



Committee of the Whole Meeting

Monday, March 11th, 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 4-17, Council Chambers

AGENDA

1. **Call to Order**
2. **In Camera Session**
 - a) Land/Legal
3. **Recess**
4. **Items Added / Approval of Agenda**
5. **Review of Minutes**
 - a) February 12th, 2024
6. **Presentation**
 - a) Celeste Gotell, Seniors Take Action Coalition, Re: The Decade of Healthy Ageing
 - b) Stan Johnson, Re: Pitu'paq Group
7. **Warden, Re:**
 - a) Review of Warden's Council Report
 - b) Coastal Action Plan
 - c) Nova Scotia 2024/2025 Budget Highlights
8. **CAO, Re:**
 - a) Administration Operations Report
9. **Community Acknowledgements**
10. **Correspondence**
 - a) **Action Required**
 - i. Jason Martell, CFO, Re: Richmond County Literacy Network funding request for the Type 4-Regional/Health/General Grant in the amount of \$1,000.
 - ii. Jason Martell, CFO, Re: The Isle Madame Garden Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$4,500.
 - iii. Jason Martell, CFO, Re: The Isle Madame New Horizons Seniors Club funding request for the Type 1 – Infrastructure Grant Funds in the amount of \$5,000.00.
 - iv. Clint Samson, Revenue Manger, Re: Request for Tax Reduction due

to Fire from Micheline Landry.

- v. John Bain, Eastern District Planning Commission, Re: Revised Appointments of District Planning Staff
- vi. Jordan Thomey, Epilepsy Association, Re: Purple Day Proclamation Request

b) For Information Only

- i. Municipality of the County of Richmond, Re: Letter to the Honourable Kim Masland regarding Port Royal Bridge
- ii. Municipality of the County of Richmond, Re: Letter of Congratulations to Telile Community Television 30th Anniversary

11. Review of Cheques Issued re:

- a) February 2024

12. Review of Action Items

- a) Action Items

13. Items Added to the Agenda

14. 15 Minute Question Period - (902) 226-9885

(Not Restricted to Items on the Agenda)

15. Adjournment

Question Period Details

Phone in number – (902) 226-9885

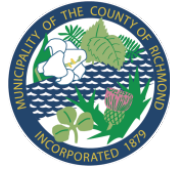
Any member of the public may ask a question on any item. A maximum of fifteen (15) minutes is set aside for Question Period. Anyone wishing to ask a question either in person or by phone must identify who they are prior to asking the question.

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

[* Meeting will be live streamed via the Telile You Tube Channel and will be shared to the Richmond County Facebook page](#)



Committee of the Whole Meeting

February 12th, 2024

Location: Council Chambers

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

Staff: Chris Boudreau, Director of Public Works, Jason Martell, Chief Financial Officer, Shannon Mury, Director of Community Development and Recreation, Troy MacCulloch, Chief Administrative Officer (CAO), Shelley David, Municipal Clerk

Call to Order

The Chair called the meeting to order at 5:35 p.m.

“In Camera” Session, Richmond Room: Land/Legal

Moved Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the meeting move to an “In-Camera” session at 5:35 p.m.
Motion carried.

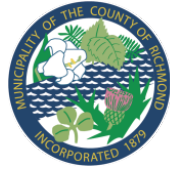
Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the meeting revert to “Regular” session at 5:55 p.m. and FURTHER MOVE that the Committee break for recess after the recommendation from “in-camera” session.
Motion carried.

Moved by Councillor Michael Diggdon, seconded by Councillor Brent Sampson that the Committee of the Whole recommend to Council to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # PID# 75221366, 75035865.
Motion carried.

Councillor Melanie Sampson joined the meeting at 5:45 p.m.

Recess for By-law/ Policy Meeting, Council Chambers

The chair called for recess at 5:56 p.m.



Reconvene Committee of the Whole Meeting, Council Chambers

The Warden reconvened regular session at 7:00 p.m.

Items Added to the Agenda (Approval of Agenda)

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

- Planning Advisory/Heritage Committee, Item # 15 (a)

Moved by Deputy Warden Shawn Samson seconded by Councillor Michael Diggdon that the agenda be approved with the additional item.
Motion carried.

Review of Minutes, January 15th, 2024, Committee of the Whole

Moved by Councillor Micheal Diggdon, seconded by Deputy Warden Shawn Samson that the minutes of January 15th, 2024 Committee of the Whole be approved.
Motion carried.

Presentations

Property Evaluations, Paul Beazley, Adam Hanna, Property Valuation Services Corporation
Paul Beazley and Adam Hanna presented the 2024 Assessment Roll.

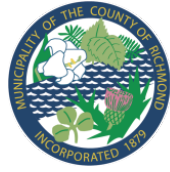
New Business

Richmond Water Utility – Water Rate Study

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that the Committee of the Whole recommend to Council 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.
Motion carried.

Warden, Re:

- a) Review of Warden's Council Report
For information only.



- b) Municipality of the District of Guysborough (MODG) United Kingdom Learning Tour
For information only.
- c) Emergency Management Discussion
For information only.
- d) Voluntary Vulnerable Persons Registry Update
Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that the Committee of the Whole recommend to Council to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.
Motion carried.

CAO, Re:

- a) Administration Operations Report
Information only

Community Acknowledgements

For information purposes.

Correspondence

- a) Action Required

Sgt. Brad Kelly, RCMP, Road safety in Richmond County, and a request for access to data from speed radar signs in Richmond County

Moved Councillor Michael Digdon, seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council 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.

Motion carried.

- b) For Information Only
n/a

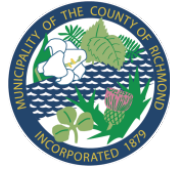
Unfinished Business

Coastal Riders Trail Access, Verbal Update

For information only.

Review of Cheques Issued, Re: January 2024

For information purposes.



Review of Action Items

For information purposes.

Items added to the Agenda

Planning Advisory/Heritage Committee

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that the Committee of the Whole recommend to Council 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.
Motion carried.

15 Minute Question Period 902-226-9885 (Not Restricted to Items on the Agenda)

There were no questions.

Adjournment

There being no further business, the Chair adjourned the meeting at 8:11 p.m.

Municipal Clerk

Chairperson



Seniors Take Action Coalition

... promoting age friendly communities

**Presentation to the
Municipality of the County of Richmond
Committee of the Whole Meeting
March 11, 2024**

World Health Organization



In 2006, the World Health Organization (WHO) developed the Global Age-Friendly Cities Project.

An age-friendly community is one where policies, services and structures related to the **physical** and **social** environment are designed to support and enable people of **all ages** to live in a secure environment, enjoy good health, and continue to participate fully in society.

The ageing of the global population is the most important medical and social demographic problem worldwide.

The Decade of Healthy Ageing 2020–2030

Why is so important?

Creating age-friendly communities is one of the most effective ways to help seniors remain healthy, active and independent for as long as possible.

Age-friendly communities encourage healthy aging by improving and preserving health; promote physical, social and mental wellness; and enable independence for a positive quality of life.

Why is this important for Richmond County?

- Population in Richmond County is aging.
- 49% are 55 years and older – 4400 residents
- 18% of the population are 54-64 years old- 1600 residents
- 32% are 65 and older- 2800 residents
- About one in four Canadians will be 65 years of age or older by 2043

Why is this important for Richmond County?

Richmond County services offered should meet the needs of an aging population

- To encourage residents to remain in the area
 - To attract others to return “home” when they retire
 - To attract people from away to move to Richmond County for their retirement years.
-
- Older adults represent the largest % taxpayers in the Municipality
 - When planning for an age-friendly community all ages benefit for years to come!

Eight Domains of an Age-Friendly Community

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation and employment
- Communication and information
- Community support and health services

Age-Friendly Communities

- Recognize that older adults have a wide range of skills/abilities,
- Understand and meet age-related needs of older adults,
- Respect decisions and lifestyle choices of older adults,
- Protect those who have challenges, and
- Recognize contributions of older adults and include them in all areas of community life.

How STAC of Richmond County Promotes an Age-Friendly Community

- Partner with seniors clubs to help plan activities and programs
- Actively participates and partners in initiatives such as the Acting Collectively Project
- Apply for grants to increase awareness and offer programming
- Raise issues impacting seniors at all levels of Government



Older adults in Richmond County, we need your help!

Our research team wants to learn what services help older adults live at home:

- healthier,
- more independently.




What will you do?
Have a one-hour conversation about your experience as an older adult in Richmond County with a trained interviewer (face-to-face or over the phone).

What is the benefit?

- You will receive a list of services based on your needs.
- Your local community will learn what helps older adults live well at home.

Interested and want to learn more?
Please contact Jennifer at 902-587-2800 (Ext. 4) or email actns@dal.ca

January 10, 2024

Department of Health and Wellness
Barrington Tower
1894 Barrington Street
P.O. Box 488, Halifax, NS, B3J 2R8
Health.Minister@novascotia.ca

Dear Honourable Michelle Thompson;

On behalf of the Seniors Take Action Coalition of Richmond County, we are writing to express our concerns about the cost to access to both the Shingrix Vaccine and the respiratory syncytial virus (RSV) vaccine for older adults in our community.



A YEAR AT A GLANCE


BECAME A REGISTERED NOT-FOR-PROFIT
Seniors Take Action Coalition is now registered as a non-profit society in Nova Scotia and has recently joined with the former Richmond County Seniors Council to become one organization. This will strengthen our ability to support older adults in the community.

RECEIVED AN AGE-FRIENDLY GRANT FROM THE PROVINCE OF NOVA SCOTIA
This grant has provided us the opportunity to continue with our popular newsletter, grow our presence on Facebook, (we now have close to 700 members,) create a new calendar, connect more with clubs in the area and support their activities.

LAUNCHED A NEW MONTHLY CALENDAR
Seniors Take Action Coalition is now producing a monthly calendar that highlights Club activities and other areas of interest for older adults to participate in Richmond County.

HOSTED IMAGINE THE POSSIBILITIES - CHAPTER ONE
In June 2023, we hosted Imagine and Possibilities - Chapter One and planned Chapter Two for October, which will now be held in Spring 2024.

PRODUCED BETTER WITH AGE NEWSLETTER
Since the spring of 2021, Seniors Take Action Coalition has produced 12 quarterly newsletters to promote an age-friendly community, share information and celebrate older adults in Richmond County.



February 2, 2024

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

Re: Follow-Up Voluntary Vulnerable Persons Registry

Dear Warden Mombourquette and Richmond County Council Members,

On behalf of the Seniors Take Action Coalition, we are following up on the question posed during Question Period at the Committee of the Whole Meeting on December 7, 2023.

How the Municipality of the County of Richmond is Already Promoting an Age-Friendly Community

- Adding of the Seniors Resource Section on the website, and improving navigation features
- Ensuring the Accessibility Plan takes into consideration the needs of older adults
- Staff participating and supporting the work of the Seniors Take Action Coalition
- Supporting recreation programs that are targeted at older adults
- Including regular features and information in Richmond Reflections



How the Municipality of the County of Richmond is Already Promoting an Age-Friendly Community

- Financially supporting Strait Area Transit to make transportation for accessible
- Participating as one of three Counties in Cape Breton in the Acting Collectively research project
- Providing Grants to organizations that support older adults
- Providing financial support to the DKMCHC for the Senior Safety and Social Inclusion program



Possible Next Steps for Consideration

- Continue to provide leadership, support and stewardship to advance and promote Age-Friendly policies and programs
- Ensure that communications are accessible to all residents, with consideration given to plain language, visually accommodating digital tools, placements of messages, differing abilities of residents, and more.
- Develop a Vulnerable Persons Registry for Richmond County
- Consider the addition of an Older Adult Advisory Committee of Council
- Consider providing annual core funding to STAC to enhance the work it does to promote age-friendly communities

Possible Next Steps for Consideration

- Work with local developers to improve housing options for older adults
- Actively promote Strait Area Transit in communities
- Seek out the advice and expertise of older adults in the community
- Call on the knowledge and wisdom embedded in the members of STAC to provide input

**Design for the young and you exclude the old;
Design for the old and you include the young.**

Bernard Isaacs

Founding Director Birmingham Centre for Applied Gerontology

Pitu'paq

is the waterway that
connects Unama'ki
First Nations
Communities



Bras d'Or Lakes and
Inland sea

United through a
common vision -
Seven Generations



In 2000, the elders of Unama'ki came up with the name *Pitu'paq* which translates "flowing into oneness" as a way that the Bras D'Or Lakes have been perceived.

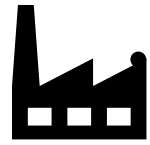
Pitu'paq is a unique partnership that brings leaders from First Nation Communities and Counties in Cape Breton to the table on a monthly basis.

The shared goal is to preserve and enhance the social, economic and environmental prospects in (Unama'ki) Cape Breton for seven generations



Why Pitu'paq?

Impacts of sewage from:



overflow from treatment plants during storms



discharge from recreational boaters



inadequate sewage disposal from some cottages



Impacts of sewage include:



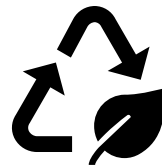
Oysters / other fisheries operations



**Increased eutrophication
(algae growth)**



Health risk to recreational activities



**Loss of ecosystems and traditional
Mi'kmaq medicines**



Pitu'paq took action on sewage pollution:



Installing pump-out stations for boat discharge in addition to education and surveillance



Upgrading outdated sewage treatment plants (Whycocomagh)



Mapping coastlines where climate change models predict inundation of public works infrastructures



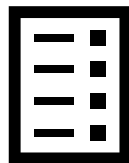
Pitu'paq took action to address the impact of climate change



Climate Change Conference (2013 - Wagmatcook)



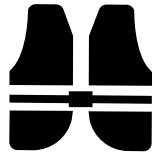
Climate change - community workshops in First Nation communities to gain traditional knowledge and understanding to collaborate on action plans



Assisting municipalities with drafting climate change action plans



Potable water and water conservation projects include:



Creation of Potlotek Water Rangers to clear debris in and around the freshwater supply watershed.



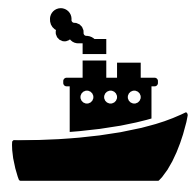
Water balance project – Membertou



CBRM / Membertou runoff diversion



Other notable projects include:



Dredging silt that was hampering boat navigation (Partnership with Environment Canada - Inland Waters)



Facilitating dialogue between Inverness County and Wagmatcook leading to memorandum of understanding (broader than just sewage treatment)

Pitu'paq: 2024 & beyond

Unama'ki Institute of Natural Resources (UINR) and the Collaborative Environmental Partnership Initiative (CEPI) are confirmed partners

Pitu'paq has acquired resources to expand and engage with partners on timely projects

Currently drafting a 5 year Concept and Action plan



New Projects Include:

Maliamu'kik msit Ko'kqmanaq Project - Species at Risk.
Develop and deliver workshops to woodlot owners on how to protect species using a combo of Traditional Mi'kmaq Knowledge and current research

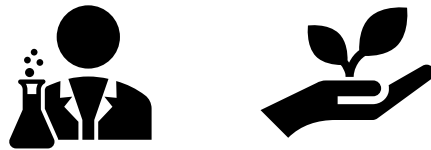
Unama'ki Watershed Data Collection and Stakeholder Engagement

Planned -Erosion control – Malagawatch/Potlotek

Working towards a low carbon economy



Pitu'paq aims to combine Traditional Mi'kmaq Knowledge with current scientific research in its approach to projects.



Pitu'paq seeks to partner with federal, provincial, First Nation communities, municipalities, non-governmental organizations and academia.

For more
information
on Pitu'paq:

Facebook: <https://www.facebook.com/Pitupaq-256100354435059/>

Website: <https://www.uinr.ca/pitupaq/>

Contact:

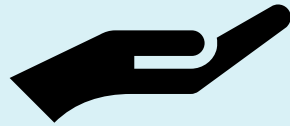
Stan Johnson(Chair)

Stan.johnson@brasdorcepi.ca

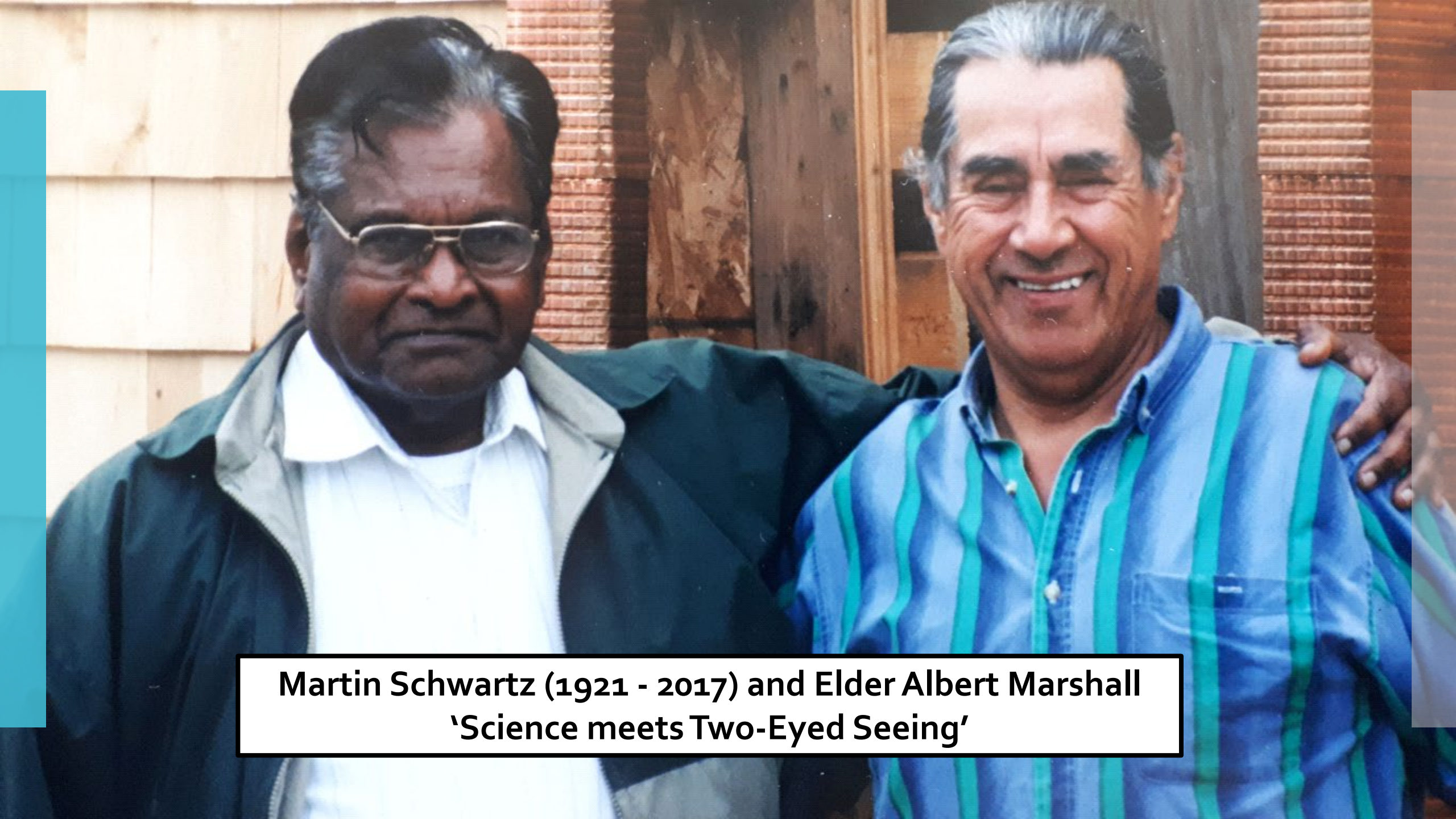
902 – 549 2304



"The earth is your grandmother and mother. She is sacred. Every step that is taken upon her should be as a prayer."



Black Elk (1863-1950), Oglala Sioux



**Martin Schwartz (1921 - 2017) and Elder Albert Marshall
'Science meets Two-Eyed Seeing'**

Warden's Activity Report

Council Meeting: 11-Mar-24

** Items in this report are for Review and do not include Council/Committees where all Cllrs are present.*

Issue / Organization	Type	Date
Strait of Canso Offshore Wind Taskforce	Meeting	13-Feb
German Chamber of Commerce - Potential Delegation	Meeting	15-Feb
CEPI Management Committee	Meeting	16-Feb
EverWind, Minister Balsler, LSI, EECD, Apprenticeship, SRCE	Meeting	16-Feb
Friends United International Convention Centre	Meeting	16-Feb
Friends United Foundation Sustainability	Letter of Support	20-Feb
Friends of St. John's Centre for the Arts Facility Upgrades	Letter of Support	20-Feb
Planning Advisory / Heritage Committee	Meeting	20-Feb
Friends of St. John's Centre for the Arts "The Next Great Save"	Letter of Support	21-Feb
Village of St. Peter's Community Hub Accessibility Fund	Letter of Support	21-Feb
EverWind Community Liaison Committee	Meeting	22-Feb
Municipal Emergency Management Committee	Meeting	27-Feb
CBSRH Community Of Care Awards Planning Team	Meeting	28-Feb
Minister Masland re Port Royal Bridge	Letter of Support	29-Feb
Telile 30th Anniversary	Letter of Support	29-Feb
CEPI Steering Committee	Meeting	01-Mar
UN Sustainable Dev Goals Week at NSCC on Green Energy	Presentation	04-Mar
Coastal Protection Meeting with NS Environment	Meeting	06-Mar

To
Cc
Bcc
Subject Fw: NS Budget 2024 to 2025 Highlights

From: "NSFM Communications" <communications@nsfm.ca>
Date: 03/01/2024 10:46AM
Subject: NS Budget 2024 to 2025 Highlights

Dear Members,

The following are some highlights specifically related to municipalities from the recently released provincial budget:

1. An additional \$70 million invested in the Municipal Capital Growth Fund from Municipal Affairs and Housing, on top of the existing \$32 million already announced.
2. The Department of Justice is working with AMANS to assist municipalities build capacity in meeting requirements from the **Dismantling Hate and Racism Act**, including developing equity & anti-racism initiatives. Similar model to the Accessibility Coordinator role.
3. Investment in Municipal Policing Support remains the same as last year (\$16.7 million) as does investment in Specialized Policing Services (\$3.7 million). There is a slight increase of investment in the Provincial Policing Program (\$168 million, up from \$160 million in 2023-24).
4. The Department of Justice will undertake a comprehensive review of policing in Nova Scotia, continue advancing the implementation of recommendations from the Mass Casualty Commission, and will continue to lead a review of the Freedom of Information and Protection of Privacy Act (FOIPOP) as well as Part XX of the Municipal Government Act relating to Personal Information.
5. \$122M investment in provincial response to severe weather emergencies.
6. Fisheries & Aquaculture will continue work with municipalities on creating aquaculture development areas. This will enable selected areas to be pre-designated for development.
7. Continued investment in increasing cellular coverage.
8. Continued work on dyke maintenance in Bay of Fundy area. Mitigation moving from planning to implementation phase.

NOVA SCOTIA FEDERATION OF MUNICIPALITIES


t +902.423.8331

info@nsfm.ca

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signature_2930608320

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian

people and communities who have been here for over 400 years.  -
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Memo

To: Municipal Council
From: Troy MacCulloch, CAO
Date: March 2024
Re: Administration Operations Report, February – March 2024

Administration

- Bylaw and Policy work continues
 - Current: Capital Improvement & Development Policy, Committees Policy
 - Upcoming: Terms of Reference, Council Procedural Policy, Purchasing and Tender Policy
 - Completed: Grants Policy (amended), Sale of Municipal Property Policy (amended)
- Green Hydrogen meetings: Sector Dev – monthly, Everwind and Bearhead bi-weekly, Net Zero Quarterly, Clean Foundation and numerous Provincial Department meetings as required.
- Landrie Lake and Little River Project – weekly
 - Into Design phase with Landrie Lake Pumping station and still in the negotiation phase with regards to Little River and the re-establishment of the line from there to Landrie.
 - New Project Manager is in place – Jason MacMillan.
- IT- The Microsoft 365 Tenant build has been completed and all employees have accounts. Clayton has begun setting up each employee's laptop and/or phone with access and application installation. All staff and council will be done one at a time by appointment with Clayton. He will reach out to you. This work continues.
- RFP State of Infrastructure of the Strait - awarded. Start up meeting was end of January.
- RFP for Centre of Excellence is awarded. Start up meeting was March 04.
- Hiring of Manager of Energy Sector Development Continues – Hope to have this person in place for Apr. 01, 2024.
- Work with EDPC to determine next steps for Coastal Protection since it is now falling to municipalities and regional planning organizations.
- Work with Legal for trail development, permitted access and liability waiver(s).
- Returning Officer appointed, kick off meeting was March 5.
- Chamber Upgrades –
About 95% complete – fine tuning of the system and further work on the microphones to be completed in the coming weeks. (Waiting on equipment ~~Jan-Feb.~~ March 2024)
- New project support in Point Tupper – 1 additional development beyond the Green Hydrogen
- Work with EDPC and Legal to streamline Municipal Land sale and proper procedures so we are development-ready for upcoming housing projects and residential development throughout the County.

- RFP for West Richmond went to PAC in January and was referred to COW on Feb 12 for review and referral to council for release. Will be released in second week of March, 2024.
- Assisted our EMO and Clerk with coordination and communications during winter storm of Feb 2-4

Emergency Management and Fires Services

- Comfort Centre ACOA grant follow-up. – Ongoing, ACOA approval is received, waiting on the centres to complete their approved work – due date is March 31st.
- SRH monthly emergency planning meetings – ongoing
- FSANS Director's Meeting – March 31, 2024
- Emergency Planning – Dec 1st meeting is postponed till March 2024 due to not having all the people in place
- Emergency Advisory – Feb 5th meeting was cancelled due to the winter storm, will need to be rescheduled – met Feb 27th
- VVPR – Voluntary Vulnerable Persons registry is in the early stages of gathering information on the best platform to use to move this item forward
- Looking at supplemental public alerting programs and what lines us up with our neighboring counties
- Looking at the Provincial exercise with NSEMO – May 29-30, 2024 – in planning stages for participation.
- Community group presentation – Seniors preparedness – Riverdale Community Centre – March 6th
- FPSC quarterly meeting – March 27th
- Fire Department meetings regarding registration
- Working on post Storm report – multi day snow response

Department of Community Development and Recreation

- Construction of the Recreation Building 95% completed
 - Power hooked up March 5th
 - Upcoming: staff will fit the inside with shelving in the Spring
- Multi Use Feasibility Study Engagement Plan completed
 - Upcoming: Further engagement scheduled to take place with the business community and targeted groups; waiting for feedback from Council to proceed
- Recreation Plan & Active Living Strategy approved by Council
 - Ongoing: Staff is working on an action item/recommendation matrix
- Online Interactive Map will be completed by EDPC
 - Map is complete. Cosmetic upgrades of the mapping are being applied to the map prior to it being uploaded to our website;
 - Reached out to trails group for updates and additional feedback before publishing
- Recreation Spring program(s) planning is underway
- March Break program set to take place the week of March 10-16th
- Rick Hansen Facility Access Upgrades ongoing
 - The initial end date of December 2023 has been pushed to next year to allow for further upgrades to our three facilities, with the intent to meet Gold Certification for the Administration Building.
 - Municipal Capital Growth Program funding application has been submitted to assist with the required upgrades. The project is on hold until a decision is rendered on this application.

- Other Grants and Programs page added to our Municipal Website as a touch point for community for available funding opportunities. <https://www.richmondcounty.ca/other-grants-and-programs.html>
- Exploring community engagement opportunities with Council (ie: Coffee with Council)
- Planning is underway for AccessAwareness Week May 28 to June 3, 2024. Richmond will host a series of events (Flag Raising Ceremony, Move It and Town Hall events again this year) and partner with PANS and the YMCA of Cape Breton. Details to follow.
- In the process of developing a formal instructor agreement and booklet for our recreation and active living instructors
- Richmond Arena ice season will end on March 30th
- February 2024 Volunteer of the Month is Howard MacIntyre, District 5

Department of Finance

- Water and Sewer Bills were issued the first week of January 2024 for the period of October/November/December and were due on January 31st, 2024. This is in excess of 2,000 bills.
- The audit seems to be progressing forward now with our auditors working on financial statements and finalizing ARO work and working on consolidation. We will be sending out a few dates this week so we can have something booked. I have received the drafts and am currently reviewing them.
- Once the financial statements are complete, we will proceed to finalize our reporting to the Province of Nova Scotia, Government of Canada, and the Utility and Review Board.
- Ongoing work is being carried out on the 2023/2024 fiscal year and we will soon be working on pre-planning for our next audit and working on initial preparations for year end.
- initial planning for Budget 2024/2025 is started and in the coming weeks we will be having senior management meetings to discuss items and start to make some lists and plans for budget creation.
- The 2024 assessment roll has been uploaded into our system.
- T4's have been completed, handed out, and filed with CRA.
- February 9th tax sale went really well, we are still in the process of finalizing all the recordings and associated paperwork with the sale.
- We are working on insurance renewal paperwork, insurance renews on March 31st each year.
- Preparations are under way for our semi-annual tax billing which will take place on April 1, 2024. Bills should go out the week before sometime.

Department of Public Works

Capital Projects Update

- Water Utility - District meter installation - not complete - working to complete one of two this year.
- Point Michaud Beach Building – Complete
- Vehicle purchase (van - 2022) – ordered. No ETA.
- WMF transfer station fire detection system - no bids on tender. To be brought forward for 2024/25 budget deliberations.
- EV charging station – Installation complete. Awaiting connection to network and programming
- Landfill closure (West Arichat) - to be tendered early 2024 for 2024 construction
- Sewer System Renewal – in progress. Will carry forward to 2024.

- Bulk water filling station - Deferred to summer 2024 installation.
- Arichat / Evanston Tower Upgrades – Generators installed and functional. Chemical dosing upgrades to follow – equipment received.
- Accessibility Upgrades - in progress. May extend into 2024.

Solid Waste Management

- Province is moving forward with EPR. Municipality registered along with 100% of other NS Municipal units.
- Municipality is working in partnership with Inverness and Victoria to prepare for the upcoming implementation of EPR.
- Transfer station repairs largely complete, some additional work remains but will not impact operations. Still dealing with insurance.
- We are proceeding with the installation of two new monitoring wells to replace wells that are no longer serviceable. The wells are required to meet NSECC monitoring requirements.
- Consultant engaged to complete pre-engineering complete with cost estimates for construction and demolition site expansion. New site must adhere to Province's revised guidelines and is expected to increase cost of disposal. Costs will be considered in upcoming budget.

Richmond Water Utility

- The department is working with a consultant to conduct a water rate study for the Richmond Water Utility. Rate hearing scheduled for May 29 at 1pm.
- A consultant has been engaged to carry out pre-engineering work related to residuals management at the Arichat WTP. An action plan must be submitted to NSECC by April 1, 2024. Draft report received for review.
- Working on Cross Connection Control (CCC) plan update and implementation for NSECC – plan due April 1, 2024.
- Awaiting contractor to complete a leak detection survey of our water distribution system in order to help identify leaks and reduce non-revenue water.

Richmond Sewer

- The Municipality hired a consultant to complete an I&I study on the Arichat sewage system, similar to the study that was conducted in 2022 in Petit de Grat. Report received. The issues identified in both reports will inform future renewal plans for our aging sewer infrastructure.
- The Municipality continues to seek funding opportunities for replacement of the Arichat and Petit de Grat sewer treatment plants which are at end of life and do not meet regulatory effluent quality requirements.

General

- Working on NSECC annual reports for two water systems, four sewer systems and solid waste facility - due dates between February 28 and April 5.
- Working on public tender for laboratory services to begin April 1, 2024 – tender closes March 7.

Upcoming Events

- Strait Area Chambers Business Update – April 11, 2024
- Nova Scotia Confederation of Municipalities Spring Conference – May 8-10th 2024

Upcoming Meetings

- March 19, 2024 - Planning Advisory/Heritage Committee Meeting
- March 25, 2024 - Public Hearing for Amendment to the Central Richmond Secondary Plan and Land Use By-law to allow former institutional buildings to be converted into dwelling units.
- March 25, 2024 - Regular Council

February's Volunteer of the Month

Howard MacIntyre

Howard has been a long-standing member of the board of the Johnstown Community Development Cooperative (JCDC), serving as treasurer as well as most recently as Chair. Howard has been a driving force for many successful community projects such as the Johnstown Landing as part of the Canadian Trails and the Johnstown Outdoor Market. Howard's ongoing work ensures the upkeep of the Johnstown Landing property.

As the Chair and Treasurer, of the Bras d'Or Lakers, he has been instrumental in organizing various community events, including the annual summer barbecues, and the St. Patrick's Day evenings, where his Irish stew draws a crowd. Howard is always willing to lend a hand without fanfare or expectation of credit.

Howard also represents the Bras d'Or Lakers at the Richmond County Seniors Take Action Coalition.

Please join us in recognizing Howard for his hard work, dedication, and commitment to his community.

We thank you for all you do for Richmond County!





THE MUNICIPALITY OF THE COUNTY OF
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RICHMOND

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: JASON MARTELL, CFO

DATE: March 11th, 2024

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

Dear CAO,

Attached is a grant application from the Richmond County Literacy Network for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,000. The application appears complete and is ready to be addressed by Council.

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


Best Regards

JK.

Jason Martell, CPA



Grant/Funding Application

Organization Legal Name	Contact Person	
<input type="text"/>	<input type="text"/>	
Position in Organization	Email	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address		
<input type="text"/>		
Signature		Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

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



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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Project

Please describe the project in as much detail as possible.

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

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

Project budget

Cost of the project

Capital Costs

Land _____

Materials _____

Labour Costs _____

Other Capital Costs _____

Specify: _____

Other Capital Costs _____

Specify: _____

TOTAL

Financing the project/Other revenue

Organization’s costs

Have you had to borrow for this project? Yes No

Loan/Debt _____

Funding Agency _____

Provincial _____

Federal _____

Other (Specify): _____

Amount requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL



Section B - Start-Up Activity - 50% of costs, Maximum of \$500 per application

Maximum of two applications per year, per organization (must be for two different events)

Application checklist:

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

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

Official Name of Event/Activity

Overview of Event/Activity

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

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

(This area is intentionally left blank for describing the event/activity.)

Event/Activity budget

Cost of the project		Financing the project/Other revenue	
Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>



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

Maximum of one application per year, per organization

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

Overview of Project/Activity

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

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

Empty space for describing the project/activity.

Impact/Reach of Project/Activity

Who will be benefit from this project or activity?

Empty space for describing the impact/reach of the project/activity.

Event/Activity budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>

Grant Type
3



THE MUNICIPALITY OF THE COUNTY OF
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RICHMOND

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

Maximum of \$500 per individual, per year

Application checklist:

Attach a copy of the Certificate/Course syllabus/description

Attach schedule of events for Certificate/Course

Name of Certificate/Course

Location of Certificate/Course

Overview

Why are you interested in this certificate/course?

Benefit

Who will this certificate/course benefit?

Budget/Cost

Indicate the costs associated with this certificate/course

Registration _____
 Travel/Fuel _____
 Accommodations _____
 Meals _____
 Other (Specify) _____
TOTAL

PLEASE NOTE

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

I agree



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

Maximum of one application per year, per organization

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

Overview of Canada Day events

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

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

Empty space for describing the event/activity.

Reach of Canada Day events

Who will benefit from these Canada Day events?

Empty space for describing who will benefit from the events.

Event/Activity budget

Cost of the events		Financing the project/Other revenue	
Costs		Organization’s costs	
Labour	_____	Have you had to borrow for this project?	Yes No
Materials	_____	Loan/Debt	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input type="text"/>	TOTAL	<input type="text"/>



Section C3 - SPONSORSHIPS - Maximum of \$500

Application checklist:

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

Overview of proposed sponsored event/activity

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

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

Event/Sponsorship budget

Cost of the event		Financing the project/Other revenue	
Materials/Equipment	_____	Organization/Individual costs	_____
Registration	_____	Other Sponsorships:	_____
Other Costs	_____	Other Funding (Specify):	_____
Specify:	_____	Funding requested from Municipality	_____
		If approved, funds must be spent by March 31.	_____
TOTAL	<input style="width: 100px; height: 20px;" type="text"/>	TOTAL	<input style="width: 100px; height: 20px;" type="text"/>



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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Request:

Please describe the request in as much detail as possible.

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

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

Other Financial Assistance

Have you applied for other financial assistance?	Yes	No
<i>If yes, please list all other funding sources, including amounts received.</i>		
Funding Source 1: _____		\$ _____
Funding Source 2: _____		\$ _____
Funding Source 3: _____		\$ _____



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RICHMOND

Additional Information Sheet

EARLY LITERACY BOOK GIFTING PROGRAM



summary

Dolly Parton's Imagination Library is a book-gifting program for children aged 0-5. Dolly was inspired to set up her Imagination Library as a tribute to her father, a smart and hard-working man who was unable to read or write. Dolly wants to guarantee access to books, inspire a lifelong love of reading and help children reach their full potential.

Each enrolled child receives a carefully selected, age-appropriate book in the post every month until their 5th birthday. Every book is personally addressed to each individual child. All titles in the Imagination Library are published by Penguin Random House and carefully selected by a panel of experts in early childhood literacy and reading. Over 1.8 million children worldwide are part of the Imagination Library!

benefits

YOUR COMMUNITY

The Imagination Library is hugely popular with parents. A book in the mail every single month gives a parent a wonderful opportunity to cuddle up and share stories with their little ones. Reading together promotes well-being for the whole family. Parents value the generosity of the program, the shared enjoyment and the knowledge that they are helping their child's learning, language development and school readiness.

THE CHILDREN

A child enrolled from birth to five will build a library of up to 60 books. Exposure to books from a young age can help encourage a love of reading that will last a lifetime. The first few years of life are key to brain growth. Reading with a young child develops communication, cognition and social and emotional skills.

YOUR ORGANIZATION

The Imagination Library is simple and easy to administer. It enhances your organization's family-friendly offerings and reflects your core values and objectives. One book, per child, per month, direct to their home for only \$3.55 is excellent value for money. Feedback tells us that uptake is high and the value placed by families onto the Imagination Library far exceeds the cost.

OUR FUTURE

Economists have demonstrated that investment in the earliest years of life is the most cost-effective form and sees far greater returns in productivity, health and education. Supporting the Imagination Library is a very straightforward and practical way in which a company can invest in the workforce of the future.

\$3.85
per child per month

or \$46 per child, per year

COST

EARLY LITERACY BOOK GIFTING PROGRAM



steps to get involved

Affiliate Feedback: Imagination Library

"Early literacy and learning is a longstanding and key priority at Calgary Public Library. Our partnership with Dolly Parton's Imagination Library was an excellent opportunity for us to connect with members of the community. That includes those who may not be currently accessing Library services, because of a variety of barriers, to support their engagement in early literacy practices towards building school readiness skills.

Studies in early learning show that the most important periods of development happen at the very beginning stages of life. We recognize the importance of families having access to books from the very start and wish to support parents and caregivers in building family literacy skills with their young children. Offering this program to families has been extremely well received with over 2,000 registrants taking part. I would highly recommend this approach to other libraries or literacy organizations.

Kristen Duke (she/her)
Service Design Lead, Service Design
Calgary Public Library

Contacts

.....
Jeanne Smiutch
Regional Director,
Canada
The Dollywood
Foundation of Canada
jsmiutch@imaginationlibrary.ca

STEP 1

.....
DETERMINE THE LIKELY NUMBER OF CHILDREN & CONFIRM BUDGET.

STEP 2

.....
SIGN AGREEMENT & PROMOTE THE PROGRAM IN YOUR COMMUNITY. WE SUPPORT YOU AS YOU PLAN AND LAUNCH YOUR PROGRAM.

STEP 3

.....
PARENTS/CAREGIVERS SIGN UP. THIS CAN BE ONLINE TO MAXIMIZE PARENTAL SELF-SERVICE AND MINIMIZE ADMINISTRATION.

STEP 4

.....
A BOOK IS SENT IN THE MAIL, ADDRESSED PERSONALLY TO EACH CHILD, EVERY MONTH..

STEP 5

.....
THE ORGANIZATION IS INVOICED MONTHLY AND PAY BY ETR, CHEQUE OR ETRANSFER. SIMPLE!



Financial Reporting Package

Richmond County Literacy Network Society

August 31, 2022



Audit | Tax | Advisory

Financial Reporting Package
Richmond County Literacy Network Society
August 31, 2022

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Compiled financial information	2
Adjusting journal entries	3
Trial balance by account	4
Trial balance by map - 5 year	5
T2 - Corporation income tax return	6

Financial Reporting Package

Richmond County Literacy Network Society

August 31, 2022

Action items for your immediate attention:

1. Adjusting journal entries

Enclosed you will find a copy of the adjusting journal entries. Please post the entries to your general ledger on the date as indicated. Once the entries have been posted, it is best to disable the ability to post into the prior year again.

DATE

Richmond County Literacy Network Society
2543 Hwy 206
Arichat, Nova Scotia B0E 1A0

Attention: Ms. Shirley McNamara

Dear Shirley McNamara:

We are pleased to provide you with the financial reporting package for Richmond County Literacy Network Society (“the Organization”, “you” or “your”) for the year ending August 31, 2022. This financial reporting package contains all the engagement deliverables for the current fiscal year. Be sure to review the items carefully and get back to us with any questions or concerns you may have.

We would like to take the opportunity to share the following information to aid you in the year ahead.

Corporate Income Tax Return

It is important to carefully review the return and alert us immediately of any changes that may be necessary. When you receive the Notice of Assessment or any subsequent Notice of Reassessment, please advise us of any changes that occurred. If you are unsure, please forward us a copy. If you would like to make a change, you have 90 days from the date of the notice.

This letter is prepared solely for the information of management and those charged with governance and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Please contact us if you need help with, or have questions about any of these items.

Yours sincerely,
Grant Thornton LLP



Jeff Osborne, CPA, CGA
Principal



Compiled Financial Information

Richmond County Literacy Network Society

August 31, 2022

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Statements of Operations and Changes in Net Assets	2
Statement of Financial Position	3
Note to the Compiled Financial Information	4

Compilation Engagement Report

To the management of
Richmond County Literacy Network Society

On the basis of information provided by Management, we have compiled the statement of financial position of Richmond County Literacy Network Society as at August 31, 2022, the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Comparative figures were compiled by another Licensed Public Accountant.

Membertou, Canada
February 13, 2023



Chartered Professional Accountants

Richmond County Literacy Network Society

Statements of Operations and Changes in Net Assets

Year ended August 31	2022	2021
Revenues		
Government funding	\$ 390,430	\$ 355,679
Bursary revenue	2,000	-
Interest income	747	1,374
Library funds	5,735	7,665
Membership fees	101	1,060
Miscellaneous income	659	1,065
Rental	<u>350</u>	<u>1,285</u>
	<u>400,022</u>	<u>368,128</u>
Expenditures		
Advertising and promotion	3,415	306
Bursaries and awards	3,300	1,500
Insurance	3,519	3,201
Memberships	137	1,122
Miscellaneous	1,282	7,572
Office	41,710	43,298
Professional development	143	1,250
Professional fees	20,942	13,466
Rent	29,917	28,588
Resource materials	9,328	8,939
Salaries and related benefits	260,056	252,377
Telephone and utilities	4,618	3,876
Travel	<u>6,832</u>	<u>6,350</u>
	<u>385,199</u>	<u>371,845</u>
Excess (deficiency) of revenues over expenditures before other item	14,823	(3,717)
Other item		
Funds from Drive 4 Literacy	<u>-</u>	<u>3,717</u>
Excess of revenues over expenditures	<u>\$ 14,823</u>	<u>\$ -</u>
Surplus, beginning of year	\$ 47,337	\$ 47,337
Excess of revenues over expenditures	<u>14,823</u>	<u>-</u>
Surplus, end of year	<u>\$ 62,160</u>	<u>\$ 47,337</u>

Richmond County Literacy Network Society

Statement of Financial Position

August 31

2022

2021

Assets

Current

Cash	\$ 145,478	\$ 293,228
Receivables	3,214	6,010
Prepays	1,609	1,503
Restricted cash	<u>52,525</u>	<u>56,331</u>
	<u>\$ 202,826</u>	<u>\$ 357,072</u>

Liabilities

Current

Payables and accruals	\$ 3,058	\$ 3,217
Unearned revenue	66,635	212,051
Imagination Library Reserves	11,782	17,518
Staff Severance and Service Award liability	<u>50,000</u>	<u>64,934</u>
	<u>131,475</u>	<u>297,720</u>

Fund balances

Drive Fore Literacy Surplus	9,191	12,015
Surplus	<u>62,160</u>	<u>47,337</u>
	<u>71,351</u>	<u>59,352</u>
	<u>\$ 202,826</u>	<u>\$ 357,072</u>

On behalf of the Board

_____ Member

_____ Member

Richmond County Literacy Network Society

Note to the Compiled Financial Information

August 31, 2022

1. Basis of accounting

The preparation of the statement of financial position of Richmond County Literacy Network Society as at August 31, 2022 and the statements of operations and changes in net assets for the year then ended is on the accrual basis of accounting, including the following:

- (a) Accounts receivable are net of an allowance for doubtful accounts
 - (b) Accounts payable and accrued liabilities are accrued as at the reporting date
 - (c) Unrestricted contributions are recognized as revenue when received. Contributions that are restricted by third parties are recognized as revenue when the related expenses have been incurred. When the related expenses have not yet been incurred, contributions that are restricted by third parties are recorded as deferred revenue.
-

Richmond County Literacy Network Society

4. 2. 4

Year End: August 31, 2022

Trial Balance By Account

Account	Prelim	Adj's	Reclass	Rep
1050 Petty Cash	63.19	0.00	0.00	63.19
1060 General Bank Account	76,350.13	0.00	0.00	76,350.13
1061 Term deposit41-4	19,971.20	0.00	0.00	19,971.20
1066 Term Deposit 45-4	49,093.94	0.00	0.00	49,093.94
1067 Staff Severance/Service Award	50,004.85	0.00	0.00	50,004.85
1069 Blair MacMillan	2,519.67	0.00	0.00	2,519.67
1200 Accounts Receivable	3,213.93	0.00	0.00	3,213.93
1205 Prepaid Insurance	1,609.06	0.00	0.00	1,609.06
2100 Accounts Payable	(1,314.60)	0.00	0.00	(1,314.60)
2101 Accrued Liabilities	(645.00)	0.00	0.00	(645.00)
2152 ANSGLO Unearned funding	(4,082.78)	0.00	0.00	(4,082.78)
2153 Learning Options - Unearned F	(60,032.11)	0.00	0.00	(60,032.11)
2157 Unearned Blair MacMillan Fur	(2,519.67)	0.00	0.00	(2,519.67)
2162 Staff severences/service award	(50,000.00)	0.00	0.00	(50,000.00)
2164 Imagination Library Reserves	(11,782.38)	0.00	0.00	(11,782.38)
2165 Funds in Trust - Drive 4 Liter	(9,191.49)	0.00	0.00	(9,191.49)
2170 Vacation payable	(1,097.58)	0.00	0.00	(1,097.58)
3560 Retained Earnings - Previous `	(47,336.98)	0.00	0.00	(47,336.98)
4011 Skills For Success	(48,129.00)	0.00	0.00	(48,129.00)
4012 Work Options	(124,652.43)	0.00	0.00	(124,652.43)
4103 Dolly Imaginary Library Funds	(5,735.33)	0.00	0.00	(5,735.33)
4110 NSSAL Community Grant	(3,000.00)	0.00	0.00	(3,000.00)
4112 Learn For Life Funding / Optio	(207,648.45)	0.00	0.00	(207,648.45)
4430 Blair MacMillan Bursary Rever	(2,000.00)	0.00	0.00	(2,000.00)
4440 Interest Revenue	(746.93)	0.00	0.00	(746.93)
4450 Membership dues	(70.00)	0.00	0.00	(70.00)
4456 FLIEF - Halifax Youth Funding	(7,000.00)	0.00	0.00	(7,000.00)
4460 Miscellaneous Revenue	(658.88)	0.00	0.00	(658.88)
4461 St Peter's Rental Revenue	(350.00)	0.00	0.00	(350.00)
4464 ANSCLO Membership	(31.15)	0.00	0.00	(31.15)
5410 Wages & Salaries	236,827.87	0.00	0.00	236,827.87
5415 Vacation pay expense	7,617.39	0.00	0.00	7,617.39
5420 EI Expense	5,018.92	0.00	0.00	5,018.92
5430 CPP Expense	6,543.57	0.00	0.00	6,543.57
5440 WCB Expense	1,234.87	0.00	0.00	1,234.87
5471 Pension Benefits	2,813.10	0.00	0.00	2,813.10
5610 Accounting	645.00	0.00	0.00	645.00
5615 Promotions or Advertising	3,414.84	0.00	0.00	3,414.84
5625 Bursary	2,000.00	0.00	0.00	2,000.00
5640 Courier & postage	240.92	0.00	0.00	240.92
5670 Honorarium/Exp reimbursemer	1,300.00	0.00	0.00	1,300.00
5685 Insurance	3,519.33	0.00	0.00	3,519.33
5690 Bank Charges	725.05	0.00	0.00	725.05
5720 Professional Fees, Membershi	137.30	0.00	0.00	137.30
5740 Miscellaneous	911.94	0.00	0.00	911.94
5742 Computer / Software	13,723.73	0.00	0.00	13,723.73
5743 Office Supplies	2,174.56	0.00	0.00	2,174.56
5744 Program materials	17,995.72	0.00	0.00	17,995.72
5747 Purchase Tax	971.98	0.00	0.00	971.98
5748 Professional Development	142.50	0.00	0.00	142.50
5750 Professional fees	20,391.09	0.00	0.00	20,391.09
5759 Office Equipment	4,135.67	0.00	0.00	4,135.67

Richmond County Literacy Network Society

4. 2. 4-1

Year End: August 31, 2022

Trial Balance By Account

Account	Prelim	Adj's	Reclass	Rep
5760 Rent	29,917.24	0.00	0.00	29,917.24
5765 Rental Maintenance	1,631.05	0.00	0.00	1,631.05
5769 Dolly Foundation Resources	5,735.33	0.00	0.00	5,735.33
5770 Resource materials	2,261.47	0.00	0.00	2,261.47
5780 Telephone	4,618.31	0.00	0.00	4,618.31
5785 Travel\ Meals	5,414.63	0.00	0.00	5,414.63
5786 Participants Travel	855.00	0.00	0.00	855.00
5787 Nutritional Snacks	562.42	0.00	0.00	562.42
5789 Drivers Training	1,331.05	0.00	0.00	1,331.05
5790 Workshops/Courses	(94.02)	0.00	0.00	(94.02)
5791 Donations	250.00	0.00	0.00	250.00
5792 Employment Needs	120.00	0.00	0.00	120.00
5793 Covid 19 expenses	110.96	0.00	0.00	110.96
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	14,823.38			14,823.38

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
1050 Petty Cash	63.19	65.97	(4)	0.00	0	0.00	0	0.00	0
1060 General Bank Account	76,350.13	212,445.45	(64)	233,273.00	(9)	0.00	0	0.00	0
1061 Term deposit41-4	19,971.20	19,946.61	0	0.00	0	0.00	0	0.00	0
1065 Term deposit 44-4	0.00	12,016.88	(100)	0.00	0	0.00	0	0.00	0
1066 Term Deposit 45-4	49,093.94	48,752.67	1	0.00	0	0.00	0	0.00	0
11.01 Cash	145,478.46	293,227.58	(50)	233,273.00	26	0.00	0	0.00	0
1200 Accounts Receivable	3,213.93	5,894.78	(45)	0.00	0	0.00	0	0.00	0
1201 Interest Receivable	0.00	102.66	(100)	0.00	0	0.00	0	0.00	0
11.02 Accounts receivable	3,213.93	5,997.44	(46)	0.00	0	0.00	0	0.00	0
1205 Prepaid Insurance	1,609.06	1,503.39	7	0.00	0	0.00	0	0.00	0
11.07 Prepaid expenses (and deposits)	1,609.06	1,503.39	7	0.00	0	0.00	0	0.00	0
1067 Staff Severance/Service Awards	50,004.85	56,330.72	(11)	0.00	0	0.00	0	0.00	0
1069 Blair MacMillan	2,519.67	0.00	0	0.00	0	0.00	0	0.00	0
11.16 Restricted cash	52,524.52	56,330.72	(7)	0.00	0	0.00	0	0.00	0
2100 Accounts Payable	(1,314.60)	(2,573.01)	(49)	0.00	0	0.00	0	0.00	0
2101 Accrued Liabilities	(645.00)	(645.00)	0	0.00	0	0.00	0	0.00	0
2170 Vacation payable	(1,097.58)	0.00	0	0.00	0	0.00	0	0.00	0
13.01 Accounts payable and accrued l	(3,057.18)	(3,218.01)	(5)	0.00	0	0.00	0	0.00	0
1202 HST paid on purchases	0.00	13.34	(100)	0.00	0	0.00	0	0.00	0
13.02 GST payable/receivable	0.00	13.34	(100)	0.00	0	0.00	0	0.00	0
2152 ANSGLO Unearned funding	(4,082.78)	(3,913.93)	4	0.00	0	0.00	0	0.00	0
2153 Learning Options - Unearned Reven	(60,032.11)	(87,662.93)	(32)	0.00	0	0.00	0	0.00	0
2155 Unearned FLIEF Revenue	0.00	(7,000.00)	(100)	0.00	0	0.00	0	0.00	0
2156 Work options unearned revenue	0.00	(113,474.62)	(100)	0.00	0	0.00	0	0.00	0
2157 Unearned Blair MacMillian Funding	(2,519.67)	0.00	0	0.00	0	0.00	0	0.00	0
13.18 Unearned revenue	(66,634.56)	(212,051.48)	(69)	0.00	0	0.00	0	0.00	0
2164 Imagination Library Reserves	(11,782.38)	(17,517.71)	(33)	0.00	0	0.00	0	0.00	0
13.98.01 Other current liability #1	(11,782.38)	(17,517.71)	(33)	0.00	0	0.00	0	0.00	0
2162 Staff severences/service awards	(50,000.00)	(64,933.60)	(23)	0.00	0	0.00	0	0.00	0
13.98.02 Other current liability #2	(50,000.00)	(64,933.60)	(23)	0.00	0	0.00	0	0.00	0
2165 Funds in Trust - Drive 4 Literacy	(9,191.49)	(12,014.69)	(23)	0.00	0	0.00	0	0.00	0
15.04 Other equity #1	(9,191.49)	(12,014.69)	(23)	0.00	0	0.00	0	0.00	0
3560 Retained Earnings - Previous Year	(47,336.98)	(47,336.98)	0	0.00	0	0.00	0	0.00	0
15.10.01 Opening/As previously statec	(47,336.98)	(47,336.98)	0	0.00	0	0.00	0	0.00	0
4011 Skills For Success	(48,129.00)	0.00	0	0.00	0	0.00	0	0.00	0
4012 Work Options	(124,652.43)	(128,327.37)	(3)	0.00	0	0.00	0	0.00	0
4022 Lifestreams Funding	0.00	(26,738.00)	(100)	0.00	0	0.00	0	0.00	0
4110 NSSAL Community Grant	(3,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
4112 Learn For Life Funding / Options	(207,648.45)	(160,900.22)	29	0.00	0	0.00	0	0.00	0
4252 PGI funding	0.00	(3,000.00)	(100)	0.00	0	0.00	0	0.00	0
4456 FLIEF - Halifax Youth Funding	(7,000.00)	(7,600.00)	(8)	0.00	0	0.00	0	0.00	0
4465 Enhanced Employability Training	0.00	(29,113.00)	(100)	0.00	0	0.00	0	0.00	0
21.01 Government funding	(390,429.88)	(355,678.59)	10	0.00	0	0.00	0	0.00	0
4240 Donations - Other	0.00	(60.00)	(100)	0.00	0	0.00	0	0.00	0
4241 W.Blair McMillan Memorial Fund	0.00	(250.00)	(100)	0.00	0	0.00	0	0.00	0

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

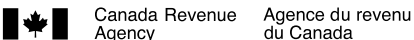
Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
4253 United Way Funding	0.00	(265.20)	(100)	0.00	0	0.00	0	0.00	0
4460 Miscellaneous Revenue	(658.88)	(490.00)	34	0.00	0	0.00	0	0.00	0
21.04 Miscellaneous income	(658.88)	(1,065.20)	(38)	0.00	0	0.00	0	0.00	0
4450 Membership dues	(70.00)	(75.00)	(7)	0.00	0	0.00	0	0.00	0
4464 ANSCLO Membership	(31.15)	(984.96)	(97)	0.00	0	0.00	0	0.00	0
21.05 Membership fees	(101.15)	(1,059.96)	(90)	0.00	0	0.00	0	0.00	0
4430 Blair MacMillan Bursary Revenue	(2,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
21.06 Bursary revenue	(2,000.00)	0.00	0	0.00	0	0.00	0	0.00	0
4461 St Peter's Rental Revenue	(350.00)	(1,285.00)	(73)	0.00	0	0.00	0	0.00	0
21.08 Rental	(350.00)	(1,285.00)	(73)	0.00	0	0.00	0	0.00	0
4440 Interest Revenue	(746.93)	(1,265.33)	(41)	0.00	0	0.00	0	0.00	0
4445 Credit Union Rebate	0.00	(108.46)	(100)	0.00	0	0.00	0	0.00	0
21.10 Interest income	(746.93)	(1,373.79)	(46)	0.00	0	0.00	0	0.00	0
4103 Dolly Imaginary Library Funds	(5,735.33)	(7,664.91)	(25)	0.00	0	0.00	0	0.00	0
21.12 Library funds	(5,735.33)	(7,664.91)	(25)	0.00	0	0.00	0	0.00	0
5615 Promotions or Advertising	3,414.84	306.26	1015	0.00	0	0.00	0	0.00	0
23.01 Advertising and promotion	3,414.84	306.26	1015	0.00	0	0.00	0	0.00	0
5769 Dolly Foundation Resources	5,735.33	7,664.91	(25)	0.00	0	0.00	0	0.00	0
5770 Resource materials	2,261.47	1,274.26	77	0.00	0	0.00	0	0.00	0
5789 Drivers Training	1,331.05	0.00	0	0.00	0	0.00	0	0.00	0
23.13 Resource materials	9,327.85	8,939.17	4	0.00	0	0.00	0	0.00	0
5625 Bursary	2,000.00	0.00	0	0.00	0	0.00	0	0.00	0
5670 Honorarium/Exp reimbursement	1,300.00	1,500.00	(13)	0.00	0	0.00	0	0.00	0
23.18 Bursaries and awards	3,300.00	1,500.00	120	0.00	0	0.00	0	0.00	0
5685 Insurance	3,519.33	3,201.28	10	0.00	0	0.00	0	0.00	0
23.19 Insurance	3,519.33	3,201.28	10	0.00	0	0.00	0	0.00	0
5672 ANSCLO expenses	0.00	984.96	(100)	0.00	0	0.00	0	0.00	0
5720 Professional Fees, Membership & R	137.30	137.30	0	0.00	0	0.00	0	0.00	0
23.30 Memberships	137.30	1,122.26	(88)	0.00	0	0.00	0	0.00	0
5740 Miscellaneous	911.94	159.13	473	0.00	0	0.00	0	0.00	0
5741 Closing Ceremonies	0.00	1,999.35	(100)	0.00	0	0.00	0	0.00	0
5791 Donations	250.00	400.00	(38)	0.00	0	0.00	0	0.00	0
5792 Employment Needs	120.00	5,013.14	(98)	0.00	0	0.00	0	0.00	0
23.31 Miscellaneous	1,281.94	7,571.62	(83)	0.00	0	0.00	0	0.00	0
5640 Courier & postage	240.92	233.81	3	0.00	0	0.00	0	0.00	0
5690 Bank Charges	725.05	627.84	15	0.00	0	0.00	0	0.00	0
5742 Computer / Software	13,723.73	8,784.39	56	0.00	0	0.00	0	0.00	0
5743 Office Supplies	2,174.56	3,232.36	(33)	0.00	0	0.00	0	0.00	0
5744 Program materials	17,995.72	6,702.19	169	0.00	0	0.00	0	0.00	0
5747 Purchase Tax	971.98	1,942.73	(50)	0.00	0	0.00	0	0.00	0
5759 Office Equipment	4,135.67	17,956.08	(77)	0.00	0	0.00	0	0.00	0
5765 Rental Maintenance	1,631.05	509.47	220	0.00	0	0.00	0	0.00	0
5793 Covid 19 expenses	110.96	3,309.06	(97)	0.00	0	0.00	0	0.00	0
23.32 Office	41,709.64	43,297.93	(4)	0.00	0	0.00	0	0.00	0

Richmond County Literacy Network Society

Year End: August 31, 2022

Trial Balance By Map - Year

Account	Rep 22	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg	Rep 18	%Chg
5748 Professional Development	<u>142.50</u>	<u>1,249.50</u>	<u>(89)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.35 Professional development	142.50	1,249.50	(89)	0.00	0	0.00	0	0.00	0
5610 Accounting	645.00	0.00	0	0.00	0	0.00	0	0.00	0
5614 Bookkeeping/clerical expenses	0.00	645.00	(100)	0.00	0	0.00	0	0.00	0
5750 Professional fees	20,391.09	7,952.28	156	0.00	0	0.00	0	0.00	0
5790 Workshops/Courses	<u>(94.02)</u>	<u>4,868.98</u>	<u>(102)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.38 Professional fees	20,942.07	13,466.26	56	0.00	0	0.00	0	0.00	0
5760 Rent	<u>29,917.24</u>	<u>28,587.92</u>	<u>5</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.40 Rent	29,917.24	28,587.92	5	0.00	0	0.00	0	0.00	0
4457 Covid 10% wages Gov't subsidy	0.00	(442.25)	(100)	0.00	0	0.00	0	0.00	0
5410 Wages & Salaries	236,827.87	227,016.53	4	0.00	0	0.00	0	0.00	0
5412 Professional Development Wages	0.00	588.60	(100)	0.00	0	0.00	0	0.00	0
5415 Vacation pay expense	7,617.39	6,177.05	23	0.00	0	0.00	0	0.00	0
5420 EI Expense	5,018.92	4,427.31	13	0.00	0	0.00	0	0.00	0
5430 CPP Expense	6,543.57	8,776.41	(25)	0.00	0	0.00	0	0.00	0
5440 WCB Expense	1,234.87	1,520.65	(19)	0.00	0	0.00	0	0.00	0
5470 Medical Benefits - Pharmacare	0.00	848.00	(100)	0.00	0	0.00	0	0.00	0
5471 Pension Benefits	<u>2,813.10</u>	<u>3,464.37</u>	<u>(19)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.44 Salaries and related benefits	260,055.72	252,376.67	3	0.00	0	0.00	0	0.00	0
5780 Telephone	4,618.31	3,779.22	22	0.00	0	0.00	0	0.00	0
5781 Internet	<u>0.00</u>	<u>96.65</u>	<u>(100)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.50 Telephone and utilities	4,618.31	3,875.87	19	0.00	0	0.00	0	0.00	0
5785 Travel\ Meals	5,414.63	3,809.94	42	0.00	0	0.00	0	0.00	0
5786 Participants Travel	855.00	1,566.00	(45)	0.00	0	0.00	0	0.00	0
5787 Nutritional Snacks	<u>562.42</u>	<u>973.99</u>	<u>(42)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
23.51 Travel and accommodation	6,832.05	6,349.93	8	0.00	0	0.00	0	0.00	0
6000 Funding	<u>0.00</u>	<u>(3,717.22)</u>	<u>(100)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
24.03 Interest	0.00	(3,717.22)	(100)	0.00	0	0.00	0	0.00	0
	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>233,273.00</u>	<u>(100)</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
Net Income (Loss)	14,823.38	0.00		0.00		0.00		0.00	



Directors/Trustees and Like Officials Worksheet

Protected B when completed

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:	Charity name:	Business number:	Return for fiscal period ending (YYYY/MM/DD):
10	Richmond County Literacy Network Society	888929825RR0001	2022-08-31

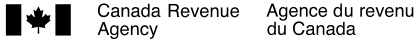
Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information				Confidential data			
Last name: McNamara	First name: Shirley	Initial:		Residential address – Street number and name: 18 Grant Road PO BOX 13			
Term ▶ Start date (Y/M/D):	End date (Y/M/D):			City: Cleveland	Prov/Terr: NS	Postal code: B0E1J0	
Position: Chairperson	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Phone number (902) 625-0378	Date of birth (Y/M/D):		
Last name: Wambolt	First name: Lynn	Initial:		Residential address – Street number and name: 10241 Grenville Street PO BOX 226			
Term ▶ Start date (Y/M/D):	End date (Y/M/D):			City: St. Peter's	Prov/Terr: NS	Postal code: B0E3B0	
Position: Vice Chairperson	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Phone number (902) 631-4833	Date of birth (Y/M/D):		
Last name: Romain	First name: Deborah	Initial:		Residential address – Street number and name: 2412 Dundee Road			
Term ▶ Start date (Y/M/D):	End date (Y/M/D):			City: Dundee	Prov/Terr: NS	Postal code: B0E3K0	
Position: Secretary	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Phone number (902) 345-2097	Date of birth (Y/M/D):		
Last name: Mury	First name: Shannon	Initial:		Residential address – Street number and name: 606 Reeves Street			
Term ▶ Start date (Y/M/D):	End date (Y/M/D):			City: Port Hawkesbury	Prov/Terr: NS	Postal code: B9A2R7	
Position: Treasurer	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Phone number (902) 631-4245	Date of birth (Y/M/D):		
Last name: MacPhee	First name: Juanita	Initial:		Residential address – Street number and name: 9669 Grenville Street PO BOX 416			
Term ▶ Start date (Y/M/D):	End date (Y/M/D):			City: St. Peter's	Prov/Terr: NS	Postal code: B0E3B0	
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Phone number (902) 623-1406	Date of birth (Y/M/D):		

Public information			Confidential data		
Last name: Pottie	First name: Brandie	Initial:	Residential address – Street number and name:		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City:	Prov/Terr: NS	Postal code:
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 623-0456	Date of birth (Y/M/D):	
Last name: Yorke	First name: Kelly	Initial:	Residential address – Street number and name: 1206 Whiteside Road		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Whiteside	Prov/Terr: NS	Postal code: B0E1J0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 623-1435	Date of birth (Y/M/D):	
Last name: Appleton	First name: Carly	Initial:	Residential address – Street number and name: 14 JD MacLean Crescent		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Port Hawkesbury	Prov/Terr: NS	Postal code: B9A2B2
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number	Date of birth (Y/M/D):	
Last name: Nettleton	First name: Sarah	Initial:	Residential address – Street number and name: 2903 Hwy 206, PO BOX 18		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: Arichat	Prov/Terr: NS	Postal code: B0E1A0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 226-0942	Date of birth (Y/M/D):	
Last name: Barnard	First name: Dorothy	Initial:	Residential address – Street number and name: 60 Wharf Road		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City: River Bourgeois	Prov/Terr: NS	Postal code: B0E2X0
Position: Director	At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Phone number (902) 535-3447	Date of birth (Y/M/D):	
Last name:	First name:	Initial:	Residential address – Street number and name:		
Term ▶ Start date (Y/M/D):	End date (Y/M/D):		City:	Prov/Terr:	Postal code:
Position:	At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No		Phone number	Date of birth (Y/M/D):	

Approval code: 13001





Registered Charity Information Return

Protected B when completed

Section A: Identification

To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at canada.ca/cra-forms.

Note: Even if a charity is inactive, an information return must be filed to maintain its registered status.

Complete the following:

1. Charity name:

2. Return for fiscal period ending: (Year Month Day)

3. BN/registration number:

4. Web address (if applicable):

A1 Was the charity in a subordinate position to a head body? Yes No **1510**

If yes, give the name and BN/registration number of the organization.

Name	BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)
------	---

A2 Has the charity wound-up, dissolved, or terminated operations? Yes No **1570**

A3 Is the charity designated as a public foundation or private foundation? Yes No **1600**

If yes, you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to canada.ca/charities-list and refer to the charity's detail page.

Section B: Directors/trustees and like officials

B1 All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

For charities subject to the Ontario Corporations Act.

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit ontario.ca/businessregistry.

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Section C: Programs and general information

C1 Was the charity active during the fiscal period? Yes No **1800**

If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

Do not attach additional sheets of paper or annual reports.

Ongoing programs Adult Literacy Learning and Employability Programs
New programs

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.

C3 Did the charity make gifts or transfer funds to qualified donees or other organizations? **2000** Yes No
Important: If **yes**, you **must** complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

C4 Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? **2100** Yes No
Important: If **yes**, you **must** complete Schedule 2, Activities outside Canada.

C5 Public policy dialogue and development activities
This question has been removed.

C6 If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- | | | |
|--|--|---|
| 2500 <input type="checkbox"/> Advertisements/print/radio/TV commercials | 2570 <input type="checkbox"/> Sales | 2620 <input type="checkbox"/> Telephone/TV solicitations |
| 2510 <input type="checkbox"/> Auctions | 2575 <input type="checkbox"/> Internet | 2630 <input type="checkbox"/> Tournament/sporting events |
| 2530 <input type="checkbox"/> Collection plate/boxes | 2580 <input type="checkbox"/> Mail campaigns | 2640 <input type="checkbox"/> Cause-related marketing |
| 2540 <input type="checkbox"/> Door-to-door solicitation | 2590 <input type="checkbox"/> Planned-giving programs | 2650 <input type="checkbox"/> Other |
| 2550 <input type="checkbox"/> Draws/lotteries | 2600 <input type="checkbox"/> Targeted corporate donations/sponsorships | 2660 Specify: _____ |
| 2560 <input type="checkbox"/> Fundraising dinners/galas/concerts | 2610 <input type="checkbox"/> Targeted contacts | |

C7 Did the charity pay external fundraisers? **2700** Yes No
If yes, you **must** complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. **5450** \$ _____

(b) Enter the amounts paid to and/or retained by the fundraisers. **5460** \$ _____

(c) Select the method of payment to the fundraiser:

- | | | |
|--|---|--|
| 2730 <input type="checkbox"/> Commissions | 2750 <input type="checkbox"/> Finder's fee | 2770 <input type="checkbox"/> Honoraria |
| 2740 <input type="checkbox"/> Bonuses | 2760 <input type="checkbox"/> Set fee for services | 2780 <input type="checkbox"/> Other |
| 2790 Specify: _____ | | |

(d) Did the fundraiser issue tax receipts on behalf of the charity? **2800** Yes No

C8 Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? **3200** Yes No

C9 Did the charity incur any expenses for compensation of employees during the fiscal period? **3400** Yes No
Important: If **yes**, you **must** complete Schedule 3, Compensation.

C10 Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was **not** resident in Canada and was **not** any of the following: **3900** Yes No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

Important: If **yes**, you **must** complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

- C11** Did the charity receive any non-cash gifts for which it issued tax receipts? **4000** Yes No
Important: If **yes**, you **must** complete Schedule 5, Non-cash gifts.
- C12** Did the charity acquire a non-qualifying security? **5800** Yes No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) **5810** Yes No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? **5820** Yes No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? **5830** Yes No

Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If **any** of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

D1 Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

D2 Summary of financial position:

Using the charity's own financial statements, enter the following:

- Did the charity own land and/or buildings? **4050** Yes No
- Total assets (including land and buildings)** **4200** \$ _____
- Total liabilities** **4350** \$ _____
- Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? **4400** Yes No

D3 Revenue:

- Did the charity issue tax receipts for gifts? **4490** Yes No
- If **yes**, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts **4500** \$ _____
- Total amount of 10 year gifts received **4505** \$ _____
- Total amount received from other registered charities **4510** \$ _____
- Total other gifts received for which a tax receipt was **not** issued by the charity (excluding amounts at lines 4575 and 4630) **4530** \$ _____
- Did the charity receive any revenue from any level of government in Canada? **4565** Yes No
- If **yes**, total amount received **4570** \$ _____
- Total tax-receipted revenue from all sources outside of Canada (government and non-government) **4571** \$ _____
- Total **non** tax-receipted revenue from all sources outside of Canada (government and non-government) **4575** \$ _____
- Total **non** tax-receipted revenue from fundraising **4630** \$ _____
- Total revenue from sale of goods and services (except to any level of government in Canada) **4640** \$ _____
- Other revenue not already included in the amounts above **4650** \$ _____
- Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** **4700** \$ _____

D4 Expenditures:

- Professional and consulting fees **4860** \$ _____
- Travel and vehicle expenses **4810** \$ _____
- All other expenditures not already included in the amounts above (excluding gifts to qualified donees) **4920** \$ _____
- Total expenditures (excluding gifts to qualified donees) (**add lines 4860, 4810, and 4920**) **4950** \$ _____
- Of the amount at line 4950:
- (a) Total expenditures on charitable activities **5000** \$ _____
 - (b) Total expenditures on management and administration **5010** \$ _____
- Total amount of gifts made to all qualified donees **5050** \$ _____
- Total expenditures (add lines 4950 and 5050)** **5100** \$ _____

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Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. **It is a serious offence under the Income Tax Act to provide false or deceptive information.**

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) Berthier, Lisa		Signature
Position in charity Network Coordinator	Date 2023-02-13	Phone number (902) 226-0383

Section F: Confidential data

F1 Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	2543 Hwy 206	
City	Arichat	
Province or territory and postal code	NS B0E1A0	

F2 Name and address of individual who completed this return.

Name	
Company name (if applicable) Grant Thornton LLP	
Complete street address 90 San'tele'sew Aawti, Suite 301	
City, province or territory, and postal code Membertou NS B1S0A5	
Phone number (902) 562-5581	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

Notification to directors and like officials: The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

I confirm that I have read the Privacy statement above.

Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's **registration may be revoked**.

Protected B when completed

BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Foundations **Schedule 1**

- 1** Did the foundation acquire control of a corporation? **100** Yes No
- 2** Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities? **110** Yes No

For private foundations only:

- 3** Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment? **120** Yes No
- 4** Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period? . . . **130** Yes No

If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.

Activities outside Canada **Schedule 2**

Important: If you complete this section, you **must** answer **yes** to question C4.

For more information, go to canada.ca/charities-giving and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.

- 1** Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees **200** \$ _____
- 2** Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)? **210** Yes No

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you **must** answer **yes** in line 210.

- 3** Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

- 4** Were any projects undertaken outside Canada funded by Global Affairs Canada? **220** Yes No
- If yes, what was the total amount the charity spent under this arrangement? **230** \$ _____

- 5** Were any of the charity's activities outside of Canada carried out by employees of the charity? **240** Yes No

- 6** Were any of the charity's activities outside of Canada carried out by volunteers of the charity? **250** Yes No

- 7** Did the charity export goods as part of its charitable activities? **260** Yes No

If yes, list the items exported, their destination, the country code, and their value.

Item exported	Destination (city/region)	Country code	Value (CAN \$)

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BN/registration number 888929825RR0001

Fiscal period end 2022-08-31

Country codes

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

Protected B when completed

BN/registration number 888929825RR0001

Fiscal period end 2022-08-31

Compensation

Schedule 3

Important: If you complete this section, you **must** answer **yes** to question C9.

1 (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300**

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

305 <input type="text" value="2"/> \$1 – \$39,999	310 <input type="text" value="2"/> \$40,000 – \$79,999	315 <input type="text"/> \$80,000 – \$119,999
320 <input type="text"/> \$120,000 – \$159,999	325 <input type="text"/> \$160,000 – \$199,999	330 <input type="text"/> \$200,000 – \$249,999
335 <input type="text"/> \$250,000 – \$299,999	340 <input type="text"/> \$300,000 – \$349,999	345 <input type="text"/> \$350,000 and over

2 (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$

3 Total expenditure on all compensation in the fiscal period. **390** \$

Confidential data

Schedule 4

Important: If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non-cash gifts

Schedule 5

Important: If you complete this section, you **must** answer **yes** to question C11.

1 Select all types of non-cash gifts received for which a tax receipt was issued:

500 <input type="checkbox"/> Artwork/wine/jewellery	525 <input type="checkbox"/> Ecological properties	550 <input type="checkbox"/> Publicly traded securities/commodities/mutual funds
505 <input type="checkbox"/> Building materials	530 <input type="checkbox"/> Life insurance policies	555 <input type="checkbox"/> Books
510 <input type="checkbox"/> Clothing/furniture/food	535 <input type="checkbox"/> Medical equipment/supplies	560 <input type="checkbox"/> Other
515 <input type="checkbox"/> Vehicles	540 <input type="checkbox"/> Privately-held securities	565 Specify: _____
520 <input type="checkbox"/> Cultural properties	545 <input type="checkbox"/> Machinery/equipment/computers/software	

2 Enter the total amount of tax-receipted non-cash gifts **580** \$

Approval code: 13001

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BN/registration number 888929825RR0001

Fiscal period end 2022-08-31

Detailed financial information **Schedule 6**

Fill out this schedule if **any** of the following applies to the charity:

(a) The charity's revenue exceeded \$100,000.

(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.

(c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? **4020** Accrual Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:					Liabilities:			
Cash, bank accounts, and short-term investments	4100	\$	198,003		Accounts payable and accrued liabilities	4300	\$	64,840
Amounts receivable from non-arm's length persons	4110	\$			Deferred revenue	4310	\$	66,635
Amounts receivable from all others	4120	\$	3,214		Amounts owing to non-arm's length persons	4320	\$	
Investments in non-arm's length persons	4130	\$			Other liabilities	4330	\$	
Long-term investments	4140	\$			Total liabilities (add lines 4300 to 4330)	4350	\$	131,475
Inventories	4150	\$						
Land and buildings in Canada	4155	\$						
Other capital assets in Canada	4160	\$						
Capital assets outside Canada	4165	\$						
Accumulated amortization of capital assets	4166	\$			Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities	4250	\$	
Other assets	4170	\$	1,609					
10 year gifts	4180	\$						
Total assets (add lines 4100 to 4170)	4200	\$	202,826					

Statement of operations

Revenue:				
Total eligible amount of all gifts for which the charity has issued or will issue tax receipts				4500 \$
Total eligible amount of tax-receipted tuition fees	5610	\$		
Total amount of 10 year gifts received	4505	\$		
Total amount received from other registered charities				4510 \$
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)				4530 \$
Total revenue received from federal government				4540 \$
Total revenue received from provincial/territorial governments				4550 \$ 390,430
Total revenue received from municipal/regional governments				4560 \$
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$		
Total non tax-receipted revenue from all sources outside Canada (government and non-government)				4575 \$
Total interest and investment income received or earned				4580 \$ 747
Gross proceeds from disposition of assets	4590	\$		
Net proceeds from disposition of assets (show a negative amount with brackets)				4600 \$
Gross income received from rental of land and/or buildings				4610 \$
Total non tax-receipted revenues received for memberships, dues and association fees				4620 \$ 101
Total non tax-receipted revenue from fundraising				4630 \$
Total revenue from sale of goods and services (except to any level of government in Canada)				4640 \$
Other revenue not already included in the amounts above				4650 \$ 8,744
Specify type(s) of revenue included in the amount reported at 4650	4655		Miscellaneous	
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)	4700	\$	400,022	

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BN/registration number 888929825RR0001 Fiscal period end 2022-08-31

Expenditures:

Advertising and promotion	4800	\$	3,415
Travel and vehicle expenses	4810	\$	6,832
Interest and bank charges	4820	\$	725
Licences, memberships, and dues	4830	\$	137
Office supplies and expenses	4840	\$	46,885
Occupancy costs	4850	\$	29,917
Professional and consulting fees	4860	\$	21,085
Education and training for staff and volunteers	4870	\$	
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	260,056
Fair market value of all donated goods used in charitable activities	4890	\$	
Purchased supplies and assets	4891	\$	9,328
Amortization of capitalized assets	4900	\$	
Research grants and scholarships as part of charitable activities	4910	\$	3,300
All other expenditures not included in the amounts above (excluding gifts to qualified donees)	4920	\$	3,519
Specify type(s) of expenditures included in the amount reported at 4920	4930		Insurance
Total expenditures before gifts to qualified donees (add lines 4800 to 4920)	4950	\$	385,199

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities	5000	\$	308,159
(b) Total expenditures on management and administration	5010	\$	77,040
(c) Total expenditures on fundraising	5020	\$	
(d) Total other expenditures included in line 4950	5040	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950 and 5050)	5100	\$	385,199

Other financial information

Permission to accumulate property:

Only registered charities that have written permission to accumulate should complete this section.

- Enter the amount accumulated for the fiscal period, including income earned on accumulated funds 5500 \$
- Enter the amount disbursed for the fiscal period for the specified purpose 5510 \$

Permission to reduce disbursement quota:

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period 5750 \$

Property not used in charitable activities:

Enter the average value of property not used for charitable activities or administration during:

- The 24 months before the **beginning** of the fiscal period 5900 \$
- The 24 months before the **end** of the fiscal period 5910 \$

Instructions

Please fill out the applicable tabs of this Itemized Budget Breakdown (IBB) Template. The total will be summarized on this tab based on the information entered on the other tabs.

General Info

Organization Name	Richmond County Literacy Network
Date of Completion	22-May-23
Completed by	Anne Leavitt

Project Budget

Program Delivery - Salary/Benefits	Agreement Amount
Salaries + MERC	\$ 52,948.82
Health & Dental Benefits	\$ 2,925.00
Pension Benefits	\$ 1,907.94
Other HR Related Benefits	\$ 146.77
Professional Development	\$ 500.00
Total	\$ 58,428.53

Operational - Standard	
Recurring Costs	\$ 8,000.00
Professional Fees	\$ 11,019.25
Honoraria	\$ -
Equipment	\$ 8,000.00
Facility Lease/Rent	\$ 15,400.00
Advertising & Promotion	\$ 3,500.00
Office Supplies	\$ 1,500.00
Resource Materials	\$ 1,200.00
Program Materials	\$ 1,500.00
Travel	\$ 4,000.00
Capital	\$ -
Total	\$ 54,119.25

Administrative - Admin Staff.	
Salaries + MERC	\$ 77,249.78
Health & Dental Benefits	\$ 1,611.00
Pension Benefits	\$ 2,543.00
Other HR Related Benefits	\$ 214.13
Professional Development	\$ 1,213.33
Total	\$ 82,831.24

Grand Total	\$ 195,379.02
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The maximum annual amount for Community Literacy Programming is \$35,000, or \$40,000 for underrepresented, equity-serving communities.

\$	31,327.96
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Instructions

Please enter operational costs in this tab excluding Community Literacy costs. Specify:

- the operational cost category
- the cost (including the portion of HST you do not receive reimbursement from CRA for, i.e., 50%)
- details of the specific item
- calculation details (include a separate sheet if necessary)

Operational Cost Summary

Operation Cost Category	Cost Increase	Total
Recurring	\$ 8,000.00	\$ 8,000.00
Professional Fees	\$ 11,019.25	\$ 11,019.25
Honoraria	\$ -	\$ -
Equipment	\$ 8,000.00	\$ 8,000.00
Facility Lease/Rent	\$ 15,400.00	\$ 15,400.00
Advertising & Promotion	\$ 2,000.00	\$ 2,000.00
Office Supplies	\$ 1,500.00	\$ 1,500.00
Resource Materials	\$ 1,000.00	\$ 1,000.00
Program Materials	\$ 1,500.00	\$ 1,500.00
Travel	\$ 4,000.00	\$ 4,000.00
Capital	\$ -	\$ -
Total Operational	\$ 52,419.25	\$ 52,419.25

Government Travel Rates

Mileage Rate (per km)	\$0.5770
Breakfast	\$8.00
Lunch	\$15.00
Dinner	\$20.00
Incidentals (if overnight required)	\$5.00

*Maximum \$2,500 including Community Literacy Advertising and Promotion

*Capital asset exceeding \$5,000

Operational Cost Category	Cost	Specific Item(s)	Calculation Details
Equipment	\$ 7,400.00	10 Laptops, headsets and mice	Laptops: 10 X \$700; Headsets 10 X \$20; Mice: 10 X \$20
Facility Lease/Rent	\$ 15,400.00	Rent for classroom and office	\$1400/month X 11 Months (new space must be moved into/set up Aug /23)
Recurring	\$ 8,000.00	Bank fees, utilities, insurance, telephone, internet	Ins. total: 3900; Bank, phone, internet, utilities: 3000
Professional Fees	\$ 7,000.00	Snow removal, year-end financial review, tech support, cleaning	Snow: \$2500; Fin. Review: \$2500; tech support: 1500; cleaning: \$500
Equipment	\$ 600.00	Software renewals	
Advertising & Promotion	\$ 2,000.00		
Office Supplies	\$ 1,500.00		
Resource Materials	\$ 1,000.00		
Program Materials	\$ 1,500.00		
Travel	\$ 4,000.00		ED meetings and recruitment; instructor meetings
Professional Fees	\$ 4,019.25	Overlap training for ED and Instructor	For ED: \$37.91/hr X 37.5 hrs X 2 wks; For Instr. \$31.36/hr X 18.75 hrs X 2 wks

Instructions

Fill out the applicable blue cells with your Community Literacy Program budget information.

Community Literacy Itemized Budget Breakdown

	Program Delivery	Administrative	Operational	Total
Salary + MERC	\$ 27,136.27	\$ -	\$ -	\$ 27,136.27
Health & Dental	\$ 1,462.50	\$ -	\$ -	\$ 1,462.50
Pension	\$ 953.97	\$ -	\$ -	\$ 953.97
Other HR Related Benefits	\$ 75.22	\$ -	\$ -	\$ 75.22
Professional Fees				
Honoraria				
Equipment				
Facility Lease/Rent				
Advertising and Promotion			\$ 1,500.00	\$ 1,500.00
Office Supplies				
Resource Materials			\$ 200.00	\$ 200.00
Program Materials				
Travel				
TOTAL	\$ 29,627.96	\$ -	\$ 1,700.00	\$ 31,327.96

	Program Delivery	Administrative	Total
Programming Hours	768.75	0.00	768.75

*Maximum \$2,500 including NSSAL Advertising and Promotion

Program Delivery

Staff Name	Staff Type	Experience	Years of Continuous Service (at this current organization)	Paid Time Off Within Project Duration?	CPP Exempt?	Total Hours Per Week	Total Weeks Per Year	Total Annual Hours	Hourly Wage	Salary	Vacation	CPP	☐	Total MERC	Total Salary + MERC	Health & Dental Employer Portion Per Month	Health & Dental Employer Portion Months Paid	Total Health & Dental	Pension	Total Pension	Other HR Benefits Rate	Total Other HR Benefits	Total Salary	Notes
Tobe determined	Instructor	4+ years	0	No	No	18.75	39	731.25	\$ 31.36	\$ 22,932.00	\$ 917.28	\$ 1,419.03	\$ 544.24	\$ 2,880.55	\$ 25,812.55	\$ 150.00	9.75	\$ 1,462.50	4%	\$ 953.97	0.003	\$ 71.55	\$ 28,300.57	Other HR benefit + WCB
Tobe determined	Instructor	4+ years	0	No	No	18.75	2	37.50	\$ 31.36	\$ 1,176.00	\$ 47.04	\$ 72.77	\$ 27.91	\$ 147.72	\$ 1,323.72			\$ -	0.00%	\$ -	0.003	\$ 3.67	\$ 1,327.39	Over lap for training purposes
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RCLN Board Contact Information

Paula Kavanagh, Chair	[REDACTED]
Anne Leavitt, Vice Chair	[REDACTED]
Margaret Gracie, Secretary	[REDACTED]
Ciarán Llachlan Leavitt, Treasurer	[REDACTED]
Tara Paon	[REDACTED]
Katie LeBlanc	[REDACTED]

Becky Bourinot [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Registry of Joint Stock Companies

Date 28 August 2023

Margaret Gracie

Receipt Num TR856207

Customer Ref. CT70784

H.S.T. # R125030429

Receipt

Sub Num	Name	Transaction Type	Registry ID	Total Cost CA\$
SR426241	RICHMOND COUNTY LITERACY NETWORK SOCIETY	Annual registration of a society	3022376	\$62.30
Total				\$62.30

The payment was made against the account:

Transaction Type	Transaction Type	Tran Amount CA\$
Credit/Debit Card		\$62.30
Total Due/Paid		\$62.30

Premier Accounting & Tax Inc.

80 Camelot Ln #213, Halifax, NS, B3M 4K8

T +1-902-900-5795

WWW.PREMIERTAXHALIFAX.COM

Independent Practitioner's Review Engagement Report

To the Board of Directors of: Richmond County Literacy Network

We have reviewed the accompanying financial statements for Richmond County Literacy Network that comprise the statement of financial position and the statements of operations, changes in net assets, cash flows for the year that ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements:

Management is responsible for the preparation and fair presentation of the financial statements by Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

Practitioner's responsibility:

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with the Canadian generally accepted standards for review engagements which require us to comply with relevant ethical requirements.

A review of financial statements per Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures primarily consisting of making inquiries of management and others within the entity, as appropriate, applying analytical procedures, and evaluating the evidence obtained.

The procedures performed in a review are substantially less in extent than and vary in nature from, those performed in an audit conducted per Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion: Based on our review, nothing has come to our attention that causes me to believe that the financial statements included for Richmond County Literacy Network and the results of its operations and its cash flows for the year that ended December 31st 2023 per Canadian accounting standards for not-for-profit organizations.

Richmond County Literacy Network – Statement of Operations

<u>Revenues</u>	2023
<u>Total revenue</u>	\$ 105,083
<u>Retained earnings</u>	\$ 89,623
<u>Retained earnings /deficit-start</u>	\$ 61,585
<u>Net income / loss</u>	\$ 28,038

Richmond County Literacy. Statement of Operations – Schedule to the Financial Statements

	2023
Insurance	\$ 3,330
Interest and bank charges	\$ 144
Other Expenses	\$ 3,371
Office Expense	\$ 189
Professional fees	\$ 50
Repairs and maintenance	\$ 93
Computer-related expenses	\$ 351
Rental	\$ 16,639
Telephone	\$ 1,723
Utilities	\$ 219
Office & Stationary Expenses	\$ 1,222
Salaries & Wages	\$ 48,726
Employee benefits	\$ 1,761
Donations	\$ 988
Travel Expenses	
Total Operating Costs / Expenses	\$77,045

Richmond Country Literacy- Statement of Operations – Statement of Financials

2023

Assets

Current		
Cash and cash equivalents	\$	148,780
Receivables		2,183
Prepaid		1609
Total	\$	152,572

Liabilities

Current		
- Payables and accruals	\$	1,320
- Credit card loans	\$	157
- Amounts held in trust	\$	61,131
- Taxes payable	\$	341
Total Liabilities	\$	62,949

Net Assets	\$	89,626
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Premier Accounting & Tax Inc.

80 Camelot Ln #213, Halifax, NS, B3M 4K8

T +1-902-900-5795

WWW.PREMIERTAXHALIFAX.COM

Mr. Mitchell David
Executive Director
Richmond County Literacy Network

Dear Mr. David:

Re: Richmond County Literacy Network Year end December 31, 2023

We have enclosed the financial statement and tax return package for Richmond County Literacy Network (the "Company" or the "Corporation") for the taxation year ending December 31, 2023.

We have prepared the return based on the information you have provided to us, including the General Index of Financial Information (GIFI) schedules which were prepared solely for income tax purposes without audit or review.

Since the responsibility for the accuracy and completeness of this information remains with you, please carefully examine the return before certifying that it is true, correct, and complete.

A copy of the return is provided for your records.

As part of this package, we also enclose the following:

- Copies of the financial statements for your records. One copy is to be signed by a director and returned to us for our files.
- A copy of the adjusting journal entries. These entries should be posted to the December 31, 2022 general ledger.
- A copy of the final trial balance.

T2 - Corporation income tax return

The T2 return is required to be filed electronically. The Canada Revenue Agency ("CRA") requires that you provide US with a signed copy of Form T183 Information Return for Corporations Filing Electronically before we are permitted to electronically file the T2 return.

Signature

Form T183 should be electronically signed and dated.

Filing

A copy of the signed Form T183 should be returned to us as soon as possible so we can electronically file the T2 corporate income tax return on or before the [filing date] due date for filing. You can send us a signed scanned copy electronically.

Other matters

Notice of assessment

When you receive any notice of assessment or reassessment of the current or a prior taxation period, please immediately forward a copy to us for our records. This will enable us to determine if each assessment or reassessment is correct pleased to have assisted you in this matter.

We are pleased to have assisted you in this matter. If you have any questions on these or other matters, please do not hesitate to contact us.

Stephanie Folahan
CEO/ President
Premier Accounting & Tax inc.

T2 Corporation Income Tax Return

Code 2201
Protected B
when completed

This form serves as a federal, provincial, and territorial corporation income tax return, unless the corporation is located in Quebec or Alberta. If the corporation is located in one of these provinces, you have to file a separate provincial corporation return. A shorter version of the return, the T2SHORT, is available for eligible corporations.

All legislative references on this return are to the federal Income Tax Act and Income Tax Regulations. This return may contain changes that had not yet become law at the time of publication.

Send one completed copy of this return, including schedules and the General Index of Financial Information (GIFI), to your tax centre. You have to file the return within six months after the end of the corporation's tax year.

For more information see canada.ca/taxes or Guide T4012, T2 Corporation – Income Tax Guide.

055 Do not use this area

Identification	
Business number (BN) 001 8 8 8 9 2 9 8 2 5 R C 0 0 0 1	
002 Corporation's name Richmond County Literacy Network	To which tax year does this return apply? Tax year start: 060 2 0 2 2 - 0 9 - 0 1 Tax year-end: 061 2 0 2 3 - 0 8 - 3 1
010 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 011 to 018.	063 Has there been an acquisition of control resulting in the application of subsection 249(4) since the tax year start on line 060? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide the date control was acquired: 065 Year Month Day
011 2543 Highway 206 012 PO Box 69 City: Arichat 016 NS Country (other than Canada): 017 B0E 1A0	066 Is the date on line 061 a deemed tax year-end according to subsection 249(3.1)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
020 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 021 to 028.	067 Is the corporation a professional corporation that is a member of a partnership? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 070 Incorporation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 071 Amalgamation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 030 to 038 and attach Schedule 24.
021 c/o 022 2543 Highway 206 023 PO Box 69 City: Arichat 026 NS Country (other than Canada): 027 B0E 1A0	072 Has there been a wind-up of a subsidiary under section 88 during the current tax year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 24.
030 Has this address changed since the last time the CRA was notified? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete lines 031 to 038.	076 Is this the final tax year before amalgamation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 078 Is this the final return up to dissolution? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 079 If an election was made under section 261, state the functional currency used:
031 2543 Highway 206 032 PO Box 69 City: Arichat 036 NS Country (other than Canada): 037 B0E 1A0	080 Is the corporation a resident of Canada? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, give the country of residence on line 081 and complete and attach Schedule 97.
040 Type of corporation at the end of the tax year (tick one) <input checked="" type="checkbox"/> 1 Canadian-controlled private corporation (CCPC) <input type="checkbox"/> 2 Other private corporation <input type="checkbox"/> 3 Public corporation <input type="checkbox"/> 4 Corporation controlled by a public corporation <input type="checkbox"/> 5 Other corporation (specify) _____ If the type of corporation changed during the tax year, provide the effective date of the change: 043 Year Month Day	082 Is the non-resident corporation claiming an exemption under an income tax treaty? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 91. 085 If the corporation is exempt from tax under section 149, tick one of the following boxes: <input checked="" type="checkbox"/> 1 Exempt under paragraph 149(1)(e) or (l) <input type="checkbox"/> 2 Exempt under paragraph 149(1)(j) <input type="checkbox"/> 4 Exempt under other paragraphs of section 149
Do not use this area	
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898	

Attachments

Financial statement information: Use GIFI schedules 100, 125, and 141.

Schedules – Answer the following questions. For each **yes** response, **attach** the schedule to the T2 return, unless otherwise instructed.

	Yes	Schedule
Is the corporation related to any other corporations?	<input type="checkbox"/>	9
Is the corporation an associated CCPC?	<input type="checkbox"/>	23
Is the corporation an associated CCPC that is claiming the expenditure limit?	<input type="checkbox"/>	49
Does the corporation have any non-resident shareholders who own voting shares?	<input type="checkbox"/>	19
Has the corporation had any transactions, including section 85 transfers, with its shareholders, officers, or employees, other than transactions in the ordinary course of business? Exclude non-arm's length transactions with non-residents	<input type="checkbox"/>	11
If you answered yes to the above question, and the transaction was between corporations not dealing at arm's length, were all or substantially all of the assets of the transferor disposed of to the transferee?	<input type="checkbox"/>	44
Has the corporation paid any royalties, management fees, or other similar payments to residents of Canada?	<input type="checkbox"/>	14
Is the corporation claiming a deduction for payments to a type of employee benefit plan?	<input type="checkbox"/>	15
Is the corporation claiming a loss or deduction from a tax shelter?	<input type="checkbox"/>	T5004
Is the corporation a member of a partnership for which a partnership account number has been assigned?	<input type="checkbox"/>	T5013
Did the corporation, a foreign affiliate controlled by the corporation, or any other corporation or trust that did not deal at arm's length with the corporation have a beneficial interest in a non-resident discretionary trust (without reference to section 94)?	<input type="checkbox"/>	22
Did the corporation own any shares in one or more foreign affiliates in the tax year?	<input type="checkbox"/>	25
Has the corporation made any payments to non-residents of Canada under subsections 202(1) and/or 105(1) of the Income Tax Regulations?	<input type="checkbox"/>	29
Did the corporation have a total amount over CAN\$1 million of reportable transactions with non-arm's length non-residents?	<input type="checkbox"/>	T106
For private corporations: Does the corporation have any shareholders who own 10% or more of the corporation's common and/or preferred shares?	<input type="checkbox"/>	50
Has the corporation made payments to, or received amounts from, a retirement compensation plan arrangement during the year?	<input type="checkbox"/>	
Does the corporation earn income from one or more Internet web pages or websites?	<input type="checkbox"/>	88
Is the net income/loss shown on the financial statements different from the net income/loss for income tax purposes?	<input type="checkbox"/>	1
Has the corporation made any charitable donations; gifts of cultural or ecological property; or gifts of medicine?	<input type="checkbox"/>	2
Has the corporation received any dividends or paid any taxable dividends for purposes of the dividend refund?	<input type="checkbox"/>	3
Is the corporation claiming any type of losses?	<input type="checkbox"/>	4
Is the corporation claiming a provincial or territorial tax credit or does it have a permanent establishment in more than one jurisdiction?	<input type="checkbox"/>	5
Has the corporation realized any capital gains or incurred any capital losses during the tax year?	<input type="checkbox"/>	6
i) Is the corporation a CCPC and reporting a) income or loss from property (other than dividends deductible on line 320 of the T2 return), b) income from a partnership, c) income from a foreign business, d) income from a personal services business, e) income referred to in clause 125(1)(a)(i)(C) or 125(1)(a)(i)(B), f) aggregate investment income as defined in subsection 129(4), or g) an amount assigned to it under subsection 125(3.2) or 125(8); or		
ii) Is the corporation a member of a partnership and assigning its specified partnership business limit to a designated member under subsection 125(8)?	<input type="checkbox"/>	7
Does the corporation have any property that is eligible for capital cost allowance?	<input type="checkbox"/>	8
Does the corporation have any resource-related deductions?	<input type="checkbox"/>	12
Is the corporation claiming deductible reserves?	<input type="checkbox"/>	13
Is the corporation claiming a patronage dividend deduction?	<input type="checkbox"/>	16
Is the corporation a credit union claiming a deduction for allocations in proportion to borrowing or a provincial credit union tax reduction?	<input type="checkbox"/>	17
Is the corporation an investment corporation or a mutual fund corporation?	<input type="checkbox"/>	18
Is the corporation carrying on business in Canada as a non-resident corporation?	<input type="checkbox"/>	20
Is the corporation claiming any federal, provincial, or territorial foreign tax credits, or any federal logging tax credits?	<input type="checkbox"/>	21
Does the corporation have any Canadian manufacturing and processing profits or zero-emission technology manufacturing profits?	<input type="checkbox"/>	27
Is the corporation claiming an investment tax credit?	<input type="checkbox"/>	31
Is the corporation claiming any scientific research and experimental development (SR&ED) expenditures?	<input type="checkbox"/>	T661
Is the total taxable capital employed in Canada of the corporation and its related corporations over \$10,000,000?	<input type="checkbox"/>	33/34/35
Is the total taxable capital employed in Canada of the corporation and its associated corporations over \$10,000,000?	<input type="checkbox"/>	
Is the corporation subject to gross Part VI tax on capital of financial institutions?	<input type="checkbox"/>	38
Is the corporation claiming a Part I tax credit?	<input type="checkbox"/>	42
Is the corporation subject to Part IV.1 tax on dividends received on taxable preferred shares or Part VI.1 tax on dividends paid?	<input type="checkbox"/>	43
Is the corporation agreeing to a transfer of the liability for Part VI.1 tax?	<input type="checkbox"/>	45
For financial institutions: Is the corporation a member of a related group of financial institutions with one or more members subject to gross Part VI tax?	<input type="checkbox"/>	39
Is the corporation claiming a Canadian film or video production tax credit?	<input type="checkbox"/>	T1131
Is the corporation claiming a film or video production services tax credit?	<input type="checkbox"/>	T1177
Is the corporation claiming a Canadian journalism labour tax credit?	<input type="checkbox"/>	58
Is the corporation subject to Part XIII.1 tax? (Show your calculations on a sheet that you identify as Schedule 92.)	<input type="checkbox"/>	92

Attachments (continued)

Did the corporation have any foreign affiliates in the tax year?	271	<input type="checkbox"/>	T1134
Did the corporation own or hold specified foreign property where the total cost amount of all such property, at any time in the year, was more than CANS\$100,000?	259	<input type="checkbox"/>	T1135
Did the corporation transfer or loan property to a non-resident trust?	260	<input type="checkbox"/>	T1141
Did the corporation receive a distribution from or was it indebted to a non-resident trust in the year?	261	<input type="checkbox"/>	T1142
Has the corporation entered into an agreement to allocate assistance for SR&ED carried out in Canada?	262	<input type="checkbox"/>	T1145
Has the corporation entered into an agreement to transfer qualified expenditures incurred in respect of SR&ED contracts?	263	<input type="checkbox"/>	T1146
Has the corporation entered into an agreement with other associated corporations for salary or wages of specified employees for SR&ED?	264	<input type="checkbox"/>	T1174
Did the corporation pay taxable dividends (other than capital gains dividends) in the tax year?	265	<input type="checkbox"/>	55
Has the corporation made an election under subsection 89(11) not to be a CCPC?	266	<input type="checkbox"/>	T2002
Has the corporation revoked any previous election made under subsection 89(11)?	267	<input type="checkbox"/>	T2002
Did the corporation (CCPC or deposit insurance corporation (DIC)) pay eligible dividends, or did its general rate income pool (GRIP) change in the tax year?	268	<input type="checkbox"/>	53
Did the corporation (other than a CCPC or DIC) pay eligible dividends, or did its low rate income pool (LRIP) change in the tax year?	269	<input type="checkbox"/>	54
Is the corporation claiming a return of fuel charge proceeds to farmers tax credit?	273	<input type="checkbox"/>	63
Are you an employer reporting a non-qualified security agreement under subsection 110(1.9)?	274	<input type="checkbox"/>	59
Is the corporation claiming an air quality improvement tax credit?	275	<input type="checkbox"/>	65
Is the corporation subject to the additional 1.5% tax on banks and life insurers?	276	<input type="checkbox"/>	68

Additional information

Did the corporation use the International Financial Reporting Standards (IFRS) when it prepared its financial statements?	270	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the corporation inactive?	280	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Specify the principal products mined, manufactured, sold, constructed, or services provided, giving the approximate percentage of the total revenue that each product or service represents.	284	<u>Literacy Programs</u>	285 100.00 %
	286		287 %
	288		289 %
Did the corporation immigrate to Canada during the tax year?	291	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did the corporation emigrate from Canada during the tax year?	292	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Do you want to be considered as a quarterly instalment remitter if you are eligible?	293	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the corporation was eligible to remit instalments on a quarterly basis for part of the tax year, provide the date the corporation ceased to be eligible	294	Year Month Day	
If the corporation's major business activity is construction, did you have any subcontractors during the tax year?	295	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Taxable income

Net income or (loss) for income tax purposes from Schedule 1, financial statements, or GIFL	300	28,038	A
Deduct:			
Charitable donations from Schedule 2	311		
Cultural gifts from Schedule 2	313		
Ecological gifts from Schedule 2	314		
Gifts of medicine made before March 22, 2017, from Schedule 2	315		
Taxable dividends deductible under section 112 or 113, or subsection 138(6) from Schedule 3	320		
Part VI.1 tax deduction*	325		
Non-capital losses of previous tax years from Schedule 4	331		
Net capital losses of previous tax years from Schedule 4	332		
Restricted farm losses of previous tax years from Schedule 4	333		
Farm losses of previous tax years from Schedule 4	334		
Limited partnership losses of previous tax years from Schedule 4	335		
Taxable capital gains or taxable dividends allocated from a central credit union	340		
Prospector's and grubstaker's shares	350		
Employer deduction for non-qualified securities	352		
Subtotal			B
Subtotal (amount A minus amount B) (if negative, enter "0")		28,038	C
Section 110.5 additions or subparagraph 115(1)(a)(vii) additions	355		D
Taxable income (amount C plus amount D)	360	28,038	

* This amount is equal to 3.5 times the Part VI.1 tax payable at line 724 on page 9.

Small business deduction

Canadian-controlled private corporations (CCPCs) throughout the tax year

Income eligible for the small business deduction from Schedule 7	400	28,038	A
Taxable income from line 360 on page 3, minus 100/28 of the amount on line 632* on page 8, minus 4 times the amount on line 636** on page 8, and minus any amount that, because of federal law, is exempt from Part I tax	405		B
Business limit (see notes 1 and 2 below)	410		C

Notes:

- For CCPCs that are not associated, enter \$500,000 on line 410. However, if the corporation's tax year is less than 51 weeks, prorate this amount by the number of days in the tax year **divided** by 365, and enter the result on line 410.
- For associated CCPCs, use Schedule 23 to calculate the amount to be entered on line 410.

Business limit reduction

Taxable capital business limit reduction for tax years starting before April 7, 2022

Amount C _____ × **415** *** _____ D = _____ E1
 11,250

Taxable capital business limit reduction for tax years starting after April 6, 2022

Amount C _____ × **415** *** _____ D = _____ E2
 90,000

Amount E1 or amount E2, whichever applies _____ ► _____ E3

Passive income business limit reduction

Adjusted aggregate investment income from Schedule 7 **** **417** _____ - 50,000 = _____ F

Amount C _____ × Amount F _____ = _____ G
 100,000

The greater of amount E3 and amount G **422** _____ H

Reduced business limit (amount C **minus** amount H) (if negative, enter "0") **426** _____ I

Business limit the CCPC assigns under subsection 125(3.2) (from line 515 below) _____ J

Reduced business limit after assignment (amount I **minus** amount J) **428** _____ K

Small business deduction – Amount A, B, C, or K, whichever is the least × 19% = **430** _____
 Enter amount from line 430 at amount K on page 8.

* Calculate the amount of foreign non-business income tax credit deductible on line 632 without reference to the refundable tax on the CCPC's investment income (line 604) and without reference to the corporate tax reductions under section 123.4.

** Calculate the amount of foreign business income tax credit deductible on line 636 without reference to the corporation tax reductions under section 123.4.

*** **Large corporations**

- If the corporation is not associated with any corporations in both the current and previous tax years, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **prior** year **minus** \$10,000,000) x 0.225%.
- If the corporation is not associated with any corporations in the current tax year, but was associated in the previous tax year, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **current** year **minus** \$10,000,000) x 0.225%.
- For corporations associated in the current tax year, see Schedule 23 for the special rules that apply.

**** Enter the total adjusted aggregate investment income of the corporation and all associated corporations for each tax year that ended in the preceding calendar year. Each corporation with such income has to file a Schedule 7. For a corporation's first tax year that starts after 2018, this amount is reported at line 744 of the corresponding Schedule 7. Otherwise, this amount is the total of all amounts reported at line 745 of the corresponding Schedule 7 of the corporation for each tax year that ended in the preceding calendar year.

Small business deduction (continued)

Specified corporate income and assignment under subsection 125(3.2)

	L Business number of the corporation receiving the assigned amount	M Income paid under clause 125(1)(a)(i)(B) to the corporation identified in column L ³	N Business limit assigned to corporation identified in column L ⁴
	490	500	505
1.			
2.			
3.			
4.			
	Total 510		Total 515

- Notes:**
- This amount is [as defined in subsection 125(7) **specified corporate income** (a)(i)] the total of all amounts each of which is income (other than specified farming or fishing income of the corporation for the year) from an active business of the corporation for the year from the provision of services or property to a private corporation (directly or indirectly, in any manner whatever) if
 - at any time in the year, the corporation (or one of its shareholders) or a person who does not deal at arm's length with the corporation (or one of its shareholders) holds a direct or indirect interest in the private corporation, and
 - it is not the case that all or substantially all of the corporation's income for the year from an active business is from the provision of services or property to
 - persons (other than the private corporation) with which the corporation deals at arm's length, or
 - partnerships with which the corporation deals at arm's length, other than a partnership in which a person that does not deal at arm's length with the corporation holds a direct or indirect interest.
 - The amount of the business limit you assign to a CCPC cannot be greater than the amount determined by the formula $A - B$, where A is the amount of income referred to in column M in respect of that CCPC and B is the portion of the amount described in A that is deductible by you in respect of the amount of income referred to in clauses 125(1)(a)(i)(A) or (B) for the year. The amount on line 515 cannot be greater than the amount on line 426.

General tax reduction for Canadian-controlled private corporations

Canadian-controlled private corporations throughout the tax year

Taxable income from line 360 on page 3	_____	A
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	_____	B
Amount 13K from Part 13 of Schedule 27	_____	C
Personal services business income	432	D
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least	_____	E
Aggregate investment income from line 440 on page 6*	_____	F
Subtotal (add amounts B to F)	_____	G
Amount A minus amount G (if negative, enter "0")	_____	H
General tax reduction for Canadian-controlled private corporations – Amount H multiplied by 13%	_____	I

* Except for a corporation that is, throughout the year, a cooperative corporation (within the meaning assigned by subsection 136(2)) or a credit union.

General tax reduction

Do not complete this area if you are a Canadian-controlled private corporation, an investment corporation, a mortgage investment corporation, a mutual fund corporation, or any corporation with taxable income that is not subject to the corporation tax rate of 38%.

Taxable income from line 360 on page 3	_____	J
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	_____	K
Amount 13K from Part 13 of Schedule 27	_____	L
Personal services business income	434	M
Subtotal (add amounts K to M)	_____	N
Amount J minus amount N (if negative, enter "0")	_____	O
General tax reduction – Amount O multiplied by 13%	_____	P

Refundable portion of Part I tax

Canadian-controlled private corporations throughout the tax year

Aggregate investment income from Schedule 7	440	x 30.67% =		A
Foreign non-business income tax credit from line 632 on page 8				B
Foreign investment income from Schedule 7	445	x 8.00% =		C
Subtotal (amount B minus amount C) (if negative, enter "0")			▶	D
Amount A minus amount D (if negative, enter "0")				E
Taxable income from line 360 on page 3			28,038	F
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least				G
Foreign non-business income tax credit from line 632 on page 8		x 2.5862 =		H
Foreign business income tax credit from line 636 on page 8		x 4 =		I
Subtotal (add amounts G to I)			▶	J
Subtotal (amount F minus amount J)			28,038	K
		x 30.67 =		8,598 L
Part I tax payable minus investment tax credit refund (line 700 minus line 780 from page 9)				M
Refundable portion of Part I tax – Amount E, L, or M, whichever is the least				450 N

Refundable dividend tax on hand

Eligible refundable dividend tax on hand (ERDTOH) at the end of the previous tax year (line 530 of the preceding tax year)	520	_____	A
Non-eligible refundable dividend tax on hand (NERDTOH) at the end of the previous tax year (line 545 of the preceding tax year) (if negative, enter "0")	535	_____	B
Part IV tax payable on taxable dividends from connected corporations (amount 2G from Schedule 3)	C	_____	
Part IV tax payable on eligible dividends from non-connected corporations (amount 2J from Schedule 3)	D	_____	
Subtotal (amount C plus amount D)	▶	_____	E
Net ERDTOH transferred on an amalgamation or the wind-up of a subsidiary	525	_____	F
ERDTOH dividend refund for the previous tax year	570	_____	G
Refundable portion of Part I tax (from line 450 on page 6)		_____	H
Part IV tax before deductions (amount 2A from Schedule 3)	I	_____	
Part IV tax allocated to ERDTOH (amount E)	J	_____	
Part IV tax reduction due to Part IV.1 tax payable (amount 4D of Schedule 43)	K	_____	
Subtotal (amount I minus total of amounts J and K)	▶	_____	L
Net NERDTOH transferred on an amalgamation or the wind-up of a subsidiary	540	_____	M
NERDTOH dividend refund for the previous tax year	575	_____	N
38 1/3% of the total losses applied against Part IV tax (amount 2D from Schedule 3)		_____	O
Part IV tax payable allocated to NERDTOH, net of losses claimed (amount L minus amount O) (if negative enter "0")		_____	P
NERDTOH at the end of the tax year (total of amounts B, H, M, and P minus amount N) (if negative, enter "0")	545	_____	
Part IV tax payable allocated to ERDTOH, net of losses claimed (amount E minus the amount, if any, by which amount O exceeds amount L) (if negative, enter "0")		_____	Q
ERDTOH at the end of the tax year (total of amounts A, F, and Q minus amount G) (if negative, enter "0")	530	_____	

Dividend refund

38 1/3% of total eligible dividends paid in the tax year (amount 3A from Schedule 3)	_____	AA
ERDTOH balance at the end of the tax year (line 530)	_____	BB
Eligible dividend refund (amount AA or BB, whichever is less)	_____	CC
38 1/3% of total non-eligible taxable dividends paid in the tax year (amount 3B from Schedule 3)	_____	DD
NERDTOH balance at the end of the tax year (line 545)	_____	EE
Non-eligible dividend refund (amount DD or EE, whichever is less)	_____	FF
Amount DD minus amount EE (if negative, enter "0")	_____	GG
Amount BB minus amount CC (if negative, enter "0")	_____	HH
Additional non-eligible dividend refund (amount GG or HH, whichever is less)	_____	II
Dividend refund – Amount CC plus amount FF plus amount II	_____	JJ
Enter amount JJ on line 784 on page 9.		

Part I tax

Base amount Part I tax – Taxable income (from line 360 on page 3) multiplied by 38%	550		A
Additional tax on personal services business income (section 123.5)			
Taxable income from a personal services business	555	× 5.00 =	560 B
Additional tax on banks and life insurers from Schedule 68			565 C
Recapture of investment tax credit from Schedule 31			602 D
Calculation for the refundable tax on the Canadian-controlled private corporation's (CCPC) investment income (if it was a CCPC throughout the tax year)			
Aggregate investment income from line 440 on page 6			E
Taxable income from line 360 on page 3	28,038		F
Deduct:			
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least			G
Net amount (amount F minus amount G)	28,038	▶	28,038 H
Refundable tax on CCPC's investment income – 10.67 of whichever is less: amount E or amount H			604 I
Subtotal (add amounts A, B, C, D, and I)			J
Deduct:			
Small business deduction from line 430 on page 4			K
Federal tax abatement	608		
Manufacturing and processing profits deduction and zero-emission technology manufacturing deduction from Schedule 27	616		
Investment corporation deduction	620		
Taxed capital gains 624			
Federal foreign non-business income tax credit from Schedule 21	632		
Federal foreign business income tax credit from Schedule 21	636		
General tax reduction for CCPCs from amount I on page 5	638		
General tax reduction from amount P on page 5	639		
Federal logging tax credit from Schedule 21	640		
Eligible Canadian bank deduction under section 125.21	641		
Federal qualifying environmental trust tax credit	648		
Investment tax credit from Schedule 31	652		
Subtotal		▶	L
Part I tax payable – Amount J minus amount L			M
Enter amount M on line 700 on page 9.			

Privacy notice

Personal information (including the SIN) is collected to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Summary of tax and credits

Federal tax

Part I tax payable from amount M on page 8	700	_____
Part III.1 tax payable from Schedule 55	710	_____
Part IV tax payable from Schedule 3	712	_____
Part IV.1 tax payable from Schedule 43	716	_____
Part VI tax payable from Schedule 38	720	_____
Part VI.1 tax payable from Schedule 43	724	_____
Part VI.2 tax payable from Schedule 67	725	_____
Part XIII.1 tax payable from Schedule 92	727	_____
Part XIV tax payable from Schedule 20	728	_____
	Total federal tax	_____

Add provincial or territorial tax:

Provincial or territorial jurisdiction **750** NS
 (if more than one jurisdiction, enter "multiple" and complete Schedule 5)

Net provincial or territorial tax payable (except Quebec and Alberta) **760** _____
Total tax payable **770** _____ **A**

Deduct other credits:

Investment tax credit refund from Schedule 31	780	_____
Dividend refund from amount JJ on page 7	784	_____
Federal capital gains refund from Schedule 18	788	_____
Federal qualifying environmental trust tax credit refund	792	_____
Return of fuel charge proceeds to farmers tax credit from Schedule 63	795	_____
Canadian film or video production tax credit (Form T1131)	796	_____
Film or video production services tax credit (Form T1177)	797	_____
Canadian journalism labour tax credit from Schedule 58	798	_____
Air quality improvement tax credit from Schedule 65	799	_____
Tax withheld at source	800	_____

Total payments on which tax has been withheld **801** _____
 Provincial and territorial capital gains refund from Schedule 18 **808** _____
 Provincial and territorial refundable tax credits from Schedule 5 **812** _____
 Tax instalments paid **840** _____
Total credits **890** _____ **B**

Balance (amount A minus amount B) _____

If the result is negative, you have a **refund**. If the result is positive, you have a **balance owing**.

Enter the amount below on whichever line applies.

Refund code **894** Refund _____
 Balance owing _____

For information on how to enrol for direct deposit, go to canada.ca/cra-direct-deposit.

For information on how to make your payment, go to canada.ca/payments.

If the corporation is a Canadian-controlled private corporation throughout the tax year, does it qualify for the one-month extension of the date the balance of tax is due? **896** Yes No

If this return was prepared by a tax preparer for a fee, provide their:
 EFILE number **920** U8868
 RepID **925** TL2YQ24

Certification

I, **950** David Last name **951** Michel T. First name **954** Director Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined this return, including accompanying schedules and statements, and that the information given on this return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

955 2024-02-20 Date (yyyy/mm/dd) **956** (902) 535-3304 Telephone number
 Signature of the authorized signing officer of the corporation

Is the contact person the same as the authorized signing officer? If **no**, complete the information below **957** Yes No

958 _____ Name of other authorized person **959** _____ Telephone number

Language of correspondence – Langue de correspondance

Indicate your language of correspondence by entering **1** for English or **2** for French. **990** 1
 Indiquez votre langue de correspondance en inscrivant **1** pour anglais ou **2** pour français.

BALANCE SHEET INFORMATION

Schedule 100

Assets	Code	Current year	Prior year
Cash and deposits	1000	148,780	
Taxes receivable	1066	2,183	
Prepaid expenses	1484	1,609	
Total assets	2599	152,572	

Liabilities	Code	Current year	Prior year
Bank overdraft	2600		
Amounts payable and accrued liabilities	2620	1,320	
Credit card loans	2707	157	
Amounts held in trust	3470	61,131	
Taxes payable	2680	341	
Total liabilities	3499	62,949	

Equity	Code	Current year	Prior year
Common shares	3500		
Retained earnings / deficit	3600	89,623	
Total equity	3620	89,623	
Total liabilities and equity	3640	152,572	

Retained earnings	Code	Current year	Prior year
Retained earnings/deficit-start	3660	61,585	
Net income / loss *	3680	28,038	
Total retained earnings	3849	89,623	

* The amount on line 3680 must equal the amount on line 9999 of S125 or S140 without considering line 9998.

INCOME STATEMENT INFORMATION**Schedule 125****Details**

Operating name, if different from the corporations' legal name

0001

Description of operation, if filing multiple Schedules 125

0002

Sequence number

0003

Non-farming revenue	Code	Current year	Prior year
Trade sales of goods and services	8000	105,083	
Total sales of goods and services	8089	105,083	

Total revenue	8299	105,083	
---------------	------	---------	--

Non-farming expenses - Cost of sales	Code	Current year	Prior year
Opening inventory	8300		
Cost of sales	8518		
Gross profit / loss (item 8089 - item 8518)	8519	105,083	

Non-farming expenses - Operating expenses	Code	Current year	Prior year
Salaries and wages	9060	48,726	
Office expenses	8810	189	
Insurance	8690	3,330	
Bank charges	8715	144	
Professional fees	8860	50	
Other expenses	9270	3,371	
Computer-related expenses	9150	351	
Office stationery and supplies	8811	1,222	
Rental	8910	16,639	
Repairs and maintenance	8960	93	
Telephone and telecommunications	9225	1,723	
Utilities	9220	219	
Travel expenses	9200	988	
Total operating expenses	9367	77,045	
Total expenses	9368	77,045	
Net non-farming income	9369	28,038	

Farming revenue	Code	Current year	Prior year
Grains and oilseeds	9370		
Total farm revenue	9659		

Farming expenses	Code	Current year	Prior year
Crop expenses	9660		
Total farm expenses	9898		
Net farm income	9899		
Net income / loss before taxes and extraordinary items	9970	28,038	

Other comprehensive income

Revaluation surplus	7000		
Defined benefit gains/losses	7002		+
Foreign operation translation gains/losses	7004		+
Equity instruments gains/losses	7006		+
Cash flow hedge effective portion gains/losses	7008		+
Income tax relating to components of other comprehensive income	7010		+
Miscellaneous other comprehensive income	7020		+
Total - Other comprehensive income		=	=

Summary

Complete this section if only one Schedule 125 is filed, Schedule 140 is used to summarize the information from multiple Schedules 125.

Extraordinary items	9975		-
Legal settlements	9976		-
Unrealized gains / losses	9980		+
Unusual items	9985		-
Current income taxes	9990		-
Future (deferred) income tax provision	9995		-
Total - Other comprehensive income	9998		+
Net income / loss after taxes and extraordinary items	9999	28,038	=



General Index of Financial Information (GIFI) – Additional Information

Protected B
when completed

Corporation's name	Business number	Tax year-end Year Month Day
Richmond County Literacy Network	88892 9825 RC 0001	2 0 2 3 0 8 3 1

- Corporations need to complete all parts of this schedule that apply and include it with their T2 return along with their other GIFI schedules.
- For more information, see Guide RC4088, General Index of Financial Information (GIFI), and Guide T4012, T2 Corporation – Income Tax Guide.

Part 1 – Information on the person primarily involved with the financial information

- Can you identify the person[†] specified in the heading of Part 1? **111** Yes No
- If you answered **no**, go to Part 2.
- Does that person have a professional designation in accounting? **095** Yes No
- Is that person connected^{**} with the corporation? **097** Yes No

* A person primarily involved with the financial information is a person who has more than a 50% involvement in preparing the financial information that the T2 return is based on. For example, if three persons prepared the financial information by doing respectively 30%, 30%, and 40% of the work, answer **no** at line 111. If they did respectively 10%, 20%, and 70% of the work, answer **yes** at line 111 and complete Part 1 by referring **only** to the third person.

** A person connected with a corporation can be: (i) a shareholder of the corporation who owns more than 10% of the common shares; (ii) a director, an officer, or an employee of the corporation; or (iii) a person not dealing at arm's length with the corporation.

Part 2 – Type of involvement

Choose one or more of the following options that represent your involvement and that of the person referred to in Part 1:

- Completed an auditor's report **300**
- Completed a review engagement report **301**
- Conducted a compilation engagement **302**
- Provided accounting services **303**
- Provided bookkeeping services **304**
- Other (please specify) **305** _____

Part 3 – Reservations

If you selected option **300** or **301** in Part 2 above, answer the following question:

- Has the person referred to in Part 1 expressed a reservation? **099** Yes No

Part 4 – Other information

- Were notes to the financial statements prepared? **101** Yes No
- Did the corporation have any subsequent events? **104** Yes No
- Did the corporation re-evaluate its assets during the tax year? **105** Yes No
- Did the corporation have any contingent liabilities during the tax year? **106** Yes No
- Did the corporation have any commitments during the tax year? **107** Yes No
- Does the corporation have investments in joint venture(s) or partnership(s)? **108** Yes No

Part 4 – Other information (continued)

Impairment and fair value changes

In any of the following assets, was an amount recognized in net income or other comprehensive income (OCI) as a result of an impairment loss in the tax year, a reversal of an impairment loss recognized in a previous tax year, or a change in fair value during the tax year? **200** Yes No

If **yes**, enter the amount recognized:

	In net income Increase (decrease)	In OCI Increase (decrease)
Property, plant, and equipment	210 _____	211 _____
Intangible assets	215 _____	216 _____
Investment property	220 _____	
Biological assets	225 _____	
Financial instruments	230 _____	231 _____
Other	235 _____	236 _____

Financial instruments

Did the corporation derecognize any financial instrument(s) during the tax year (other than trade receivables)? **250** Yes No

Did the corporation apply hedge accounting during the tax year? **255** Yes No

Did the corporation discontinue hedge accounting during the tax year? **260** Yes No

Adjustments to opening equity

Was an amount included in the opening balance of retained earnings or equity, in order to correct an error, to recognize a change in accounting policy, or to adopt a new accounting standard in the current tax year? **265** Yes No

If **yes**, you have to maintain a separate reconciliation.

Part 5 – Information on the person who prepared the T2 return

If the person who prepared the T2 return has a professional designation in accounting but is not the person identified in Part 1, choose all of the following options that apply:

- Prepared the T2 return and the financial information contained therein **310**
- The client provided the financial statements **311**
- The client provided a trial balance **312**
- The client provided a general ledger **313**
- Other (please specify) **314** _____

Non-Profit Organization (NPO) Information Return

- This return is for:
 - non-profit organizations (NPOs) described in paragraph 149(1)(l) of the Income Tax Act
 - organizations described in paragraph 149(1)(e) of the Act (agricultural organizations, boards of trade or chambers of commerce)
- An organization has to file this return if one of the following applies:
 - it received or is entitled to receive taxable dividends, interest, rentals or royalties totalling more than \$10,000 in the fiscal period
 - it owned assets valued at more than \$200,000 at the end of the immediately preceding fiscal period
 - it had to file an NPO information return for a previous fiscal period
- To determine if the organization you represent has to complete this return, see T4117, Income Tax Guide to the Non-Profit Organization (NPO) Information Return
- Mail your completed return to:

Jonquière Tax Centre, T1044 Program, PO Box 1300 LCD Jonquière, Jonquière QC G7S 0L5

Do not use this area

Part 1 – Identification			Business number, if any
Fiscal period	Year Month Day From 2022-09-01 to 2023-08-31	Year Month Day	888929825
Name of organization Richmond County Literacy Network			Trust number, T3, if any. T
Mailing address 2543 Highway 206 PO Box 69			Is this the final return to be filed by this organization? If yes, attach an explanation. Yes <input type="checkbox"/> No <input type="checkbox"/>
City Arichat	Province NS	Postal code B0E 1A0	Type of organization (see guide T4117)
Name and title of person to contact Michel T. David Director			Telephone number (902) 535-3304

Part 2 – Amounts received during the fiscal period		
Membership dues, fees, and assessments	100	_____
Federal, provincial, and municipal grants and payments	101	147,440
Interest, taxable dividends, rentals, and royalties	102	_____
Proceeds of disposition of capital property	103	_____
Gross sales and revenues from organizational activities	104	_____
Gifts	105	_____
Other receipts (specify) _____	106	_____
Total receipts (add lines 100 to 106)	107	147,440 ▶ <u>147,440</u>

Part 3 – Statement of assets and liabilities at the end of the fiscal period		
Assets		
Method used to record assets _____		
Cash and short-term investments	108	_____
Amounts receivable from members	109	_____
Amounts receivable from all others (not included on line 109)	110	_____
Prepaid expenses	111	_____
Inventory	112	_____
Long-term investments	113	_____
Fixed assets	114	_____
Other assets (specify) _____	115	_____
Total assets (add lines 108 to 115)	116	_____ ▶ _____
Liabilities		
Amounts owing to members	117	_____
Amounts owing to all others (specify) _____	118	_____
Total liabilities (add lines 117 and 118)	119	_____ ▶ _____

Part 4 – Remuneration

Total remuneration and benefits paid to all employees and officers	120	0
Total remuneration and benefits paid to employees and officers who are members	121	0
Other payments to members (specify)	122	0
Number of members in the organization		0
Number of members who received remuneration or other amounts		0

Part 5 – The organization's activities

Briefly describe the activities of the organization. If this is the organization's first year filing this return, attach a copy of the organization's Mission Statement.

Are any of the organization's activities carried on outside of Canada? Yes No
 If yes, indicate where:

Part 6 – Location of books and records

Leave this area blank if the information is the same as in Part 1.

Name of person to contact

Michel T. David

Mailing address

2543 Highway 206

PO Box 69

City	Province	Postal code	Telephone number
Arichat	NS	B0E 1A0	(902) 535-3304

Part 7 – Certification

I certify that the information given on this return and in any attached documents is correct and complete.

Michel T. David

Director

Name of authorized officer

Position

Authorized officer's signature

2024-02-20

Date (YYYY/MM/DD)

Language of correspondence Indicate the language of your choice	Langue de correspondance Indiquer la langue de votre choix
English <input checked="" type="checkbox"/>	Français <input type="checkbox"/>

Privacy notice

Personal information is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.



Information Return for Corporations Filing Electronically

- **Do not send this form to the Canada Revenue Agency (CRA) unless we ask for it. We will not keep or return this form.**
- Complete this return for every initial and amended T2 Corporation Income Tax Return electronically filed with the CRA on your behalf.
- By completing Part 2 and signing Part 3, you acknowledge that, under the federal Income Tax Act, you have to keep all records used to prepare your T2 Corporation Income Tax Return, and provide this information to us on request.
- Part 4 must be completed by either you or the electronic transmitter of your T2 Corporation Income Tax Return.
- Give the signed original of this return to the transmitter and keep a copy in your own records for six years.
- We are responsible for ensuring the confidentiality of your electronically filed tax information only after we have accepted your return.

Part 1 – Identification

Corporation's name Richmond County Literacy Network						Business number * * * * * 9 8 2 5 R C 0 0 0 1											
Tax year start	Year	Month	Day	Tax year-end	Year	Month	Day	Is this an amended return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
2	0	2	2	2	0	9	0	1	2	0	8	3	1				
Email address: _____ Notices and other correspondence eligible for electronic delivery will no longer be printed and mailed. I understand that by providing an email address, I am registering the corporation to receive email notifications from the CRA. The CRA will notify the corporation at this email address when correspondence is available in My Business Account and requiring immediate attention. Correspondence will be considered as received on the date that the email is sent. For more information, see canada.ca/cra-business-email-notifications .																	

Part 2 – Declaration

Enter the following amounts, if applicable, from the T2 return for the tax year noted in Part 1:

Net income or loss for income tax purposes from Schedule 1, financial statements, or General Index of Financial Information (GIFI) (line 300)	28,038
Part I tax payable (line 700)	
Part III.1 tax payable (line 710)	
Part IV tax payable (line 712)	
Part IV.1 tax payable (line 716)	
Part VI tax payable (line 720)	
Part VI.1 tax payable (line 724)	
Part XIV tax payable (line 728)	
Net provincial and territorial tax payable (line 760)	
Total tax payable (line 770)	

Part 3 – Certification and authorization

I, David Last name Michel T. First name Director Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined the T2 Corporation Income Tax Return, including accompanying schedules and statements, and that the information given on the T2 return and this T183 Corp information return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

I authorize the transmitter identified in Part 4 to electronically file the T2 Corporation Income Tax Return identified in Part 1. The transmitter can also modify the information originally filed in response to any errors Canada Revenue Agency identifies. This authorization expires when the Minister of National Revenue accepts the electronic return as filed.

2024-02-20 Date (yyyy/mm/dd) Signature of an authorized signing officer of the corporation (902) 535-3304 Telephone number

The CRA will accept an electronic signature if it is applied in accordance with the guidance specified by the CRA.

Part 4 – Transmitter identification

The following transmitter has electronically filed the tax return of the corporation identified in Part 1.

Name of person or firm U8868 Electronic filer number

Privacy notice

Personal information is collected and used to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be disclosed to other federal, provincial, territorial, aboriginal or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 and CRA PPU 211 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Summary

Tax Summary

Corporation name **Richmond County Literacy Network**

Tax year ending **2023-08-31**

Taxable income		Tax payable	
Net income for tax purposes	28,038	Part I tax	
Charitable donations and gifts	-	Taxable dividends received	
Taxable dividends	-	GRIP at the end of the tax year	
Losses of prior years	-	LRIP at the end of the tax year	
Other adjustments	±	Part III.1 tax	+
Taxable income	= 28,038	Part IV tax	+
Part I tax		Other federal tax payable	+
38% of taxable income		Subtotal	=
Surtax	+	Provincial and territorial tax (except AB, QC)	+
Recapture of investment tax credit	+	Provincial tax on large corporations (NB, NS)	+
Refundable tax on CCPC investment income	+	Tax payable	+
Active business income	28,038	Tax instalments paid	-
Small business deduction	-	Investment tax credit refund	-
Federal tax abatement	-	Eligible dividend paid	
Manufacturing and processing deduction	-	Non-eligible dividend paid	
Foreign tax credits	-	Dividend refund - eligible dividend	
Investment tax credit	-	Dividend refund - non-eligible dividend	
Other deductions and credits	-	Other refundable credits	-
Part I tax	=	Balance owing (refund) on federal return	=
		Provincial income tax and registration fee (AB, QC)	
		Capital and other provincial taxes	+
		Tax instalments and credits	-
		Other provincial taxes	=
		Total balance owing (refund)	=

Provincial tax	% Provincial allocation	Taxable income	Income tax	Capital and other provincial taxes	Tax instalments and credits	Net provincial tax
Newfoundland						
Prince Edward Island						
Nova Scotia	100.0000	28,038				
New Brunswick						
Ontario						
Manitoba						
Saskatchewan						
British Columbia						
Yukon Territory						
Northwest Territories						
Nunavut						
	Schedule 5 provincial tax payable					
Alberta						
Québec						
		Totals				

Loss continuity	Current year carry back	Carryforward end of year	Other carryforwards
Capital			Capital dividend account
Non-capital			ERDTOH
Farm			NERDTOH
Restricted farm			Unused Part 1.3 tax credit
Limited partnership			Foreign business tax credits
Listed personal property			Donations and gifts
			Investment tax credits
			Ontario S510 (CMT) losses
			Ontario S510 (CMT) credit

5Year

5 Year Tax Summary

Years Ending:	2023-08-31	2022-08-31	2021-08-31	2020-08-31	2019-08-31
Taxable income					
Net Income for tax purposes	28,038				
Charitable donations and gifts	-	-	-	-	-
Taxable dividends	-	-	-	-	-
Losses of other years	-	-	-	-	-
Other adjustments	±	±	±	±	±
Taxable income	28,038				
Active business income	28,038				
Part I tax					
38% of taxable income					
Surtax	+	+	+	+	+
Recapture of investment tax credit	+	+	+	+	+
Refundable tax on CCPC investment income	+	+	+	+	+
Small business deduction	-	-	-	-	-
Federal tax abatement	-	-	-	-	-
Manufacturing and processing deduction	-	-	-	-	-
Additional deduction - credit unions	-	-	-	-	-
Foreign tax credits	-	-	-	-	-
Resource deduction	-	-	-	-	-
Political contribution tax credit	-	-	-	-	-
Investment tax credit	-	-	-	-	-
Other deductions and credits	-	-	-	-	-
Part I tax	=	=	=	=	=
Tax payable					
Part I tax					
Part III.1 tax payable	+	+	+	+	+
Part IV tax	+	+	+	+	+
Other federal tax payable	+	+	+	+	+
Subtotal	=	=	=	=	=
Provincial and territorial tax (except AB, QC)	+	+	+	+	+
Provincial tax on large corporations (NB, NS)	+	+	+	+	+
Tax payable	=	=	=	=	=
Tax instalments made	-	-	-	-	-
Investment tax credit refund	-	-	-	-	-
Dividend refund - eligible dividend	-	-	-	-	-
Dividend refund - non-eligible dividend	-	-	-	-	-
Other refundable credits	-	-	-	-	-
Balance owing (refund)	=	=	=	=	=
Provincial income tax (AB, QC)					
Capital and other provincial taxes	+	+	+	+	+
Tax instalments and credits	-	-	-	-	-
Other provincial taxes	=	=	=	=	=
Total taxes owing (refund)	=	=	=	=	=

Warning	Info	Please indicate the corporation's taxable capital employed in Canada for the previous tax year to calculate the small business limit reduction.
Warning	S50/1	Please complete shareholder information.
Warning	S100/3	Amounts for GIFI codes 2590 and 3470 should be equal. Please verify.
Notice	Info	The preparer information on this return does not match the information in Options Environment. To update the preparer information on this return, open the Info form, right click, and select "Update preparer information".

Tuesday, February 20, 2024

Stephanie Folahan
Premier Accounting & Tax Inc
80 Camelot Lane #213
Halifax, Nova Scotia
B3M4K8

Mr Michel T. David
Richmond County Literacy Network
2543 Highway 206 PO Box 69
Arichat NS B0E 1A0

Dear Mr David:

We enclose your copy of the tax return with supporting schedules and financial statements for Richmond County Literacy Network. We have prepared this return based on the information you provided to us. Kindly sign the T183CORP - Information Return for Corporation's Filing Electronically and return the signed form to us so that we can proceed the electronic transmission of the tax return on your behalf.

The T2 return shows no balance owing and no refund.

We have calculated that the corporation will need to make tax instalment payments this year totalling \$0.

Please remit these payments to CRA according to the following schedule:

If you have any questions about your return(s), please contact me at 9024576633.

Sincerely yours,

Premier Accounting & Tax Inc

Stephanie Folahan

Enclosure

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Reg. Number

3022376

Reg. Name

RICHMOND COUNTY LITERACY NETWORK SOCIETY

Type

Society

Status

Active

Effective Date

04-Sep-1998

Registered on

01-Sep-1998

Next Annual Return

30-Sep-2024

Addresses

Reg. Address

10036 GRENVILLE STREET, UNIT B, ST. PETER'S, NOVA SCOTIA, B0E 3B0, CANADA

Mailing Address

PO BOX 98, 10036 GRENVILLE STREET, UNIT B, ST. PETERS, NOVA SCOTIA, B0E 3B0, CANADA

[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

Society Change of Directors and Officers (SR472537)

Registered on: 19-Jan-2024, Effective from: 19-Jan-2024

Standard \$12.45

Certified \$12.45

Society Change of Entity Address (SR437864)

Registered on: 20-Sep-2023, Effective from: 20-Sep-2023

Standard \$12.45

Certified \$12.45

Society Change of Recognized Agent (SR430456)

Registered on: 06-Sep-2023, Effective from: 05-Sep-2023

Standard \$12.45

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Name: [PAULAL KAVANAGH](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [ANNE L. LEAVITT](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [MARGARET K. GRACIE](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [CIARAN LLACHLAN LEAVITT](#)

Relationship: Director

Effective From: 08-Aug-2023

Name: [TARA L. PAON](#)

Relationship: Director

Effective From: 08-Aug-2023

Items per page 5

1 - 5 of 7



[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

RICHMOND COUNTY LITERACY NETWORK SOCIETY

[Profile](#) [Relationships](#) [Events \(30\)](#)

Name: KATHRYN ANN LEBLANC

Relationship: Director

Effective From: 19-Jan-2024

Name: MITCH DAVID (2547 HWY 206, ARICHAT, NOVA SCOTIA, B0E 1A0, CANADA)

Relationship: Recognized Agent

Effective From: 05-Sep-2023

Items per page 5 6 - 7 of 7 < >

[Documents \(61\)](#) [Reports \(4\)](#)

Type to filter

Society Change of Directors and Officers (SR472537)

Registered on: 19-Jan-2024, Effective from: 19-Jan-2024

Standard \$12.45

Certified \$12.45

Society Change of Entity Address (SR437864)

Registered on: 20-Sep-2023, Effective from: 20-Sep-2023

Standard \$12.45

Certified \$12.45

Society Change of Recognized Agent (SR430456)

Registered on: 06-Sep-2023, Effective from: 05-Sep-2023

Standard \$12.45

Certified \$12.45



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: JASON MARTELL, CFO

DATE: March 11th, 2024

RE: Type 1 – Infrastructure Grant Funds

Dear CAO,

Attached is a grant application from the Isle Madame Garden Club for the Type 1 – Infrastructure Grant Funds in the amount of \$4,500.00. The application appears complete and is ready to be addressed by Council.

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

Best Regards

JK.

Jason Martell, CPA



Grant/Funding Application

Organization Legal Name	Contact Person
Isle Madame Garden Club	Claire Doyle
Position in Organization	Email
Chairperson	imgardenclub@gmail.com
Telephone	
[Redacted]	
Mailing Address	
[Redacted]	
Signature	Date
[Redacted]	[Redacted]

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

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

Grant Type
1



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

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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Project

Please describe the project in as much detail as possible.

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

See attached details

Quote Information

The material required to construct the Water Fountain Garden requires a special type of rock. Three local contractors were contacted: Burke Brothers, River Bourgeois, Superior Contracting Ltd, Isle Madame, and Peter Covin's Contracting Ltd, West Arichat. Peter Covin was the only company that could provide the rock material needed to do the job.

Please note the \$2,800 labour costs is in kind labour from the IMGC and is included as part of the organizations costs.

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

Project budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization's costs	\$ 4,667.00
Land		Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="radio"/> No
Materials	\$ 6,067.00	Loan/Debt	
Labour Costs	\$ 2,800.00	Funding Agency	
Other Capital Costs		Provincial	
Specify:		Federal	
Other Capital Costs	\$ 2,300.00	Other (Specify): Community Links	\$ 2,000.00
Specify: Excavation		Amount requested from Municipality	\$ 4,500.00
		If approved, funds must be spent by March 31.	
TOTAL	\$ 11,167.00	TOTAL	\$ 11,167.00

Grant Type
3



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

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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Project/Activity

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

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

Impact/Reach of Project/Activity

Who will be benefit from this project or activity?

Event/Activity budget

Cost of the project

Capital Costs

Labour _____

Materials _____

Other Costs _____

Specify:

TOTAL

\$ 0.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project?

Yes No

Loan/Debt _____

Other Funding (Specify): _____

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

TOTAL

\$ 0.00

Grant Type
3



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

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

Maximum of \$500 per individual, per year

Application checklist:

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

Name of Certificate/Course

Location of Certificate/Course

Overview

Why are you interested in this certificate/course?

Empty text area for overview response.

Benefit

Who will this certificate/course benefit?

Empty text area for benefit response.

Budget/Cost

Indicate the costs associated with this certificate/course

- Registration _____
- Travel/Fuel _____
- Accommodations _____
- Meals _____
- Other (Specify) _____

TOTAL \$ 0.00

PLEASE NOTE

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

I agree

Grant Type
3



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

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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Canada Day events

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

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

Empty space for describing Canada Day events.

Reach of Canada Day events

Who will benefit from these Canada Day events?

Empty space for describing who will benefit from the events.

Event/Activity budget

Cost of the events

Costs

Labour _____

Materials _____

Other Costs _____

Specify: _____

TOTAL \$ 0.00

Financing the project/Other revenue

Organization's costs

Have you had to borrow for this project? Yes No

Loan/Debt _____

Other Funding (Specify): _____

Funding requested from Municipality _____

If approved, funds must be spent by March 31.

TOTAL \$ 0.00

Grant Type
3



Section C3 - SPONSORSHIPS - Maximum of \$500

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

Overview of proposed sponsored event/activity

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

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

(This area is intentionally left blank for the applicant to provide details.)

Event/Sponsorship budget

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

Grant Type
4



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

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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Request:

Please describe the request in as much detail as possible.

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

[Large empty box for describing the request]

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

[Empty box for describing fund usage]

Other Financial Assistance

Have you applied for other financial assistance? Yes No

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

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



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

Additional Information Sheet



Grant/Funding Application

Organization Legal Name Isle Madame Garden Club	Contact Person Claire Doyle
Position in Organization Chairperson	Email imgardenclub@gmail.com
Telephone [REDACTED]	
Mailing Address [REDACTED]	
Signature Claire Doyle	Date February 01, 2024

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

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

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

Type 1	Infrastructure	<input checked="" type="radio"/>
Only complete Section A (page 2)		
Type 2	Start-up Activity	<input type="radio"/>
Only complete Section B (page 3)		
		<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 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.
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- v) The Municipality of the County of Richmond reserves the right to request more information regarding the grant application.
- vi) The Municipality of the County of Richmond reserves the right to conduct a site inspection.
- vii) Please allow 6 - 8 weeks for processing.

Please forward your applications to:

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

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

ISLE MADAME GARDEN CLUB

[Profile](#) [Relationships](#) [Events \(6\)](#)

Reg. Number

3314189

Reg. Name

ISLE MADAME GARDEN CLUB

Type

Society

Status

Active

Effective Date

23-Jan-2018

Registered on

22-Jan-2018

Next Annual Return

31-Jan-2025

Addresses

Reg. Address

36 CH BENOIT, PETIT-DE-GRAT, NOVA SCOTIA, B0E 2L0, CANADA

Mailing Address

36 CH BENOIT, PETIT-DE-GRAT, NOVA SCOTIA, B0E 2L0, CANADA

[Documents \(12\)](#) [Reports \(4\)](#)

Type to filter

Society Annual Renewal Statement (SR507587)

Registered on: 31-Jan-2024, Effective from: 29-Jan-2024

Standard \$12.45

Certified \$12.45

Society Annual Renewal Statement (SR356363)

Registered on: 27-Mar-2023, Effective from: 27-Mar-2023

Standard \$12.45

Certified \$12.45

Society Annual Renewal Statement (SR235759)

Registered on: 14-Jun-2022, Effective from: 14-Jun-2022

Standard \$12.45

ISLE MADAME GARDEN CLUB

[Profile](#) [Relationships](#) [Events \(6\)](#)

Name: [Cynthia Blackmore](#)

Relationship: Director

Effective From: 01-Mar-2020

Name: [George Kehoe](#)

Relationship: Director

Effective From: 01-Mar-2020

Name: [Claire Kehoe](#)

Relationship: Director

Effective From: 01-Mar-2020

Name: [GAIL HEARN](#)

Relationship: Director

Effective From: 29-Jan-2024

Name: [STEPHANIE BUNGAY](#)

Relationship: Director

Effective From: 29-Jan-2024

Items per page 5

1 - 5 of 9



[Documents \(12\)](#) [Reports \(4\)](#)

Type to filter

ISLE MADAME GARDEN CLUB

[Profile](#) [Relationships](#) [Events \(6\)](#)

Name: [JANINE LACROIX](#)

Relationship: Officer(Secretary, Treasurer)

Effective From: 29-Jan-2024

Name: [CLAIRE DOYLE](#)

Relationship: Officer(Chairperson)

Effective From: 29-Jan-2024

Name: [RHONDA LEBLANC](#)

Relationship: Officer(VICE CHAIRPERSON)

Effective From: 29-Jan-2024

Name: [JANINE LACROIX \(36 CH BENOIT, PETIT-DE-GRAT, NOVA SCOTIA, B0E 2L0, CANADA \)](#)

Relationship: Recognized Agent

Effective From: 29-Jan-2024

Items per page 5 6 - 9 of 9 < >

[Documents \(12\)](#) [Reports \(4\)](#)

Type to filter

Society Annual Renewal Statement (SR507587)

Registered on: 31-Jan-2024, Effective from: 29-Jan-2024

Standard \$12.45

Certified \$12.45



Nova Scotia

CERTIFICATE OF INCORPORATION
Societies Act

Registry Number

3314189

Name of Society

ISLE MADAME GARDEN CLUB

I hereby certify that the above-mentioned society was incorporated this date under the Societies Act.



Registrar of Joint Stock Companies

January 22, 2018

Date of Incorporation

Approved Submission SR507587: ISLE MADAME GARDEN CLUB - Society Annual Renewal Statement

Boîte de réception

Rechercher tous les messages avec l'étiquette Boîte de réception

Supprimer l'étiquette Boîte de réception de cette conversation

rjsc.noreply@novascotia.ca

11 h 34 (il y a 24 minutes)

à moi

Traduire en français



JANINE LACROIX
36 CHEMIN BENOIT
CP 214
PETIT DE GRAT
NOVA SCOTIA, B0E 2L0

Dear JANINE LACROIX,

The following submission has been approved.

Entity Name:	ISLE MADAME GARDEN CLUB
Submission Reference No:	SR507587
Submission Type:	Society Annual Renewal Statement
Received Date:	29-Jan-2024
Status:	Approved
Status Date:	31-Jan-2024

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

If you have any questions, please contact the Registry.

Sincerely,

Registry of Joint Stock Companies
Une pièce jointe • vérifié(s) par Gmail

Proof of payment



Registry of Joint Stock Companies

Date 29 January 2024

JANINE LACROIX

Receipt Num TR1089248

36 CHEMIN BENOIT, CP 214, PETIT DE GRAT,
NOVA SCOTIA, B0E 2L0, CANADA

Customer Ref.

H.S.T. # R125030429

Receipt

Sub Num	Name	Transaction Type	Registry ID	Total Cost CA\$
SR507587	ISLE MADAME GARDEN CLUB	Annual registration of a society	3314189	\$31.15
Total				\$31.15

The payment was made against the account: AC43581

Transaction Type	Transaction Type	Tran Amount CA\$
Cheque		\$31.15
Total Due/Paid		\$31.15

The Isle Madame Garden Club - Information Sheet

Part A - Funding request

The Isle Madame Garden Club, is a not-for-profit registered society in Nova Scotia, dedicated to enhance the beautiful landscape of Isle Madame, Richmond County. Since our incorporation, in 2018, we have formed a partnership with the Rocky Bay Irish club, owners of the Rocky Bay Hall. They provide full access to their hall and property. We host gardening events such as plant sales, seed exchange programs, tea parties, workshops, and host garden club meetings. We have an active Facebook page with 400 members, where we share useful gardening tips almost daily. We have a membership of 36 members, and belong to the Provincial Association of Garden Clubs.

We bring attention to issues impacting residents in Richmond County, such as the benefits of gardening on mental health and of routine breast cancer screenings. The IMGCC held a daffodil breast cancer awareness event in the spring of 2023 for this purpose. We have also worked to raise awareness of the invasive plant species on Isle Madame by arranging for an expert to present a televised community meeting and by presenting before the Richmond County Council.

In 2019, the garden club created a daffodil trail, where residents, organizations, and the business community participate to enhance the beauty of the island. Each fall, we encourage the public to purchase and plant daffodils bulbs on their properties, near roadways, or wherever daffodils can be seen and enjoyed by members of the public. Flowers connect people to nature. To date, we have over 3000 daffodils bulbs planted throughout Isle Madame.

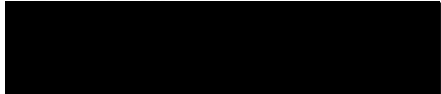
Our main achievement is the development of a Celtic Knot Community Garden. Each year the garden is planted with annual flowers and maintained by members throughout the season. Our request for funding is to enhance the community garden by adding a Waterfall Garden. The flow of water is a great source of healing. It produces a calming effect on people who enjoy nature. The Waterfall Garden will provide a serene environment for quiet reflection and meaningful connection to the garden's visitors.

The funding request of \$4,500 is for materials and labour costs to create the Waterfall Garden. We will require the purchase of stones, boulders, soil, plants, trees, landscaping fabric, solar lights, solar pump, sight excavation, and a project coordinator to oversee the project. We expect the total cost to be approximately \$9000. A micro-grant of \$2000 was received from Community Links to assist with the project, and the garden club will provide volunteer hours and fundraise for the remaining amount. We are asking for your kind consideration in funding our request.

Claire Doyle, Chairperson
imgardenclub@gmail.com



Gail Hearn





Isle Madame Garden Club
Board of Directors 2023-24

NAME/NOM	POSITION	COMMUNICATIONS	ADDRESS	OCCUPATION
OFFICERS				
Claire Doyle	Chair Présidente	[REDACTED] imgardenclub@gmail.com [REDACTED]	[REDACTED]	Retired Retraitée
Rhonda Leblanc	Vice-chair Vice-présidente	[REDACTED]	[REDACTED]	Teacher's aid Aide enseignante
Janine Lacroix	Secretary- Treasurer Secrétaire- trésorière	[REDACTED]	[REDACTED]	Retired Retraitée
DIRECTORS				
Claire Kehoe	Director Directrice	[REDACTED]	[REDACTED]	Retired Retraitée
Cynthia Blackmore	Director Directrice	[REDACTED]	[REDACTED]	Retired Retraitée
Ellen Hall	Director Directrice	[REDACTED]	[REDACTED]	Retired Retraitée
Gail Hearn	Director Directrice	[REDACTED]	[REDACTED]	Self-employed Travailleuse indépendante
George Kehoe	Director Directeur	[REDACTED] [REDACTED]	[REDACTED]	Retired Retraité
Margaret Herdman	Director Directrice	[REDACTED]	[REDACTED]	Retired Retraitée
Pam Samson	Director Directrice	[REDACTED]	[REDACTED]	Retired Retraitée
Stephanie Bunguay	Director Directrice	[REDACTED]	[REDACTED]	Self-employed Travailleuse indépendante

**Isle Madame Garden Club
Financial Statement
2023**

Revenue

January 01, 2023 - December 31, 2023

5901.50

Total Revenue

5901.50

Expenses

January 01, 2023 – December 31, 2023

3181.60

General Account

1216.91

Banking Fees

3.00

Annual Fees

83.15

Petty Cash Replenish

88.90

Daffodils

545.90

Anné's Community Garden

1243.74

Petty Cash

88.90

Total Income

5901.50

Total Expenses

3181.60

Profit/Loss

2719.90

Bank Balance-East Coast Credit Union, Louisdale

Opening Bank Balance January 01, 2023

3756.35

Closing Bank Balance December 31, 2023

6476.25

Share Equity

5.00

Interest

.20

Petty Cash Carry Over -End of December 2023

53.75

Submitted By:

Claire Doyle Chair

Budget for current fiscal year 2024

Income:	6476.25
Membership fees	330
Plant sale fundraiser	550
Irish festival tea fundraiser	375
Daffodil trail fundraiser	450
Fall harvest fundraiser	275
Total Income	8456.25

Expenses:	
Anne's Community Garden	2500
registry of joint stocks	31
Office administration	80
Membership fees NSAGC	170
Meeting expenses	275
Banking fees	5
Garden tour events	200
Donation to not-for-profit charity	275
Total expenses	3536

Claire Doyle Chair



Peter Covin's Contracting Ltd.



Box 34, West Ardoch, Nova Scotia B0E 3J0
Tel: (902) 236-9277 Fax: (902) 594-2975
General Trucking • Licensed Septic System Installer

Isle Madame Garden Club

4992

(Estimate)

DATE
January 10, 2024

QTY	DESCRIPTION	AMOUNT
1-	Fond feature + landscaping (includes materials + excavation)	\$8000.00
Total:		\$8000.00
SUB TOTAL		\$8000.00
Fuel Surcharge		/
HST #866724750		\$300.00
TOTAL		\$8300.00

Thank you!

Received by (Estimate)

Terms: Accounts are due when rendered.
E-transfer: pccovin@hotmail.com

INVOICE

Attention: Bridget Sprouts

403-389-7186

edelorey@hotmail.com

Isle Madame Garden Club

Date: 2024-02-15

672 Old Maryville Road
Maryville, NS
B2G 2L1

Project Title: Memorial Garden
Invoice Number: 7778

Description	Quantity	Unit Price	Cost
Pond Flagstone	2.8	\$250.00	\$700.00
		Subtotal	\$700.00
		Total	\$700.00

Thank you for your business. It's a pleasure to work with you on your project.

Sincerely yours,

Edward Delorey

INVOICE

403-389-7186
edelorey@hotmail.com

672 Old Maryville Road
Maryville, NS
B2G 2L1

Attention: Bridget Sprouts

Isle Madame Garden Club

Date: 2024-02-15

Project Title: Memorial Garden
Invoice Number: 7777

Description	Quantity	Unit Price	Cost
Walling Stone	7.2	\$250.00	\$1,800.00
Labour and Delivery	1	\$700.00	\$700.00
		Subtotal	\$2,500.00
		Total	\$2,500.00

Thank you for your business. It's a pleasure to work with you on your project.

Sincerely yours,

Edward Delorey



Quote for tandem load of natural walling stone

Tom Flynn <flynntom72@gmail.com>

Thu, Feb 15, 2024 at 2:43 PM

To: Bridget Sprouls 

Hi Bridget ,

Pricing for a tandem load of natural wallstone delivered to 751 Rocky Bay Rd

1900.00 plus hst

This is loaded with an excavator so there will be some fines in it

Would not be available until Mid may

Tom Flynn

Stanley J Flynn Trucking Ltd.

Wallace Quarries Ltd.

1-902-257-2014

[Quoted text hidden]

$\$425 \times 3 = 1,275 + \text{HST}$
 $\$1,466.25$





Cart

Isle Madame Garden Club

SHIPPING INFORMATION: <https://halifaxperennials.ca/shipping/>

If shipping fee is paid, select "Pick up in Halifax". I will know that your order needs to be mailed.

For the map of areas that orders can be delivered to, please check here:

[DELIVERIES MAP](#)

Pick-up dates and times: [ORDER PICK-UP DAYS](#) (updated regularly).

Happy gardening!

APPLY COUPON

PRODUCT	AVAILABILITY TIME	PRICE	QUANTITY	SUBTOTAL
<p><u>'Velveteeny' Smokebush</u> <small>Pick up in Halifax ✓ Delivery in Halifax ✓ BY MAIL in CANADA ✗ this item is not available by mail</small></p>	2024 Spring	\$59.00	1	\$59.00
<p><u>Varied Directions Larch (tree-shaped, 4' stem)</u> <small>Pick up in Halifax ✓ Delivery in Halifax ✓ BY MAIL in CANADA ✗ this item is not available by mail</small></p>	2024 Spring	\$199.00	1	\$199.00
<p><u>Weeping Nootka Cypress (10 gal)</u> <small>Pick up in Halifax ✓ Delivery in Halifax ✓ BY MAIL in CANADA ✗ this item is not available by mail</small></p>	2024 Spring	\$189.00	1	\$189.00
<p><u>Weeping Norway Spruce</u> <small>Pick up in Halifax ✓ Delivery in Halifax ✓</small></p>	2024 Spring	\$69.00		\$69.00



BY MAIL in CANADA ✘
 this item is not available by mail

Remove



Red Creeping Thyme Coccineus (lawn alternative)

Pick up in Halifax ✔
 Delivery in Halifax ✔
 BY MAIL in CANADA ✔

2024 Spring

\$25.00

\$125.00

Remove



Midnight Masquerade Beardtongue (Proven Winners) – native

Pick up in Halifax ✔
 Delivery in Halifax ✔
 BY MAIL in CANADA ✘

2024 Spring

\$29.00

\$29.00

Remove



Kinlochruel Heather (from Scotland). Award winning

Pick up in Halifax ✔
 Delivery in Halifax ✔
 BY MAIL in CANADA ✘

2024 Spring

\$25.00

\$25.00

Remove



'Beyond Midnight' Bluebeard (Proven Winners)

Pick up in Halifax ✔
 Delivery in Halifax ✔
 BY MAIL in CANADA ✘

2024 Spring

\$49.00

\$49.00

Select Shipping Method

- Pick up in Halifax
- Delivery in Halifax
- BY MAIL in CANADA

One or more items in your cart cannot be mailed

[UPDATE CART](#)

Cart totals

Subtotal	\$744.00
Total	\$744.00

[PROCEED TO CHECKOUT](#)

For the map of areas that orders can be delivered to, please check here:

[DELIVERIES MAP](#)

Pick-up dates and times: [ORDER PICK-UP DAYS](#) (updated regularly).

Happy gardening!

Amazon.ca

Delivery date: Jan. 28 2024 If you order in the next 9 hours and 46 minutes

(Details)

Items shipped from Amazon.ca

Isle Madame Garden Club



Tetra Pond Rubber Tubing for Pumps, Filters and UV Clarifiers, 1 Inch 20 Foot

\$39.99

Qty: 1

Sold by: Amazon.ca

Add gift options

Choose your Prime delivery option:

Tomorrow, Jan. 28

FREE Delivery



Coleman Cable 01289 16/3 100-Foot Insulated Outdoor Extension Cord with Lighted End

\$54.53

Qty: 2

Sold by: Amazon.ca

Add gift options

Pay in 3 monthly payments

of \$18.18 per item



8 Pack Solar Lights Outdoor, KOOPER Bright Solar Lights Outdoor Waterproof, LED Solar Pathway Lights Decorative Landscape Lighting for Patio Yard Lawn Driveway

\$47.48

Exclusive Prime price

Qty: 1

Sold by: Shenzhen Huierde Electronics

Add gift options

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging

Delivery date: Jan. 29 2024 If you order in the next 2 hours and 46 minutes

[\(Details\)](#)

Items shipped from Amazon.ca



VIVOSUN 5300 GPH Submersible Water Pump, 310W Pond Pump, Ultra Quiet Aquarium Pump with 20FT. Lift Height for Pond Waterfall, Fish Tank, Statuary, or Hydroponics
\$169.99

Qty: 1

Sold by: **VIVOSUN**

Add gift options

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging.

[Ship in Amazon packaging](#)

Choose your Prime delivery option:

Monday, Jan. 29

FREE Delivery

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Items (10):	\$586.29
Shipping & Handling:	\$6.99
FREE Shipping:	-\$6.99
Total before tax:	\$586.29
Estimated GST/HST:	\$26.31
Estimated PST/RST/QST:	\$36.87
Import Fees Deposit	\$7.17

Order Total: \$656.64

Qualifying offers:

- FREE Shipping

[How are shipping costs calculated?](#)

Prime Shipping has been applied to the eligible items in your order.

Delivery date: Jan. 27 2024 If you order in the next 9 hours and 31 minutes

[\(Details\)](#)

Items shipped from Amazon.ca



63\"/>

Qty: 2

Sold by: **ARTIN_FUN**

Add gift options

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging.

[Ship in Amazon packaging](#)

Choose your Prime delivery option:

Today

FREE Expedited Delivery

Tomorrow, Jan. 28

FREE Delivery

Delivery date: Feb. 2 2024

Items shipped from Amazon



Pilarmuture Solar Spot Lights Outdoor, Solar Underwater Pond Light, Waterproof Submersible Lamps Projector Light, 6LED Spotlight Fish Tank Light for for Lawn, Garden, Pond, Landscape(White)
\$19.93

Qty: 3

Sold by: **henyihaida**

Add gift options

Choose your Prime delivery option:

Friday, Feb. 2

FREE Standard International Shipping

Isle Madame Garden Club

January 23, 2024

Rocky Bay Irish Club
751 Rocky Bay Road
D'Escousse, Nova Scotia
B0E 1K0

To Al Kehoe, President

We, the Isle Madame Garden Club are seeking permission to expand Anne's Community Garden, to include a water fountain, trees, plants, and shrubs, where the barbecue pit presently exists. The water fountain garden will provide a beautiful backdrop for weddings, family pictures, and hopefully, will encourage more people to visit the gardens and enjoy the water fall feature.

We are seeking permission to move forward with the project. We trust you will support our latest initiative. Thank you for your kind consideration.

Isle Madame Garden Club

Claire Doyle, Chairperson [REDACTED]
Gail Hearn & Bridget Sprouls designers/project managers [REDACTED]

*MAHearn
Claire Doyle*



February 08, 2024

Municipality of Richmond County
Jason Martell, Chief Financial Officer
P.O. Box 120, 2357 Highway 206,
Arichat, NS B0E 1A0

Labour-In-Kind Contribution	112 hours x 25.00	\$2800.00
Total In-kind		<u>2800.00</u>

Micro-grant Funds 2023
Seniors' Support and Connect Grant
Agreement

Agreement between
Community Links Association (Community Links)
and
Isle Madame Garden Club (the "Organization")
December 4, 2023

urpose

The Seniors' Support and Connect Grants are small micro-grants of \$2,000 to assist existing senior serving community organizations to meet the needs of older adults (ages 55+). The grants recognize the pivotal role that senior serving clubs, groups, and organizations share in ensuring older Nova Scotians are supported to age in their homes while staying connected and engaged in their communities.

Community Links agrees to provide **\$2,000** to the **Isle Madame Garden Club** to identify and help meet the needs for older adults.

Organization Commitment

The Organization agrees:

1. To use these funds only for eligible expenses related to one or more of the seven (7) priority areas outlined in the application criteria.



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

Chief Financial Officer

MEMO TO: TROY MACCULLOCH, CAO

MEMO FROM: JASON MARTELL, CFO

DATE: March 11th, 2024

RE: Type 1 – Infrastructure Grant Funds

Dear CAO,

Attached is a grant application from the Isle Madame New Horizons Seniors Club for the Type 1 – Infrastructure Grant Funds in the amount of \$5,000.00. The application appears complete and is ready to be addressed by Council.

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

Best Regards

JK.

Jason Martell, CPA



Grant/Funding Application

Organization Legal Name	Contact Person	
IsleMadame New Horizon Senior Citizen	SUSAN MARCHAND	
Position in Organization	Email	Telephone
TREASURER	horizonnew689@gmail.com	[REDACTED]
Mailing Address		
2373 Highway 206 P.O. Box 164 Arichat, NS B0E 1A0		
Signature	Date	
<i>Susan Marchand</i>	Feb 14 / 2024	

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

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

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

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

What you need to know before applying for funding

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

Please forward your applications to:

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

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

Grant Type
1



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

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

Maximum of one application per year, per organization

Application checklist:

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

Overview of Project

Please describe the project in as much detail as possible.

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

- ① Replacement of windows of main Hall because of leakage
- ② Replacing Vinyl siding on front face of building due to Breakage and coming apart
- ③ Interior painting of main hall, bathrooms + Kitchen including baseboard, trims and doors for each room

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

Project budget

Cost of the project		Financing the project/Other revenue	
Capital Costs		Organization's costs	<u>\$ 2692.06</u>
Land	_____	Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="radio"/> No
Materials	_____	Loan/Debt	_____
Labour Costs	<u>30768.25</u>	Funding Agency	_____
Other Capital Costs	_____	Provincial	_____
Specify:	_____	Federal	_____
Other Capital Costs	_____	Other (Specify):	_____
Specify:	_____	Amount requested from Municipality	<u>5,000.00</u>
		If approved, funds must be spent by March 31.	
TOTAL	\$ 0.00	TOTAL	\$ 0.00

Registry ID: 1888289

SUSAN MARCHAND
ISLE MADAME NEW HORIZONS SENIOR CITIZENS
PO BOX 164
ARICHAT NOVA SCOTIA B0E 1A0

Annual Filing Requirements

- Annual Statement
- Annual Registration Fee
- Financial Statements

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

Amount due:

\$31.15 ✓

Due date:

31 October 2023

You can complete your renewal online at:

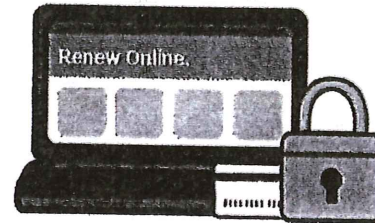
rjsc.novascotia.ca

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

Step 1: Sign in or create an account

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

Step 3: Click "Renew Registration"



*PAID ~~Oct~~ Sept 29/23
C# 2309*

Email Address: _____

[will not be viewable by the public]

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

Other options to renew:

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

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

Cheque Money order Visa MasterCard American Express Discover Card

Credit card account number

Phone

Card holder's name (PLEASE PRINT)

Expiry month

Expiry year

Signature _____

ISLE MADAME NEW HORIZON SENIOR CITIZENS CLUB
2373 HIGHWAY 206
POST OFFICE BOX 164
ARICHAT, NOVA SCOTIA
B0E 1A0

LIST OF BOARD MEMBERS

Donald Goyetche - President - retired - [REDACTED]

Gloria Samson - Vice President - retired - [REDACTED]

Susan Marchand - Treasurer - retired - [REDACTED]

Claire Boyd - Secretary - retired - [REDACTED]

Ron Montgomery - Director - retired - [REDACTED]

Pauline Richard - Director - retired - [REDACTED]

Brenda Boudreau - Director - retired - [REDACTED]

NEW HORIZON SENIORS CLUB
INCOME STATEMENT

FEBRUARY 4, 2024

FOR FISCAL YEAR FROM JANUARY 2023 - DECEMBER 2023

	Income	Expense	Increase/Decrease
Bingo	3354.65		
45	1122.50	157.29	965.21
Crib	2086.50	137.99	1948.81
Kitchen	15669.50	9308.56	6360.94
Bar	6711.95	3165.29	3546.66
Rentals	3360.00		
Membership	1835.00		
Jam Session	4189.25	20.00	4169.25
Entertainment	570.00	1010.00	-440.00
Donations	2729.74	950.00	1779.74
Miscellaneous	356.64 (refunds)	20.00	336.64
Loans	25867.50		
Water and Sewer		1651.25	
Phone		1055.59	
Nova Scotia Power		4724.87	
Snow Removal		1816.00	
Landscaping		540.00	
Janitorial		2400.00	
Maintenance		1589.06	
Propane		579.38	
Insurance		2631.00 ✕	
Administration		1889.88 ✕	
Donations		950.00	
Guardian Alarm		390.20	

Joint Stocks	31.15
Heat Pumps	10867.50
Appliances	13006.11
Sound System Equipment	563.89
Adjusting Entry	471.30
Loan Payment/Interest/	↑
Service Charges	11856.26

TOTALS	67853.23 ✓	71782.57 ✓	18667.25
Profit/Loss		-3929.34	
Cheques from			
December 2022 - Written			
and posted in 2022	1564.76		
Total Profit/Loss			
Total Profit/Loss		-2364.58	

Adjusting Entry - Cheque errors from 2022 not corrected then - had to make the entry this year to balance books - \$471.30

More accurate Loss for 2023 - Total \$2364.58
471.30
1893.28

Information only:

Unexpected Expenditures for 2023

Leaking toilet cost us \$1200 for water and sewer

Fire Marshal required new exit signs when we cost our liquor license - cost \$289.80

Cheque Book Balance beginning 2024 \$32939.24

Assets (Equipment)

Heat Pumps	10867.50
Cooler in Kitchen	3647.86
Cooler in Bar	2924.01
Refrigerator in Bar	1030.39
Dishwasher	5403.85
Sound System	563.89 (Wires, Connections and Adapters Power Bar for Sound System)
Total Assets	24437.50

2024 BUDGET

ISLE MADAME NEW HORIZON SENIORS CITIZENS CLUB

ESTIMATED INCOME

Bingo	\$ 3500.00
45	1500.00
Crib	2000.00
Kitchen	17000.00
Bar	6500.00
Rentals	3000.00
Membership	1800.00
Jam Sessions	4000.00
Entertainment	500.00
Donations	<u>2200.00</u>
Total	<u><u>\$42,000.00</u></u>

ESTIMATED OPERATING EXPENSES

Utilities	5500.00
Snow removal/Landscaping	2800.00
Janitor	2400.00
Insurance	3100.00
Maintenance/Supplies	2000.00
Administration/Supplies	2000.00
Water/Sewer	700.00
Donations	1000.00
Loan Payments	3900.00
(\$15,000 loan for equipment for 5 years - \$298.44 payment each month plus interest)	
Total	<u><u>\$23,400.00</u></u>



Contractor: André Boudreau

54 Boudreauville Rd., P.O. Box 16

Petit de Grat, NS B0E 2L0

902-631-4232

902-302-2553

islemadameroofing@gmail.com

ESTIMATE

Invoice #:

Date:

February 11, 2024

HST REGISTRATION #: 709141113

Bill To:

New Horizons Seniors Club

Attn: Susan Marchand

2373 Hwy 206

Arichat, NS B0E 1A0

Cell phone #: [REDACTED]

Email: [REDACTED]

For:

Replace windows, repair door, replace vinyl siding, paint interior

DESCRIPTION	AMOUNT
<p>This estimate includes material and labour for the following:</p> <ul style="list-style-type: none"> - Replacing 7 windows and placing new trim to put it back to the original - Repairing front door window with caulking as it is leaking - Replacing vinyl siding on front face of building - Painting the interior of the building. This includes repairing nail holes and caulking where needed. Priming the spots that have been repaired. Pole sand between each finish coat of paint. Applying 2 finish coats of paint to all walls in hallway, kitchen, bathrooms and main room. Painting doors and trims on windows, doors and baseboards. - Cleaning the worksite and disposing of any debris to the landfill 	
Material and Labour	\$ 26,755.00
HST	\$ 4,013.25
TOTAL	\$ 30,768.25
<p>** This estimate is valid until March 5, 2024**</p>	

THANK YOU FOR YOUR BUSINESS!

We are a Proud Local Company, Fully Insured and Registered with WCB of NS

Harbourview Construction Ltd.
206 Port Royal Road
West Arichat, N.S. B0E 3J0

(902) 226-3528 (Office)
(902) 631-1964 (Cell)

(HST #891880353)

QUOTE

Harbourview Construction Ltd.
206 Port Royal Road
West Arichat, N.S. B0E 3J0

(902) 226-3528 (Office)
(902) 631-1964 (Cell)

(HST #891880353)

QUOTE NEW HORIZON CLUB

**THIS IS FOR MATERIAL AND LABOUR FOR A RENOVATION JOB
FOR THE ABOVE PROPERTY OWNER.**

**1= MAT AND LAB, TO REMOVE 7 WINDOWS AS REQUESTED BY
THE OWNERS, AND TO REPLACE WITH 7 NEW VINYL WINDOWS
SAME SIZE AND TYPE OF WINDOW SINGLE HUNG WITH LOW-E
AND ARGON ,AS THE ORIGINALS. INCLUDES ALL NEW TRIM,S ON
THE INTERIOR .**

\$ 13,475,00

HST 2,378.00

=====

\$ 15,853.00

2= MATERIAL AND LAB. TO REMOVE THE OLD VINYL SIDING ON THE FRONT OF THE BUILDING, AND TO INSTALL NEW VINYL SIDING [COLOR WILL BE A BLUE] WHICH WILL BE SELECTED BY THE CUB MEMBERS, 2 NEW CORNERS WILL BE INSTALLED ALSO .

**\$ 5,400.00
HST 953.00**

=====

\$ 6,353.00

3= MATERIAL AND LAB, TO REPAINT ALL THE WALLS ONLY IN THE MAIN HALL , BATHROOMS, AND KITCHEN, 2 COATS, HALL MEMEBERS WILL CHOOSE THE COLORS, THE BASEBOARDS AND ALL DOOR AND WINDOW TRIM,S WILL ALSO BE PAINTED.

**\$ 7,400.00
HST 1,306.00**

=====

\$ 8,706.00

**THE TOTAL AMOUNT OF THIS QUOTE IS
\$ 30,912.00**

HST IS INCLUDED IN THIS TOTAL.

ALL WORK TO BE COMPLETED TO THE SATISFACTION OF THE CLUB PRESIDENT AND IT,S MEMBERS, WE WILL CLEAN UP THE SITE EACH DAY AS REQUESTED BY THE PRESIDENT, AND WILL KEEP THE SITE NEAT AND TIDY ALWAYS, WE WARR, ALL LABOUR WORK FOR 5 YR,S SHOULD IT BE A LABOUR PROBLEM. WE THANK YOU FOR THE CHANCE TO QUOTE YOUR JOB, AND SHOULD WE BE YOUR CHOICE OF CONTRACTOR, WE ALSO GARRANTEE THAT YOU WILL BE FULLY SATISFIED.

**HARBOURVIEW CONST. LTD
JAY GOODWIN**

Municipality of the County of Richmond

Municipality of the County of Richmond
P.O. Box 120
Arichat, N.S.
B0E 1A0

Phone: 902-226-3975
FAX: 902-226-0295
email: dmarchand@richmor

RECEIVED

FEB 22 11 2024

Memorandum

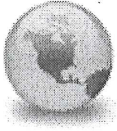
To: Mr. Troy MacCulloch
From: Mr. Clint Samson
Date: February 20, 2024
Subject: Micheline Landry
Property Damaged by Fire
AAN 03320456

Mr. MacCulloch,

Please find attached a letter from Micheline Landry indicating the dwelling located at 5882 Highway 4, Grand Anse, NS was completely destroyed by fire on April 27, 2023. According to our Municipal Policy, Tax Reduction Due to Fire, copy attached, this property qualifies for this reduction. I requested the relevant information from PVSC to calculate the adjustment, copy attached. Based on the date of the fire, April 27, 2023, and the assessed value (Cap) for the year ends March 31, 2024, I recommend we write off taxes in the amount of \$762.72, which represents taxes on the dwelling only from April 27, 2023 to March 31, 2024.



Clint Samson
Revenue Manager



Tax Assessment for 5882 West Bay Highway micheline landry to
csamson@richmondcounty.ca 2023-10-05 09:50 AM
From "micheline landry" [REDACTED]
To "csamson@richmondcounty.ca" <csamson@richmondcounty.ca>



Oct 5, 2023

Re: Municipal Account Number 03320456

Good morning Clint,

This is to advise you that the home located at 5882 Hwy 4 was lost to fire. Please reassess this property as of April 27, 2023, when the fire took place.

If you need more information, you can reach me at [REDACTED]

Regards,

Micheline Landry

MUNICIPALITY OF RICHMOND

POLICY

POLICY NAME:

TAX REDUCTION DUE TO FIRE

DATE ADOPTED:

MAY 9, 2005

Pursuant to Section 69A of the Municipal Government Act, Council may by resolution reduce the taxes payable on a given property where a building on that property has been totally destroyed by fire and where a written request for tax reduction is received from the assessed property owner. Any tax reduction granted shall be determined by Council based on assessment valuation and on consideration of documentary evidence of loss and such other evidence as Council requires from the property owner. Tax reduction may be made retroactive to the date of the loss and shall be reviewed annually by Council for determination, by further resolution, on whether the reduction should continue or be withdrawn.

On receipt of a tax reduction request pursuant to this policy, the Municipal Clerk shall request a valuation of the property from the Director of Assessment. The Clerk shall put the Director's valuation before Council for purposes of its decision on the tax reduction request.

Nothing in this policy permits reduction of taxes payable where the property's assessment value has been reduced to reflect the subject building loss.

This policy shall take effect retroactive to January 1, 2004.

10-05-2023

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

Re: Fire Damaged Property: NO 4 HWY KEMPT ROAD, AAN 03320456, LANDRY, MICHELINE R
Attn: Clint Samson,

Your request of DATE indicated the above referenced property sustained fire damage on April 27, 2023.

Section 69A of the *Municipal Government Act (MGA)* 1998, c. 18, s.1 provides that a municipal council may, by policy, provide for reduction or re-imbusement of taxes payable in cases of property destroyed or damaged by fire. To support such a policy, that section of the MGA also sets out that Property Valuation Services Corporation (PVSC) provide a new opinion of value reflecting the damage or destruction upon request of the Clerk.

In response to your request respecting the above referenced property, we have provided the following revised opinion of value reflecting damage or destruction for taxation purposes pursuant to the municipality's policy in this regard. Pursuant to the legislation, the revised value below will not be reflected on the current year's filed Assessment Roll.

2023 Filed Roll Assessed Value	Tax Classification	Revised Opinion of Value Reflecting Damage or Destruction (for tax purposes)	Tax Classification
\$114,500	01 Residential	\$8,800	01 residential

If you have any questions or require additional information, please contact PVSC at 1-800-380-7775.

Sincerely,



Ken Mckinnon, Assistant Director,
Property Valuation Services Corporation
238A Brownlow Ave, Suite 200, Park Place II
Dartmouth NS, B3B 2B4
1-800-380-7775 | Fax 902-720-7873 | kenmckinnon@pvsc.ca
www.pvsc.ca

Micheline Landry - Property Destroyed by Fire

27-Apr-23 ANN : 03320456

Property assessment 2023	\$	95,500.00
Residual Value	\$	8,800.00
Assessed Value	\$	86,700.00
Tax rate	\$	0.95
2023 tax write off	\$	762.72

*Note: Assessment \$114,500 - Cap \$95,500



Eastern District Planning Commission

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

John D. Bain
Director
jdbain@edpc.ca

February 13, 2024

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

Reference: Revised Appointments

Dear Mr. MacCulloch,

As in years past we would ask that the Municipality of the County of Richmond Council make the following appointments at your next regular session of Council replacing all previous appointments of District Planning staff to various Municipal positions effective **April 1, 2024**:

- **Building Inspection:**
Building Inspectors: **Harry Martell, André Samson and Sean Donovan**
Alternates: David MacKenzie, Jonathan Martin and Luke Ross
- **Development Officer: Andrew Jones**
Alternates: John Bain; Wanda Ryan; Kristen Knudskov and Mikayla Tait.
Assistant Development Officers: Harry Martell and André Samson
- **Fire Inspectors: Harry Martell and André Samson**
Alternates: S. Donovan; D. MacKenzie; J. Martin and L. Ross.
- **Dangerous or Unsightly Premises**
Administrators: **Sean Donovan and John Bain**
Alternates: Harry Martell, Luke Ross and André Samson
- **Special Constables: Building/Fire Codes, Dangerous or Unsightly Premises, Land Use By-laws**
Sean Donovan and Jonathan Martin

If you have any questions or concerns about these appointments, please do not hesitate to contact me.

Yours truly,

John Bain
Director

/jb



Purple Day, March 26th - Epilepsy Awareness Month
 Jordan Thomey to Epilepsy Association of the Maritimes 01/03/2024 11:51 AM
 Cc "Cassidy Megan", "angela mccarthy"

3 Attachments



Purple Day Municipality letter 2024 En.pdf FR Purple Day Municipality letter 2024 .pdf



Purple Day Proclamation ENFR 2024.pdf

Hello!

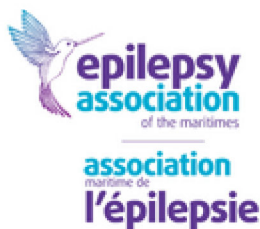
The Epilepsy Association of the Maritimes (EAM), and Purple Day, are reaching out to all three Maritime Provinces to support epilepsy awareness on Purple Day, March 26th.

We are asking every municipality to participate in Epilepsy Awareness Month in March, to show support for your community members who live with epilepsy. We can provide purple ribbons for all council members to wear on Purple Day and all throughout epilepsy awareness month. By participating in our initiative, you're helping to reduce stigma and spread awareness.

EAM has been providing education, programming, support, and advocacy for persons living with epilepsy and their families, and our communities in the Maritime Provinces for over 40 years. We provide education and awareness to workplaces, schools, and community groups about supporting people with epilepsy and how to respond if someone has a seizure.

I have attached our official letter and proclamation! Please reach out with any questions!

Jordan Thomey



Jordan Thomey (she/her)

Office Administrator

7075 Bayers Rd. Unit 215, Halifax NS, B3L 2C2

902.429.2633 | 1.866.EPILEPSY

jordan.thomey@epilepsymaritimes.org

epilepsymaritimes.org | purpleday.org

Learn more. Become a member. Donate.

Epilepsy Association of the Maritimes educates, empowers, and supports Maritimers living with epilepsy, their families, and their communities.

We acknowledge that we are located on the lands of indigenous peoples. We are all treaty people.

[JOIN OUR NEWSLETTER!](#)



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND

LA MUNICIPALITÉ
DU COMTÉ DE
RICHMOND

Warden

February 29, 2024

The Honourable Kim Masland
Department of Public Works
2nd Floor, Johnston Building
1672 Granville Street, P.O. Box 186
Halifax, NS B3J 2N2
publicworksminister@novascotia.ca

RE: Port Royal Bridge, Richmond County

Dear Minister Masland,

Richmond County Council has been asked by a group of concerned citizens to contact your department regarding the Port Royal bridge. I have been in touch with our MLA, Trevor Boudreau, to discuss the situation and as you're aware, the bridge has been closed for several years, but recently it has come to their attention that the Province intends to remove it completely, without replacing it. Facing our own significant infrastructure deficits when it comes to things like water and sewer, please know that Richmond Council fully appreciates the financial constraints faced by the Province in trying to maintain the many bridges across the County, and throughout Nova Scotia.

On behalf of Council, I'm writing to advocate for a solution that would see upgrades occur quickly on MacEachern Road to improve safety and climate resilience, and perhaps a Bailey bridge installed on Port Royal Road at least while improvements are being made. Your consideration would be greatly appreciated by Council, and even more so by the people living in the area affected by bridge closure/removal.

We look forward to hearing from you.

Sincerely,

Warden Amanda Mombourquette
Municipality of the County of Richmond

cc: Richmond County Municipal Council
MLA Trevor Boudreau
Laken Delorey



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

WARDEN

Attn: Becky Bourinot
Station/Production Manager, Telile TV
Arichat, NS
Via Email: becky@telile.tv

February 22, 2024

RE: Telile TV

Dear Ms. Bourinot,

Congratulations on your 30th anniversary!

Telile is a critically important asset serving the citizens of Richmond County in many ways; keeping people democratically engaged, promoting local artists, preserving cultural content, informing residents on local news, providing an important social connection to a largely aging population, and more. As one of only nine over-the-air, not-for-profit, non-branded community stations in Canada, Telile is able to reach more residents in Richmond County with local content than any other media.

Residents in our County have come to rely on Telile as a source of information that is relevant, timely and informative. The Municipality is proud to be your partner, and we deeply appreciate your hard work and commitment to this region. On a regular basis, I hear from residents about issues discussed at Council because they watch Telile and hear about matters that are important to them. That is one of the ultimate measures of success for a local station; people who watch become well-informed and active participants in our democracy and our society.

On behalf of Council, I would like to extend our congratulations to you, the staff, and the Board of Directors and other volunteers at Telile on 30 years of service to Richmond County and surrounding areas. Many thanks to your whole team for the wonderful work you do!

Sincerely,

Warden Amanda Mombourquette
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond

System: 3/7/2024 10:59:08 AM
User Date: 3/7/2024

County of Richmond
VENDOR CHEQUE REGISTER REPORT
Payables Management

Page: 1
User ID: amcnamara

Ranges:	From:	To:	From:	To:	
Cheque Number	First	Last	Cheque Date	2/1/2024	2/29/2024
Vendor ID	First	Last	Chequebook ID	ONLINE UTILITY	ONLINE UTILITY
Vendor Name	First	Last			

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
279	00825	BELL ALIANT	2/1/2024	ONLINE UTILITY	PMCHQ00002147	\$ 88.67
280	01023	NOVA SCOTIA POWER INC.	2/8/2024	ONLINE UTILITY	PMCHQ00002152	\$ 2,646.98
281	00825	BELL ALIANT	2/22/2024	ONLINE UTILITY	PMCHQ00002159	\$ 197.35
282	34886	EASTLINK	2/22/2024	ONLINE UTILITY	PMCHQ00002159	\$ 163.24
283	00825	BELL ALIANT	2/29/2024	ONLINE UTILITY	PMCHQ00002165	\$ 88.67
Total Cheques: 5						
						Total Amount of Cheques: \$ 3,184.91

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:	
Cheque Number	First	Last	Cheque Date	2/1/2024	2/29/2024
Vendor ID	First	Last	Chequebook ID	ONLINE PAYMENTS	ONLINE PAYMENTS
Vendor Name	First	Last			

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
1047	00825	BELL ALIANT	2/1/2024	ONLINE PAYMENTS	PMCHQ00002146	\$ 1,112.59
1048	01090	RECEIVER GEN. FOR CANADA	2/1/2024	ONLINE PAYMENTS	PMCHQ00002146	\$ 47,710.34
1049	39100	DIRECTOR OF MAINTENANCE ENFORC	2/1/2024	ONLINE PAYMENTS	PMCHQ00002146	\$ 775.72
1050	07714	RECEIVER GENERAL FOR CAN.	2/1/2024	ONLINE PAYMENTS	PMCHQ00002150	\$ 7,366.01
1051	00825	BELL ALIANT	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 164.31
1052	01023	NOVA SCOTIA POWER INC.	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 41,432.05
1053	01090	RECEIVER GEN. FOR CANADA	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 14,761.44
1054	10010	TELUS HEALTH	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 19,504.81
1055	34886	EASTLINK	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 449.32
1056	36914	ROGERS COMMUNICATIONS CANADA I	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 1,737.41
1057	39100	DIRECTOR OF MAINTENANCE ENFORC	2/8/2024	ONLINE PAYMENTS	PMCHQ00002151	\$ 387.86
1058	00825	BELL ALIANT	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 40.77
1059	01090	RECEIVER GEN. FOR CANADA	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 50,198.99
1060	01457	BELL MOBILITY INC.	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 802.19
1061	20265	ROYAL BANK VISA	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 3,944.19
1062	34886	EASTLINK	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 805.00
1063	39100	DIRECTOR OF MAINTENANCE ENFORC	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 387.86
1064	42102	TELUS	2/16/2024	ONLINE PAYMENTS	PMCHQ00002157	\$ 326.40
1065	00825	BELL ALIANT	2/22/2024	ONLINE PAYMENTS	PMCHQ00002158	\$ 41.34
1066	39100	DIRECTOR OF MAINTENANCE ENFORC	2/22/2024	ONLINE PAYMENTS	PMCHQ00002158	\$ 387.86
1067	00825	BELL ALIANT	2/29/2024	ONLINE PAYMENTS	PMCHQ00002164	\$ 1,068.58
1068	01023	NOVA SCOTIA POWER INC.	2/29/2024	ONLINE PAYMENTS	PMCHQ00002164	\$ 28.32
1069	39100	DIRECTOR OF MAINTENANCE ENFORC	2/29/2024	ONLINE PAYMENTS	PMCHQ00002164	\$ 387.86

Total Cheques: 23

Total Amount of Cheques: \$ 193,821.22

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 2/1/2024 2/29/2024
 Vendor ID First Last Chequebook ID WATER WATER
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
02874	19315	BRENNTAG CANADA INC	2/1/2024	WATER	PMCHQ00002149	\$ 4,870.02
02875	19809	BUREAU VERITAS CANADA (2019) I	2/1/2024	WATER	PMCHQ00002149	\$ 307.51
02876	45705	LONG POINT SERVICES SEPTIC DIV	2/1/2024	WATER	PMCHQ00002149	\$ 690.00
02877	00426	DIGGDON'S FREIGHT SERVICE	2/8/2024	WATER	PMCHQ00002154	\$ 65.78
02878	13915	DEMPSEY MICHAEL GERARD	2/8/2024	WATER	PMCHQ00002154	\$ 443.90
02879	15786	BURT, RICHARD	2/8/2024	WATER	PMCHQ00002154	\$ 48.33
02880	25048	AGAT LABORATORIES	2/8/2024	WATER	PMCHQ00002154	\$ 2,684.68
02881	38171	SAFETY FIRST-SFC LTD	2/8/2024	WATER	PMCHQ00002154	\$ 1,201.75
02882	15229	SUPERIOR PROPANE	2/16/2024	WATER	PMCHQ00002155	\$ 2,127.32
02883	19809	BUREAU VERITAS CANADA (2019) I	2/16/2024	WATER	PMCHQ00002155	\$ 615.02
02884	00426	DIGGDON'S FREIGHT SERVICE	2/22/2024	WATER	PMCHQ00002162	\$ 115.12
02885	00701	LANDRY BROTHERS LTD.	2/22/2024	WATER	PMCHQ00002162	\$ 34.49
02886	03123	PETER COVIN'S CONTRACTING LTD.	2/22/2024	WATER	PMCHQ00002162	\$ 345.00
02887	07633	T. SAMPSON & SONS BACKHOE &	2/22/2024	WATER	PMCHQ00002162	\$ 345.00
02888	15229	SUPERIOR PROPANE	2/22/2024	WATER	PMCHQ00002162	\$ 68.94
02889	19809	BUREAU VERITAS CANADA (2019) I	2/22/2024	WATER	PMCHQ00002162	\$ 307.51
02890	45705	LONG POINT SERVICES SEPTIC DIV	2/22/2024	WATER	PMCHQ00002162	\$ 690.00
02891	46825	RONA ARICHAT	2/22/2024	WATER	PMCHQ00002162	\$ 17.57
02892	01104	THE REPORTER	2/29/2024	WATER	PMCHQ00002167	\$ 49.25
02893	07587	CORROSION SERVICE COMPANY LTD	2/29/2024	WATER	PMCHQ00002167	\$ 3,278.83
02894	15202	ATLANTIC PURIFICATION SYSTEMS	2/29/2024	WATER	PMCHQ00002167	\$ 39,351.28
02895	15229	SUPERIOR PROPANE	2/29/2024	WATER	PMCHQ00002167	\$ 2,082.09
02896	19315	BRENNTAG CANADA INC	2/29/2024	WATER	PMCHQ00002167	\$ 4,283.06
02897	19809	BUREAU VERITAS CANADA (2019) I	2/29/2024	WATER	PMCHQ00002167	\$ 307.51

Total Cheques: 24

Total Amount of Cheques: \$ 64,329.96

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 2/1/2024 2/29/2024
 Vendor ID First Last Chequebook ID GENERAL GENERAL
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
24999	00701	LANDRY BROTHERS LTD.	2/1/2024	GENERAL	PMCHQ00002148	\$ 226.56
25000	01104	THE REPORTER	2/1/2024	GENERAL	PMCHQ00002148	\$ 1,511.10
25001	01341	VILLAGE OF ST. PETER'S	2/1/2024	GENERAL	PMCHQ00002148	\$ 112,298.52
25002	03123	PETER COVIN'S CONTRACTING LTD.	2/1/2024	GENERAL	PMCHQ00002148	\$ 1,840.00
25003	03174	CHARLES FOREST CO-OP LTD.	2/1/2024	GENERAL	PMCHQ00002148	\$ 77.82
25004	04879	SIMPSON-FROST, PAULA	2/1/2024	GENERAL	PMCHQ00002148	\$ 70.00
25005	06386	ATLANTIC MARINE & IND. RIGGING	2/1/2024	GENERAL	PMCHQ00002148	\$ 115.08
25006	08656	THE ISLAND NEST RESTAURANT LIM	2/1/2024	GENERAL	PMCHQ00002148	\$ 147.20
25007	14168	EASTERN DISTRICT PLANNING	2/1/2024	GENERAL	PMCHQ00002148	\$ 134.32
25008	15371	RE-NEST FURNITURE SOCIETY	2/1/2024	GENERAL	PMCHQ00002148	\$ 600.00
25009	15383	MAYICH, DAVID	2/1/2024	GENERAL	PMCHQ00002148	\$ 100.78
25010	17091	SULLIVAN FUELS	2/1/2024	GENERAL	PMCHQ00002148	\$ 979.12
25011	17965	ST. PETER'S LION'S CLUB	2/1/2024	GENERAL	PMCHQ00002148	\$ 9,435.06
25012	18562	BOUDREAU, SHAUN	2/1/2024	GENERAL	PMCHQ00002148	\$ 1,363.24
25013	24988	HIGHLAND BEVERAGES 2004 LTD.	2/1/2024	GENERAL	PMCHQ00002148	\$ 32.00
25014	30600	PARTS CONNECTION	2/1/2024	GENERAL	PMCHQ00002148	\$ 142.37
25015	31057	B&F ELECTRICAL LTD	2/1/2024	GENERAL	PMCHQ00002148	\$ 14,779.80
25016	31300	BRETON PRINT	2/1/2024	GENERAL	PMCHQ00002148	\$ 1,236.25
25017	31713	JB & BOYS AUTO & SALVAGE	2/1/2024	GENERAL	PMCHQ00002148	\$ 118.05
25018	31925	SAMPSON, SHARLA	2/1/2024	GENERAL	PMCHQ00002148	\$ 182.49
25019	35144	MARTELL, DANIELLE	2/1/2024	GENERAL	PMCHQ00002148	\$ 323.29
25020	35174	MARCELLUS, STEVEN	2/1/2024	GENERAL	PMCHQ00002148	\$ 471.61
25021	35785	MURY, SHANNON	2/1/2024	GENERAL	PMCHQ00002148	\$ 80.95
25022	37151	CANOE PROCUREMENT GROUP OF CAN	2/1/2024	GENERAL	PMCHQ00002148	\$ 168.08
25023	39201	NOVA SCOTIA FEDERATION OF MUNI	2/1/2024	GENERAL	PMCHQ00002148	\$ 8,392.63
25024	41521	RIVER BOURGEOIS MARINERS SOCIE	2/1/2024	GENERAL	PMCHQ00002148	\$ 1,500.00
25025	42530	OFFICE INTERIORS	2/1/2024	GENERAL	PMCHQ00002148	\$ 318.62
25026	45764	ROYAL CANADIAN LEGION BR 150	2/1/2024	GENERAL	PMCHQ00002148	\$ 100.00
25027	46302	ASSOCIATION OF MUNICIPAL	2/1/2024	GENERAL	PMCHQ00002148	\$ 253.00
25028	46825	RONA ARICHAT	2/1/2024	GENERAL	PMCHQ00002148	\$ 65.15
25029	48461	MARTELL, CARLA	2/1/2024	GENERAL	PMCHQ00002148	\$ 102.71
25030	00329	CAUSEWAY ELECTRICAL SUPPLIES L	2/8/2024	GENERAL	PMCHQ00002153	\$ 163.04
25031	00485	EASTERN CO. REG. LIBRARY	2/8/2024	GENERAL	PMCHQ00002153	\$ 19,775.00
25032	00701	LANDRY BROTHERS LTD.	2/8/2024	GENERAL	PMCHQ00002153	\$ 249.45
25033	01295	STRAIT SUPPLIES LIMITED	2/8/2024	GENERAL	PMCHQ00002153	\$ 103.50
25034	01643	BOUDREAU, CHRIS A.	2/8/2024	GENERAL	PMCHQ00002153	\$ 16.16
25035	03123	PETER COVIN'S CONTRACTING LTD.	2/8/2024	GENERAL	PMCHQ00002153	\$ 3,220.00
25036	03950	MOMBOURQUETTE, AMANDA	2/8/2024	GENERAL	PMCHQ00002153	\$ 747.67
25037	06386	ATLANTIC MARINE & IND. RIGGING	2/8/2024	GENERAL	PMCHQ00002153	\$ 55.20
25038	08508	TELILE	2/8/2024	GENERAL	PMCHQ00002153	\$ 931.50
25039	11908	CANADA POST CORPORATION	2/8/2024	GENERAL	PMCHQ00002153	\$ 2,491.50
25040	13915	DEMPSEY MICHAEL GERARD	2/8/2024	GENERAL	PMCHQ00002153	\$ 303.21
25041	14885	COUNTY OF RICHMOND	2/8/2024	GENERAL	PMCHQ00002153	\$ 3,000.00
25042	15644	LYNK ELECTRIC LIMITED	2/8/2024	GENERAL	PMCHQ00002153	\$ 365.47
25043	15768	SCOTTVAC SEPTIC SERVICE	2/8/2024	GENERAL	PMCHQ00002153	\$ 1,159.20
25044	15786	BURT, RICHARD	2/8/2024	GENERAL	PMCHQ00002153	\$ 89.41
25045	17985	EMM LAW INCORPORATED	2/8/2024	GENERAL	PMCHQ00002153	\$ 5,767.62
25046	18562	BOUDREAU, SHAUN	2/8/2024	GENERAL	PMCHQ00002153	\$ 60.00
25047	25048	AGAT LABORATORIES	2/8/2024	GENERAL	PMCHQ00002153	\$ 1,360.45
25048	25143	VIC AUCCOIN'S	2/8/2024	GENERAL	PMCHQ00002153	\$ 276.00
25049	25267	MATTHEWS, C. DELBERT	2/8/2024	GENERAL	PMCHQ00002153	\$ 60.00
25050	30600	PARTS CONNECTION	2/8/2024	GENERAL	PMCHQ00002153	\$ 48.19
25051	35138	GFL ENVIRONMENTAL SERVICES INC	2/8/2024	GENERAL	PMCHQ00002153	\$ 37,213.78
25052	35174	MARCELLUS, STEVEN	2/8/2024	GENERAL	PMCHQ00002153	\$ 199.58
25053	35866	TROY LIFE & FIRE SAFETY LTD.	2/8/2024	GENERAL	PMCHQ00002153	\$ 299.00
25054	37151	CANOE PROCUREMENT GROUP OF CAN	2/8/2024	GENERAL	PMCHQ00002153	\$ 209.22

County of Richmond
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
25055	38962	SEAL COVE HOLDING	2/8/2024	GENERAL	PMCHQ00002153	\$ 2,962.72
25056	39187	STRAIT REGIONAL CENTRE FOR EDU	2/8/2024	GENERAL	PMCHQ00002153	\$ 239,821.65
25057	40145	TOROMONT CAT (MARITIMES)	2/8/2024	GENERAL	PMCHQ00002153	\$ 1,025.26
25058	46825	RONA ARICHAT	2/8/2024	GENERAL	PMCHQ00002153	\$ 214.27
25059	00329	CAUSEWAY ELECTRICAL SUPPLIES L	2/16/2024	GENERAL	PMCHQ00002156	\$ 10.29
25060	00701	LANDRY BROTHERS LTD.	2/16/2024	GENERAL	PMCHQ00002156	\$ 159.76
25061	01104	THE REPORTER	2/16/2024	GENERAL	PMCHQ00002156	\$ 86.25
25062	01295	STRAIT SUPPLIES LIMITED	2/16/2024	GENERAL	PMCHQ00002156	\$ 954.09
25063	01309	SAMSON'S PLUMBING & HEATING	2/16/2024	GENERAL	PMCHQ00002156	\$ 207.00
25064	02240	JEANTIE'S MINI MART	2/16/2024	GENERAL	PMCHQ00002156	\$ 27.94
25065	03123	PETER COVIN'S CONTRACTING LTD.	2/16/2024	GENERAL	PMCHQ00002156	\$ 6,393.95
25066	03166	KEVIN'S COURIER	2/16/2024	GENERAL	PMCHQ00002156	\$ 204.94
25067	03174	CHARLES FOREST CO-OP LTD.	2/16/2024	GENERAL	PMCHQ00002156	\$ 139.73
25068	03824	FROST, CECIL J.	2/16/2024	GENERAL	PMCHQ00002156	\$ 150.00
25069	04022	GRAND RIVER FIRE DEPT.	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,805.97
25070	05711	RANKIN, CLAIR	2/16/2024	GENERAL	PMCHQ00002156	\$ 138.48
* 25071	08508	TELILE	2/16/2024	GENERAL	PMCHQ00002156	\$ 931.50
25072	09420	SAFETY SERVICES NOVA SCOTIA	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,590.00
25073	10529	DESJARDINS FINAN.SECURITY	2/16/2024	GENERAL	PMCHQ00002156	\$ 29,170.54
25074	15179	STEIGER, MELANIE	2/16/2024	GENERAL	PMCHQ00002156	\$ 40.00
25075	15710	KERR, ANN MARIE	2/16/2024	GENERAL	PMCHQ00002156	\$ 5,520.55
25076	17091	SULLIVAN FUELS	2/16/2024	GENERAL	PMCHQ00002156	\$ 4,350.31
25077	17705	PUBLIC ELECTRIC 2015	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,505.20
25078	18562	BOUDREAU, SHAUN	2/16/2024	GENERAL	PMCHQ00002156	\$ 80.00
25079	22243	POTTIE, BREANN	2/16/2024	GENERAL	PMCHQ00002156	\$ 610.00
25080	24589	THE ROLLING PHONES INC.	2/16/2024	GENERAL	PMCHQ00002156	\$ 809.26
25081	24988	HIGHLAND BEVERAGES 2004 LTD.	2/16/2024	GENERAL	PMCHQ00002156	\$ 56.00
25082	25267	MATTHEWS, C. DELBERT	2/16/2024	GENERAL	PMCHQ00002156	\$ 80.00
25083	31050	NSGEU	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,769.74
25084	31666	MUNICIPALITY OF THE DISTRICT	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,485.50
25085	32578	KEAN, KRISTINA	2/16/2024	GENERAL	PMCHQ00002156	\$ 75.00
25086	35096	MACMILLAN, CLAYTON	2/16/2024	GENERAL	PMCHQ00002156	\$ 16,040.64
25087	35165	MAPLE SIGNS & ENGRAVING	2/16/2024	GENERAL	PMCHQ00002156	\$ 26.45
25088	37151	CANOE PROCUREMENT GROUP OF CAN	2/16/2024	GENERAL	PMCHQ00002156	\$ 68.98
25089	40123	CAPE BRETON FIDDLERS ASSOC.	2/16/2024	GENERAL	PMCHQ00002156	\$ 2,000.00
25090	40145	TOROMONT CAT (MARITIMES)	2/16/2024	GENERAL	PMCHQ00002156	\$ 230.64
25091	41020	GROUNDSWELL PUB & INN	2/16/2024	GENERAL	PMCHQ00002156	\$ 150.00
25092	41645	BOWEN, DANIEL	2/16/2024	GENERAL	PMCHQ00002156	\$ 100.00
25093	44180	BURCHELL WICKWIRE BRYSON LLP	2/16/2024	GENERAL	PMCHQ00002156	\$ 1,549.63
25094	48625	LA GOELETTE A PEPE CAFE	2/16/2024	GENERAL	PMCHQ00002156	\$ 32.50
25095	48639	MUNICIPAL PUBLIC WORKERS ASSOC	2/16/2024	GENERAL	PMCHQ00002156	\$ 200.00
25096	00426	DIGGDON'S FREIGHT SERVICE	2/22/2024	GENERAL	PMCHQ00002160	\$ 70.84
25097	03549	MBW COURIER INC.	2/22/2024	GENERAL	PMCHQ00002160	\$ 211.01
25098	03824	FROST, CECIL J.	2/22/2024	GENERAL	PMCHQ00002160	\$ 50.00
25099	03921	CALVIN PRESBYTERIAN CHURCH	2/22/2024	GENERAL	PMCHQ00002160	\$ 1,000.00
25100	03950	MOMBOURQUETTE, AMANDA	2/22/2024	GENERAL	PMCHQ00002160	\$ 187.57
25101	10128	LEAVITT, CIARAN LLACHLAN	2/22/2024	GENERAL	PMCHQ00002160	\$ 1,000.00
25102	10197	CARMICHAEL ENGINEERING LTD.	2/22/2024	GENERAL	PMCHQ00002160	\$ 15,947.41
25103	10219	JEFFREY, KATHLEEN	2/22/2024	GENERAL	PMCHQ00002160	\$ 244.65
25104	15911	MACNEIL, MARGARET	2/22/2024	GENERAL	PMCHQ00002160	\$ 1,185.06
25105	17091	SULLIVAN FUELS	2/22/2024	GENERAL	PMCHQ00002160	\$ 1,619.63
25106	18562	BOUDREAU, SHAUN	2/22/2024	GENERAL	PMCHQ00002160	\$ 20.00
25107	31029	RAISING THE VILLAGES COOPERATI	2/22/2024	GENERAL	PMCHQ00002160	\$ 2,500.00
25108	31057	B&F ELECTRICAL LTD	2/22/2024	GENERAL	PMCHQ00002160	\$ 1,029.25
25109	35144	MARTELL, DANIELLE	2/22/2024	GENERAL	PMCHQ00002160	\$ 70.40
25110	36703	BEGG, DOUG	2/22/2024	GENERAL	PMCHQ00002160	\$ 36.35
25111	40210	ISLAND PHARMACY LTD.	2/22/2024	GENERAL	PMCHQ00002160	\$ 15.27
25112	41645	BOWEN, DANIEL	2/22/2024	GENERAL	PMCHQ00002160	\$ 20.00
25113	46825	RONA ARICHAT	2/22/2024	GENERAL	PMCHQ00002160	\$ 56.09
25114	48143	RIVERDALE COMMUNITY CENTRE	2/22/2024	GENERAL	PMCHQ00002160	\$ 6,369.85
25115	48624	CAMDON RECYCLING LIMITED	2/22/2024	GENERAL	PMCHQ00002160	\$ 3,865.89
25116	06904	BURKE, GARY	2/22/2024	GENERAL	PMCHQ00002161	\$ 13,457.53
25117	28665	LAVANDIER, RENE	2/22/2024	GENERAL	PMCHQ00002161	\$ 5,954.83

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
25118	29057	RECEIVER GENERAL	2/22/2024	GENERAL	PMCHQ00002161	\$ 2,225.33
25119	43652	SANTANA CONTRACTING LTD	2/22/2024	GENERAL	PMCHQ00002161	\$ 20,125.00
25120	48160	LANMAR DEVELOPMENTS LTD.	2/22/2024	GENERAL	PMCHQ00002161	\$ 1,595.63
25121	14885	CASH	2/28/2024	GENERAL	PMCHQ00002163	\$ 6,000.00
25122	00329	CAUSEWAY ELECTRICAL SUPPLIES L	2/29/2024	GENERAL	PMCHQ00002166	\$ 96.17
25123	00426	DIGGDON'S FREIGHT SERVICE	2/29/2024	GENERAL	PMCHQ00002166	\$ 294.75
25124	00701	LANDRY BROTHERS LTD.	2/29/2024	GENERAL	PMCHQ00002166	\$ 573.79
25125	01104	THE REPORTER	2/29/2024	GENERAL	PMCHQ00002166	\$ 380.57
25126	01186	A & A TOUESNARD TRUCKING LIMIT	2/29/2024	GENERAL	PMCHQ00002166	\$ 102,858.53
25127	01295	STRAIT SUPPLIES LIMITED	2/29/2024	GENERAL	PMCHQ00002166	\$ 248.19
25128	02488	DILLON CONSULTING	2/29/2024	GENERAL	PMCHQ00002166	\$ 8,868.72
25129	03075	BRAS D'OR LAKERS SENIORS ASSOC	2/29/2024	GENERAL	PMCHQ00002166	\$ 300.00
25130	03166	KEVIN'S COURIER	2/29/2024	GENERAL	PMCHQ00002166	\$ 34.16
25131	03174	CHARLES FOREST CO-OP LTD.	2/29/2024	GENERAL	PMCHQ00002166	\$ 74.93
25132	03700	RECEIVER GEN. FOR CANADA	2/29/2024	GENERAL	PMCHQ00002166	\$ 995.72
25133	03824	FROST, CECIL J.	2/29/2024	GENERAL	PMCHQ00002166	\$ 50.00
25134	03950	MOMBOURQUETTE, AMANDA	2/29/2024	GENERAL	PMCHQ00002166	\$ 276.96
25135	04800	FIRE SERVICE ASSOCIATION	2/29/2024	GENERAL	PMCHQ00002166	\$ 900.00
25136	05460	LOUISDALE LIONS CLUB	2/29/2024	GENERAL	PMCHQ00002166	\$ 15,550.98
25137	06200	ISLE MADAME IFIT CENTRE	2/29/2024	GENERAL	PMCHQ00002166	\$ 320.00
25138	06300	FOUGERE, EVAN	2/29/2024	GENERAL	PMCHQ00002166	\$ 100.00
25139	07150	CAMPBELL, CATHY	2/29/2024	GENERAL	PMCHQ00002166	\$ 100.00
25140	07170	MORRIS, SONIA	2/29/2024	GENERAL	PMCHQ00002166	\$ 364.00
25141	15181	GRIMES, SHARI	2/29/2024	GENERAL	PMCHQ00002166	\$ 25.00
25142	15182	BURKE, KARA	2/29/2024	GENERAL	PMCHQ00002166	\$ 25.00
25143	15245	PARDY, KEVIN	2/29/2024	GENERAL	PMCHQ00002166	\$ 1,022.33
25144	15807	ANDERSON, LANCE	2/29/2024	GENERAL	PMCHQ00002166	\$ 40.00
25145	15912	ACTON DEVELOPMENTS INC	2/29/2024	GENERAL	PMCHQ00002166	\$ 5,086.95
25146	15913	MAKO GROUP INC	2/29/2024	GENERAL	PMCHQ00002166	\$ 3,913.04
25147	17091	SULLIVAN FUELS	2/29/2024	GENERAL	PMCHQ00002166	\$ 812.39
25148	18673	BOUDREAU, RONALDA	2/29/2024	GENERAL	PMCHQ00002166	\$ 303.31
25149	20110	ARCHITECTURE49 INC	2/29/2024	GENERAL	PMCHQ00002166	\$ 20,528.65
25150	24988	HIGHLAND BEVERAGES 2004 LTD.	2/29/2024	GENERAL	PMCHQ00002166	\$ 24.00
25151	28525	FLAG EMPORIUM	2/29/2024	GENERAL	PMCHQ00002166	\$ 1,051.11
25152	28805	LEBLANC, MARYANN	2/29/2024	GENERAL	PMCHQ00002166	\$ 203.00
25153	29106	SAMPSON, BRENT	2/29/2024	GENERAL	PMCHQ00002166	\$ 452.37
25154	31026	MACDONNELL, DAWN	2/29/2024	GENERAL	PMCHQ00002166	\$ 65.00
25155	35148	THE YELLOW ROSE & CO	2/29/2024	GENERAL	PMCHQ00002166	\$ 150.00
25156	35788	THE PORT HOOD & DISTRICT RECRE	2/29/2024	GENERAL	PMCHQ00002166	\$ 115.00
25157	37151	CANOE PROCUREMENT GROUP OF CAN	2/29/2024	GENERAL	PMCHQ00002166	\$ 319.66
25158	38962	SEAL COVE HOLDING	2/29/2024	GENERAL	PMCHQ00002166	\$ 3,558.21
25159	42706	RECREATION FACILITY ASSOCIATIO	2/29/2024	GENERAL	PMCHQ00002166	\$ 230.00
25160	45241	DOYLE, WAYNE	2/29/2024	GENERAL	PMCHQ00002166	\$ 40.00
25161	46825	RONA ARICHAT	2/29/2024	GENERAL	PMCHQ00002166	\$ 68.98
25162	47562	SCOTIA RECYCLING LTD.	2/29/2024	GENERAL	PMCHQ00002166	\$ 230.00
25163	48160	LANMAR DEVELOPMENTS LTD.	2/29/2024	GENERAL	PMCHQ00002166	\$ 2,042.96
25164	48380	SBD TECHNOLOGY INNOVATORS INC.	2/29/2024	GENERAL	PMCHQ00002166	\$ 482.46
25165	48461	MARTELL, CARLA	2/29/2024	GENERAL	PMCHQ00002166	\$ 162.86
25166	48470	MARTELL, DONALD BLAIR	2/29/2024	GENERAL	PMCHQ00002166	\$ 20.00
25167	48625	LA GOELETTE A PEPE CAFE	2/29/2024	GENERAL	PMCHQ00002166	\$ 1,200.29

Total Cheques: 169

Total Amount of Cheques: \$ 816,590.82



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.	27/09/2021	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.	24/01/2022	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.	08/02/2022	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.	28/02/2022	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	28/02/2022	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.	28/02/2022	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.	28/02/2022	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.	21/03/2022	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.	21/03/2022	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.	25/04/2022	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	25/04/2022	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.	25/04/2022	Chief Financial Officer	Immediately	Complete
14	Esther MacDonnell be appointed to the Accessibility Advisory Committee.	25/04/2022	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.	25/04/2022	Warden	Immediately	Complete

17	Post the Non-Union Salary Administration Policy adopted as a policy of the Municipality of the County of Richmond.	25/04/2022	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"	25/04/2022	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.	25/04/2022	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	25/04/2022	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.	25/04/2022	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.	25/04/2022	Municipal Clerk/Municipal Council/Director of Public Works	Immediately	Complete
23	The following proclamation be adopted: "Year of the Garden 2022"	25/04/2022	Warden	Immediately	Complete
24	The following proclamation be adopted: May 2022 as "Lyme Disease Awareness Month".	25/04/2022	Warden	Immediately	Complete

25	Update on Code of Conduct Complaint will be provided at a future meeting once the investigation has been Completed.	25/04/2022	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."	25/04/2022	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	24/05/2022	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.	24/05/2022	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	24/05/2022	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	24/05/2022	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.	24/05/2022	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.	24/05/2022	Municipal Clerk/CFO	Immediately	Complete

33	The following proclamation be approved: May 29th – June 4th, 2022 is recognized as Access Awareness Week.	24/05/2022	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.	24/05/2022	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.	24/05/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	Municipal Clerk	Immediately	Complete
40	Staff be requested to do an assessment/investigation regarding the potential of expanding the Babin's Hill Look-off.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	CAO	Immediately	Complete
44	Staff investigate the request from Potlotek First Nation to access Richmond County's garbage and recycling services.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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	27/06/2022	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.	27/06/2022	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.	27/06/2022	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	27/06/2022	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.	27/06/2022	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)".	27/06/2022	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	27/06/2022	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.	27/06/2022	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.	27/06/2022	Municipal Clerk	Immediately	Complete
56	That an Electric Vehicle Charger for the Richmond Arena location be forwarded to budget deliberations for review.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	Warden	Immediately	Complete
60	The possibility of hiring summer students for summer 2023 to deal with the littering issues be forwarded to budget deliberations.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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.	27/06/2022	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	27/06/2022	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).	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	Warden	Immediately	Complete
76	Hydrant/Langley Lane / That Council accept the recommendation of the Committee of the Whole to have staff explore the feasibility of installing a hydrant on Langley Lane.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	Warden	Immediately	Complete
81	Accessibility Advisory Committee / Approve Ashley Lavandier and Shelley Dorey as members of the Accessibility Advisory Committee.	26/09/2022	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.	26/09/2022	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.	26/09/2022	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.	26/09/2022	Warden	Immediately	Complete
85	Chamber Upgrades / Staff contact Backman Vidcom for another quote.	26/09/2022	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.	26/09/2022	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	11/10/2022	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	11/10/2022	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.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	11/10/2022	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.	24/10/2022	CAO / Municipal Clerk	Immediate	In Progress
94	Strait Area Transit / That staff investigate options for improving transit service in Richmond County.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	24/10/2022	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.	12/12/2022	Warden	12/12/2022	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 Stategic 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)	12/12/2022	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.	12/12/2022	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.	12/12/2022	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.	12/12/2022	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.	12/12/2022	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.	12/12/2022	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.	12/12/2022	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	01/09/2023	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.	01/09/2023	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.	01/09/2023	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.	01/09/2023	Municipal Clerk	Immediate	Complete
138	CAO Employee Success Plan / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	01/09/2023	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 Etuaptmuk (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 presented with amendments to section 8.5, adding item iii for school based events and to section 6.3c adding, unless exempted through section 8.1.	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	<p>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:</p> <p>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;</p> <p>and FURTHER MOVE that Council give first reading and set a public hearing date.</p>	3/21/2023	CAO	Immediate	Complete
177	<p>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.</p>	3/21/2023	CAO/Warden	Immediate	Complete
178	<p>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.</p>	3/27/2023	CAO/Staff	Immediate	Complete
179	<p>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.</p>	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.	04/11/2023	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.	04/11/2023	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.	04/11/2023	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.	04/11/2023	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.	04/11/2023	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.	04/11/2023	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.	04/11/2023	CAO	Immediate	Complete
194	Acting Collectively Year End Report / to share the report on the Municipal website/Facebook page.	04/11/2023	Municipal Clerk	Immediate	Complete
195	Raising the Village/ Request video from Jim Mustard to share with Council/staff	04/11/2023	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.	04/11/2023	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.	04/11/2023	CAO	Immediate	Complete
198	Budget Release Policy - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	04/11/2023	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	04/11/2023	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	04/11/2023	CAO	Immediate	Complete
201	Fences Arbitration Committee/ that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	04/11/2023	CAO/Municipal Clerk	Immediate	Complete
202	Food Truck/Vending By-Law / that staff provide the first draft for a future By-Law /Policy meeting.	04/11/2023	CAO / Municipal Clerk	Immediate	In Progress

203	Clean Up Order / that Council accept the recommendation from the Eastern District Planning Commission that the 30 day Clean Up order be upheld to remove everything that renders the property dangerous or unsightly as outlined and FURTHER MOVE that the 30 day starts from April 24, 2023.	4/24/2023	CAO/Municipal Clerk	Immediate	Complete
204	Flag Policy / to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions.	4/24/2023	CAO / Municipal Clerk	Immediate	In Progress
205	Arichat Pedestrian Side Walk / that Council not proceed with the Arichat Pedestrian Sidewalk this season and FURTHER MOVE to defer the Arichat Pedestrian Sidewalk project to budget deliberations.	4/24/2023	CFO	Immediate	Complete
206	2023/24 Cost Shared Road Upgrades J-Class Roads /that Council enter into the cost shared paving agreement with the Province for Marchand Land for the 2023/24 fiscal year at the estimated Municipal portion of approximately \$43,000 net of HST rebate.	4/24/2023	Director of Public Works	Immediate	Complete
207	Point Michaud Beach Building / that Council pre approve an additional \$28, 100 from CCBF funds in the 2023/24 budget in order to cover the costs of the new Point Michaud beach building.	4/24/2023	Director of Public Works	Immediate	Complete
208	Riverdale Senior Club / that Council have staff contact the Riverdale Senior Club to provide information on the Grant Application Process for requesting funds.	4/24/2023	Municipal Clerk	Immediate	Complete
209	Recreation Vehicles / that the Planning Advisory / Heritage Committee recommend to Council to approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as seasonal main dwellings or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompany definitions; and to remove the requirement of have coverings for all windows to reduce light pollution and FURTHER MOVE that Council give first reading and schedule a Public Hearing.	4/25/2023	CAO / Municipal Clerk	Immediate	Complete
210	Heritage Plaques / that the Planning Advisory/Heritage Committee recommend to Council to purchase 9 inch x 5 inch bronze plaque, and FURTHER MOVE to defer discussion to budget deliberations.	4/25/2023	CAO / Municipal Clerk	Immediate	In Progress
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.	05/08/2023	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”.	05/08/2023	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.	05/08/2023	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.	05/08/2023	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.	05/08/2023	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.	05/08/2023	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	05/08/2023	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.	05/08/2023	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.	05/08/2023	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.	05/08/2023	CFO	Immediate	Complete
221	Sidewalk Project / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	05/08/2023	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.	05/08/2023	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.	05/08/2023	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	06/06/2023	Municipal Clerk	Immediate	Complete
237	Marketing Levy moved to the adoption process	06/06/2023	CAO / Municipal Clerk	Immediate	Complete

238	Food Cycle Science, Municipal Food Waste Pilot Project - that Council refer to staff for further investigation.	06/12/2023	CAO	Immediate	Complete
239	Acting Collectively - send email to Councillors with information on the Council Recruitment Campaign..	06/12/2023	Municipal Clerk	Immediate	Complete
240	Waste Receptacles - that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	06/12/2023	CAO / Municipal Clerk	Immediate	In Progress
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	06/12/2023	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.	06/12/2023	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.	06/12/2023	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.	06/12/2023	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.	06/12/2023	CFO	Immediate	Complete
246	Re-Nest - reach out to the organization how we can help promote them.	06/12/2023	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.	06/12/2023	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.	06/12/2023	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.	06/12/2023	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.	06/12/2023	CFO	Immediate	Complete
251	Question Period - that Council refer the revision of the procedures for question period to the Warden and CAO.	06/12/2023	CAO / Warden	Immediate	Complete
252	World Elder Abuse Day - provide information on social media.	06/12/2023	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.	06/12/2023	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	In Progress
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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	EMO/Fire Services Coordinator	Future Council meeting.	In Progress
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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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.	09/11/2023	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?	09/11/2023	CAO / Municipal Clerk	For next COW meeting.	Complete
275	Road Name Change - that the Planning Advisory/Heritage committee recommend to Council to have the EDPC provide guidance on the process of renaming the existing road names of Cannes Pt. Rd and Cannes Pt. Extension to Canns Pt Rd and Canns Pt Extension Rd. Road Name Change - that Council accept the recommendation from the Planning Advisory/Heritage Committee to change the road name of Cannes Point Road Extension to Canns Point Road Extension(omitting the e) and FURTHER MOVE that Council recommend to the province to change the road name of Cannes Point Road to Canns Point Road (omitting the e).	09/26/2023 - 01-31-2024	Municipal Clerk	Immediate	In Progress
276	Wind Turbine Overlay Mapping - that Council give second reading approval for the amendments to the Richmond County Municipal Planning Strategy and Land Use By-law addressing the Development of Wind Energy to allow the creation of the Utility Scale Wind Development (WD-2) Zone which permits Utility Scale Wind Turbines as of right subject to special requirements and the rezoning map in Schedule A. (attached)	09/26/2023	Municipal clerk	For next Reg Council meeting	Complete
277	RCMP Advisory Board By-Law - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	Complete
278	Recreation Vehicles - that Council give First Reading approval for the proposed amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to allow for small scale campgrounds and recreational vehicles to be used as a seasonal main dwelling or seasonal accessory dwelling as of right within the Rural General (RG) Zone and Rural Resource (RR) Zone and to insert accompanying definitions and schedule a public hearing.	09/26/2023	Municipal clerk	Immediate	Complete
279	DNRR / ACOA Project Proposal - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the unused portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	Complete
280	Application for Cost-Shared J-Class Road Paving - that Council submit the following application to the Province for cost-shared paving of J-class roads in order of priority as follows: Lobster Plant Road, Sampson Road, Kings Road, and Forgeron Road.	09/26/2023	Director of Public Works	Immediate	Complete
281	Active Living Strategy and Recreation Plan - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	Complete
282	CEPI Conference Sponsorship Opportunity - that Council refer the CEPI Conference sponsorship opportunity to staff and FURTHER MOVE that staff provide a recommendation for the next Committee of the Whole meeting.	09/26/2023	CFO	Immediate	Complete

283	FASD Proclamation- that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	complete
284	Right to Know Week Proclamation - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	Complete
285	VVPR Resolution - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	Complete
286	Speed Radar Unit - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	Complete
287	Speed Radar Unit - Council unanimously agreed to recommend to staff that the speed radar unit located in West Arichat be moved to the Northside area and to place the currently unused unit along Hwy 206 in the Arichat area.	09/26/2023	Director of Public Works	Immediate	Complete
288	Question Period / - Class Road List - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	Complete
289	Question Period / Financial Health Index Report - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	Complete
290	Question Period / Grant Disclosures for 2022-2023 - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	Complete
291	Acting Collectively Project / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	10/10/2023	Warden	Immediate	PENDING
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.	10/10/2023	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.	10/10/2023	Recreation Department	Immediate	In Progress
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.	10/10/2023	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.	10/10/2023	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	10/10/2023	CAO	Immediate	In Progress
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.	10/10/2023	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.	10/10/2023	CAO	Immediate	Complete
299	Purchasing and Tendering Policy - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review.	10/23/2023	Municipal Clerk	Immediate	In Progress
300	Travel and Expense Policy/ That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete
301	Grant Disclosure Policy - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	Complete
302	Bras d'Or Lakes CEPI grant application / that Council approve the Bras d'Or Lakes CEPI grant application for the Type 4 - Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$500 District 1, \$500 District 2, \$500 District 3, \$500 District 4, \$3000 Regional Grant Funds.	10/23/2025	CFO	Immediate	Complete
303	SERMGAR Legislation-Bill 340 / that the Warden draft a letter on behalf of Richmond Municipal Council with clear restrictions that Council supports bill 340 as a path to achieve what was consulted on with the membership; specifically, that the Roads Stream B proposal regarding transfer of ownership of roads to municipalities be moved to Schedule A for further discussion.	10/23/2026	Warden	Immediate	Complete
304	Calvin Presbyterian Church Grant Request / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	11/06/2023	CFO	Immediate	Complete
305	Hearts Ability Society Wreaths Fundraiser/ The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	11/06/2023	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.	11/06/2023	CAO	Immediate	Complete

307	Municipal Housing Needs Report / create an article and upload the document on Municipal website and create a fb post	11/06/2023	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	In Progress
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	12/07/2023	CAO	Immediate	In Progress
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.	12/07/2023	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.	12/07/2023	CFO	Immediate	Complete
313	Question Period - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	12/07/2023	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	In Progress
319	Low Income Tax Exemption / that the Committee of the Whole recommend to Council to have staff investigate the cost of such a program at multiple income levels and relief levels and refer the information collected to budget discussions.	01-31-2024	CAO	Immediate	In Progress
320	Coastal Riders ATV group request for a letter of authorization / that the Committee of the Whole recommend to Council to refer the Coastal Riders ATV group request for a letter of authorization for trail access along municipal property to staff to investigate on an optimum access route.	01-31-2024	CAO	Immediate	In Progress
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	In Progress
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	In Progress
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	In Progress
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	In Progress
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	In Progress
326	Raising the Village Grant Request / that the Committee of the Whole recommend to Council to approve the Raising the Villages Cooperative Ltd. grant application for the Type 4 – Regional/Health/General Grant Funds in the amount of \$2,500 and be allocated from the Regional Funds.	01-31-2024	CFO	Immediate	Complete
327	Village of St. Peter's Guarantee / that the Committee of the Whole recommend to Council to approve a loan guarantee in the amount of not more than \$185,000 for the purpose of the Village to conduct lift station upgrades and WWTP electrical upgrades.	01-31-2024	CFO	Immediate	Complete

328	ECRL request for additional rent / that the Committee of the Whole recommend to Council to approve the allocate funds to support rental fees for the relocation of the ECRL Petit de Grat Library for a period of up to two months during which time the renovations take place in February 2024.	01-31-2024	Director of Community Development and Recreation	Immediate	Complete
329	Richmond County Water Utility-Water Rate Study / that the Richmond County Water Utility Water Rate Study be placed on the agenda for the next Committee of the Whole meeting for further discussion.	01-31-2024	Municipal Clerk	Immediate	Complete
330	Request to Purchase PID 75142133 / Moved by Council/ that Council accept the recommendation from the Planning Advisory / Heritage Committee to proceed with the process of the sale of PID 75142133, ensuring proper procedures are followed.	01-31-2024	CFO / Revenue Manager	Immediate	In Progress
331	Land/Legal Document from In camera session / that Council accept the recommendation from the Planning Advisory / Heritage Committee that the document discussed in-camera be presented in-camera at the next Committee of the Whole meeting.	01-31-2024	Municipal Clerk	Immediate	Complete
332	Bona Road and Bona Lane in L'Ardoise / that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	EMO/Fire Services Coorindator	Immediate	In Progress
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	In Progress
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	In Progress
335	Richmond Water Utility Water Rate Study / that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	In Progress
336	Voluntary Vulnerable Persons Registry / Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to refer the Voluntary Vulnerable Persons Registry to the Municipal Emergency Management (MEM) Advisory Committee as an action item.	02-26-2024	EMO / Fire Services Coordinator	Immediate	In Progress

337	Speed Radar Request for Information / that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	In Progress
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	In Progress
342	Amyloidosis Awareness Month Proclamation / that Council approve the request to proclaim the month of March as Amyloidosis Awareness Month in the Municipality of the County of Richmond County.	02-26-2024	Municipal Clerk	Immediate	Complete
343	Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Request for the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan. / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	In Progress
344	Question Period - Regular Council, Re: Port Royal Bridge / that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete