



## Regular Council Meeting

Monday, November 25<sup>th</sup>, 2024

7:00 p.m.

Council Chambers

### AGENDA

1. **Call to Order**
2. **Opening Acknowledgement**
3. **O'Canada**
4. **Roll Call of Councillors**
5. **Items Added to the Agenda** (Approval of Agenda)
6. **Review of Minutes, Re:**
  - a) Regular Council, September 23<sup>rd</sup>, 2024
  - b) Special Meeting, October 15<sup>th</sup>, 2024
  - c) Organizational Meeting of Council, October 30<sup>th</sup>, 2024
7. **Question Period:**
  - Restricted to Items on the Committee Reports
  - PHONE IN: (902) 226-9885 (see Question Period Details Below)
8. **Committee Reports:**
  - **Committee of the Whole**
    - Municipal election communications
    - Good Neighbour Project proposal
    - Members of Council ABCC appointments
    - Low Income Tax Exemption Program Policy
    - Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000.
    - Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500.
    - Isle Royale ATV Club's request for a letter of support
    - Dr. Kingston Memorial Community Health Centre's request for letters of support
    - Contact information
  - **By-Law/Policy**
    - New Code of Conduct for Elected Officials



9. **Second Reading Approval**
  - a) Amendment to the Richmond Subdivision By-Law
  - b) Amendment to the West Richmond, Central Richmond, Isle Madame, St. Peter's, and Richmond County Land Use By-Laws
10. **New Business**
  - a) International Day of Persons with Disabilities Proclamation
11. **Warden, Re:**
  - a) Appointment of an Investigator for the complaint and investigation process under the new Code of Conduct for Elected Officials, as prescribed by the Province
12. **Correspondence**
  - a) **Action Required:**
    - i. n/a
  - b) **For Information Purposes**
    - i. MOCR Letter of Support, Re: Isle Royale ATV Club - Capelin Cove Wilderness Area
    - ii. MOCR Letter of Support, Re: Dr. Kingston Memorial Health Centre – Age Friendly Grant
    - iii. MOCR Letter of Support, Re: Dr. Kingston Memorial Health Centre - Community Foundation of Nova Scotia VISIONS Fund
    - iv. Innovation, Science and Economic Development Canada, Re: Prime Minister's Award for Teaching Excellence
    - v. Eastern Counties Regional Library, Re: Annual Report 2023-2024
13. **Review of Action Items**
  - a) Action Items List
14. **Items Added to the Agenda**
15. **Question Period**
  - Restricted to the remainder of the agenda following the Committee Reports
  - PHONE IN: ( 902) 226-9885 (see Question Period Details Below)
16. **Adjournment**



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

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

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

No person speaking during Question Period shall:

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

**Livestreaming**

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

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



## Regular Council Meeting

Monday, September 23<sup>rd</sup>, 2024  
5:30 - 6:00 p.m. - In Camera Session  
7:00 - 8:00 p.m. - Regular Session

**Location:** Richmond Room/Council Chambers

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

**Staff:** Troy MacCulloch, Chief Administrative Officer (CAO), Shelley David, Municipal Clerk

### **Call to Order**

Warden Amanda Mombourquette called the meeting order at 5:32 p.m.

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council move to an in camera session at 5:33 pm.

Motion carried.

a) Contract Negotiations

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council revert to regular session at 5:45 pm, and FURTHER MOVE that there will be recess from 6:00 – 7:00 p.m.

Motion carried.

**Recess** 6:00 pm – 7:00 pm

Troy MacCulloch, CAO, joined the regular session at 7:00 pm virtually.

### **O'Canada**

The Chair reconvened the meeting at 7:00 p.m. and asked everyone to stand, if able, for the singing of O'Canada.

### **Roll Call of Councillors**

The Municipal Clerk took roll call of Councillors.



### **Items Added to the Agenda (Approval of Agenda)**

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

Motion carried.

### **Review of Minutes, Re:**

- a) Regular Council Meeting Minutes, June 24<sup>th</sup>, 2024

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the minutes of the June 24<sup>th</sup>, 2024, Regular Council meeting be approved as corrected.

Motion carried.

- b) Special Meeting Minutes, August 7<sup>th</sup>, 2024

Moved by Deputy Warden Shawn Sampson, seconded by Councillor Brent Sampson that the minutes of the August 7<sup>th</sup>, 2024, Special meeting be approved.

Motion carried.

### **Question Period:**

There were no questions.

### **Committee Reports**

#### **Committee of the Whole**

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to approve the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50, to be allocated from the Regional Fund.

Motion carried.



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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to proclaim September 23-29<sup>th</sup> 2024 as Right to Know Week in the County of Richmond.  
Motion carried.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.  
Motion carried.

Councillor Michale Diggdon declared a conflict of interest and removed himself from the meeting at 7:14 p.m.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Melanie Sampson that Council accept the recommendation from the Committee of the Whole to have staff collaborate with the Minister of Gaelic Affairs and the Minister of Public Works to install the new signs as requested when the Provincial budget permits.  
Motion carried.

Councillor Michael Diggdon returned to the meeting at 7:16 p.m.

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 02913135 owned by Donald Frost, which was completely destroyed by fire, in the amount of \$205.87, which represents taxes on the dwelling only from December 16, 2023, to March 31, 2024.  
Motion carried.



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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 04126068 owned by James White, which was completely destroyed by fire, in the amount of \$61.85, which represents taxes on the dwelling only from December 24, 2023, to March 31, 2024.

Motion carried.

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

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

Motion carried.

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

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

Motion carried.

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

Motion carried.



– **Planning Advisory/ Heritage Committee Report**

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

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

Motion carried.

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

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

Motion carried.

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

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

Motion carried.

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

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

Motion carried.



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

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

Motion carried with three (3) in favour and two (2) opposed.

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

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that the Planning Advisory/Heritage Committee recommend to Council to accept the amendments to the Richmond County Subdivision By-Law for the Municipality of Richmond County as presented.

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

Moved by Councillor Brent Sampson seconded by Councillor Michael Diggdon that the Planning Advisory/Heritage Committee report for the month of July 2024 be adopted.  
Motion carried.

– **By-Law/Policy Committee Report**

**The Committee discussed the Fences Arbitration Committee Terms of Reference**

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the By-Law/Policy Committee recommend to Council to approve the Fences Arbitration Committee Terms of Reference as presented.

Motion carried.

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

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the By-Law/Policy Committee recommend to Council to approve the MEMAC Terms of Reference as presented.

Motion carried.



**The Committee discussed the Audit Committee Terms of Reference**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to Council to approve the Audit Committee Terms of Reference as presented.

Motion carried.

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

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the By-Law/Policy Committee recommend to Council to approve the Planning Advisory/Heritage Committee Terms of Reference as presented.

Motion carried.

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

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that the By-Law/Policy Committee recommend to Council to approve the By-Law/Policy Committee Terms of Reference as presented.

Motion carried.

**The Committee discussed the RCMP Advisory Board Terms of Reference**

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the By-Law/Policy Committee recommend to Council to approve the RCMP Advisory Board Terms of Reference as presented.

Motion carried.

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

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that the By-Law/Policy Committee recommend to Council to approve the Committee Matrix, Appendix A of the Committee Policy as presented.

Motion carried.

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that the By-Law/Planning Committee report for September 9th be adopted.

Motion carried.



– **Accessibility Advisory Committee Report**

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

Moved by Deputy Warden Shawn Samson, seconded by Councillor Michael Diggdon that the Council accept the recommendation of the Accessibility Advisory Committee and change the name of the Accessibility Advisory Committee to the IDEA (Inclusive, Diverse, Equitable, Accessible) Committee to align with the Provincial mandate to include diversity, equity and inclusion.

Motion carried.

Moved by Deputy Warden Shawn Samson, seconded by Councillor Brent Sampson that the Accessibility Advisory Committee report for September 2024 be adopted.

Motion carried.

– **Fire Protection Services Committee Report (FPSC)**

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

Moved by Councillor Michael Diggdon, seconded by Councillor Brent Sampson that the FPSC recommend to Council to support the investigation of the procurement of mapping using a 3rd party aside from EDPC to produce current mapping for Emergency Management and the VFD's.

Motion carried.

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

Moved by Councillor Michael Diggdon, seconded by Councillor Brent Sampson that the FPSC recommend to Council to draft a letter to the province to have old provincial roads re-opened and maintained as a secondary means of travel for emergencies/evacuations and with the increase in MVC's and rerouting of traffic.

Motion carried.

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

Moved by Councillor Michael Diggdon, seconded by Deputy Warden Shawn Samson that the FPSC recommend to Council to have staff investigate the planning of new areas have two lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning.

Motion carried.



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

Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that the FPSC recommend to council to reverse the decision to remove West Bay Road VFD from the Committee as they cover a portion of the County.

Motion carried with three (3) in favour and one (2) opposed.

Moved by Councillor Michael Diggdon, seconded by Councillor Brent Sampson that the Fire Protection Services Committee report for June 2024 be adopted.

Motion carried.

**Warden, Re:**

- a) Strait Area Transit, Articles of Incorporation and By-Laws

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council approve the amendments to the Strait Area Transit Articles of Incorporation and By-Laws as presented.

Motion carried.

- b) Receipt of Donations Policy

Moved by Councillor Brent Sampson, seconded by Councillor Melanie Sampson that Council refer the Receipt of Donations Policy to the By-Law/Policy Committee for further investigation and discussion.

Motion carried.

**Councillor Brent Sampson, Re:**

- c) NS Chiefs of Police Association & NS Association of Police Governance Conference  
For information only.

**Motion to Rescind**

Moved by Councillor Melanie Sampson, seconded by Deputy Warden Shawn Samson that Council rescind the motion passed on November 4, 2023, and May 27, 2024, regarding the direction given to staff to organize, coordinate, and proceed in scheduling a meeting with the Port Hawkesbury Town Council and Richmond County Municipal Council.

Motion carried.



### **Motion for First Reading**

Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council give First Reading approval for the amendments to the West Richmond, Central Richmond, St. Peter's, Isle Madame, and the Municipality of the County of Richmond Land Use By-Laws and FURTHER MOVE that staff schedule a public hearing.

Motion carried.

Moved by Councillor Melanie Sampson, seconded by Councillor Brent Sampson that Council give First Reading approval for the amendments to the Richmond County Subdivision By-Law and FURTHER MOVE that staff schedule a public hearing.

Motion carried.

### **Correspondence**

a) **Action Required**

i. n/a

b) **For Information Purposes**

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

### **Unfinished Business**

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

Troy MacCulloch, CAO, provided a verbal update stating that the grant was being reviewed.

### **Review of Action Items**

- a) Action Items List  
For information only.

### **Items Added to the Agenda**

n/a



### **Recommendations from In Camera Session**

Moved by Councillor Brent Sampson, seconded by Councillor Michael Diggdon that Council approve the request for Willy's Taxi to operate in the Municipality of the County of Richmond.

Motion carried.

Moved by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson that Council refer the Taxis By-Law to the By-Law/Policy Committee for updating.

Motion carried.

### **Proclamation**

#### **RIGHT TO KNOW WEEK**

**September 23 to September 29, 2024**

**WHEREAS** the Municipality of the County of Richmond has adopted the principles of openness, transparency and accountability; and

**WHEREAS** *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Municipality of the County of Richmond; and

**WHEREAS** access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

**WHEREAS** a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

**WHEREAS** the Municipality of the County of Richmond joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

**THEREFORE BE IT RESOLVED THAT I**, Warden Amanda Mombourquette, on behalf of the Municipality of the County of Richmond Council, do hereby proclaim September 23<sup>rd</sup> to September 29<sup>th</sup>, 2024 to be Right to Know Week in the County of Richmond.

Dated at Arichat, Nova Scotia

This 23<sup>rd</sup> day of September 2024.



## **Proclamation**

### **SENIORS FOR CLIMATE DAY**

**October 1, 2024**

**WHEREAS** October 1st is Canada's National Seniors' Day and the UN International Day of Older Persons. It is a day to recognize the accomplishments and contributions of seniors. Seniors are a significant and diverse demographic, one in four Canadians; and

**WHEREAS** Seniors for Climate is a nationwide mobilization calling for urgent action to address climate change and support a livable future for our children and grandchildren; and

**WHEREAS** climate change is already affecting our health and ability to produce enough food for all to live in food security; and

**WHEREAS** we face climate changes in Richmond County such as coastal erosion, increased winds, greater fluctuations in temperature and severe storms; and

**WHEREAS** we need faster and better action by all levels of government to work towards a just transition to renewable energy; and

**WHEREAS** we need climate action that is broad-based that supports seniors, youth, Indigenous Peoples, blended families and other disadvantaged and equity seeking populations. We all need to work together to preserve the planet we love and depend upon; and

**WHEREAS** The County of Richmond recognizes the importance of widespread support of Seniors for Climate goals; and

**WHEREAS** the Seniors Take Action Coalition of Richmond County, Dr. Kingston Memorial Community Health Centre and Richmond River Roots Market Garden support more local action regarding climate change to ameliorate its adverse effects on our overall health and food security;

**THEREFORE BE IT RESOLVED THAT I**, Warden Amanda Mombourquette, on behalf of the Municipality of the County of Richmond Council, hereby proclaim October 1, 2024, as "Seniors for Climate Day" in the County of Richmond.

Dated at Arichat, Nova Scotia

This 23<sup>rd</sup> day of September 2024.



**Question Period**

Germaine MacDonald approached Council.

**Adjournment**

There being no further business, the Chair adjourned the meeting at 8:28 pm.

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Municipal Clerk

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Chairperson

DRAFT



## Special Meeting

Tuesday, October 15<sup>th</sup>, 2024, 7:00 p.m.

**Location:** Council Chambers

**Present:** Warden Amanda Mombourquette, Deputy Warden Shawn Samson, Councillor Melanie Sampson, Councillor Brent Sampson, Troy MacCulloch, CAO, Danielle Martell, Community Development & Special Projects Officer

**Regrets:** Councillor Michael Diggdon

### **Call to Order:**

Warden Amanda Mombourquette called the meeting to order at 7:01 p.m.

### **Approval of Agenda:**

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

Motion carried

### **Motion to Adopt:**

**a) Council Procedural Policy**

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

Motion carried

**b) Recreation Advisory Committee Terms of Reference**

Move by Councillor Brent Sampson, seconded by Deputy Warden Shawn Samson, that Council approve the Recreation Advisory Committee Terms of Reference as presented.

Motion carried



**c) Street Light Policy**

Move by Councillor Melanie Sampson, seconded by Councillor Brent Sampson, that Council adopt the amendments to the Street Light Policy as presented. Motion carried.

**Grants, Re:**

- a) Paroisse Saint Joseph grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$10,000  
Troy MacCulloch, CAO, provided a verbal update stating that the project was ineligible because the work had been completed before the application was submitted.

**Adjournment**

There being no further business, the chair adjourned the meeting at 7:11 p.m.

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**Municipal Clerk**

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**Chairperson**



## Organizational Meeting of Council

October 30, 2024

**Location:** Council Chambers

**Present:** Warden Lois Landry, Councillor Brian Marchand, Councillor Amanda Mombourquette, Deputy Warden Brent Sampson, Councillor Shawn Samson

**Staff:** Troy MacCulloch, Chief Administrative Officer, Shelley David, Municipal Clerk, Shannon Mury, Director of Community Relations and Recreation

**Other:** Her Honour, Judge Laurel Halfpenny MacQuarrie, Noah Landry, Solicitor

### **Call to Order**

Shelley David, Municipal Clerk called the meeting to order at 6:11 p.m.

### **Election of the Warden**

The Municipal Clerk, called for nominations for the position of Warden.

- Councillor Brent Sampson nominated Councillor Lois Landry.
- Councillor Lois Landry accepted the nomination.
- Councillor Shawn Samson nominated Councillor Amanda Mombourquette.
- Councillor Amanda Mombourquette accepted the nomination.

Nominations were sought three times, there were no further nominations.

Moved by Councillor Brian Marchand, seconded by Councillor Amanda Mombourquette that nominations cease.

Motion carried.

Ballots were cast, and votes were counted and scrutinized by Shannon Mury, Director of Community Relations and Recreation, and Noah Landry, Solicitor.



Following the voting process, the Municipal Clerk declared Councillor Lois Landry as the Warden for the Municipality of the County of Richmond (MOCR) for the next two years, as per MOCR Policy.

Warden Lois Landry made her acceptance comments and thanked Council.

The Warden assumed the Chair.

### **Election of the Deputy Warden**

The Warden called for nominations for the position of Deputy Warden.

- Councillor Shawn Samson nominated Councillor Amanda Mombourquette.
- Councillor Amanda Mombourquette accepted the nomination.
- Councillor Brian Marchand nominated Councillor Brent Sampson.
- Councillor Brent Sampson accepted the nomination.

Nominations were sought three times, there were no further nominations.

Moved by Councillor Brian Marchand, seconded by Councillor Shawn Samson that nominations cease.

Motion carried.

Ballots were cast, and votes were counted and scrutinized by Shannon Mury, Director of Community Relations and Recreation, and Noah Landry, Solicitor.

Following the voting process, the Warden declared Councillor Brent Sampson as the Deputy Warden for the MOCR for a one-year term as per MOCR Policy.

Deputy Warden Brent Sampson made his acceptance comments and thanked Council.

### **Recess**

Moved by Councillor Amanda Mombourquette, seconded by Councillor Brian Marchand, that the meeting move to recess until Thursday, October 31<sup>st</sup>, 2024 at 10:00 am.

Motion carried.



## **Reconvene**

Warden Lois Landry reconvened the meeting at 10:04 am on Thursday, October 31<sup>st</sup>, 2024

## **Committee Review/ Members of Council Appointments**

Discussion ensued on members of Council appointments to Agencies, Boards, Commissions, and Committees (ABCCs).

Moved by Councillor Brian Marchand, seconded by Amanda Mombourquette, that Council direct staff to advertise the current vacancies for citizen appointments to the Inclusivity, Diversity, Equity, and Accessibility (IDEA) Committee, Planning Advisory Committee, RCMP Advisory Board, and Recreation Advisory Committee, each for five-year terms.

Motion carried.

Moved by Councillor Brian Marchand, seconded by Councillor Brent Sampson, that Council direct staff to advertise the current vacancy for the Municipality of the County of Richmond's citizen appointment to the Destination Cape Breton Board, for the term specified in their by-laws.

Motion carried.

## **Adjournment**

There being no further business, the meeting was adjourned at 11:20 a.m.

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Municipal Clerk

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Chairperson

## **Committee of the Whole Report November 2024**

The Committee met on November 12<sup>th</sup>, 2024.

### **The Committee discussed communications related to the municipal election.**

I move that the Committee of the Whole recommend to Council to refer the Strategic Communications Plan to the By-law/Policy Committee for the purpose of incorporating communications related to the municipal election.

### **The Committee discussed the Good Neighbour Project proposal.**

I move that the Committee of the Whole recommend to Council to refer the Good Neighbour Project proposal to staff for further investigation.

### **The Committee discussed the members of Council ABCC appointments.**

I move that the Committee of the Whole recommend to Council to approve the Committee Matrix with the changes as discussed. (Committee Matrix Attached)

### **The Committee discussed the Low Income Tax Exemption Program Policy.**

I move that the Committee of the Whole recommend to Council to extend the deadline for applications to the Low Income Tax Exemption Program Policy to February 28, 2025, for this year only.

### **The Committee discussed the Royal Canadian Legion Br. 150 grant request for the Type 1, Infrastructure Grant Funds in the amount of \$5,000.**

I move that the Committee of the Whole recommend to Council to approve the grant request from the Royal Canadian Legion Br. 150 for the Type 1 Infrastructure Grant Funds in the amount of \$5,000, pending the submission of their balance sheet; and FURTHER MOVE that the funds be allocated as follows: \$1,000 from District 1 Funds, \$1,000 from District 2 Funds, and \$3,000 from the Regional Funds.

### **The Committee discussed the Acadiaville Community Centre Society grant request for the Type 2 Start-up Activity Grant Funds in the amount of \$500.**

I move that the Committee of the Whole recommend to Council to approve the grant request from the Acadiaville Community Centre Society for the Type 2 Start-up Activity Grant Funds in the amount of \$500 and be allocated from the District 2 Funds.

**The Committee discussed the Isle Royale ATV Club's request for a letter of support.**

I move that the Committee of the Whole recommend to Council to have the Warden prepare a non-monetary letter of support for the Isle Royale ATV Club regarding the Capelin Cove Wilderness Area as outlined in the request.

**The Committee discussed the Dr. Kingston Memorial Community Health Centre's request for letters of support.**

I move that the Committee of the Whole recommend to Council to have the Warden prepare letters of support for the Dr. Kingston Memorial Community Health Centre for their application to the Community Foundation of Nova Scotia Visions Fund Grant and the Age-Friendly Communities Grant Program as outlined in the request.

**The Committee discussed contact information.**

I move that the Committee of the Whole recommend to Council to have staff investigate the use of generic email addresses and landline phone numbers for members of Council.

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

**MUNICIPALITY OF THE COUNTY OF RICHMOND COMMITTEE MATRIX**

**COUNCIL ESTABLISHED ABCCs**

Agencies, Boards, Commission, Committees ABCCs		Approximate Meeting Frequency	Committee Type	Creation	Members of Council	Appointed	Warden Required	Alt Councillor	CAO	Dir. Finance	Dir. PW	Dir. CD & Recreation	Clerk	Other Staff	Citizen Appt.'s	Other External
1	Inclusivity, Diversity, Equity, and Accessibility (IDEA) Committee	1/month	Advisory / Statutory	Accessibility Act	1	Councillor Amanda Mombourquette						1		1	4	3
2	Allan J. MacEachern Regional Airport Mgmt Committee	min 4/year	External Community	By Policy	2	Councillor Amanda Mombourquette Councillor Shawn Samson ALT - Deputy Warden Brent Sampson		1	1							6
3	Audit Committee	3-4/year	Standing / Statutory	Municipal Government Act	5	All Members of Council			1	1					1	
4	By-Law/Policy Committee	2-3/month	Standing	Council	5	All Members of Council			1	1	1	1	1		2	
5	Cape Breton Regional Enterprise Network (CBREN) Liaison Oversight Committee	4/year	Inter-Municipal	Agreement		Warden Lois Landry	1		1							14
6	Committee of the Whole	1/month	Standing	Council	5	All Members of Council			1	1	1	1	1			
7	Eastern District Planning Commission	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Councillor Shawn Samson ALT - Councillor Amanda Mombourquette		1	1							10
8	Eastern Counties Regional Library Board	4/year	Inter-Municipal	Library Act/Agreement											1	7
9	Fences Arbitration Committee	As Needed	Standing / Statutory	Fences and Detention of Stray Livestock Act	1	Deputy Warden Brent Sampson										1
10	Fire Protection Services Committee	4/year	Standing	Council	1	Councillor Brian Marchand								1		14
11	Landrie Lake Water Utility Board	4/year	Inter-Municipal	Agreement	2	Councillor Brian Marchand Councillor Shawn Samson ALT - Deputy Warden Brent Sampson		1	1							3
12	Landrie Lake Watershed Advisory Committee	4/year	Inter-Municipal	Agreement	1	Councillor Brian Marchand ALT - Councillor Shawn Samson		1			1				1	8
13	Municipal Emergency Management Advisory Committee (MEMAC)	2/year (min)	Advisory / Statutory	Emerg.Mgmt Act	3	Warden Lois Landry Councillor Amanda Mombourquette Deputy Warden Brent Sampson			1				1	1		
14	Municipal Emergency Management Planning Committee (MEMPC)	4/year	Advisory/ Standing	By-Law #50	2	Warden Lois Landry Councillor Amanda Mombourquette			1	1	1	1	1	1		7

15	Planning Advisory/Heritage Committee	1/month	Standing	Council	5	All Members of Council											2	
16	RCMP Advisory Board	4/year	Advisory / Statutory	Police Act	2	Deputy Warden Brent Sampson Councillor Shawn Samson											2	1
18	Recreation Advisory Committee	6/year	Advisory / Standing	By Policy	1	Warden Lois Landry						1		2			8	
17	Richmond Villa Board	6/year	Standing / Statutory	Municipal Housing Corp Act	3	Councillor Brian Marchand Councillor Amanda Mombourquette Deputy Warden Brent Sampson ALT - Councillor Shawn Samson		1									3	
19	Richmond/Port Hawkesbury Joint Park Commission	1/month	Inter-Municipal	Agreement	2	Warden Lois Landry Councillor Brian Marchand Councillor Amanda Mombourquette	1		1									4

**EXTERNAL COMMUNITY - Members of Council / Staff Appointees**

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

**EXTERNAL COMMUNITY - CITIZEN APPOINTEES**

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

**EXTERNAL COMMUNITY - MUNICIPAL LIAISON APPOINTEES**

ABCCs		Approximate Meeting Frequency		Liaison Created	Members of Council									Other Staff	Citizen Appt.'s	Other External
33	Doctor Kingston Memorial Community Health Centre	10/year		By Policy		To be Determined										

34	Raising the Villages	6/year		By Policy		To be Determined										
35	Richmond County Literacy Network (RCLN)	10/year		By Policy		To be Determined										
36	Volunteer Fire Departments	varies		By Policy		To be Determined										
37	Seniors Take Action Coalition (STAC)	Commtee 1/month Board 6/year		By Policy		To be Determined										
38	St. Anne's Community & Nursing Care Centre	11/year		By Policy		To be Determined										



THE MUNICIPALITY  
OF THE COUNTY OF

LA MUNICIPALITÉ  
DU COMTÉ DE

**RICHMOND**

*Department of Finance*

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**MEMO TO:** TROY MACCULLOCH, CAO

**MEMO FROM:** KATHLEEN JEFFREY

DATE: November 6, 2024

RE: Type 1 – Infrastructure

Dear CAO,

Attached is a grant application from the Royal Canadian Legion Br. 150 for Infrastructure Grant Funds in the amount of \$5,000. Please note the balance sheet has been requested but has not yet been provided.

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

Best Regards

KJ.

Kathleen Jeffrey  
Interim Director of Finance

**This project aligns with the following County initiatives or plans:**

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

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

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



**Grant/Funding Application**

Organization Legal Name: ROYAL CANADIAN LEGION BR. 150  
Contact Person: JOAN CLANNON

Position in Organization: TREASURER  
Email: JOAN@DIMANS.CA  
Telephone: [REDACTED]

Mailing Address: 1219 VETERAN'S MEMORIAL DR W, ARICHAT, NS B0E 1A0

Signature: Joan Clannon  
Date: Oct 3, 24

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

\* 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   
Only complete Section A (page 2)
- Type 2 Start-up Activity   
Only complete Section B (page 3)
- Type 3 Recreation/Sponsorship   
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   
Only complete Section D (page 8)

**What you need to know before applying for funding**

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

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

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.

*Letter Enclosed.*

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>5,000.</u>
Land		Have you had to borrow for this project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Materials	<u>22,552</u>	Loan/Debt	_____
Labour Costs	<u>4,600</u>	Funding Agency	_____
Other Capital Costs	<u>1,700</u>	Provincial	_____
Specify: <i>Septic Upgrade</i>		Federal	<u>13,852.</u>
Other Capital Costs	_____	Other (Specify): <i>CREDIT UNION</i>	<u>5,000.</u>
Specify:		Amount requested from Municipality	<u>5,000.</u>
		If approved, funds must be spent by March 31.	
<b>TOTAL</b>	<b>\$28,852</b>	<b>TOTAL</b>	<b>\$28,852.</b>



## ROYAL CANADIAN LEGION

ISLE MADAME BRANCH 150  
1219 VETERANS MEMORIAL DRIVE  
PO BOX 294, ARICHAT, NS BOE 1A0  
TEL: (902)-226-3089

RE: Legion Emergency / Comfort Centre Project  
September 19, 2024

The Royal Canadian Legion Isle Madame Branch 150, located at 1219 Veteran's Memorial Drive in Arichat, has a ten member Executive Board of Directors, who are also members of the branch. There are no shareholders for this organization.

The main focus is to provide a facility and services for our veterans, their families, Legion members and the community. The branch hosts several events which brings in visitors from across the country and provides activities and events for residents and visitors alike.

Activities attended by veterans, cadets, Legion Members, dignitaries, members of the active military and the general public are recognized events such as Remembrance Day, D-Day, Vimy Ridge, Veteran's Socials, Battle of the Atlantic and Canada Day ceremonies just to name a few. At all of these events we pay tribute to living and deceased individuals who fought and died for our freedom. Other projects that we have completed include, but not limited to, the Veteran's Banner Project, Summer Student project and the Generator - Comfort Centre Project.

We have a strong and vibrant young Cadet Corps who are solely sponsored by this organization and this facility is used frequently for training exercises, general Cadet Squad inspections and Reviewing Officer ceremonies, etc.

This building was originally built in 1964 with additions and renovations taking place as affordability permits. The structure is approximately 6,000 sq feet and offers bar, canteen and food services, member entertainment area, meeting room area, kitchen area, Veteran's Comfort area and a hall facility to accommodate approximately 300 guests.

This project is essential to establish the facility as an Emergency / Comfort Centre for the community. To be designated as a Community Emergency Centre, we need to upgrade Accessible Washrooms for the disabled and to install Accessible and Regular Shower stalls. This project will assist all individuals in our area who are displaced by fire, floods, or any other disaster that would make them leave their home. This facility would provide them with shelter, food, water, washrooms and showers facilities, supplies (cots, blankets, towels, soap, shampoo, baby supplies, etc) that they would need if they find themselves displaced from their home.

This project is in conjunction with Municipal EMO, Red Cross and St. John Ambulance, who have been advising us on what is needed for this project. This project is expected to begin in the fall/winter of 2024 and should take approximately four to six weeks to complete.

We have applied for assistance from the Enabling Accessibility Small Projects Fund and St. Joseph's Credit Union.

We hope that you will approve this application for funding for this facility. This is the only legion building in our area, and one that we, the Executive Board Members, have taken an oath to maintain and upkeep to the best of our ability. We are proud and respect the ultimate sacrifice that was made by our veterans and hope to honor them with this Emergency / Comfort Centre.

We have chosen the quotes from Gerry Samson, Certified Plumber, David Landry, Certified Carpenter, Edward Rideout, Certified Electrician and the company of GFL Environmental Services to upgrade/cleanout the Septic Waste area, that is needed for the upgrades.

Please contact me at your convenience if further information is needed for this project.

In Comradeship



Joan Clannon  
Treasurer

The  
Royal Canadian Legion

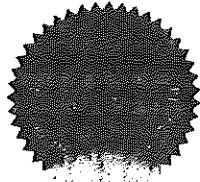


**I**n pursuance of the Authority and Powers granted by Act of Parliament of Canada 11-12 George VI, 1947-48, Chapter 84, as amended by Chapter 86 of the Statutes of Canada 1951, Chapter 72 of the Statutes of Canada 1959, and by the Statutes of Canada 1961, the Royal Canadian Legion, through its Dominion Executive Council, doth, hereby constitute and establish

*Ile Madame (M.S. No. 150)*

to be a *Branch* of the Royal Canadian Legion subject to the Constitution, By-Laws, Rules and Regulations thereof.

In witness whereof is affixed the Corporate Seal of the Royal Canadian Legion attested by the hands of the President and the Dominion Secretary at Ottawa this *5th* day of *December* 1966



*R. J. Beattie*  
President

*D. J. Chapman*  
Secretary

*(Original issued on 11/1, 1956)*

**NOVA SCOTIA/MUNAVUT COMMAND  
BRANCH EXECUTIVE INFORMATION**

**SECTION 1 – BRANCH INFORMATION**

BRANCH NAME: Isle Madame  
 BRANCH NO.: 150  
 DATE (dd/mm/yyyy): 03-13-2024

MAILING ADDRESS: P.O BOX 294 Arichat, NS B0E 1A0  
 CIVIC ADDRESS: 1219 Veterans Memorial Drive, Arichat NS B0E 1A0

PHONE NUMBER: 902-226-3089  
 FAX NUMBER: N/A  
 EMAIL ADDRESS: legionbranch150@bellalliant.com

DAYS/HOURS OF OPERATION: Monday to Friday 2:00 p.m-10:00 p.m  
 Saturday 10:00 a.m- 10 p.m

**SECTION 2 – BRANCH EXECUTIVE INFO**

POSITION	NAME	ADDRESS	PH	CELL	EMAIL ADDRESS
PRESIDENT	Edward Rideout				
IMMEDIATE PAST PRESIDENT	Donald Goyetche				
1 <sup>st</sup> VICE PRESIDENT	Gerry Samson				
2 <sup>nd</sup> VICE PRESIDENT	Vincent Jr. Boudreau				
3 <sup>rd</sup> VICE PRESIDENT	N/A				
SECRETARY	Gloria Samson				
TREASURER	Joan Clannon				

POSITION	NAME	ADDRESS include Postal Code	PHONE/CELL	EMAIL ADDRESS
SGT-AT-ARMS	Benjamin Mury	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	N/A
SERVICE OFFICER	Clive Samson	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
MEMBERSHIP CHAIR	Donald Goyetche	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
POPPY CHAIR	Jerrick Babin	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
LEADERSHIP/ DEVT CHAIR	N/A	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
HONOURS & AWARDS CHAIR	Dion Boudreau	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
BY-LAWS CHAIR	Clive Samson	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
PUBLIC RELATIONS CHAIR	N/A	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
SPORTS CHAIR	Vincent Jr Boudreau	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]
CHAPLAIN	Gerry Samson	[REDACTED]	Tel: [REDACTED] Cell: [REDACTED]	[REDACTED]

**SECTION 3 – ELECTION MEETING INFORMATION**

DATE OF ELECTION (dd/mm/yyyy): **12/12/2023**  
 OFFICER TERM (1 YR / 2 YR): **1 Yr**  
 DATE OF INSTALLATION (dd/mm/yyyy): **05/01/2024**

DATE OF EXECUTIVE MEETING: **06/01/2024**  
 DATE OF GENERAL MEETING:

**SECTION 4 – REQUIRED SIGNATURES UPON COMPLETION OF THIS FORM**

BRANCH SECRETARY: *Clive Samson*  
 DATE SIGNED: *2024-02-21*

**ROYAL CANADIAN LEGION ISLE MADAME BR. 150**

Projected Revenue & Expense for next fiscal year

TOTAL REVENUE INCLUDING GRANTS AND PROJECTS	\$588,000.00
TOTAL EXPENSES INCLUDING PROJECTS AND RENOVATIONS	-\$582,000.00
PROFIT / LOSS	\$6,000.00

*Joan Chamberlain*  
*T. Chamberlain*

# ROYAL CANADIAN LEGION ISLE MADAME BRANCH 150

## YEAR END REPORT 2023

### REVENUE

LIQUOR	\$12,846.50
BEER	\$51,022.00
COOLERS	\$3,522.50
WINE	\$3,223.50
SALE OF EMPTIES	\$1,164.70
CANTEEN	\$12,996.60
MEMBERSHIP DUES	\$12,209.23
LEGION ITEMS SOLD	\$1,498.55
POKER MACHINES	\$244,254.40
POOL TABLES	\$2,185.00
RENTAL	\$350.00
SENIOR POOL	\$1,720.00
CRIBBAGE	\$4,500.00
HALF & HALF TICKETS	\$9,652.51
SPORTS BANQUET	\$980.00
BREAKOPEN TICKETS	\$272.50
INST OF OFFICERS	\$1,325.00
CATERING-CADET/DISTRIC	\$455.00
VETERANS MEAL	\$4,000.00
AUXILIARY MEMBERSHIP	\$10.00
GST REFUND	\$6,153.03
BREAKFAST	\$24,178.00
FISHFRY	\$29,497.00
BINGO	\$49,234.00
RENTALS/ DOOR RECEIPTS	\$6,089.05
<b>DONATION / GRANT</b>	
SUMMER STUDENT	\$8,970.00
GENERATOR PROJECT	\$25,192.00
HEAT PUMP PROJECT	\$12,344.00
CAPITAL ASSISTANCE	\$4,497.00
RAFFLEBOX	\$399.00
MISC DONATIONS	\$1,274.40
TELILE COMMUNITY TV	\$2,074.74
DCBA	\$200.00
<b>TOTAL REVENUE</b>	<b>\$538,290.21</b>

### EXPENSES


LIQUOR	\$3,961.84
BEER	\$23,126.87
COOLERS	\$2,610.91
WINE	\$1,802.78
DUES / FEES/ LICENSES	\$304.59
CANTEEN	\$8,919.82
PER CAPITA TAX	\$10,360.74
JANITOR WAGES	\$6,337.50
ATLANTIC LOTTERY CORP	\$192,771.53
BARTENDER WAGES	\$39,254.77
SUMMER STUDENT WAGES	\$13,557.10
REVENUE CANADA REMITTANCE	\$16,889.11
GEN/OFFICE EXP/SUPPLIES	\$11,462.70
TV PROGRAMING/STICK	\$721.73
MAINTENANCE & REPAIRS	\$13,602.56
FUEL & PROPANE	\$3,893.20
ELECTRICITY	\$12,016.60
BREAKOPEN TICKETS	\$331.00
DANCES/EVENTS/BANDS/CIRCLE	\$4,562.49
CADETS/VETERANS/CONVENTION	\$2,880.75
SNOW PLOWING / SANDING	\$2,852.00
WATER / SEWER	\$2,621.08
TELEPHONE / INTERNET	\$2,239.69
SPORTS BANQUET EXPENSES	\$3,101.54
LEGION EXECUTIVE EXPENSE	\$911.40
DOMINION COMMAND PURCHASES	\$1,288.12
INSURANCE	\$10,678.00
BURSARY	\$900.00
DONATIONS	\$1,090.00
BANQUETS-VOL/VETS/INST OFFIC	\$10,218.35
POOL / CRIB EXPENSE	\$271.90
FREIGHT / GARBAGE	\$682.11
BREAKFAST	\$9,978.20
FISHFRY	\$17,694.32
BINGO	\$43,501.09
GENERATOR PROJECT	\$22,038.17
HEAT PUMP PROJECT	\$17,744.50
DOOR/PORCH PROJECT	\$15,541.97
<b>TOTAL EXPENSES</b>	<b>\$532,721.03</b>

<b>DIFFERENCE</b>	<b>\$5,569.18</b>
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*Jean Danner*  
 \_\_\_\_\_  
 TREASURER BRANCH 150


<i>ITEM</i>	<i>COST</i>
36 X 36 SHOWER STALLS	\$2,598.00
SHOWER FAUCETS	\$825.00
ABS PIPE & FITTINGS	\$371.00
HANDICAP SHOWER	\$3,500.00
LABOUR	\$6,000.00
	\$13,294.00
TAX	\$2,088.00
TOTAL COST	\$15,382.00
COST FOR MATERIAL AND LABOUR TO INSTALL REGULAR AND HANDICAP SHOWER	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
<b>NAME:</b>	<b>SIGNATURE:</b>
GERRY SAMSON	<i>Gerry Samson</i>
<b>CERTIFIED PLUMBER</b>	


ITEM	COST
36 X 36 SHOWER STALLS	\$2,895.00
SHOWER FAUCETS	\$1,125.00
ABS PIPE & FITTINGS	\$489.00
HANDICAP SHOWER	\$3,800.00
LABOUR	\$7,200.00
	\$15,509.00
TAX	\$2,326.00
TOTAL COST	\$17,835.00
COST FOR MATERIAL AND LABOUR TO INSTALL REGULAR AND HANDICAP SHOWER	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARCHAT	
NAME:	SIGNATURE:
A.B. Sullivan Certified Plumber	

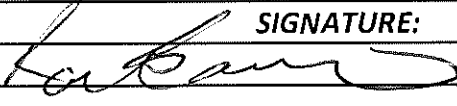
ITEM	COST
36 X 36 SHOWER STALLS	\$2,980.00
SHOWER FAUCETS	\$1,289.00
ABS PIPE & FITTINGS	\$598.00
HANDICAP SHOWER	\$4,100.00
LABOUR	\$8,000.00
	\$16,967.00
TAX	\$2,545.00
TOTAL COST	\$19,512.00
COST FOR MATERIAL AND LABOUR TO INSTALL REGULAR AND HANDICAP SHOWER	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
NAME:	SIGNATURE:
ALFRED LeBlond Certified Plumber	Alfred LeBlond

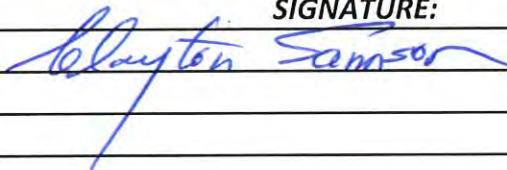
<i>ITEM</i>	<i>COST</i>
LED LIGHT FIXTURES	\$1,012.00
WIRE AND MATERIALS	\$375.00
SWITCHES/BOXES/GFI	\$400.00
LABOUR	\$1,500.00
	\$3,287.00
TAX	\$493.00
TOTAL COST	\$3,780.00
COST FOR MATERIAL AND LABOUR FOR ELECTRICAL WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
NAME:	SIGNATURE
EDWARD RIDEOUT	
CERTIFIED ELECTRICIAN	

<i>ITEM</i>	<i>COST</i>
LED LIGHT FIXTURES	\$1,285.00
WIRE AND MATERIALS	\$495.00
SWITCHES/BOXES/GFI	\$589.00
LABOUR	\$2,350.00
	\$4,719.00
TAX	\$708.00
TOTAL COST	\$5,427.00
COST FOR MATERIAL AND LABOUR FOR ELECTRICAL WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
<b>NAME:</b>	<b>SIGNATURE:</b>
<i>Vincent D'S Boudreau</i>	<i>Vincent Boudreau</i>
<i>Certified Electrician</i>	

<i>ITEM</i>	<i>COST</i>
LED LIGHT FIXTURES	\$1,350.00
WIRE AND MATERIALS	\$525.00
SWITCHES/BOXES/GFI	\$475.00
LABOUR	\$1,975.00
	\$4,325.00
TAX	\$649.00
TOTAL COST	\$4,974.00
COST FOR MATERIAL AND LABOUR FOR ELECTRICAL WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
<b>NAME:</b> Certified Electrician PAUL SAMSON	<b>SIGNATURE:</b> 

<i>ITEM</i>	<i>COST</i>
WOOD MATERIALS &	
DRYWALL INSTALLATION	\$2,336.00
FIRE RATED TILES & MATERIALS	\$428.00
LABOUR	\$5,000.00
	\$7,764.00
TAX	\$1,165.00
TOTAL COST	\$8,929.00
COST FOR MATERIAL AND LABOUR FOR CARPENTRY WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
<b>NAME:</b>	<b>SIGNATURE:</b>
DAVID LANDRY	
<b>CERTIFIED CARPENTER</b>	

ITEM	COST
WOOD MATERIALS &	
DRYWALL INSTALLATION	\$2,850.00
FIRE RATED TILES & MATERIALS	\$548.00
LABOUR	\$6,200.00
	\$9,598.00
TAX	\$1,484.00
TOTAL COST	\$11,082.00
COST FOR MATERIAL AND LABOUR FOR CARPENTRY WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
NAME:	SIGNATURE:
RAY SAMSON	
CARPENTER	

<i>ITEM</i>	<i>COST</i>
WOOD MATERIALS &	
DRYWALL INSTALLATION	\$2,549.00
FIRE RATED TILES & MATERIALS	\$529.00
LABOUR	\$6,000.00
	\$9,078.00
TAX	\$1,362.00
TOTAL COST	\$10,440.00
COST FOR MATERIAL AND LABOUR FOR CARPENTRY WORK FOR SHOWER PROJECT	
AT ROYAL CANADIAN LEGION BRANCH 150 IN ARICHAT	
<b>NAME:</b> Clayton Samson CARPENTER	<b>SIGNATURE:</b> 

**Joan Clannon**

---

**From:** Edward Rideout [REDACTED]  
**Sent:** Friday, June 21, 2024 7:12 AM  
**To:** Joan Clannon  
**Subject:** Fwd: FW: Royal Canadian Legion - Arichat

New quote , more itemized. Ed

----- Forwarded message -----

**From:** Edward Rideout [REDACTED]  
**Date:** Fri, 21 Jun 2024 at 07:11  
**Subject:** Re: FW: Royal Canadian Legion - Arichat  
**To:** Samantha Held <[sheld@gflenv.com](mailto:sheld@gflenv.com)>

Received, thank you.

On Wed, 19 Jun 2024 at 11:17, Samantha Held <[sheld@gflenv.com](mailto:sheld@gflenv.com)> wrote:

Jet Rodder – 6 hours	\$1294.98
Labourerx2 – 6Hours each	\$777.12
Septic Waste Disposal(\$0.17/L)	\$1700.00
Subtotal before EERF	\$3772.10
EERF – 19.5%	\$735.56
Subtotal before taxes	\$4507.66

Samantha Held | Operations Coordinator  
GFL Environmental Services Inc.  
675 Keltic Drive, Sydney, NS B1L 1B6  
| C 902-217-2793 | [sheld@gflenv.com](mailto:sheld@gflenv.com) | [www.gflenv.com](http://www.gflenv.com)

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**From:** Edward Rideout <[REDACTED]>  
**Sent:** Sunday, June 16, 2024 7:31 PM  
**To:** Samantha Held <[sheld@gflenv.com](mailto:sheld@gflenv.com)>  
**Subject:** Re: FW: Royal Canadian Legion - Arichat

**STATEMENT OF INCOME AND EXPENDITURES FOR**

Royal Canadian Legion 161e Madame BR. 150  
(society name)

for the fiscal period ending

2023/12/31  
(yyyy/mm/dd)

	2023
<b>Income</b>	
Membership fees	12,809.
Fund raising	226,876.
Other revenue - GRANTS & DONATIONS	34,951.
Other revenue ATLANTIC Lottery-Poker machines	244,254.
<b>A. Total Income</b>	<u>538,890.</u>
<b>Expenditures</b>	
Administration	197,900
Education and training	<u>10,678</u>
Insurance	<u>76,036</u>
Professional fees	55,325.
Salaries	192,772
Other expenditures PROJECTS	<u>532,726</u>
Other expenditures ATLANTIC lottery	<u>55,690</u>
<b>B. Total Expenditures</b>	<u>1,115,107.</u>
<b>C. Net Surplus or (Deficit) (A - B = C)</b>	<u>55,690</u>
<b>D. Surplus or (Deficit), beginning of year</b>	<u>16,178.</u>
<b>E. Surplus or (Deficit), end of year (C + D = E)</b>	<u>21,748.</u>

Auditor or Director: Jean Clouston  
(signature)

Jean Clouston  
(name)

Director: Murray Samson  
(signature)

GERRY SAMSON  
(name)



Service Nova Scotia

Financial Reports  
Societies Act  
Page 2 of 2

Registry of Joint Stock Companies

BALANCE SHEET FOR

Royal Canadian Legion 131e MADAME 150  
(society name)

for the fiscal period ending 2023/12/31  
(yyyy/mm/dd)

20

Assets

Current Assets

- Cash and deposits
- Accounts receivable
- Prepaid expenses

49,378.

Capital/Fixed Assets

- Equipment
- Land and buildings
- Other capital/fixed Assets

162,400  
266,400  
35,900  
514,778.0

A. Total Assets

Liabilities

Current liabilities

- Amounts payable
- Taxes payable

5,068.

Long Term Debt

- Mortgage
- Other

5,068.0

B. Total Liabilities

Equity

- Retained earnings/deficit
- General reserve

509,010.  
0

C. Total Equity

Total Liabilities and Equity (A must equal B + C)

0

514,078.

Auditor or Director:

Jean Clannon  
(signature)  
JEAN CLANNON  
(name)

Director:

Gerry Samson  
(signature)  
GERRY SAMSON  
(name)



## **By-Law/Policy Committee Report**

**November 2024**

The Committee met on November 12<sup>th</sup>, 2024

### **The Committee discussed the new Code of Conduct as prescribed by the Province.**

I move that the By-Law/Policy Committee recommend to Council to adopt the new Code of Conduct for Elected Officials as mandated by the Province by the following resolution:

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (‘the Regulations’); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23 A of the Municipal Government Act;

Therefore be it resolved that the Council of the Municipality of the County of Richmond hereby adopt the model code of conduct as set forth in Schedule ‘A’ to the Regulations, which shall be titled the ‘Code of Conduct for Elected Officials of the Municipality of the County of Richmond.

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

## **Schedule "A"**

**Regulations Respecting a Code of Conduct for Municipal Elected Officials  
made under Section 520 of Chapter 18 of the Acts of 1998,  
the Municipal Government Act**

**Model Code of Conduct for Municipalities prescribed by the Minister under  
subsection 520(1) of Chapter 18 of the Acts of 1998,  
the Municipal Government Act**

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23 A of the Municipal Government Act;

Therefore, be it resolved that the Council of the Municipality of the County of Richmond hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of the Municipality of the County of Richmond

I certify this to be a true copy of the Code of Conduct for Municipal Elected Officials Regulations as adopted by the Municipal Council of Richmond County at a Public Meeting held on November 24, 2024.

---

Shelley David  
Municipal Clerk

## Schedule "A"

### Regulations Respecting a Code of Conduct for Municipal Elected Officials made under Section 520 of Chapter 18 of the Acts of 1998, the Municipal Government Act

#### Interpretation

##### 1. Citation

These regulations may be cited as the Code of Conduct for Municipal Elected Officials Regulations.

##### 2. Definitions

In these regulations,

"**Act**" means the Municipal Government Act;

"**complaint**" means a complaint regarding an alleged breach of the code of conduct;

"**elected official**" means council member, mayor or warden;

"**investigator**" means a person or entity appointed by a municipality under subsection 23C(l) of the Act to receive and investigate complaints;

"**model code of conduct**" means the model code of conduct prescribed in Schedule "A".

#### Code of Conduct

##### 3. Application

(1) The code of conduct referred to in these regulations is a code of conduct established under Section 23A of the Act.

(2) The code of conduct applies to elected officials at all times and in all locations.

##### 4. Adoption of code of conduct and notice to Minister

(1) A municipality must adopt the model code of conduct on or before December 19, 2024.

(2) A municipality must report to the Minister and provide a notice confirming adoption of the model code of conduct on or before December 19, 2024.

## **5. When code of conduct applies**

- (1) The code of conduct applies to each council member from the time that they are declared elected until the earliest of the following:
  - (a) the date of their resignation;
  - (b) the date they are disqualified from office;
  - (c) the date their successor is sworn into office, or the date of the meeting at which a successor would have been sworn into office if there is no successor.
- (2) The code of conduct does not apply to action or conduct that occurred before the earlier of the following dates:
  - (a) date that the code is adopted by a municipality;
  - (b) December 19, 2024.

## **Complaint and Investigation Process**

### **6. Appointment of investigator by municipality**

- (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
- (2) A municipality must include an investigator's contact information on its publicly accessible website.
- (3) A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

### **7. Timeline for complaints**

- (1) A complaint must be made to an investigator no later than 6 months after the date that the complaint is discovered.
- (2) For the purposes of this Section, a complaint is discovered on the following applicable date:
  - (a) the date that the complainant first knew or ought reasonably to have known that the council member's conduct or action was potentially in breach of the code of conduct;

- (b) for conduct or an action that is continuous, the date that the council member's action or conduct ceases;
- (c) for conduct or a series of actions that is repeated, the date that the council member's last act or conduct in the series occurs.

## **8. Complaints during elections**

- (1) A complaint brought forward during a municipal election period, from nomination day until ordinary polling day, must not be investigated until the election is concluded.
- (2) An investigation in progress on an election's nomination day must continue, but may be paused between nomination day and election day. An investigation in progress for a complaint made about the conduct of an elected official will not continue if the official is not re-elected.

## **9. Initial complaint process**

- (1) An investigator must notify the Chief Administrative Officer whenever a complaint is received.
- (2) An investigator must determine if there is merit to a complaint and then take 1 of the following actions:
  - (a) notify the Chief Administrative Officer that it is dismissed in accordance with subsection 23C(3) of the Act;
  - (b) if the investigator finds that the complaint has merit, the investigator must
    - (ii) notify the council member who is the subject of the complaint that a complaint has been made about them, and that it is proceeding to an investigation, and
    - (iii) begin their investigation and notify council in camera of the fact that a complaint is proceeding to the investigation phase.

## **10. Confidentiality**

An investigator must protect the confidentiality of all of the following to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness:

- (a) the complainant;
- (b) all persons who are the subject of the complaint;
- (c) all persons involved in the investigation,

#### **11. Reporting on investigation**

- (1) Except as provided in subsection (2), the report on the investigation required by subsection 23C(2) of the Act to be presented to council must be presented no later than 6 months after a complaint is made.
- (2) Council may grant an investigator additional time to present a report in exceptional circumstances, including a delay caused by a municipal election period.
- (3) A council member who is the subject of a complaint must be given an opportunity to review and respond to the information in an investigator's report, and to make submissions to council before the council determines whether there was a breach of the code of conduct.

#### **12. Investigator report on failing to comply with sanction**

Despite Sections 9, 10 and 11, if a council member fails to comply with a sanction as required by the code of conduct, the investigator is not required to conduct an investigation but must present a report to council with a recommendation on an appropriate sanction.

#### **13. Determinations**

After receiving the investigator's report and hearing any submissions from any council member who is the subject of the complaint, council must determine if a breach occurred any appropriate sanctions to impose in accordance with Sections 17 and 18.

#### **14. Conflict of interest-council member present at meeting**

If a council member who is the subject of a complaint or who has made a complaint under the code of conduct is present at a council meeting at which the complaint is discussed, the council member must

- (a) withdraw from their place as a council member and take 1 of the following applicable actions while the complaint is being considered:
  - (i) for a closed meeting, leave the room where the meeting is held,
  - (ii) for a meeting that is open to the public, either
    - (A) leave the room where the meeting is held, or
    - (B) attend only in part of the room set aside for the general public; and
    - (C) not vote on any issue related to the complaint.

#### **15. Public record**

After council's determination of a complaint, the council must make a record that is open to the public outlining all of the following:

- (a) the section of the code of conduct under which the complaint was made;
- (b) the investigator's recommendations;
- (c) the council's determination and any sanction imposed

#### **16. Council determination final**

A council's determination regarding a complaint is final and binding on all parties.

### **Sanctions and Sanction Framework**

#### **17. Sanctions framework**

A council must consider all of the following criteria before imposing a sanction on a council member for a contravention of the code of conduct:

- (a) the nature of the contravention;
- (b) the length or persistence of the contravention;
- (c) whether the council member's contravention was intentional;
- (d) whether the council member has taken any steps to remedy the contravention;
- (e) whether the council member has previously contravened the code of conduct;

- (f) any external factors that are relevant to the council member's contravention, including personal issues and health issues;
- (g) the resources necessary to fulfilling the council member's responsibilities as a council member.

**18. Sanctions for contravention of code of conduct**

- (1) The sanctions to be imposed by Council under Section 23D of the Act may include 1 or more of the following prescribed sanctions:
  - (a) a letter of formal reprimand or warning;
  - (b) a requirement that the council member provide a letter acknowledging their contravention and an apology no later than 15 days after the date the council imposes the sanction;
  - (c) a requirement that the council member attend training that is appropriate to address the action or conduct that contravened the code of conduct;
  - (d) a public censure;
  - (e) limiting the council member's access to certain local government facilities, equipment or property;
  - (f) suspending or removing the council member as deputy head of council or the chair of any committee;
  - (g) suspending or removing the council member, for a period no longer than 6 months, from some or all municipal committees or boards;
  - (h) limiting the council member's participation on behalf of a municipality;
  - (i) limiting the council member's travel or expense reimbursement on behalf of a municipality;
  - (j) a fine of up to \$1000 per contravention of the code of conduct, that must be paid no later than 6 months after the date that council imposes the sanction;
  - (k) reducing the council member's remuneration, for a period no longer than 6 months;

- (l) requiring the council member to repay any direct monetary loss realized by a municipality as a result of the council member's contravention, in an amount determined by the investigator;
  - (m) requiring the council member to repay any direct monetary gain they obtained as a result of their contravention, in an amount determined by the investigator.
- (2) A council member who is determined by council to have contravened the code of conduct must complete additional code of conduct training.

### **Schedule "A"**

## **Model Code of Conduct for Municipalities prescribed by the Minister under subsection 520(1) of Chapter 18 of the Acts of 1998, the Municipal Government Act**

### **1. Title**

The title of this code of conduct is the **Code of Conduct for Elected Officials of the Municipality of the County of Richmond**.

### **2. Definitions**

In this Code, the following definitions apply:

"**Act**" means the *Municipal Government Act*;

"**CAO**" means chief administrative officer;

"**clerk**" means the clerk of the municipality;

"**closely connected**" to a council member, means any of the following:

- (i) a family member of the council member,
- (ii) an agent of the council member,
- (iii) a business partner of the council member,
- (iv) an employer of the council member;

"**Code**" means the Code of Conduct for Elected officials of the Municipality of the County of Richmond

"**complaint**" means a complaint regarding an alleged breach of the Code;

"**confidential information**" includes any information in the possession of the municipality that the municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under Part XX of the Act or other legislation, or that pertains to the business of the municipality and is generally considered to be of a confidential nature, including information about any of the following:

- (i) the security of the municipality's property,
- (ii) a proposed or pending acquisition or disposition of land or other property,
- (iii) a tender that has or will be issued but that has not been awarded,
- (iv) contract negotiations,
- (v) employment and labour relations,
- (vi) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public,
- (vii) law enforcement matters,
- (viii) litigation or potential litigation, including matters before administrative tribunals,
- (xi) advice that solicitor-client privileged;

"**council**" means the council of the municipality;

"**discrimination**" has the same meaning as in the *Human Rights Act*;

"**elected official**" means any council member, including the mayor or warden;

"**family member**" means in relation to a person, any of the following, and includes a step-family member:

- (i) spouse,
- (ii) parent or guardian,
- (iii) child,
- (iv) sibling,
- (v) sibling of a parent,

- (vi) child of a sibling,
- (vii) grandchild,
- (viii) grandparent,
- (ix) parent-in-law,
- (x) sibling-in-law,
- (xi) spouse of a child;

"**harass**" has the same meaning as in the *Human Rights Act*;

"**investigator**" means a person or entity appointed by a municipality under subsection 23C(1) of the Act to receive and investigate complaints;

"**mayor**" means the council member elected at large to be the chair of the council;

"**municipality**" means the regional municipality, town or county or district municipality, except where the context otherwise requires;

"**poisoned environment**" means an environment where harassing or discriminatory conduct causes significant and unreasonable interference with a person's work environment;

"**sexual harassment**" has the same meaning as in the *Human Rights Act*;

"**warden**" means the council member chosen by the council to be the chair of the council.

### **3. General purpose**

- (1) The purpose of this Code is to set out the expectations for the behaviour of members elected to council in carrying out their functions and making decisions that benefit the constituents in their municipality.
- (2) Nothing in this Code is intended to prevent elected officials from sharing or expressing dissenting opinions.

#### 4. Interaction with laws and policies

- (1) This Code is intended to operate together with, and as a supplement to, the applicable common law, the *Criminal Code* of Canada, the Act, the *Municipal Conflict of Interest Act* and any other applicable legislation.
- (2) This Code is intended to operate together with, and as a supplement to, the other by-laws and policies of a municipality.
- (3) This Code prevails in any conflict between the Code and any municipal resolution, policy or bylaw.

#### 5. Guiding principles

All of the following are the guiding principles for council members' conduct:

**Collegiality:** council members must work together to further the best interests of the municipality in an honest and honourable way.

**Respect:** council members must demonstrate respect towards one another, the democratic decision-making process and the role of staff. Council members must not act in a manner that negatively impacts the municipality or tarnishes the municipality's reputation.

**Integrity:** council members must act lawfully and adhere to strong ethical principles by prioritizing the municipality's interests over individual interests.

**Professionalism:** council members must create and maintain an environment that is respectful and free from all forms of discrimination and harassment, including sexual harassment. Council members must show consideration for every person's values, beliefs and contributions, and support and encourage others to participate in council activities.

**Transparency:** council members must be truthful and open about their decisions and actions and make every effort to accurately communicate information openly to the public.

**Responsibility:** council members are responsible for the decisions that they make and must be held accountable for their actions and outcomes. Council members must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

## **6. General conduct**

- (1) A council member must be truthful and forthright and not deceive or knowingly mislead Council, the CAO, staff or the public.
- (2) A council member must show respect for chairs of council meetings, chairs of committee meetings, colleagues, staff and members of the public that present during council meetings or other meetings of the municipality.
- (3) A council member must adhere to the direction of the chairs of meetings with respect to rules of procedure.
- (4) A council member must conduct council business and all duties in an open and transparent manner, other than for those matters that council is authorized by law to carry out in private.
- (5) A council member must not be impaired by alcohol or drugs while attending any council meeting or other meeting of the municipality.
- (6) A council member must comply with any sanction imposed under this Code, and failing to comply with a sanction imposed is considered a breach of the Code.

## **7. Confidential information**

- (1) A council member must not disclose or release any confidential information to the public in oral, written or any other form, other than when required by policy or law or authorized by the council to do so.
- (2) A council member must not use confidential information for personal or private gain or for the private gain of any other person or entity.

- (3) A council member must not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the municipality.
- (4) A council member must not discuss any matters relating to an active investigation under the Code with anyone other than the investigator or their own legal counsel, unless required by law.

## **8. Gifts and benefits**

- (1) A council member must not accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, other than the following exceptions:
  - (a) gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
  - (b) a suitable memento of a function honouring the council member;
  - (c) sponsorships and donations for community events organized or run by a council member or by a third party on behalf of a council member;
  - (d) compensation authorized by the municipality.
- (2) A fee, advance, cash, gift, gift certificate or personal benefit paid or provided to a person closely connected to a council member, with the council member's knowledge, is deemed to be a gift to the council member.

## **9. Use of municipal property, equipment and services**

- (1) A council member must not use, or request the use of, any municipal property, including surplus material or equipment, for personal convenience or profit, unless the property meets 1 of the following:

- (a) it is generally available for use by the public and the council member is receiving no special preference in its use;
  - (b) it is made available to the council member in the course of carrying out council activities and duties, and is used for purposes connected with the discharge of municipal duties.
- (2) A council member must not obtain, or attempt to obtain, personal financial gain from the use or sale of intellectual property developed by the municipality.
- (3) A council member must not use information, or attempt to use information, gained in the course of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- (4) A council member, or a person closely connected to a council member, must not tender on the sale of surplus municipal property, including old or extra equipment.

**10. Building, development, planning, or procurement proposals before council**

A council member must not solicit or accept support in any form from an individual, group or corporation with any building, development, planning or procurement proposal before council.

**11. Improper use of influence**

A council member must not use the influence of their office for any purpose other than for the exercise of their official duties.

**12. Business relations**

- (1) A council member must not allow any prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.

- (2) A council member must not borrow money from any person who regularly does business with the municipality, unless the person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- (3) A council member must not act as an agent of a person or entity before council or a committee of council or any agency, board or committee of the municipality.

### **13. Employment of persons closely connected to council members**

- (1) A council member must not attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- (2) A council member must not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

### **14. Fairness**

- (1) A council member must not give special consideration, treatment or advantage to any individual or entity beyond that which is given to all.
- (2) A council member must not give special consideration, treatment or advantage to an organization or group because the council member, or a person closely connected to the member, is involved with the organization or group.

### **15. Adherence to policies, procedures, bylaws and other laws**

- (1) Council members must adhere to all applicable federal and provincial legislation.
- (2) Council members must adhere to the procedures, resolutions, policies and bylaws of the municipality.
- (3) Council members must adhere to the expense and hospitality policy of the municipality.

**16. Respect for council as a decision-making body**

- (1) A council member must abide by, and act in accordance with, any decision made by council, whether or not the member voted in favour of the decision.
- (2) A council member must not encourage non-compliance with any legislation, regulation, bylaw, resolution, policy or procedure.

**17. Communicating on behalf of council**

- (1) A council member, other than the mayor or warden, must not claim to speak on behalf of council unless the council member is authorized to do so.
- (2) The mayor, warden or an individual designated by council may speak on behalf of council and must make every effort to convey the intent of council's decision accurately.

**18. Interactions of council with staff and service providers**

- (1) A council member must respect the role of the CAO as head of the administrative branch of the municipality's government and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- (2) A council member must not direct, or attempt to direct, the CAO or clerk other than through a direction provided by the council as a whole.
- (3) A council member must be respectful of the role of the CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or group of the council. A council member must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions, unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act, and unless council as a whole has provided direction regarding same.

- (4) If a CAO has been appointed under Section 28 of the Act, a council member must not direct municipal employees except through the CAO.
- (5) Contractors, tenderers, consultants or other service providers to the municipality must not be issued instructions by council members
  - (a) if a CAO has been appointed under Section 28 of the Act; or
  - (b) unless council is fulfilling the responsibilities of the CAO under clause 29(a) of the Act and council as a whole has provided direction regarding same.
- (6) A council member must not require or request that a municipal employee undertake personal chores or tasks for the member that are unrelated to municipal business.
- (7) A council member must not make public statements that are critical of specific or identifiable municipal employees or service providers.

## **19. Respectful interactions**

- (1) A council member must not engage in discrimination or harassment as prohibited by the Human Rights Act.
- (2) A council member must not sexually harass any person.
- (3) A council member must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at 1 or more individuals or groups that creates a poisoned environment.

## **20. Reprisals**

A council member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code or any person providing relevant information in relation to a matter under this Code.

To: **Richmond Planning Advisory Committee**  
**Richmond County Council**

From: **Planning Staff (EDPC)**

Date: **April 16<sup>th</sup>, 2024**

Reference: **Review of Variance Notification Procedures and Amendments to the Richmond County Subdivision By-law**

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**Recommendations:**

1. That no change be made to the Variance notification process. No motion is required; and
2. That Council approves the proposed amendments to the *Richmond County Subdivision By-law* as laid out in Appendix B of the Staff Report that remove the term “clearly surveyed” for clarity.

**Background Information:**

On December 19, 2023, Planning Advisory Committee asked the Eastern District Planning Commission to review its variance procedure to potentially implement the use of registered mail as opposed ordinary mail to serve neighbour notifications regarding variances and to review the Richmond County Subdivision By-law and propose options to improve clarity, specifically the following terms: “right-of-way” and “clearly surveyed”.

Like many other municipal planning departments within the Province, the Eastern District Planning Commission uses the variance procedure laid out by the *Municipal Government Act (MGA)*. All Municipalities are legally required to follow the *MGA’s* variance procedure at a minimum.

**Analysis:**

***Variance Procedure Review***

A policy analysis was conducted that examined the Land Use By-laws of twenty rural municipalities (not including the other municipalities serviced by the Eastern District Planning Commission) in the Province of Nova Scotia. It should be noted that there are some municipalities that have more than one plan area (secondary plan areas) and that there is not always consistency among the policies in each plan area, similar to Richmond County. The Table in Appendix A summarizes the findings.

Of the twenty rural municipalities examined, two currently do not have planning documents for developments aside from wind turbine developments and one municipality did not mention variances in its planning documents at all. All remaining rural municipalities, the other seventeen, have sections on variances in either their Municipal Planning Strategy or Land Use By-law or both

that in some way defers to the *Municipal Government Act* regarding the process of administering a variance.

Seven of the seventeen, or approximately 40%, of the rural municipalities specifically state that the method of notification regarding variances shall be the procedure laid out by the *Municipal Government Act*. Three of these seven municipalities specify and reiterate, as per the variance procedure of the MGA, that notification will be served by ordinary mail.

Only two municipalities of the seventeen added extra procedure to the standard MGA variance procedure. In both cases, this additional policy was not about the type of mail delivery but increased the notification radius from 30 m (100 feet) to 60 m (200 feet).

The American Planning Association Rhode Island Chapter (APA -RI) published a document titled *"Better Land Use 2021: APA RI's Recommendations for Improved Land Use in Rhode Island"*. The document contains the organization's recommendations for improved efficient land-use regulation. Part H of the Process and Procedure chapter examines the use of certified mail for the delivery of planning notices. Certified mail in the US is equivalent to registered mail in Canada. The findings refer to certified mail as "more expensive and complicated" when compared to the use of other mailing options and less effective in achieving the desired public notification result. The General Assembly recommended and approved the use of mailings which eliminated the need for requiring a recipient's signature. This was because *"when no adult is home, a notification card is left in the mailbox indicating the need for the owner to pick up certified mail at the local post office. It was recognized that the actual success rate of meeting the notice requirement has decreased over the years due to a decreasing number of homes with an adult present during the day. The result has been a decreasing number of residents being notified of pending public hearings for zoning changes, variances and special use permits"* (APA -RI, 2021).

Regarding registered mail in Canada, the procedure is the same. If an adult is not home to sign for the registered mail, a notification card is left, and the mail is taken to the local post office for pickup because a signature is required. In the rural areas this is another barrier to notification. Instead of a variance notification letter being left in the mailbox at home for the property owner to pickup, they must now go out of their way to travel to the local post office. In some cases, this would potentially result in delays in arranging pickup such that they miss the timelines specified in the notice.

Finally, regardless of when the mail is received and if it is signed for or not, the variance notification letter would still be considered delivered three days after it was sent in accordance with the *Municipal Government Act*. Besides being an additional barrier for notification, registered mail costs more than ordinary mail, which places an extra financial burden on a variance applicant for an arguably inferior result.

Staff therefore recommend that there be no changes made to the variance notification process.

**Richmond County Subdivision By-law Review**

Council has several options in how they would like to address changes, if any, to the *Richmond County Subdivision By-law*:

1. *Approve the proposed amendments to the Richmond County Subdivision By-law as laid out in Appendix B of the Staff Report that remove the term “clearly surveyed” for clarity.*

In the *Municipal Government Act’s Provincial Subdivision Regulations*, there is no listed definition of “easement”, “right-of-way” or “right of-way easement”. However, Section 2(f)(iv) states:

“(f) “private road” means any road which  
...  
(iv) where not totally located within the area of land being subdivided, has an easement for right-of-way and access that is assignable and perpetual and has been clearly granted by deed, registered in the registry of deeds,  
...”

In this case, a definition for an “easement for right-of-way (and access)” is defined within the definition of “private road”. In this definition, an easement for right-of-way and access only needs to be granted by deed and registered in the Registry of Deeds. There is no mention of the easement for right-of-way and access to be “clearly surveyed”. Removing the wording “clearly surveyed” from the *Richmond County Subdivision By-law* would bring the document closer in conformity with the *MGA’s Provincial Subdivision Regulations*.

Additionally, whether a right-of-way is surveyed or not, should not be a determining factor of whether an “easement/right-of-way” exists. If an “easement/right-of-way” is in a deed, then it exists. Requiring a survey showing the “easement/right-of-way” as a determinant for an “easement/right-of-way” to be required for subdivision is an added unnecessary hurdle. It potentially removes a property owner’s legal right where an “easement/right-of-way” in a deed lawfully exists, due to a technicality in the municipal *Subdivision By-law*.

For these reasons, removing the wording “clearly surveyed” from the *Richmond County Subdivision By-law* is Staff’s recommended option.

2. *Remove the right-of-way easement requirement to subdivide a landlocked parcel altogether.*

The *Municipal Government Act’s Provincial Subdivision Regulations* originally permitted the creation of a lot from a landlocked parcel so long as each lot or lot and remainder were served by a right-of-way easement. The condition of service by right-of-way easement has since been removed. Removing the requirement of a right-of-way easement in order to create a lot from a landlocked parcel from the *Richmond County Subdivision By-law* is an option as *the Municipal Government Act’s Provincial Subdivision Regulations* has done this already.

The expectation would still be that property owners secure a right-of-way easement, but we would not require it. Removing this requirement, however, would not guarantee that the property owner secures an easement. Additionally, it would be possible for land locked lots without right-of-way easements to receive a Building/Development Permit depending on the wording of the corresponding Plan Area's Planning Documents. Going with this option may also lead to an increase in civil disputes.

While this is an option open to Council staff believe the drawbacks outweigh the benefits and therefore do not recommend this option.

3. *Add the definition of "clearly surveyed"*

"Clearly surveyed" was intended to mean an easement shown on a survey that was surveyed to the accepted standard of the day. This meaning ties the required survey to the standards and regulations of the profession while allowing for flexibility for amendments and changes over time. Defining "clearly surveyed" would also better clarify the definition and requirements of "right-of-way easement". Staff are of the opinion that the definition is already clear and, with only one exception, has been the accepted interpretation of the by-law.

4. *Keep the Richmond County Subdivision By-law unchanged*

Council may keep the *Richmond County Subdivision By-law* as it is. This option is self explanatory.

**Conclusion:**

Staff are of the opinion that the Eastern District Planning Commission's procedural policy for variance notification is standard and in line with rural municipalities within the province. Furthermore, Staff find that there appears to be little to no benefit in using registered mail for variance notification. If anything, the use of registered mail for variance notification creates more barriers for both neighbouring property owners of a development and the variance applicant.

Council has a few different options with how they could proceed from this Staff Report with respect to the *Subdivision By-law*, however staff recommend simply removing the term "clearly surveyed" from the *By-law* and replacing it with wording, consistent with the Provincial Subdivision By-law regulations, as laid out in Appendix B. This recommended amendment removes an unnecessary requirement thus cutting some of the red tape associated with land development in Richmond County.

**Proposed Motions for the Planning Advisory Committee:**

Based upon the staff recommendation, the proposed motions for PAC are:

1. *That the Planning Advisory Committee recommend that Municipal Council approve the proposed amendments to the Richmond County Subdivision By-law as laid out in Appendix B that remove the term “clearly surveyed” for clarity; and  
That Municipal Council give First Reading and schedule a Public Hearing.*

**Proposed Motions for Council:**

Based upon a positive recommendation from the PAC, the proposed motions for Council are:

FIRST READING AND SETTING A PUBLIC HEARING DATE:

1. *That Municipal Council give First Reading and schedule a Public Hearing regarding approving amendments to the Richmond County Subdivision By-law as laid out in Appendix B that remove the term “clearly surveyed” for clarity.*

SECOND READING AND APPROVAL:

1. *That Municipal Council give Second Reading and approve amendments to the Richmond County Subdivision By-law as laid out in Appendix B that remove the term “clearly surveyed” for clarity.*

**Appendices:**

Appendix A: Nova Scotia Variance Policy Analysis (20 Rural Municipalities)

Appendix B: Amending Pages

**Appendix A: Nova Scotia Variance Policy Analysis (20 Rural Municipalities) Tables**

<b>Nova Scotia Variance Policy Analysis (20 Rural Municipalities)</b>		
<b>Municipality</b>	<b>MPS &amp; LUB Policy</b>	<b>Notes on Notification Policies</b>
Cape Breton Regional Municipality	LUB defers to MGA	No
Queens Regional	Defers to MGA	Urban Service Area - 30 m Rural Development Area & Hamlets - 60 m
West Hants Regional	LUB defers to MGA	Specifically defers to MGA
Annapolis County	Reiterates/Defers to MGA	No
Colchester County	MPS defers to MGA	No
Cumberland County	LUB defers to MGA	No
Kings County	LUB defers to MGA	No
Pictou County	N/A (No General Municipal Planning Strategy & Land Use By-law)	
District of Argyle	No MGA References	No
District of Barrington	MPS defers to MGA	No
District of Chester	Defers to MGA	60 m (200 feet) Notification Radius Specifies "ordinary mail" Specifically defers to MGA
District of Clare	Does not mention Variances	No
District of Digby	Defers to MGA	Specifically defers to MGA
District of East Hants	Defers to MGA	No
District of Guysborough	Defers to MGA	Specifically defers to MGA
District of Lunenburg	Defers to MGA	Specifies "ordinary mail" Specifically defers to MGA
District of Shelburne	N/A (No General Municipal Planning Strategy & Land Use By-law)	
District of St. Mary's	Defers to MGA	Specifies "ordinary mail" Specifically defers to MGA
District of Yarmouth	Defers to MGA	Specifically defers to MGA Reiterates MGA 30 m radius

Appendix B: Amending Pages

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

The Richmond County Subdivision By-law for Municipality of Richmond County is hereby amended by:

1. Part 2: "Interpretation" of the Subdivision By-law is hereby amended by removing the following text in strikethrough and adding the text in **bold** to Subsection (j)(i) "Private Road Right-of-Way":

...

- (i) extends to and has access to a public street and where not totally located within the area of land being subdivided, the private road right-of-way shall have an easement for right-of-way and access ~~which has been clearly surveyed and~~ **that is assignable and perpetual and has been clearly granted by deed,** registered in the registry of deeds, and

...

2. Part 2: "Interpretation" of the Subdivision By-law is hereby amended by removing the following text in strikethrough and adding the text in **bold** to Subsection (n):

...

- (n) "Right-of-way easement" means an easement for right-of-way and access, extending to and having access to a public street or highway, and where not totally located within the area of land proposed to be subdivided the right-of-way easement shall be ~~clearly surveyed and~~ **assignable and perpetual and clearly** granted by deed, registered in the Registry of Deeds for the County of Richmond:

...

3. Part 18 of the Subdivision By-law (Subdivision of an Island) is hereby amended by removing the following text in strikethrough and adding the text in **bold** to Subsection (2)(c):

...

- (c) the subdivider provides an easement for right-of-way and access, ~~clearly surveyed and~~ **assignable and perpetual and clearly** granted by deed registered in the Registry of Deeds having minimum width of 15 metres (49.2 feet) extending from a public street or highway or a private road to the parking area and to the shoreline of the navigable watercourse where there exists suitable boat launching facilities, and

...

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

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

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

***Variances***

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

**Staff Memo**

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

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

Troy MacCulloch, CAO

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

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

**PART 5 – VARIANCES**

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

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

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

Troy MacCulloch, CAO

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

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

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

***Variances***

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

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

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

Troy MacCulloch, CAO

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

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

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

***Variances***

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

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

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

Troy MacCulloch, CAO

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

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

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

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

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

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

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

Troy MacCulloch, CAO



## Proclamation

### International Day for Persons with Disabilities December 3, 2024

**WHEREAS**, December 3 is recognized globally by the United Nations as International Day for Persons with Disabilities; and

**WHEREAS**, Canada is a signatory of the United Nations Convention on the Rights of People with Disability, and two out of five Nova Scotians live with a disability; and

**WHEREAS**, Nova Scotia has proclaimed the *Accessibility Act* that recognizes accessibility is a human right and set a goal of an accessible province by 2030; and

**WHEREAS**, International Day of Persons with Disabilities promotes an understanding of disability issues and the importance of equal access for Nova Scotians with disabilities in all aspects of society; and

**WHEREAS**, through public awareness, community partnerships, and municipal accessibility initiatives this day aims to foster an environment of equal participation of individuals with disabilities within the Municipality of the County of Richmond.

**THEREFORE**, be it resolved that I, Warden Lois Landry on behalf of Richmond County Municipal Council, do hereby proclaim December 3, 2024, as “International Day for Persons with Disabilities” in the Municipality of the County of Richmond.

Dated at Arichat, Nova Scotia

This November 25, 2024

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**Warden Lois Landry**



## **11. Warden, Re:**

- a) Appointment of an Investigator for the complaint and investigation process under the new Code of Conduct for Elected Officials, as prescribed by the Province

Verbal



## WARDEN

Helen Smith  
Management Planning Co-Ordinator  
Nova Scotia Environment & Climate Change  
Halifax, NS  
B3J 2R7

November 13, 2024

**Re: Letter of support for Capelin Cove Wilderness Area, Site 58 Forchu Coast**

Dear Ms. Smith:

This letter is to confirm the Municipality of the County of Richmond's support for the request submitted to your office on October 6, 2024, by the Isle Royale ATV Club on behalf of their group and four other ATV/snowmobile clubs in the area. These groups are requesting that the road in question be removed from the Wilderness Protected area.

Their request outlines the efforts they've made over the last several years, including town halls to gauge support for this initiative. It also details the steps they would take to ensure stewardship and management of the area. Management agreements with local clubs in the area would allow them make repairs that would benefit riders and walkers alike, erect barriers at the beach location to prevent off-road vehicles from accessing the beach, and extend clearing to provide a place to park vehicles. Signage that outlines proper use of the beach area, as well as information on the historical significance of the site, are also part of the organizations' plans.

The Municipality of the County of Richmond is very much in support of this request. Our municipality adopted a *Trail Strategy* in November of 2022 that supports community groups in the development of a cohesive and marketable trail experience. Further, Richmond County's *Active Living Strategy and Recreation Plan* aims to support local community organizations and groups in developing and maintaining facilities, parks, and trails. These goals fall under the umbrella of one of our four *Strategic*



*Plan Refresh* goals – Nurturing Quality of Life. While we are not in a position to offer financial support at this time, we welcome the efforts this group is taking to ensure that all people, including those with disabilities and health issues, have access to outdoor recreational activities.

Sincerely,

Lois Landry, Warden  
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond



## WARDEN

Age-Friendly Communities Grant Program 2024-2025

Via Email: [agefriendly@novascotia.ca](mailto:agefriendly@novascotia.ca)

November 13, 2024

**Re: Letter of support for Dr. Kingston Memorial Community Health Centre application to Nova Scotia's Age-Friendly Communities Grant Program (2024-2025)**

To whom it may concern,

This letter is to confirm the Municipality of the County of Richmond's support for the Dr. Kingston Memorial Community Health Centre's application to Nova Scotia's Age Friendly Communities Grant Program (2024-2025).

The Municipality of the County of Richmond has partnered with the Dr. Kingston Memorial Community Health Centre on several occasions because of the important work they do in their community and throughout Richmond County.

This project aims to explore solutions to the gaps in care that seniors face as they strive to live independently in their communities of choice. The project also aims to engage more seniors in volunteering or returning to community-based work force.

The Municipality of the County of Richmond is happy to support this project. It aligns with our Strategic Plan and addresses issues of significance for Richmond County residents. Additionally, we expect to support this project by providing input as needed, receiving progress reports, and providing the opportunity to present their findings to Council upon the grant's completion. We look forward to a successful application.

Sincerely,

Lois Landry, Warden  
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond



**WARDEN**

Community Foundation of Nova Scotia VISIONS Fund  
Via Email: [grants@cfns.ca](mailto:grants@cfns.ca)

November 13, 2024

**Re: Letter of support for Dr. Kingston Memorial Community Health Centre's application to the Community Foundation of Nova Scotia VISIONS Fund (Application Title: Determining the food landscape of Richmond County)**

This letter is to confirm the Municipality of the County of Richmond's support for the Dr. Kingston Memorial Community Health Centre's application to Community Foundation of Nova Scotia VISIONS Fund.

The Municipality of the County of Richmond has partnered with The Dr. Kingston Memorial Community Health Centre on several occasions because of the important work they do in their community and throughout Richmond County.

This project's objectives are to conduct research around food landscapes in general and the landscape of Richmond County in particular, and to create a position paper from the information obtained. Ultimately, the aim of this project is to address the needs of those most impacted by food insecurity, with a large proportion of Richmond County residents being impacted eventually.

The Municipality of the County of Richmond is happy to support this project. It aligns with our Strategic Plan and addresses issues of significance for Richmond County residents. Additionally, we expect to support this project by providing input as needed, receiving progress reports, and providing the opportunity to present their findings to Council upon the grant's completion. We look forward to a successful application.

Sincerely,

Lois Landry, Warden  
Municipality of the County of Richmond

cc: Councillors, Municipality of the County of Richmond



Hello,

We are seeking your help in soliciting nominations of outstanding teachers and educators for the Prime Minister's Awards for Teaching Excellence, for Teaching Excellence in Science, Technology, Engineering and Math, and for Excellence in Early Childhood Education. These long-standing awards celebrate educators for their leadership and their commitment to preparing youth for a digital and innovation-based economy. Anyone can nominate an educator for the award. You can help us raise awareness for the awards by putting up the enclosed posters in areas where people will see it.

As well, you can promote the initiative on your website or social media accounts by using our shareables found in the promotional tools section of the Prime Minister's Awards website <https://www.canada.ca/pm-awards>.

If you have any questions you can email us at [primeministersawards-prixdupremierministre@ised-isde.gc.ca](mailto:primeministersawards-prixdupremierministre@ised-isde.gc.ca).

Thank you in advance for your help in making this initiative an ongoing success!

Kristina Dixie  
Manager, Prime Minister's Awards  
Innovation, Science and Economic Development Canada / Government of Canada



Bonjour,

Nous souhaitons obtenir votre aide quant à la soumission de candidatures d'enseignants et d'éducateurs exceptionnels pour le Prix du premier ministre pour l'excellence dans l'enseignement, le Prix du premier ministre pour l'excellence dans l'enseignement des sciences, de la technologie, de l'ingénierie et des mathématiques (STIM), et le Prix du premier ministre pour l'excellence en éducation de la petite enfance. Ces prix, qui existent depuis longtemps, rendent hommage aux enseignants et aux éducateurs pour leur leadership et leur dévouement à préparer les jeunes à une économie numérique axée sur l'innovation. N'importe qui peut soumettre la candidature d'un enseignant ou d'un éducateur pour les prix. Vous pouvez nous aider à faire connaître les prix en posant les affiches ci-jointes dans des endroits où les gens pourront les voir.

De plus, vous pouvez faire la promotion de l'initiative sur votre site Web ou dans vos comptes de médias sociaux en utilisant notre contenu partageable qui se trouve dans la section des outils promotionnels du site Web des Prix du premier ministre ([www.canada.ca/prix-du-pm](http://www.canada.ca/prix-du-pm)).

Si vous avez des questions, vous pouvez nous envoyer un courriel à l'adresse [primeministersawards-prixdupremierministre@ised-isde.gc.ca](mailto:primeministersawards-prixdupremierministre@ised-isde.gc.ca).

Merci d'avance de votre aide pour continuer à faire de cette initiative un succès!

Kristina Dixie  
Gestionnaire, Prix du premier ministre  
Innovation, Sciences et Développement économique Canada/Gouvernement du Canada



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Canada

# 2025 PRIME MINISTER'S AWARDS

**Nomination Deadline:  
January 15, 2025  
(11:59 PM Pacific  
standard time)**



## NOMINATE AN EXCEPTIONAL EDUCATOR TODAY!

- Teaching Excellence
- Teaching Excellence in Science, Technology, Engineering and Math (STEM)
- Excellence in Early Childhood Education

VISIT  
**CANADA.CA/PM-AWARDS**  
**#PMAWARDS**



**Dean Netto**, 2024 Certificate of Excellence Recipient, Scarborough, Ontario

**Laura Noel**, 2024 Certificate of Excellence Recipient, Grande Prairie, Alberta

**Darren Ng**, 2024 Certificate of Achievement Recipient, New Westminster, British Columbia

MINISTÈRE  
2025

**EXEMPLAIRE**

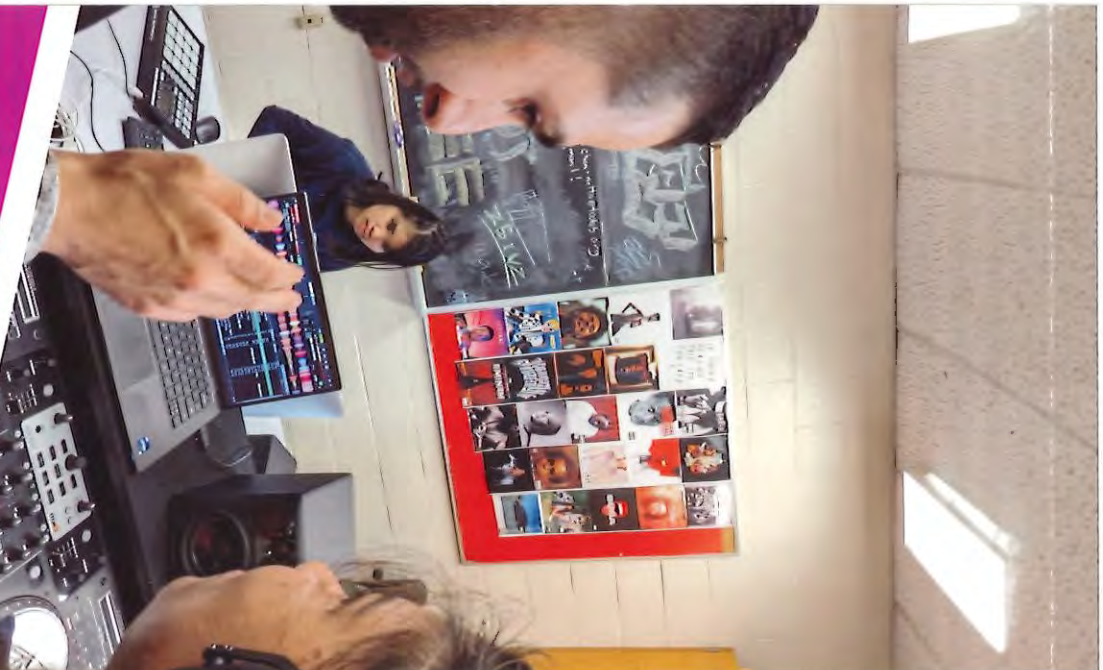
**AUJOURD'HUI!**

**La période de mise en  
candidature se termine  
le 15 janvier 2025  
(23 h 59, heure  
du Pacifique)**



- Excellence dans l'enseignement
- Excellence dans l'enseignement des sciences, de la technologie, de l'ingénierie et des mathématiques (STIM)
- Excellence en éducation de la petite enfance

**CONSULTEZ LE SITE  
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#PRIXDUPM**





# ANNUAL REPORT 2023-2024



**BOUNDLESS  
INSPIRATION**

**BOUNDLESS INSPIRATION**



**eastern  
counties**  
REGIONAL LIBRARY



# Greetings from the Library Board Chair

Eastern Counties Regional Library (ECRL) expanded its role in supporting community well-being this year. Special funding from the province allows ECRL to give away menstrual products, diapers, and incontinence pads to help with the increasing cost of living. We've been distributing COVID-19 test kits for a few years, so these new offerings easily fit into our library locations. Items are on display, and people can drop by and pick up what they or their family and friends need.

My hope is this trend of special project funding will continue. It is a tremendous example of how public libraries can do so much more to benefit the community if they have the funding. I commend the provincial government for believing in public libraries to do this vital work sensitively.

Internet access continues to be a concern for many Nova Scotians. ECRL works to help bridge the digital divide by leaving our free Wi-Fi on twenty-four-seven at all locations, our public access computers, our accessible computer workstations, and staff assistance with basic technology questions. One significant achievement I'm proud to celebrate is the installation of a Wi-Fi extension project completed this year at the Sherbrooke Public Library. Now, the main street in Sherbrooke is a free Wi-Fi zone, fostering a sense of connection and inclusion for residents and visitors. This project is the first to result from the strengthened partnership between ECRL and the Municipality of the District of St. Mary's.

Finally, I want to share more good news. ECRL increased its in-person programming opportunities by one hundred percent, providing more opportunities for community members to engage and learn. Almost two thousand people attended these events, showing the growing interest in our programs. We also offered three hundred and three on-demand programs, which over nineteen hundred people took advantage of, demonstrating the value of flexible learning options. Increasing partnerships and better supporting local library staff helped to make these changes happen. Clearly, working together with the community and our Municipal partners is the way forward.

Thank you,

*Mr. Clair Rankin*

## Eastern Counties Regional Library Board

**Clair Rankin (Chair)** (as of Jan.20, 2023) **Richmond County**  
 Personnel Committee 902-631-1601  
 9735 Grenville St. P.O. Box 38 crankin@seaside.ns.ca  
 St. Peter's, NS BOE 3B0

**Mayor Ron Chisholm** (as of Oct.10, 2023) **Town of Mulgrave**  
 P.O. Box 192 902-631-2209  
 Mulgrave, NS B0E 2G0 mayor@townofmulgrave.ca

**Cllr. Courtney Mailman** **District of Saint Mary's**  
 8010, Hwy,7 902-870-9517  
 Sherbrooke, N.S. B0J 3C0 courtney.mailman@saint-marys.ca

**Cllr. Claude P. Poirier** **Inverness County**  
 Personnel Committee 902-224-5817  
 P.O. Box 981 claud.poirier@invernesscounty.ca  
 Cheticamp, N.S. B0E 1H0

**Deputy Warden Janet Peitzsche** **District of Guysborough**  
 30 Natalie Court 902-870-2371  
 Little Dover, NS B0H 1V0 jpeitzsche@modg.ca

**Cllr. Blaine MacQuarrie** **Town of Port Hawkesbury**  
 20 Spruce Street 902-631-4040  
 Port Hawkesbury, NS B9A 2M1 bmacquarrie@townofph.ca

**Wanda MacDonald** **Province of Nova Scotia**  
 12566, Hwy.16 (Appointee)  
 P.O. Box 68 902-870-2251  
 Boylston, NS B0H 1G0 wanda.macdonald@cbdc.ca

**Lois Ann Dort** **Province of Nova Scotia**  
 (as of July, 2024) (Appointee)  
 P.O. Box 62 902-533-2087  
 Guysborough, NS B0H 1N0 Cell: 902-318-8719  
 loisandort@gmail.com



# Welcome from the Chief Executive Officer

Although the Library's mission keeps evolving to meet community needs, books and reading are still wildly popular. ECRL saw a 16% increase in total circulation for 2023-2024, which includes both physical and digital materials. This is mainly due to the ease of using Same Page and the incredible opportunity it provides to get what you want quickly. I encourage everyone to browse our online catalogue and discover what you're looking for.

I also want to thank all staff for their diligent work in finding and preparing those books and other materials for users. Your role is crucial to the Library's success, and we appreciate your hard work. I send a special shout-out to our delivery driver, Joey Ranson, who had to fit more books in the van and has driven thousands of materials across thousands of kilometres this past year. You are all amazing! Keep up the fantastic work!!

*Laura Emery*

## 2023/24 Partnerships

**Thank you** to community members and organizations across the Counties of Guysborough, Inverness, and Richmond for your support!



The Discovery Centre session at the Port Hawkesbury Public Library



### Skills NS

Skills NS provided ECRL with unique self-directed skill development kits to distribute across the region this year to promote skilled trades. Free carpentry kits and EV vehicle kits were available at all locations and moved quickly. Skills NS also offered a drop-in session to make fairy doors at our Port Hawkesbury location in October.



### Library Day

A Literacy Day event was held for 18 day-camp participants (and new library card holders!) on August 15. Children and day camp leaders were welcomed to a library scavenger hunt to interact with and learn more about the library and its services.

### St. Mary's Rec

St. Mary's Recreation has been a tremendous partner to ECRL this year, collaborating to offer several opportunities for the community to engage with the library.



### Drop-in Seniors Socials

Drop-in seniors' socials were offered monthly in the Sherbrooke Community Use Room, with treats catered by Beanie's Bistro. This offered the opportunity to work with community leaders and members to provide a social opportunity for seniors in the community.



### Discovery Centre

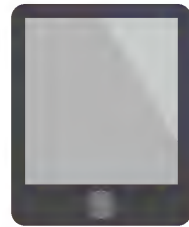
The Discovery Centre offered its "Rethink, Repair, Re-imagine" drop-in session at the Port Hawkesbury Public Library on Tuesday, August 15. An unprecedented 126 children and caregivers participated in the hour-long session designed to engage with a variety of materials to discover ways to extend the life of many household objects.



# Our Year in Numbers



**137,101**  
Total Circulation



**39,658**  
Total Digital Circulation



**2,408**  
Total Accessible Circulation



**4,584**  
Active Registered Users



**871**  
New Users



**14,227**  
Open Hours



**31,012**  
Branch Visits

**328**  
Programs Offered



**1,961**  
Program Attendance



**3,064**  
PAC Use



# Other Regional Statistics

Regional Activity	2022/23	2023/24
Active registered users **	4,540	4,584
Library visits ***	25,513	31,012
Open hours	13,041	14,227
Total Circulation	79,963	95,035
Programs Offered	164	328
Program Attendance	1,031	1,961
Passive Programs Offered	5	303
Passive Program Usage	118	1,967
# of Public Access Computers	23	22
Internet Sessions (1/2 hour)	6,828	6,128
InterLibrary Loans (Loaned)	29,288	37,371
InterLibrary Loans (Borrowed)	27,236	34,288

\*\* Users that have used the library in the last three years

\*\*\* Based on manual gate count

Physical Collection	
Books	60,952
Large Print	5,533
Audiobooks	2,277
Sound	248
Microfilm	168
Video/DVD	8,014
Kits + other	525
<b>Total</b>	<b>77,717</b>

Membership <small>on March 31, 2024</small>	
Canso	221
Chéticamp	267
Guysborough	351
Mabou	468
Margaree Forks	534
Petit de Grat	549
Port Hawkesbury	1,037
Sherbrooke	351
St. Peter's	430
Other	310
<b>Total</b>	<b>4,518</b>

New Users 2023-2024	
Canso	41
Chéticamp	98
Guysborough	57
Mabou	101
Margaree Forks	67
Petit de Grat	85
Port Hawkesbury	219
Sherbrooke	89
St. Peter's	88
Other	26
<b>Total</b>	<b>871</b>



# Public Services 2023-2024

## Canso Public Library

Circulation	2665
Holds Placed	841
Programs	4
Program attendance	14
Internet sessions (1/2 hour)	456
Information questions	315

## Chéticamp Public Library

Circulation	7939
Holds Placed	1017
Programs	49
Program attendance	106
Internet sessions (1/2 hour)	470
Information questions	45

## Guysborough, Cyril Ward Memorial Public Library

Circulation	11131
Holds Placed	3723
Programs	20
Program attendance	59
Internet sessions (1/2 hour)	332
Information questions	127

## Mabou, Alexander Doyle Public Library

Circulation	7743
Holds Placed	3093
Programs	23
Program attendance	142
Internet sessions (1/2 hour)	66
Information questions	40

## Margaree Forks, Drs. Coady & Tompkins Memorial Public Library

Circulation	5746
Holds Placed	3496
Programs	20
Program attendance	175
Internet sessions (1/2 hour)	690
Information questions	200

## Petit de Grat Public Library

Circulation	21830
Holds Placed	3392
Programs	93
Program attendance	502
Internet sessions (1/2 hour)	1984
Information questions	444

## Port Hawkesbury Public Library

Circulation	13071
Holds Placed	4498
Programs	77
Program attendance	791
Internet sessions (1/2 hour)	954
Information questions	759

## Sherbrooke Public Library

Circulation	4280
Holds Placed	1433
Programs	27
Program attendance	118
Internet sessions (1/2 hour)	430
Information questions	158

## St. Peter's Public Library

Circulation	7286
Holds Placed	3725
Programs	1
Program attendance	6
Internet sessions (1/2 hour)	746
Information questions	73

## Mulgrave Library (Curbside)

Circulation	300
Holds Placed	286

## Borrow by Mail

Circulation	5622
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## Port Hawkesbury Civic Centre Kiosk

Circulation	5622
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# Contact Information

## Regional Office

390 Murray Street  
Mulgrave  
Tel: 902-747-2597  
Fax: 902-747-2500  
info@ecrl.ca  
membership@ecrl.ca

## Canso Public Library

169 Main Street  
Canso  
Tel: 902-366-2955  
canso@ecrl.ca

## Chéticamp Public Library

15359 Cabot Trail  
Chéticamp  
Tel: 902-224-3728  
chetcamp@ecrl.ca

## Guysborough – Cyril Ward Memorial Public Library

27 Pleasant Street  
Guysborough  
Tel: 902-533-3586  
guysborough@ecrl.ca

## Mabou – Alexander Doyle Public Library

11156 Route 19  
(inside Dalbrae Academy)  
Mabou  
Tel: 902-945-2257  
mabou@ecrl.ca

## Margaree Forks – Coady & Tompkins Memorial Public Library

7972 Cabot Trail  
Margaree Forks  
Tel/Fax: 902-248-2821  
margaree@ecrl.ca

## Petit de Grat Public Library

3435 Highway 206  
(inside La Picasse)  
Petit de Grat  
Tel: 902-226-3534  
petitdegrat@ecrl.ca

## Port Hawkesbury Public Library

304 Pitt Street (inside SAERC)  
Port Hawkesbury  
Tel: 902-625-2729  
porthawkesbury@ecrl.ca

## Sherbrooke Public Library

11 Main Street  
Sherbrooke  
Tel: 902-522-2180  
Fax: 902-522-2580  
sherbrooke@ecrl.ca

## St. Peter's Public Library

10036 Grenville St., Unit C  
St. Peter's  
Tel/Fax: 902-535-2465  
stpeters@ecrl.ca

Want to know what is happening at your library?

Follow us on social media:

 /ECRLibrary

 /ecrlibrary

Or visit our website

 [www.ecrl.ca](http://www.ecrl.ca)

Mailing address for all locations:

c/o ECRL Regional Office  
PO Bag 2500  
Mulgrave, NS  
B0E 2G0





# ACTION LIST 2022-2024

Over 6 mos

Complete

In Progress

Pending

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

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

20	Municipal Council approve the following additional services estimates from FBM: Item 1: 3rd in person meeting in the Louisdale/West Bay Area \$1,985, plus HST, Item 2: Targeted additional 1 hour focus group meetings \$ 880, plus HST	2022-04-25	Chief Financial Officer	Immediately	<b>Complete</b>
21	Municipal Council authorize Staff to proceed with application to the Province's PCAP funding program for the purpose of conducting an Inflow and Infiltration Study on the Arichat sewage collection system.	2022-04-25	Director of Public Works	Immediately	<b>Complete</b>
22	The Municipality use the color red, wherever possible, in all the gardens and landscapes the municipality maintains and supports, supports the nomination of the Isle Madame Garden Club Garden Hero, Lillian O'Hearn, with an honorary certificate, purchase a flag for the "Year of the Garden 2022" and recognize June 18th, 2022 as Garden Day in the Municipality of Richmond County.	2022-04-25	Municipal Clerk/Municipal Council/Director of Public Works	Immediately	<b>Complete</b>
23	The following proclamation be adopted: "Year of the Garden 2022"	2022-04-25	Warden	Immediately	<b>Complete</b>
24	The following proclamation be adopted: May 2022 as "Lyme Disease Awareness Month".	2022-04-25	Warden	Immediately	<b>Complete</b>
25	Update on Code of Conduct Complaint will be provided at a future meeting once the investigation has been Completed.	2022-04-25	Municipal Council	Upcoming Meeting	<b>Complete</b>
26	Council of Municipality of the County of Richmond amend a previously approved motion approved at the January 24, 2022, Council meeting noted in the Review of Minutes which read as follows: "Moved by Councillor Brent Sampson, seconded by Councillor Diggdon that the minutes of the December 20, 2021 Regular Council meeting be approved with amendments. Motion carried." by correcting the vote on Review of Minutes of December 20, 2021 by replacing the words "Motion carried" with "4 in favour, 1 opposed."	2022-04-25	Municipal Clerk	Immediately	<b>Complete</b>
27	Forward Motion to EDPC - Municipal Council give Second Reading and approve the amendments to the Isle Madame Municipal Planning Strategy and Land Use By-law to add Craft Beverage Facilities as a permitted use in the Village Commercial (VC) Zone and insert accompanying definitions	2022-05-24	Municipal Clerk	Immediately	<b>Complete</b>
28	A letter be written to the Minister of the Department of Municipal Affairs and Housing encouraging the department to take an active role on making a determination on reported breaches and whatever new standards are developed and to develop training material related to it.	2022-05-24	Warden Mombourquette	Immediately	<b>Complete</b>

29	A letter be written by Warden Mombourquette to the Honourable Tim Houston, with a copy to the Minister of Finance, Allan MacMaster, Minister of Municipal Affairs & Housing, John Lohr, MLA, Trevor Boudreau and the President of the NSFM, Amanda McDougall regarding the proposed non-resident Provincial property tax and the proposed non-residential deed transfer tax announced as part of the Province's 22/23 budget indicating that Municipal Council is thankful for the removal of the proposed non-resident Provincial property tax and their willingness to listen to the feedback received on the issue.	2022-05-24	Warden Mombourquette	Immediately	<b>Complete</b>
30	Send to CFO that the grant request from the River Bourgeois Community Services Society be approved in the amount of \$9,000 with the following allocation:: Regional /Health/General \$5,000, District #4 \$2,500, District #1, 2 and 3(each) \$ 500	2022-05-24	Municipal Clerk/CFO	Immediately	<b>Complete</b>
31	Send to CFO that the grant request from the St. Peter's RCL Branch 47 be approved in the amount of \$3,924.44 and be allocated as follows: Regional /Health/General \$ 3,000.00, District # 3 and 4 \$ 462.22 each.	2022-05-24	Municipal Clerk/CFO	Immediately	<b>Complete</b>
32	Send to CFO that The grant request from the South Mountain Arm of Gold Community Association in the amount of \$5,000 be approved from the Regional /Health/General Fund contingent on securing other sources of funding.	2022-05-24	Municipal Clerk/CFO	Immediately	<b>Complete</b>
33	The following proclamation be approved: May 29th – June 4th, 2022 is recognized as Access Awareness Week.	2022-05-24	Warden / Municipal Clerk	Immediately	<b>Complete</b>
34	Notify the Board that Mr. Richie Cotton was re-nominated by the Municipality of Richmond County to serve his second term on the Strait of Canso Superport Corporation Board of Directors.	2022-05-24	Municipal Clerk	Immediately	<b>Complete</b>
35	Notify Applicant that an exemption to the Richmond County Noise By-Law #65 be granted to Epic Trip Productions and the Inspiration Point Lodge for June 18th and 19th, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 3 AM to allow the event to engage in any activity until 3 AM which tends to disturb the peace and tranquility of a neighborhood to which the By-Law applies.	2022-05-24	Municipal Clerk	Immediately	<b>Complete</b>
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	<b>Complete</b>
37	The 30 day Clean-up Order issued by the Eastern District Planning Commission regarding PID (75105304) and AAN (10494923) be amended from a 30 day to a 90 day Clean-up Order and that day one of the Order begin on the day the Order is posted.	2022-06-27	Municipal Clerk/EDPC	Immediately	<b>Complete</b>

38	The NSFM Service Exchange Renegotiation and MGA Review Committee survey be Completed by Warden Mombourquette and Deputy Warden Melanie Sampson in collaboration with the remaining Councillors and Municipal Staff.	2022-06-27	Warden/Deputy Warden	Immediately	<b>Complete</b>
39	Staff reach out to other municipal units regarding a Special Events By-Law and Complete an analysis/comparison of data to be provided to Committee Members at a future By-Law/Policy Committee meeting.	2022-06-27	Municipal Clerk	Immediately	<b>Complete</b>
40	Staff be requested to do an assessment/investigation regarding the potential of expanding the Babin's Hill Look-off.	2022-06-27	CAO/Director of Public Works	Immediately	<b>Complete</b>
41	The building permit fees be amended as recommended by the Director of the Eastern District Planning Commission and that the amended fee structure be effective July 1, 2022.	2022-06-27	Municipal Clerk/EDPC	Immediately	<b>Complete</b>
42	PID (75034520), 1/3 owned by the Municipality of the County of Richmond, consisting of the 100 acre municipal property on Plumb Island and 2/3 owned by Barbara Malcolm, be declared surplus to municipal requirements, and the Municipality's interest sold for fair market value.	2022-06-27	Revenue Manager	Immediately	<b>Complete</b>
43	The request from Marg Herdman for funding for four lighthouses and one governance panel at a cost of approximately \$3,000 each be investigated by Staff in collaboration with MLA Trevor Boudreau regarding funding opportunities which could potentially be available to aid with the project.	2022-06-27	CAO	Immediately	<b>Complete</b>
44	Staff investigate the request from Potlotek First Nation to access Richmond County's garbage and recycling services.	2022-06-27	CAO/Director of Public Works	Immediately	<b>Complete</b>
45	Taxes be written off in the amount of \$356.94 on property AAN 01720872, located at 47 South Side, Petit de Grat, NS, owned by Lillian Gionet, which represents taxes on the dwelling only from May 6, 2022 to March 31, 2023.	2022-06-27	Revenue Manager	Immediately	<b>Complete</b>
46	The fuel price adjustments based on the Truckers Association of Nova Scotia's monthly diesel fuel price be retroactive to April 1, 2022.	2022-06-27	Director of Public Works/Chief Financial Officer	Immediately	<b>Complete</b>
47	The request from the Isle Madame New Horizons Seniors Club, Type 1-Infrastructure Grant fund in the amount of \$5,000 be approved and allocated as follows: Regional/Health/General Grant Funds \$3,500, District #1 \$ 750, District #2 \$ 750	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>

48	The request from St. Joseph Parish for the Type 4 – Regional/Health/General Grant Fund in the amount of \$10,000 be allocated and approved from District #1- \$1,500 and District #2 - \$1,500 for a total of \$3,000.	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>
49	The grant request from Pitu'paq Partnership Society in the amount of \$2,000 for the Type 4 – Regional/Health/General Grant fund be approved.	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>
50	The request from Development Isle Madame Association for the Type 1 – Infrastructure Grant Funds in the amount of \$3,500 be approved for a total of \$1,500 and allocated as follows: District #1 \$750 and District #2 \$750	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>
51	The Canada Day 2022 Funding request received from Johnston's Harbour Wharf Association in the amount of \$450 be approved.	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>
52	First Reading to amend the Private Ways By-Law #66 in order to add to section 3.2 the wording "Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days" AND to include an additional section stating: "Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors)".	2022-06-27	Municipal Clerk/Municipal Council	September 26, 2022 Regular Council Meeting	<b>Complete</b>
53	An exemption to the Richmond County Noise By-Law #65 be granted to Development Isle Madame Association for the Codstock 2022 event beginning on July 2nd, 2022 which will extend the 12 AM (midnight) deadline noted in the By-Law (s.4) to 1:30 AM July 3, 2022	2022-06-27	Municipal Clerk	Immediately	<b>Complete</b>
54	The Town of Port Hawkesbury staff, CAO Terry Doyle and CFO Erin MacEachern be extended an invitation to review/present the Airport Terms of Reference at a Fall Committee of the Whole meeting.	2022-06-27	Municipal Clerk	Immediately	<b>Complete</b>
55	The CAO follow-up with Justin Forbes of Stantec regarding a potential start-up meeting date regarding the Governance and Boundary Review.	2022-06-27	Municipal Clerk	Immediately	<b>Complete</b>
56	That an Electric Vehicle Charger for the Richmond Arena location be forwarded to budget deliberations for review.	2022-06-27	Chief Financial Officer	Immediately	<b>Complete</b>
57	Staff advertise/promote the review of the Nova Scotia Accessibility Act on the Richmond County Website and Richmond County Facebook page.	2022-06-27	Municipal Clerk	Immediately	<b>Complete</b>
58	Staff forward the information regarding the re-opening of the Business ACCESS Ability Program to the Chamber of Commerce and also that the information be promoted on the Richmond County Website and via Social Media.	2022-06-27	CAO/Municipal Clerk	Immediately	<b>Complete</b>

59	A letter be sent from Municipal Council regarding littering and the return of garbage cans which had previously been located at various provincial parks throughout Richmond County AND that Warden Amanda Mombourquette reach out the RCMP regarding statistics of littering offences over the past number of years.	2022-06-27	Warden	Immediately	Complete
60	The possibility of hiring summer students for summer 2023 to deal with the littering issues be forwarded to budget deliberations.	2022-06-27	Director of Public Works/CFO	Immediately	Complete
61	The grant request from the Royal Canadian Legion Branch 150 be approved and allocated as follows: District #1 \$500, District #2 \$500, Type 1- Infrastructure Grant Funds \$4,000.	2022-06-27	Chief Financial Officer	Immediately	Complete
62	The Grant Policy be referred to the By-Law/Policy Committee meeting for discussion regarding the question of Registry of Joint Stocks.	2022-06-27	Municipal Clerk	Immediately	Complete
63	Grant request from Lakeside Community Association be approved in the amount of \$5,000, contingent on other confirmed sources of funding and allocated as follows: District #4 \$1,000, Type 1- Infrastructure Grant Funds \$4,000.	2022-06-27	Chief Financial Officer	Immediately	Complete
64	The curbside collection contracts be amended to reflect quarterly fuel price adjustments rather than annual adjustments; AND FURTHER MOVED that the next adjustment be implemented July 1, 2022 and apply for the period from July 1 to September 30, 2022.	2022-06-27	Director of Public Works/Chief Financial Officer	Immediately	Complete
65	That Chris Boudreau be appointed as the Interim Chief Administrative Officer, in addition to his Director of Public Works responsibilities from July 1, 2022 until August 31, 2022 or until a permanent Chief Administrative Officer is hired; AND FURTHER MOVED that the interim appointment be compensated with a Salary Level #11, Step #6 on the current salary scale.	2022-06-27	Municipal Council/Chief Financial Officer	Immediately	Complete
66	That funding be approved for travel/expenses related to the interview process for two potential candidates for the Chief Administrative Officer position; AND FURTHER MOVED that the approval would be based on pricing by the Warden in consultation with the CFO, Jason Martell	2022-06-27	CAO/Chief Financial Officer	Immediately	Complete
67	<b>Second Reading By-law #66 /</b> To Amend the Private Ways By-Law #66 to add the following clauses: In s.3.2 - Once an application is deemed Complete, the Chief Administrative Officer will forward the application to the Commissioner within 30 days AND include an additional section stating: Once in receipt of the application from the County of Richmond, the Commissioner will make contact with the applicant within 30 days of receiving the application and will communicate the process and potential timelines to the applicant (timelines will be subject to change based on workload and availability of contractors).	2022-09-26	Municipal Clerk/Municipal Council	November 28 <sup>th</sup> Regular Council Meeting	Complete

68	<b>Holy Guardian Angels</b> / That Council accept the recommendation of the Committee of the Whole to provide funding to the Holy Guardian Angels Parish in amount of \$3,750.00, with the allocation of funds as follows, \$2,000.00 from the District 5 Activity Fund and \$1,750.00 from the Regional Fund.	2022-09-26	Chief Financial Officer	Immediately	Complete
69	<b>Rural Communities Foundation</b> / That the Council accept the recommendation of the Committee of the Whole to provide funding from the Regional Fund to the Rural Communities Foundation in the amount of \$500.00.	2022-09-26	Chief Financial Officer	Immediately	Complete
70	<b>ACTing Collectively</b> / That Council accept the recommendation of the Committee of the Whole to provide financial support, in the amount of \$669.00, to fund a mail out to seniors.	2022-09-26	CAO/Chief Financial Officer	Immediately	Complete
71	<b>Awards of Recognition Policy</b> / That Council accept the recommendation of the Committee of the Whole to refer the Awards of Recognition policy to the Bylaw and Policy Committee for review.	2022-09-26	Municipal Clerk	Immediately	Complete
72	<b>Strategic Plan Refresh</b> / That Council accept the recommendation of the Committee of the Whole to approve the Strategic Plan Refresh as presented by Preferred Choice.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
73	<b>Heritage Submissions</b> / That Council accept the recommendation of the Committee of the Whole to refer the Heritage submissions to the Heritage Advisory Committee for review.	2022-09-26	Municipal Clerk	Immediately	Complete
74	<b>NSCC Lease</b> / That Council accept the recommendation of the Committee of the Whole to offer Nova Scotia Community College a 15 month lease for their Heavy Equipment Operator course starting on October 1st, 2022.	2022-09-26	Warden/CAO	Immediately	Complete
75	<b>Letter of Support / Broadband</b> / 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 FUTURE MOVE that staff continue to explore funding opportunities.	2022-09-26	Warden	Immediately	Complete
76	<b>Hydrant/Langley Lane</b> / That Council accept the recommendation of the Committee of the Whole to have staff explore the feasibility of installing a hydrant on Langley Lane.	2022-09-26	Director of Public Works	Immediately	Complete
77	<b>Offshore Wind/ Point Tupper Energy</b> / That Council accept the recommendation of the Committee of the Whole to request to have a staff member and a councillor attend future Offshore Wind and Ongoing Point Tupper Energy Developments meetings.	2022-09-26	Municipal Clerk/Municipal Council	Immediately	Complete
78	<b>Louisdale Lions Club</b> / 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 FUTURE MOVE that staff contact the Louisdale Lions Club regarding the request put forward.	2022-09-26	Recreation Manager	Immediately	Complete

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

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

100	<b>Langley Lane</b> / That Staff inquire with the Province about the possibility of cost sharing between the Province and the Municipality for upgrades and maintenance for Langley Lane and report back to Council.	2022-10-24	Director of Public Works	Immediate	<b>Complete</b>
101	<b>Accessibility Committee Appointee</b> / 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	<b>Complete</b>
102	<b>Oban Road Washouts</b> / 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	<b>Complete</b>
103	<b>Babins Hill Lookoff</b> / 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	<b>Complete</b>
104	<b>Administration Portuaire de Petit de Grat Grant Request</b> / 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	<b>Complete</b>
105	<b>Village on the Canal Grant Request</b> / 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	<b>Complete</b>
106	<b>Highland Village Grant Request</b> / 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	<b>Complete</b>
107	<b>PVSC Virtual Assessment 101 Session</b> / 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	<b>Complete</b>
108	<b>Destination Cape Breton Letter of Support</b> / 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	<b>Complete</b>

109	<b>The Office of Healthcare Professionals Recruitment (OHPR) re: Community Fund</b> / 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	<b>Complete</b>
110	<b>NS Early Childhood Development Intervention Services/</b> 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	<b>Complete</b>
111	<b>Littering /</b> 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	<b>Complete</b>
112	<b>Major Event Planning Proposal from Sergeant Nugent</b> / 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	<b>Complete</b>
113	<b>Recommendation from Planning Advisory/Heritage Committee</b> / 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	<b>Complete</b>
114	<b>Travel and Expense Policy/</b> That the amended Travel and Expense Policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	<b>Complete</b>
115	<b>Awards of Recognition Policy</b> / That the Awards of Recognition policy be adopted as presented.	11-28-2022	CAO/Municipal Clerk	Immediate	<b>Complete</b>
116	<b>Second Reading By-law #66</b> / 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	<b>Complete</b>
117	<b>Terms of Reference - By-Law/Policy Committee</b> / 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	<b>Complete</b>
118	<b>Committee Terms of Reference</b> /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	<b>In Progress</b>

119	<b>Atlantic Biosphere Project, Proposal to Participate in Weston Foundations Homegrown Innovation Challenge /</b> 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	<b>Complete</b>
120	<b>Federal Boundary Review/</b> 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	<b>Complete</b>
121	<b>Louisdale Lions Club Type 4 - Regional/Health/General Grant Request/</b> 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	<b>Complete</b>
122	<b>Administration Portuaire de Petit de Grat Grant Request /</b> 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	<b>Complete</b>
123	<b>Trail Strategy /</b> Schedule pre-budget meetings to allow time to discuss the items in the trail strategy.	11-28-2022	CAO/Municipal Clerk	Immediate	<b>Complete</b>
124	<b>Irish Cove Reclaimed Limestone Quarry Walking Trails /</b> That Council accept the recommendation of the Committee of the Whole to have Warden Mombourquette draft a letter of support to the Department of Natural Resources for the Irish Cove Reclaimed Limestone Quarry Walking Trails project.	2022-12-12	Warden	2022-12-12	<b>Complete</b>
125	<b>Strategic Communications Plan.</b> (June 2021-Draft ) / That Council accept the recommendation of the Committee of the Whole to have staff reach out to the Cape Breton Partnership for support in revising the June 4, 2021 Draft Strategic Communications Plan. January 2024 Draft Strategic Communications Plan & Associated Policies/ that Council accept the recommendation from the By-Law/Policy Committee to proceed with the adoption of the Strategic Communications Plan and associated policies. ( Delegation to Appear Before Municipal Council Policy, Social Media Policy, Website Content and Maintenance Policy,Communications Policy)	2022-12-12	CAO/Municipal Clerk	Immediate	<b>Complete</b>

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

135	<b>Babins Hill Lookoff</b> / that Council accept the recommendation of the Committee of the Whole that Council defer the estimated costs to carry out the work to expand the Babins Hill Lookoff by 40 meters west along Highway 206 to the 2023/24 budget deliberations.	2023-09-01	CFO	Immediate	Complete
136	<b>Fleet Vehicle</b> / that Council accept the recommendation of the Committee of the Whole that Council approve the purchase of a new fleet vehicle at the tendered cost of \$72, 369 plus HST with the costs being incurred in the 2023/24 fiscal year and FURTHER MOVE that the CAO be authorized to negotiate any increase in price resulting from supply of a 2024 model vehicle if no 2023 model vehicles are available at the time of order/delivery.	2023-09-01	CFO/CAO	Immediate	Complete
137	<b>Marketing Levy Update</b> / that Council refer the Municipality of the County of Richmond Marketing Levy By-Law #60 to the By-Law/Policy Committee for review and recommendation.	2023-09-01	Municipal Clerk	Immediate	Complete
138	<b>CAO Employee Success Plan</b> / that Council refer the CAO Employee Success Plan to the By-Law/Policy Committee.	2023-09-01	CAO / Municipal Clerk	Immediate	Complete
139	<b>By-Law / Policy Committee</b> / that Council approve Lois Landry as a member of the By-Law and Policy Committee.	1/23/2023	CAO/Municipal Clerk	Immediate	Complete
140	<b>Storm Policy</b> / 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	<b>Second Reading</b> / 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	<b>Second Reading</b> / 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	<b>Governance and Boundary Review</b> / 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	<b>Strait Area Transit</b> / 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	<b>Richmond Villa Board Request</b> / 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	<b>Governance and Boundary Review</b> /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	<b>Heritage Plaques</b> / 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	<b>Lighthouse Heritage Properties</b> / 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	<b>Municipal Heritage Property Designation Scoring Criteria</b> / 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	<b>Public Participation Program Regarding Engagement with Abutting Municipalities</b> / 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	<b>Provincial Snow Clearing</b> / 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	<b>Province's Introduction to Bill 225</b> / 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	<b>AccessAbility Week</b> / 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	<b>Administration Portuaire de Petit de Grat Grant Request</b> /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	<b>Bonnie Brae Seniors Club Type 4 -Grant Request</b> /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	<b>Private Ways By-Law # 66 -First Reading/</b> 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	<b>Richmond Villa Board /</b> that Council accept Robert Wambolt as the appointed community member to the Richmond Villa Board.	2-27-2023	Municipal Clerk	Immediate	Complete
158	<b>Spring 2023 Heavy Collection/</b> 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	<b>Bras d'Or Lakes Collaborative Environmental Planning /</b> that the CEIP request for financial support for the Etuaptmunk (Two-Eyed Seeing) Conference being held in October 2023 be deferred to budget deliberations.	2-27-2023	Chief Financial Officer	Immediate	Complete
160	<b>Special Event By-Law</b> /that Council move the Special Event By-Law to the adoption process as	2-27-2023	CAO/Municipal Clerk	Immediate	Complete
161	<b>Public Participation Program Regarding Engagement with Abutting Municipalities /</b> 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	<b>Canada Community Building Fund Discussion (Gas Tax )</b> /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	<b>Canada Community Building Fund Discussion (Gas Tax )</b> / 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	<b>Comfort Center &amp; Emergency Shelter Policy/</b> 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	<b>Eastern District Planning Commission Appointments and Positions of the District Planning Staff /</b> 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	<b>Autism Acceptance Month Flag Raising /</b> 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	<b>Gaelic Nova Scotia Month Flag Raising /</b> 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	<b>Purple Day for Epilepsy Awareness /</b> 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	<b>Grant Request from Raising the Villages Cooperative Ltd. for the Type 4 – Regional/Health/General Grant Funds in the amount of \$5,000./</b> 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	<b>Constituent/ Question Period /</b> Develop a service standard for responding to public inquires.	3-13-2023	CAO / Municipal Clerk	Immediate	Complete
171	<b>Constituent/ Question Period /</b> To post EDPC public meetings on the Municipal schedule of meeting calendar.	3-13-2023	Municipal Clerk	Immediate	Complete

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

179	<b>Regional/Shared By-Law Enforcement Officer Update/</b> that the agenda item "Regional/Shared By-Law Enforcement Officer Update be added to the next By-Law/Policy Committee for discussion.	3/27/2023	Municipal Clerk	Immediate	<b>Complete</b>
180	<b>Travel for Wind Europe 2023/</b> 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	<b>Complete</b>
181	<b>Lyme Disease Awareness Month /</b> that the Lyme Disease Awareness Month Proclamation be approved.	3/27/2023	Warden/Municipal Clerk	Immediate	<b>Complete</b>
182	<b>No Mow May /</b> 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	<b>Complete</b>
183	<b>Multi-Use Facility Feasibility Study /</b> 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	<b>Complete</b>
184	<b>Marketing Levy Update /</b> 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	<b>Complete</b>
185	<b>Comfort Center &amp; Emergency Shelter Policy/</b> 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	<b>Complete</b>
186	<b>Constituent/ Question Period /</b> What is the appeal process for sot's? What is the process EDPC uses to issue sot's?	3/27/2023	CAO	Immediate	<b>Complete</b>
187	<b>L'Ardoise Acadian Heritage Society/</b> that the Committee recommend to Council that the L'Ardoise Acadian Heritage Society Grant Request for Type 2- Start-up Activity Grant Funds in the amount of \$500 for the purpose of supporting the costs of equipment and supplies, be approved and allocated as follows: \$ 500.00 from District 5 Funds.	2023-11-04	CFO	Immediate	<b>Complete</b>
188	<b>St. Peter's Grand River Loch Lomond Pastoral Charge /</b> that the Committee recommend to Council that the St. Peter's Grand River Loch Lomond Pastoral Charge Grant Request for Type 4 - Regional/Health/General Grant Funds be the amount of \$3,000 for the purpose of supporting the costs of building repairs and allocate as follows: \$3,000.00 from General Grant Funds.	2023-11-04	CFO	Immediate	<b>Complete</b>

189	<b>Strait Area Mutual Aid Association Grant Request</b> / that the Committee recommend to Council to have the CAO ask the CFO if the funding request from the Strait Area Mutual Aid Association would fit the criteria for the Grant/Funding application process and FURTHER MOVE that the funding request be referred to Budget deliberations if the association does not meet the requirements.	2023-11-04	CAO/CFO	Immediate	Complete
190	<b>RCMP Retroactive Costs</b> / that the Committee recommend to Council to support the Federation of Canadian Municipalities resolution opposing the decision of the Federal Government to not absorb retroactive RCMP costs and FURTHER MOVE that the Warden issue a press release.	2023-11-04	Warden	Immediate	Complete
191	<b>Landrie Lake Water Utility Board, Re: Letter to Minister of Public Works regarding Green Hydrogen Development Support/</b> that the Committee recommend to Council to support the letter to the Minister of Public Works requesting that the Nova Scotia Department of Public Works work with the utility to re-establish water transfer from the Little River Reservoir to Landrie Lake.	2023-11-04	CAO/Municipal Council	Immediate	Complete
192	<del>Meeting with Council to Discuss Shared Municipal Files</del> /that the Committee recommend to Council to have staff organize and coordinate a meeting with the Port Hawkesbury Town Council to discuss shared files. <del>May 27, 2024 Moved by Councillor Melanie Sampson, seconded by Councillor Michael Diggdon that Council have staff proceed to schedule a meeting for a date in June, if possible, for a joint meeting with the Town of Port Hawkesbury.</del>	2023-11-04	CAO	Immediate	Complete
193	<b>Doug Griffiths, President &amp; CEO, 13 Ways Inc. &amp; Cape Breton Regional Enterprise Network Event/</b> that the Committee recommend to Council to have the CAO and staff pursue a community focused event with Doug Griffiths.	2023-11-04	CAO	Immediate	Complete
194	<b>Acting Collectively Year End Report</b> / to share the report on the Municipal website/Facebook page.	2023-11-04	Municipal Clerk	Immediate	Complete
195	<b>Raising the Village/</b> Request video from Jim Mustard to share with Council/staff	2023-11-04	Municipal Clerk	Immediate	Complete
196	<b>Fire Services/ TOR and Committee Structure</b> / inquire with Staff (EMO) regarding how to move to a more structured committee and provide assistance where needed.	2023-11-04	CAO/EMO	Immediate	In Progress
197	<b>CAO, Re: 2023/2024 Budget Planning Discussion/</b> to have meetings set up similar to last year and to provide Council with dates as soon as they are made available.	2023-11-04	CAO	Immediate	Complete
198	<b>Budget Release Policy</b> - that staff prepare a 2nd draft with the recommendations from the By-Law/Policy committee.	2023-11-04	CAO/Municipal Clerk	Immediate	Complete
199	<b>Storm Reporting Form</b> - The Committee unanimously agreed that the form would be used for post storm reporting and that the data collected will need to be tracked	2023-11-04	EMO	Immediate	Complete
200	<b>Regional/Shared By-Law Enforcement Officer</b> - provide the other participating Municipalities our top three by-laws for the purpose of enforcement: Animal, Noise and Special Event By-Laws	2023-11-04	CAO	Immediate	Complete

201	<b>Fences Arbitration Committee/</b> that the By-Law Policy Committee recommend to Council to form a Fences Arbitration Committee.	2023-11-04	CAO/Municipal Clerk	Immediate	<b>Complete</b>
202	<b>Food Truck/Vending By-Law /</b> that staff provide the first draft for a future By-Law /Policy meeting.	2023-11-04	CAO / Municipal Clerk	Immediate	<b>In Progress</b>
203	<b>Clean Up Order /</b> 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	<b>Complete</b>
204	<b>Flag Policy /</b> to refer the Municipal Flag Policy to the By-Law/Policy Committee for revisions. <b>June 24, 2024:</b> that Council adopt the Flag Policy as amended	4/24/2023	CAO / Municipal Clerk	Immediate	<b>Complete</b>
205	<b>Arichat Pedestrian Side Walk/</b> 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	<b>Complete</b>
206	<b>2023/24 Cost Shared Road Upgrades J-Class Roads/</b> 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	<b>Complete</b>
207	<b>Point Michaud Beach Building/</b> 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	<b>Complete</b>
208	<b>Riverdale Senior Club /</b> 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	<b>Complete</b>
209	<b>Recreation Vehicles /</b> 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	<b>Complete</b>
210	<b>Heritage Plaques/</b> 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	<b>Complete</b>
211	<b>Budget Release Policy /</b> that the Committee recommend to Council to adopt the Budget Release Policy with the following changes: In Section 4 (a) remove the wording " cost increases" to "changes", remove Section 5(a), remove Section 3 and renumber the document accordingly.	2023-08-05	CAO, Municipal Clerk	Immediate	<b>Complete</b>
212	<b>Marketing Levy /</b> The Committee unanimously agreed to have staff reach out to Terry Smith and suggest a word change for Section 7 (e), to replace the word "Municipality" with "resides on Cape Breton Island".	2023-08-05	CAO, Municipal Clerk	Immediate	<b>Complete</b>

213	<b>CCBF Policy</b> / The Committee unanimously agreed to have staff prepare a third draft to include the Committee recommendations and to provide the supporting information used to formulate the percentages for funding amounts for the next By-Law/Policy Committee.	2023-08-05	CAO, CFO	Immediate	<b>Complete</b>
214	<b>National Accessibility Awareness</b> / that the Committee recommend to Council to have staff raise the Accessibility Flag for National Accessibility Awareness week, from May 29th – June 3rd.	2023-08-05	Director of Public Works, Municipal Clerk	Immediate	<b>Complete</b>
215	<b>Tax Sale</b> / that Council accept the recommendation of the Revenue Manager and CFO and that Council authorize the Revenue Manager and CFO to sell property numbers 00366722, 10534461, and 10534471 for a minimum acceptable bid of principal only and if these properties do not sell for the minimum acceptable bid, to sell these properties for half the principal only amount, and if these properties do not sell for half the principal only amount, to proceed and sell these properties for any bid.	2023-08-05	CFO	Immediate	<b>Complete</b>
216	<b>River Bourgeois Mariner Society</b> for the Type 4 – Regional/Health/General Grant Funds request / that the Committee recommend to Council to defer the grant request from the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1500 to the June Committee of the Whole meeting.	2023-08-05	Municipal Clerk	Immediate	<b>Complete</b>
217	<b>Cape Breton Fiddlers Association</b> / to defer the grant request to the June Committee of the Whole meeting and to have staff reach out to the proponent to gather information regarding what events are taking place in Richmond County	2023-08-05	CAO, Municipal Clerk	Immediate	<b>Complete</b>
218	<b>VON Week</b> / that the Committee recommend to Council to support the request from VON to celebrate VON Week by using blue lights on the Municipal Office building, request, from VON, a Victorian Order of Nurses for Canada (VON) flag and further make every effort to recognize VON week from May 21-27, 2023 on the Municipal Website and local media.	2023-08-05	Director of Public Works/Municipal Clerk	Immediate	<b>Complete</b>
219	<b>Richmond Wildlife Association</b> / that the Committee recommend to Council to approve the grant request from the Richmond Wildlife Association for the Type 3 – C1 Physical Activity Grant Funds in the amount of \$172.50 and be allocated at follows:\$ 172.50 from the District 2 funds.	2023-08-05	CFO	Immediate	<b>Complete</b>
220	<b>Louisdale Fleur de Lis Seniors &amp; Pensioners Club</b> / that the Committee recommend to Council to approve the grant request from the Louisdale Fleur de Lis Seniors & Pensioners Club for the Type 3 – C3 Sponsorship Grant Funds in the amount of \$500.00 and be allocated at follows: \$500.00 from the Regional General funds.	2023-08-05	CFO	Immediate	<b>Complete</b>
221	<b>Sidewalk Project</b> / The Committee unanimously agreed to defer the Arichat Pedestrian Sidewalk Project to budget discussions.	2023-08-05	CAO, CFO	Immediate	<b>Complete</b>
222	<b>Mawio'mi Friendship Gala Sponsorship Opportunities</b> / the Committee unanimously agreed to purchase the \$600.00 Friends of Mawio'mi sponsorship level.	2023-08-05	CAO, Municipal Clerk	Immediate	<b>Complete</b>
223	<b>Pondville Beach</b> / Council to draft a letter with input from the Save the Beach Provincial Park Group to the MLA and the Minister to address the infrastructure needs of the Pondville Beach Provincial Park.	2023-08-05	Warden	Immediate	<b>Complete</b>
224	<b>Broadband/</b> 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	<b>Complete</b>
225	<b>Collaborative Session/</b> 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	<b>Complete</b>

226	<b>NSCC HEO Lease/</b> 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	<b>Three year share agreement- Jclass road/</b> that Council defer to June 1, 2023 Special Meeting	5/23/2023	CAO	Immediate	Complete
228	<b>Hanging Flower Baskets/</b> 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	<b>Question Period Procedure /</b> that Council defer the discussion to the June COW Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
230	<b>Arichat Pedestrian Side Walk/</b> that Council defer a decision to June 1, 2023 Special Meeting	5/23/2023	Municipal Clerk	Immediate	Complete
231	<b>NSFM Policing Survey /</b> 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	<b>CCBF Policy Section 4 (a) /</b> 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	<b>CCBF Policy Section 4 (f) / to reword as follows:</b> 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	<b>Marketing Levy, 3rd Draft -</b> 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	<b>Question Period -</b> 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	<b>CCBF Policy</b> moved to adoption process	2023-06-06	Municipal Clerk	Immediate	Complete
237	<b>Marketing Levy</b> moved to the adoption process	2023-06-06	CAO / Municipal Clerk	Immediate	Complete
238	<b>Food Cycle Science, Municipal Food Waste Pilot Project -</b> that Council refer to staff for further investigation.	2023-12-06	CAO	Immediate	Complete
239	<b>Acting Collectively -</b> send email to Councillors with information on the Council Recruitment Campaign..	2023-12-06	Municipal Clerk	Immediate	Complete
240	<b>Waste Receptacles-</b> that Council refer the topic of Waste Receptacles for further discussions to the By-law / Policy Committee	2023-12-06	CAO / Municipal Clerk	Immediate	Complete
241	<b>Arichat Community Development Grant Extension -</b> that the Committee recommend to Council to approve the Arichat Community Development Association grant request extension for an additional year, to March 31, 2024	2023-12-06	CFO	Immediate	Complete

242	<b>IMVFD</b> - that Council have staff draft a letter outlining the limitations on private property and to provide information on who may be contacted.	2023-12-06	CAO	Immediate	<b>Complete</b>
243	<b>Louisdale &amp; Area Food Bank</b> - that Council approve the grant request from the Louisdale & Area Food Bank Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	<b>Complete</b>
244	<b>River Bourgeois Community Services Society</b> - that Council have staff reach out to the proponent for further information on the designated funds and defer to June Council.	2023-12-06	CFO	Immediate	<b>Complete</b>
245	<b>Re-Nest</b> - that Council approve the grant request from the Re-Nest Furniture Society for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 600 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	<b>Complete</b>
246	<b>Re-Nest</b> - reach out to the organization how we can help promote them.	2023-12-06	Municipal Clerk	Immediate	<b>Complete</b>
247	<b>Little Harbour Comm. Pasture</b> - that Council approve the grant request from the Little Harbour Community Pasture for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 5000 and be allocated at follows: \$2000 from District 5 and \$3000 from the Regional Fund.	2023-12-06	CFO	Immediate	<b>Complete</b>
248	<b>Strait Mutual Aid</b> - that Council have staff reach out to the proponent to gather more information on what other Municipalities have granted funding and FURTHER MOVE that Council have the Emergency Services Coordinator provide a staff report for the next meeting.	2023-12-06	CFO	Immediate	<b>Complete</b>
249	<b>River Bourgeois Mariner Society</b> - that Council approve the River Bourgeois Mariner Society for the Type 4 – Regional/Health/General Grant Funds in the Amount of \$1000 and be allocated as follows: \$500 from District 4 and \$500 from the Regional Fund.	2023-12-06	CFO	Immediate	<b>Complete</b>
250	<b>Cape Breton Fiddlers Association</b> - that Council approve the Cape Breton Fiddlers Association for the Type 4 – Regional/Health/General Grant Funds in the amount of \$ 2000 and be allocated from the Regional Fund.	2023-12-06	CFO	Immediate	<b>Complete</b>
251	<b>Question Period</b> - that Council refer the revision of the procedures for question period to the Warden and CAO.	2023-12-06	CAO / Warden	Immediate	<b>Complete</b>
252	<b>World Elder Abuse Day</b> - provide information on social media.	2023-12-06	Municipal Clerk	Immediate	<b>Complete</b>
253	<b>CSAP &amp; Arichat Side Walk Project Update-</b> that Council have staff proceed with exploring options for the exit side paving and report back to Council.	2023-12-06	Director of Public Works	Immediate	<b>Complete</b>
254	<b>Strait Area Chamber Housing</b> - 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	<b>Complete</b>
255	<b>Provincial Capital Assistance Program (PCAP)</b> - 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	<b>Complete</b>
256	<b>IMV Food Bank</b> - that staff work with the society to bring awareness to the searching of a permanent location.	6/26/2023	CAO	Immediate	<b>Complete</b>
257	<b>Loch Lomond Volunteer Fire Department</b> - 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	<b>Complete</b>

258	<b>River Bourgeois Community Service Society</b> - 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	<b>Strait Area Mutual Aid Association</b> - 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	<b>Supporting Affordable Housing</b> - 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	<b>Council Chamber Upgrades</b> - Moved by Councillor Michael Diggdon, seconded by Councillor Melanie Sampson that Council proceed with the Mastercontrol Proposal in the amount of \$51,200.00 plus hst to upgrade the Council Chamber video/audio production system and FURTHER MOVE that the funds be allocated from the Capital Reserve. Motion carried with four in favor and one against.	8/21/2023	CAO / CFO	Immediate	Complete
262	<b>Cape Breton Partnership</b> - 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	<b>Active Living Strategy and Recreation Plan</b> - that the Committee of the Whole recommend to Council to defer the decision to adoption the Active Living Strategy and Recreation Plan to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
264	<b>Two Eyed Seeing Conference</b> - that the Committee of the Whole recommend to Council to defer the decision of sponsorship for the Two Eyed Seeing Conference to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
265	<b>MEMAC - Committee Appointment</b> - that the Committee of the Whole recommend to Council that Councillor Melanie Sampson and Warden Amanda Mombourquette be appointed to the Municipal Emergency Management Advisory Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
266	<b>MEMPC - Committee Appointment</b> - that the Committee of the Whole recommend to Council that Councillor Michael Diggdon and Councillor Shawn Samson be appointed to the Municipal Emergency Management Planning Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete
267	<b>Fences Arbitration Committee Appointment</b> - that the Committee of the Whole recommend to Council that Deputy Warden Brent Sampson be appointed to the Fences Arbitration Committee.	2023-11-09	CAO / Municipal Clerk	After adoption of COW Report.	Complete

268	<b>Health Information Magnets</b> - that the Committee of the Whole recommend to Council to have staff investigate whether other Municipalities and Emergency Health Services have programs for Health Information Magnets or similar currently in place and report back to Council.	2023-11-09	Emergency Services Coordinator	Future Council meeting.	Complete
269	<b>Cost-Shared Road Paving J-Class</b> - The Committee of the Whole unanimously agreed to defer the discussion on selecting J-Class Roads for the application for cost-shared paving to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
270	<b>Voluntary Vulnerable Person Registry</b> - that the Committee of the Whole recommend to Council to support the resolution for a Province wide Voluntary Vulnerable Person Registry and FURTHER MOVE to defer the reading of the resolution to the next Regular Council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
271	<b>Fetal Alcohol Spectrum Disorder</b> - that the Committee of the Whole recommend to Council to support the request to declare the month of September as Fetal Alcohol Spectrum Disorder (FASD) Awareness Month and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
272	<b>Right To Know Week</b> - that the Committee of the Whole recommend to Council to support the request to declare September 25 to October 1, 2023 as Right to Know Week and FURTHER MOVE to defer the reading of the proclamation to the next regular council meeting.	2023-11-09	CAO / Municipal Clerk	Immediate	Complete
273	<b>Food Cycle Science, Municipal Food Waste Pilot Project</b> - The Committee of the Whole unanimously agreed to accept the Food Cycle Science - Municipal Pilot Program as information only and defer the discussion to budget time.	2023-11-09	CAO/CFO	After adoption of COW Report.	Complete
274	<b>Question Period - Claire Doyle - Isle Madame Garden Club/</b> Will the Municipality help the community deal with the woodland angelica invasive weed?	2023-11-09	CAO / Municipal Clerk	For next COW meeting.	Complete
275	<b>Road Name Change</b> - that the Planning Advisory/Heritage committee recommend to Council to have the EDCP 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. <b>Road Name Change</b> - 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	<b>Wind Turbine Overlay Mapping</b> - 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	<b>Complete</b>
277	<b>RCMP Advisory Board By-Law</b> - that Council give first reading approval for the RCMP Advisory Board By-Law.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
278	<b>Recreation Vehicles</b> - 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	<b>Complete</b>
279	<b>DNRR / ACOA Project Proposal</b> - that Council approve the project proposal for the staff position of Energy Transition Manager and pay the share at \$25,000.00 per year over the next three years and FURTHER MOVE that the 2023 payment be allocated from the un-used portion of the IT Technician salary from April 1- Oct 1 and future contributions shall be budgeted and assigned in ongoing budgets over the next two years.	09/26/2023	CAO / CFO	Immediate	<b>Complete</b>
280	<b>Application for Cost-Shared J-Class Road Paving</b> - 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	<b>Complete</b>
281	<b>Active Living Strategy and Recreation Plan</b> - that Council approve the Active Living Strategy and Recreation Plan as presented by Upland REConsulting Group.	09/26/2023	Recreation Manager	Immediate	<b>Complete</b>
282	<b>CEPI Conference Sponsorship Opportunity</b> - 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	<b>Complete</b>
283	<b>FASD Proclamation</b> - that Council support the Fetal Alcohol Spectrum Disorder (FASD) Awareness Month proclamation	09/26/2023	Municipal clerk	Immediate	<b>complete</b>
284	<b>Right to Know Week Proclamation</b> - that Council support the Right to Know Week proclamation.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
285	<b>VVPR Resolution</b> - that Council approve the resolution and forward it to the Nova Scotia Federation of Municipalities	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
286	<b>Speed Radar Unit</b> - that Council refer the Speed Radar Unit discussion to the By-law and Policy Committee.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
287	<b>Speed Radar Unit</b> - 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	<b>Complete</b>
288	<b>Question Period / - Class Road List</b> - Provide Lisa Boudreau list via email.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
289	<b>Question Period / Financial Health Index Report</b> - Provide Robbie Fougere with the report	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>
290	<b>Question Period / Grant Disclosures for 2022-2023</b> - Check to ensure local paper publication.	09/26/2023	Municipal clerk	Immediate	<b>Complete</b>

291	<b>Acting Collectively Project</b> / Council to provide the Acting Collectively project team direction on what the best options are for presenting the Richmond County project findings.	2023-10-10	Warden	Immediate	Complete
292	<b>Zone 3 Curbside Collection Tender</b> /that Council accept the recommendation from the Committee of the Whole to authorize staff to EXCEED BUDGET IN ORDER TO proceed with award of the Zone 3 curbside tender to the lowest priced bidder.	2023-10-10	Director of Public Works	Immediate	Complete
293	<b>New Rules for Off-Highway Vehicles</b> / that Council accept the recommendation from the Committee of the Whole to have staff begin looking into the next steps for the Municipality to develop a plan of action and FURTHER MOVE that staff reach out the ATV Association of Nova Scotia, and place the New Rules for Off-Highway Vehicles on the agenda for discussion at the next Police Advisory board meeting.	2023-10-10	Recreation Department	Immediate	Complete
294	<b>Bell Alliant to Appear before Council</b> / that Council accept the recommendation from the Committee of the Whole to have staff invite a Bell Alliant representative to appear before Council at a future date to discuss the lack of coverage throughout many areas of the county.	2023-10-10	CAO	Immediate	In Progress
295	<b>NSUARB Order</b> / that Council accept the recommendation from the Committee of the Whole to have the Warden draft a press release regarding the Nova Scotia Utility Review Board Order, confirming the number of Councillors and polling districts.	2023-10-10	Warden	Immediate	Complete
296	<b>Wastewater Management District Funds</b> / that Council accept the recommendation from the Committee of the Whole to have staff explore the feasibility and sustainability of perusing the Wastewater Management District funding program and report back to council	2023-10-10	CAO	Immediate	Complete
297	<b>Deer Population</b> / to have staff contact the Department of Natural Resources and Renewables to inquire about what program(s) are in place to manage the deer population in Richmond County and report back to council.	2023-10-10	CAO	Immediate	In Progress
298	<b>Municipality of the County of Richmond Organizational Chart</b> / that Council accept the recommendation from the Committee of the Whole to adjust the organizational chart as presented including the position classifications.	2023-10-10	CAO	Immediate	Complete
299	<b>Purchasing and Tendering Policy</b> - that council refer the Purchasing and Tendering Policy to the By-Law/Policy Committee for review. <b>June 24, 2024:</b> that Council adopt the Purchasing and Tendering Policy as amended.	10/23/2023	Municipal Clerk	Immediate	Complete
300	<b>Travel and Expense Policy</b> / That the amendments to the Travel and Expense Policy be adopted.	10/23/2023	Municipal Clerk	Immediate	Complete

301	<b>Grant Disclosure Policy</b> - that the Grant Disclosure Policy be adopted as a policy of the Municipality of the County of Richmond.	10/23/2024	Municipal Clerk	Immediate	<b>Complete</b>
302	<b>Bras d'Or Lakes CEPI grant application</b> / 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	<b>Complete</b>
303	<b>SERMGAR Legislation-Bill 340</b> / 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	<b>Complete</b>
304	<b>Calvin Presbyterian Church Grant Request</b> / that the Committee of the Whole recommend to Council to approve the Calvin Presbyterian Church Grant Application for the Type 1- Infrastructure Grant Funds in the amount of \$1,000 and be fully allocated from the District 5 Funds.	2023-06-11	CFO	Immediate	<b>Complete</b>
305	<b>Hearts Ability Society Wreaths Fundraiser</b> / The committee unanimously agreed to refer the request from the Hearts Ability Society to Staff	2023-06-11	CAO	Immediate	<b>Complete</b>
306	<b>Destination Cape Breton MOU</b> / that the Committee of the Whole recommend to Council to approve the MOU among the five Cape Breton Island municipalities and Destination Cape Breton.	2023-06-11	CAO	Immediate	<b>Complete</b>
307	<b>Municipal Housing Needs Report</b> / create an article and upload the document on Municipal website and create a fb post	2023-06-11	Municipal Clerk	Immediate	<b>Complete</b>
308	<b>Municipality of the County of Richmond Planning Strategy and Land Use By-Law</b> / 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	<b>Complete</b>
309	<b>École Beau Port Sidewalk/Driveway Project and Additional Accessibility Projects at Various Municipal Owned Facilities</b> / 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	<b>Complete</b>
310	<b>Affordable Housing Project, SRD International Limited</b> / staff to provide an update for the December 18, 2023	2023-07-12	CAO	Immediate	<b>Complete</b>
311	<b>Extended Producer Responsibility (EPR) for Packaging, Paper Products</b> / that the Committee of the Whole recommend to Council to support the recommendation from staff to register for the new industry-led EPR for PPP program.	2023-07-12	Director of Public Works	Immediate	<b>Complete</b>

312	<b>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./</b> that the Committee of the Whole recommend to Council to approve the grant request from the Isle Madame Food Bank (Stella Maris Pastoral Unit) for the Type 4 – Regional/Health/General Grant Funds in the amount of \$1,500 and be allocated as follows: \$750 from the District 1 funds, and \$750 from the District 2 funds.	2023-07-12	CFO	Immediate	<b>Complete</b>
313	<b>Question Period</b> - Claire Doyle - Seniors Take Action Coalition, Re: Volunerable Person Registry	2023-07-12	Warden	Immediate	<b>Complete</b>
314	<b>Sale of Property PID 750144654 / AAN 01525956</b> - 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	<b>Complete</b>
315	<b>Member at Large/ By-Law Policy Committee</b> - to accept Stacey Morrison as the appointed community member to the By-Law/Policy Committee.	12/19/2023	Municipal Clerk	Immediate	<b>Complete</b>
316	<b>Gilles Subdivision, St. Peter's</b> - that Council approves the quit deed as presented.	12/19/2024	CAO	Immediate	<b>Complete</b>
317	<b>Purchase of PID 75220756</b> / 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	<b>Complete</b>
318	<b>Engage NS Quality of Live Survey</b> / It was the consensus of the Committee to defer Engage to budget discussions.	01-15-2024	CFO	Immediate	<b>Complete</b>
319	<b>Low Income Tax Exemption</b> / 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	<b>Complete</b>
320	<b>Coastal Riders ATV group request for a letter of authorization</b> / 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	<b>Complete</b>
321	<b>2024 Municipal Elections Voting Method/</b> that the Committee of the Whole recommend to Council to use paper ballots for the 2024 Municipal Election.	01-31-2024	Municipal Clerk	Immediate	<b>Complete</b>
322	<b>Appointment of Returning Officer</b> / 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	<b>Complete</b>
323	<b>Advance Poll Day</b> / 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	<b>Complete</b>

324	<b>Enumeration or use of lists or permanent register</b> / 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 FUTURE MOVE that staff investigate whether or not the complete list is used in its form or can be revised by staff for accuracy.	01-31-2024	CAO	Immediate	Complete
325	<b>Tariff Fees and Expenses</b> /that the Committee of the whole recommend to Council to delegate its authority to the Chief Administrative Officer, Per section 139 (1A) of the Municipal Elections Act, to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment relating to the 2024 Municipal Election.	01-31-2024	CAO	Immediate	Complete
326	<b>Raising the Village Grant Request</b> / 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	<b>Village of St. Peter's Guarantee</b> / 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	<b>ECRL request for additional rent</b> / 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	<b>Richmond County Water Utility-Water Rate Study</b> / 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	<b>Request to Purchase PID 75142133</b> / 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	<b>Land/Legal Document from In camera session</b> / 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	<b>Bona Road and Bona Lane in L'Ardoise</b> / that Council have the EMO/Fire Services Coordinator investigate if the naming of Bona Road and Bona Lane in L'Ardoise has been an issue with Emergency Health Services and FURTHER MOVE if a road name change required that a staff report be prepared for the Planning/Advisory Committee.	01-31-2024	Emergency Services Coordinator	Immediate	Complete
333	<b>Contract Negotiations</b> / that Council accept the proposal from Conseil scolaire acadien provincial (CSAP) for the side walk project as discussed in camera and FURTHER MOVE to enter into partnership with CSAP.	02-26-2024	Director of Public Works	Immediate	Complete

334	<b>Request for Proposals for the Purchase and Use of 19 School Road, Evanston, NS, PID 75221366,75035865</b> / that Council accept the recommendation from the Committee of the Whole to proceed, as discussed in camera, with the Request for Proposals for the purchase and use of 19 School Rd., Evanston, NS, PID # 75221366, 75035865.	02-26-2024	CAO	Immediate	Complete
335	<b>Richmond Water Utility Water Rate Study/</b> that Council accept the recommendation from the Committee of the Whole that the Municipality of the County of Richmond apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the municipality of the county of Richmond and changes to its rules and regulations for customers served by the Municipality of the County of Richmond water utility, as set out in the water rate study prepared by G.A. Isenor Consulting Limited in association with Blaine s. Rooney Consulting Limited.	02-26-2024	Director of Public Works	Immediate	Complete
336	<b>Voluntary Vulnerable Persons Registry/</b> 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	<b>Speed Radar Request for Information /</b> that Council accept the recommendation from the Committee of the Whole to approve the request for access to data from speed radar signs in Richmond County and FURTHER MOVE that staff provide Sgt. Brad Kelly with the requested information.	02-26-2024	Director of Public Works	Immediate	Complete
338	<b>Planning Advisory/Heritage Committee /</b> 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	<b>Grants Policy /</b> that the Grants Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	Complete
340	<b>Sale of Municipal Property Policy /</b> that the Sale of Municipal Property Policy be adopted as amended.	02-26-2024	Municipal Clerk	Immediate	complete
341	<b>Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units./</b> Sampson that Council give first reading approval for the Amendments to the Central Richmond Secondary Plan and Land Use By-Law to allow former institutional buildings to be converted into dwelling units and FURTHER MOVE that staff schedule a public hearing.	02-26-2024	Municipal Clerk	Immediate	Complete
342	<b>Amyloidosis Awareness Month Proclamation /</b> 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	<b>Mary Beth Doucette, Co-Chair CEPI Management Committee, Re: Requestfor the continued financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan.</b> / that Council defer the request for financial support of the Bras d'Or Lakes Collaborative Environmental Planning Initiative's (CEPI) 2024-25 Notional work plan to budget discussions.	02-26-2024	CFO	Immediate	Complete
344	<b>Question Period - Regular Council, Re: Port Royal Bridge/</b> that Council have the Warden draft a letter to Trevor Boudreau, MLA and the Honourable Kim Masland regarding the removal of the Port Royal Bridge.	02-26-2024	Warden	Immediate	Complete

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

353	<b>Sale of Municipal Property – Undersized Lot Adjacent to Property Owner, PID # 75112144</b> / that Council declare property PID #75122144 as surplus and FURTHER MOVE that staff proceed with the sale of the undersized lot to the adjacent property owner, R & L Rentals, at the appraised fair market value plus HST and migration costs	03-25-2024	CFO, Revenu Manager	Immediate	In Progress
354	<b>Richmond Arena Refrigerant Purchase</b> / that Council support the staff recommendation to purchase the available refrigerant and FURTHER MOVE to proceed with the purchase on or after April 1, 2024, in advance of budget approval.	03-25-2024	Director of Public Works	Immediate	Complete
355	<b>Autism Acceptance Month Flag Raising Request/</b> that Council have staff organize the Autism Acceptance Month flag raising and proclamation ceremony for a date in April, and FURTHER MOVE that staff advertise an invitation to residents in local media.	03-25-2024	Municipal Clerk	Immediate	Complete
356	<b>Land-Legal / Open Tender Competition PID # 75142133/</b> that Council to accept the recommendation from staff to sell property PID# 142133 to the highest bidder as a result of the open tender competition.	04-22-2024	CFO, Revenue Manager	Immediate	Complete
357	<b>Personnel / Additional Professional Finance Services</b> / that Council to empower the CAO to engage additional professional financial services and to include such costs in the 2024/25 budget.	04-22-2024	CAO	Immediate	Complete
358	<b>Municipal Growth Framework</b> / that Council support the Municipal Growth Framework resolution.	04-22-2024	Municipal Clerk	Immediate	Complete
359	<b>2024 Heavy Collection</b> / that Council proceed with the 2024 Heavy Collection at an estimated cost of \$160,000 with the funds to be allocated in the 2024/25 budget.	04-22-2024	Director of Public Works	Immediate	Complete
360	<b>Village of St. Peter's Gurantee</b> / that Council provide a guarantee for the Village of St. Peter's for the purpose of borrowing to convert their balloon payment into a new 5-year debenture in the amount of \$497,300.00.	04-22-2024	CFO	Immediate	Complete
361	<b>RB Mariners Society</b> / that the Committee of the Whole recommend to Council to approve the grant request from the River Bourgeois Mariner Society for the Type 4-Regional/Health/General Grant Fund in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds, subject to assessment by staff as to the project's eligibility.	04-22-2024	CFO	Immediate	Complete
362	<b>Gaelic Awareness Month</b> / that the Committee of the Whole recommend to Council to have staff organize the Gaelic Nova Scotia Month flag raising and proclamation ceremony for a date in May and FURTHER MOVE that staff advertise an invitation to members of the public in local media.	04-22-2024	Municipal Clerk	Immediate	Complete
363	<b>River Bourgeois Community Services for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500</b> / to table the River Bourgeois Community Services grant request for the Type 3- Recreation Sponsorship Grant Fund in the amount of \$500 to the next Council meeting following Grants and Contributions budget discussions. <b>June 24, 2024:</b> that Council approve the grant request from the River Bourgeois Community Services for the Type 03 - Recreation Sponsorship Grant funding in the amount of \$500 and be allocated from the District 4 funds.	04-22-2024	Director of Finance	Immediate	Complete
364	<b>Richmond Education Center/Academy</b> / to Council to defer the request to contribute to the Richmond Education Center/Academy Bursary/Scholarship fund to budget discussions.	04-22-2024	CFO	Immediate	Complete

365	<b>Tourism Nova Scotia Emerging Destinations Program</b> / that Council have staff connect with Cindy Walker to explore the program to see if there are opportunities to participate.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
366	<b>Access Awareness Week</b> / that MOCR host a flag raising and proclamation event on May 27.	04-22-2024	Department of Community Development and Recreation	Immediate	Complete
367	<b>Appointment of Auditors</b> / that Council appoint Grant Thornton as auditors for the March 31, 2024 fiscal year end.	04-22-2024	CAO, CFO	Immediate	Complete
368	<b>Financial Statements Year Ended March 31, 2023</b> / that Council accept the financial statements with the non-substantive amendments as presented.	04-22-2024	CAO, CFO, Warden, DW	Immediate	Complete
369	<b>Variance Notification Procedures</b> / that Council have staff review the Land Use By-Laws to determine if an extension on the time frame for appeals can be extended from 14 to 21 days and FURTHER MOVE to prepare amending pages.	04-22-2024	Municipal Clerk	Immediate	In Progress
370	<b>Richmond County Subdivision By-Law</b> / tha Council have staff prepare amending pages to the Richmond County Subdivision By-Law for the purpose of removing the term “clearly survey” and further clarify that the use of an easement (new or existing) will require a survey.	04-22-2024	Municipal Clerk	Immediate	In Progress
371	<b>Buidling Permits and Fees</b> / that Council have staff amend By-Law 61- Building Permits and Fees for the purpose of updating the fee structure as presented by the Eastern District Planning Commission.	04-22-2024	Municipal Clerk	Immediate	Complete
372	<b>Dry Hydrant Installation</b> / that Council review the submission from the St. Peter's Volunteer Fire Department for the approval of \$5000 for the installation of their dry hydrant at the next Committee of the Whole with our Emergency Service Coordinator.	04-22-2024	Emergency Services Coordinator	Immediate	Complete
373	<b>Fire Service Review Document</b> / that Council review the 2019 Fire Service Review and recommendations submitted by Goudreault Associates at the next Committee of the Whole with our	04-22-2024	Emergency Services Coordinator	Immediate	Complete
374	<b>Lyme Disease Awareness Month</b> / that the Lyme Disease Awareness Month Proclamation be approved.	04-22-2024	Municipal Clerk	Immediate	Complete
375	<b>MOCR 2024036 Tender</b> - that Council authorize the CAO to award the MOCR 2024036 Former West Richmond Education Centre/Walter Fougere School Tender to the proponent as discussed in camera.	05-09-2024	CAO	Immediate	Complete
376	<b>No Mow May</b> - that Council observe 'No Mow May' as a standing practice, however, staff are authorized to mow, when it is deemed necessary, at the Department of Public Work's discretion	05-27-2024	Director of Public Works	Immediate	Complete
377	<b>Roaming Farm Animals</b> - that Council refer the discussion to the Bylaw / Policy Committee.	05-27-2024	Municipal Clerk	Immediate	In Progress
378	<b>Street Light Policy</b> - that Council refer the Street Light Policy to the By-Law/Policy Committee for Review	05-27-2024	Municipal clerk	Immediate	Complete
379	<b>VON Week</b> / that Council accept the recommendation from the Committee of the Whole to approve the VON Proclamation, the raising of the VON Flag for a date in May, and FURTHER MOVE that staff make the arrangements to light up the Municipal Building in Blue and make every effort to recognize VON week on social media.	05-27-2024	Municipal clerk	Immediate	Complete

380	<b>Richmond River Root Richmond River Roots Market Green Society that the grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,200</b> / that Council accept the recommendation from the Committee of the Whole to defer to the next Council meeting following Grants and Contributions budget discussions. <b>June 24, 2024:</b> that Council approve the grant request from the Richmond River Roots Market Green Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$6,650 and be allocated as follows: General Funds: \$4400, District 1:\$ 500, District 2:\$ 500, District 3:\$ 500, District 4:\$ 500, District 5:\$ 250	05-27-2024	Director of Finance	Immediate	Complete
381	<b>SPVFD Dry Fire Hydrant</b> -that Council accept the recommendation from the Committee of the Whole to approve the funding of five thousand dollars for the installation of the dry fire hydrant.	05-27-2024	Director of Finance	Immediate	Complete
382	<b>Dry Fire Hydrant</b> - that Council accept the recommendation from the Committee of the Whole to refer the Dry Fire Hydrant Policy to the Fire Service Protection Committee and the By-Law/Policy Committee for review.	05-27-2024	Emergency Services Coordinator	Immediate	In Progress
383	<b>Grant request from the Administration Portuaire de Petit-de-Grat for Infrastructure Grant Funds in the amount of \$20,000</b> / that Council approve the grant request from the Administration de Petit-de-Grat for the Type 1- Infrastructure Grant Funds in the amount of \$10,000 and be allocated from the CCBF Waterfront Development Funds.	05-27-2024	Director of Finance	Immediate	Complete
384	<b>Lennox Place Limited support letter</b> / that Council have the Warden provide a letter of support, in principle, for their application for the Nova Scotia Affordable Housing Development Program to fund the conversion of a building into a 7-unit apartment building located at 818 Veterans Memorial Drive, Arichat.	05-27-2024	Warden	Immediate	Complete
385	<b>Lennox Place Limited permitting fees</b> / that Council refer the discussion on covering the Lennox Place Limited associated permitting fees to the next meeting of Council following budget discussions and FURTHER MOVE that Staff contact the other proponents to identify their current interest in Municipal support and hold a Special meeting as soon as possible, following the budget discussions, to discuss covering permitting fees.June 24, 2024: that Council approve the request from Lennox Place Limited for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	05-27-2024	CAO	Immediate	Complete
386	<b>5 year capitial investment Plan</b> / that Council approve the 5 year Capital Investment Plan for the Municipality of the County of Richmond for the fiscal year ending March 31, 2025.	06-13-2024	Municipal Council	Immediate	Complete
387	<b>Area Rates</b> / that Council accept the recommendation of the Director of Finance and that the following area rates be approved:	06-13-2024	Municipal Council	Immediate	Complete
388	<b>Final Budget for year ending March 31, 2025</b> / that Municipal Council give approval to the municipal estimates of revenues and expenditures for the year ending March 31, 2025 in the amount of \$17,459,364; AND FURTHER MOVED THAT WHEREAS pursuant to the Municipal Government Act, the Municipal Council of the Municipality of Richmond estimates that sums amounting to \$10,714,430 are required	06-13-2024	Municipal Council	Immediate	Complete

389	<b>Canada Day Funding</b> / that Council approve the following Canada Day Funding Applications as follows: a) Ardoise Mens Club \$ 1,577.00 b) Loch Lomond Heritage Association\$ 500.00 c)St. Louis Parish\$ 2,500.00 d)St. Peter's Lions Club\$5,800.00 e)Bras d'Or Lakes Seniors Association\$ 300.00	06-13-2024	Director of Finance	Immediate	Complete
390	<b>Sale of property PID 75079954 and PID 75026898 for the upcoming tax sale on August 23, 2024</b> / that Council accept the recommendation from the Committee of the Whole to accept the recommendation from staff to sell property PID 75079954 and PID 75026898 at the tax sale on August 23, 2024, as discussed in closed session.	06-24-2024	Director of Finance / Revenue Manager	Immediate	Complete
391	<b>Cape Breton Partnership - Forward Together Plan</b> / that Council accept the recommendation from the Committee of the Whole to endorse the Liaison Oversight Committee's (LOC) acceptance of the Forward Together plan as the Economic Development Strategy of the Cape Breton Regional Enterprise Network (CB REN), and FURTHER MOVE, commit to aligning Richmond County's economic development efforts with Forward.Together.	06-24-2024	CAO		In Progress
392	<b>Share the Road Project</b> / that Council accept the recommendation from the Committee of the Whole to refer the discussion to the By-Law and Policy Committee for the development of a by-law that would permit MOCR to designate a municipal roadway or part of a roadway as a road trail.	06-24-2024	Municipal Clerk	Immediate	In Progress
393	<b>River Bourgeois Mariner Society for the Type 4 – Regional /Health/General grant funds in the amount of \$1,500 / June 10, 2024:</b> that Council accept the recommendation from the Committee of the Whole to defer the request from the River Bourgeois Mariner Society for the Type 4 – Regional /Health/General Grant Funds in the amount of \$1,500 to the next meeting following budget discussions. <b>June 24, 2024</b> : that Council approve the grant request from River Bourgeois Mariner Society for the Type 04-Regional/Health/General Grant Funding in the amount of \$1,500 and be allocated as follows: \$1000 from District 4 Fund and \$500 from the Reginal Fund.	06-24-2024	Director of Finance	Immediate	Complete
394	<b>Brela Homes, Jeremy Carroll request for financial support for building permitting fees / June 10, 2024:</b> that Council accept the recommendation from the Committee of the Whole to defer the request from Jeremy Carroll, Brela Homes, for financial support for building permitting fees to the next meeting following budget discussions. <b>June 24, 2024:</b> that Council approve the request from Jeremy Carroll, Brela Homes, for financial support for permitting fees, pending approval of the Capital Improvement and Development Policy and the application process.	06-24-2024	CAO	Immediate	Complete
395	<b>Request from Anne Leavitt, board chair of the Isle Madame Historical Society, to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week</b> / that Council accept the recommendation from the Committee of the Whole to approve the request from Anne Leavitt, board chair of the Isle Madame Historical Society to proclaim the week of September 22-28th as Robert Bouchard and Cornelia Boucher week.	06-24-2024	Municipal Clerk	Immediate	Complete

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

407	<b>Landfill Closure</b> /that Council approve the change to the budget for the West Arichat disposal site closure by an additional \$665,000 of the Capital Fund Budget, preferably under Canada Community Building Fund (CCBF).	08-07-2024	Director of Public Works	Immediate	<b>Complete</b>
408	<b>Capital Improvement and Development Policy</b> / that Council adopt the Capital Improvement and Development Policy as a policy of the Municipality of the County of Richmond	08-07-2024	CAO	Immediate	<b>Complete</b>
409	<b>Dog By-Law</b> / that Council refer the Dog By-Law to the By-Law/Policy Committee for review.	08-07-2024	Municipal Clerk	Immediate	<b>In Progress</b>
410	<b>Seniors Take Action Coalition, Re: Request for the Type 4 -Regional/Heath/General Grant Funds</b> in the amount of \$9,400.00 / that Council defer the request for the Type 4 -Regional/Heath/General Grant Funds in the amount of \$9,400.00 to the next Committee of the Whole.	08-07-2024	Director of Finance	Immediate	<b>Complete</b>
411	<b>Festival Acadien de Petit-de-Grat, Re: Request for the Type 3 - Sponsorship Funds in the amount of \$500.00</b> / that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 - Sponsorship Funds in the amount of \$500.00 and be allocated from the District 1 Funds.	08-07-2024	Director of Finance	Immediate	<b>Complete</b>
412	<b>Festival Acadien de Petit-de-Grat, Re: Grant request for the Type 3 C1 -Physical Activity Grant Funds in the amount of \$1,000.00</b> / that Council approve the Festival Acadien de Petit-de-Grat, grant request for the Type 3 C1 -Physical Activity Funds in the amount of \$1000.00 and be allocated as follows: Regional Funds: \$500, District 1 Funds: \$250, and District 2 Funds: \$250.	08-07-2024	Director of Finance	Immediate	<b>Complete</b>
413	<b>D'Escousse Civic Improvement Society, Re: Grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00</b> /that Council approve the D'Escousse Civic Improvement Society grant request for the Type 3 C3 - Sponsorship Grant Funds in the amount of \$500.00 and be allocated from the District 2 Funds.	08-07-2024	Director of Finance	Immediate	<b>Complete</b>
414	<b>Grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50</b> / that Council accept the recommendation from the Committee of the Whole to approve the grant request from Lisa Dewolf for the Type 3 – Recreation/Sponsorship Grant Funds for Instructor/Facilitator Development in the amount of \$447.50, to be allocated from the Regional Fund.	09-23-2024	Director of Finance	Immediate	<b>Complete</b>
415	<b>Office of the Information and Privacy Commissioner for Nova Scotia to proclaim September 23-29<sup>th</sup> as Right to Know Week in the County of Richmond</b> / that Council accept the recommendation from the Committee of the Whole to proclaim September 23-29th 2024 as Right to Know Week in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	<b>Complete</b>
416	<b>October 1, 2024, as Seniors for Climate Day in the County of Richmond</b> / that Council accept the recommendation from the Committee of the Whole to proclaim October 1, 2024, as Seniors for Climate Day in the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	<b>Complete</b>

417	<b>Request from Amy Wagg for English-Gaelic Boundary Signage in the County of Richmond/</b> that Council accept the recommendation from the Committee of the Whole to have staff collaborate with the Minister of Gaelic Affairs and the Minister of Public Works to install the new signs as requested when the Provincial budget permits.	09-23-2024	CAO	Immediate	<b>Complete</b>
418	<b>Request to write off taxes for property AAN 02913135, owned by Donald Frost, which was destroyed by fire/</b> that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 02913135 owned by Donald Frost, which was completely destroyed by fire, in the amount of \$205.87, which represents taxes on the dwelling only from December 16, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	<b>Complete</b>
419	<b>Request to write off taxes for property AAN 04126068, owned by James White, which was destroyed by fire/</b> that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 04126068 owned by James White, which was completely destroyed by fire, in the amount of \$61.85, which represents taxes on the dwelling only from December 24, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	<b>Complete</b>
420	<b>Request to write off taxes for property AAN 06373917, owned by Colton Gillis &amp; Keisha Morrison, which was destroyed by fire/</b> that Council accept the recommendation from the Committee of the Whole to write off the taxes for property AAN 06373917 owned by Colton Gillis & Keisha Morrison, which was completely destroyed by fire, in the amount of \$463.04, which represents taxes on the dwelling only from October 31, 2023, to March 31, 2024.	09-23-2024	Revenue Manager	Immediate	<b>Complete</b>
421	<b>Grant request from the Seniors Take Action Coalition for the Type 4-Regional/Health/General Grant Funds in the amount of \$9,400 /</b> that Council accept the recommendation from the Committee of the Whole to approve the Seniors Take Action Coalition grant request for the Type 4-Regional/Health/General Grant Funds in the amount of \$ 6,400.00, to be allocated as follows: \$480.00 from each District Fund and \$4000.00 from the Regional Funds, and FURTHERMOVE that staff explore options for in-kind contributions, such as photocopying and others as deemed appropriate and within MOCR policy.	09-23-2024	Director of Finance	Immediate	<b>Complete</b>
422	<b>Mapping for ESC and VFD's/</b> that the FPSC recommend to Council to support the investigation of the procurement of mapping using a 3rd party aside from EDPC to produce current mapping for Emergency Management and the VFD's.	09-23-2024	CAO/ESC	Immediate	<b>In Progress</b>
423	<b>Provincial road re-opening/maintenance/</b> that the FPSC recommend to Council to draft a letter to the province to have old provincial roads re-opened and maintained as a secondary means of travel for emergencies/evacuations and with the increase in MVC's and rerouting of traffic.	09-23-2024	Warden	Immediate	<b>Pending</b>
424	<b>Sub-division planning with EDPC/</b> that the FPSC recommend to Council to have staff investigate the planning of new areas have two lane roadways with turning areas suitable for fire apparatus and provisions for water supply planning.	09-23-2024	CAO/ EDPC	Immediate	<b>In Progress</b>
425	<b>Previous decisions to remove West Bay Road VFD from meetings/</b> that the FPSC recommend to council to reverse the decision to remove West Bay Road VFD from the Committee as they cover a portion of the County.	09-23-2024	ESC	Immediate	<b>In Progress</b>
426	<b>Strait Area Transit, Articles of Incorporation and By-Laws/</b> that Council approve the amendments to the Strait Area Transit Articles of Incorporation and By-Laws as presented.	09-23-2024	Municipal Council	Immediate	<b>Complete</b>
427	<b>Receipt of Donations Policy/</b> that Council refer the Receipt of Donations Policy to the By-Law/Policy Committee for further investigation and discussion.	09-23-2024	Municipal Clerk	Immediate	<b>In Progress</b>

428	<b>Taxi Liscence/</b> that Council approve the request for Willy's Taxi to operate a taxi in the Municipality of the County of Richmond.	09-23-2024	Municipal Clerk	Immediate	<b>Complete</b>
429	<b>Taxis By-law/</b> that Council refer the Taxis By-Law to the By-Law/Policy Committee for review.	09-23-2024	Municipal Clerk	Immediate	<b>In Progress</b>