

By-Law/Policy Committee Meeting

October 14, 2025

Location: Council Chambers

Present: Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Troy MacCulloch, Chief Administrative Officer, Kathleen Jeffrey, Director of Finance, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

Regrets: Councillor Shawn Samson, Stacey Morrison, Appointed Member, Chris Boudreau, Director of Public Works

1. **Call to Order**

Warden Lois Landry called the meeting to order at 6:03 p.m.

2. **Approval of the Agenda**

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the agenda be approved.

Motion carried.

3. **Review of Minutes, Re: September 9, 2025**

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the minutes of the September 9, 2025, meeting be approved.

Motion carried.

4. **Process for the review of MOCR policies**

A discussion ensued.

5. **By-Law/Policy:**

a) Committees Policy, Re: Appendix A – Committee Matrix Update

Moved by Councillor Amanda Mombourquette, seconded by Deputy Warden Brent Sampson, that the By-Law/Policy Committee recommend that Council remove the St. Anne's Community & Nursing Care Centre and the Volunteer

Fire Department from the Matrix and add the Richmond Water Utility Source Water Protection Advisory Committee.

Motion carried.

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that the By-Law/Policy Committee recommend to Council to direct staff to review the St. Peter's, Sampsonville and Area Water Utility Board governing documents and report back to the committee.

Motion carried.

b) Grant Disclosure Policy, Re: Amendments

Moved by Councillor Brian Marchand, seconded by Deputy Warden Brent Sampson, that the By-law/Policy Committee recommend to Council to adopt the Grant Disclosure Policy, with the following changes:

- Reword section 4.1(a): "The name of the recipient organization with the total granted amount, the type of grant as defined in the current funding framework."
- Remove section 4.1(b) and 4.1(c).
- Remove section 4.2.
- Reword section 5.1: "Disclosure of such grant funding shall be on our municipal website and as per the Strategic Communications Plan."
- Remove section 6.1(b).
- Replace CFO with Director of Finance in 6.3.

Motion carried

c) Dry Fire Hydrant Policy, Re: Amendments

A discussion ensued.

6. Working list priority/meeting schedule for 2025

A discussion ensued.

7. Recommendation(s) to Council

As noted above, in agenda items 5(a) and 5(b).



8. Adjournment

There being no further business, the chair adjourned at 6:56 p.m.

Municipal Clerk

Chairperson