



By-Law/Policy Committee Report

April 2026

The Committee met on April 14th and 16th, 2026.

The Committee discussed the Dry Fire Hydrants Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Dry Fire Hydrants Policy as presented, with the following changes:

- In section 1.1, replace the last sentence to read, “This policy applies to dry fire hydrants installed after January 1, 2024.”
- In section 2.4, replace the first sentence to read, “Any dry fire hydrants installed under this policy will be owned by the Municipality.”
- In section 3.3 (a), add an “s” to the word hydrant.

The Committee discussed the 2026-2027 Grants Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the 2026-2027 Grants Policy as presented, with the following change:

- In section 5.4 (c) add the word “applicant” before the word “financial.”

The Committee discussed the Road Name Change Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and repeal the Road Name Change Policy.

I move that Council accept the recommendation of the By-law/Policy Committee and refer the development of a new Road Name Change Policy to the By-law/Policy Committee.

The Committee discussed the use of business days versus calendar days when publishing agendas and meeting packages on the Richmond County website.

I move that Council accept the recommendation of the By-law/Policy Committee and revise the Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy as follows:

- In sections 2.3 and 3.7, remove the word “business”.
- In section 2.3, insert the word “either” before the word “Council” and remove the comma after “Council”.

The Committee discussed the structure of the solid waste management facility tipping fees.

I move that Council accept the recommendation of the By-law/Policy Committee and direct staff to provide a staff report by the end of January 2027, on alternative ways to structure the tipping fees.

The Committee discussed the Audit Committee Terms of Reference.

I move that Council accept the recommendation of the By-law/Policy Committee and adopt the Audit Committee Terms of Reference as presented.

This concludes the monthly report of the By-Law/Policy Committee for April 2026, and I move its adoption.



Title: Dry Fire Hydrant Policy

Approved by Council

Date:

Policy Review Notification

Date: March 11, 2026

Policy Review

Date: April 14, 2026

I certify that this to be a true copy of the **Dry Fire Hydrant Policy** as adopted by the Municipal Council of Richmond County at a public meeting held on _____.

Shelley David, Municipal Clerk

1. Purpose

1.1. The purpose of this policy is to outline how the Municipality of the County of Richmond will support the Richmond County Volunteer Fire Departments (VFD) with the installation and repairs of dry fire hydrants.

This policy applies to dry fire hydrants installed after January 1, 2024.

2. Policy

2.1. Funding

- a) The number of dry fire hydrant installations will be based on funds available in the Dry Hydrant Fund.
- b) Each year, funds may be approved through the budget process, and it will be the responsibility of the Chief Administrative Officer (CAO), or someone designated by the CAO, to communicate to the Fire Protection Services Committee (FPSC) the funds available for the installation of dry fire hydrants.
- c) The Emergency Services Coordinator (ESC) will maintain an approved list of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The FPSC will choose which dry fire hydrants are to be installed based on the funds available. This will be communicated to the CAO by the FPSC through the ESC and presented to Richmond Municipal Council for final approval.

- d) Upon approval, the municipality will proceed with all work necessary for the installation of the dry fire hydrants in accordance with this policy.
- e) The total costs for each dry fire hydrant installation will include any required consulting fees, legal fees, and any other tangible fees related to the installation in total, not to exceed the funds available or approved by Richmond Municipal Council.
- f) If the budgeted funds have not been used in the fiscal year, the funds shall remain in the Dry Hydrant Fund to be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single high-cost Dry Hydrant installation in subsequent years or install multiple Dry Hydrants.

2.2. Hydrant and Site Maintenance

- a) The responsibility for testing dry fire hydrants shall fall solely on the VFD for the hydrants in their district. The VFD will keep a record of all testing in accordance with NFPA 1142, which will be submitted to the ESC.
See Appendix A – Dry Hydrant Inspection and Maintenance Record.
- b) The VFD's will be responsible for all sites and operational maintenance of the dry fire hydrants. When a dry hydrant isn't functioning properly, the VFD will notify the ESC. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. The Municipality will provide administrative support to access required engineering and permitting for such repairs. Cost associated with repairs will come from the Dry Hydrant Fund.

2.3. Documentation and Mapping

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the ESC. This record shall include dates of inspections and testing, locations of installations, their current operational status, and summaries of reports.
- b) All dry hydrant documentation shall be provided to the ESC.



2.4. Ownership

- a) Any dry fire hydrants installed under this policy will be owned by the Municipality. It will be the responsibility of the VFD to notify the ESC of any issues with a dry hydrant.

3. Responsibilities

3.1. Volunteer Fire Department:

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142. See Appendix A record.
- c) Provide documentation of testing and maintenance of Dry Hydrants to the ESC.

3.2. FPSC:

- a) Monitor the compliance of the testing and maintenance of the Dry Hydrants according to this Policy.
- b) Identify and prioritize a list of possible Dry Hydrant locations.
- c) Review and amend list according to available Dry Hydrant Funds.
- d) Work with the ESC to ensure information is updated.

3.3. Municipality:

- a) Take responsibility and ownership of dry hydrants installed under this policy.
- b) Upon request, arrange for quotation for the installation or repair, including consulting fees, legal fees and any other tangible fees related to the installation or repair.

3.4. Emergency Services Coordinator:

- a) Ensure a list of possible sites is maintained and prioritized with the FPSC.
- b) File and track the testing and maintenance records provided by the VFDs.
- c) Support the FPSC in developing and prioritizing the list of possible sites.
- d) Assist VFDs with administrative requirements as needed.
- e) Assist VFDs with any testing needs.
- f) Update the VFD upon completion of installation and repairs for testing.

3.5. CAO:

- a) Ensure the approved list of dry hydrants from the FPSC is presented to



Municipal Council.

- b) Communicate the approved funding amount with the FPSC.
- c) Administer the approved funding from Council related to dry hydrants.

Appendix A: Dry Hydrant Inspection and Maintenance Report

Policy Review/Amendment Schedule

Date of Review	Approved by Council
March 16, 2026, April 14, 2026	
	January 24, 2022



APPENDIX A - DRY HYDRANT INSPECTION AND MAINTENANCE RECORD

Hydrant Location: _____

Inspection Date: _____ Inspected by: _____

Depth of water from the surface to top of strainer (ft): _____

Amount of water available leaving 2 ft (0.6 m) over strainer: _____

Environmental conditions affecting the dry hydrant (silt, debris, vegetation growth, etc.):

Any Erosion around the hydrant, access road, bank of water supply area:

Was the system back flushed? yes no

Problems found: _____

Available flow rate GPM (actual): _____

Any weed control measures taken: _____

Condition of access road, drainage: _____

Access warning sign present? yes no

Accuracy and clarity of information on sign? yes no

Maintenance performed, any special observations or remarks:

Fire Chief or Authorized Person

Sign

Date

Title: 2026-2027 Grants Policy

Approved by Council	Date:
Policy Review Notification	Date: February 26, 2026
Policy Review	Date: March 16, 2026
I certify this to be a true copy of the 2026-2027 Grants Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____	

Shelley David, Municipal Clerk	

1. Purpose

This policy outlines how community groups can apply for municipal grants, how applications are reviewed, and how funding is awarded.

2. Policy Overview

The Municipality of the County of Richmond values the contributions of volunteer organizations and community groups. This policy ensures that municipal grants support initiatives that align with our strategic plans (e.g., Strategic Plan Refresh, Active Living Strategy and Recreation Plan, Trails Strategy, and others).

3. Types of Grants

3.1. The municipality offers three funding tiers:

- a) Community Grant - Tier 1: For smaller financial requests with local impact.
- b) Community Grant - Tier 2: For larger financial requests that benefit the broader community.
- c) Waterfront Development Projects Grant - Tier 3: For waterfront development projects that are similar in nature to those in the [Canada Community-Building Fund](#) (CCBF) projects.

(See Appendix A for specific funding limits.)

4. Eligibility

4.1. To apply for a grant, organizations must:

- a) Be in good standing with the Nova Scotia Registry of Joint Stocks, a registered charity under the Income Tax Act, or provide other proof of organizational status. For groups unable to provide proof of organizational status, see Section 4.2.
- b) Own or have legal permission to improve any infrastructure funded by the grant.
- c) Describe how the project benefits the community.
- d) Apply before starting the project (expenses incurred before approval will not be funded).

4.2 Groups that do not meet the criteria outlined in Section 4.1(a) may apply through an eligible host organization, which will receive the funding on their behalf. These funds will not count toward the eligible host's limits, as per Section 5.2.

5. Application Process

5.1 Grant applications will typically be reviewed at the Committee of the Whole from September to June.

5.2 Eligible organizations can apply multiple times, up to the maximum amount available in Community Grant Funding Tiers 1 and 2. Therefore, eligible organizations cannot receive more than \$8,500 in total from Tier 1 and 2 Community Grant Funds per fiscal year.

5.3 Tier 1 applications must include:

- a) A completed application form (Appendix B).
- b) A project budget and project description.

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.
- c) Proof of **applicants** financial standing (balance sheet and income statement). Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.

d) Identification of other government funding sources.

5.5 Council reserves the right to determine whether applications will receive funding.

6. Funding Process

6.1 Grant funds are released in full when the project is complete, and the organization has provided:

- a) Copies of invoices and proof of payment.
- b) A final project financial statement.

6.2 In exceptional circumstances, Staff may release grant funds in two payments with invoices and proof of payment provided.

6.3 The municipality reserves the right to inspect projects before releasing final funds.

7. Acknowledgement of Municipal Contributions

7.1 Organizations that received grants should acknowledge the Municipality's contribution in all public publications (e.g., photo opportunities, social media recognition, etc.).

8. Budget and Fund Allocation

8.1 Each year, Council sets aside a budget for grant funding.

8.2 Unused funds do not carry over to the next fiscal year.

8.3 Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31, for funding approved up to January 1 of the fiscal year. Extensions beyond one year require Council approval.

9. Grant Allocation Reporting

9.1 Municipal staff will provide a grant allocation report to Council before each Committee of the Whole as required.

10. Policy Review and Amendments

10.1 This policy is reviewed annually and updated as required.

10.2 This policy replaces the Grants Policy adopted on February 26, 2024.

11. Appendices

- **Appendix A:** Grant Categories and Limits
- **Appendix B:** Community Grant - Tier 1 Application Form
- **Appendix C:** Community Grant - Tier 2 Application Form
- **Appendix D:** Waterfront Development Projects Grant - Tier 3 Application Form

12. Policy Review/Amendment

Date of Review	Approved/Amended by Council
March 16, 2026, April 14, 2026	
Feb 3, Feb 11, March 3, March 11, 2025	March 25, 2025
January 15, 2024	February 26, 2024 - Approved
	November 22, 2021- Approved

Appendix A: Grant Categories and Limits

Community Grant - Tier 1

The Community Grants - Tier 1 funding can be used to support smaller projects up to \$1,000.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project as long as the total amount of all submissions per organization does not exceed the \$1,000 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Community Grant - Tier 2

The Community Grants - Tier 2 funding can be used to support larger projects up to \$7,500.00.

- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project, as long as the total amount of all submissions, per organization, does not exceed the \$7,500 limit.
- Funds granted to an eligible host organization on behalf of another group will not count toward the host organization's grant limits.

Waterfront Development Projects Grant - Tier 3

The Waterfront Development Projects Grant - Tier 3 funding can be used to support waterfront development projects up to a maximum of 50% of the project.

Appendix B - Community Grant Tier 1 Application Form

Maximum Request: \$1,000

Name of the Organization:			
Applicant Name and Title of Representative			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
<i>If you are neither a not-for-profit nor a charitable organization and are being sponsored by an eligible host organization, please provide the host organization's information and contact details below. <u>Please note that the Municipality will pay the approved grant funds to the host organization.</u></i>			
Host Contact Information			
Host Organization:			
Applicant Name and Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Host Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Host's Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested: \$			
Purpose of Funding Request: (Use additional pages if required.)			
Required Attachments	<input type="checkbox"/> Registry of Joint Stocks file number (include a list of directors), Charitable Organization number or proof of organizational status		

Please forward your applications to grants@richmondcounty.ca

Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

Name of the Organization:			
Applicant Name and Title of Representative			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
<p><i>If you are neither a not-for-profit nor a charitable organization and are being sponsored by an eligible host organization, please provide the host organization's information and contact details below. <u>Please note that the Municipality will pay the approved grant funds to the host organization.</u></i></p>			
Host Contact Information			
Host Organization:			
Applicant Name and Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Host Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Host's Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested:			
Purpose of Funding Request: (Use additional pages if required.)			

Appendix C – Community Grant Tier 2 Application Form

Maximum Request: \$7,500.00

Project Budget			
Cost of the Project		Financing the Project	
Capital Cost		Stakeholder Equity:	
Land:		Stakeholder Loan:	
Land Improvements:		Funding Agency	
Materials:		Provincial:	
Labour Costs:		Federal:	
Other Capital Costs:		MOCR (County):	
Other - Specify:		Other – Specify:	
Other – Specify:		Other – Specify:	
Total:		Total:	
Required Attachments			
<input type="checkbox"/> Registry of Joint Stocks file number (include list of directors), Charitable Organization number or proof of organizational status			
<input type="checkbox"/> Proof of ownership/lease/authorization to facility			
<input type="checkbox"/> Balance Sheet (sample attached)			
<input type="checkbox"/> Income Statement for the previous fiscal year (sample attached)			

Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.

Please forward your applications to grants@richmondcounty.ca

Appendix D – Waterfront Development Grant, Tier 3 Application Form
Maximum Request: up to max of 50% of Project

Name of the Organization:			
Applicant Name:			
Title of Representative:			
Civic Address:			
Contact Number:		Email:	
Form of Organization:	<input type="checkbox"/> Not-for-Profit Organization		
	<input type="checkbox"/> Charitable Organization		
Registry of Joint Stocks file number or Charitable Organization number:			
Sum Requested:			
Waterfront development projects that are similar in nature to those in the Canadian Community-Building Fund (CCBF) projects. List all that apply.			
Purpose of Funding Request: (Use additional pages if required.)			

Appendix D – Waterfront Development Grant, Tier 3 Application Form
Maximum Request: up to max of 50% of Project

Project Budget			
Cost of the Project		Financing the Project	
Capital Cost:		Stakeholder Equity	
Land		Stakeholder Loan	
Land Improvements		Funding Agency:	
Materials		Provincial	
Labour Costs		Federal	
Other Capital Costs:		MOCR (County)	
Other - Specify:		Other - Specify	
Other - Specify:		Other - Specify	
Total:		Total:	
Required Attachments			
<input type="checkbox"/> Registry of Joint Stocks file number (include list of directors), Charitable Organization number or proof of organizational status			
<input type="checkbox"/> Proof of ownership/lease/authorization to facility			
<input type="checkbox"/> Balance Sheet (sample attached)			
<input type="checkbox"/> Income Statement for the previous fiscal year (sample attached)			

Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.

Please forward your applications to grants@richmondcounty.ca



Title Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website

Approved by Council
Policy Review Notification
Policy Review

Date:
Date: April 8, 2026
Date: April 14, 2026

I certify this to be a true copy of the **Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.

Shelley David, Municipal Clerk

1. Purpose

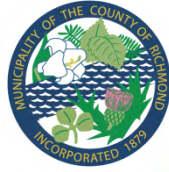
- 1.1 This is the Municipality of the County of Richmond “Publication of Council, Committee of Council, Committee Reports, and Meeting Packages on Municipal Website” Policy.

2. Policy Statement

- 2.1 It shall be the policy of the Municipality of the County of Richmond that approved minutes of Council, Committees of Council, Committee Reports provided to Council, and meeting packages will be posted on the municipal website.
- 2.2 Agendas and meeting packages for Council and Committees of Council are provided two days prior to the meeting.
- 2.3 Municipal Council will not publish or distribute minutes of “In-Camera” meetings of either Council or Committees of Council.

3. Policy Guidelines

- 3.1 Municipal staff will prepare minutes for Municipal Council Meetings, and meetings of Committees of Council; and these minutes will be presented to the following Council or Committee of Council meeting for approval.



- 3.2 Municipal staff will prepare a report from Committees of Council, and provide them to Council for consideration.
- 3.3 Municipal Council and Committees of Council will consider the minutes prepared by staff, and will consider and approve the minutes, with or without amendments.
- 3.4 Municipal staff will publish the minutes of Council meetings, and the Committee reports received at Council Meetings, within 10 business days following the approval of the Council minutes.
- 3.5 Municipal staff will publish the minutes of Committees of Council within 10 business days following the approval of the Committee minutes.
- 3.6 Municipal staff will not publish or distribute minutes of any “In-Camera” meetings of either Council or Committees of Council, unless directed to do so by a resolution of Council, or a law enforcement organization or Court.
- 3.7 Municipal staff will publish agendas and meeting packages for Council and Committees of Council on the Municipal Website two days prior to the meeting.

Policy Review/Amendment Schedule

Date of Review	Formally Advertised and Amended by Council
April 28, 2026	
April 14, 2026	Review
January 31, 2024	Amended/Adopted
January 15, 2024	Review
June 16, 2008	Adopted



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 **Municipal Government Act (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 fulfilling its oversight responsibilities related to financial reporting.

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;
- d) review and discuss the financial condition indicators; and
- e) review and discuss the mid-year budget to actual comparison.

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 over its financial reporting; and receive and review any internal reports relating to accounting procedures and internal controls.

3.5 Financial Risk Management Function

The Committee shall receive and review reports related to the management of financial risks to the municipality.

4. Composition and Terms of Appointment

- 4.1 The membership shall include all members of Council, the Chief Administrative Officer, the Director of Finance, and one (1) member at large.
- 4.2 Member at large appointment shall be for four years, with the first year beginning one year after the municipal election cycle.
- 4.3 As per section 44 of the MGA, where the Audit Committee has a vacancy:
 - a) The audit committee shall continue to meet and perform its duties and may exercise its powers, and
 - b) If the vacancy is for a member at large, the municipality shall advertise to recruit a member at large at least once every six months until the requirement is met.
- 4.4 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 that the audit committee meet at least four times, and the meetings 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 of internal controls;
 - g) financial condition indicators; and
 - h) review of financial risk.
- 5.3 An Audit Committee meeting schedule and work plan will be established each year, and agendas developed.
- 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](#)
- [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
3			
3	Review		June 19, 2025, April 8, 2026
2	Formatting and removal of items that are included in the Committees Policy and Council Procedural Policy.	Yes	September 9, 2024
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