provide guidance on the process of renaming the existing road names of Cannes Pt. Rd and Cannes Pt. Extension to Canns Pt Rd and Canns Pt Extension Rd. Road Name Change - that Council accept the recommendation from the Planning Advisory/Heritage Committee to change the road name of Cannes Point Road Extension to Canns Point Road Extension(omitting the e) and FURTHER MOVE that Council recommend to the province to change the road name of Cannes Point Road to Canns Point Road (omitting the e).	09/26/2023 - 01-31-2024	Municipal Clerk	Immediate	In Progress
276	Wind Turbine Overlay Mapping - that Council give second reading approval for the amendments to the Richmond County Municipal Planning Strategy and Land Use By-law addressing the Development of Wind Energy to allow the creation of the Utility Scale Wind Development (WD-2) Zone which permits Utility Scale Wind Turbines as of right subject to special requirements and the rezoning map in Schedule A. (attached)	09/26/2023	Municipal clerk	For next Reg Council meeting	Complete
277	RCMP Advisory Board By-Law - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	Complete

278	Recreation Vehicles - that Council give First Reading approval for the proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as a seasonal main dwelling or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompanying definitions and schedule a public hearing.	09/26/2023	Municipal clerk	Immediate	Complete
279	DNRR / ACOA Project Proposal - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the un-used portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	Complete
280	Application for Cost-Shared J-Class Road Paving - that Council submit the following application to the Province for cost-shared paving of J-class roads in order of priority as follows: Lobster Plant Road, Sampson Road, Kings Road, and Forgeron Road.	09/26/2023	Director of Public Works	Immediate	Complete
281	Active Living Strategy and Recreation Plan - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	Complete
282	CEPI Conference Sponsorship Opportunity - that Council refer the CEPI Conference sponsorship opportunity to staff and FURTHER MOVE that staff provide a recommendation for the next Committee of the Whole meeting.	09/26/2023	CFO	Immediate	Complete
283	FASD Proclamation - that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	complete
284	Right to Know Week Proclamation - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	Complete
285	VVPR Resolution - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	Complete
286	Speed Radar Unit - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	Complete
287	Speed Radar Unit - Council unanimously agreed to recommend to staff that the speed radar unit located in West Arichat be moved to the Northside area and to place the currently unused unit along Hwy 206 in the Arichat area.	09/26/2023	Director of Public Works	Immediate	Complete
288	Question Period / - Class Road List - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	Complete
289	Question Period / Financial Health Index Report - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	Complete
290	Question Period / Grant Disclosures for 2022-2023 - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	Complete
291	Acting Collectively Project / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	2023-10-10	Warden	Immediate	Complete
292	Zone 3 Curbside Collection Tender /that Council accept the recommendation from the Committee of the Whole to authorize staff to EXCEED BUDGET IN ORDER TO proceed with award of the Zone 3 curbside tender to the lowest priced bidder.	2023-10-10	Director of Public Works	Immediate	Complete

293	New Rules for Off-Highway Vehicles/ that Council accept the recommendation from the Committee of the Whole to have staff begin looking into the next steps for the Municipality to develop a plan of action and FURTHER MOVE that staff reach out the ATV Association of Nova Scotia, and place the New Rules for Off-Highway Vehicles on the agenda for discussion at the next Police Advisory board meeting.	2023-10-10	Recreation Department	Immediate	Complete
294	Bell Alliant to Appear before Council / that Council accept the recommendation from the Committee of the Whole to have staff invite a Bell Alliant representative to appear before Council at a future date to discuss the lack of coverage throughout many areas of the county.	2023-10-10	CAO	Immediate	In Progress
295	NSUARB Order / that Council accept the recommendation from the Committee of the Whole to have the Warden draft a press release regarding the Nova Scotia Utility Review Board Order, confirming the number of Councillors and polling districts.	2023-10-10	Warden	Immediate	Complete
296	Wastewater Management District Funds / that Council accept the recommendation from the Committee of the Whole to have staff explore the feasibility and sustainability of perusing the Wastewater Management District funding program and report back to council	2023-10-10	CAO	Immediate	Complete
297	Deer Population / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	2023-10-10	CAO	Immediate	In Progress
298	Municipality of the County of Richmond Organizational Chart / that Council accept the recommendation from the Committee of the Whole to adjust the organizational chart as presented including the position classifications.	2023-10-10	CAO	Immediate	Complete
299	Purchasing and Tendering Policy - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review. June 24, 2024: that Council adopt the Purchasing and Tendering Policy as amended.	10/23/2023	Municipal Clerk	Immediate	Complete
300	Travel and Expense Policy/ That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete
301	Grant Disclosure Policy - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	Complete
302	Bras d'Or Lakes CEPI grant application / that Council approve the Bras d'Or Lakes CEPI grant application for the Type 4 - Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$500 District 1, \$500 District 2, \$500 District 3, \$500 District 4, \$3000 Regional Grant Funds.	10/23/2025	CFO	Immediate	Complete

303	SERMGAR Legislation-Bill 340 / that the Warden draft a letter on behalf of Richmond Municipal Council with clear restrictions that Council supports bill 340 as a path to achieve what was consulted on with the membership; specifically, that the Roads Stream B proposal regarding transfer of ownership of roads to municipalities be moved to Schedule A for further discussion.	10/23/2026	Warden	Immediate	Complete
304	Calvin Presbyterian Church Grant Request / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	2023-06-11	CFO	Immediate	Complete
305	Hearts Ability Society Wreaths Fundraiser/ The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	2023-06-11	CAO	Immediate	Complete
306	Destination Cape Breton MOU / that the Committee of the Whole recommend to Council to approve the MOU among the five Cape Breton Island municipalities and Destination Cape Breton.	2023-06-11	CAO	Immediate	Complete
307	Municipal Housing Needs Report / create an article and upload the document on Municipal website and create a fb post	2023-06-11	Municipal Clerk	Immediate	Complete
308	Municipality of the County of Richmond Planning Strategy and Land Use By-Law / that Council give First Reading approval for the Municipality of the County of Richmond Planning Strategy and Land Use By-Law and FURTHER MOVE to have staff schedule a public hearing.	11/20/2023	Municipal Clerk	Immediate	Complete
309	École Beau Port Sidewalk/Driveway Project and Additional Accessibility Projects at Various Municipal Owned Facilities/ that Council supports the submission of applications for the École Beau Port Municipal Office Sidewalk Extension Project and the Accessibility Municipal Facility Upgrades Project, prioritized in order, for funding consideration under Municipal Capital Growth Program.	11/20/2023	Director of Public Works	Immediate	Complete
310	Affordable Housing Project, SRD International Limited/ staff to provide an update for the December 18, 2023	2023-07-12	CAO	Immediate	Complete
311	Extended Producer Responsibility (EPR) for Packaging, Paper Products/ that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	2023-07-12	Director of Public Works	Immediate	Complete
312	Grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000-\$2,000./ that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	2023-07-12	CFO	Immediate	Complete
313	Question Period - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	2023-07-12	Warden	Immediate	Complete

314	Sale of Property PID 750144654 / AAN 01525956 - Council accept the recommendation from the Committee of the Whole to accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property number 01525956 at the February 9th, 2024 tax sale for the minimum acceptable bid(s) as discussed "In camera".	12/19/2023	CFO	Immediate	Complete
315	Member at Large/ By-Law Policy Committee - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	Complete
316	Gilles Subdivision, St. Peter's - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	Complete
317	Purchase of PID 75220756 / that the Committee of the Whole recommend to Council to authorize staff to negotiate and execute the purchase of PID 75220756 as discussed in camera.	01-31-2024	Director of Public Works	Immediate	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	Complete
320	Coastal Riders ATV group request for a letter of authorization / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	Complete
321	2024 Municipal Elections Voting Method / that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	Complete
322	Appointment of Returning Officer / that Committee of the Whole recommend to Council to delegate its powers of appointment for a returning officer for the 2024 Municipal Election to the Chief Administrative Officer as per section 4 (1C) of the Municipal Elections Act .	01-31-2024	CAO	Immediate	Complete
323	Advance Poll Day / that the Committee of the Whole recommend to Council to set the one other fixed advance poll day for or Saturday October 12th, 2024.	01-31-2024	Municipal Clerk	Immediate	Complete
324	Enumeration or use of lists or permanent register / that the Committee of the Whole recommend to Council to proceed with option (c) use any permanent register of electors established and maintained for use in the federal or provincial election, if more recent than option (b) use the list of electors prepared in the most recent federal or provincial election or in an election held pursuant to Municipal Elections Act and 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	Emergency Services Coordinator	Immediate	Complete
333	Contract Negotiations / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	Complete
334	Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865 / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	Complete

335	Richmond Water Utility Water Rate Study/ that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	Complete
336	Voluntary Vulnerable Persons Registry/ Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	In Progress
337	Speed Radar Request for Information / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	Complete
338	Planning Advisory/Heritage Committee / that Council accept the recommendation from the Committee of the Whole to appoint Warden Mombourquette and Councillor Michael Diggdon as members of the Planning Advisory/Heritage Committee effective immediately and FURTHER MOVE that the committee terms of reference be updated accordingly.	02-26-2024	Municipal Clerk	Immediate	Complete
339	Grants Policy / that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	Sale of Municipal Property Policy / that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units./ Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	Complete
342	Amyloidosis Awareness Month Proclamation / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete
343	Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Requestfor the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan. / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	Complete
344	Question Period - Regular Council, Re: Port Royal Bridge/ that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete

345	RCLN Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the RCLN funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.00 and be allocated as follows: District 4 Funds: \$500.00 and District 5 Funds: \$500.00. April 8 2024-that the Committee of the Whole recommend to Council to amend the previously adopted motion made on March 11th, 2024 for the Richmond County Literacy Network Type 4-Regional/Health/General Grant request and adjusted to the amount to the original ask to \$2600 and FURTHER MOVE that the funds be allocated from the 2023/2024 budget as follows: District 1 Funds: \$500.00, District 3 Funds: \$600.00, District 4 Funds: \$1000.00, and District 5 Funds: \$500.00.	03-25-2024	CFO	Immediate	Complete
346	Isle Madame Garden Club Funding Request/ that Council accept the recommendation from the Committee of the Whole to approve the Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 4500.00 and be allocated as follows: District 1 Fund: \$1500.00, District 2 Fund: \$1500.00, and Regional Fund \$1500.00.	03-25-2024	CFO	Immediate	Complete
347	New Horizons Seniors Club Funding Request/ to approve the Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$ 5000.00 and be allocated as follows: District 1 Funds: \$1750.00, District 2 Funds: \$1750.00, Regional Fund: \$1500, and FURTHER MOVE, that if there is a short fall, the remaining funds are to be allocated from the Regional Fund.	03-25-2024	CFO	Immediate	Complete
348	Request for Tax Reduction due to Fire-Micheline Landry/ that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 003320456 owned by Micheline Landry, which was completely destroyed by fire, in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023, to March 31, 2024.	03-25-2024	CFO, Revenue Manager	Immediate	Complete
349	EDPC Revised Appointments effective April 1 2024/ that Council accept the recommendation from the Committee of the Whole to approve the following Eastern District Planning Commission revised appointments, effective April 1, 2024	03-25-2024	CAO	Immediate	Complete
350	Purple Day Proclamation Request/ that Council accept the recommendation from the Committee of the Whole to proclaim March 26th, 2024, as Purple Day to help raise awareness and show support for all those living with epilepsy.	03-25-2024	Municipal Clerk	Immediate	Complete
351	Operation Veterans Build / that Council accept the recommendation from the Committee of the Whole to refer the Operation Veterans Build to staff to explore the opportunity to support the program.	03-25-2024	Director of Community Development and Recreation	Immediate	Complete
352	Central Richmond Secondary Plan and LUBL / that Council give second reading approval to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units.	03-25-2024	Municipal Clerk	Immediate	Complete

353	Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144 / that Council declare property PID #75122144 as surplus and FURTHER MOVE that staff proceed with the sale of the undersized lot to the adjacent property owner, R & L Rentals, at the appraised fair market value plus HST and migration costs	03-25-2024	CFO, Revenu 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. June 24, 2024: that Council approve the grant request from the River Bourgeois Community Services for the Type 03 - Recreation Sponsorship Grant funding in the amount of \$500 and be allocated from the District 4 funds.	04-22-2024	Director of Finance	Immediate	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	Complete

365	Tourism Nova Scotia Emerging Destinations Program / that Council have staff connect with Cindy Walker to explore the program to see if there are opportunities to participate.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
366	Access Awareness Week / that MOCR host a flag raising and proclamation event on May 27.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
367	Appointment of Auditors / that Council appoint Grant Thornton as auditors for the March 31, 2024 fiscal year end.	04-22-2024	CAO, CFO	Immediate	Complete
368	Financial Statements Year Ended March 31, 2023 / that Council accept the financial statements with the non-substantive amendments as presented.	04-22-2024	CAO, CFO, Warden, DW	Immediate	Complete
369	Variance Notification Procedures / that Council have staff review the Land Use By-Laws to determine if an extension on the time frame for appeals can be extended from 14 to 21 days and FURTHER MOVE to prepare amending pages.	04-22-2024	Municipal Clerk	Immediate	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	Emergency Services Coordinator	Immediate	Complete
373	Fire Service Review Document / that Council review the 2019 Fire Service Review and recommendations submitted by Goudreault Associates at the next Committee of the Whole with our	04-22-2024	Emergency Services Coordinator	Immediate	Complete
374	Lyme Disease Awareness Month / that the Lyme Disease Awareness Month Proclamation be approved.	04-22-2024	Municipal Clerk	Immediate	Complete
375	MOCR 2024036 Tender - that Council authorize the CAO to award the MOCR 2024036 Former West Richmond Education Centre/Walter Fougere School Tender to the proponent as discussed in camera.	05-09-2024	CAO	Immediate	Complete
376	No Mow May - that Council observe 'No Mow May' as a standing practice, however, staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion	05-27-2024	Director of Public Works	Immediate	Complete
377	Roaming Farm Animals - that Council refer the discussion to the Bylaw / Policy Committee.	05-27-2024	Municipal Clerk	Immediate	In Progress
378	Street Light Policy - that Council refer the Street Light Policy to the By-Law/Policy Committee for Review	05-27-2024	Municipal clerk	Immediate	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. June 24, 2024: that Council approve the grant request from the Richmond River Roots Market Green Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$6,650 and be allocated as follows: General Funds: \$4400, District 1:\$ 500, District 2:\$ 500, District 3:\$ 500, District 4:\$ 500, District 5:\$ 250	05-27-2024	Director of Finance	Immediate	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.	05-27-2024	Emergency Services Coordinator	Immediate	In Progress
383	Grant request from the Administration Portuaire de Petit-de-Grat for Infrastructure Grant Funds in the amount of \$20,000 / that Council approve the grant request from the Administration de Petit-de-Grat for the Type 1- Infrastructure Grant Funds in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds.	05-27-2024	Director of Finance	Immediate	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.June 24, 2024: that Council approve the request from Lennox Place Limited for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	05-27-2024	CAO	Immediate	Complete
386	5 year capitial investment Plan / that Council approve the 5 year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2025.	06-13-2024	Municipal Council	Immediate	Complete
387	Area Rates / that Council accept the recommendation of the Director of Finance and that the following area rates be approved:	06-13-2024	Municipal Council	Immediate	Complete
388	Final Budget for year ending March 31, 2025 / that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2025 in the amount of \$17,459,364; AND FURTHER MOVED THAT WHEREAS pursuant to the Municipal Government Act, the Municipal Council of the Municipality of Richmond estimates that sums amounting to \$10,714,430	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
390	Sale of property PID 75079954 and PID 75026898 for the upcoming tax sale on August 23, 2024 / that Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID 75079954 and PID 75026898 at the tax sale on August 23, 2024, as discussed in closed session.	06-24-2024	Director of Finance / Revenue Manager	Immediate	Complete
391	Cape Breton Partnership - Forward Together Plan / that Council accept the recommendation from the Committee of the Whole to endorse the Liaison Oversight Committee's (LOC) acceptance of the Forward Together plan as the Economic Development Strategy of the Cape Breton Regional Enterprise Network (CB REN), and FURTHER MOVE, commit to aligning Richmond County's economic development efforts with Forward.Together.	06-24-2024	CAO		In Progress
392	Share the Road Project / that Council accept the recommendation from the Committee of the Whole to refer the discussion to the By-Law and Policy Committee for the development of a by-law that would permit MOCR to designate a municipal roadway or part of a roadway as a road trail.	06-24-2024	Municipal Clerk	Immediate	In Progress
393	River Bourgeois Mariner Society for the Type 4 – Regional /Health/General grant funds in the amount of \$1,500 / June 10, 2024: that Council accept the recommendation from the Committee of the Whole to defer the request from the River Bourgeois Mariner Society for the Type 4 – Regional /Health/General Grant Funds in the amount of \$1,500 to the next meeting following budget discussions. June 24, 2024 : that Council approve the grant request from River Bourgeois Mariner Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$1,500 and be allocated as follows: \$1000 from District 4 Fund and \$500 from the Reginal Fund.	06-24-2024	Director of Finance	Immediate	In Progress
394	Brela Homes, Jeremy Carroll request for financial support for building permitting fees / June 10, 2024: that Council accept the recommendation from the Committee of the Whole to defer the request from Jeremy Carroll, Brela Homes, for financial support for building permitting fees to the next meeting following budget discussions. June 24, 2024: that Council approve the request from Jeremy Carroll, Brela Homes, for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	06-24-2024	CAO	Immediate	Complete
395	Request from Anne Leavitt, board chair of the Isle Madame Historical Society, to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week / that Council accept the recommendation from the Committee of the Whole to approve the request from Anne Leavitt, board chair of the Isle Madame Historical Society to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week.	06-24-2024	Municipal Clerk	Immediate	Complete

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

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